



SCL

Middle School

Handbook

2026-2027

Table of Contents

Welcome & Purpose of Handbook	3
Teachers and Homeroom	3
SCL School Mission and Philosophy	4
Website	4
Responsibilities & Practices of SCL School/Home Partnership	5
Academic / Communication Information	
Curriculum/Classes/Honors Math	6
Independent Reading/Silent Reading Book Requirement	6
Theology of the Body/ Youth Ministry/Edge Classes	6-7
Alternate Method of Instruction (AMI)	7-8
Homework/Assessments/MS Websites/Test Calendar	8
Assignment Notebooks/Headings on Papers	8-9
Grade Scale / Report Cards	9-10
CHADS Coalition (Social Emotional Program)	10
Conferences	10
Study Hall	11
Assignment Completion & Late/Missing Assignments/Make-Up Work	11-13
National Testing (NWEA MAP Growth)	13
Student Conduct Expectations and Policies	
Student General Expectations/Rules Summary	13
Tablets/Gaming/Gum Chewing	14
Academic Honesty	16
Student Contact - "Playing Around"	16

Toys/Other Objects	15
Snacks/Water Bottles/Other Drinks	15
Lunch/Recess	16-17
Entering/Exiting, Morning Supervision, and Hallway Transitions	17
Liturgy Conduct & Participation	17
Bathroom/Nurse Visits/Necessary Errands/Hall Passes	18
Uniform Policy	18-22
Cell Phone/Wearable Technology/Earphones	23
Chromebooks	24
Conduct Rules/Discipline Procedures	25-28
Miscellaneous Topics	
Grade-Level Buddy Program/8th Grade Privileges	28
High School Shadow Days/Application/Sweatshirts	29
Emergency Information	31
Appendix List	31
SCL Time Schedules	32-33
Witness Statement	34
Middle School Contact Reference Info	35

Remainder of page intentionally left blank

Welcome to SCL Middle School!!!

The SCL Administration and Middle School Staff would like to welcome all students and parents to the 2026-2027 school year! This *Middle School Handbook* has been created to provide students and parents with more detailed information applicable to grades 6 through 8, and to convey expectations and policies that may be unique to older students. It does not replace the *SCL Family Handbook*, but extends it.

Grades 6 through 8 are a special and unique time in a student's educational journey, and one of the goals of this handbook is to help our students be prepared for a successful middle school experience including increased responsibility, some hard work, academic, social, emotional, and spiritual growth, and to make some great memories!

We ask that both students and parents read this handbook (preferably together) to ensure everyone is aware of the expectations. Students and parents will be required to sign a paper stating that they have read the information and agree to abide by the policies and procedures. Please feel free to contact the middle school teachers or administration with any questions or concerns that you may have.

Middle School Teachers, Staff, and Classes

Mr. Scott Oelzen: 801 homeroom: 6, 7, 8 Social Studies

Ms. Susan Zorescu: 802 homeroom: 6, 7, 8 Science

Mrs. Anna Millar: 701 homeroom: 6 ELA and 701 ELA

Mrs. Christina Wheeler: 702 homeroom: 8 ELA and 702 ELA

Mrs. Kate Marnatti: 601 homeroom: 6 and 7 Standard Math and Algebra I

Ms. Jennifer McGrath: 602 homeroom: 6, and 8 Religion (daily) and 6, 7, 8 Music (1x per week)

Ms. Ellen Schelicher: 6 and 7 Honors Math, 8 Standard Math

Mrs. Lisa Hercules & Mrs. Caitlin Grimes: Resource Teachers for grades 3-8

Mrs. Maria Hanes: Spanish (2x per week - by Math Group)

Mrs. Linda Jo Hauf: Art (2x per week - by Math Group)

Mrs. Angie Stockel: PE (2x per week - by Math Group and/or Homeroom)

(Note: 8th grade alternates 2nd class with Music per quarter)

Mrs. Tina Schultz and Mrs. Emily Fitzgerald: Technology/Keyboarding (1x per week)

Mr. Steve Brinkmeyer: Counselor, Youth Ministry, and EDGE Program (1x per month)

All Students will have 1 Study Hall per week with their Homeroom teacher on either Tues. or Wednesday

All Students will have 1 Math Workshop per week with their Math teacher

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 aesthetical. 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.

School Website: sclschool.org

Scroll down to find a section that says “Middle School” to find the *Middle School Test Calendar* and links to teachers' websites with more information.

Responsibilities & Practices of SCL School/Home Partnership

Students will:	Parents will:	School will:
Treat everyone with kindness and respect, in person and online.	Model and encourage respectful behavior, in person and online.	Provide a safe, respectful, and welcoming school environment.
Take part in prayers, Mass, and other Catholic activities.	Support participation in the school's faith life.	Help students grow in their Catholic faith through prayer, worship, and sacraments.
Solve problems peacefully and learn from mistakes.	Teach respect, good choices, and peaceful conflict resolution.	Guide students to resolve conflicts, learn from mistakes, and practice self-discipline.
Accept responsibility, make things right, and follow consequences.	Work with the school to improve behavior.	Partner with families to teach and correct behavior when needed.
Come to school every day ready to learn with necessary supplies.	Make sure children get enough sleep, eat breakfast, and arrive on time.	Provide engaging lessons that help students succeed.
Complete assignments on time, do your best, and ask for help when needed.	Check assignments regularly and help students stay on track.	Keep accurate attendance and grades, assess learning, and provide extra support when needed.
Follow the school policies.	Ensure students follow school rules.	Communicate openly and promptly with students, parents, and staff regarding policies and updates.
Practice healthy habits and positive choices.	Encourage healthy physical, emotional, social, and spiritual habits.	Work with SCL Parish and the Archdiocese to support students' spiritual, academic, and personal growth.
Report concerns regarding potential or actual acts of violence or danger to a teacher or principal.	Support and encourage appropriate use of reporting by their children.	Work to prevent threatening or violent behavior and take appropriate action if necessary.

Academic & Communication Information

Curriculum/Class

Students have the following courses in middle school: Religion, two classes of English/Language Arts consisting of 1 Reading/Vocabulary class and 1 Writing/Grammar class taught by the same teacher, Math*, Social Studies, Science, Spanish, Art, Music, Physical Education, and Technology. In addition, a Study Hall period and a Math Workshop are built into their weekly schedules.

Teachers share the current learning objectives on which the students are working with students and parents in a variety of ways, including the classroom/grade website.

Honors Math

*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 a 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 math curriculum, and 8 Honors students work on a 9th-grade Algebra curriculum.

Independent Reading

Each student is required to independently read one book per quarter appropriate for their age and reading level that they have not previously read, and is approved by the ELA teacher then complete an assessment/assignment as indicated by the ELA teacher.

Silent Reading Book Requirement

Each student is required to select and have with them an independent silent reading book during class and study hall periods to read when a student is "caught up" on class work. Tablets/E-readers such as a "Kindle" may be used at home, but not brought to school.

Theology of the Body

The newly developed Theology of the Body (TOB) curriculum, approved by the Archdiocese, began at SCL with the 24-25 school year during religion classes. It is incorporated into the regular curriculum in grades K-5, but it is a semi-separate component in Middle school that builds upon previous years.

Q. Why teach Theology of the Body?

- A. Initially presented by St. John Paul II, published under the title ***Man and Woman He Created Them: A Theology of the Body***, TOB is an understanding of what it means to be human according to the teachings of the Church. We want our children and families to be able to discover the very foundations of our authentic identity as human persons created in the image and likeness of God, male and female. **TOB is NOT a chastity or sex education program.** TOB is meant to form us in the truths of our faith with a deeper understanding of the purpose and dignity of the human body that points us to happiness in communion with the Blessed Trinity and with others. A TOB curriculum allows us to share these truths at age-appropriate levels and supports our Archdiocesan Unified Framework of Religion Standards.

As the Archdiocese suggests, SCL will be using the Ruah Woods' Theology of the Body Curriculum, which features the following:

- Age-appropriate lessons developmentally suitable content for children to discover objective truths about God's plan and purpose for His creation, inspiring a Biblical worldview.
- Authentic to Pope St. John Paul II, as it is all derived from the original texts Man and Woman He Created Them and the teaching style of Pope St. John Paul II.
- Enjoyable to explore for both parents and children alike — an imaginative approach eliciting awe and wonder, plus a current, relevant online high school style opens hearts and minds to discovering truth through the deep beauty of the concepts at every age.
- Parent handouts are sent home to continue the learning at home for each lesson and will include an explanation of the TOB theme their child is learning & activities in the classroom, as well as family discussion question(s), family activity & family prayer!!
- Please contact your child's Religion teacher for more information.

Youth Ministry/Edge Classes

SCL is very blessed to have a full-time middle school youth minister who has a background in middle school counseling on staff. The students get to know Mr. Steve Brinkmeyer as the leader of their 5th grade camp experience which serves as a spring board to middle school.

In addition to working with students as a counselor and being a "safe person" to talk to for social/emotional needs, he teaches a monthly "EDGE" lesson (during religion class) with a different curriculum for each grade.

- EDGE is an international Catholic youth ministry program for students in grades 6-8. It is designed to meet the educational, spiritual, emotional, and social needs of young adolescents as it provides a safe, fun place for youth to find solid Catholic community, to get answers to their questions about faith, and most importantly, to experience Jesus in a profound and personal way, yet in a fun and interactive manner.
- The program's name, EDGE, describes how, in many respects, middle school kids are on the edge because so much is going on in their lives physically, mentally, spiritually, and socially. It can be a very stressful and difficult time for them and their parents.

The Youth Minister also plans and supervises several evening/weekend "excursions" for students in grades 6-8 along with a middle school trivia gathering.

Alternative Method of Instruction (AMI)

- In preparing the school calendar, SCL adheres to the requirement of the St. Louis Archdiocese and plans 177 days of instruction, three of these days are "built in" Snow Days, which exceeds the 1,044 hours of instructional time required by the state of Missouri. Should the three days for inclement weather (or other unexpected occurrences) not be sufficient to meet the minimum requirements, SCL has an **Alternate Means of Instruction (AMI)** protocol which may be implemented IF necessary.
- The Archdiocesan Office of Catholic Education and Formation (OCEF) does NOT require synchronous learning, i.e. students and teachers meet in real time to interact via live presentation or video conferencing for the day to be considered as an "official school day" via an AMI. Instead, assignments may be posted in Google Classrooms (older students) and/or "packets" can be sent home with younger

students to complete. Both these options permit students to complete the work during the day in a manner that meets their family's schedule.

- Should SCL need to cancel in-person classes after the three “snow days” are used, SCL will implement a maximum of two AMI days as described below. Further lost days would then need to be “made up.”
- **AMI guidelines Grades 6-8:**
As all middle school students have a school-issued Chromebook, all core subject teachers will post an assignment via Google Classroom. Students will have until midnight that day to “turn in/complete the online assignment” to be counted as “present” for that day. The average total work time should not exceed 3.5 hours. Each teacher will post their “office hours” so students are aware when each teacher will be monitoring and responding to emails if students have questions.
- Students who can not complete the assignments due to lack of materials or available technology will be given a 24 hour grace period upon request and additional time/situations should be directed to the appropriate teacher to be dealt with on a case-by-case basis.

Homework/Assessments

- Homework is assigned in keeping with the students' age and ability, being mindful of overall student workload. For middle school, the approximate/average time spent on homework is 60-90 minutes.
- Typically, no more than 2 tests will be scheduled for a single day; however, there may be exceptions, especially near the end of a quarter.
- To help develop planning and time management skills, students are guided and encouraged to set up reasonable timelines to complete long-term projects, such as the quarterly independent reading requirement, and to study several days before an assessment, in lieu of just the night before.

Middle School Websites/Test Calendar

- Each middle school academic and specialty teacher will create and maintain a class/grade website via a Google Site that parents/students can access for general information, current topics and learning goals, classroom expectations and rules, assignments and assessments, etc. This is in addition to a Google Classroom site where actual online assignments are frequently posted and submitted. Each website will be accessible via the SCL School website (no password/sign-in needed).
- These websites will be updated by 3:30 daily with announcements, what was taught/accomplished during class time, and specific homework information, including long-term projects and assessments.
- Teachers will explain and demonstrate them to students the first week of school and to parents at Curriculum Night.
- There is also a Middle School Test calendar that is accessible via the SCL School website under the middle school section. This is to inform students, parents, and fellow teachers of upcoming assessments.

Assignment Notebooks

- Assignment notebooks/planners are required in middle school. To help develop responsible organizational 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, along with the dates of assessments. Parents are asked to review the assignment book and the completed assignment(s)

regularly. Teachers will also post homework on the class/grade website under the appropriate grade or teacher/subject page.

- Although the school supplies each student with an assignment notebook, students may use their own, personally supplied planner.

Headings on Papers

MLA format for Google Docs

The heading is **double spaced** and located in the upper left corner.

Student Name

Teacher Name

Class: (ex. Writing)

Date:

MLA format for looseleaf

Student Name

Teacher Name

Class (ex. Writing)

Date:

Grade Scale / Report Cards

The school year is divided into four academic quarters, each approximately nine weeks in length. At the end of each quarter, students 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.

In grades 6-8, students' level of academic subject mastery will be communicated via the traditional grading scale shown below.

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	

Middle school "Behaviors of a Successful Student" for core academic classes are listed below. Some additions may be included on the report card as specialty classes dictate.

A blank indicates the student is meeting expectations, while an "X" indicates an area of concern.

- **Arrives prepared for class and demonstrates appropriate organizational skills**
- **Is attentive and stays on task**
- **Follows directions/procedures**

8/9/26

- **Completes and submits assignments neatly and on time**
- **Demonstrates respect and consideration for others and property**
- **Is respectful/reverent in church and participates in mass, as reported by the Homeroom teacher**

Students and parents are expected to check the online 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 students' and parents' responsibility to view (and if desired, print) their children's report cards.

CHADS Coalition

CHADS Coalition is an organization that addresses social emotional needs of Middle School and High School Students. SCL participates in their EYES (Every Year Every Student) Program, which addresses topics related to Mental Health, Anxiety, Depression, and even Self Harm. In addition to these topics, each grade will address additional topics as follows:

- 6th - Bullying
- 7th - Peer Pressure
- 8th - Digital Citizenship

Students learn about these topics in a low pressure environment, and they have the opportunity to discuss any issues or concerns with a counselor anonymously before, during, or after the session. Students are allowed to express concerns about themselves or friends and also gives them an opportunity to bring concerning behavior to the attention of a trusted adult in the building. **Parents may elect to have their students opt-out of this training by completing the opt-out form which will be made available upon request.**

In addition to having the EYES Program in the Building, we also have a CHADS Mentor who works with us in our building one day a week (Tuesday for the 26-27 school year). Our Mentor is not a counselor, but builds relationships with students using a curriculum to address Social Emotional needs based on five CASEL Competencies: Self Awareness, Self Management, Social Awareness, Relationship Skills and Responsible Decision Making. Our Mentor meets once a week with students both individually and in small groups.

Conferences

All Students: 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 early 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 back of the *SCL Family Handbook* and on the SCL School Website. **Teachers are not expected to meet with a parent without an appointment.**

Middle School: During regular fall conferences, it is not possible for middle school parents to meet with each teacher who instructs their child; therefore, all parents are each invited to "sign up" for a conference with ONE particular teacher. If after all parents have had an opportunity to schedule one conference, parents may then sign up for a meeting with a second teacher. More details will be shared as the time approaches.

Middle school students are encouraged to attend.

Study Hall

- Middle school students have a Study Hall period per week with their homeroom teacher. This time is to be used for completion of assignments and/or studying for assessments and not intended as “social/free time.” Should a student be completely “caught up,” they may read silently.
- During the weekly Study Hall with their Homeroom teacher, students are required to review their grades in FACTS with their homeroom teacher.
- Occasionally, teachers and/or administration may use a Study Hall period to hold a class meeting, share a presentation, or meet with individual students. This time may also be used for previously absent students to make up assessments. Thus, students should NOT rely on a scheduled Study Hall period to complete assignments that are due later that same day.
- When possible, students who utilize the services of the school counselor or the resource staff may have these sessions scheduled during a Study Hall period to minimize the loss of instructional time.

Assignment Completion

Ultimately, it is the STUDENT’S responsibility to make sure they are completing and turning in ALL their assignments on time, even if they are absent due to illness or travel. Parents and teachers are available to guide and support students, but NOT to track them down to turn in their assignments! If they fall short of this expectation, it is the students who will endure the consequences. Please make the 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.

Middle school students have Study Hall and a Math Workshop built into their weekly schedules. Math Workshops are with their math teachers, and both Math teachers are available at 7:20 a.m. for the students to ask questions or get clarifications on their homework or missing assignments.

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 on what was missed.

Health permitting, absent students should also check Google Classroom and the appropriate 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.

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. A general guideline is 1 day for every day absent.** In cases of extended illness or a family funeral, teachers will work with students and families on an individual basis.

8/9/26

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 before the missed school days. Upon their return, students should contact their teachers to collect notes, assignments, and to schedule any tests as necessary. However, students are encouraged to bring home textbooks/workbooks/novels, etc., and to check the appropriate grade/teacher website for information on what is happening in the classroom, and to check Google Classroom for any posted online assignments.

Late/Missing Assignments

- Students are **expected to turn in all assignments at the established due date**, or if the student was absent, per the Make-Up work Policy stated below.
- When a teacher is aware of a missing assignment/assessment, they will enter an **“M” for MISSING** in the online FACTS gradebook, regardless of the reason the assignment is missing. In the comments area, they should include the reason for the missing work if known, and the new due date once it is established between the teacher and student.
- If an assignment was submitted, but was not complete, the teacher will enter an **“I” for Incomplete**, and the student should clarify with the teacher and redo by the determined new due date.
- Once the missing assignment is submitted, the student should notify the teacher in-person or via email, and the teacher will then change the “M” to a **“P” for PENDING**, indicating the assignment has been submitted, but not reviewed and/or a grade posted by the teacher.
- During the weekly study hall, students are required to review their grades in FACTS.
- IF the student is missing assignments, they are to complete/submit the work as soon as possible, preferably during that study hall.
- Middle School teachers will monitor and help manage students' missing assignments/ assessments by discussing missing work with students within a reasonable time frame after the original due date to remind the student and establish a new due date which can be included in the comments section of the gradebook.
- If the student does not submit the missing assignment(s) to their teacher(s) by the new, agreed-upon due date, the teacher may, at their discretion, issue the student a Written Warning Slip and impose other consequences, such as loss of school privileges (e.g. doing make up work in the office during lunch.) The teacher should communicate with the parents to develop a plan for completion and a revised due date. Administration should be made aware of the situation and copied on communications.
- If the student does not submit the assignment by the agreed upon, extended deadline, the student will receive a **“FAILING”** grade in the gradebook, which may or may not be a **“ZERO”** depending on the situation and the “value of the assignment.”

- Thus, in an effort to teach the students discipline and accountability, students will not receive FULL credit for work turned in after an extended deadline. This includes work that is hastily submitted at the end of the quarter.

National Testing

- 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 all grades. Assessment areas include Reading and Math for all grades, Language/Grammar for grades 2-8, and Science for grades 4-8. 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 online programs such as Renaissance STAR Reading and IXL. In grades 2-8, Reading and Math grade levels will be documented on report cards.

Student Conduct Expectations and Policies

The following is reviewed with ALL middle school students the first week of school, and it is posted in ALL classrooms, gym, cafeteria etc. Teachers may also have their own, additional expectations and rules that are also reviewed with students. These are the basic expectations and rules that are included on the “Written Warning Slip” explained below.

SCL Student Expectations and Rules

1. Treat everyone with dignity, worth, and respect*
2. Cell phones turned off and not on person (in locker or book bag)
3. **SNACKS ARE ONLY DURING 2ND OR 3RD PERIODS**
4. Come prepared to class and demonstrate organizational skills
5. **Be attentive and stay on task**
6. **Follow directions and procedures**
7. *Complete and submit assignments neatly and on time*
8. Socialize at appropriate times
9. **Demonstrate good sportsmanship**
10. *Participate appropriately*
11. **Follow Uniform Dress Code**

Examples of treating everyone with dignity, worth, and respect include, but are not limited to:

- To respond in a positive way to adult requests and guidance, either in words or 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

Additional, conduct expectations, policies, procedures, and progressive discipline action steps follow:

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. This includes tablets/E-readers such as a "Kindle."

Gaming

Gaming is NOT permitted on SCL devices during ANY class or study hall periods except for specific, educational games assigned by the educator. During independent work time, should a student be completely "caught up," they may read silently. Violating this policy subjects the student to disciplinary action.

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.

Academic Honesty and Integrity

At SCL, we believe in honesty, responsibility, and doing your own best work. Academic integrity means that all students complete their work truthfully and fairly, without cheating, copying, or taking credit for someone else's work.

Academic Integrity includes:

- Doing your own work on tests, quizzes, and assignments.
- Citing your sources when using information from books, websites, or other people.
- Not copying homework or classwork from others.
- Not letting others copy your work.
- Not using online tools or AI to cheat.

Examples of Academic Dishonesty include:

- Copying someone else's homework or test answers.
- Using a phone, notes, or computer to cheat during a test.
- Plagiarizing: using someone else's words or ideas without giving credit.
- Having someone else do your work for you (including parents, siblings, or the internet/AI.)

Student Contact - "Playing Around"

Students are NOT permitted to engage in rough or boisterous interactions, play, touching (often referred to as "messaging/joking around") at school, including in class, in the hallway, in the restroom, or at lunch/recess. This includes (but is not limited to) bumping, jostling, climbing on, poking, grabbing, stepping on, slapping, a fellow student directly or with **any** object (for example, back pack, computer case, lunch box, water bottle, pencil case, pencils/pens etc.)

If a student repeatedly has instances of accidentally being involved in the above, the teachers and administration may need to address the situation individually and the student may be disciplined for repeated offences.

Toys/Other Objects

Students may NOT bring toys, collectables, and other objects to school such as “Nee-doh” or other squishies and or any type of trading card or other fad that may arise. The presence of these types of “toys” has caused class distractions, breakage of these and other items, loss/theft, and other issues. Teachers may take such items from students and parents may pick them up AFTER school and may result in a written warning. .

Legitimate “school tools” are permitted but will be taken from students if they become a distraction to the student or to others.

Snacks/Water Bottles/Other Drinks

- Students may bring a sensible snack from home to be eaten during periods two or three (excluding specialty classes provided it does not cause disruption/distraction during class, such as sharing the snack with classmates. Recall, food/drink may not be eaten when using the Chromebook. Students are responsible for disposing of all crumbs and trash properly upon exiting the classroom. Trash must not be put in the desks or on the floor.
- Students are permitted to have refillable (non-glass) water bottles. Students should arrive with the bottles filled and may fill them up only during their lunch/recess (before the bell) or PE period, with the teacher’s permission. Only water is permitted in the bottles during the school day. Please label the bottle with the student’s full name with a permanent marker.
- Other than appropriate drinks packed as part of their lunch (no soda/energy drinks) students are not permitted to bring other drinks into the school between 7:20 a. m. and 3:00 p. m.

Lunch/Recess

- Middle school students enjoy the privilege of eating during the first lunch period (period 5) and has the option of eating inside in the cafeteria or outside at the picnic area, weather permitting.
- 8th Grade has the privilege of eating first and then having the playground and fields to themselves as 6th/7th eat during the 2nd part of the period.
- During the 2nd semester, 8th-grade students have the option (privilege) of remaining indoors during recess in a classroom for quiet socialization/Study Hall.
- The children are expected to treat the cafeteria staff, school faculty and staff, and parent supervisors in a courteous, respectful, and helpful manner in both words and actions at all times and to comply with all directives.
- Appropriate table manners are expected of each student before, during, and following the time designated for lunch, and they are required to speak to each other in a moderate tone and volume.
- 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 seat of trash and crumbs.** Each table must also be washed and floor area swept, and students seated at the table are responsible

for ensuring this is accomplished. If students prefer to “rotate” this duty, it is up to them to collectively develop and use an equitable procedure. Staff lunch supervisors may assign students randomly each day if they are not able to work it out themselves.

- All uneaten food must be returned to the student's 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.
- Soda and “Energy Drinks” are not healthy for school children and should not be sent for students to consume during the school day. Gatorade/Powerade are acceptable.
- **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 that day.**

Outdoor Recess

- Weather permitting, students will go outdoors for recess, and thus, students should dress appropriately each day. Students may put on sweatpants or pajama pants under their skirts/over shorts for recess, but they must be removed immediately upon returning to the classroom.
- In general, students will all remain in the lower area of the campus, and Mrs. Kelemen and other recess supervisors will determine how it will be shared.
- Students are also required to follow all safety rules and procedures when using the playground equipment or playing any type of sport/game.
- All students must stay on the main upper section of the field so they are visible. This means they may NOT go down the hills at the ends of the field.
- Students are NOT permitted behind the far backstop on the lower field. Exception - 8th grade privilege, as they like to sit in the shade there and just talk.

Playground Rules - ALL Grades

- No jumping off of swings
- Go UP the stairs and DOWN the slide
- No climbing up the slide - from inside or outside
- No hiding/gathering/stopping in the tube slide
- **One person per swing and do not link with other people**
- No helping/lifting children with the zipline; includes adults
- No balls allowed on the playground exception: ONLY Middle school students may use the zipline as a volleyball “net”
- No rough play (pushing, shoving, etc.)
- Trash cans may NOT be used as “goals”
- **ALWAYS BE RESPECTFUL!**

Sports with Balls

- SCL will provide 1 type of ball per sport for middle school students to use at recess. If this privilege is abused, (too rough, balls kicked on roof etc.) this privilege will cease and students will need to bring their own playground balls.
- Middle School students only have the privilege to play TOUCH Football, but it may be taken away if the play gets too rough. Football must be obtained from and returned to Mrs. Kelemen or a teacher on duty.

Indoor Recess

- If the gym is available during period 5, it is an 8th-grade privilege to use the gym during indoor recess after the eat. Recess Supv. determines if 6th or 7th grade uses the gym for 1st part of the period and communicates to all.
- At the discretion of the Supervisors, students in 6th and 7th grades may mix the homerooms for a particular grade as long as one room doesn't get too crowded/loud. Example: Some 601 students may go into 602 and vice versa.
NOTE: 8th-grade homerooms can NOT mix per the teachers.
- **Students may NOT use Chromebooks during indoor recess unless under the supervision of a Teacher who is working with the student on their academics.**
- Students may use the restroom/fill water bottles during indoor recess - 1 male/female at a time from each room, and they must sign out from their room on the teacher's Sign Out Log

Entering/Exiting, Morning Supervision, and Hallway Transitions

Middle school students are old enough to know and should have the impulse-control to follow our school community's need for safe, responsible, and orderly behavior, especially when there are many people present, including younger children. It is expected that the older students set an appropriate example with their behavior for the lower grades.

- Students are expected to enter and exit the building in an orderly and calm manner using quiet-to-normal voice volume.
- In the morning, if students arrive before 7:30 a. m. they must go to their grade's designated area in the gym until they are dismissed. They should **SIT** among their peers in a calm, orderly manner.
- To go to morning tutoring, students should get permission for the morning supervisor and then must go directly to the appropriate classroom in an orderly manner.
- Once dismissed from the gym, or proceeding directly to their classrooms upon arrival, students are expected to walk to their homerooms in an orderly and calm manner using quiet-to-normal voice volume.
- When switching classes, going to mass, or proceeding to lunch/recess students are expected to maintain a calm, orderly manner using quiet-to-normal voice volume.
- **When "passing" in the hallway, it is preferred that students walk in a "single-file" line; however, we realize that this is undesirable to many students; therefore, middle school students may walk together in pairs (no more than TWO) in the hallway. Upon reaching the desired location (classroom, church, cafeteria etc.) students should enter in a single-file manner, and may need to line up in a single-file manner outside the classroom until given permission to enter based on the situation.**
- **When traveling anywhere on campus and students encounter a younger grade and/or adult, it is expected that the older students display polite, respectful behavior and yield the right of way by allowing the other person/group to proceed first.**

Liturgy Conduct & Participation

- It is expected that students behave with reverence and respect entering, exiting, and during all liturgical services including mass, classroom prayer, and prayer services.
- Additionally, students are expected to actively participate and appropriately by responding and singing when the service dictates.

Bathroom/Nurse Visits/Necessary Errands/Hall Passes

- Students should not be in the hall unsupervised without a teacher note or a “**PASS**,” and thus, should not be going to the restroom, nurse, getting a drink etc. between classes. Students need to go to the assigned classroom to get a pass and sign in/out.
- When students have permission to leave the classroom/cafeteria etc., they should go directly to and only to the stated location, unless directed otherwise by a staff member. Students should NOT unnecessarily disrupt other teachers/students.
- Teachers of grades 6-8 and Specialty teachers should have students sign out and back in with the times for those students who need to leave the classroom during instructional time and should have an appropriate pass.
- Students need to have a Hall Pass if visiting the Nurse’s Office independently, unless an emergency situation or injury warrants immediate assistance.
- The Resource staff and teachers will establish procedures for students who need to travel to the resource room to take a test or receive additional support.

Uniform Policy (As stated in the SCL Family Handbook)

Uniform/Dress Code/Grooming Standards

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. (Archdiocesan Policy 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.

Students are expected to 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.

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

Standard Uniform Regulations

Girls

- K - 4 Black watch plaid jumper
- 5 - 8 Black watch plaid 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

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.

General Uniform Expectations

- Shirts/blouses must remain tucked inside pants, shorts, and skirts except at recess or PE.
- In keeping with the SCL community standard of modesty, uniform jumpers, skirts, and shorts must be long enough to cover the upper thigh completely. This requirement applies when the student is standing, sitting, or bending.

8/9/26

- We understand that children grow throughout the year, so uniform lengths may need adjustments. Parents are responsible for ensuring their child's uniforms remain modest and well-fitting at all times.
- 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.
- *Excessive, extreme, or distracting makeup is not allowed. Teachers at the grade level will make this determination, with the Principal's input if needed.*
- Hats of any type are not permitted to be worn indoors except for specially announced days.
- Jewelry is restricted to small, simple post/**non-dangling earrings**, one simple, short necklace, a simple non-dangling bracelet and a regular 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 8th grade polo shirt and an 8th grade class sweatshirt/quarter zip that may be worn as part of the uniform.**
- Eighth grade students 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 determines that *all* eighth grade students have been accepted into a high school, there will be a special date announced for eighth graders to wear sweatshirts representing their high schools.

Outerwear

Students typically go outdoors for recess 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 (*top/dress must completely cover the front/back bottom*) and other items.

The Spirit Wear [website](#) will be available by Preview Day and for a couple weeks at the start of school to order new items for the upcoming year.

General Uniform Non-Compliance Policy

The success of a uniform policy and dress code is only as effective as the home & school support it receives. 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.

We do believe instances of non-compliance (blatant/frequent/non-modest occurrences) should be consistently and appropriately addressed.

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. 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.
- If a 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 a suitable uniform item 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* 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 as described above) 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 alterations. Teachers are asked to copy the administration and other teachers on the advisory note to the parents 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 person are Catholic traits that we must model. Any child wearing items deemed unacceptable may be sent to the office to call home for appropriate clothing. *If in doubt, have your child bring their uniform in their backpack.* Students are expected to dress and present an appearance consistent with good taste and appropriate for school and school events.

Girls may wear clothes such as:

- Pants, shorts, skirts/dresses that are appropriate in style (no rips), length and fit. Note: *Leggings/Yoga Pants - ONLY IF the accompanying top completely covers the entire front/back "bottom"*
- Tops may not be low cut, tight or revealing; shoulders and midriff must be covered
- No dress or insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promote drugs, alcohol, or tobacco
- Appropriate athletic wear - including nice jogger or sweat pants and modest length shorts
- Tennis shoes, other casual shoes, sandals, 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 clothes such as:

- Pants or shorts that are appropriate in style (no rips), length and fit.
- T-shirts, Collared Shirts, Sweatshirts, Jerseys, Hoodies, Sweaters
- No dress or insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promote drugs, alcohol, or tobacco
- Appropriate athletic wear - including nice jogger or sweat pants and appropriate length shorts
- Tennis shoes, other casual shoes, sandals, boots. Note: ***For safety reasons, all footwear must fit properly and stay on feet and tennis shoes should be brought for PE class.***

Not acceptable:

- Yoga/spandex bottoms unless worn under a top/dress that completely covers front/backside
- biking/volleyball shorts, or "short shorts" that reveal the buttocks when standing, sitting, or bending over
- Spaghetti straps or halter tops
- pajamas (unless SCL - Spirit Wear or an approved "Pajama Day")
- any bottom with writing on the seat
- Flip Flops or shoes with a heel/platform higher than 1.5 inches

SCL Cell Phone / Wearable Technology Policy

While SCL takes no responsibility for the damage, loss, or theft of any electronic device brought to school, with parents' knowledge and consent, students may bring cellphones to school and store them in their book bags. To provide the best learning environment possible, **students may NOT keep their cell phones on their persons during school hours.**

Cell phones must be turned off and properly stored in a book bag *prior* to entering the school building and remain off until the student has exited the building at the end of the school day. *Note: Students serving on Safety Patrol may not access/use their phones while on duty.*

If a student's phone is heard during the school day, the teacher will instruct the student to turn the phone off and give the student a formal warning. Repeated violations of the device disrupting class by ringing etc. will result in the device being turned into the principal, requiring a parent to come to school to claim the device. At the discretion of the administration, a student may be asked not to bring a cell phone or other communication device to school.

On rare occasions, students 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.**

Wearable Technology (including but not limited to Smart Watches, Smart Glasses, Fitness Tracker, Earbuds/Headphones)

Wearable communication devices can be a distraction. Students are **not** permitted to wear any type of smart device or other wearable technology during school hours (7:20 a.m. - 3:00 p.m). These devices may be stored in the student's book bag or turned into the school office in the morning and retrieved at the end of the day.

Note: the inexpensive earbuds requested on the supply list are for occasions when students may need them to complete an in-school assignment/testing supervised by a faculty or staff member. They are not to be worn throughout the school day, including school-sponsored activities on or off campus. *Exceptions will be made for students with medical conditions.*

Consequences for Violation of Cell Phone/Wearable Technology Policy

Definition of violation: If a student accesses any communication device (i.e., cell phone, smartwatch, etc.) in any manner during school hours.

1st Violation

- The teacher addresses the issue, takes the device from the student, and turns the device on to the office.
- An administrator will issue a *formal warning* and document
- The student will call the parent/guardian in the presence of an administrator and advise the parent/guardian of the need to come to school to claim the device from the office
- The device will remain locked up in an administrator's office until a parent/guardian comes to pick it up.

2nd Violation

- Consequences of 1st violation, plus following:
- Student will serve a one-hour restorative detention after school the school day following the violation. *Failure to comply with this consequence will result in additional consequences and disciplinary actions.*

3rd Violation

- Consequence of 1st and 2nd violation, plus following:
- An administrator will contact a parent/guardian and inform them that the student has lost the privilege of bringing a communication device to school 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.

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.

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 and parents will be required to sign and submit a formal SCL Cell Phone / Wearable Technology Policy Agreement with the above information in the first week of school.

Chromebooks

Middle school students are issued an enhanced Chromebook with touchscreen along with a stylus, charging cord, and protective carry case. The Chromebook is the property of St. Catherine Laboure and is to be returned at the end of the school year in good condition. Prior to receiving an SCL Chromebook, the student and a parent must sign and submit a Chromebook / Technology Use Agreement which contains the information below and states:

"We agree to comply at all times with the St. Catherine Laboure School Chromebook Use Agreement. We understand that there are no rights of confidentiality on the Chromebook and that 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."

1. Students are responsible for the general care of the Chromebook, charger, and power cord. Any Chromebook that is lost, damaged, or fails to work properly must be reported immediately to the Tech Team.
2. Do not attempt to repair the Chromebook at any time. All repairs will go through the school Tech Team. **It is the responsibility of the family to pay for a lost or stolen Chromebook, including protective case, charger, cord, and stylus. If the Chromebook 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.
3. Students may not put stickers or decals on the Chromebook.
4. Students are required to bring a fully charged Chromebook to class each day. The charger should **NOT** be brought to school. It is important to always use the correct charger.

5. Students should keep their Chromebook in the provided padded protective case when not being used. **Chromebooks should NOT be stored in backpacks.** Chromebooks should be the only item in the protective case.
6. At no time should a Chromebook, not in the protective case, be placed on the floor. Even if the Chromebook is in the protective case, putting it on the floor should be avoided whenever possible by storing it on tables or in desks etc.
7. **The SCL Chromebooks are provided for educational purposes** and are managed through Google Workspace for Education. Students shall not use SCL devices or Google accounts to view or create inappropriate content.
8. **Gaming is NOT permitted on SCL devices during ANY class or study hall periods except for specific, educational games assigned by the educator. During independent work time, should a student be completely “caught up,” they may read silently. Violating this policy subjects the student to disciplinary action.**
9. The Chromebooks have filtering and tracking software. Parents are encouraged to monitor home use as an additional level of security.
10. Students must adhere to our school’s internet acceptable use agreement - found in the *SCL Family Handbook, which is posted on the SCL website under “Resources.”*
11. Chromebooks are not to be loaned or borrowed from other students.
12. Students will not use the Chromebook microphone and/or camera to record any student, visitor, or staff member, unless for academic purposes and only with the other person’s permission. In addition, no device, personal or associated with SCL, shall be used to record anyone at SCL without that person’s knowledge and consent.
13. Passwords should not be shared with anyone but the homeroom teacher and the student's parents. Accessing another person’s Chromebook account is strictly prohibited.
14. The Chromebook should not be modified in any way that will permanently alter the device physically and/or electronically. The identification label must remain on the Chromebook.
15. Students may not access websites that do not support the learning goal(s) of the current curriculum, streaming services, games, etc., without the specific knowledge and consent of the supervising teacher/staff member for each instance. Students who 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.
16. No eating/drinking should occur when using the Chromebook.

16. Chromebooks should not be used outdoors during, for example, during recess.

Additional Conduct Rules / Discipline Procedures

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.

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, athletic, and social gatherings.**

While it is impossible to list all inappropriate behavior choices, below are some examples of conduct that does not meet SCL expectations and may lead to disciplinary action.

- Disruption of classes, in hallways, during liturgies, or other SCL activities
- Inappropriate language, gestures, or images both verbally or in writing whether in person or electronically
- Abuse of or inappropriate use of any school property
- Stealing, lying, cheating, forgery, etc (not telling the complete truth is a lie of omission)
- Possession of pornographic materials
- Unauthorized use of SCL intellectual property including logos and likeness
- Use of unapproved applications, games, websites, or devices (including a personal cell phone) / use of any applications, social media platforms, games, websites or devices at unapproved times

Search/Seizure

The Archdiocesan Search and Seizure Policy is contained in the *SCL Family Handbook*.

Discipline Focus & Procedure

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 condemn the behavior, not the person. There is bad behavior, but what God made (us) is good. Another important component 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 that can be effective in many situations. However, when inappropriate behavior is repetitive or severe, it may often be necessary and helpful to apply appropriate and logical consequences.

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 as they consider factors such as:

- the precipitating events.
- the child's intentions.
- the age, personality, temperament and possible medical diagnosis of the child.

- what actually happened.
- the damage or hurt caused by the inappropriate conduct or rule violation.

In the case of misconduct by students in grades **six through eight**, one or more of the following progressive discipline actions may be taken, depending upon the seriousness of the misconduct **and the student's conduct record**. 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.

- Verbal warning (May skip this step in more serious offenses)
- Written warning with documentation to Parent/Administrator via an official, written "Expectations and Rules Warning Slip" (which the students commonly refer to as a "White Slip") with email notification to parents. Students will bring their copy (white in color) of the form home to have a parent sign and return. Documentation of the written warning will also be recorded in FACTS by the issuing teacher, with a copy to all the students' teachers, parents, and administration.

Note: The parent is expected to discuss the inappropriate conduct with the child, and then sign and return the form on the NEXT school day. The parent's signature only acknowledges receipt of the warning slip, not necessarily agreement.

- Teacher(s) conference with student and parent notification (phone call or email)
- Written warning during a 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 - See Below
- Administration/Parent/Student/Pastor Meeting
- Student is placed on a formal "Behavior Contract" and is on "Probation" - See Below
- Withdrawal for Cause - See Below

Suspension

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

Probation

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

Withdrawal For Cause

Withdrawal for cause is the permanent end of enrollment of a student from a school. *(Archdiocesan Policy 4302.3) Additional Details are in the SCL Family Handbook*

Miscellaneous Topics

Grade Level Buddy Program

- 8th grade students are paired with Kindergarten students for the school year, which becomes the foundation of the “School Family” program and Field Day teams of which the 8th graders are the captains. The 8th graders accompany the K students and assist them at weekly mass and other school events. Teachers arrange other opportunities for the buddies to interact throughout the year.
- 7th grade students are paired with 2nd graders for the year, as they are both sacramental years. They do not sit together at mass; however, they do engage in some activities throughout the year.
- There is no organized buddy program involving 6th grade students, but they often help with the first grade students during School Family activities, including Field Day.

8th Grade Privileges

The teachers and administration work hard with the 8th grade parents to help the 8th graders grow in personal responsibility and leadership, and to make 8th grade students’ final year at SCL fun and memorable by allowing them certain privileges and activities. Traditionally these include:

- Special uniform polo shirt and sweatshirt
- Sitting on bleachers in gym during assemblies
- Eat lunch first of all grades (widest selection of a la carte offerings)
- Only grade for recess (no sharing playground/field)
- Permitted to stay indoors for recess and have time as Study Hall in a classroom in 2nd semester
- Serve as *Morning Show* hosts
- Serve as STUCO representatives and as Student Ambassadors
- 8th grade play production in Spring
- Serve as Field Day Captains
- Mystery Trip Excursion
- Graduation Mass/Ceremony/Dinner
- No classes the last week of school
- Serve as buddies for Kindergarten and supervise them at mass
- Have class parties in the gym (Halloween/Christmas)

High School Shadow Days

8/9/26

- SCL understands the need for students to shadow high schools to make an informed decision regarding a high school. Typically, this is done in the 2nd semester of 7th grade and the first semester of 8th grade. To minimize instructional time, we encourage parents to schedule these days when SCL is not in session. Since many high schools limit the number of students who can shadow on a particular day, parents should plan and schedule these sessions well in advance.
- Parents and students should inform the middle school teachers several days in advance of when a student will be absent due to visiting another school. Since the student is not ill, the student is expected to make arrangements and complete/turn in assignments on the original due date whenever possible, or the next morning. If a student misses an assessment, they may be required to make it up during lunch or after school the next day. Returning to SCL after the visit and making up any assignments/assessments is also a possibility to consider.

High School Applications

- The private high school application process begins in the fall. Students and parents are provided with information regarding various Catholic high school nights at local schools and also the High School Open House. **More information is emailed to 8th grade parents in the Fall, and parents should also consult the individual high school's website for additional information regarding the application process specific to each high school.**
- Students receive notification of Catholic high school acceptance in early February.
- The 8th-grade homeroom teachers and the administration are always available for consultation regarding high school choices or the application process.

High School Sweatshirts

As students finalize their next pathway in their education, a traditional way of celebrating is for the 8th graders to wear high school spirit attire, especially sweatshirts, to classes at SCL the Monday after they receive good news of admittance. As wonderful as this practice is for most 8th graders, we have seen over the years how painful it can be for those students who may not be accepted into their first choice school. If this occurs it can take a couple weeks for a student to decide on and arrange admission at another school. While we hope that is not the case with any of our students, we do not get advance notice of the decision of the private high schools.

Therefore, to avoid the possibility of hurt feelings, anxiety, and/or embarrassment for any of the 8th grade students while in the SCL building, it is our policy that 8th grade students NOT wear High School sweatshirts to SCL until it is determined that all students have found a new "place" for next year. Once we are sure that all students have plans for 9th grade, we will announce a special 8th grade High School Sweatshirt day so that **all** 8th grade students may celebrate this upcoming chapter. The date will be coordinated with the parent in charge of photos for the traditional "Memory Book."

We appreciate parents helping to teach the students the importance of considering other people's situations and feelings.

Emergency Situations

8/9/26

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 babysitter, 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, the Emergency Information/Contact "form" in FACTS must 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.
- **If we ever need to evacuate the building, there are specific "Assembly Areas" that are practiced with students. Students are expected to take these drills seriously, follow adult directions, and remain silent until the "all clear" is given.**
- Our Initial Rally/Gathering point MAY be the Church/Fire Station or if those areas are not safe or too chaotic, students and staff should proceed to Sunset Ford on Sappington & Gravois.
- School personnel may be wearing neon yellow baseball caps for ease of identification.
- *FACTS may be used to send an emergency electronic message to parents via text.* **We must 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.

Appendix

- **SCL Time Schedules**
- **Student Witness Statements**
- **Teacher Contact Info**

SCL Regular Daily Schedule 2026-2027

Doors Open	7:20 (Main) 7:30 (K)
Proceed to Homeroom	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 - 3:00

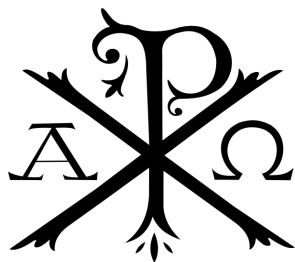
SCL Alternative Time Schedules

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	2:50-3:00

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	2:50-3:00

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	2:50-3:00

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



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 helps 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 school and parish a better place.**

Middle School Faculty & Staff Reference Sheet 2026 - 2027

Ext.	Name	Position	E-Mail
112	Mrs. Caroline Koetting	Principal	ckoetting@scclschool.org
117	Mrs. Michelle Patke	Asst. Principal	mpatke@scclschool.org
110	Mrs. Suzie Koch	Office Manager	skoch@scclschool.org
148	Mrs. Elizabeth Stevison	Secretary	estevison@scclschool.org
116	Ms. Vitale	Nurse	sclnurse@scclschool.org
118	Ms. Sarah Burke	Cafeteria Mgr.	scldcafeteria@scclschool.org
120	Ms. Annie Tierney (T)	CHADS Mentor	annie@chadscoalition.org
120	Ms. Trista Heavin (M/W/F)	School Therapist	tristaheavin@adcts.org
301	Mr. Steve Brinkmeyer	Youth Minister	sbrinkmeyer@scclschool.org
122	Nancy Theobald	Technology	ntheobald@scclschool.org
119	Mrs. Tina Schultz (PT)	Technology	tschultz@scclschool.org
119	Mrs. Emily Fitzgerald (PT)	Technology	efitzgerald@scclschool.org
113	Mrs. Lisa Hercules	Resource Dept.	lhercules@scclschool.org
113	Mrs. Caitlin Grimes	Resource Dept.	cgrimes@scclschool.org
136	Mrs. Kate Marnatti	Rm. 601	kmarnati@scclschool.org
137	Mrs. Jennifer McGrath	Rm. 602	jmcgrath@scclschool.org
138	Mrs. Anna Millar	Rm. 701	amillar@scclschool.org
139	Mrs. Christina Wheeler	Rm. 702	cwheeler@scclschool.org
140	Mr. Scott Oelzen	Rm. 801	soelzen@scclschool.org
141	Ms. Susan Zorescu	Rm. 802	szorescu@scclschool.org
142	Mrs. Linda Jo Payne-Hauf	Art	lhauf@scclschool.org
133	Ms. Maria Hanes	Spanish	mhanes@scclschool.org
144	Mrs. Angie Stockel	PE	astockel@scclschool.org
145	Ms. Ellen Schleicher	MS Math	eschleicher@scclschool.org
121	Mrs. Angela Anderson	Atrium/Religion 7th	aanderson@scclschool.org