

Holy Child Catholic School



“The Way, The Truth and the Life”

Parent/Student Handbook

2016-17



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Forward

The policies and procedures as stated in this **Parent/Student Handbook** are in accordance with the policies of the St. Louis Archdiocese and the Holy Child School Board. This Parent/Student Handbook contains established policies and procedures for the **2016-17** school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

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

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

Archdiocese of St. Louis Catholic Schools

Vision Statement

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

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

MISSION STATEMENT of HOLY CHILD SCHOOL

The school family of Holy Child, in partnership with our parents, is a visible Catholic faith community exemplifying the teachings of Jesus Christ. We foster spiritual growth and educational excellence, sending forth students to be images of Christ in our world.

Philosophy of Holy Child Catholic School

“The Child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” Luke 2:40

The central theme of the gospel message is that God intensely and unconditionally loves us and that God’s love came to earth in the person of Jesus Christ. He was sent as our Teacher, so that His lessons of love would create a world community strong in one faith and one purpose.

It is our focus as a Catholic school to carry that message of Good News to our students. Parents are the primary teachers of their children. We as Catholic educators assume the co-responsibility of guiding the spiritual, moral, intellectual, aesthetic, emotional, and physical growth of each child in a way that will:

- Satisfy the special needs of each individual student so that he/she may reach their fullest potential.
- Develop in each child a sense of worth and individuality, always encouraging him or her to treat others with the same regard.
- Impart an understanding of and an opportunity to actually experience the mission of Catholic education; that of message, service, community, and worship in the immediate and world community.

Today, more than ever, Christ’s message must be heard. It is our focus, as Catholic educators, to teach our students these essential values. In doing so, we strengthen our families as well.

WITNESS STATEMENT

For Those Whose Children Attend Catholic Education Programs

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

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

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

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

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

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

- regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;
- commit to speak more with my children about God and to include prayer in our daily home life;
- participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- support the moral and social teachings of the Catholic Church to ensure consistency between home and school;
- teach my children by word and example to have a love and concern for the needs of others;
- meet my financial responsibilities in supporting the Catholic School.

Faculty and Staff of Holy Child School
2015-2016 School Year

Reverend Larry Huber	Pastor
Mr. Dwight Elmore	Principal
Mrs. Helen Engle	School Secretary
Mrs. Debbie O'Donnell	Parish Secretary
Mrs. Elaine Phillips	Parish Bookkeeper
Mrs. Debbie Wheatley	P-4
Mrs. Nicole Manning	P-3
Mrs. Jessica Whitlock	Pre-K
Mrs. Joan Simon	Pre-K
Mrs. Melissa Comer	Pre-K
Mrs. Kim Akers	Pre-K Aide
Mrs. Kim Lang	Pre-K Aide
Mrs. Amy Stokes	Pre-K Aide
Mrs. Angie Farley	Pre-K Aide
Mrs. Sue Appelbaum	Pre-K Aide
Mrs. Lisa Cherigotti	Kindergarten Aide
Mrs. Jenny Smith	Kindergarten
Mrs. Patti Vess	Grade 1 Aide
Mrs. Amy Moore	Grade 1
Mrs. Amy Abeln	Grade 2 Aide
Mrs. Elisabeth Towers	Grade 2
Mrs. Cheryl Carosone	Grade 3
Mrs. Carol Kargus	Grade 4
Mrs. Candice Marshall	Grade 5
Mrs. Bridget Brennell	Grade 6
Mrs. Alyson Barton	Grade 7
Mrs. Christine Anderson	Grade 8
Mrs. Linda Hamby	Resource
Mrs. Kathy Fleming	Librarian
Mrs. Lois Hock	Computer
Mrs. Angie Hays	Physical Education
Mr. Jason Fowler	Music
Mrs. Nancy Russell	Cafeteria Manager
Mrs. Ivette Lukasek	Cafeteria
Mr. Joe Bozzi	Band Director
Mr. John Smith	Custodian/Maintenance

Important Numbers Holy Child School	
Pre-K-8	636-296-0055 Ext 129
Latchkey	636-296-0055 Ext 121
Bookkeeper	636-296-0055 Ext 111
Saint David Rectory	636-296-5485
IC Rectory	636-321-0002
Saint John Rectory	636-296-8061

POLICIES AND PRACTICES

Access to Student Records (St. Louis Archdiocese)

4601.2

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

Holy Child School follows the guidelines outlined in the Administrative Manual for Catholic Education under this policy number.

Transfer of Records (St. Louis Archdiocese)

4601.4

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

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

Release of Student Discipline Information(St. Louis Archdiocese)

4601.6

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

Accreditation

The Missouri Non-Public School Accrediting Association, a member of the National Federation of Non-Public School State Accrediting Associations, accredits Holy Child School. This Non-public School Accreditation is renewed annually by written reports. In addition, we are an institutional member of the National Catholic Education Association (NCEA) and enjoy the advantages of being a part of the Archdiocesan system of Education and Schools.

Activities

There are many exciting extracurricular activities offered at Holy Child School for students during the school year. These include: Student Council (grades 5-8), Safety Patrol (grades 6-8), Buddy Program (grades Pre-K–8th). Afterschool Clubs include: Band program (grades 4-8), Spanish Club (grades K-8), Art Club (K-8), Girls on the Run (grades 3-5), Yearbook (grades 7-8), Speech Club (grades 5-8), Youth group (JCYM) for grade 8, and Altar Service (grades 5-8). Holy Child is also home to 2 two scouting programs: Boy Scouts of America and the Girl Scouts of America. Immaculate Conception/St. John's Parishes offer year round CYC (Catholic Youth Council) competitive sports program for grades K-12 in soccer, basketball, and volleyball, baseball, T-Ball and softball.

Holy Child Admission Policy

The following will be used as a guideline for admitting children to Holy Child Catholic School:

- A. Children must reach the specific age for each grade level by July 31st to enter Holy Child School. A valid birth certificate (state) must be presented as proof of age. A screening is required for entrance into the Holy Child School academic program.
- B. Baptismal Certificates (from the parish of baptism) are required to be submitted for all students registering at Holy Child School.
- C. All families applying for registration must contact their pastors at Immaculate Conception, St. David or St. John. before admission into Holy Child School
 - Non-Catholic families must meet with the pastor of Immaculate Conception Arnold Church.
- D. The following is the order in which children will be considered for admission:
 - Siblings of children currently enrolled at Holy Child School
 - Catholic children of *active parishioners of the *3 parishes that constitute Holy Child School
 - Catholic children of non-active parishioners of the 3 parishes that constitute Holy Child School
 - Catholic children of non-parishioners
 - Non-Catholic children paying non-parishioner tuition rates
 - Non-Catholic children needing financial assistance
- E. All registered families eligible for Archdiocesan tuition assistance grants, must turn in grant applications and meet grant deadlines.
- F. The admission policy requires that the previous years' financial obligations have been met, if the child is transferring in from another Catholic School. A completed registration packet (including proper payment), must be received by the school by the due date stipulated in the registration packet.
- G. All school families are required to sign the Christian Witness Statement located inside the registration packet.

* Active parishioner: One who attends Sunday Mass as indicated by their weekly Church envelopes.

* 3 Parishes that constitute Holy Child School: Immaculate Conception (Arnold), St. David & St. John

Attendance

Regular attendance is an asset to a student's academic progress. Only illness or a family emergency should prevent attendance or cause tardiness. All doctor and dentist appointments, with a note, will be considered Excused Absences. If at all possible, please schedule doctor appointments outside of school hours. Arriving after 10:00 a.m. or leaving before 1:00 p.m. is a 1/2-day absent.

- Please notify the school by 9:00 AM. if your child will be absent.
- A written notification must be sent with the child upon his/her return to school.

- Parents are asked to bring any tardy student to the school office. Parents should also come to the school office to pick up and sign child out for early dismissal.
- Students who miss five continuous days of school must have a note from their physician upon return to school.

A student is considered Tardy if he/she arrives after morning bell (Preschool: 8:00 am/ K-8: 7:40 am). Students should go directly to the office for a tardy slip before being admitted to class. The tardy slip is to be signed by the parent and returned the next day with the reason for the tardiness

Awards

Holy Child School celebrates student achievement through a quarterly Honor Roll ceremony (see Honor Roll for details).

Before/ After School Care (Latchkey)

As a service to our families a Latchkey program is available before and after school. More information is available at the end of this handbook. Please contact: **Helen Engle at 636-296-0055, ext.121.**

Birthdays

With the permission of their teacher, students are allowed to bring in individually wrapped, store bought snacks to hand out. They may also dress casually on their birthday with the permission of their teacher. Any casual clothing must be acceptable for Mass attendance.

Note: Students who have a birthday that falls during the summer months may celebrate their “1/2 Birthday” (6 months to the day of their actual birthday). Students with a weekend or holiday birthday may celebrate on the Monday/Friday before or after their birth date.

Bullying/Harassment

Bullying/Harassment of any kind is not in keeping with the Gospel message of Jesus Christ and is therefore, not permitted at Holy Child School. Bullying/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. Bullying/Harassment include conduct that is verbal, physical or visual. The administration will investigate every bullying/harassment complaint thoroughly and promptly. If, after investigation, the school determines that a student has engaged in sexual or other forms of bullying/harassment, appropriate disciplinary action, up to and including suspension and expulsion, will be taken.

Calendar

A calendar of annual events is located on the Website and in the appendix of the Handbook. (Appendix E)

CARE Team

The CARE Team is a trained group of faculty members committed to working together with the faculty and parents to help every student, parent, and teacher at Holy Child Catholic School. The philosophy of the CARE Team is that it is a school-based team working to make positive, Christ-centered changes in the lives of students. As a CARE Team, we strive to monitor and intervene in any problematic situations that the students or their family might be facing. The team meets on a regular basis. All Holy Child School students are available for review by the team. If you have any questions on the mission of the Care Team, please direct them to the principal.

At the beginning of each new school year, the team will review the new student permanent records to identify any with special needs. We note the nature of their special need (ADHD, gifted, LD, physical) and the adjustments the student may need. If more current information is needed, we contact the public school, physician, psychologist, etc. who diagnosed the special need to obtain information. This information is given to each teacher of the specific student for implementation.

The Team will also review all of our existing special needs students from the previous year. During the first month of school, contact will be made with the parents to discuss the needs for the present school year. At that time, the student will receive a special sheet with considerations (ISP- Individual Student Profile) for modification outlined. This sheet can be modified at any time during the year. Prior to testing in September, a letter goes home to each parent of a special needs student that requires adjustment in their standardized testing, asking for signed permission to do so.

Casual Day Attire

Periodically, Holy Child School students are allowed to dress in casual attire in school. These days include all Faculty Meeting days, which generally fall on the 1st Friday of the month. Casual Days and Class T-shirt days will be announced. On days that jeans are permissible, please be sure they fit properly. Properly fitting jeans are not too tight, do not sag or fall off the waist, do not show under garments, have holes, etc.

Holy Child School reserves the right to require parents to bring up their child's uniform if the aforementioned guidelines are not followed.

Cellular Phones/Electronic Readers

Cellular phones are not permitted to be used-or-displayed during school hours (7:25 am - 3:15 pm) E-Readers are not permitted unless an arrangement has been made with the classroom teacher and principal. Students who have cell phones at school are required to place their phones in a basket located on the teacher's desk at the beginning of *each* school day. Students will be allowed to pick up their cell phone at the end of each day.

Changes to the Handbook

The school/principal retains the right to amend statements in this handbook, amend policies and implement or waive consequences during the school year. Any written changes to the handbook during the school year will be communicated to families in the Friday Flyer.

Communication

In addition to the formal report of student grades 4 times a year, Holy Child produces a weekly Friday Flyer, handbook, calendar, yearbook, Parish Web Site, Fast Direct School Information System, School Messenger notification system and specific notices, as a form of communication with families. Church bulletins, flyers and assignment books are also sources of communication. Although a formal parent-teacher conference is scheduled after the first report card in October, teachers and families are encouraged to arrange conferences during the year as needed. E-mailing through Fast Direct and web site posting are alternate methods of communication, which may be used. It is customary for teachers to send home weekly reports, notices and student work, which usually require a parent signature upon return. Classroom conduct rules and expectations will be sent home at the beginning of school.

***Note:** In the event of a parental concern regarding classroom procedures, disciplinary action or decisions made by a teacher, *please* speak first to your child's teacher to attempt to rectify the situation before approaching the administration. If these attempts fail to rectify the problem, please contact the principal.

Curriculum (Pre-School)

The preschool program of Holy Child Catholic School offers Project Construct Early Childhood Curriculum and Assessment approach to teaching children age's three to five. The curriculum for young children does not categorize learning according to various disciplines. Skills, Concepts, and Growth Development are enhanced with

Project Construct center-based learning. Our curriculum draws from the constructivist theory of learning and is organized according to four domains: Socio-moral, Cognitive, Representational, and Physical.

Curriculum (K-8)

Grades K-8: Religion, Reading, Language Arts, Math, Social Studies, Science, Handwriting, Art, Music, P.E./Wellness, and Computer. (Middle School students substitute Literature for Reading.)

Discipline

Discipline is appropriate behavior. Personal growth and relationships are developed through responsible self-discipline. In recognition of each person's uniqueness, mutual respect must be developed. Self-discipline and respect will be attainable when parents require it at home to the same degree, as it is required in school. The primary responsibility for a child's behavior belongs to the parent. Therefore the home and school must communicate regularly, openly, and confidently concerning each child's development to affect behavior. Various forms of disciplinary measures are taken when students require them. Students, who disrupt class order, thereby diminishing teacher effectiveness and class learning, must be held accountable for his/her actions.

DISCIPLINE POLICY

Classroom Rules

General rules for every class are:

1. Listen
2. Follow directions
3. Raise hands for permission to speak
4. Respect others
5. Respect property

Additions to these rules may vary slightly for different grade levels. Students are expected to follow these rules wherever they meet on campus for any class or group.

Inappropriate Behavior

Most inappropriate behavior such as repeated arguing or talking back to staff members, repeated talking out in class, profanity, gum chewing, improper uniform, homework, tardiness, bullying, harassment, physical violence or vandalism, falls into the following categories:

1. Lack of respect for others
2. Open defiance to authority
3. Disregard of rules
4. Loss of self-control - resulting in verbal or physical abuse
5. Lack of respect for personal/ public property

An Ordinary Pattern of Consequences (age and level of inappropriate behavior considered)

1. Verbal warning
2. Teacher contacts parents (phone, note, conference with parent/teacher)
3. Time Out (lunch, *detention)
4. Conference with Principal
5. Conference with Principal/parents
6. *Suspension/ Probation
7. Withdrawal for cause

***Detention**

Detention is limited to one half hour and may be used as an option (Grades 4-8) when the first three disciplinary attempts have failed to affect inappropriate behavior. It may be served before or after school. Failure to report for detention will result in eventual suspension.

***Probation**

Probation is offered by the principal in consultation with the teacher, as an opportunity for a student to correct inappropriate behavior during a given time period. If this does not affect a behavior change then suspension will be considered.

***Suspension**

Suspension is given by the principal in ***severe cases**, or after a number of disciplinary measures (depending on grade level) have been unsuccessful. Suspension takes place "in-house", where a student is set apart from the class in another area of the school, and required to complete all assignments independently. It is to be understood that a student in suspension may earn only 80% of credit for work completed. Suspension may be given for one or more days. Suspension becomes a part of a student's disciplinary record. More than one suspension per year will be considered grounds for withdrawal.

***Severe Case**

A severe case is one in which steps 1-4 are omitted because of the seriousness of the behavior in question. Some examples of such behavior are: serious acts of bullying, harassment, possession or distribution of controlled substances, assault, with or without a weapon, possession of a weapon, engaging in public behavior contrary to Church teachings.

***Automatic Suspension/ Withdrawal**

Automatic suspension/ withdrawal can occur with any behaviors, which are "severe cases" as described above. The Pastor and Principal make final decisions.

Drop-off Procedures **NOTE** PLEASE be cautious entering School lot from Church Rd!****

- All **Preschool-8th** grade parents use **Church Road entrance (between Church/Preschool)**.
- **K-8** Drop-off begins at 7:25 am and ends at 7:40 am.
- **K-8** parents stay to the right side of the lot/ Pull up to rear school entrance to drop-off.
- **K-8 students** exit their vehicles and walk into the main building to homeroom.
- ****NOTE** Preschool & Pre-K parents must walk their children into their building.**
- **Pre-K** drop-off begins at 7:30 & ends at 8:00 am.
- **Pre-K** pull into the Church entrance (between Church/Preschool) park in front of Pre-K.
- **Pre-K** parents/students exit vehicles walk into the Pre-K building.
- **Preschool** drop-off begins @ 7:40-& ends @ 8:00 am
- **Preschool** pull into Church entrance (between Church/Preschool) park near Church
- **Preschool** parents/students exit vehicles walk into **Preschool**

Pick-Up Procedures **NOTE** PLEASE be cautious entering School lot from Church Rd!****

- **K-8** parents park cars in rows on the Church parking lot by 3:00 pm.
- **K-8** students line up in school lot for 3:00 pm for dismissal.
- **K-8** students whose parents are not present must go to Latchkey.
- **K-8** Once *every* child is in their vehicle, the Safety Coordinator will begin dismissing individual rows of cars to exit the parking lot. Remaining children to Latchkey.

- ****NOTE**** **Preschool & Pre-K parents must walk their children from their building.**
- **Pre-K** dismisses at 2:45 pm. Parents park in spots on side of rectory near cemetery.
- **Preschool** dismissal begins at 2:30 pm. Parents park in spots nearest **Preschool** bldg.
- **Pre-K & Preschool** Once students are buckled into their car seats, parents exit (at will) the parking lot slowly/carefully via Church Road nearest the rectory/cemetery

Drugs Alcohol and Substance Use and Abuse (Archdiocese of St. Louis)

4303.2

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

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

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 allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs (i.e., enrichment programs) or to receive special education or remedial services. Our Care Team can assist in determining whether this is a viable option.

Emergency Closing

Emergency closings are aired over local radio and television stations:

KMOX (1120 AM), TV Channels 4 and 5. It will also be posted on the Holy Child Fast Direct website and School Reach phone call will be made. A “Late Start” schedule announcement means that students should report to school at 9:30 a.m. Dismissal will be at regular time. Other emergencies will be handled by the news media, School Messenger phone call, and www.fastdir.com/holychild. It is important that families avoid calling the school, rectory, or principal at this time because the telephone lines must be kept open.

Emergency Contact Information

Emergency contact information must be given at the beginning of each school year and updated regularly by each family. This is especially important when changing jobs; phone numbers, emails, and child care providers, or moving. In the event of an emergency, parents will be contacted. If they cannot be reached, those listed on the emergency list will be contacted.

Faculty Meetings

Faculty meetings are held monthly on the first Friday of every month, unless otherwise instructed. Students are dismissed on this day at 11:30 am.

Field Trips

Teachers are encouraged to arrange for field trips, which reinforce the learning of their classes. Parents are invited to assist by chaperoning. It is not permitted to have other siblings go with the group. All trips require the permission slip (provided by the school) to be signed by a parent/legal guardian. There are no exceptions please. The form will identify specific requirements concerning insurance, safety, and chaperone expectations.

When there are enough students, buses will be secured to transport them for field trips. Most occasions, however, will require volunteer drivers. The archdiocesan regulations for drivers are:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair their ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system
6. Smoking or consumption of alcoholic beverages/illegal drug usage are not allowed at any time during the field trip

Finances

Board of Education Policies

Tuition Policy Amendment (HC Revised 2012)

Tuition is paid directly to Holy Child Catholic School. Tuition is charged during each of the twelve months of the year. Billing of tuition for each new school year shall commence in the month of July each calendar year.

In early May you will receive an invoice for student material fees. All fees need to be paid in full no later than July 1st.

All existing families of Holy Child are encouraged to continue using the FACTS System. If you are a new family to Holy Child, please register in the FACTS system no later than June 5th. Families choosing to prepay tuition may do so on a semi-annual or annual basis. Those who do choose to prepay shall be granted a discount. A discount of \$100.00 will be given if 12 months are pre-paid. A discount of \$35.00 will be given if 6 months are pre-paid. The determination of the discount shall be made by the Finance committee of Holy Child Catholic School as part of the annual school budget recommendations process.

Delinquent Tuition and/or Fees (HC Revised 2012)

No child shall be admitted to Holy Child Catholic School for the new school year until the following conditions have been met.

1. All tuition and fees for the previous school year have been paid in full.
2. Registration fees and book fees for the new school year have been paid in full.
3. All tuition amounts due through the current month for the new school year have been paid in full.
4. Service hour program requirements for the previous school year have been satisfied.
5. Families of new students enrolling in school must pay all tuition and/or fees at the time of registration at Holy Child Catholic School.

There will be a **\$25.00 fee added** to each check issued to Holy Child Catholic School that is returned for any reason by the bank. The parish pastors have the right to supersede this policy, (Delinquent Tuition, and/or Fees) at their discretion. Please make an appointment to discuss your individual situation with Fr. Huber.

Gifted Program

The Fox C-6 School District offers a **Gifted Program**, which our students are eligible for. REACH (Recognizing and Encouraging Academic and Creative Honors) grades 1-6, and Challenge grades 7 & 8. *The mission of the Gifted Education Programs is to maximize the potential of gifted students by providing a highly challenging curriculum framed on a wide variety of topics that will enhance higher level thinking skills.*

In the REACH program, students spend one day (9am to 1:30) at a Fox school once a week, while the Challenge program is 50 minutes (at the same time) every day. The parents must provide transportation for both programs.

For the REACH program, Fox does ask that students only be required to complete classroom work that is necessary to learn new information or to understand complex concepts. We will avoid introducing **major** new concepts when students are at the Center. In addition, we will compact homework and school work that they missed.

The REACH students are asked to check in with the teacher upon return and have work explained prior to making it up. In order to be considered for the program, the parent must make the connection with the Fox C-6 District and go through their testing process

Grading Scale

Holy Child uses 4 separate grading scales to assess students throughout the school year. They include:

Scales used at Holy Child Catholic School										
Pre-K-1										
letter	M	P	AC							
description	Meets Expectations	Progressing	Area of Concern							
Grades 4-8										
letter	A+	A	B+	B	C+	C	D+	D	F	Zero
min	96.5	92.5	88.5	84.5	81.5	77.5	73.5	69.5	0	0
	98.5	94.5	90.5	86.5	83	79.1	75.5	71.5	35	0
Grades 2-3										
letter	O	VG	S	N	U	Zero				
min	92.5	84.5	77.5	69.5	0	0				
	98.5	90.5	83	75.5	35	0				
Special Grading: A,B,C,D,F										
letter	A	B	C	D	F	Zero				
min	90	80	70	60	0	0				
	95	85	75	65	35	0				

Graduation

Upon successful completion of their course of study, students of Grade 8 graduate at the end of the school year. Catholic High Schools of the Archdiocese sponsor orientation programs and entrance exams which students are encouraged to participate in during the fall of each year. Several financial scholarship awards are available for students selecting these schools, from the schools themselves, or area and parish organizations.

Health

State law requirements recommend physical examinations and immunizations of students at certain grade levels. A physical exam is required for students entering kindergarten, third, and sixth grades. Families of students transferring from another school must provide a copy of a recent physical exam. Immunizations are required against rubella, measles, mumps, diphtheria, pertussis, tetanus, hepatitis B, polio, and chicken pox (forms may be obtained at the school office or from your physician.)

First Aid can be administered to students who meet with minor injuries during the day. Families will be notified however, in case of illness, fever, or injury. In case of extreme injuries, 911 will be called. A student who has a fever or contracted a contagious disease should be kept home until he/she has been free of all symptoms for at least 24 hours. A volunteer nurse must check students, who have been infected by head lice, upon return. A volunteer nurse will review student immunization records no later than September 15th. If a student's immunization record is incomplete, parents will receive a notification to comply, as soon as possible.

Home and School

Holy Child Home and School is the organization of parents, teachers, clergy, and parishioners. The purpose is to provide an opportunity for communication, for the better education of the children, to provide financial assistance beyond the economic responsibility of the school's budget, and to provide growth opportunities for adults through educational programs. All are urged to become active members

Homework

There are two forms of homework: written and study, or reading work. Students in grades 2-8 have an assignment book in which their daily assignment will be recorded. Families should provide a place and time for home study every day. Assignments are given which reinforce class work; therefore, each child should be able to do his/her work independently. Missing/late homework will be accepted for two days after the initial due date with a reduction of 10 percentage points for each day late. Homework 3 days late will result in a failing grade for that assignment. For extended absences due to illness or family emergency, please contact your child's teacher to work out a viable solution to make up any coursework missed. A guideline for the length of time homework takes, which may vary according to grade level and ability, is:

- Grades 1-3 30 minutes*
- Grade 4 45 minutes*
- Grades 5-6 1 hour*
- Grade 7 1-2 hours*
- Grade 8 2 hours**Note: All times are approximations.

Honor Roll

Awards are intended to recognize exceptional character, virtue, and academic achievement.

The awards are categorized as Honors and Outstanding Achievement. Awards are recognized at the end of each quarterly marking period. Awards include: *Principal's List*, *1st Honors*, *2nd Honors* and *Outstanding Achievement*.

Library

Holy Child School Library is located in the lower level of the Parish center. Students are encouraged to make use of the library to check out books. Students are responsible for the care of the books. The library is open for use by individuals during the day. Teachers may use the library with their class as the need arises.

Overdue charges will be 25¢ per week. No additional books may be taken from the library until all overdue charges have been paid. Books destroyed or lost must be replaced. When a book is lost, the student will be charged the price of the book, an overdue fine, and a \$1.00 processing fee. If a lost book is returned in good condition, the price of the book only will be returned. Library rules will be posted. Books may be renewed only one time if there is not a hold on the book.

Lunch & Snacks

Students may bring their lunch and purchase milk (or drink) or they may purchase a daily hot lunch. So as not to waste food, menus are sent home with the monthly calendar. Families that qualify may receive lunches free or at a reduced rate. The cafeteria is now located in the gym. Please send rain gear with your child/ren when it is raining or if there is a threat of rain.

School lunches may be purchased through each parent's online FACTS account. The Holy Child School lunch program no longer accepts cash/check payment for lunches. For any questions regarding your FACTS account please contact Elaine Phillips (636) 296-0055 ext. 11. The Archdiocesan Wellness Program does not allow for students to bring soda to school.

Make-up Work

- In cases of absences, it is the responsibility of the student to ask the respective teachers for the homework missed.
- If a child misses ten or more days in a quarter, his/her report card may be withheld until make-up work is completed. Tardiness can also cause missed work.
- If possible, parents are asked not to schedule vacations during school time. All class work that is missed must be made up when the student returns to school. Teachers should not be responsible for preparing work ahead of time for a student who will be gone on vacation.
- The number of days that a student has to turn in missed assignments correlates with the number of days missed. Any parent who wishes assignments can obtain them at the end of the school day. Please call the school by 9:00 a.m. for missing assignments.

Medication Policy

Ideally, all medications should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities.

If a student requires prescribed medication during the regular school hours, the following must be in place:

- The direct order/consent of a licensed physician - ***Physician Consent for Medication Administration form*** - 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 for school personnel to administer the medication - ***Parental Consent for Medication Administration to the Child***
- The medication in the original container
- Proper documentation must be kept on every dose given

Non-prescription cough drops and chap-stick do not need a doctor's permission. These items should be brought to the child's teacher along with a permission note for use from the parent.

No student may carry medicine to take on an "as needed" basis. Parents may provide a physician's letter for permission to administer this type of medication to be kept on file for the school year.

Metered-dose inhalers should be kept in the school office. If a student (grades 6-8 *only*) must carry an inhaler with him/her, a parental consent form, (*Parental Consent for Student to Administer Medication via Metered Dose Inhaler*), a physician's order, (*Physician Consent for Medication Administration*), a *Student Asthma Action Card/Emergency Plan* and an *Inhaler Procedures form* must be completed and on file in the school office. The forms listed above are to be resubmitted at the beginning of each academic year.

Non-Discriminatory Policy

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school-administered programs.

The principal, with proper consultation with the pastors or the school board, will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedure. Cooperation of parents with their church and school may be an important criterion in determining the acceptance for admission.

Progress Reports

Your child's teacher will contact you at the mid point of each quarter if your child is earning a "D", "F" or "U". Please check FastDirect daily as your child(ren)s grades are streaming live at all times. This report offers an opportunity to better understand your child's current achievement and to help alleviate any concerns affecting your child's progress at school. These are not intended to be an additional report card. Papers that your child brings home are also indicators of the quality of your child's work. Please monitor your child's test scores and class work that are sent home on a regular basis.

Protecting God's Children

The Archdiocese of St. Louis requires adults who work or volunteer with students of archdiocesan schools to complete the Safe Environment Program Packet, which includes

- 1) A criminal background check
- 2) Signing an Ethical Code of Conduct Agreement
- 3) Attending a Protecting God's Children workshop
- 4) Completing the Workers Registry Form

Archdiocesan policy requires that any person who has exposure to students at any time in the school setting must complete the program. Check the Church bulletin or the Archdiocesan website (www.archstl.org) for current information on workshops.

Promotion/Retention

Students advance to each succeeding grade upon satisfactory completion of the work required for the preceding level. If, in the judgment of the teacher and the principal, a child is not mature enough or has not sufficiently mastered the skills needed to advance to the next level, the child may be retained.

Teachers will inform parents at the beginning of the second semester if unsatisfactory progress is apparent or if there is the possibility that retention might occur. Primary students must pass Language Arts and Math. Grades 4 through 8 students will be retained if, in three major subject areas a grade of "F" is received. If two final grades in two subjects are "F", a student may be promoted to the next grade only if the child goes to summer school and achieves a passing grade in one subject.

Dependent on the child's progress, he/she will be:

- Retained within the present grade.
- Promoted to the next grade conditionally –upon satisfactory completion of an approved summer program.
- Promoted to the next grade

Registration (Archdiocese of St. Louis)

4103

The registration process includes:

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

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

Registration begins in February. Forms are sent to each family currently enrolled in the school. At this time, children may be re-registered for the following year along with siblings entering Kindergarten or Preschool. Registration for new students to the school will begin at this time. Students transferring from other schools will need to request their report card and records along with other registration information. In some cases, there may be a waiting list for a certain grade. Parents not sending registration in on time may lose their place in those grades

Religious Standards

Our devotion to Christ and His Church are at the heart of everything we do at Holy Child Catholic School. For example, Sacraments of Eucharist, Reconciliation, and Confirmation can be made through your parish or through Immaculate Conception Parish as a student of Holy Child School (decisions regarding reception of these sacraments are made by the pastor(s)). A comprehensive religion program is taught in Preschool – 8th Grade. Also, students plan school liturgies and have opportunities to participate in a variety of ministries.

Remediation/ Acceleration

We anticipate that there will be students on both ends of the aptitude spectrum who may benefit from additional work outside the classroom. Parents of students who demonstrate an inability to master basic skills in a particular subject will be invited to meet with the teacher to discuss a program of remediation. Likewise, high aptitude students who desire to pursue supplemental studies beyond the normal scope of the subject are invited to consult with the teacher for direction and assistance. Situations arise, when evaluating a student is recommended, in order to determine more specifically his/her strengths and weaknesses and how best to meet them.

Report Cards

Report Cards are posted on FastDirect four times a year. The first Report precedes a parent-teacher conference. A final Report is posted on FastDirect or mailed to the family at the end of the year. Parents should review grades in a discussion with your child, sign the Report, and have it returned within a week of receiving it (except for the final one). Any questions should be discussed with the teacher for clarification.

In the event of non-payment of school related funds, Holy Child School reserves the right to withhold records and report cards until all obligations are current or an agreement has been made with the pastor.

Report Cards Posted on FastDirect

October 21, 2016	March 17, 2017
December 30, 2016	June 02, 2017

Reporting Child Abuse

Holy Child School requires school personnel to report to the Missouri Division of Family Services, if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

Sacramental Programs

Students of Grade 2 prepare and receive the Sacraments of Penance and Holy Eucharist during the year. The Sacrament of Confirmation is offered to the 8th Grade students in early May. Parent meetings are scheduled to assist families with their understanding and preparation of students for these sacraments.

School Board

The School Board is an advisory body to the pastors and the principal of Holy Child Catholic School. The Board is subject to such regulations from the Archbishop of the St. Louis Archdiocese, the Archdiocesan Superintendent of Schools, and the Archdiocesan Board of Education. The primary function of the board is to advise in the formulating of general policies for the school. The principal is responsible for the administration of the school. Although the School Board wishes to assist both the parents and the school in every possible way, it is recommended that any questions or problems be brought to the attention of the teachers or administration before approaching school board members. All meetings are open to anyone interested in attending. Should you wish to address the board, please contact the board president prior to the board meeting. Issues to be addressed are those related to policy. Questions and concerns that are related to an individual child, class, teacher, incident, etc. should be directed to the administration. Please feel free to contact the principal if you should have a question.

School Hours (Pre-K)

Preschool Full Day is 8 am to 2:45 pm. Preschool Half Day is 8 am to 11:30 am. Arrival time begins at 7:30 am. All students should be accompanied by an adult upon arrival and signed in at that time in the classroom. Everyone will be required to show proper photo ID for the first month of school. When picking up your child, we also ask you to sign them out in the classrooms. Anyone who will be picking up a child occasionally will be required to show photo ID each time. If you need special accommodations, please see the teacher.

School Hours (K-8)

The K-8 school day is 7:40 AM to 3:00 PM. In order to insure the safety of all students, parents should not drop off their children until 7:25 am. If you arrive before 7:25am, please keep your students with you in your vehicle until the doors are opened. Any student dropped-off before that time will be directed to Latchkey and you will be billed accordingly. All students are to go directly to their homerooms starting @ 7:25 am.

Dismissal is at 3:00 pm. Students using a different means of transportation than they normally use, need a note from their parents to inform the teacher of the change. There is no supervision after 3:15 pm. Students that are not picked up by 3:15 pm will be sent to the Latchkey Program. Payment arrangement should be made with Mrs. Elaine Phillips at 636-296-0055 (ext. 111.)

School Pictures

Life Touch will facilitate school pictures each Fall and Spring. These pictures may be used in the yearbook or other publications with parental permission. A Media Permission form must be signed each year. A copy of this form is located in the Appendix section of this handbook.

School Privacy (Archdiocese of St. Louis)

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

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from

the school to do so. This includes, but is not limited to, online photo sharing and posting videos to YouTube or similar applications.

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

School Support

There are many ways to support the school and people have been ingenious and so very generous in creating them. Service, prayer, and finances are a few. Often overlooked, yet critical to every school is the Christian/human support that comes from positive people. This creates an atmosphere of mutual support and trust. A parent who is confident in the school will support the teachers and administration by complying with school policies, expectations, and traditions. They will also communicate this attitude to one another and to their children. Only in this way can an environment, which professes to model our Faith and one conducive to learning become effective.

Search and Seizure (Archdiocese of St. Louis)

School officials may search a student's locker or desk. Lockers, desks, etc. are school property and as such are subject to search by school officials. Holy Child School reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack or the like. The school also reserves the right to use specially trained dogs to insure they are free of contraband, such as drugs, and may employ this method without prior notice to parents or students.

Service (Students)

Holy Child Catholic School provides an opportunity for our students to actually experience the mission of Catholic education; that of message, worship, service, and community. As students enter the Middle School, they are challenged to live the gospel message through the school service program. Each year the 6-8th grade students are asked to complete fifteen hours of service and 5th grade 10 hours of service. Upon graduation, eighth graders must have completed a total of fifty-five hours of documented service. Frequent opportunities are presented throughout the year for students to perform acts of service. Service at this level must be tasks performed outside the home, not chores, where the student receives no pay.

Service (Parents)

Parents, as the first educators of their children, have been a vital part to the operations and success of our school. In order to ensure that no one is left out, and everyone is involved in creating a wonderful school, there is a mandatory service program for Holy Child families. Every family is asked to serve at least 12 hours.

What is considered a family service hour? Family service hours are volunteer hours that benefit the school by raising funds –or- providing a service that the school would otherwise have to pay to have done (*ie*: painting the hallway, moving classrooms etc.)

There are many fun ways parents can help around school: fundraising events such as: Auction, Bunco, Cookie Bake, Fun Run etc. Parents please submit one \$250 post-dated check (05-01-17) per family that will be returned upon completion of the 12 service hours. Parent service hours must be completed by 05-01-17. Families not reaching the required 12 hours will have \$250.00 added to their FACTS account. All post-dated checks will be returned upon completion of service hours. Mrs. Helen Engle will keep track of each family's service hours. This is a wonderful opportunity to use our time and talents to help contribute to the Holy Child Community.

****NOTE:** All adults that work with children are required to complete the following Safety Environment Program Requirements:

1. Attend a Protecting God's Children Seminar (check www.archstl.org for a schedule).
2. A background check with a copy of your signed Social Security card, and a fee of \$12.00 made out to "The Missouri Dept. of Health & Senior Services."
3. A signed copy of the Ethical Code of Conduct

Smoking/Use of Tobacco Products

Holy Child School maintains a smoke-free environment. Students are prohibited from smoking or having cigarettes and other tobacco products on school grounds. Chewing tobacco and snuff are included in this policy. The first violation will be a three-day in-school suspension. The second violation is a five-day out-of-school suspension. A parent conference will be necessary for re-admittance on both counts.

Special Needs

"Special Needs" is a term that applies to the circumstances under which some of our students learn. The following list of special needs begins with the most prevalent and most addressable needs and moves to needs that are less frequent and less able to be addressed in the educational setting.

- Needs directly related to learning which respond to instructional strategies and interventions.
- Needs directly related to learning which may require the instructional services of a specialist in addition to the support provided at the school.
- Needs arising from physical or sensory deficits, which require accommodations in the school setting.
- Needs which arise from neurological and/or other causes, which are often manifested in inappropriate or non-productive behavior and which therefore affect learning, which require consistent strategies at home as well as at school and which may require medication as an intervention.
- Needs arising from emotional causes which affect learning but which are not directly related to learning.

Determination that a disability exists requires diagnosis by a qualified professional. Catholic schools are called to do what is possible to provide an appropriate education in light of the school's particular human and financial resources. We provide needed adjustments for students with mild to moderate disabilities.

Special Needs Accommodations

Students with special needs are closely monitored in the classroom and instructional programs. Teachers use interventions and adjustments to help the child in their academic progression. Their ISP (Individual Student Profile) is followed to help the student experience success.

When indicated, we also use an adjustment called "**Special Grading**". It is a change to the grading scale that is comparable to the public school system grading scale. All of our students with "Special Needs" will receive progress reports each time the reports go out.

The principal, the Care Team, and the teachers monitor the progress of these students through observation, formal and informal assessments, and collecting information on a regular basis. The principal maintains ongoing communication with teachers of students with special needs to support and monitor the effectiveness of adjustments made by the teacher to address the student's needs.

The goal of addressing special needs should be enabling a student to learn, or to learn more successfully, the regular curriculum of the school in the regular classroom

Student Council (STUCO) (Coordinators: Bridget Brennell/Chris Anderson)

The purpose of Student Council is to: promote the teachings of the Church through their words actions or deeds, promote school spirit and to act as a liaison between the faculty and the student body. Students who are in good

standing with the faculty at Holy Child School are eligible to run for an executive position (grades 7-8) or as a classroom representative (grades 6-8).

Student Progress

Parental access to student grades can be accessed at any time using FastDirect. Progress reports will be issued on an as-needed basis if a teacher is concerned about your child's progress.

Summer Letter

Each summer, families can expect to receive a letter from the principal outlining information pertaining to the opening of school.

Technology/Internet Acceptable Use Policy (Archdiocese of St. Louis)

The Holy Child School Technology/Internet Acceptable Use Policy is as follows:

All students grades K-8 attending Holy Child School are fortunate to have access to the Internet. Having Internet capability allows students to have access to a global forum and the first global library. The Internet allows students to explore thousands of libraries and databases without leaving our school. Computers are also useful because they can do the tedious work of moving data from place to place and can be used to create classroom presentations that are informative and attractive.

The students of Holy Child School will use computers and the Internet as a research tool to aid in the formulation of research papers, projects and daily assignments. Students will be taught how a computer operates, will understand and identify the parts of a computer and learn keyboarding techniques. They will learn how to use publishing software, which will allow them to create documents. Using tools such as PowerPoint, students will learn how to compile information for engaging classroom presentations.

Our teachers, parents and guardians are responsible for setting and implementing standards that the children should follow when using media and information sources.

Holy Child School supports and respects each family's right to decide whether or not to apply for Internet access. If a parent chooses not to allow their child to use the Internet during the school day, the parents must submit a written notice to the school administrator.

Usage of the Internet and the computer network is a privilege at Holy Child School. In order to retain the privilege of Internet/computer usage the following are not permitted at school:

- Displaying or willfully obtaining offensive messages or images
- Using obscene language
- Attempting to bypass the Internet filter
- Accessing computer hacking sites or proxy servers
- Accessing social networking sites such as MySpace, Face book & Twitter
- Accessing video sites such as YouTube
- Accessing e-mail and instant messaging
- Accessing hate/racially insensitive websites
- Using another's password
- Intentionally changing any pre-established settings on the school computers
- Usage of the school's Internet access without adult supervision
- Harassing, insulting or attacking others
- Intentionally wasting limited resources
- Trespassing or vandalizing another's work files
- Consequences for inappropriate use of technology, Internet and equipment include the following:
 1. Verbal warning
 2. Loss of computer/Internet access (temporary)
 3. Contact parents/principal

4. Permanent loss of privilege to use technology at Holy Child School

Note In compliance with a St. Louis Archdiocese mandate, in cases of serious infractions to the Acceptable Use Policy the following provision will be enforced:

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences. (See 4303.4, Internet and Electronic Communications Conduct)

Telephone

The school office telephone is a business phone. After school plans should not include the use of this telephone by students. In the event of an emergency, messages will be given to students when received. Cell phones are not to be used or displayed in school or on campus during school hours.

Testing

The Iowa Test of basic skills is given in the fall to grades 2 through 8. The Cognitive Abilities Test is also given to grades 2, 4, 6, and 8. A readiness test is given to screen incoming Kindergarten students. The ACRE (Religion knowledge inventory) test is given to students in the eighth grade.

Students transferring from a home school or other school may be required to take a brief placement exam as part of the admission process. Students entering Kindergarten and Preschool will be required to take a Readiness exam.

Textbooks

The annual registration/book fee enables the school to purchase books yearly. It is understood that books are the property of the school so that a system of fines and replacement costs will be issued in the event of loss or damage.

Tradition

Holy Child School enjoys a tradition of standards and expectations. Although many policies are described in writing, circumstances may present a situation, which raises a question. This may be answered through tradition or left to the discretion of the principal and pastor.

Truancy (Archdiocese of St. Louis)

4201.1

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

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

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

Uniforms

Students must wear the prescribed uniform at all times. Families do their children and other students an injustice by permitting laxity in the uniform requirement. The length of skirts for girls should be monitored regularly. It should touch the top of the knee. Cleanliness of one's person and uniform is expected of everyone.

Holy Child School Uniform Policy

The focus of our dress code is to help establish a focused, academic, and Christian environment. The dress code helps to set our school and students apart and identifies us as a Catholic school striving for holiness and virtue.

Preschool: (Grades P4 and Pre K)

Activities such as singing, painting, dancing, eating and playing, both indoors and outdoors require children to wear comfortable, washable clothes. Tennis shoes (rubber soled, closed toe) are also best for the children. No black soles are allowed on the gym floor. If a child wears dress shoes or sandals to school, please send an additional pair of running shoes for the child to enjoy playtime outside or in the gym. The child may miss their playtime due to inappropriate shoe attire.

Label clothing with your child's name including sweaters and jackets that might be taken off or changed during the day. An extra set of seasonal and appropriate sized clothing should be sent to preschool to ensure children's comfort in case of spills or accidents, including socks and undergarments. Please bring in a bag with the child's name clearly written.

Students are cautioned not to bring toys or special personal items to preschool for fear of loss or breakage. Occasionally there are "Show and Tell" and sharing times when your child can bring in an item as long as it is safe and it is labeled with his or her name. ***Note** Toys that resemble weapons are not allowed.*

Grades K-8: Uniforms and accessories can be purchased at "Just Me Apparel" (636) 391-3551.

Gym Uniforms

Grades K-3 - boys and girls - Optional uniform includes: Blue shorts in mesh, twill or nylon, worn under the uniform.

Grades 4-8 - boys and girls - Royal blue shorts in mesh, twill, or nylon AND gold Holy Child T-shirts with child's last name printed on the back. (Gold t-shirts can be purchased the first two weeks of school through the school office.)

BOYS (School Uniforms)

K-5 Shirt (shirts must be tucked in)

White or red uniform polo with long or short sleeves. No trim on collars or sleeves. T-shirts worn under the uniform must be ALL WHITE and concealed by the shirt.

6-8 Shirt (shirts must be tucked in)

White, red, or navy uniform polo with long or short sleeves. No trim on collars or sleeves. T-shirts worn under the uniform must be ALL WHITE and concealed by the shirt.

K-5 Slacks/Shorts

Navy blue uniform twill slacks or uniform navy walking shorts (length 2-3 inches above the knee, not below the knee). Slacks and shorts may not have patch pockets, must fit at the waist and may not be oversized. If pants or shorts have belt loops, a dark belt must be worn.

6-8 Slacks/Shorts

Navy blue/khaki uniform twill slacks or uniform navy/khaki walking shorts (length 2 inches above the knee, not below the knee). Slacks and shorts may not have patch pockets, must fit at the waist and may not be oversized. If pants or shorts have belt loops, a dark belt must be worn.

**Please note: Shorts may only be worn during warm months (“August 19th to Fall back” & “Spring forward” until May 22nd.)

Shoes/Socks (all grades)

Gym shoes/tennis shoes. No sandals or slippery-soled dress shoes. Shoes with black soles leave marks on the floor and are not permitted. White or dark solid socks.

Allowable Jewelry/Accessories (all grades) Scapulars and/or Religious medal on a chain, Wristwatch, Plain/simple ring

Cold Weather Items: The following are permitted items during cold weather:

Sweaters (plain solid navy, red, or white), Sweatshirts/Hoodies (Holy Child Logo only), White turtleneck shirts may be worn under sweatshirts and class t-shirts only.

Items not permitted: (all grades)

Warm-ups, sweatpants, Hats (except during designated days), Tattoos, Piercings of any kind.

GIRLS (School Uniforms)

K-5 Jumper or Skirt

Plaid jumper or plaid skirt (no straps on skirt) with double pleat in the front and back. Skirt length should be NO more than 3 inches above the knee. Girls should wear PE shorts under skirts.

6-8 Skirt

Plaid skirt (no straps on skirt) with double pleat in the front and back. Skirt length should be NO more than 2 inches above the knee. Girls should wear PE shorts under skirts.

K-5 Blouse (blouses must be tucked in)

White or red uniform blouse or polo with long or short sleeves. No trim or lace on collars or sleeves. Items worn under the uniform must be ALL WHITE and concealed by the shirt.

6-8 Blouse (blouses must be tucked in)

White, red, or navy uniform blouse or polo with long or short sleeves. No trim or lace on collars or sleeves. Items worn under the uniform must be ALL WHITE and concealed by the shirt.

K-5 Slacks/Shorts

Navy blue uniform twill slacks or uniform navy walking shorts (length 2-3 inches above the knee, not below the knee). Slacks and shorts may not have patch pockets, must fit at the waist and may not be oversized. If pants or shorts have belt loops, a dark belt must be worn.

6-8 Slacks/Shorts

Navy blue/khaki uniform twill slacks or capri slacks or uniform navy/khaki walking shorts (length 2 inches above the knee, not below the knee). Slacks, capris, and shorts may not have patch pockets, must fit at the waist and may not be oversized. If pants or shorts have belt loops, a dark belt must be worn.

**Please note: Shorts may only be worn during warm months (“August 17th to Fall back” & “Spring forward” until the last day of school.)

Shoes/Socks (all grades)

Gym shoes. No sandals or slippery-soled dress shoes. Shoes with black soles leave marks on the floor and are not permitted. White socks with no trim or lace.

Allowable Jewelry/Accessories (all grades)

Scapulars and/or Religious medal on a chain, Wristwatch, Plain/simple ring, Stud earrings- 1 pair only (no dangling earrings), Headbands - Holy Child Plaid or solid colors only

Cold Weather Items: The following items are permitted during cold weather:

Leggings (navy, full length), Tights (white or navy), Sweaters (plain & solid navy, red, or white), Sweatshirts/Hoodies (Holy Child Logo only), White turtleneck shirts may be worn under sweatshirts and class t-shirts only.

Items not permitted: (all grades)

Warm-ups, sweatpants, Make-Up/Cosmetics including nail polish, Hats (except during designated days), Tattoos, Piercings other than those previously listed.

Vandalism

In the event vandalism takes place it must be accepted that the property in question will be repaired or replaced. This may include books, games, desks, etc. Parents are asked to support the development of character in their children, which readily accepts the consequences of one's actions rather than excuse or defend them.

VBRD (Virtue Based Restorative Discipline)

Virtue Based Restorative Discipline is a program designed by **Lynne Lang**, Director of School Climate for the Archdiocese of St. Louis. The program is aimed to change more than just the behavior of students. It is aimed to help the adults in their lives better love God and practice virtue so they can help the children do the same. The solution to bullying rests in the hearts and minds of adults. Kids learn their behavior from us, which means we have to change something in ourselves so we can model something better for them.

The scope of this program is broader than traditional anti-bullying programs, seeking to address all forms of anti-social and disruptive behavior. The virtue piece of this program is that we are not simply telling students what not to do, but modeling Christ-like behavior for them. By implementing Virtue Based Restorative Discipline, we are not waiting for a problem to start. This lays a foundation for life, helping them understand the virtues and develop a firm disposition to the good. It also helps them recognize the impact of their behavior on their relationship with others and with God. It's addressing the root cause of the problem to promote systemic change.

Violence and the Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. Violence is inconsistent with the unity and peace, which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated.

Violence consists of words, gestures and actions that result in or have 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.

All instances of violence and threats of violence 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 the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Volunteers

Families and friends are called upon to volunteer as they provide a rich resource for the school. They assist in building the faith community that is so valued at Holy Child School. Opportunities range from school projects, academic tutoring, fund raising activities & landscaping. Confidentiality is an important characteristic of the school volunteer.

Weapons

Having weapons of any kind on the campus of Holy Child School is expressly forbidden. 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.

Web Site (FastDirect)

Our school website, www.fastdir.com/holychild, is used to communicate with families; to enhance faith knowledge and practices; provide sources of support for families; and to promote our school. Friday Flyers and other special notices will be posted regularly. Families with emails may use this form of communication with the staff. Emergency announcements will be made on the site in addition to the usual postings on TV, radio, etc.

Wellness

Holy Child School participates in the Wellness Program through the State of Missouri and the Archdiocese. We provide physical activities and nutritional programs to meet these directives. Parents who send treats to the school with their children should make every effort to comply with the nutritional standards of wellness by choosing healthy snacks.

Withdrawal

The classroom teacher and principal should be notified in advance of the pending withdrawal of a student. Records will be withheld until books have been turned in and finances accounted for.

APPENDIX

- A Parent Witness Statement Form
- B Internet Acceptable Use Policy
- C Media Authorization
- D Asbestos Containing Building Materials
- E School Calendar
- F Middle School Handbook



Holy Child Catholic School
2016-2017

Please return this form signed to the homeroom of your oldest student at Holy Child Catholic School after you have read the School Handbook. *(Changes have been made to the handbook since the 2015-2016 school year.)*

I have read and understand all the information in the “*Witness Statement for Those Whose Children Attend Catholic Education Programs*” and the School Handbook.

Please Print Family Name

Parents' Signatures

Date

Computer User Agreement and Parent Permission Form
2016-2017

As a user of the Holy Child computer network, I hereby agree to comply with the above stated rules for communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student(s) Signature(s) _____

As a parent or legal guardian of the minor student(s) signing above, I grant permission for my son(s) and/or daughter(s) to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance for Internet use - settings and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent Signature _____ **Date** _____

Please Print Names of each student: _____



ARCHDIOCESE OF ST. LOUIS
Office of Communications and Planning
MEDIA AUTHORIZATION

Introduction

For marketing and publicity purposes, there may be times when the school/parish/archdiocese wishes to use your and/or your child(ren)'s image, name, recording, or academic work in various media for marketing and/or publicity purposes. As parent, you may choose the appropriate level(s) of authorization. For your convenience, this one form covers all members of your family at the same school.

Levels of Authorization

Parish/School: I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, parish bulletin, school newsletter, student newspaper, admission videos, parish/school website and social media.

Yes No

Archdiocese of St. Louis: I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, archstl.org, *St. Louis Review*, *Catholic St. Louis* magazine, archdiocesan social media, *The e-Vangelizer* (newsletter published by the Catholic Education Office) and any **publications(s)** by **agencies** administered by the Archdiocese of St. Louis.

Yes No

Sponsoring Organizations: I grant permission to use my or my child's image, name, recording, or academic work in websites, videos, and publications created by independent foundations and corporations that support Catholic education but are not legally connected to the Archdiocese of St. Louis, including, but not limited to, Today and Tomorrow Educational Foundation, Roman Catholic Foundation of Eastern Missouri, Access Academies, English Tutoring Project, and United Way.

Yes No

Secular media outlets: I grant permission to use my or my child's image, name, recording, or academic work in secular media communications including, but not limited to, print, radio, TV and internet (Examples: St. Louis Post-Dispatch, KMOX radio, and KSDK-TV). Yes No

Family Authorization (Please Print Clearly)

Family Name:		
Phone:		
Email:		
School Name:		
Parish Affiliation (if applicable):		
Parent 1 Name:		
Parent 2 Name:		

Child(ren)'s Name(s):	Grade:	Age:

Parent/Legal Guardian
Signature:

Date

July 15, 2016

School ArchCode

TO: Parents, Students, Teachers, Employees and Organization, Representing Parents.
Students, Teachers and Employees of Holy Child School:

During the summer of 1988, the Archdiocese of St. Louis, the LEA (Local Education Agency) for this School, inspected each school building leased, owned or otherwise used as a school building by the Archdiocese to identify all locations of asbestos-containing building material (ACBM) in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the AHERA Regulations. Samples were taken of all ACBM and suspected ACBM, analysis of the samples was performed, and the condition of the material was assessed. An Asbestos Management Plan was prepared from this information.

On October 12, 1988, the Archdiocese of St. Louis submitted a copy of this Management Plan to the State of Missouri, as mandated by AHERA and pursuant to the EPA "Asbestos-Containing Materials in Schools" regulations (40 C.F.R. Part 763, Subpart E) (the "AHERA Regulations").

The Management Plan is available in the Office of Building and Real Estate, Cardinal Rigali Center, 20 Archbishop May Drive, St. Louis, Missouri 63119-5738, and in the Administrative Office of this School located at:

- The Catholic Center 20 Archbishop May Drive, St. Louis, Missouri 63119-5738
- Holy Child School 2316 Church Road Arnold, MO 63010

Management Plan shall be available at these locations during normal business hours, without cost or restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents. A reasonable cost may be charged to make copies of any portion of the Management Plan.

Response Actions to the ACBM may include removal, encapsulation, enclosure or repair. All Response Actions at this school are being performed in compliance with AHERA and the AHERA regulations, In accordance with Management Plan recommendations. If abatement activity has been conducted at your school, this information will be located at the "Response Action" tab of your School's Management Plan.

Periodic Surveillance of the ACBM is being performed every six months. The results of each of these inspections are available in the Management Plan, located at the school and the Office of Building and Real Estate. Periodic Surveillance consists of a visual inspection of all areas that are identified in the Management Plan as ACBM or assumed ACBM. Any changes in the condition of the materials that require attention are noted by maintenance personnel and reported to the Office of Building and Real Estate, which initiates the appropriate response action.

Holy Child School Calendar for the 2016-2017 School Year

August 2016

7	<i>Sun.</i>	Pre-K Open House 11:00-1:00 pm/Kindergarten Open House 12:30-1:30/New K-8 Family Social 1:30 pm
8	<i>Mon.</i>	Religious Ed. Institute/ Kindy Meeting 6:00-8:00 pm/6 th Grade Meeting 6-8 pm
9	<i>Tues.</i>	Faculty Ins-service 8:00 am
10	<i>Weds.</i>	Faculty In-service 8:00 am
11	<i>Thurs.</i>	Faculty Professional Development 9:00-Noon
14	<i>Sun.</i>	Back to School (Mass 4:00 pm) Open house 5:00-6:00 pm
18	<i>Thurs.</i>	1 st Day of School/ 11:30 Dismissal/ No Latchkey
19	<i>Fri.</i>	K-8 Full Day
23	<i>Tues.</i>	Preschool Begins-Full Day

September 2016

5	<i>Mon.</i>	NO SCHOOL , Labor Day
7	<i>Weds.</i>	Skating Party
8	<i>Thurs.</i>	8th Grade Parent Meeting 6:00PM
9	<i>Fri.</i>	11:30 Dismissal/ Faculty Meeting
13	<i>Tues.</i>	Fall Pictures K-8
19-23	<i>Mon.-Fri.</i>	Standardized Testing
22	<i>Thurs.</i>	High School Night @ Vianney 7PM
22	<i>Thurs.</i>	Home & School 7:00 pm (Gym)
28	<i>Weds.</i>	8 th Grade Day @ St. Pius
29	<i>Thurs</i>	ITBS Pick-Up

October 2016

1	<i>Sat.</i>	HC Fun Run
3	<i>Mon.</i>	Right Start Meeting 7:00 pm St. Joseph, Imperial
5	<i>Weds.</i>	Scholastic Book Fair
6	<i>Thurs.</i>	Scholastic Book Fair/
8	<i>Fri.</i>	Scholastic Book Fair/ Grandparent's Day/ 11:30 Dismissal
13-14	<i>Thurs/Fri</i>	Pre-K Picture Day
14	<i>Fri.</i>	End of the First Quarter
15	<i>Sat.</i>	IC/HC Auction
21	<i>Fri.</i>	Report Cards Posted on Fast Direct
27	<i>Thurs.</i>	Evening Parent conferences
28	<i>Fri.</i>	Dismissal at 11:30AM/Parent conferences 12-4 PM/Latchkey ends @ 4PM
29	<i>Sat.</i>	Trunk-or-Treat
31	<i>Mon.</i>	NO SCHOOL

November 2016

1	Mon	All Saints Day/ NO SCHOOL
2	Sun.	Daylight Savings Time/ Time to pack away school shorts
8	Tues.	Skating Party
10	Thurs.	K-8 Picture Retakes
11	Weds.	Veterans Day/ 11:30 Dismissal/ Faculty Meeting
17	Thurs.	Home and School (A-Rooms)
21	Mon.	Pre-K Thanksgiving Feast
23-25	Wed.-Fri.	NO SCHOOL - Thanksgiving Holidays
28-30	Mon-Weds.	Cookie Bake

December 2016

1-2	Tues-Fri.	Cookie Bake
2	Fri.	11:30AM dismissal / Faculty Meeting
6	Tues.	St. Nicholas Day/ Full Day
8	Tues.	Feast of the Immaculate Conception/ Full Day
15	Thurs.	Pre-K Christmas Concert
16	Thurs.	NO SCHOOL (Pre-K only)/ K-8 Christmas Concert
21	Weds.	Christmas Parties/ 11:30 Dismissal/ NO LATCHKEY/End of 2nd Qtr.
22- 31		NO SCHOOL - Christmas holidays
30	Fri.	Report Cards Posted on FastDirect

January 2017

2-3	Mon-Tues	NO SCHOOL
4	Weds.	School resumes - Full day of school
12	Thurs.	Pre-K Picture Re-Takes
13	Fri.	11:30 Dismissal/ Faculty Meeting
14	Sat.	Mom's & Son's Event TBD
16	Mon.	NO SCHOOL - Martin Luther King Day
29	Sun.	Catholic Schools Week Mass/Open House
30-31	Mon.-Tues.	Catholic Schools Week

February 2017

1-3	Weds.- Fri	Catholic Schools' Week
3	Fri.	11:30AM dismissal / Faculty Meeting
14	Tues.	Valentines Day/ Full Day
18	Sat.	Father/Daughter Dance
20	Mon.	NO SCHOOL - Presidents' Day
23	Thurs.	Home & School Meeting 7-8:30PM (A-Rooms)
26	Sun.	Barnes & Noble Book Fair
28	Tues.	Mardi Gras

March 2017

1	Weds.	Ash Wednesday
10	Fri.	End of the 3rd quarter
12	Sun.	Daylight Savings Time/ Move clocks forward 1hr
17	Fri.	11:30 Dismissal/ Faculty Meeting/ Report Cards Posted on FastDirect
19	Sun.	Feast of St. Joseph
30	Thurs.	K-8 Spring Pictures

April 2017

3 *Mon.* 8th grade Scholarships sent home
5-6 *Weds-Thurs.* Pre-K Spring Pictures
13 *Thurs.* 11:30 Dismissal/ Holy Thursday/ Easter Break Begins
14-21 *Fri.* **NO School** Easter Break/ NCEA Convention
16 *Sun.* Easter Sunday
26 *Weds.* Skating Party
27 *Thurs.* Home & School 7:00 pm (Gym)
28 *Fri.* Adult Night Out

May 2017

1 *Mon.* Home & School Scholarships Due
5 *Fri.* Field Day/ 11:30 Dismissal/Faculty Meeting
14 *Sun.* Mothers Day
17 *Weds.* Pre-K Closing Ceremony
19 *Fri.* 8th Grade's Last Day
25 *Thurs.* 8th Grade Graduation Mass & Reception
26 *Fri.* End of the 4th Qtr /**Last Day of School/10AM Dismissal/ NO LAYCHKEY**
29 *Mon.* Memorial Day

June 2017

2 *Fri.* Final Report Cards Posted on FastDirect



Holy Child Middle School Handbook

PHILOSOPHY AND BELIEFS:

Students in middle school have unique academic, social, and emotional needs. It is our mission to empower students to achieve academic success as well as grow socially and emotionally in a safe environment. It is a place for each middle schooler to be herself or himself. It is a place where lockers have no locks. It is a place for aspiring actors, artists, musicians, and athletes to spread their wings. It is a place to take ownership for service projects, prayer services, skating parties, and special events. It is also a place for adolescents to form special, long-lasting relationships with teachers and each other.

TEACHERS:

Core Teachers

Mrs. Anderson (8th grade homeroom) Middle School Science and Religion
Mrs. Barton (7th grade homeroom) Middle School Math and Social Studies
Mrs. Brennell (6th grade homeroom) Middle School Literature and English

Encore Teachers

Mrs. Hays, PE Teacher
Mrs. Hock, Computer Teacher
Mr. Jason Fowler, Music Teacher
Mrs. Kathy Fleming, Library
Mr. Joe Bozzi, Band

HOMEWORK POLICY:

- Students are responsible for copying the daily homework in their planner from the board.
- All assignments need to be labeled with the student's name, the date, and the subject in the right top corner. When appropriate, assignments also need to have a title or heading.
- To receive full credit, students must have their completed work in class when it is due. Late assignments will be recorded as incomplete, if turned in the next day partial credit can be earned. After the second day, the assignment will not be accepted and will be marked as missing. Missing assignments will be averaged in as an "F."
- REDO AND RETURN- At times, some assignments will be marked as "redo." These papers will be filed into your student's take home folder. On Fridays, your student will bring home a folder with all their graded work. Any work that is marked as "redo" must be turned in by the following Monday to receive additional credit

- **PLAGIARISM** - *"the practice of taking someone else's work or ideas and passing them off as one's own."* Students will be required to use the internet and other resources for research and projects throughout middle school. From day one, the students are taught what it means to plagiarize and the consequences that follow. Students are taught how to paraphrase and cite the sources they use when conducting research. The students are taught to cite their sources using the MLA style. IF one plagiarizes, there will be no credit given for the assignment, the assignment must be redone, and the student will serve a detention after school. Plagiarism is considered cheating and is unacceptable.

GOOGLE ACCOUNTS:

Each student will be given a Google account with a username and password. Students will be required at times to type assignments and send them to their teacher. With a Google account, the students are able to start work at school and pick up where they left off by logging onto their accounts from their home computer. All accounts will be set with strict privacy guidelines according to our internet safety rules and regulations (the same rules will apply as in the computer lab). The students may only email other students in their classes or their teachers; this account is not to be used for outside of school. When a teacher grades an assignment using Google docs- the assignment will not be printed off and returned, it will simply be shared with the student. If a child fails an assignment that has been sent via Google docs, then the teacher will print off that particular assignment to be placed in the student's "take home" folder. I would advise knowing your student's username and password. As we are in a world surrounded by technology, it is only fitting that the students learn how to use technology and how to use it correctly to enhance their studies.

PLANNERS:

- Organization is vital for student success at the middle school level therefore students must have their planner with them everyday. Students are responsible for copying the daily homework and important reminders in their planner. Please look over your child's planner daily to remain aware of school expectations.
- Please check your child's planner each evening for completed homework, to ensure your child is prepared for the following day.

PASSES:

- Students are expected to use passing time responsibly; however, it is understandable that occasionally students may need to leave the classroom. Students are allotted "FOUR FREEBIES" the first quarter, three the second quarter, two the third quarter, and one the fourth quarter. This is to help ensure the students are learning responsibility and organization.
- Each student is given a card/pass that is located in the student planner. Therefore, students must have their planner with them in order to use a pass. The pass/card will be hole punched each time it is used. If the pass is not on the student, a point will be given for being unprepared.

****Student Name** _____ **(EXAMPLE)****
"First Quarter Freebies"

This card may be used to: return to your classroom or locker to get materials or homework, to get a drink during unscheduled breaks, or to go to the office for reasons other than being sick. If this card is lost or destroyed it will NOT be replaced until the next quarter. Failure to present this card or after all holes have been "punched," a point will be given for being unprepared for class.

UNIFORMS:

- Students in middle school are to wear navy blue shirts, khaki pants/shorts, and/or the uniform skirt.
- All socks must be black or white
- A belt **MUST** be worn each day
- Shirts must be tucked in at all times
- A PE uniform must be worn for PE. Students must bring a drawstring bag to keep their PE clothes and deodorant. The students change both their shirts and shorts for PE.
- Only Holy Child sweatshirts/hoodies are allowed to be worn in the classroom (per stated in the Holy Child School handbook)

EXPECTATIONS/RULES:

For us to have a high-quality effective working environment, the students must value and follow the **SAME** rules. As long as we work together we will have a wonderful, fun learning middle school experience.

I will be on time and prepared.

I will be respectful and responsible.

I will resolve my conflicts in a Christ-Like manner.

I will do my work to the best of my ability.

I will practice a good stewardship towards Holy Child School.

I will take ownership for my work, words, and actions.

BOOK REPORTS:

Each student in middle school is to complete a book report each quarter. The book report forms are sent home at the beginning of each quarter with the due date. It is very important that your student reads a book that is part of the AR (accelerated reading) program. The student has a choice of the genre and type of book report they choose to do each quarter. There are specific directions for each type of book report. Please ensure your student follows the directions exactly as stated. If the book is not an AR book the book report will not be accepted. The students may **NOT** do a report on a book previously read and tested on in the AR program. If you are unsure if a book is in the AR program or not please go to: www.arbookfinder.com. In addition, your student can check if they have already read or tested on a particular book when they log onto the AR website, here at school.

COMMUNICATION:

We believe that communication is the key to a great parent-teacher-student relationship. For that reason, please be on the lookout for information of what we are doing in middle school and all upcoming events on FastDirect @ Holy Child School www.fastdir.com/holychild/. We also encourage you to contact any of us if you have any questions or concerns. The school phone number is (636) 296-0055 ext. 121.

We look forward to working with you and your child this school year.

God bless you and your family!

The Middle School Teachers