

# **St. Stephen Protomartyr School**

## **Parent Handbook**

**AUGUST 2018**



## **Policies and Procedures For St. Stephen Protomartyr**

**Making a Difference in our  
Community, Parish and School**

07/28/18

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**MISSION STATEMENT  
December.2017**

**At St. Stephen Protomartyr Catholic School  
we learn, live, and love in a  
Catholic environment making a difference in this world.**

**PHILOSOPHY**

Belief in Jesus and living the gospel values of our faith is the cornerstone of our philosophy as a community. In cooperation with parents who are the primary educators of their children, St. Stephen Protomartyr Catholic School exists to provide all the members of the school community - students, parents, teachers, staff and fellow parishioners with opportunities to grow in faith and to work toward building God's kingdom. Our philosophy is built around the three actions of our mission statement - to learn, to live and to love.

**We Learn:**

\*By building on a foundation in our Catholic Faith and values that began at our baptism.

\*By committing to the development of competence in the skills necessary for life.

\*By realizing that learning is a life-long process.

**We Live:**

\*By appreciating the diversity of God's people.

\*By being committed to a life of social justice and service to others.

\*By being active members who enrich the school community.

\*By being responsible members of many larger communities; our neighborhood, our city, our state, our nation and our planet.

**We Love:**

\*By responding to the call of Jesus and the scriptures to love our neighbor as ourselves.

\* By respecting life in all forms.

\*By growing in our personal relationships with God.

**St. Stephen Protomartyr is an Archdiocesan Parish School following all Archdiocesan policies and procedures.**

**PHILOSOPHY OF CATHOLIC EDUCATION  
IN THE ARCHDIOCESE OF ST. LOUIS**

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all 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 different 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, and 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.

(Archdiocesan Policy #1100)

## **Parish Board of Education**

The purpose of the Parish Board of Education is to advise Pastor and Principal in making policy for parish educational programs.

### **St. Stephen Protomartyr Parent Teacher Organization**

- **Support the faith formation and academic excellence of the students.**
- **Promote communication among parents, teachers, and administration.**
- **Provide parents with information to aid education, growth and development of their children**
- **Support the school through hospitality, fundraising, social events and volunteer activities.**

### **Accreditation**

St. Stephen Protomartyr Catholic School is fully accredited by the Archdiocese of St. Louis. It is also accredited by the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Association.

## **Admissions Policy**

**(Board of Education 1/9/02)**

To enroll their children in St. Stephen Protomartyr Catholic School families need to complete the appropriate registration procedures and must either meet the criteria (listed in order of admission priority) or have the permission of the pastor .

- children of registered parishioners
- children from families living in Catholic parishes in which Catholic education is not available to them
- children from families living within St. Stephen Protomartyr Catholic Parish boundaries
- children from families living in the South St. Louis Deanery
- all families must agree to follow all school, educational, and religious guidelines.

Admittance to Kindergarten will be based upon:

- student turning five years of age before August 1<sup>st</sup>
- acceptable performance of readiness skills as determined by performance during readiness screening.

Students who have transferred from another school are admitted on two probationary periods for the first six weeks and then throughout the first year. An evaluation is made of the student's academics and behaviors in accordance to St. Stephen Protomartyr School philosophy and policies.

**The registration process includes:**

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

All classes at St. Stephen Protomartyr Catholic School will have a maximum of 30 students per grade. Families with children already attending St. Stephen Protomartyr Catholic School will have first priority for admittance as long as they are current in their tuition payment at the time of registration.

When a grade level reaches the maximum number of students, a waiting list will be formed and those requesting will be notified when openings for that grade level arise. Persons on the waiting list will be called in the order by which they were placed on the list.

### **Non- Discrimination Policies (Board of Education 1/9/02)**

All practices of St. Stephen Protomartyr Catholic School related to employment shall be conducted without discrimination on the basis of race, color, national or ethnic origin, disability, age or gender. St. Stephen Protomartyr Catholic School shall not recruit, advertise, select employees, pay, promote, classify employees, grant leaves, provide fringe benefits, select for training in special workshops, conferences, or restrict employment on the basis of gender, unless the position is such that it can only be performed by a member of that gender.

St. Stephen Protomartyr Catholic School shall admit students of any race, color, national or ethnic origin or gender to all rights, privileges, programs and activities generally accorded or made available to students. St. Stephen Protomartyr Catholic School shall not discriminate on the basis of race, color, national or ethnic origin, disability, age or gender in admission policies, scholarships and loan programs, athletic and other school-administered programs. Cooperation of parents with their church and school can be important criteria in determining the acceptance of the application for admission.

### **Students with Significant Medical Conditions**

A student enrolled in St. Stephen Protomartyr Catholic School who has a significant or potentially life threatening medical condition may require special consideration. St. Stephen Protomartyr Catholic School will 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. The school should obtain information about the condition from the student's physician. Current medical privacy laws require that parents authorize the release of information from the physician or other health professional. Once received, the principal should review the information in light of the school setting, determine what adjustments the school may need to make, and assess the school's capacity to provide those adjustments. If the school is able to provide the student with the necessary adjustments, it should then use this information to establish a plan of action, provide appropriate school personnel with information and training, if necessary, implement the plan consistently, and monitor implementation throughout the school year. Specific guidance on obtaining and responding to information about a student's medical condition is based on the principles established for addressing students with special needs.



## Dual Enrollment

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

- Dual enrollment is possible only in another accredited school.
- St. Stephen Protomartyr Catholic School is the primary educational provider. The other school is a supplemental provider.
- St. Stephen Protomartyr Catholic School is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).
- A student is not considered absent from St. Stephen Protomartyr Catholic School when in attendance at the other school.
- 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 St. Stephen Protomartyr Catholic School.
- A written plan should be developed whenever dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:
  1. The educational purpose the dual enrollment arrangement is intended to achieve.
  2. The amount of time the student will be away from St. Stephen Protomartyr Catholic School.
  3. The mechanism by which St. Stephen Protomartyr Catholic School will receive information from and provide information to the supplemental program, including attendance/absences.

## Attendance & Tardy Policy & Truancy

### Attendance

#### Kindergarten – 8<sup>th</sup> Grade

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

**A student's attendance will be reviewed quarterly. The parents of any student with excessive absences will be contacted by the principal to discuss this matter**

Any child with excessive absences will require a doctor's excuse. If a student is absent 5 days in one quarter, it may result in a failure of that quarter unless the work/tests are satisfactorily made up or completed to the teachers' requirements. Absences of 20 days in a given calendar year can result in the student's failure to progress on to the next grade or not receive a Certificate of Completion from eighth grade. The administration must approve other arrangements.

Students have one day for each day they are absent from school to make up missing work unless the teacher arranges otherwise.

Regular attendance is important at all grade levels. Children should be encouraged to form habits of regular attendance at school in order to achieve their best and complete the required work.

Students are not to arrive prior to 7:30AM. Doors open for the parish hall at 7:30AM. The school assumes no responsibility for students arriving before that time.

### Tardy

If a student is tardy, the following procedures apply:

1. He/she must come to the office to receive a tardy slip.
2. A parent should sign in the student.
- 3. For excessive, excused or unexcused tardiness, a principal/parent meeting will be set up and a resolution will be reached.**
4. A student who is absent for two hours or more in either the morning or afternoon is marked as a half day absent.

### Preschool

Preschoolers can report to their classrooms as early as 7:30 AM. Students are asked to arrive no later than 7:55 AM as morning prayer for St. Stephen Protomartyr School begins at 8:00 AM. The tardy policy will **not apply** for Preschool. Please call the school office (314-752-4700) to report an absence.

### 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. Truancy is considered a serious offense. Consequences will include conferences with parent/guardian and probationary status. Repeated truantries could result in dismissal.

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## **Medications, Illness, Injury at School**

### **Administration of Medications**

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

- the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.)
- written consent of the parent/guardian for school personnel to administer the medication.
- the medication in the original container.
- proper training of personnel on medication administration. All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation will be kept on every dose given.

### **Release from School**

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached will be kept on file. Parents/guardians are responsible for providing transportation for the student to leave. The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

### **Illness and Injury**

Parents are notified immediately in case of sudden illness or injury that will require their attention. Children will be sent home only in the care of the parent or person designated by the parent. Children are to be signed out at the school office. Student insurance may be purchased through K&K Insurance Group at any time during the school year. Go to [info@studentinsurance-kk.com](mailto:info@studentinsurance-kk.com) for more information.

### **First Aid and Emergency Guidelines**

St. Stephen Protomartyr Catholic 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. St. Stephen Protomartyr Catholic School is not responsible for subsequent treatment or medical expense. Any accident, especially one involving the head, or serious illness should be reported to the parent/guardian as soon as possible. If an accident occurs, an incident report will be completed explaining the incident and the actions taken by the school.

## **Behavior Expectations, Discipline Policies, Supervision, Consequences**

### **Discipline Policy, (Board of Education 1-9-02)**

It is the policy of St. Stephen Protomartyr Catholic School to guide the child's growth in Christian attitudes and values by emphasizing positive rather than negative behaviors. Students are expected to exhibit Christian behavior consistent with their age and maturity level. The essence of Christian discipline is self-discipline and respect. Discipline must be a cooperative effort among the parents, the school, and the child. Students attending St. Stephen Protomartyr Catholic School are expected to comply with certain rules of conduct. Failure to comply with these rules will be dealt with by various levels of disciplinary action, which may include suspension or withdrawal for cause.

We continuously work to promote Christian conduct and attitudes through our words and actions. The teachers, staff and administration will affirm positive behavior on a regular basis. Developing a respectful and positive school community is the joint responsibility of students, teachers, parents and administration. Each classroom will format their rules through guided discussion at the beginning of the school year ensuring that each classroom's rules are stated in words that are developmentally appropriate for that particular age.

The objectives of our discipline codes are:

- To promote prosocial behaviors that recognize the dignity of all persons
- To create a positive and supportive learning environment for all students
- To establish guidelines for acceptable behaviors
- To aid student development of personal responsibility
- To communicate effectively with parents regarding student progress

### **BEHAVIORAL EXPECTATIONS ARE AS FOLLOWS:**

1. A student must exhibit acceptable behavior in Church and in the classroom.
  - Keep hands, feet, mouth and other objects to yourself.
  - Students must speak in a respectful manner
  - Students need to follow rules and directions given
2. Use polite words and tone of voice when speaking to others.
3. Maintain cooperative behavior with everyone in authority.
  - Respond immediately and politely to all requests.
  - Contribute positively and respectfully to your group.
4. Consistently turn in required work on time.
  - Assignments must be completed before class begins.
  - Always be properly prepared for class.  
(All assignments, books and equipment needed)
  - Work must be complete, legible, and of high quality.

5. Show respect for property of school and others at all times.
  - Maintain clean and orderly building, grounds, and rooms.
  - Always place trash in proper receptacles in classrooms, bathrooms, halls, lunchroom, and playgrounds.
  - Treat your own property respectfully and use the property of others ONLY with their permission.
  - Textbooks, which are school property, must be cared for properly.
6. Read only acceptable materials based on Christian values.
7. Use acceptable Christian language at all times.
8. Practice honesty at all times in all areas.
9. Resolve conflicts in a positive Christian manner.
10. St. Stephen Protomartyr must be a drug, alcohol, and smoke free environment.
11. St. Stephen Protomartyr School must be free of firearms and any other dangerous weapons or facsimiles thereof
12. Chewing gum is prohibited in school, parish hall and in parish center.
  - 1<sup>st</sup> offense: \$5 fine each additional offense: \$10

**ALL STUDENTS MUST ABIDE BY THE ABOVE BEHAVIOR CODE AT ALL TIMES.**

**Discipline: Kindergarten - Grade 2**

Each classroom teacher will work with the students to develop a set of classroom rules and an understanding of the rules for other areas of the school. The rules and the consequences will be posted in the classroom and communicated to the parents at the beginning of the year. Teachers will handle common misbehaviors through the use of a behavior log kept in the child’s folder and email or phone calls.

**Discipline: Grades 3 - 8**

In order to create a strong and supportive learning community for all, each student must demonstrate respect for other students, all teachers and staff, and the materials and property of St. Stephen Protomartyr School. Parents will be notified of the failure to meet these expectations through the use of a behavior log in the student’s assignment notebook and emails or phone calls. The behavior log will identify the specific behavior and note whether it is a minor or major infraction, or a missing assignment.

**MINOR MARKS**

- Minor classroom disruptions such as excessive talking, noise-making
- Failure to follow classroom procedures, and failure to come to class prepared
- Out of uniform
- Tardies to class
- Chewing gum/eating food in class

## MAJOR MARKS

- Physically harming or threatening physical harm of any person
- Using sexually suggestive noises, words, actions or comments
- Verbal aggression that intends to humiliate, exclude, intimidate or isolate any person or otherwise create a hostile environment
- Defacing, destroying or stealing the property of any other person or St. Stephen Protomartyr School
- Cheating or plagiarizing on any assignment or test (this will also result in a zero on the assignment or test.)

**HOMEWORK** is expected to be submitted complete and on time. If a student fails to turn in homework, he/she will follow the same procedure as for the minor mark described. If a student receives three homework marks, he/she will receive a detention. Failure to submit homework on time may also result in missed recess privileges while the student completes the work. Homework turned in late will not receive full credit; grades will be affected.

### **Harassment (Board of Education 1-9-02)**

St. Stephen Protomartyr School shall maintain a learning environment that is free of harassment. No student in St. Stephen Protomartyr Catholic School shall be subjected to any type of harassment.

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 physical, visual, verbal, and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense. 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

### **Respect for Property**

Misuse and abuse of parish or school property or the property of others, will require restitution. Textbooks are the property of the school and must be cared for properly. The fee paid toward textbooks and workbooks does not purchase the book for the student. Charges may be assessed for lost and/or severely damaged books, workbooks, and other material and property. The student will be required to cover the cost of replacing the damaged book or property. The cost of the damage done to property or repair costs will be sent to the parent for restitution.

### **Policy on Tobacco, Alcohol, Drugs and Weapons (Board of Education 1-9-02)**

The possession, sale, or use of illegal drugs, alcohol, weapons or facsimile, or tobacco products by a minor is a violation of law and is, therefore, considered a serious violation of school policy. The possession, sale or use of any of the above by any student on school grounds, at a school function, or on the way to or from school or school functions is prohibited. Any student who violates this policy is subject to withdrawal for cause.

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## Violence and Threat of Violence - Words, Gestures, Actions

St. Stephen Protomartyr Catholic School 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 unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning

**Violence and/or threat of violence is a Major Infraction.** Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

### GENERAL PROCEDURES

When a student's behavior fails to meet expectations, the teacher will note whether it is a major or minor infraction or missing assignment in initial the entry. A parent signature is required in the notebook. Parent failure to sign the notebook will require a teacher call to the parent. Three minor marks will result in a detention. **Minor** marks do not accumulate beyond the quarter in which the behavior occurred. One Major mark will result in a detention. **Major infractions will result in a conference with parents, student, teacher and principal, one day in school suspension, and possible loss of a field trip privileges. Major marks accumulate over the entire year. Depending on the seriousness of the major infraction probation, suspension or withdrawal for cause could result.**

### Detention

Students who receive three minor marks, three marks for missing homework assignments, or one major mark will serve a supervised detention after school in an assigned room. Students in grades K-3 will serve a thirty minute detention and students in grades 4-8 will have a one hour detention. Home room teachers will inform parents via email that a detention form is being sent home. The detention form will include the date the detention is to be served and the infraction, and be signed by the teacher and the principal. The principal will receive a copy of the detention form and it will be kept on file.

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## PROBATION

Probation is the continued enrollment of a student, but with specified conditions. If a student is placed on probation, the parents/guardians and student will be informed in writing. This communication should indicate: the reason for the probation; the period of time of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended. The school will request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation. The original signed statement will be kept on file at the school, and a copy is to be given to the family. The administration and/or local school board, with the approval of the pastor, may determine specific reasons for placing a student on probation.

## Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from 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. **However, a student may 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 St. Stephen Protomartyr Catholic School.** The decision of withdrawal for cause is made by the pastor, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution, and prudence.

The following serious conduct may lead to withdrawal or suspension:

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

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. 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.

## Search & Seizure

School officials with sufficient reasons to do so may search a student's locker or desk. Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials with proper reason. Arbitrary, random, or mass searches of lockers could be considered unreasonable, could constitute a violation of students' rights, and should not be undertaken by school officials. A student's jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack or show phone/electronic devices. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

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## **Student Suspension Policy (Board of Education 10/9/02)**

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. If students are placed on suspension, the following procedures should be followed:

1. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
2. A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and conditions of the student's return to school, and the procedure for the student making up class work. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is to be kept on file at the school, and a copy is given to the family.

### **1. STUDENTS ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES**

Students who are suspended from school may not participate in any school sponsored (direct or indirect) activities until the suspension is lifted. Parents are responsible for the support of this policy.

### **2. CREDIT FOR WORK**

Students who are suspended from school may receive credit for all assignments if their work is completed within the teacher's specific time frame. This deadline shall not exceed the time given to non-suspended students.

## **Playground Supervision**

The children play outside when weather permits, and therefore, should be dressed appropriately for the colder weather. Children in grades kindergarten through 2nd have a recess each morning and also have a recess period during lunch break. Children in grades three through eight have recess during the lunch break. The students will be supervised by a playground monitor and a teacher. Students are to listen and respect the rules of the playground. Students will use the East parking lot and the Livingston lot for recess. Students are to keep hands, feet, and objects to themselves. Students should engage in safe games during recess such as kickball, soccer, and other similar sports. Games such as touch football, Dodge Ball, Red Rover, and other games that pose a high risk of injury are prohibited from being played. The school provides most of the necessary play equipment, therefore, ropes, balls, etc. are generally not to be brought from home. For health reasons, if a child is to remain indoors during recess, a signed note from the child's parent, indicating the reason and duration must be sent to the teacher.

## **Supervision**

At all times students are to be supervised. Students are allowed, with permission, to travel short distances such as the restroom, the parish rectory, and the recycling bins with a partner or group of people. Students are to maintain proper and safe behavior when traveling without an adult. When a class is out of the building, the students are to maintain and follow the same rules as expected in the classroom.

### **Questioning of Students by Law Enforcement Authorities or Officials**

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present. Law enforcement authorities may question minor students only with a parent/guardian or deputy juvenile officer present. The principal should make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning. Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hotline" report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations, the principal should take the following steps:

- ask the caseworker to share appropriate identification
- request permission to contact the parent/guardian prior to questioning the student
- if permission is denied, document this request and then request permission for school personnel to be present for questioning
- cooperate with the decision of the caseworker in regard to this request. Based on the nature of the investigation, the DFS caseworker may determine that the principal's presence is not appropriate.

In the case of students who are not minors, law enforcement authorities may question the student without parental permission, but the principal is advised to make every effort to notify the parent before the student is questioned, and to be present during the questioning. Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.

In addition, civil authorities may become involved.

## **Tuition Policy & Fundraising Policy**

### **Tuition Policy (Board of Education 8/16/07)**

Families are required to financially support St. Stephen Protomartyr Catholic School according to procedures adopted by the Board of Education.

### **Procedures for Tuition Payment**

1. At the time you register your child/children for school, you will be asked to fill out a TUITION PAYMENT SCHEDULE FORM. Families may choose to pay one or two installments or make monthly payments on the FACTS tuition payment plan. The monthly payment period runs from the first weekend of July through the first weekend of May.
2. Tuition payments must be current before student orientation packets are issued in August. This includes any tuition owed from the previous school year and the tuition payments for July and August of the current school year. Students will not be admitted on the first day of school until all tuition payments are current, unless alternative arrangements have been made with the Parish Office Manager. If tuition payments are not current, parents will be called asking them to pick up their child/children.
3. Parents who are not current with their tuition payments will not receive their child's report card. They will also not be allowed to register their children for the following school year. Finally, they will not be able to have their child's school records or transcripts forwarded to another grade OR high school until tuition is paid in full.
4. If a family is unable to make monthly tuition payments, it is the parents' responsibility to contact the Principal or the Parish Office Manager in order to make special payment arrangements. Tuition Aid forms are available through the Parish Office.

**PLEASE CONTACT THE SCHOOL OFFICE FOR INFORMATION AND FORMS FOR GRANTS, SCHOLARSHIPS, AND TUITION ASSISTANCE PROGRAMS. (752-4700)**

### **Advance Payment Plan**

Full payment of annual tuition on or before July 10:                    2.5% REDUCTION IN TUITION

Payment of one-half of annual tuition on or before July 10 and payment of one-half of annual tuition on or before January 10.                    1.5% REDUCTION IN TUITION

### **Ace & Schnucks E-Script Cards**

Tuition does not cover the cost of educating our children here at St. Stephen Protomartyr School. Our parish supports the school financially and our parishioners are very generous in their financial help. All families are required to purchase ACE cards, use eScrip cards or both averaging \$450 per month in purchases per month OR opt for \$225 buy out. Those not meeting the monthly quota will assessed a prorated fee at the end of the school year.

## **Fundraising Procedures**

School wide fundraising activities must be approved in advance by Board of Education and the School Administration. Participation in such activities is strictly voluntary.

All fundraisers are planned and implemented with the approval of the administration.

The 6<sup>th</sup> grade will hold one (1) fund raiser in the winter to raise funds for camp. This fundraiser is optional. Students who participate will have the money earned divided evenly among those who participated in the fundraiser.

The 8<sup>th</sup> grade will hold one (1) fundraiser during the school year. This will be their annual 8<sup>th</sup> grade play. The money generated from the play will be the funds used for the 8th Grade Field Trip. The cost of the 8th grade party and 8th field trip is limited to \$250 per student. Any funds raised over the cost of the 8th grade activities will be donated as a gift to the school from the 8th grade class.

## **Uniform Policy/Dress Code**

### Archdiocesan Policy #4303.6

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

The appearance and dress of the student is the primary responsibility of the student and his/her parent(s) or guardian(s).

It will be at the discretion of the teacher, principal, or pastor to determine if students meet the expectations established in this uniform code. If a student's attire or appearance is not acceptable, the student and his/her parent(s) or guardian(s) will be notified. Consequences may result.

The policy may be amended or changed as necessary. Notifications of such changes will be included in the school handbook.

### **Girls' Uniforms**

**Preschool through 3<sup>rd</sup> grade:** Girls must wear the plaid jumper with one of the following short-sleeved shirts: a white polo, white round collared blouse, or a black polo. Jumpers should be no shorter than the top of the knee. Underneath the jumper, girls may wear athletic shorts (no short shorts) with white, black, or red socks. They may also wear white or black tights/leggings under their jumpers. Girls may also wear navy shorts or pants with a white polo or round collared blouse. All shorts or pants should be worn with a navy, black, or brown belt.

**Grades 5 – 8:** The girls must wear the red plaid skirt with a white polo, black polo, or white blouse. Skirts should be no shorter than the top of the knee. Lightweight athletic shorts (no short shorts) may be worn under the skirt, as well as white or black tights/cotton leggings. Girls may also wear navy pants or shorts (no shorter than 2 inches above the knee) with a white polo or short-sleeved white blouse. All shorts or pants should be worn with a navy, black, or brown belt. Socks should be white, black, or red.

**Girls in Grade 4 may wear either choice (jumper or skirt). Please be mindful of skirt and short lengths.**

With their uniforms, girls may wear the red hooded/crew St. Stephen's sweatshirts, the red fleece jackets with the school logo, or the grey ¼ zip sweatshirt with the school logo. Black, red, or white cardigan sweaters are acceptable, but sweatshirts, ¼ zips, or jackets that do not feature the school name or logo should not be worn during the school day.

## **Boys' Uniforms**

**Kindergarten through 8<sup>th</sup> grade:** Boys should wear navy pants or uniform dress shorts with a navy, brown, or black belt. No cargo style, athletic, or corduroy pants or shorts should be worn. Boys should wear a red short-sleeved cotton knit polo style shirt. Socks worn with shorts should be red, black, or white. With pants, students may wear navy socks (or colors listed previously).

With their uniforms, boys may wear the red hooded/crew St. Stephen's sweatshirts, the red fleece jackets with the school logo, or the grey ¼ zip sweatshirt with the school logo. Sweatshirts, ¼ zips, or jackets that do not feature the school name or logo should not be worn during the school day.

## **School Shoes**

Students may wear either soft-soled dress shoes or tennis shoes. For safety reasons we suggest that school shoes do not have slick soles. High-top shoes may be worn, but must be able to fit under the pant leg (pants should not be tucked into shoes). If shoes are a lace-up style, the laces must be worn and tied. All shoes should have a back (no mules, slides, flip-flops, Crocs, heelies, or tap shoes). When participating in PE class, students should wear tennis shoes.

## **Gym Uniforms**

All students, kindergarten through eighth grade, must wear the St. Stephen Protomartyr PE shorts on the days that they will be having gym class. Girls must wear the gym shorts under their jumpers or skirts. Boys must wear the uniform PE shorts with a school uniform shirt.

## **Dress for Weather**

Parents are asked to choose appropriate items from the above list of uniform clothing to meet the comfort needs of the students. If students come to school dressed in a manner that is not appropriate for the weather, they may be kept indoors.

## **Jewelry and Cosmetics, Miscellaneous**

Jewelry is not to be worn in school except as provided in this policy. If a child has pierced ears, small posts may be worn. An appropriate wristwatch or small bracelet may be worn. Approved pins or wristbands in recognition of school-sponsored/approved causes may be worn. Any other jewelry worn to school may be confiscated and returned to the student at dismissal. Cosmetics and nail polish should not be worn in school.

## Out of Uniform/Add-On Days

If a student comes to school out of uniform, parents will be called and will be required to bring the proper uniform to school for the students.

Out of uniform days may only be determined by St. Stephen Protomartyr administration.

As always the appearance and dress of the student is the primary responsibility of the student and his or her parents or guardians. It will be up to the discretion of the teacher, principal or pastor to determine if students meet the expectations established in this uniform code.

St. Stephen Protomartyr School has established policies, guidelines and regulations for students' appearance. Because students are perceived as representatives of the school, the school has a reason and a right to expect students to dress and groom themselves appropriately.

### Guidelines for Out of Uniform Days

#### Not Allowed

Spaghetti straps and strapless shirts and dresses are not allowed.

Bare midriffs are not allowed. No low cut tops.

**Shorts and skirts must be no shorter than 2" above the knee.**

Pajama bottoms are not allowed.

**Leggings and/or tights may not be worn as pants.**

Sagging pants and shorts are not allowed.

**Tattered and/or torn jeans are not allowed.**

Shoes with heels higher than 1" are not allowed.

Sandals, flip-flops, crocs, clogs and open backed shoes are not acceptable.

#### Allowed

Long sleeved, short-sleeved and sleeveless tops are acceptable.

Capris, jeans and sweatpants are acceptable.

Leggings under a dress or skirt are permissible.

## **Conferences, Grading, Homework, Report Cards, Promotion/Retention,**

### **Parent Teacher Conferences**

Formal parent-teacher conferences are scheduled mid-quarter. The reasoning behind this provides the parents and teacher the time to discuss the progress of the student before the end of the quarter. This gives the parents and student the time to make changes that are necessary to have a successful quarter.

Another conference is scheduled mid-year to discuss the students' progress or challenges and to give the parents notice that lower grades or performance may jeopardize the promotion to the next grade.

Additional conferences may be scheduled throughout the year any time the parent or the teacher feels the need. Arrangements for such conferences are made by calling the school office (752-4700) during regular school hours or by sending a written request. A mutually agreed upon time will be arranged. Faculty members will not be interrupted during the school day for conferences or phone calls and are not to be contacted at their residences unless the faculty member invites parents to telephone him/her at home.

### **Grading System and Report Cards**

Each family has a screen name and password for Fast-Direct. Parents and students are asked to log on frequently to obtain information about grades and progress. Students' grades are available online all school year unless tuition fees are owed.

The report card is a concise method of communicating to parents and students the level of growth attained during a specific period of time. It should be discussed by the parent and student and serve as a positive tool to effect continued growth.

Report cards have been developed by teachers at each level (K, Grades 1-3 and Grades 4-8). These have been developed to meet the needs of the students and parents. Students receive report cards four times a year through the school website: [fastdir.com/saintstephenstl](http://fastdir.com/saintstephenstl).

Those families who do not have access to the internet, need to let the office know immediately. The office will send home paper copies of information.

Parents should check the Fast Direct site regularly to keep abreast of their student's progress. Teachers should also communicate to the parents when they see that a student is in danger of failure. The students' grades can be accessed on Fast Direct. **but a paper notice will be sent if the student, at mid-quarter, is in danger of failing or is not working to his/her potential.**



## Homework

Assignments for home have a definite relation to work done in school and help to reinforce the concepts presented that day. Parental interest in written and study assignments is important - but this interest should be limited to supervision. If a child consistently states there is no homework or it has been completed at school, it might be wise to check with the teachers. Children often do not consider anything homework unless it is written work, thus important study and research assignments are often neglected. Students who legitimately have no assignments should be encouraged to read a book or magazine for a specified period of time. Care is taken that homework is not excessive. Assuming that a regular time and a definite place away from distractions is provided, and that the child has used in-school time and at-home time well, the following guidelines should be average for a normal day. Some days there might be slightly more and other days, slightly less.

Kindergarten ---about 10 minutes

Grade 1 ----- about 15 minutes

Grade 2 ----- about 20 minutes

Grade 3 ----- about 30 minutes

Grade 4 -----about 40 minutes

Grades 5 & 6 --- about 60 minutes

Grades 7 & 8 --- about 90 minutes

Homework should not generally exceed this time allotment. If it does so consistently, you are asked to call the teacher or principal to discuss the matter.

## Special Needs Assessment

Sometimes parents and/or teachers suspect a situation may exist which is in some way interfering with the child's learning process. Arrangements can be made with various agencies to screen the child and assess the needs. Decisions as to how best to meet the special needs of the student are made once professional diagnosis has been completed.

## Promotion

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. Students who are achieving below grade level may be asked to attend a summer school program and/or tutoring before being promoted to another grade level.

## Promotion of More Than One Grade Level

Promotion of a student by more than one grade level is possible in elementary schools in the Archdiocese at any grade level. Such a promotion is also possible in a certain subject area only. The decision to promote students in this fashion is made by the school. This decision, however, always involves mutual agreement among the school, parents, and student. Judgment for the recommendation is based on standardized and classroom testing data, teacher observation, evaluation of the student's work samples, and the student's social and emotional readiness.

### **Retention**

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level. There will be ongoing communication (conferences, etc.) throughout the year with the parents making sure that the student has been given all the support or resources needed. With the help of our learning consultant and counselor the student will receive all support needed.

## **Contents of Student Records, Transfer of Records, Access to Student Records, Guidance Information**

### **Contents of Student Records**

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

- 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
- attendance record card
- 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.

### **Access to Student Records by Parents**

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

### **Transfer of Student Records**

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. Student records may be released without prior consent in the following circumstances:

- To school officials, including teachers and counselors within the school or school system, who have legitimate interest.

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- To the courts when subpoenaed. The Catholic Education Office should be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized.
- **If fees or tuition are owed.**

### **Release of Student Records**

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.

### **Counselor Information**

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. School guidance counselors should maintain the security and privacy of information about individual students obtained in the course of performing their responsibilities. Meetings with the counselor are considered confidential. However, if the life, health, or safety of the student or another person is in jeopardy, or if a serious legal situation is involved, the information must be reported or acted upon in accordance with state laws and Archdiocesan and school policies. Information obtained and/or recorded by a school counselor is part of a school's formal and informal student information system, and is not the personal property of the counselor. When a school guidance counselor ceases to be employed by a school, all files, reports, and anecdotal notes about students must remain in possession of the school. The school should maintain the files for a period of 15 years.

## **Lunch, Parties, Treats, Wellness Plan, Health Service**

### **Lunch**

All students must remain at school for lunch. Students either bring a lunch from home or may purchase one from school. Lunches are ordered daily.. Milk(chocolate, juice, water) is available for purchase by students bringing their lunch. Students forgetting a lunch will be given a peanut butter & jelly sandwich . There will be an additional .50 cent charge for those lunches and payment is required the following school day. In order to adhere to our Wellness Plan, **NO FAST FOOD OR SODA/SOFT DRINKS ARE PERMITTED AT LUNCH.**

All grades will have Halloween, Christmas and Valentine Day parties.. All grades will have a treat and drink. Parents assist the teachers in handing out treats and providing a craft or game for parties to 2<sup>nd</sup> grade.

Teachers have established the following guidelines for holiday treats:

- Parents must contact the teacher about the activity
- Who is coming; who is in charge; what is the planned activity
- Need to have the teacher approve activities
- Only two room parents per event with parents rotating for each event
- No siblings are to attend the event
- Parents must stay in the classroom

**Invitations to private parties outside of school are not allowed to be given out to students in the classroom.**

**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.**

### **Health Service Program**

The St. Louis City Health Department renders service to the children. All are asked to cooperate with the school nurse by completing forms on time and by keeping appointments. The State Health Department has declared that children who have not received proper immunization by the beginning of a given school year are not allowed to enter school. Consequently, any child who is not properly immunized by the first day of school will not be allowed to begin school until s/he is properly immunized.

### **Communicable Disease (Board of Education 1-9-02)**

St. Stephen Protomartyr Catholic School follows the general guidelines of the Archdiocese of St. Louis on communicable diseases in accordance with the guidelines established by the Missouri Department of Health.

### **Wellness Plan**

As per the Archdiocesan guidelines, all Catholic schools are advised to follow a Wellness Plan. At St. Stephen Protomartyr Catholic School, we follow the guidelines throughout our school, including lunches, incentives, and physical activities. **Therefore no fast food will be permitted in the building for lunches, incentives or birthday treats.** **Students may not bring soda/soft drinks to school for lunch nor soda/soft drinks for class treats, birthday treats, etc.** We ask that when choosing birthday treats, to make a nutritious choice.

## **Curriculum, Selection of Resources, and Supplies**

### **Curriculum**

Curriculum planning is an ongoing and comprehensive process of developing, implementing, evaluating, and redesigning priorities for what students should know, be able to do, and value as a result of learning. Students of St. Stephen Protomartyr School receive instruction in the following subject areas and generally in accord with the time allotments suggested by the Catholic Education Office and established local needs: Religion, Language Arts (Reading, Phonics, English, Spelling, Vocabulary, Handwriting), Mathematics, Science, Social Studies, Music, Art, Physical Education, Spanish and Integrated Technology. It must be recognized that although learning is broken down into specific subject areas for ease of learning, the curriculum is an integrated program. Skills learned in one subject area are reinforced and integrated.

### **Selection of Resources**

The selection of instructional resources for a school is guided by the curriculum goals specified for each subject and grade level. The characteristics of the local school and the particular needs of its children are considered when selecting instructional resources.

### **Supplies**

Teachers require students to have certain supplies for their classes. A list of necessary supplies is given to the student each year. It is the responsibility of each student to have the supplies necessary for classes and to have those supplies at the proper time.

## **Graduation/Certificate of Completion**

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.

**ALL TUITION AND FEES MUST BE PAID IN FULL IN ORDER TO HAVE TRANSCRIPTS SENT TO THE HIGH SCHOOL.**

### **Graduation Ceremonies**

It is appropriate that students, parents, and teachers be consulted in planning events connected with the graduation ceremonies and events. **However, the pastor and principal must approve all activities and events.**

In order to be eligible to participate in the commencement exercises, a student must have fulfilled all the graduation requirements as stated above. A Eucharistic liturgy with students, parents, and staff should be central to celebrating these events. Other events and aspects of the celebration should be planned in light of such factors as the significance of the event in the student's overall education and the financial burden to school and family.

### **Dismissal of Graduating Students**

**Graduation activities and events should be scheduled as close as possible to the official ending of the school year. Eighth grade students, like the other students within the school community, should be provided with a minimum number of 174 days of student instruction.**

### **High School Selection**

The faculty and the administration are available to help parents and students with this decision. While making this decision, consideration should be given to matching the student's ability, achievement, and interests with the high school that will best meet those needs. Parents and students in grades six, seven, and eight are encouraged to avail themselves of the high school nights and the high school open houses.

Results of standardized test scores, academic and behavior grades, including first semester grades from eighth grade are forwarded to the high school that the parent and child select.

As agreed upon by principals of the high schools and the elementary schools, letters of recommendation from principals and teachers are not sent to the high schools.

Letters of acceptance are sent by the high school directly to the parents and students. This acceptance is contingent upon the successful completion of all required work at St. Stephen Protomartyr School. High schools are notified of eighth grade students who fail courses for the academic year or whose behavior has been such that the high school may want to reconsider the student's application/acceptance.



## **Field Trips, Transportation**

### **Field Trip Policy (Board of Education 1-9-02)**

Field trips planned by the faculty are related to the curriculum and are of an educational nature. Field trips should be based on teaching and learning that is coordinated with the classroom curriculum. It should enrich, enhance and support the curriculum content and be a part of lesson planning. Transportation is to be coordinated by the principal and teacher and shall be in accordance with Archdiocesan Policy Guidelines. A permission slip signed by the parent or legal guardian must be on file in the school office for each field trip.

### **Field Trip Procedures**

Students who have not returned the signed permission slip prior to departure will not be allowed to participate in the field trip and will remain at school. **Telephone permission is not acceptable.** A signed permission slip transmitted/received by fax prior to departure is acceptable.

Room parents assist the homeroom teachers with details. All decisions are made by the teachers with the approval of the principal. Unless otherwise requested by the teacher, the number of parents accompanying the children is limited to two per homeroom. Since the parents are there to assist the teachers with the supervision of the children, pre-school children and younger siblings should not accompany the parent on the field trip. The cost is borne by the parents and varies with activity.

**Participating in the field trip is a privilege. A student may not participate in a field trip if there are circumstances/behaviors that warrant the exclusion from the activity.**

### **Transportation**

Due to the cost of buses and the small groups who attend a field trip, transportation is often a private passenger vehicle. The guidelines below are listed to ensure safety on each field trip. If a private passenger vehicle must be used, the following criteria are recommended:

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

Volunteer drivers should provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents will be kept on file by the school. The school will also maintain a record of each event and date when each volunteer driver transports students. It has been the ongoing policy of the Archdiocese that employees and volunteers who are working with or who are in a position to be contact with children undergo a records check for prior history of child abuse in the State of Missouri. Drivers who regularly volunteer to transport students in the manner described above are subject to this records check, and are expected to attend the *Protecting*

*God's Children for Adults* program and to read and sign the *Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors*.

## **Technology and Electronic Devices**

### **Technology Code of Conduct Policy (Board of Education 8/12/09)**

Technology provides additional tools for students as they grow in their knowledge of the world. Technology resources include computers, phones, video equipment, copy machines, and all information storage devices. The use of all equipment is a privilege, not a right; with this privilege comes responsibility. Technology resources should be used for educational purposes, and rules of good behavior and moral responsibility should apply. We realize that there are many Internet web sites that students use and will continue to use. These include, but are not limited to Face Book, Twitter, YouTube, SnapChat, etc. You should be aware that the school has the ability to review these sites, and access to these sites is generally prohibited during school hours. A student's enrollment at St. Stephen Protomartyr School may be in jeopardy if any inappropriate content, posted or provided by the student, communicates ideas or values that conflict with St. Stephen Protomartyr School's Mission as a Catholic school. This even includes friends' web sites that have students representing St. Stephen Protomartyr in some inappropriate manner or behavior.

While we realize that there are things beyond one's control, we expect students to make every effort to avoid any inappropriate situation and take responsibility for their behavior and choices. Student's on-line behavior needs to reflect the general behavioral standards set forth in the student and parent handbook. Websites and pictures on-line should reflect positively on the student and on St. Stephen Protomartyr School. **Careless behavior on Social Network Sites (Facebook, Twitter, etc.) could result in any multitude of consequences for students. Failure to comply with the guidelines will result, at least, in revocation of privilege, disciplinary action, up to and including dismissal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to the Gospel values, they can be subject to disciplinary action by the school. This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature, (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.**

### **Maintaining School Privacy**

St. Stephen Protomartyr 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 & faculty in our school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent has the express written permission from the school to do so. This includes but is not limited to online photo-sharing and posting videos to YouTube, Facebook, 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 class room lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and

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parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parents has the express written permission from the school staff member. This includes but is not limited to online photo-sharing and posting videos to YouTube or similar applications.

### **Electronic Devices**

MP3 players, iPods, cell phones, Pagers, iPhones, iTouches and the like are to be kept turned off and checked into the school office before classes begin. We ask that these items are only brought to school if absolutely necessary. The student should never have these devices on their person during the school day.

The following consequences will be assessed if a student violates the electronic/cell phone rule:

1<sup>st</sup> time - Phone will be confiscated and a parent or guardian will have to retrieve the phone.

Thereafter - A \$25 fine will be charged for each incident, the phone will be confiscated and a parent must retrieve the phone.

The school is not responsible for lost or stolen devices.

### **Use of School Telephone**

Students are not to use the office phone during the day without permission. Students will incur the consequences for any items that are forgotten. Parents should make a prearranged plan regarding after school activities. End of the day messages should be limited to emergencies only.

## **Catholic Faith Formation, Sacraments, Liturgy**

### **Religious Education**

Religious education is meant to provide a developmentally appropriate, comprehensive, and systematic presentation of Catholic beliefs so that students will be knowledgeable about their faith, grow in their personal relationship with God, and integrate these beliefs and traditions into their personal lives to bring forth the Kingdom of God in the world.

St. Stephen Protomartyr School students participate in All School Masses twice a week at 8:00 a.m. on Wednesday and Fridays. Adoration of the Blessed Sacrament is celebrated on the first Friday of each month. Students' Baptismal Anniversaries are celebrated on the last Wednesday of each month. Parents, grandparents and godparents are invited. The students renew their Baptismal promises.

The Sacrament of Reconciliation for the whole school takes place during Advent and Lent.

Second grade students receive First Reconciliation in early Advent.

Second grade students receive their First Eucharist on the second Sunday after Easter.

The sacrament of Confirmation is celebrated every other year for 7<sup>th</sup> and 8<sup>th</sup> graders and takes place at St. Stephen Protomartyr Church.

Parents are expected to attend meetings before their children receive the sacraments.

### **Service**

On the third Thursday of each month, students bring in canned goods and other food items which are then donated to a food pantry in South City.

Each year Mission Carnival is held on Fat Tuesday to raise money for various charitable organizations as determined by the committee.

Throughout the year, students volunteer their time, treasure and talent for those needs that happen to arise in the parish and surrounding community.

## School Calendar, School Hours, Snow Schedule, Dismissal of Students from School, Faculty Meetings, Before and After Care

### Calendar

St. Stephen Protomartyr School follows the policies and guidelines of the Archdiocese of St. Louis. SSP fulfills the requirements that are set by the Archdiocese.

### School Hours

#### Arrival Time

Doors Open	7:30 a.m.
First Bell	7:50 a.m.
Tardy Bell	7:55 a.m.

#### Dismissal time

Half day pre-school	11:30 a.m.
Full day	3:15 p.m.

### Dismissal

Dismissal is at 3:15 p.m. Any student who is not accounted for by 3:30 p.m. will be sent to after care and a parent/guardian will be responsible for paying a fee.

### Snow Schedule

When travel to or from school is considered hazardous because of snow or ice, the school will exercise one of two options: (1) cancellation of school or (2) Late Start snow schedule.

Families will be notified by robo calls. Notification will also be posted on Channel 4, KMOV.TV. An email notification will be sent and notification will be posted on the school Facebook. Rectory or school personnel are not to be called for information about closing.

For **LATE START SCHEDULE** the doors will open at 8:45AM. Students arriving after 9:00 AM will be considered tardy. The school assumes no responsibility for children arriving before 8:45 AM.

### Early Release of Students from School

Students are only to be released from school to a custodial parent or legal guardian. A written note from the custodial parent or guardian is required for a student to leave school prior to dismissal. The note must state the reason for dismissal, who will be picking up the child and the time the child is leaving and will return. This is a safety precaution for all students. **Students cannot be released to neighbors/friends' parents without consent in writing from a parent or guardian.**

## **Faculty Meetings**

Faculty meetings are generally held on Mondays. They are all day meetings. No child care will be available. Occasionally the meetings may be scheduled on a different day because of special professional development times.

## **Before and After Care**

A before and after school care program is available to students of St. Stephen Protomartyr Catholic School. This program runs from 6:30 AM until 7:30 AM and from 3:15 PM until 6:00PM on school days only. The schedule will include time for organized outside play, snack time, study time and inside activities. There will be additional costs for those parents who are late in picking up their children.

## **Cold Weather Guidelines**

We will do our best to get the students outside each day for fresh air and exercise. As long as the wind chill (or “real feel” temperature) is above 25 degrees, the students will have outdoor recess. If there is winter precipitation, ice or snow on the parking lots, or the lots are unavailable, we will stay inside and use any available facilities.

We encourage parents to monitor their children’s clothing selections to be certain that they are appropriately dressed for outdoor recess. While we recognize that this may differ by child, a winter coat, hat, and gloves are strongly encouraged when the temperature is below 40 degrees. A school hoodie will likely not be warm enough. Children without proper winter attire may not be permitted to participate in outdoor recess. If your child has been ill and should not go outside during cold weather, please let the office and homeroom teacher know.

Please be certain all coats, hats, and gloves are labeled with your child’s name or initials (and make sure they are legible). There are a number of items in the lost and found, and it is easier to reunite items with their owners when they are labeled.

## **Communication**

**Good communication between parents and school is essential. Mutual respect is also important for clear and good communication.**

### **Voicing Parental Concern**

The quality of home and school relations is vital in a child's school progress. Questions or problems about anything that concerns your child in school are welcome.

#### **PROCEDURE FOR VOICING PARENTAL CONCERNS:**

1. Consult the teacher, as s/he would be the one with the most information and would satisfy your question.
2. Consult the principal concerning the problem.
3. Should you still have questions or a concern, contact the Pastor.

**Discussion of issues or concerns with another parent or on social media is not appropriate. If the parent wants to discuss the problem or have the correct answer they should speak to the appropriate staff person, teacher, principal or pastor.**

A quick and always available communication program that allows parents to monitor grades and to communicate via email with the faculty.

**Teachers will post weekly notes keeping you abreast of the "happenings" in their classrooms, what is being taught and other special events in the classroom.**

Emails are an easy way to set up conferences or other meetings.

Principal weekly parent correspondence will come to you via emails, postings on School Facebook, etc. Robo calls for weather and other emergency messages are sent via robo calls or email or notices on Facebook.