

St. Catherine Labouré Catholic School

Family Handbook



2024-2025

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Faculty & Staff Reference Sheet 2024 - 2025

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Misc. School Numbers

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Fr. Charlie Prost	Ext 222	314-924-5018
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St. Louis Archdiocesan Educational Philosophy

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all of creation. In Jesus, the Church invites all people into communion with the Father, Son, and Spirit and into the mission of transforming all of life into God's kingdom. Through education, the Church seeks to prepare her members to hear, live, and proclaim the good news of the Gospel. The shared tradition of the Church supports, challenges, and enlightens persons at every stage of human life as they grow toward their full potential as individuals and as members of family, Church, and world.

Catholic education includes all the deliberate, systematic, and sustained efforts of the Church community, in both formal and informal education settings, to develop the skills, knowledge, and values needed for life. In today's pluralistic society, the Church offers the harmonizing perspective of faith to human culture and history. Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all peoples. Through methods appropriate to differing age-levels and ways that people learn, the Church provides opportunities for learners to explore, reflect, and integrate a Christian understanding of nature, self, society, and God, and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

It is the educator — teacher, administrator, pastor — who is preeminent in creating the unique climate in which a Catholic philosophy of education can be realized. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the Tradition and vision they share. Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as guide and companion.

The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership, and the community of faith that supports the educational mission of the Church. *(1100)*

Catholic Identity and Mission

The Catholic philosophy of education finds diverse expression in the educational programs in the Archdiocese, but central to all is their Catholic identity and faith in Jesus Christ. In a climate of growing secularization that affects much of the United States' culture, Catholic schools and parish programs accept the responsibility to evangelize and to transform the life of the individual and the culture with our Catholic faith. This Administrative Manual provides the vision and means to help Catholic educational institutions preserve and enhance their Catholic identity and mission.

Of first importance is to seek out individuals to fill the roles of leading and teaching in our Catholic schools and parish programs whose hearts burn with the love of the Trinitarian God and of their neighbor, whose lives witness the faith, and whose commitment upholds the Catholic nature of these educational programs. Of particular help in seeking out these individuals would be the Witness Statement for Those Who Serve in

Catholic Education (3100). Administrators, principals, and directors/coordinators, along with all teachers of religion, are to be Catholic and to be certified in religious education by the Archdiocese. For the teaching of religion, the Archdiocesan Unified Framework of Religion Standards and the list of approved religious education texts are promoted. In addition, all subject areas and extracurricular activities should reflect the Catholic identity of the school and be seen as opportunities to relate religious truths and values to everyday experiences of life

The evangelizing mission of the Church puts people in touch, in communion, in intimacy with Jesus Christ. This mission permeates the climate and relationships among all members of the Catholic school and parish school of religion, evidenced through a welcoming, compassionate, and Gospel-centered community of faith and service. Priority is given to the liturgical life of the Church, to the celebration of the sacraments, especially the Eucharist, to days of prayer, retreats, and various prayer experiences for faculty, students, and families. Catholic identity is also supported by the physical environment, where sacred images and Catholic models of faith are visible and are utilized in learning activities and celebrations.

It is the Holy Spirit who gives evangelizers the words with which to proclaim the Gospel and who transforms believers into disciples and disciples into witnesses to Christ in the world. With the guidance and inspiration of the Holy Spirit, educators are able to fulfill the primary mission of Catholic schools and parish programs: the saving mission of Jesus Christ and His Church. (1200)

Programs for Elementary Children

The Church's educational ministry extends to children in both Catholic and non-Catholic elementary schools. These programs can include students in Kindergarten through grade 8. Students enrolled in a Catholic elementary school can best experience learning and living fully integrated in the light of faith in a Catholic educational community. Catholic children enrolled in non-Catholic schools are evangelized and catechized through the parish school of religion. Unity in philosophy, coordination of efforts and personnel, and the allocation of resources for both programs all contribute to fulfilling the educational mission of the Church. (1302)

Parish Elementary Schools

Parish elementary schools are those schools whose administration and funds are under parish governance. These schools may also include students from adjoining parishes that do not have schools or Catholic or non-Catholic transfer students from other schools, as permitted by the local admissions policy. The following are types of parish schools: (1302.1)

Single Parish School **Note:** [St. Catherine Labouré is a Single Parish School](#)

Single parish elementary schools are located at one parish and are operated under the authority of the pastor and an advisory board of education. (1302.11)

Consolidated Elementary School Model

Consolidated elementary schools are those inter-parish schools in which two or more parishes have entered into a formal agreement to offer Catholic schooling at a site or sites agreed upon by the parishes involved. The administration and funds of such schools are under the joint governance of the parishes involved. The participating parishes share membership on the school board and financial responsibility for the support of the

school operation. In the case of a consolidated school, one of the pastors assumes the role of the “designated pastor” of the school. *(1302.12)*

Archdiocesan Elementary School (AES) Model

An Archdiocesan Elementary School is administered and governed by the Office of Catholic Education and Formation. An Archdiocesan Elementary School serves underserved families and is connected to a parish (or parishes) that cannot financially sustain the school. The school requires third party revenue sources. *(1302.13)*

Corporate School Model

A school in this model is connected to multiple parishes under a new corporate identity/entity. The school is governed by the members of the corporation (pastors of the parishes) and the Archbishop. A board of directors is created by the members of the corporation to advise the members of the corporation on the operation of the school. *(1302.14)*

Partnership School Model

A school in this model is connected to multiple parishes under a new corporate identity/entity. The school is governed by the members of the corporation (the Office of Catholic Education and Formation and the pastors of the parishes) and the Archbishop. A board of directors is created by the members of the corporation to advise the members of the corporation on the operation of the school. *(1302.15)*

Federation of Schools Model

A federation provides parish elementary schools with joint marketing, professional development for faculties, sacramental programs for students, and common planning and programming. *(1302.16)*

Private Elementary and Middle Schools

Private elementary and middle schools are governed and operated by a religious community or an organization (other than the Archdiocese or a parish) that has been recognized by the Ordinary of the Archdiocese. These schools are responsible for complying with Archdiocesan policies regarding religious education. *(1302.2)*

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Mission Statement of St. Catherine Labouré Catholic School

St. Catherine Labouré Catholic 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 of St. Catherine Labouré Catholic School

We believe the Christian family is the nurturing unit in a child's personal, social, emotional, academic, and religious education. 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.

Our commitment as Christian educators is to help the members of our community to become the best versions of themselves—the person God has called them to be. 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.

Saint Catherine Labouré School 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 aesthetic. This enables all to embrace the challenge of living a Christian life of virtue and to take individual responsibility for lifelong learning.

As Catholics, we serve Jesus Christ by sharing our time, talents, and treasures. Saint Catherine Labouré School 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 Catholic 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 Catholic 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.

Note: Italicized numbers at the end of a paragraph or section refer to the corresponding Archdiocesan Policy of the same number.

Responsibilities & Practices of SCL School/Home Partnership

Students will show responsibility by:	Parents will help students show responsibility by:	School will help students and parents by:
Treating EVERYONE with dignity, worth, and respect in and out of the school day, whether it be in person or via electronic devices	Treating EVERYONE with dignity, worth, and respect in and out of the school day and monitoring students actions in person and via electronic devices	Treating EVERYONE with dignity, worth, and respect in and out of the school day AND by providing a school environment where students feel safe and comfortable
Participating in the daily prayers, liturgies, prayer services, sacraments, and spiritual life of SCL Parish and School	Participating in the liturgies, prayer services, sacraments, and spiritual life of SCL Parish and School	Providing opportunities for students to learn more about and grow in their Catholic faith by participating in the daily prayers, liturgies, prayer services, and sacraments, especially the Eucharist
Looking for appropriate, peaceful ways to solve conflict	Modeling and enforcing the practice of treating others how you want to be treated and helping children develop appropriate, peaceful resolutions to conflict	Modeling and enforcing the practice of treating others how you want to be treated and guiding students to appropriately manage and resolve conflict peacefully
Attempting to understand the reasons (how/why) they have made mistakes (regarding conduct or academics) and to work to learn from those mistakes	Supporting school staff in helping children develop a sense of respect for themselves and others when they make mistakes or negative choices regarding conduct or academics	Setting and communicating appropriately high expectations for students' behavior and academic achievements while supporting students in learning self-discipline as they learn from their mistakes
Working to repair harm they may have caused and respectfully complying with the consequences they may incur	Cooperating with school staff to improve a child's behavior by supporting discipline/teaching efforts of school staff	Partnering with students and parents to improve a student's behavior by teaching/disciplining students as needed when they make poor behavior choices
Coming to school each day on-time and staying until dismissal	Helping children get enough sleep, providing a healthy breakfast, and arriving at school on-time	Creating engaging instruction and activities to help students achieve established learning goals
Having needed supplies in proper working order every day	Providing needed supplies in a timely manner	Keeping accurate records of students' grades and attendance
Working to focus and appropriately engage/participate in class/lesson/assignment	Monitoring student work and allowing students to do their own work	Assessing students frequently, then reteaching and supporting students as needed

Submitting assignments on time and to the best of their ability and asking for help when needed	Checking assignment books/websites routinely and ensuring assignments are completed	Listening to and providing support/help to students who are struggling academically, physically, mentally, socially, emotionally, and spiritually
Following the uniform policy	Ensuring students are in compliance with the uniform policy and labeling all clothing/personal items	Providing open, accurate, and timely communication in general, and individually regarding specific students. with students, parents, and colleagues
Turning OFF phone BEFORE entering the building, storing it appropriately, and turning it ON only AFTER leaving the building	Supporting school staff in helping students develop discipline and developing good school habits and supporting Cell Phone Policy	Encouraging the children to participate in healthy physical, mental, social, and emotional, and spiritual activities
		Partnering with SCL Parish and the St. Louis Archdiocese to provide a spiritual, social/emotional, and academic environment in accordance with the Catholic faith

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

Principal / Assistant Principal

The principal is the spiritual and educational leader of the elementary school community and Executive Secretary of the Parish Board of Education. The highest priority of the principal is building a Christian community of faith that provides for the spiritual, moral, intellectual, aesthetical, emotional, social and physical needs of the children in the school.

The principal is responsible for the day-to-day operation of the school, including: faith formation, curriculum, instruction, assessment, behavior, and safety of students. The principal maintains a collaborative atmosphere with and between the faculty and staff to promote high quality faith formation and academic programs. The principal supports the pastor by following and implementing Archdiocesan guidance and school policies, being a good steward of financial and material resources, ensuring a seamless curriculum throughout the school, helping strengthen the reputation of the school, and cooperating with fund-raising and enrollment management efforts. The principal reports directly to the pastor and is responsible to the local parish board of education and

the Office of Catholic Education and Formation. The role of the assistant principal is to support and facilitate the goals of the principal. (2203)

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.

Parish Board of Education / School Board

Each parish should have a local board of education established in accordance with the Manual for Parish Boards of Education published by the Office of Catholic Education and Formation. (2202)

The purpose of the board of education is to advise the pastor in making policy for the parish educational programs. These programs include the school, the parish school of religion, and other formal educational activities.

The general functions of the board of education include, but are not limited to:
developing, with the assistance of the administration and staff, a mission and philosophy statement;

- advising the pastor in making policy for the parish educational programs;
- approving the final budget for parish educational programs that will be submitted to the pastor and finance committee;
- determining and identifying the needed funding for parish educational programs;
- assisting in the development of a long-range strategic plan;
- assisting in the formal and informal marketing efforts related to the educational programs; and
- advising the pastor on the hiring of a new principal.

Members serve three-year terms. The pastor, principal(s), 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. Additional information, current School Board members, approved policies, and meeting minutes are posted on the SCL School Website.

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. (4101)

Requirements for Admission Updated 7/2024

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in a Catholic school must understand and agree to the purposes of Catholic schools. Admission to a Catholic elementary school at any point of entry is contingent upon:

1. 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)
Evidence of any family's desire to be a part of this type of school includes:
 - a. participation in the spiritual and social life of the parish or religious congregation;
 - b. support of the concepts upheld in the Witness Statements (See Appendix)
 - c. agreement to follow the policies and procedures of the school;
 - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. the child's fulfillment of the age requirements listed below:
 - a. for admission to kindergarten, the child should be five years of age before August 1;
 - b. for admission to first grade, the child should be six years of age before August 1.

Note: The date of birth is to be certified by a birth certificate.

Note: Children who fulfill the age requirement for kindergarten or grade one, but whom after a screening conducted by the SCL staff are found lacking in maturity or readiness for kindergarten and/or first grade may not be admitted. In these cases the principal may recommend readiness activities or some program for the further development of the child.
3. the school's ability to meet the student's educational needs; determination of this ability is based upon:
 - a. the student's performance in another educational setting;
 - b. successful completion of the previous grade level;
 - c. successful completion of the entrance evaluation process.
4. the parent's willingness to accept the financial responsibilities of attending the school.

The decision to admit a child will be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any. Parents are required to sign the "Exchange of Information" form.

Prior to admitting students from other countries, St. Catherine Labouré will obtain the most recent guidance regarding the admission of students from other countries from the Office of Catholic Education and Formation. (4102.63)

Any new family and new student(s) coming into grades one through eight at St. Catherine Labouré will be interviewed by the administration before being accepted and given a place in a current classroom. The principal(s), in conjunction with the specific teacher, will evaluate whether it is appropriate to admit an additional student. The 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.

All new students will be on probation for their first semester at SCL and may be asked to leave during this time for reasons relating to academics or conduct/behavior.

Admission Guidelines / Enrollment Information **Updated July 2024**

The following priority system shall prevail in the determination of initial admissions.

1. Registered Parishioners: a. With children currently enrolled in St. Catherine Labouré School b. With children who were previously enrolled in St. Catherine Labouré School c. Who are entering their first child in St. Catherine Labouré School
2. Non-Parishioners a. With children currently enrolled in St. Catherine Labouré School b. With children who were previously enrolled in St. Catherine Labouré School c. Who are entering their first child in St. Catherine Labouré School
3. Non-Catholics a. With children currently enrolled in St. Catherine Labouré School b. With children who were previously enrolled in St. Catherine Labouré School c. Who are entering their first child in St. Catherine Labouré School Priority is determined by the date of family registration within St. Catherine Labouré Parish. Non-parishioner and non-Catholic applications are dated.

Only a parent or legal guardian may register his/her child(ren).

The application process entails submission of:

- a completed enrollment form,
- emergency information form,
- copies of birth and baptismal certificates
- required fees (see below for details)
- a copy of the portion of the divorce decree, which verifies custody arrangements (the Parenting Plan), must be provided in cases in which the parents of the student are divorced (4103 #4)
- 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.
- a social and academic readiness screening is also required for kindergarten
- signed released for SCL to request transcripts from previous schools
- **the administration MAY require additional academic screening at SCL for transfer students**

Enrollment Process & Fees

- Tuition amounts for the following school year are shared with parents prior to re-registration each winter.
- Kindergarten enrollment is typically held at the end of January. Re-registration for grades one through eight is typically held at the end of January into February.
- A non-refundable Registration Fee per child is paid at this time. The amount of the fee will be determined annually with input from the school board, and the fee amount communicated to the parents prior to the registration process beginning. The enrollment process is NOT complete until the non-refundable registration fee has been received. *(Revised 6/2023)*
- Enrollment of new transfer students is permitted after the re-registration of current students.

Financial Requirements

Parishioners with children enrolled in St. Catherine Labouré Catholic 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 Catholic 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 as it is assumed that active parishioners contribute financially to the parish in accordance with their means. For the sake of clarity, an active parishioner is 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-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. The St. Catherine Labouré Board of Education will have the responsibility to establish the non-parishioner tuition each year.

Tuition Payment

Parents must select a Tuition Payment plan in FACTS during the on-line enrollment/reregistration process.

Tuition payment options via FACTS electronic withdrawal are as follows:

- Full payment by July 20
- Semester payments by July 20 and January 20
- Monthly payment on the 20th of each month for twelve months

Any problems or exceptions from above need to be coordinated with the Parish Office Bookkeeper (Mrs. Penny Weiss at pweiss@sclparish.org or 314-924-5021) by June 30th. Parents will be notified that their child/children may not be admitted to the school if this remains unattended.

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 and/or Parish Bookkeeper should financial difficulties arise.

Delinquent Tuition

When tuition payment becomes thirty days delinquent, a past due notice will be sent from the parish bookkeeper. 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 1st to participate in a graduation ceremony and release of transcripts. (Updated July 2024)
- Families who have not paid their tuition account or made other financial arrangements with the bookkeeper/Pastor by June 20 will not be allowed to return to school the next year.

Tuition Refunds

Families who withdraw their child(ren) from St. Catherine Labouré Catholic 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.

*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 by e-mail pweiss@sclparish.org.

Transfers

The following guidelines are based on Archdiocesan Policy:

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. Specific criteria will be supplied to prospective parents in this situation.

The student's placement shall be determined by a review of the records provided 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)

Note: All new students will be on probation for their first semester at SCL and may be asked to leave during this time for reasons relating to academics or conduct/behavior.

Class Size

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 Catholic 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.

Attendance

Regular School Schedule - Revised 7/2024

Grades Kindergarten through Eighth attend school from **7:50** A.M. to **2:55** P.M.

Please see the Appendix for specific class times and alternate schedules.

Morning Drop-Off Procedures

- All kindergarten students, their siblings, and those who may carpool with them are to be dropped off near the rear entrance of the school. These doors are closed and locked at 7:50 a.m. and students arriving after this time will need to proceed to the Main Entrance for drop-off.
- All other students should be dropped off so that the students can easily and safely enter the Main Entrance/Gym Lobby doors. Students may exit vehicles either: 1) in the area near the flagpole at the front of the building or 2) along Disciple Drive on the side of the building across from the Parish Hall.
- Please exercise extreme caution and do not go around other cars.

Arrival - Morning Drop Off

The Main Entrance/Gym Lobby doors open at 7:20 a.m., and the Kindergarten doors open at 7:30 a.m.

Students should wait in these designated areas until the first bell rings or are released by the supervising adult to move to their homerooms. St. Catherine Labouré is not responsible for students arriving earlier than 7:20 a.m.

First bell rings at 7:40 a.m., and children are expected to go directly to their homerooms at this time. The 7:50 a.m. bell signals the beginning of Homeroom and the official start of the day. **Students not in their homerooms by 7:50 are considered tardy and must stop in the school office to check in.** Students may be kept in the office until the conclusion of the Morning Show. Homeroom time is important and includes prayers, the Pledge of Allegiance, preparation for formal instruction, attendance, notes, announcements, lunch ordering, and other business. Classes begin at 8:00 a.m. and all exterior doors are locked.

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 illness or another serious matter should be a valid cause for absence.

Dismissal Procedures / Y - Care / Afternoon Pick Up **Revised 7/2024**

Students will be dismissed at **2:55 p.m.** Please advise your child(ren) of 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 out at dismissal time to assist with a safe and timely exit. More detailed parking information is available at the Open House/Preview Day in August and also on the SCL School Website.

To avoid over 480 students exiting the building simultaneously, we will use the following dismissal procedures:

- ❖ Kindergarten students will depart from the Kindergarten doors
- ❖ 1st-4th grade students will depart from the Main doors, class by class
- ❖ 5th-8th grade students will depart from the Middle School doors in the back and are to walk to the parking lot(s)
- Students should go directly to their vehicles upon exiting the school so we can allow cars to leave as soon as it is safely possible.
- If a parent is late and not in the parking lot at dismissal, their child(ren) will be supervised by a staff member until the "Afternoon Late Line" cars are released into the parking lot. Parents in the Late Line will follow staff members' directions to pick up their child(ren).

- **Parking in front of the Parish Office when picking up at the end of the school day is prohibited. This area is reserved for parishioners or visitors who need to conduct business at the office. If you need to be on your way earlier than normal on a specific day, please make arrangements in advance to pick up your child between 2:35-2:40 p.m.**

An after-school care program is offered by the YMCA for children in kindergarten through age 12. This program begins at dismissal and is available until final pickup of children at 6:00 P.M. Aftercare is not available on early dismissal days. The YMCA uses the school cafeteria and playground for its program. Any parent/guardian interested in this program should contact the YMCA located on Tesson Ferry Rd or via the following link <https://gwrymca.org/after-school-enrichment-program-south-county-family-ymca> Parents may also get information and enrollment forms via the School Website.

Students and parents 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 (email is acceptable) should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Please copy the school secretary (Mrs. Stevison) and homeroom teacher. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (4201)

St. Catherine Labouré does not designate between excused/unexcused time away from school.

When a child is going to be absent, a parent/guardian should notify the school office via email or by telephone by 9:00 a.m. and provide length (if known) and reason for the absence. In addition, the impacted faculty members should also be emailed. Any homework or supplies for absent students must be requested **each day** by 9:00 a.m. via the office.

As part of our joint partnership to ensure the wellbeing of all students, if a parent/guardian does not report a student's absence, the school office or nurse may make an attempt to contact a parent/guardian on any day a student does not report to school.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (4201)

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 may also be also noted on the attendance record as being tardy or as having left school early. Attendance is recorded 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. (4201.1)

Truancy is considered a serious offense. Consequences may include conferences with parent/guardian and probationary status. Repeated trancies 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. (4202)

Students **arriving in the classroom after 7:50 A.M. (after the bell)** are considered tardy. Students arriving after 7:50 A.M. must 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 9:50 A.M. will be considered missing one-half day.** All attendance and tardiness are recorded on the child's permanent record.

Dual Enrollment Revised 7/2024

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 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. (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. Public school enrichment programs for gifted students such as LEAP/STRETCH are examples. **If a student is scheduled to be at their "dual school" and is absent, the parent is responsible for contacting BOTH schools so the student's attendance record is accurately recorded.**

Early Dismissal Schedule

In order to communicate and collaborate effectively and to provide time for professional development the faculty meets regularly. These meetings are indicated on the monthly calendar on the website and are listed as Noon Dismissals. Parents are asked to follow the monthly calendar of events posted on the school website.

Release of Students from School Revised 7/2024

When possible, doctor and/or dentist appointments are to be made after school hours or on holidays. **A child may be picked up, when necessary, during the school day no later than 2:40 p.m.** The parent/guardian 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 needs written notification (FACTS email is acceptable) by the parent.

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone by the school nurse or authorized staff person. **Students are NOT permitted to use a personal cell phone to contact a parent/guardian if they are not well without the permission of the nurse or other authorized staff person.** Records containing the names of persons to contact if a parent/guardian cannot be reached are kept on file based via the parents' completion of the "Emergency Information/Authorization Form" or the equivalent in FACTS. It is the parents' responsibility to ensure this information is updated as needed. Parents/guardians are responsible for providing transportation for the student to leave and the parent/guardian must come to the office to sign the child out. (4203.1)

Academics

Religious Education Revised 7/2024

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.

SCL is in the process of reviewing and adapting the new Archdiocesan Religion Standards released in Spring of 2022 which represents the introduction and progression of the Catholic faith at age-appropriate levels. The standards contain content, beliefs, and practices to guide educators in forming students in the faith. They are built upon the foundations of the four pillars of the Catechism of the Catholic Church represented by the domains: We Believe, We Worship, We Live, and We Pray. The ultimate goal of the standards is to form students as witnesses of our faith through sharing the story of Christ and His gospel.

SCL will also continue to implement and expand the *Catechesis of the Good Shepherd* program in the lower grades which is taught in our atrium. The Sadlier religious education series, *We Believe*, is used as a resource in grades kindergarten-fifth. In grades six, seven and eight the use of Sadlier's *We Live Our Faith* is one of several supplementary materials used along with the *New American Bible* to aid instruction. 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.

Our students are also presented with opportunities for prayer: personal, paraliturgical, and liturgical. Parents are encouraged to participate in the children's liturgies.

The Office of Catholic Education and Formation recently approved new materials to support a *Theology of the Body* curriculum. SCL will begin to use these materials with Middle School beginning in 2024-2025.

Curriculum - Revised 7/2024

In addition to religious education, St. Catherine Labouré Catholic School offers the following courses: English/Language Arts (reading/literature/vocabulary, grammar, writing, phonics/spelling/handwriting in primary grades) Math* Social Studies, Science, Art, Music, Physical Education, and Technology/STREAM.

*In grades 6-8, some students may be placed in Honors Math based on prior math academic work, teacher recommendations, diagnostic assessments, and standardized test scores. Honors Math students will be working on math curriculum one year higher than their actual grade levels. Students in 6 Honors work on the 7th grade math curriculum while 7 Honors students work on the 8th grade curriculum, and 8 Honors students work on a 9th grade Algebra curriculum.

SCL continues to revise its curriculum to conform with the recently updated Archdiocesan Unified Curriculum Framework and Missouri State Learning Standards. An updated curriculum document containing learning goals and content for each subject area will be available on the School Website upon its completion. **Teachers share the current learning objectives on which the students are working with parents in a variety of ways, including the classroom/grade website.**

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. Parents are discouraged from requesting a specific homeroom placement or inclusion/exclusion with other students unless extreme circumstances exist. Noted exception: in the case of twins, parent preference of placement input is honored whenever possible.

Grade Scale / Report Cards - Revised 7/2024

The school year is divided into four academic quarters, each approximately nine weeks in length. At the end of each quarter, students in Kindergarten through 8th grade are issued a report card. The purpose of the *SCL Report Card* is to communicate the student's current level of mastery in learning the required skills and concepts for his/her grade level, and to report the student's progress in developing/meeting expectations of the behaviors of a successful student at that grade level.

SCL Grading Scale/Code: Kindergarten and Grade 1

M	Mastery
P	Progressing
NI	Needs Improvement

Report cards in Kindergarten and 1st grade are developed each quarter and document the level of mastery a student has achieved on the priority learning objectives/skills addressed that quarter. Approximately a week after the end of the quarters 1-3 teachers will send home a printed report card in a sealed envelope with the student. At the end of the year, the final report card will be mailed to the parents' home address.

SCL Academic Grading Scale/Code: Grades 2-8

A+	98-100	C	80-82	
A	95-97	C-	78-79	I - Incomplete
A-	93-94	D+	75-77	N/A - Not Applicable at this time
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	

Students' level of academic subject mastery will be communicated via the traditional grading scale shown above. SCL utilizes a School Information System (SIS) called FACTS for specific school/family communications including emails. The system also includes an online grade book where parents can monitor the bulk of their children's academic progress.

Parents are expected to check the on-line gradebook regularly throughout the quarter for missing work and academic performance, and to communicate any questions or concerns directly to the student and teacher. Quarterly report cards will be available via the FACTS system and it is the parents' responsibility to view (and if desired, print) their children's report cards.

Access to report cards may be withheld if a family is seriously delinquent on its financial obligations. (5301.7)

SCL does not calculate grade point averages, nor does it have an academic "honor roll" program.

Reporting for Absentee Students - Revised 7/2023

When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete ("I") is reported until the student has fulfilled the required work for that grading period. (5301.5)

Reporting Student Conduct - Revised 7/2023

The teacher in every subject area should report evaluation of conduct to parents/guardians. There should be some uniformity of standards among teachers in evaluating conduct. (5301.6) The general behaviors of a successful student for a particular subject/grade level will be listed on report cards in grades 2-8. Each teacher of a particular subject(s) will indicate on the report card if there is an area. A blank (no "X") in a particular area indicates that the student is meeting grade level expectations in that area.

Homework / Assignment Notebooks - Revised 7/2023

SCL follows the Archdiocesan policy on "Assignments to be Completed Outside of Class Time" (5203.5) "It is expected that students will receive assignments to be completed outside of class time appropriate to their learning needs. Assignments given should supplement the in-class activities. Expectations and requirements should be clearly stated. "Busy work" should not be assigned. Teachers should evaluate the effectiveness of the assignments they give."

Thus, at SCL, 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/average 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 notebooks/planners are required in grades one through eight. To help develop responsible organization habits, students are expected to record all homework/long term projects/or unfinished classwork that needs to be completed at home in the assignment notebook. Parents are asked to review the assignment book and the completed assignment(s) regularly. Teachers will also post homework on the Grade/Class Website under the appropriate grade or teacher/subject page. Assignments for grades 4-8 may also be posted in Google Classroom. Please make completion of assigned work a priority. In the case of extenuating circumstances and a student is unable to complete the assigned work by the assigned due date, the parent should notify the classroom teacher to develop a plan for timely completion.

If a student consistently fails to complete classroom or homework assignments, that teacher may initiate a conference with the parent(s) 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.** It is the student's responsibility (grades 4-8) to be aware of any missing assignments and to complete the work to the best of his/her ability, and it is the parent's responsibility to supervise and ensure the work is completed. Teachers are available to collaborate and assist as needed.

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 students should remain at home until they are well. When a parent notifies the school to report a short-term absence due to illness, the parent may request that work/materials be sent home with another student or sent to the office to be picked up after the parking lot clears. Any homework or supplies for absent students **must be requested each day by 9:00 a.m.** Every effort is made to provide accurate information of what was missed.

Health permitting, students in grades four - eight who are absent should also check Google Classroom and the appropriate Grade/Class/Teacher website for information on what is happening in the classroom. In all cases, a parent will still need to contact the office to arrange for books/materials to be sent home/picked up as needed. This must be done no later than 9:00 a.m.

Specifically, in grades four 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(s) 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 and length of the absence.

In cases of extended illness or a family funeral, teachers will work with students and families on an individual basis. **However, when parents choose to remove their child(ren) from school for vacation or extra-curricular activities teachers are not required, and in most circumstances will not, provide assignments or administer assessments prior to the missed school days.** Upon their return students should

contact their teachers to collect notes, assignments, and to schedule any tests as necessary. **The length of time allotted to make up the work will be in proportion to the length of the absence.** However, parents & students are always welcome to bring home textbooks/workbooks/novels etc. and check Google Classroom and/or the appropriate grade/teacher website for information on what is happening in the classroom.

Reporting/Making Up Subject Failures/Academic Probation - Revised 7/2023

Each school should formulate definite procedures for reporting subject failures to parents/guardians. Teachers should be involved in the reporting procedure so they can explain the reasons for failure to parents/guardians. (5301.2)

If there is a reasonable and foreseeable possibility that a student may not meet the expected level of mastery of priority concepts/skills in a major subject* for the year, the school will notify the parents in writing at the end of the 3rd quarter. Parents will be informed that if the student does not achieve an overall average of 70% or better as the final grade (when using traditional grading) that the student will be placed on “academic probation” and will be required to successfully complete appropriate coursework during the summer to continue their education at SCL.

If a student does not successfully fulfill the requirements of a major course* at the year, the administration will notify the parent in writing that the student has been placed on academic probation due to failure of the specific subject. Parents will be informed that the student is required to complete appropriate coursework during the summer to continue their education at SCL. The administration and the faculty will oversee and approve the course work required. The amount and nature (formal summer school, intensive tutoring by qualified professionals etc.) of the course work required may be different from student to student depending on the age and needs of the student. While school personnel may offer guidance, it is the responsibility of the parents to locate and obtain adequate programs/resources for the student to complete appropriate coursework.

Promotion may be contingent upon successful completion of the coursework. Submission of written verification to the principal prior to the start of the school year is required. (5301.2-3)

*A major subject includes: Religion, Language Arts, Mathematics, Social Studies, and Science.

Student Promotion

Promotion to the next grade is conditional. Successful completion of work (maintaining an overall average of 70% or better when traditional grading is used) must be met in all major subjects as indicated on the final report card. In the primary grades, the student’s social/emotional and behavior may also factor into whether the student is promoted to the next grade.

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. (4502)

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. (4600)

The cumulative active file of students currently enrolled in the school includes the following:

1. a cumulative record that contains the following: date of entrance, social security number*, identification data, profiles of all standardized ability and achievement tests, annual final grades for each subject and name of the teacher, records of Baptism (actual Baptismal record needs to be provided), First Communion, First Reconciliation, and Confirmation, date of graduation, withdrawal and placement for the next educational experience;
2. attendance record card;
3. results of educational, speech/language, behavioral, social, emotional, and/or physical evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting, and current prescriptions for adjustments;
(4601.1)

*Parents/Guardians cannot be compelled to provide the student's social security number for the purposes of school records or testing. If a school uses the social security number as the student number, parents/guardians who do not provide it must be offered an alternate method of school identification. (Revised 6/2023)

Access to Student Records by Parents

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy. (4601.2)

- In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.
- In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.
- In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.
- In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.
- A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting

from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

Access to Student Records by Others

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. (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. (4601.4)

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. (4601.6)

Parent-Teacher Conferences

School-wide parent/teacher conferences are scheduled at the end of the First Quarter of the school year. The scheduled conference date(s) will be confirmed in the school calendar on the website. In mid-October, the school will provide more information regarding the format for conferences (which will depend on grade level) and the protocol for scheduling a conference.

Parents are encouraged to schedule a conference with a teacher any time during the school year as needed. Feel free to email or phone a teacher to schedule an in-person, virtual, or phone appointment. Most teachers prefer an email; however, a listing of teachers' voicemail numbers is found in the front of the *SCL Family Handbook* and on the SCL School Website. **Teachers are not expected to meet with a parent without an appointment.**

Students with Special Needs - Revised 7/2023

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, on grade level, 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. Note that the specific adjustments required of non-public schools under federal legislation are not clearly defined by the law. **What constitutes minor adjustments will differ for each student and among schools. In general, minor adjustments do not involve spending substantial sums of money, disrupting classes and/or other students' learning, taking teachers' time away from regular responsibilities, hiring additional staff that are not otherwise required, disregarding existing behavior and conduct codes, or putting the health or safety of other students or staff at risk.** (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. (5204.1)

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. (5204)

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 Program (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 educator confidence and competency, particularly in the area of special education
- To assist in implementing curriculum modifications, instructional changes, and environmental changes to better serve students with special needs
- To develop and implement Services Plans for resource students evaluated by Special School District to facilitate the use of available resources through the local public school system

Brain Games - Revised 7/2024

As a part of an educational philosophy and program that seeks to identify and meet the needs of the whole person, we work hard to create learning experiences for students with many different learning needs including those that may be academically gifted.

Our **Brain Games** program allows students in grades **K-5** to be challenged in a smaller group environment with a variety of instructional methods, learning experiences, and engagement with their academic peers in academic games and/or advanced lessons. These experiences meet the curriculum goals and content area of the SCL curriculum and provide an opportunity to accelerate those curriculum experiences.

To qualify to participate in the Brain Games program students must meet at least one of the following criteria:

- Student has qualified for gifted education programs through their local public school district such as Lindbergh – LEAP, Mehlville – STRETCH, etc.
- Student achieved an IQ score of 126 or higher in a private evaluation by a qualified school psychologist.

If a student meets the academic criteria and is invited to participate in the Brain Games program, there must be a willingness of the student and parent to accept the invitation with an agreement to: participate fully in the program by regular attendance, engage in new challenges, overcome occasional failures through hard work and determination, work collaboratively with other students, and to demonstrate appropriate behavior as stated in the *SCL Family Handbook*.

National Testing Programs -Revised 7/2024

SCL uses several nationally normed diagnostic and assessment tools for the purpose of measuring student achievement and in directing/improving instruction. More specific information on the tests themselves and how to interpret the results will be provided to parents as the school year progresses. The following standardized tests will be administered at St. Catherine Labouré:

- *The Iowa Assessment (achievement test)* will be administered only to students in grade eight in the Fall of 2024 and 2025 in keeping with the requirement of the archdiocese.
- The NWEA MAP (**M**ea**s**ure of **A**cademic **P**rogress) Growth test will be taken three times a year (Fall/Winter/Spring) to measure growth by students in Kindergarten - grade 8 grade. Assessment areas include Reading and Math for all grades, Language/Grammar for grades 2-8 and Science for grades 6-8. Science testing will be expanded to grades 2-8 in 2025-2026. A “Family Report” will be shared with parents after each testing season.
- Teachers and resource staff also monitor students’ strengths, areas in need of improvement, and overall growth in grade level in Reading Comprehension, Reading Fluency, and Mathematical Proficiency using on-line programs such as Renaissance STAR Reading and IXL. In grades 2-8, Reading and Math grade levels will be documented on report cards.

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 electronic devices can be terminated. The school does use Internet monitoring software to control access to inappropriate sites. Abuse of technology is addressed in the “Conduct/Discipline” section of this handbook.

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, multimedia 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. (5202.6)

High School Applications

The high school application process begins in the fall. Eighth graders are provided with information regarding various Catholic high school nights at local schools and also the High School Open House. **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 made available at the beginning of November with additional information and instructions and must be submitted by 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.

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, Work or Cell Phone number, change of address, change of marital status (including custodial issues), change of hospital, or emergency contact information.

Communication to Parents - Revised 7/2023

St. Catherine Labouré Catholic School will communicate via two main outlets. The first is via the SCL School website: www.sclschool.org and the second is via the School Information System (SIS) called *FACTS*.

The website contains many pieces of information and forms to make navigating life at SCL more efficient and participative. Resources and items include: School Calendar, Lunch Menu, Y-Care information, Spirit Wear Information, Health Care & Safety Information and forms, Family Handbook, Academic and Staff information including links to assignment and test postings, as well as regular news announcements and articles.

Parents are encouraged to sign up for the weekly newsletters generated from the website. To do so, go to the bottom of the website homepage.

In August 2023, SCL will begin using a School Information System (SIS) called **FACTS**. The email communication feature utilizes non-assigned, regular email addresses provided by parents. It also features a “Family Portal” which will allow a private and secure online platform for parents to see general and academic information specific to their children, while protecting that information from others. Examples include: attendance, gradebooks, report cards, missing assignments, teacher/staff email addresses etc.

Since SCL regularly communicates to parents via email system, parents are asked to check their email for messages daily. Parents have the ability to receive TEXT Notification Alerts when the parent receives an email from school and more information will be provided by the Technology department. Please contact the Technology Coordinator for help to set up this feature if needed.

Additionally, the school will utilize *FACTS* email and its TEXT Notification Alert to notify parents of an emergency situation, unplanned event, and school cancellations, as well as to communicate general announcements and reminders. In some situations, parents may be contacted via phone.

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

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

St. Catherine Labouré Catholic 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. Exception: Schools may distribute, at their discretion, information about educational and recreational programs offered by other Catholic

elementary or high schools, and the public school district or municipality in which the school is located if the materials are consistent with the mission and philosophy of Catholic schools. (4402.5)

Communication to the Community - Revised 6/2023

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

Schools should acquire annual parent permission via the "Media Authorization Form" for use of photos on the school website. This includes information about students that appears in school newsletters which are posted on the school's web site. Parents receive a copy of the "Media Authorization Form" as part of the registration packet and it is the parent's responsibility to inform the school via this form if they don't want their child's photo used in parish/school publications or websites. The "Media Authorization Form" is also available on the SCL website. (4402.6)

Maintaining School Privacy - Revised 7/2023

St. Catherine Labouré Catholic 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 the school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parents has the express written from the school to do so. This includes but is not limited to online photo-sharing and posting videos to You-Tube 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 teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student's parent has the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to You-Tube or similar applications. (4402.4)

St. Catherine Labouré Catholic School acknowledges an individual's right to personal thoughts, feelings, and opinions toward a fellow member of the SCL community, and as humans these may be of a negative nature. As Christians striving to live a virtuous life in accordance with the gospel message, we must recognize the great potential that these ideas have to cause harm and distress to others. Thus, SCL greatly discourages the sharing of negative comments in general, but specifically about fellow community members in any type of public forum or non-constructive manner.

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 wishes to interview or photograph a student, the school will seek permission from the parent. (4402.3)

Parents receive a copy of the “Media Authorization Form” as part of the registration packet and it is the parent’s responsibility to inform the school via this form if they don't want their child’s photo used in parish/school publications or websites. This form is also available on the SCL school website.

Parent Inquiries/Concerns

If a parent has a question or concern regarding behavior, academic work, specific incident, or class events, it is expected that the parent will contact the appropriate teacher **first and request that the teacher call the parent**. 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 or assistant 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 business hours.

Teachers and administrators also have a school email address to facilitate communication with parents that is listed at the beginning of the handbook. 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 - Revised 7/2023

Parents and others are asked to NOT call or text a student during the school day –between 7:20 -2:55 as students should NOT have access to their phones. In the event of an emergency or change in who is picking up the students, 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 **school 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, and to promote personal growth and responsibility.

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.
(4402.2)

Conduct Rules / Discipline

Philosophy / Approach

Our commitment as Christian educators is to help all members of our community to become the best versions of themselves—the person God has called them to be. We are called to bring the Gospel values to every aspect of our lives, and thus this commitment is also the essence of our overall philosophy of and approach to discipline.

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, the depth of our virtue, and the effectiveness of our habits are made apparent in our conduct. Therefore, practice in self-control and in making

good choices are caring and necessary aspects of the lessons that students learn at St. Catherine Labouré Catholic school.

The word “discipline” comes from the Latin word meaning “to teach.” Students will undoubtedly make poor choices resulting in mistakes and/or harm to others; however, it is often through loving and thoughtful discipline that the greatest lessons are learned. In partnership with parents, we have the ability and obligation to guide students to make corrections and repair harm, and to skillfully TEACH our children to do what is virtuous and right. It is with this guidance, knowledge, and support from both home and school that students will learn and grow to be the best versions of themselves – the person God has called them to be.

General Comments

Appropriate, respectful, and orderly behavior is expected in all circumstances from all students. As such, any student enrolled at St. Catherine Labouré is expected to behave not only in the classroom but on any part of the school/parish campus, on the athletic field, and at each activity that he/she may be representing St. Catherine Labouré.

This handbook contains school-wide information related to conduct and discipline, yet in order to provide the most positive and age-appropriate educational environment possible for all areas, each homeroom/specialty teacher will 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.

The education of a student is a partnership between the parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).

General Conduct

Students are expected to conduct themselves appropriately not only during class periods but also when they are entering and exiting the campus/building, at lunch/recess, in the hallways between classes, or on their way to the church or other activities. This includes while representing SCL off-campus such as field-trips.

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

- To treat everyone with dignity, worth, and respect
- To respond in a positive way to adult requests and guidance, either 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 communicate with appropriate language, gestures, and images verbally or in writing whether in person or electronically

- To solve disagreements and conflicts in a positive manner
- To respect and use appropriately all personal and school property
- To assist in keeping the school and campus grounds clean

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

- Disruption of classes
- Inappropriate language, gestures, or images both verbally or in writing whether in person or electronically
- Abuse/inappropriate use of all school property
- Stealing, lying, cheating, forgery
- Possession of pornographic materials
- Unauthorized use of SCL intellectual property including logos and likeness
- Use of unapproved applications, games, websites, or devices in general (including a personal cell phone,) or use of any applications, social media platforms, games, websites or devices at unapproved times
- Bullying/Cyberbullying (*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*)
- Pranking and hazing (*see definition*)

Specific Conduct Policies

Abuse of the Internet, Electronic Communications, and Social Media

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 members of the community 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. (4303.4 and 5202.71)

Social Media has many forms, and may not be viewed/used by students during the school day, unless otherwise noted or specifically granted permission by an adult supervisor. Families are asked to be aware of the transactions and comments made on any "Social Media" used by the children as the above "Inappropriate Electronic Conduct" policy also applies to all forms of Social Media.

In the case of any "Inappropriate Electronic Conduct" students will have the source of the technology removed from them. Personal devices of students will be taken away, and parents must retrieve them from the front office unless law authorities direct otherwise.

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. (4303.2)

St. Catherine Labouré Catholic School is a nicotine and tobacco-free environment and thus the use of all nicotine and/or tobacco products is prohibited on all school properties and at all school sponsored events. This includes the use of any type of "e-cigarette" or vaping device.

Bullying/CyberBullying

Bullying is a specific type of negative conduct that includes all of the following elements: 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, and its electronic form known as cyberbullying, can take many forms including physical violence, intimidation, harassment, ridicule, and social exclusion. Some examples include, but are not limited to, the following:

- Physically hurting someone by hitting, kicking, pushing, tripping, etc.
- Ridiculing/embarrassing/emotionally hurting someone verbally or in writing whether in-person or electronically
- Excluding someone from a game, a lunch table, group, etc.
- Threatening someone with physical violence or other types of intimidation/repercussion
- Being disrespectful of someone by taking items/money and/or destroying possessions/reputation

While the central responsibility lies with parents who oversee students after they leave school, all bullying impacts the school environment in a negative way (even if not done at/during school or with school resources) and may result in a parent conference as well as disciplinary action of the student including withdrawal for cause.

Gum Chewing

The chewing of gum is not permitted by students on the school campus during the school day or when involved in school-sponsored activities.

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. (4303.7)

Pranking and Hazing

Though it is not uncommon for students to engage in humorous joking with individuals and groups, **pranking or hazing activities do not have a place in an elementary school.** Good-natured fun within the bounds of school rules and respect for children and adults in the community will occur; however, pranks or hazing that involve disrespectful activities will not be tolerated. Such behavior may cause physical or psychological pain, personal humiliation or damage to the school, parish, or personal property. The activities infringe on students' or adults' rights and students involved with pranking or hazing behavior will result in disciplinary action. Any action that gives rise to such behavior will be subject to disciplinary action, up to and including withdrawal for cause and in extreme cases, civil authorities may become involved.

Violence / 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.

All reported or observed instances of threatened or actual violence will be addressed by the school administration according to the requirements of state and local laws and accepted educational practice. 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. (4303.3)

Discipline Focus & Procedures - Revised 7/2024

The focus of our discipline policy is to **teach** and guide students to make behavior choices that are consistent with Christian values. We strive to continually work with families on Christian formation and virtue education. A good teacher uses several tools to help the student learn the lesson. One critical method is to maintain the dignity of the child. We strive to condemn the behavior; not the person. There is bad behavior but what God made (us) is good. Another important method is to model the virtue of Forgiveness. While we want the students to learn from their mistakes, we will be ready to forgive and provide them with a fresh start going forward.

Talking, explaining, and providing age-appropriate good counsel (by school personnel and parents) is also an important teaching tool which can be effective in many situations. However, when inappropriate behavior is repetitive or severe in nature, it may often be necessary and helpful to apply appropriate and logical consequences. The administration and staff are in the process of learning more about “restorative discipline” and how SCL can apply elements of this practice in our school such as “repairing harm.”

It is impossible to develop “one size fits all” procedures due to the range of age/developmental levels in our school and the myriad of circumstances. Ultimately the good judgment of the supervising staff member is called upon.

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.

In the case of misconduct by students in grades **Four through Eight**, one or more of the following actions may be taken, depending upon the seriousness of the misconduct. Additional appropriate, logical consequences may also occur as part of the teaching and/or process of repairing harm such as a one hour restorative detention after school. This may include the student performing some task/service to the school/parish community. Failure to comply with this consequence will result in additional consequences and disciplinary actions.

- Verbal warning (May skip this step in more serious offenses)
- Written warning with documentation to Parent/Administrator via “Written Warning Slip” (White Slip) with email notification via FACTS to parents. Students will bring their copy of the form home to have a parent sign and return. Documentation of form must also be recorded in FACTS by the issuing teacher with a copy to all the students’ teachers, parents, and administration.
- Teacher(s) conference with student and parent notification (phone call or email)
- Written warning during formal conference with teacher(s) and parent notification with possible detention, which may include the student performing some task/service to the school/parish community. Failure to comply with this consequence will result in additional consequences and disciplinary actions.
- Principal conference with student and parent notification
- Teacher/Principal conference with student and parents

- Suspension (in-school is preferred, but out-of-school is possible in extreme cases) - See Below
- Administration/Parent/Student/Pastor Meeting
- Student is placed on a formal “Behavior Contract” and is on “Probation” - See Below
- Withdrawal for Cause

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. (4302.1)

Suspensions may be issued either as a result of multiple previously addressed infractions or when a single infraction is extremely inappropriate. The use of in-school suspension is preferred and the student is expected to keep up with class assignments; however, out-of-school suspension may also be issued. The number of days and type of suspension is determined by the administration after considering the severity of the offense, the student’s age/developmental level, the student’s conduct/disciplinary record, and other extenuating circumstances.

In consideration of a suspension, a meeting between administration and the parents will be held to discuss the following:

- The student’s disciplinary status and implications as to the child's continued enrollment at St. Catherine Labouré Catholic School.
- Specific steps regarding changes in the student’s behavior that are conditional to returning to the classroom are discussed.
- 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. (4302.2)

The following may generally lead to probation:

- multiple infractions of school rule
- 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 - revised 7/2023

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. (4302.3)

The following serious conduct may lead to withdrawal for cause:

- serious violation of the *Archdiocesan Violence Policy*
- serious violation of the *Archdiocese Inappropriate Electronic Conduct Policy*
- possession of a weapon
- assault, with or without a weapon
- possession or distribution of controlled substances
- serious acts of harassment
- inappropriate conduct of a sexual nature
- engaging in public behavior or taking a public position contrary to Church teaching
- membership in organizations which espouse positions contrary to Christian values

Special Provisions of the Discipline Procedures

Search and Seizure

School officials may search a student's locker or desk. Lockers, desks, etc. are school property and as such school officials may search a student's locker or desk.

Additionally, a student's auto, jacket, purse, backpack and the like are personal property which may be searched upon reasonable grounds to justify the search. Reasonable grounds to search exist when the school has knowledge of specific and describable conduct leading a reasonable person to believe the student has engaged in prohibited conduct. If reasonable grounds exist, the best practice is for school officials to request that a student empty the contents of pockets, purse, backpack or allow examination of the interior of a student's auto. If the student refuses, disciplinary action such as suspension could be taken based on that refusal, or if the school remains convinced of the reasonable grounds for a search of the student's personal property, the school official may conduct a reasonable search notwithstanding the student's refusal. (4303.5)

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

Personal Items/Technology at School

Students are discouraged from bringing personal electronics/technological devices, toys, athletic equipment, trading cards of any sort, games, etc., to school. The school cannot accept responsibility for any personal items and assumes NO liability if such items are lost, broken, or stolen. Should any personal items brought to school cause disruption to the learning environment or conflict among students, school staff may take temporary possession of the item(s) and notify parents of the situation to request that students not bring such items to school.

If there is an immediate or emergency need to communicate with parents/guardians permission **may** be given for students to use the phone in the school office. Calls home for forgotten homework, lunch, permission slips, items requested by teachers, co-curricular activities, after school activities, etc. are not considered immediate or emergency needs. Regulations for specific types of devices follow:

Cell Phones/Wearable Technology - Revised 7/2024

While SCL takes no responsibility for the damage, loss, or theft of any electronic device brought to school. With the knowledge and consent of parents, students may bring cellphones to school and have the privilege of storing them in their book bags, or another designated location as the supervising adult deems appropriate.

In order to provide the best learning environment possible **students may NOT keep their cell phones on their persons during school hours.** With the knowledge and consent of parents, students will have the privilege of wearing electronic devices such as “smartwatches” and fitness trackers to school. During regular school hours students are expected to restrict the use of such devices to a standard display of date and time. **Students are NOT permitted to view/send texts, access apps (including calculators) or websites etc. via these devices during school hours (7:20 am - 2:55 pm).**

Cell phones must be turned OFF and properly stored in a book bag upon entering the school building in the morning and remain OFF until the student has exited the building at the end of the school day. Note: Although not in the school building, students on Safety Patrol should not be distracted from their responsibilities, and as such may NOT access/use their phones while on duty.

Note: “Forgetting” to turn off the phone is NOT an acceptable excuse. If a student’s phone “sounds” during the school day, the teacher will instruct the student to turn the phone off and give the student a “formal warning.”

If a student’s phone “sounds” frequently, the student will be sent to the office, and will call the parent/guardian in the presence of the administrator/office manager and advise the parent/guardian of the situation and the need for them to come claim the device from the office. Future occurrences may result in the student not being allowed to bring a phone to school.

Students are not permitted to utilize cell phones or wearable technology in any manner during homeroom or any class, while in the hallway, restroom, lunch or other non-instructional times during the school day. On rare occasions, a student may be asked to access or granted permission to use their cell phone in the school office in the presence of an administrator.

If a student is not feeling well, he/she should see the nurse to be evaluated, and if the situation warrants a phone call to a parent/guardian, the nurse will contact the parent/guardian.

Consequences for Violation of Cell Phone/Wearable Technology Policy

Violation defined as: Student checks/accesses/uses phone in any manner during school hours or uses features of wearable technology (e.g. smartwatch) other than date/time features during school hours.

1st Violation

- Teacher addresses the issue and sends the student with the device to the office to meet with an administrator.
- The administrator will document a “Formal Warning” to have on record in case there is another violation.
- Student will call the parent/guardian in the presence of the administrator/office manager and advise the parent/guardian of the situation and the need for them to come claim the device from the office.
- The device will remain in the office with administrator/office manager until a parent/guardian comes to pick it up. If the parent/guardian is not able to be reached or the parent guardian is unable to come to the

office by the time the office staff is scheduled to leave, the device will remain locked in an administrator's office overnight and until parent/guardian is able to retrieve the device.

2nd Violation

- Same actions as 1st violation plus...
- Student will serve a one hour restorative detention after school the school day following the violation. This may include the student performing some task/service to the school/parish community. Failure to comply with this consequence will result in additional consequences and disciplinary actions.

3rd Violation

- Same actions as 1st/2nd violation plus...
- An administrator will contact a parent/guardian and inform them that the student has lost the privilege of bringing cellphones/smart watches to school and storing them in their book bags for one month.
- If parents determine that a student who has received two previous warnings needs access to a phone/smart watch on campus before or after school, the student may bring the device to school and leave it in the office for safe storage. It is solely the student's responsibility to drop off/pick up their device each day. Failure to comply with this consequence will result in additional consequences and disciplinary actions.

Additional Violations

- Same actions as 3rd violation except the student will lose the privilege of bringing cellphones/smart watches to school and storing them in their book bags for the remainder of the school year.

Students in grades 4-8 and their parents will be required to sign a “Cell Phone Policy/Wearable Technology” agreement at the beginning of the school year indicating that they are aware of the policy and consequences and agree to abide by them.

K- 3rd Grade Cell Phone/Wearable Technology Policy Provision

Should students in grades K-4th use a cell phone, smart watch etc. during school hours, the teacher will handle the situation in accordance with the child's age and circumstances. Teachers may temporarily take possession of the device and notify the parent to discuss the situation and if necessary, prohibit the student from bringing such items to school.

Tablets/Electronic Games etc.

The school provides approved electronic devices for students' use in achieving learning goals that meet specific connectivity safety requirements. Therefore, personal devices that can access cellular or Wi-Fi connectivity are NOT permitted to be used on the school campus during regular school hours.

Chromebook & Tablet Information & Policy

Although “Inappropriate Electronic Conduct” is addressed elsewhere in this handbook, there are a few additional expectations and regulations of which families need to be aware.

There is a 1 to 1 Chromebook to student ratio in middle school and intermediate grades. All middle school students are issued a specific Chromebook (tracked by serial number) featuring a touch screen along with a protective case, stylus, power cord and charger at the beginning of each school year. The Chromebooks are

provided for educational purposes and are managed through Google Workspace for Education. They also have educational filtering and tracking software and since middle school students are permitted to use the devices outside of the school, parents are encouraged to monitor home use as an additional level of security. Lower grades also have access to Chromebooks and I-pad tablets but are not permitted to take them home except in cases of extenuating circumstances.

All students must adhere to the school's internet acceptable use agreement and students in grades 2-8 and their parents must agree to and sign the school's "SCL Chromebook Use Agreement" **each year**. (See the school website for a copy of the actual agreements.)

The following applies to all SCL technology.

There are no rights of confidentiality and the contents, email, information regarding Internet usage and network communications can be reviewed at any time at the discretion of the school administration. St. Catherine Laboure will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Students may not access applications, websites, streaming services, games etc. that do not support the learning goal(s) of the current curriculum, without specific knowledge and consent of the supervising teacher/staff member for each individual instance. Students that violate this policy may be subject to disciplinary action including losing the privilege of using a Chromebook or other device while at school except under the most restrictive of circumstances.

If a student is aware that an SCL technological device is not working properly, they must report it to the supervising teacher, and no one except an SCL Tech Team member should attempt to repair the item.

If a Chromebook or tablet while under the care of a student is damaged the family will be charged for the cost to repair or the cost of replacement. Cost is determined by the Technology team, and payment is expected within 1 week of notification. Failure to pay for necessary repairs or replacement may result in the loss of a student's privilege to access/use SCL technology going forward.

Headphones/Earpods Added Added 8/2024

During the school day, students are only permitted to wear headphones/earpods when directed and/or approved by the adult incharge of their supervision as part of the educational process for instruction or testing.

Health and Safety

Communicable Diseases - Revised 7/2023

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. (4401.5) SCL is located in St. Louis County and as such will follow all applicable health and disease requirements as directed by the County.

Emergency Information Form / Health Documents - Revised 8/2024

Should a child become 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 Information digital “form” in FACTS 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 Information “form” to have a child treated.

The Emergency Information/Contact “form” is completed digitally in FACTS 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 (copy the school nurse) nurse in so that it may be updated. It is imperative that the school has current information.**

Health information/records are maintained separately from educational records by the school nurse to maximize confidentiality. (4401.2)

Health and Medical Examinations

A nurse is usually 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, Grade Six, and any new entrants at any grade level if they have not had a physical in the last 12 months. (4401.3)

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 required that a child be free of a fever for at least 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.

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication during the school day, the following must be in place per Archdiocesan Policy 4401.4

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

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration, which may be designated to the school nurse. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the school. Life saving medication should be kept in a secure place, but not locked. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

SCL 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 a 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 staff person. The *Authorization for Dispensing Medication at School* form should be requested from the SCL school nurse or is available on the SCL website.

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 emailed or mailed to school. 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 or have other potentially life-threatening allergies are required to have their own physician-prescribed kits at school. In case of an incident of bee sting or peanut/other serious allergen exposure, school personnel would administer the medication if paramedics, who would be called immediately, were delayed in arriving.

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

Some students are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student 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. (4401.6)

It is the responsibility of the parents of students with a severe, debilitating, or potentially life-threatening medical condition to authorize release of current, accurate, and complete information about the student's condition. The student's parents should request the form "Serving Students with Significant Medical Conditions, Directions for Parents to Authorize Release of Medical Information" from the School Nurse or from the Principal. It is the parent's responsibility to follow up to ensure the Principal has received the necessary, requested information in writing from the physician who has diagnosed or is treating the condition. The Principal will share this information with other school personnel who interact with the student such as classroom teachers, school nurse, school secretary etc. to the extent necessary for them to implement adjustments and/or emergency procedures. (4401.6)

First Aid and Emergency Guidelines

The school has the responsibility for the handling of injuries and sudden illness occurring during school, on parish property, and during school sponsored events. This includes provisions for first aid and parental notification. The school is not responsible for subsequent treatment or medical expenses. Any accident, especially one involving the head, or serious illness should be reported to the parent/guardian as soon as possible. (4401.7)

At St. Catherine Labouré all faculty and staff should know how to access Emergency Medical Services (911) and understand the emergency telephone procedures. In addition to having a nurse available during school hours, the majority of the staff have been trained in adult and child CPR. An AED is available on the premises.

Health and Hygiene Practices

All classrooms should be equipped with the appropriate materials necessary to safeguard the health of children and teachers. Appropriate procedures should be developed and communicated to all school personnel.

In order to prevent the spread of disease it is recommended that the following precautions be taken:

- Food at parties and other functions in schools should be limited to commercially prepared, individually packaged items.
- Food prepared at home should not be brought into the classroom for sharing.
- Distribution and handling of food should be limited to teachers and staff.

Of course, good hygiene is the simplest and most effective way to prevent the spread of germs. Students and staff should practice careful hand washing, especially after using the bathroom and before eating and handling food. (4401.71)

St. Catherine Labouré also follows the recommended Universal School Hygiene Procedures in the School Setting and the school policies and procedures on communicable diseases established by the Missouri Department of Health including:

- Any open lesion on an infected person is to be covered.
- Good hand washing after exposure to blood or body fluids will be observed.
- 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.
- Soiled surfaces will be cleaned with a disinfectant (one-part bleach to ten parts water is acceptable).
- Use of disposable towels/tissues is advised.
- 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.)
- Mops will be rinsed in the disinfectant after cleaning the floor.
- 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**. Exception: Certified Service Animals in use or training.

Emergency Situations - Revised 7/2024

The administration and faculty have made 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 active shooter/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 Information/Contact "form" invFACTS always be up to date with the family's most current information.** Please send any changes in information to the office and copy the nurse.
- Tell the child(ren) the name of the emergency contact person (s) in case you are unavailable.
- All parents or designated parties who come for students must sign them out at the office or if need be at an emergency "Rally Point." If we would ever need to evacuate the building, our "Rally Point" (term used in safety videos shown to faculty and students) is the SCL CHURCH. This is the location that the administration would use as the initial Emergency Command Post and temporary Student Release Station. If the Church building was also not a safe location, we would use the Melville Fire House at the edge of the campus.
- Should the situation dictate, the school community may be moved, under the advice and help of First Responders, to Ronnie's Plaza parking lot on South Lindbergh. The videos (see viewing link below) refer to this location as a "Reunification Point" since this is where parents would be able to pick up (be reunited with) their children.
- School personnel may be wearing neon yellow baseball caps for ease of identification.

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.)
- *FACTS may be used to send an emergency electronic message to parents via text. It is imperative that we have your most current phone number at all times. Information may also be posted on the school website.*
- Talk to your children early in the school year and emphasize how important it is for them to listen to and follow directions from their teachers and school administration during any emergency.

Safety Drills and Videos

Emergency procedures related to fire, tornado, earthquake, reverse evacuation, or intruder/active shooter events (and suicide for students in grades 6-8) are routinely reviewed and are practiced with the faculty/staff and children. Drills take place periodically throughout the year in accordance with Archdiocesan guidelines.

Safety videos are provided by the Archdiocese of St. Louis that are shown and discussed annually with the faculty and students. Here is a link for parents to view these videos as well

<https://www.catholicfaithstl.com/safety-videos-for-parents>

Crisis Go Communication System Added 8/2024

All Archdiocesan entities, including schools, are in the process of learning about and adopting an incident management platform called Crisis Go that coordinates alerts, messages, and notifications through communication devices (such as smartphones, tablets, computers etc.) with first responders, safety and security teams, organization stakeholders, and their communities.

Faculty and parents will receive more information on this system including instructions for using the Crisis Go APP. We anticipate this information to be available and shared toward the end of October 2024.

Snacks / Allergy Awareness / Water Bottles

Students are allowed to bring a **healthy** snack to be eaten mid-morning at a time/place determined by the supervising adult. While SCL does not claim to be allergy free, we try our best to be “allergy aware.” Since there is an increasing number of students enrolled in SCL who have food-related allergies to products containing peanuts and/or tree nuts, **we encourage that all snacks sent to school be nut free.**

Students are permitted to bring a refillable water bottle to school. Please use a permanent marker to label the bottle with the child’s name. Note: Glass bottles are not allowed.

Lunch/Recess & Food Service

SCL does not directly provide lunch to students. A daily hot lunch program provided by Food Service Consultants, Inc., is available to the students. A monthly calendar of daily offerings and costs is posted on the school website (www.sclschool.org). We allow Food Service to use our facilities and operate their business here to provide a service to families. Any questions/feedback about the menu, service, or cost should be directed to the local Food Service manager via FACTS email at sclcafeteria@sclschool.org.

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 grade’s lunch period/time.

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 or other allergens.

Procedure for Purchasing Lunch Revised 7/2024

Food Service uses two systems: *VancoRevTrak* for payments and *Meal Magic* for managing all account details. More detailed information can be accessed on the website (www.schs.school.org). A re-loadable meal card can be established at the Preview Day/Open House held before school begins. The meal card can also be set up at any time during the school year and any amount up to \$500 can be placed on the card. To access the family portal for Meal Magic go to <https://foodserv.familyportal.cloud>.

As a courtesy, when the amount falls below \$15.00, the cafeteria manager may notify the family via FACTS email that lunch funds are running low, but ultimately it is the parents' responsibility to monitor and manage the account. *There is a \$5.00 fee to replace cards that are bent or torn, making them unreadable at the register.*

Students forgetting "brown bag" lunches or who have insufficient funds in their account will be provided with the *Healthy Habits Special* (plate lunch) by the food service staff. Payment for this lunch is due the next day.

Each morning homeroom teachers will take a headcount of students wishing to purchase a "Plate Lunch" and which entree they prefer for that day and this information is made available to Food Service. Late arriving students must stop in the office and tell the Secretary if they need to be added to the lunch order. Students who arrive late will be served the next day. The monthly menu will be accessible via the school's website

Lunch Procedures - Revised 7/2023

Students in grades Kindergarten and One eat lunch in the cafeteria. Students in grades Two through Eight alternate eating lunch in the cafeteria or outside at the picnic tables (weather permitting) near the cafeteria and playground. Specific schedules/procedures are established at the beginning of each school year and adjusted as needed.

The children are asked to treat the cafeteria staff, school faculty and staff, and parent supervisors in a courteous, respectful, 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 "Conduct Rules / Discipline Procedures."

Before leaving the table, each student is required to clear the table and bench of trash and crumbs. All uneaten food must be returned to the student's personal lunch container or appropriately placed in the disposal containers provided. No food is to be carried out of the designated lunch areas to the playground and restrooms.

Children will be allowed to remain in the cafeteria/picnic table area 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.

Lunch and recess is a time for students to practice their social skills with their peers, and thus parents and special guests are not permitted to join students for lunch in the cafeteria/picnic table area during lunch periods, including the student's birthday.

We respectfully request that restaurant / fast food is NOT brought to the office to be given to students (or directly to the cafeteria/outdoor tables) as it is not in compliance with our school's Wellness Plan and has the potential to cause disruption and other issues for the staff and other students.

Soda and “Energy Drinks” are not healthy for school children, and as such should not be sent for students to consume during the school day.

Recess Procedures

Overall, students benefit from fresh air, exercise, and socialization, thus each grade has some time built into the daily schedule for recess. Weather permitting, students will go outdoors for recess and thus students should dress appropriately each day. Whether the students go outdoors (and the length of time outdoors) is based on teacher/administration judgment using the following criteria.

Students will remain indoors for recess in case of the follow:

- Significant Current Rain/Snow Activity
- Heat Index of 103-105 degrees F or higher (use discretion)
- Wind Chill of 20-25 degrees F or lower (use discretion)

If students are unable to go outdoors, other options such as use of the Gym or Parish Hall will be explored and communicated to teachers and parent playground supervisors.

Students are expected to treat all faculty and staff and parent playground supervisors in a respectful and courteous manner at all times and to comply with all directives. Students are also required to follow all safety rules and procedures when using the playground equipment or playing any type of sport/game.

If a serious or repetitive issue arises, students are expected to inform the staff member or parent recess supervisor at the time the incident occurs. The person receiving the report of an incident will use their best judgment to resolve the problem and determine whether to bring the information to the attention of the homeroom teacher and/or administration. If the issue is not resolved during recess, the student should also inform their homeroom teacher and/or an administrator.

Political Activities

Catholic schools are important settings for communicating the Church teachings on civic responsibility and on social issues. Therefore, Catholic schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze issues from a moral perspective. However, as Church organizations and as tax exempt organizations, it is important to avoid any activity on behalf of or in opposition to any particular candidate for office or any specific political party. For example, educating students about the principles involved in a political issue is proper and right. However, distributing the literature of any candidate for students to take home to their parents or encouraging students to encourage their parents to vote for a specific candidate is improper and illegal. Since it is virtually impossible to ensure that all of the criteria related to public appearances by candidates are observed, schools should avoid invitations to candidates to speak at the school within the six months prior to an election. (5105.2)

School Campus and the Political Process

The following concepts should be adhered to in making decisions related to the use of school buildings in the political process:

- School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.

- Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
- Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
- Schools should not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.

Further guidance regarding the involvement of schools with the political process in light of the church’s tax-exempt status is available through the Office of Catholic Education and Formation. (6203)

School Activities / Miscellaneous Information

Birthday Celebrations - revised 7/2023

As part of our *School Wellness Plan*, we have adopted 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 have the option to dress out of uniform on their birthday but must follow the “Dress Out” uniform guidelines stated in the “Uniform Regulations” section of this handbook. We have discontinued the practice of distributing any sort of birthday treat in the classroom. We also do not permit the delivery of balloons, floral arrangements, etc. due to the disruption it creates in the classroom. Also, please see the last two paragraphs of the “Lunch Procedures” section of this handbook for additional information that applies even on a student’s birthday.

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. (5202.10)

Examples of extracurricular activities include Boy/Girl Scouts, CYC Sports/Chess, Student Council, Bellarmine Speech, Clavius Robotics, Christian service, etc. Supervisors of these programs will communicate 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. (5202.101)

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. (5202.101)

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 - Revised 7/2023

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 a parent/legal guardian 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 (if any)
3. Mode of transportation to be used
4. Name moderator supervising 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.

No student may participate in a field trip unless a permission form signed by the student's parent/guardian for the specific event has been received by the school. The emergency information which accompanies the teacher/supervisor should include: emergency contact names and telephone numbers, and if applicable, medication and instruction for administering medications.

Any parent/guardian serving as an additional chaperone on the field trip must be in compliance with the Safe Environment program. It is the responsibility of the supervising staff member planning the trip to check for compliance of chaperones/drivers with the Safety Coordinator at the Parish Office.

Transportation - Revised 7/2023

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. (5202.9)

St. Catherine Labouré may utilize private passenger vehicles to transport students to school-sanctioned activities/field trips. When doing so, parents will be notified via the permission form. If private passenger vehicles are used, the drivers of the vehicles used in addition to being approved as being in compliance with the Safe Environment program, must sign a form indicating that they and the vehicles are in compliance with the criteria listed above and supply such form to the school office prior to departing the school premises. Compliance rests with the private passenger vehicle drivers.

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.

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 FULL name in order to facilitate a speedy return to owners. Please note that the school is not responsible for lost personal items.

Winter Storm/Cancellation of Classes

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 FACTS announcement/email and/or the school website 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’ websites. School closings are usually announced at or around 6:00 A.M.

If school is in session and conditions change unexpectedly, it may be necessary to dismiss early. If this occurs, parents will be notified via FACTS announcement/email/emergency text and/or the school website. In cases of inclement weather, 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 Catholic 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. (6202.1)

Supervision of Students - Revised 7/2023

SCL recognizes its responsibility for providing appropriate supervision of students before and after school, as well as throughout the school day at school or on school-sponsored events off campus such as a field trip. It is recognized that various factors determine the standard of supervision required of students, including their age, mental and physical functioning level, and the setting. As such, SCL has developed policies and procedures for supervising students which are reviewed with all faculty, staff, and volunteers regularly. (4402.1)

Please see the “Arrival/Dismissal” information in the *Family Handbook* for additional details regarding student supervision before and after the school day.

Uniform/Dress Code/Grooming Standards - Revised 8/2024

Students are expected to dress and present an appearance consistent with standards of good taste and which is 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. (4303.6)

There are reasons why SCL and most other Catholic schools choose to have their students wear uniforms. The following are the major reasons we do so at SCL.

- School uniforms help to keep students focused on their education, not their clothes.
- School uniforms help to create a “level playing field” among students, which has been shown to reduce peer pressure, teasing, and bullying.
- Wearing uniforms enhances school pride, unity, and community spirit.
- Wearing uniforms helps to teach the students to take appropriate care and pride in their appearance in social/professional situations, and helps establish good grooming routines and discipline.
- Having a uniform policy/dress code enables the promotion of the virtue of modesty and the exclusion of articles of clothing that promote ideas counter to our Catholic values.

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

Most regular uniform items may be purchased from *Just Me Apparel* at 232 Old Sulphur Spring Rd. Manchester, MO 63021. Phone: (636) 391-3551

Please use a Laundry Pen to label ALL articles of clothing with the student’s FULL NAME.

Girls' Standard Uniform Regulations

- 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 shorts or uniform pants of twill fabric with belt (pleats, no pleats, athletic style, pull-on for K-1 is also permitted) Note: Belt not required in K through 3rd grade
- White or hunter green uniform blouse, polo-style shirt of knit or “performance style” fabric (short or long sleeve) or a white knit turtleneck
- Plain navy, white, or hunter-green sweater
- **SCL-logoed** quarter-zip pullover or crewneck sweatshirt in any color (“SCL Hoodies” are not part of the Standard Uniform)
- Socks must be worn. No specific color is required although white, black, and navy are preferred. No specific length is required. Girls may also wear navy/white/hunter green/black tights or leggings. Girls may layer uniform tights and socks, but it is not required.
- Plain white t-shirt may be worn under uniform blouse/shirt (no writing, logo or trademarks permitted)

Boys' Standard Uniform Regulations

- Navy blue walking shorts or uniform pants of twill fabric with belt (pleats, no pleats, athletic style, pull-on for K-1 is also permitted)
- Belt - brown, black, or navy Note: Belt not required for K through 3rd grade
- Light blue or hunter green polo-style shirt of knit or “performance” fabric (short or long sleeve) or a light blue knit turtleneck
- **SCL-logoed** quarter-zip pullover or crewneck sweatshirt in any color (“SCL Hoodies” are not part of the Standard Uniform)
- Socks must be worn. No specific color is required although white, black, and navy are preferred. No specific length is required.
- Plain white t-shirt may be worn under uniform shirt (no writing, logo or trademarks permitted)

Physical Education Standard Uniform - Students in Grades 1 - 8

Due to a lack of appropriate space, time, and supervision, students do **NOT** change into an official PE uniform. Students will participate in PE class wearing their regular uniform except as follows:

- Girls may wear the **SCL-logoed PE shorts or the SCL-logoed Spirit Wear shorts** under their skirts/jumpers and remove their jumpers/skirts for PE class once they are in the gym.

- Boys and girls may remove their blouse or shirt once in the gym to reveal a plain white t-shirt.
- Tennis shoes should be worn/brought to school on PE days. If necessary, students will change into tennis shoes before walking to PE class.
- All Kindergarten students wear their regular uniform to class and with the exception of their sweater, quarter zip, etc. do not remove any items for class.

SCL General Uniform/Grooming Regulations for Girls and Boys

- Shirts/blouses must remain tucked inside pants, shorts, and skirts except at recess or PE.
- In keeping with the SCL community standard regarding the virtue of modesty, uniform jumpers, skirts, and shorts are not to be worn higher than 3 inches above the knee (as measured from the top of the knee.) We understand that children grow throughout the year and thus, the uniform length of some items may need to be altered periodically. It is the parents' responsibility to monitor their children's uniform to ensure it is modest and fits well.
- Jogger pants/sweatpants of any color are NOT permitted on regular uniform days in the classroom. Sweatpants/pajama pants may be worn on cold days over shorts or under skirts to keep legs warm during recess or P. E. Also, SCL-logo jogger/pajama pants are permitted attire on Spirit Wear days. See information below.
- Shoes - Students may wear:
 - Leather dress/school shoes which do not expose the feet and have a heel less than 1.5 inches.
 - Tennis shoes/sneakers.
 - Shoes with laces must be tied and no wheels or sounds are permitted.
 - Moccasins, slippers, flip flops, sandals, and boots (any variety) are not permitted.
 - Rain/Snow boots may be worn to school on inclement weather days with students changing into appropriate footwear upon arrival at the classroom.
- Make-up is not permitted.
- Hats of any type are not permitted to be worn indoors.
- Jewelry is restricted to small, simple post/non-dangling earrings, one simple, short necklace, a simple non-dangling bracelet and a watch.
- Students are expected to come to school with clean and appropriately groomed hair. While there is not a specific regulation for hair length for either boys or girls, the student's hair should never impede his/her vision or serve as a distraction in the classroom.
- Hair accessories must be simple and non-distracting. Students may have razor "designs" in their hair provided the design is not considered extreme or offensive.

- The principal may annually approve an Eighth grade polo shirt and an Eighth grade class sweatshirt/quarter zip that may be worn.
- While Eighth grade students are excited about their choice of high-school, they are NOT permitted to wear high school sweatshirts in the classroom. This includes the time after students have received their acceptance letters in February. Once administration is certain that ALL eighth grade students have been accepted into a high school of their choice, there will be a special date announced for eighth graders to wear sweatshirts representing their highschools.
- Girl and Boy Scout uniforms vary with grades and may be worn only on Scout meeting days.

Outerwear

ALL students typically go outdoors for recess daily, so appropriate outerwear is encouraged.

- Students may wear sweatshirts, hoodies (preferably without hood drawstrings for safety reasons) jackets, and “winter” coats of their choice as long as they do not contain inappropriate sayings or images.
- When going outdoors for class or recess, students may add a layer of knit pants such as the SCL-logo jogger pants, pajamas, or sweatpants to cover their legs. These must be removed and properly stored once the students return indoors.
- Winter hats, gloves, and mittens are also permitted, although scarves are discouraged for safety reasons.
- All outerwear must be removed when the students are in the school building or attending a liturgical service in the church.

Spirit Wear

- **On Fridays or other days proclaimed as “Spirit Days” students may wear the standard uniform or may exercise the privilege of wearing approved Spirit Wear with the SCL School logo.** Items include any current/previous “Friday” t-shirt, SCL jogger and pajama pants, approved SCL athletic shorts, hoodies, knit dress, SCL leggings (**if worn with a Spirit wear top/dress that completely covers the front/back bottom**) and other items. To be clear– Standard uniform bottoms (pants/shorts/skirt/jumper) must be worn on Spirit Wear Days except when wearing the knit dress, SCL logo jogger/pajama pants, approved SCL logo athletic shorts/skort, or SCL logo leggings IF the front/back bottom is completely covered by Spirit Wear top.
- The Spirit Wear website will be available by Open House/Preview Day and for a couple weeks at the start of school to order new items for the upcoming year.
- Proceeds from Spirit Wear sales benefit the school and the program is coordinated entirely by parent volunteers.
- The Spirit Wear website is <https://sclspiritwear.com>

Uniform Non-Compliance Policy

General

The success of a uniform policy and dress code is only as effective as the parent/student/faculty support it receives. If some students are permitted to disregard the policy, it upsets those who are compliant and can lead to an overall increase in non-compliance. This can lead to the reasons/goals of the policy not being achieved; so it begs the question, “Why have a uniform policy to begin with?”

While we do NOT wish to make the uniform policy/grooming standards a battlefield, we do believe instances of non-compliance (especially blatant/frequent/non-modest occurrences) should be consistently and appropriately addressed.

We ask parents to support the school by ensuring that the students come to school each day with regulation, clean, modest, and well-fitting uniforms as well as appropriate and modest clothing for any “out-of- uniform” days.

Action/Enforcement

- When an adult at school in a supervisory role observes a minor uniform infraction that is easily correctable, the adult will request that the student make adjustments immediately to eliminate the infraction or in some cases by the next day. In most cases, this request does not need to be done in private; for example, tucking in shirts, removing non-regulation outerwear, or failing to wear a belt. Isolated incidents require no further follow up.
- If a particular student is in need of frequent reminders for the same/similar minor non-compliance issues, the adult will have a private conversation with the student to address the situation, convey expectations, and secure commitment of improvement from the student. Afterwards, the adult should notify the student’s teachers and parents and copy administration. If after two student conferences and parent notifications, the non-compliance persists, the student should be referred to administration for follow up with the student, parents, and potential logical/disciplinary consequences.
- In the case of a major infraction or an infraction of a sensitive nature, a teacher will have a private conversation with the student to address the situation, convey expectations, and secure commitment of improvement from the student. If it is something that can be resolved immediately, the student will be expected to comply with the teacher’s request at that time. This **may** include contacting a parent to bring up suitable uniform items for the student; for example, if the student is wearing a shirt that displays an inappropriate image/message. In other cases, the student is expected to have the infraction corrected the next day, except as noted below*

In such cases, the teacher should inform the additional teachers of the student, parents, and administrators. If after two conferences and parent notifications, the non-compliance persists, the student should be referred to administration for follow up with the student, parents, and potential logical/disciplinary consequences.

- *Should a teacher notice that a student has “outgrown” their uniform item (for example a skirt may now be too short and exceed the 3 inch above the knee requirement) the teacher will address the student in private and also send an advisory email to the parent. The family will have ONE week to make any needed alterations. Teachers are asked to “copy” the administration and other teachers the student

interacts with on the advisory note to the parents. This is to make others aware so that the infraction is not readdressed during the time the correction is in progress.

Dress-Out / No Uniform Today (NUT) Days

Modesty, and the dignity of the human persons are Catholic traits that we must model. They are reminders of what to focus on when choosing clothing for dress down days. The letter of the law is not as important as keeping modesty, respect, and dignity in mind. Any child wearing items deemed unacceptable may be sent to the office to call home for appropriate clothing. *If you do not want to risk a call home for appropriate clothing, have your child bring their uniform in their backpack just in case.*

Girls may wear regular clothes such as:

- Nice blue jeans (no rips/holes) that are not too tight
- Regular/Dress pants of any fabric or length
- **Leggings/Yoga Pants - ONLY IF the accompanying top covers the entire front/back “bottom”**
- Skirts that are no higher than 3 inches above the knee - denim acceptable
- Walking shorts/skorts - same length as uniform shorts; no higher than 3 inches above the knee
- T-shirts, Collared Shirts, Blouses, Knit Tops, Sweaters, Sweatshirts, Tunics, Hoodies, and Jerseys - Must completely cover the entire stomach/shoulder area, and must not be immodestly low cut, tight, or revealing
- Dresses that are no higher than 3 inches above the knee and that cover the entire shoulder area and are not immodestly low cut, tight, or revealing
- Appropriate athletic wear - including nice jogger or sweat pants and SCL-logo Spirit Wear shorts
- Tennis shoes, other casual shoes, sandals including Birkenstocks, Crocs, boots. Note: For safety reasons, all footwear must fit properly and stay on feet and tennis shoes should be brought for PE class.

Boys may wear regular clothes such as:

- Nice blue jeans (no rips/holes) that are not too tight
- Regular/Khakis/Dress pants
- Walking shorts (same length as uniform shorts)
- T-shirts, Collared Shirts, Sweatshirts, Jerseys, Hoodies, Sweaters
- Appropriate athletic wear - including nice jogger or sweat pants and appropriate length shorts
- Tennis shoes, other casual shoes, sandals including Birkenstocks, Crocs, boots. Note: For safety reasons, all footwear must fit properly and stay on feet and tennis shoes should be brought for PE class.

A few examples of what NOT to wear. Tip: If an item is in question, it is best to NOT wear it.

- “Yoga/spandex” bottoms UNLESS worn as leggings under a top/dress that completely covers a person’s front/back “behind”
- Biking/Volleyball shorts
- Spaghetti straps or halter tops or low cut/revealing tops
- Inappropriate writing/images on tees or sweatshirts
- Pajamas
- Sweatpants or shorts with writing on the seat
- Flip Flops or shoes with a heel/platform higher than 1.5 inches
- Inappropriate length of shorts/skirts/skorts when standing or bending over

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.

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 (over the age of 18) are **required** to participate in the Safe Environment Program for adults. Please see the school website (www.sclschool.org) under the "Health & Safety" tab or contact the parish office for information and questions.

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

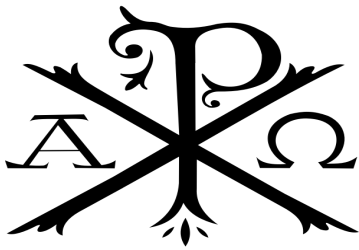
Library	Playground Supervision
Room Parents	Fund-raising/Biennial Auction
Field Trip Supervision/Drivers	Hospitality
Book Fair	Parish Homecoming
Guardian Angels	Atrium
STREAM / Junior Achievement	Robotics
CYC Sports/Chess Coach	

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.

Appendix

- **Parent/Parish Witness Statement**
- **Student Witness Statements**
- **SCL Time Schedules**



Archdiocese of Saint Louis

PARENT WITNESS STATEMENT

For Those Seeking to Enroll Their Children in a Catholic School or a Parish School of Religion

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

In the rite of the Sacrament of Baptism, parents receive the following call from God to evangelize their children:

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

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

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflect these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

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

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation;
- To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in the faith.

- Commit to speak frequently with my children about God and to include prayer in our daily home life;
- Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach my children by word and example to have a love and concern for the needs of others;
- Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion.
- Practice stewardship in support of the school and parish.

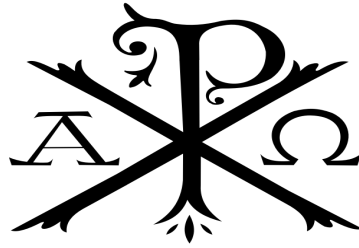
Signature of the parent(s)/Guardian(s) _____

PRINT NAMES/Parent(s)/Guardian(s) _____

Name of the Parish/School: _____

Signature of the Pastor/Administrator: _____

Date _____



Witness Statement: Called to Be Catholic

**For Students Who Attend Catholic Schools
And Parish Schools of Religion**

Kindergarten

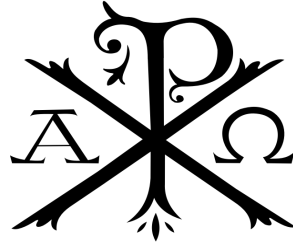
Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Catherine Labouré Catholic School/St. Catherine Labouré Parish School of Religion will help me grow in the Catholic Faith. I believe that:

- 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**

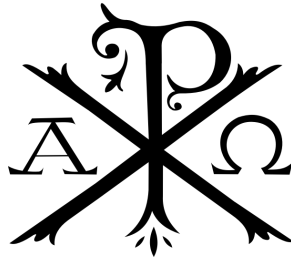
Grades One and Two

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:
 - **Obedying 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

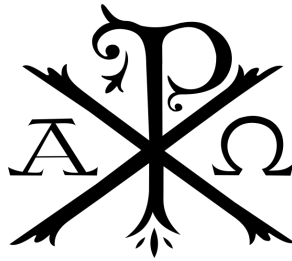
Grades Three, Four, and Five

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 SCL a better place.**

SCL Regular Daily* Schedule

Doors Open	7:20 (Main) 7:30 (K)
Proceed to Homerooms	7:40
Bell - School Begins	7:50 (Tardy after 7:50)
Homeroom/Morning Show	7:50 - 8:05
Period 1	8:05 - 8:50
Period 2	8:50 - 9:35
Period 3	9:35 - 10:20
Period 4	10:20 - 11:05
Period 5	11:05 - 11:50
	Lunch Grades 6, 7, 8
Period 6	11:50 - 12:35
	Lunch Grades 3, 4, 5
Period 7	12:35 - 1:20
	Lunch Grades K, 1, 2
Period 8	1:20 - 2:05
Period 9	2:05 - 2:50
Homeroom/Dismissal	2:50 - 2:55

SCL Alternative Time Schedules

ACTIVITY Schedule	
Doors Open 7:20	
Proceed to HR	7:40
Bell- SCHOOL BEGINS	7:50 (Tardy after 7:50)
HR/Morning Show	7:50-8:05
Period 1	8:05-8:40
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
Activity/Assembly	2:00-2:50
Homeroom/Dismissal	2:50-2:55

LITURGY Schedule	Most Wednesdays
Doors Open 7:20	
Proceed to HR	7:40
Bell - SCHOOL BEGINS	7:50 (Tardy after 7:50)
HR/Morning Show	7:50-8:05
Period 1	8:05 - 8:40
Period 2	8:40- 9:20
Liturgy	9:20-10:30
Period 3	10:30-11:05
Period 5	11:05-11:45
	Lunch Grades 6, 7, 8
Period 6	11:45-12:25
	Lunch Grades 3, 4, 5
Period 7	12:25-1:05
	Lunch Grades K, 1, 2
Period 4	1:05-1:40
Period 8	1:40-2:15
Period 9	2:15-2:50
Homeroom/Dismissal	2:50-2:55

LATE START	
Doors Open 9:00	
Proceed to HR	Go Directly to HR
Bell- SCHOOL BEGINS	9:10 (Tardy after 9:10)
Homeroom	9:10-9:15
Period 1	9:15-10:00
Period 2	10:00-10:35
Period 3	10:35-11:10
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	2:20-2:50
Homeroom/Dismissal	2:50-2:55

NOON DISMISSAL	
Doors Open 7:20	
Proceed to HR	7:40
Bell - SCHOOL BEGINS	7:50 (Tardy after 7:50)
HR/Morning Show	7:50-8:05
Period 1	8:05-8:30
Period 2	8:30-8:55
Period 3	8:55-9:20
Period 4	9:20-9:45
Period 5	9:45-10:10
	Homeroom 6, 7, 8
Period 6	10:10-10:35
	Homeroom 3, 4, 5
Period 7	10:35-11:00
	Homeroom K, 1, 2
Period 8	11:00-11:25
Period 9	11:25-11:50
Homeroom/Dismissal	11:50--12:00