

# Our Lady Catholic School Parent/Student Handbook 2023-2024

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## **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, sacraments, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of 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**

God. Prayer. Academics. Virtues. Service.

Our Lady Catholic School fosters a faith-filled and academically strong environment, supporting families and working with the faith community to encourage the formation of the whole child through the examples and teachings of Jesus Christ.

*Adopted July 2018*

## **Faith: Living and growing through the virtues**

Our Lady Catholic School is dedicated to providing excellence in Catholic education by developing Christ-centered individuals enabled to transform society. Research states children's moral compass is formed from the ages of 6-12 years old. We are proud to be able to teach and live our Christian values on a daily basis. While not all students who attend Our Lady are Catholic, all do share experiences of faith, values and moral character development in the Catholic tradition.

## **Academics: Fostering academic excellence**

Catholic identity is reflected throughout the Our Lady Catholic School curriculum. It is designed to encourage students to become the best they can be spiritually, academically, and socially. Academics are balanced with a broad variety of leadership opportunities, co-curricular activities, educational trips and many opportunities for service in our community.

## **Service: Putting our faith into action**

Catholic schools have always been places where students understand that through service to others, they are also committing themselves to serving God. Students at Our Lady Catholic School are taught to share their time, talents, and resources with others in need in our community

and beyond. Students engage in service projects as a learning experience and as a witness to their Christian faith.

### **Philosophy of Our Lady Catholic School**

As a Catholic elementary school community, we believe that each person is a unique creation made in the image of God. We believe that the Gospel mandate, to proclaim the message of Jesus Christ, begins in the home and is nurtured at the school. We encourage parents and educators, working together, to provide students a solid spiritual and academic foundation.

We accent the call to serve as models of belief and behavior by our words and actions. We employ faculty and staff who are faith-filled, dedicated, knowledgeable, and competent in their professions. We provide students academic instruction with opportunities to witness their faith and tradition of the Catholic church. We develop the school's curriculum to address the needs of the child from a perspective that includes spiritual, moral, intellectual, aesthetic, social, and physical dimensions.

We believe that our work is to build the Kingdom of God in this place and time through the education of students. We accept the responsibility to assist the students in realizing their gifts and talents in order to reach their fullest potential. We strive to empower our students with Gospel values and the educational competence necessary to successfully meet the challenges of an ever-changing world.

*Adopted January 7, 2008*

### **Our Lady School Key Attributes**

***Rooted in Faith*** - Our Lady Catholic School is a Catholic community, enriched by faith and tradition that joins students from Our Lady Catholic Church and Sacred Heart Church, and welcomes and respects children of all faiths.

- Catholic in mission and appearance
- faith development for all grades
- Eucharist-centered with strong sacramental programs
- daily shared prayer for students and staff
- lived Gospel values in Catholic tradition

***Nurtured with Family*** - Parents and educators work together to provide students opportunities for intellectual, physical and moral development.

- Parent/Parishioner School Board
- Home and School Association
- Mentoring for new families
- Student/parish CYC sports
- Parent/teacher conferences and weekly communication
- Parenting programs

***Strengthened by Knowledge*** - Our Lady Catholic School follows the Unified Pre-K-8 Archdiocesan Curriculum Expectations.

- Phonics and balance literacy
- Leveled math and Algebra
- Broad range of Social Studies
- Combined text and laboratory Science
- Fine Arts program of Art, Music, and Band
- Physical Education
- Integrated computer instruction
- Available speech therapy, counseling, and enrichment

***Enriched through Care*** - Parents, educators, and students collaborate to provide an emotionally and physically safe environment that enhances learning.

- Virtue Based Discipline - Living the Virtues of Mary - where students learn to live out the virtues through their daily actions
- Optimal student to teacher ratios
- Student Council, Student Ambassador, and other student leadership opportunities
- Monthly Marian Awards to recognize students living out the virtues
- Exterior doors and inner school security system with video cameras
- Interconnected phone system throughout the school
- Intercom system for classroom, hallways, and outdoor areas
- All school volunteers required to fulfill the “Safe Environment Program”

***Growing in Community*** - The Our Lady Catholic School community strives to empower students with Gospel values and the educational competence necessary to meet the challenges of an ever-changing world.

- Buddy Program connecting younger and older students
- Variety of parent and parish volunteer opportunities
- Support between Our Lady Catholic School, PSR, and Sacred Heart Parish
- Communication through newsletters, website, parish bulletins, e-mail, and grade level notes
- Student participation in math, art, and writing contests
- Student community service projects at every grade level and school wide

***Our Lady Catholic School (PreK-8th) is fully accredited through Missouri Chapter of the National Federation of Nonpublic School State Accrediting Association.***

**School Office**

OFFICE HOURS: 7:30 A.M.-3:30 P.M.

PHONE NUMBER: 636-937-5008 and 636-931-2963

EMAIL: [mmeyer@olparish.org](mailto:mmeyer@olparish.org) or [tkempfer@olparish.org](mailto:tkempfer@olparish.org)

The school answering machine will be left on from 3:30 P.M. until 8:30 A.M.. If you are calling to report an absence or request homework please leave a message in mailbox number two.

Parents who want conferences with teachers may call the school office and leave a message on the designated teacher's voicemail. All messages for teachers and students are handled through the school office.

## Our Lady Catholic School Faculty and Staff 2023-2024

Father Mike Boehm	Pastor
Father Stephen En Suan Lian	Associate Pastor
Deacon Tim Dunn	Our Lady Parish
Mr. Cody Bahr	Acolyte
Mrs. Tracy Kempfer	Principal
Miss Dawn Meinhardt	School Coordinator of Religion
Mrs. Michelle Meyer	School Office Manager
Mrs. Stacey Kurzweil	Volunteer Nurse
Mrs. Leslie Wilmot	Volunteer Nurse
Mrs. Brittany Erickson	Volunteer Nurse
Mrs. Terry Warren	Preschool Teacher
Mrs. Tiffany Mehler	Preschool Teacher
Mrs. Kathy Hawkins	Preschool Teacher
Mrs. Melissa Secrease	Preschool Teacher
Mrs. Sarah Reed	Kindergarten
Miss Melissa Lane	First Grade
Miss Kathleen Haselhorst	Second Grade
Miss Savannah Kraus	Instructional Aide
Mrs. Amy Klump	Third Grade
Mrs. Nikki Ott	Fourth Grade Teacher/Religion/Communication Arts/Math
Miss Morgan Green	Paraprofessional
Mrs. Jackie Kelam	Fifth Grade Teacher/Religion/Math/Social Studies
Mrs. Maranetta Linderer	6-8 Community/CWC/Learning Consultant/6th-8th Religion
Mrs. Mary Ann Crump	6-8 Community/Communication Arts
Mrs. Joyce Wren	6-8 Community/Social Studies/Math
Mrs. Samantha Myers	6-8 Community/5-8 Science/7-8 Math
Mrs. Erin Werner	Art
Mrs. Donna Koch	Technology
Mrs. Barbara Krus	5-6 Math/K-5 Library/Enrichment Teacher
Mr. John Reece	Physical Education
Mr. Jason Fowler	PreK-8th Music & Band
Mrs. Jennifer Schelp	Remedial Reading Teacher
Mrs. Angeline Stucke	Director of Marketing
Mrs. Jene Turnure	IT Director
Mrs. Jamie Cole	Preschool Aide
Mrs. Sue Yates	Preschool Aide
Mrs. Mary Chrapek	Preschool Aide
Mrs. Megan Boyer	Preschool Aide
Mrs. Jane Rumping	Speech Therapy
Mrs. Erica Santora	After School Care
Mrs. Regina Eidel	Cafeteria
Mrs. Jeanne Aubuchon	Cafeteria
Mrs. Barb Halter	Parish and School Bookkeeper

## **Our Lady Catholic School Board 2023-2024**

Vince Borgmann - President

Leslie Bahr

Sarah Flynn

Brent Myers

Niki Vogelsang

Our Lady Catholic School Board serves in an advisory capacity to the pastor and principal by formulating and evaluating policies for the school. It consists of nine nominated members, the pastor, and the principal. The School Board functions in accordance with Archdiocesan policies. The board functions officially only through its monthly meetings. Interested parents and parishioners may address the board in an open session if they notify the pastor, School Board president, or principal in advance of the regularly scheduled meeting. Members of the school or parish may attend School Board meetings, but may not speak unless they are scheduled on the agenda. The School Board president or pastor may designate meetings, or part of meetings, as closed sessions. Dates of the meetings are recorded and on the monthly school calendar. School Board minutes are available to interested parents in the school office.

## **Home and School Association (HASA) 2023-2024**

The mission of the Our Lady Catholic School HASA is to support our pastor, administration, and faculty in the education and spiritual development of our students by raising funds to support student enrichment and growth in achieving academic excellence. All parents/guardians of children enrolled in Our Lady Catholic School are members and play a valuable role in our mission and our success. We are guided by the following principles:

- to plan fundraisers that mindfully and purposefully support Our Lady Catholic School and its mission
- to encourage a sense of ownership and involvement in our school
- to foster camaraderie and fellowship among all families
- to promote service to others

## **Policy on Admissions**

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

Admission to a Catholic elementary school at any point of entry is contingent upon the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school; Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school. Evidence of any family's desire to be a part of this type of school includes:

- participation in the spiritual and social life of the parish or religious congregation



- support of the concepts upheld in the Witness Statement agreement to follow the policies and procedures of the school
- willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children

*Archdiocesan Policy 4102.1*

Our Lady Catholic School in Festus, MO, is a primary part of the educational ministries of Our Lady Catholic Church and Sacred Heart Parish of the Archdiocese of St. Louis. Students will be considered for admission to Our Lady Catholic School in the following order:

1. families who already have children attending Our Lady Catholic School (This includes foster children and those in custodial care.)
2. registered members of Our Lady Catholic Church and Sacred Heart Parish
3. foster children or children placed in custodial care of a registered parishioner of Our Lady Catholic Church or Sacred Heart Parish who do not have siblings in school
4. Catholics who are registered members of a parish without a parish school
5. Catholics who are registered members of a parish operating a parish school
6. persons not of the Catholic faith

The class size in the full time school programs should meet the following:

Grade Level	Maximum	Desirable Standard
K-2	25	20
3-4	27	22
5-6	30	25
7-8	33	28

If registration exceeds the maximum class size recommendations, students will be placed on the Wait List. The principal may increase these numbers after consultation with and approval of the pastor. As space becomes available, students will be considered for admission in the same order as listed above.

Students enrolled in Our Lady Catholic School must re-register before the registration deadline or risk being placed on the Wait List. The principal, in consultation with the pastor, will determine the eligibility of potential enrollees with regard to the aforementioned status. The student's academic and behavioral background will also be reviewed.

The registration process includes:

- completion of a registration form
- verification of the date of birth by a review of the birth certificate or baptismal certificate
- verification of the dates of other sacramental celebrations
- verification of custody arrangements in cases in which the parents of the student are divorced (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.) *Archdiocesan Policy 4103*

Acceptance into Our Lady Catholic School does not guarantee continuation in the school. Academic, behavioral, and/or personal circumstances may cause the principal or pastor to suspend or remove a student from the school in compliance with the established policies. Failure of a parent or guardian to comply with the tuition contract agreement may be cause for removal from the school. Our Lady Catholic School has the right to withhold student records when parents or guardians do not comply with the tuition contract agreements.

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

*Archdiocesan Policy 4101*

Parents in financial need must make the pastor of their parish aware of the needs prior to enrollment or as soon as possible if their situation changes once the school year has begun.

*Reviewed and accepted 2/6/2006*

### **Individual Student Plan (ISP)**

Our Lady Catholic School is committed to educating children with disabilities or other special needs for whom we can provide an appropriate education in accordance with our mission statement. Providing an appropriate education requires we have complete and current information regarding a child's disability or other special need.

Parents seeking to enroll or re-enroll their children at Our Lady Catholic School may be required to obtain a diagnostic evaluation for their child. An evaluation would be warranted if (1) the child has a history of a disability or other special need, but documentation is older than three years, or (2) the child has displayed a pattern of behaviors of concern (academic, physical, social, or conduct) that may be caused by an unidentified disability or other special need.

The principal will review data regarding the student's school functioning, meet with the parents to discuss the need for an evaluation, and establish a timeline by which the evaluation must be obtained and the diagnostic report provided to the school. Failure to obtain the evaluation or to provide the diagnostic evaluation report may result in denial of admission or discontinuation of enrollment.

If the diagnostic evaluation identifies a disability or other special need that can be met at Our Catholic Lady School, a learning plan will be written that outlines the accommodations the school will provide. In some cases, it may also be necessary to specify ongoing steps that parents will take.

In the event the diagnostic report identifies a disability or other special need that Our Lady Catholic School cannot meet, the parents will be assisted with identifying an educational placement in which the child's needs are met.

*Reviewed and accepted 1/7/13*

### **Age Requirements for Admission to Kindergarten or First Grade**

For admission to kindergarten, a child should be five years of age on or before the last day of July in the year of application.

For admission to first grade, a child should be six years of age on or before the last day of July in the year of application.

The principal may deny admission even if the child has met the age requirements if the child has been found to be lacking in readiness. In such cases, the principal and test administrator should recommend readiness activities or programs for the developmental needs of the child.

Verification of age must be certified by a birth or baptismal certificate.

Exceptions to the age requirement for admission to first grade may be granted by the principal if the child is a transfer student from another state and/or has successfully gone through a regular school kindergarten program.

*Reviewed and accepted 5/6/2013*

### **Admission of Students Grades Two-Eight**

The parent(s) applying for initial or continued enrollment of their child in the full-time school may be required, as a condition for enrollment, to obtain a diagnostic evaluation for the student. Such an evaluation would be warranted if the student displays, or has a history of behavior, physical, or academic deficiencies which might cause harm to self, continuing disruption of the normal operations of the classroom, continuing patterns of failure, or the inability to perform within age appropriate exceptions for the required course of study.

The principal will be responsible for presenting the case for evaluation to the parent(s) after conferring with teacher(s), reviewing documented observations of the student in various school activity settings, reviewing alternative intervention strategies used in the classroom, and reviewing samples of the student's work.

The screening must take place within ten weeks following the conferences with the principal unless a case backlog makes this impossible. All costs, if any, will be the responsibility of the parent(s).

Upon completion of the evaluation, a staffing will be held within three weeks. This will include the parent(s), evaluator, teacher(s), and the principal. Based upon the information obtained, a plan of action will be developed to address the deficiencies documented by the screening and/or observations. If those defined needs cannot be addressed by continued enrollment, the principal may require parent(s) to seek other placement for the student.

### **Admission of Students who have been Homeschooled**

Prior to accepting a student who has been home schooled, the parents/guardians must provide evidence that the student has been receiving regular instruction:

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

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessment.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities flows from being enrolled full time in a Catholic school.

### **Students Transferring from another Catholic School**

A student transferring from one Catholic school in the Archdiocese of St. Louis to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor.

*Archdiocesan Policy 4102.2*

### **Students Transferring from a Non-Catholic School**

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally, the family would apply to the school sponsored by the parish in which the family resides.

*Archdiocesan Policy 4102.4*

### **Students Transferring from other Countries**

St. Louis Archdiocese schools may enroll or allow the attendance of foreign-born immigrant students, if they possess appropriate US Immigration and Customs Enforcement (ICE) documents. The school must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to

comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the US and cause the school to be found in violation of US Immigration laws.

*Archdiocesan Policy*

### **Students with Special Needs**

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

*Archdiocesan Policy 5204*

### **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 or to receive special education or remedial reading and mathematics services.**

*Archdiocesan Policy 4204*

### **Registration Fees**

A per student fee of \$200 is assessed each year at the time of registration to cover the rental of books, instructional materials and equipment, testing, class parties, and office operations. The \$200 per student registration fee is due with re-registration and is **nonrefundable**.

All books must be covered and handled carefully. Fines will be assessed for any damaged or misused books. A plastic or other water-resistant bag is required for carrying books to and from school. Print the student's name on personal materials and clothing.

### **Emergency File**

Emergency forms are presented to parents/guardians at the beginning of each school year to facilitate quick access to adults responsible for students. Parents/guardians must complete one form per family and return to the school office. It is the responsibility of the parent/guardian to notify the school office personnel in writing of any changes to the emergency form through the school year.

### **Arrival**

The school day begins at 7:45 A.M. School personnel will begin supervising students at 6:30 A.M. All students will enter through the gymnasium door (Parking Lot A).

Preschool students arrive at the playground doors.

A student is tardy when they are not in their homeroom by the 7:55 A.M. bell. The student must enter through the front doors and come into the office after the 7:55 A.M. bell to sign in and make a lunch choice. If a student is tardy more than three times in an academic quarter, the principal will contact the parents and a meeting will be held to formulate a plan.

Students may not leave the school grounds during school time without the knowledge and consent of parents or legal guardians. If a student must leave for any reason, he/she must be picked up from the school office, never directly from the classroom. The person leaving with the student must sign out in the school office. As a courtesy, notify the school personnel by phone or in writing before the student is released.

We believe it is the student's responsibility to remember homework, snacks, lunches, and other items needed at school. We will offer a one hour grace period when forgotten items may be brought to the school office. Items brought in after 9 A.M. will be given to the student before the student leaves for the day. If a student forgets lunch, we will provide a cafeteria lunch and the parents simply reimburse the cafeteria the cost of the lunch.

If a student forgets a necessary item such as eyeglasses, medication (with proper documentation), or outerwear, the parent may bring the necessary item any time of the day and we will get it to the student.

*Reviewed and accepted 1/7/13*

### **Dismissal**

Dismissal takes place at 3:05/3:10 P.M.

Preschool dismissal is at 3:20 P.M.:

Parents will park in Lot C (parking spots closest to the building on the playground end) and line up along the playground fence. The preschool teachers will bring the students to the parents.

### **After School Care**

This will be provided until 5:00 P.M. Monday - Friday. The cost is \$120 a month for 4-5 days a week and \$75 a month for 3 or less days a week. Contact the school office if you need this service.

### **Absence**

Students are expected to attend all classes and school activities (including, but not limited to standardized testing, field trips, music programs, etc.) on days scheduled by Our Lady School and days of student instruction. A student who is not present at the appointed times is designated as absent.

Students are considered absent whenever they are away from school during school hours except school sponsored or school sanctioned co-curricular activities (eg. field trips, enrichment, remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during the school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance stating the time, length, and reason for the absence. If a student must be absent because of an illness parents/guardians are to call the school office before 8:30am. Parents will be contacted the day of the absence if the school has not been notified. In addition, a written excuse giving the reason for the absence, the date(s), and the

parent/guardian's signature is required when the student returns to school. This information will be kept on file in the classroom.

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

*Archdiocesan Policy 4201*

When a student is absent for the majority of both the morning and afternoon sessions, the student will be marked as absent for that day. A student who is absent for two hours anytime during the school day will be marked absent for half a day. All absences will be recorded on the student's attendance. Students who are absent will have time to make up for missing work. If possible, homework may be provided by your child's teacher(s) in advance. Homework may also be available via Google Classroom and/or upon returning to school. Ultimately, it is the responsibility of the student to make sure all missed assignments are completed within the time allowed.

***Christmas programs, spring concerts, and all other school related functions are required attendance from the students. If a student doesn't attend these events it could result in a deduction of their grade.***

A student is truant if he/she is absent from school for a day or a portion of the day without the knowledge and/or consent of the parent/guardian and school officials. **Repeated truancy may lead to serious disciplinary consequences.**

*Archdiocesan Policy 4201.1*

A student is tardy who arrives after the time fixed by school policy for the start of the school day. **Repeated tardiness will lead to a meeting with the principal and/or pastor to come up with a plan moving forward.**

*Archdiocesan Policy 4202*

**Release of Students from School**

In order for a student to be released from school, an authorized adult must sign out the student from the school office. An authorized adult is the custodial parent or guardian or someone that the custodial parent or guardian has given written permission to release the child from school. Adults who have been designated in writing as emergency contacts for the students may be given permission to release the student from school if the authorized parent or guardian has contacted the school office by phone. In cases of emergency, when no one on the written permission form is available, the authorized adult may phone the school and give permission for a specified individual to release the student. The specified individual must report to the school office and present a picture identification that will be copied and placed in the school's emergency contact file.

**Cafeteria**

Chris Saracino of *Chris' Pancake and Dining* in south St. Louis City, *Chris'@ the Docket* downtown, and *Bartolino's Restaurants* is in charge of the lunch program.

Chris has been serving school lunches at St. Ambrose, St. Gabriel, and St. Joseph - Imperial schools for more than ten years. Chris' team in the kitchen strives to provide healthy lunches and snacks and to serve the students in a timely and efficient manner through the line.

To facilitate parent ordering, menu management, and lunch service, we use a program called "EZ School Apps Lunch POS (Point of Sale)." We have created accounts for parents within the [EZ School Apps portal](#); there you may put funds on your account and pre-order lunches. You may also opt to send cash or a check in to school and the funds will be applied. The EZ School Apps program will send you a notification when the available funds are low so that you may replenish. If your child chooses to bring lunch from home, they are not allowed to bring soda, energy drinks, or any caffeinated beverages.

### **Change of Address, Telephone Number, or Family Situations**

Please notify the school office as soon as possible if there is any change (permanent or temporary) of address, telephone number, emergency information, or any other pertinent information during the course of the school year. Also, please update your Fast Direct account. Any change that would affect the student's performance and/or personality at school should be brought to the principal's attention immediately.

### **Cell Phones, Cameras, and other Digital Devices**

If parents determine it is necessary for a child to bring a cell phone to school, the cell phone must be registered in the office. Teachers will collect cell phones at the beginning of the school day, place them in a secure place, and return the phones to the students at dismissal time. Students will keep the cell phones in their backpacks from the time they enter the school each morning until the teacher collects the phones at the beginning of the school day. Cell phones are to remain in their backpacks from the time that the teachers return them at dismissal time until after school hours.

Students are not allowed to bring cameras and other digital devices to school without the written permission and consent of a faculty member and the student's parent(s)/guardians. Any such device that is found at school without written permission will be confiscated and locked in the school office. Likewise, unregistered cell phones will also be confiscated. Parents or other designated guardians will have to retrieve the cell phones or digital device from the school office. Students will be given appropriate disciplinary action.

### **Computers**

In order to safeguard the moral standards of our school and maintain consistency with Church teachings, the following policy shall be used as a guideline for the purchase and/or use of computer software in the school:

- Software used by the school shall be consistent with the philosophy and goals of the instructional program of the school and its stated educational objectives.
- Software will not be used that degrades persons, exploits sexuality, diminishes respect for life, promotes violence, or conflicts with the teachings of the Church.



- Software unfamiliar in content and/or format to the teacher or principal must be reviewed and approved by teachers within the intended discipline of use and the principal before it is purchased.

## **Internet**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

**This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.**

*Archdiocesan Policy 4303.4*

Students and staff users are responsible for witnessing Christian behavior on school computer networks just as they are in a classroom setting. All communication on the network is public in nature. The network is provided for users to do research and to produce school related work. Students will be given access to the Internet if they agree to act in a responsible manner and have the signed approval of their parents or guardians. Student access to the Internet and school computer equipment will be allowed only when a member of the school staff is present in the same room.

The purpose for including technology in the school curriculum is to enable students to efficiently and responsibly employ current and emerging technologies as tools for accessing information, communicating with others, and managing data. Our Lady Catholic School is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all students must obtain parental permission. The signature(s) of the parents on the "Parent Permission Form and User Agreement" will verify permission for Internet use. The parent permission form will be on file in the school office until the student graduates from Our Lady Catholic School. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

The school administrator and the pastor reserve the right to review all communication and usage of the Internet by the students and staff without prior notice. If a student accidentally comes across offensive material, it is the student's responsibility to immediately notify the school staff

person in charge. If a staff person accidentally comes across offensive material, it is his or her responsibility to immediately notify the principal or pastor.

*Reviewed and accepted on 10/1/12*

### **Rules of Appropriate Computer Use**

1. Students may use computers only when monitored by adult school staff.
2. Students may not view, send, or display offensive messages or pictures.
3. Students may never use computers to harm other people or their work.
4. Students/parents are responsible for paying for the repair or replacement of computer parts damaged by misuse or for any other costs related to negligent actions.
5. Students may not install software on school computers. School computers and networks are to be used for schoolwork only. Unauthorized personal use is prohibited.
6. Students must obey copyright laws.
7. Students' photographs, last names, addresses, or personal information may not be placed on the Internet.
8. Students may not trespass in another's folders, documents, or files.
9. Students must notify an adult immediately if, by accident, they encounter materials that violate the rules of appropriate use.
10. Students are held accountable for their actions that may result in loss of privileges if the Rules of Appropriate Use are violated.

### **Chromebook Guidelines**

- **The students may not take Chromebooks home.**
- Chromebooks are **not to be logged on with students' personal Gmail** accounts. Only school (olsfw.org) issued Google accounts can be used.

### **STUDENT RESPONSIBILITY for the CHROMEBOOK:**

- Students are solely responsible for the Chromebooks issued to them.
- Students must comply with the Chromebook Guidelines issued by the Technology Committee and all policies of the school when using their Chromebook.
- Students must treat their device with care and never leave it unattended.
- Carry Chromebooks carefully by the base when the screen is open.
- Students must promptly report any problems with their Chromebook to the teacher leading the lesson.
- Students may not remove or interfere with the serial number or other identification.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS supported by the school.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) Your teacher is only allowed to clean the screen.
- No food or drink is allowed next to your Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into desks as this may break the screen.
- Refrain from placing heavy textbooks or other items on top of the Chromebook that could put pressure on the screen.
- Do not lean on top of the Chromebook with body weight.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not expose your Chromebook to direct sunlight for long periods of time.

**If a student negligently damages a Chromebook, he or she will be held accountable for the repair or replacement.**

### **Chromebook User Agreement**

Each student will be assigned a particular Chromebook to use at his/her desk in various classes throughout the school day. As such, each student will be required to use common sense and sound judgment when using a Chromebook.

The following policies are in place for the student use of Chromebooks:

- Chromebooks will remain at school.
- No food or drink will be consumed by a student while using a Chromebook.
- All the terms laid out in the Internet Acceptable Policy apply to student use of the Chromebooks.

If a student is in violation of the terms, he/she will lose all rights and privileges associated with using the Chromebook for a period of time, determined by the principal. If a student has repeated violations, this may also result in a student/parent conference with the school principal and/or pastor, detention, suspension, expulsion or police referral.

While there is certainly a need for students to be responsible while using Chromebooks, there are a number of safeguards in place to protect our students.

- The school's Google Management console allows the administrator to see all the documents created. Email is in-house only, so students can only email within the school domain. Email is not enabled for students in K - 3 unless a teacher needs to use it for her Google Classroom assignments.
- Securly is the school's web filtering program. Securly not only provides web filtering, but also monitors cyberbully and self-harm with real-time alerts. The principal and technology administrator will receive an immediate email regarding any blocked access to any websites the students have tried to access.

Some homework assignments will be completed using G-Suite for Education (Google). If a student does not complete his/her assignment at school, he/she does not need a Chromebook to finish at home. A student may access their School Domain Google Account from any computer with Internet access (it must be the school's domain email, not a personal Gmail account). To make this possible, parents are asked to install Google Chrome on their home computer by visiting [www.google.com/chrome](http://www.google.com/chrome) and clicking "Download Chrome."

Keeping students safe at school, in the classroom, and at home has never been the job of one person. It is the shared responsibility of principal, technology administrator, school staff, and parents to protect children in a digital world. We, at Our Lady Catholic School, take this responsibility very seriously in keeping your child safe when using the Internet.

If parents have any questions regarding Google Chrome or the Chromebooks, please contact Mrs. Turnure, technology administrator, at [jturnure@olparish.org](mailto:jturnure@olparish.org).

### **Internet Safety**

Our Lady Catholic School is exercising due diligence with several defensive measures while our students are using school computers. They include:

- Firewall - protects the school network
- Web Filter - filters profanity and other undesirable content
- Anti-virus software - installed on every computer
- Standard PC configuration - helps isolate problems, not just Internet related issues, in a timely manner
- OLS Technology Committee - Internet protection is a recurring agenda at our meetings

While these actions have proven to be effective, there is always a chance that inappropriate content may appear. If this occurs, immediate steps will be taken to prevent another incident. Schools should not make available on the school website and other social media accounts any information that enables students to be identified individually by names or photographs. This includes information about students that appears in school newsletters that are posted on the school website or social media accounts. Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and email addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

*Archdiocesan Policy 4402.5*

### **Curriculum**

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

*Archdiocesan Policy 5202.1*

Our Lady Catholic School has a diverse, challenging, Christ-centered curriculum, which aims to foster a positive self-concept within each student as well as a desire to learn. The curriculum addresses the needs of the students from a holistic viewpoint, which includes spiritual, moral, intellectual, aesthetic, social, and physical dimensions. It is designed to instill a spirit of inquiry and creativity in each of the students.

As students progress through Our Lady Catholic School, they are guided to become increasingly more self-motivated and independent. Students are encouraged to evaluate the relative merits of ideas and to accept personal responsibility for learning. Homework and classroom preparation is a **student responsibility**.

### Testing Program:

A variety of tests are given throughout the school year to measure mental ability, general achievement, and competency in reading and religious knowledge.

Students in grades two through eight will take an achievement test, Iowa Assessments, in September. Students in grades four, six, and eight will also take the Iowa Cognitive Abilities Assessment at that same time. Results of those tests are used for diagnostic purposes to aid teachers in determining which areas children are both strong and weak. Parents are given the results at the October PT Conferences at the end of the 1st quarter.

Within our curriculum are basic (core) subjects as well as additional subjects to challenge the students:

#### **Core Curriculum of Excellence:**

- Virtue Based Discipline - Living the Virtues of Mary
- Religious Education/Weekly Masses
- Language Arts
- Balanced Literacy
- Diversified Math/Algebra
- Social Studies
- Science
- Art
- Physical Education
- Star 360 Assessments - Reading & Math
- RAZ Kids

#### **Expanded Educational Opportunities:**

- DARE
- Band/Music/Choir
- Integrated STEAM Lessons
- Library
- Spelling Bee
- Grade Level Service Projects
- Buddy Program
- Robotics
- Google Classroom
- Google AR/VR

#### **Co-Curricular Activities:**

- CYC soccer, volleyball, basketball, lacrosse, golf, softball
- Student Council
- Student Ambassador

You can find the full curriculum on Fast Direct under links and on the OLS website, [www.olparish.org](http://www.olparish.org)

The principal must approve all extracurricular activities, outside of school hours. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as a moderator of the activity and should be present at all times during the activity. Parent/guardian permission must be obtained for a student to participate in extracurricular activities.

*Archdiocesan Policy 5702.1*

## **Homework Policy**

**Current grades and missing assignments are most efficiently tracked using the Fast Direct system on a daily basis.**

**3rd-8th Grade Homework Policy:** Homework is given to students in order to reinforce what has been presented in class, to provide for the discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects, and to provide for the exploration of additional sources of information. **Homework completion is the responsibility of the student and we are hopeful that each student will take pride in completing his or her work.**

If homework is not completed by the due date, the following deductions will result:

- 10% off if the assignment is not turned in on the due date (day 1)
- 20% off if the assignment is not turned in on the day following the due date (day 2)
- 50% off after day 3 - if the assignment is not turned in by the end of the quarter, the grade will result in a 0.

**The teacher and/or principal may request a parent conference after a student receives numerous 0s. At times, certain activities and privileges may be restricted to those students who have missing assignments.**

## **Copyrighted Materials**

All Catholic schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music multimedia presentations, and Internet web sites and resources.

**No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyrighted materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.**

*Archdiocesan Policy 5202.6*

## **Discipline**

The principal, in consultation with the teaching staff, local school board and pastor, will maintain disciplinary guidelines for Our Lady School. The guidelines will be consistent with those issued by the Catholic Education Office of the Archdiocese of St. Louis, as well as the mission and philosophy of Our Lady Catholic School. The guidelines will include, but are not limited to, procedures for dealing with suspensions, violence, harassment, and bullying, as well as drug, alcohol and tobacco use. The principal, teaching staff, and local school board will evaluate the disciplinary guidelines annually and publish them in the Parent/Student handbook.

*Reviewed and accepted 06/2021*

One goal of our school is to assist the student in developing Christian self-discipline. When parents send students to school, they are delegating some of their teaching authority to the school. Hopefully, the student brings to the school good discipline habits already formed at home. We can only help the student when home and school work together.

Students are encouraged to set high standards for themselves, both in academics and behavior. They are expected to show respect to all people and to cooperate in the learning process. Students are expected to follow school and classroom expectations. They are encouraged to make choices based on Gospel values. The responsibility of our actions and daily life at OLS is **“Living the Virtues of Mary.”**

Our theme for 2023-24: **“Put on then, as God’s chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness, and patience.” Colossians 3:12**

2023-24 Marian Virtues:

Aug/Sept: Unity & Faithfulness

Oct: Love

Nov: Gentleness

Dec: Joy

Jan: Peace

Feb: Patience

March: Kindness

April: Goodness

May: Self-control

A Marian Virtue Award will be given when a faculty member witnesses a student displaying either the monthly virtue or any act, above and beyond, displaying love, compassion, kindness, etc.

After a student receives a Marian Award, they will place it in the basket outside of the office. At the end of each month, the student’s name will be announced over the intercom and they will have their photo taken.

The following are some examples of expected behaviors:

- respect for the religious practices of the Catholic faith and other faiths

- adults addressed by their proper titles - Mrs., Mr., Miss., Sister, Father, etc.
- respectful language used for all adults and students
- proper care given for school property and resources
- respect and care given for the property of other students and adults
- appropriate dress and behavior for a student in a Catholic school

The learning environment requires order. Any student behavior that causes disruption of the educational environment will necessitate disciplinary action. The following are some examples of infractions that may result in various degrees of disciplinary action:

- nonparticipation or disrespect shown during religious activities
- disrespectful or vulgar language
- vandalism of property belonging to the school or other people
- noncompliance with the uniform policy
- inappropriate displays of affection
- other inappropriate behavior or conduct unbecoming of a Catholic school student

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

*Archdiocesan Policy 4303.5*

Each class may also have individual classroom rules specific to the needs and age groups of the students. Parents will be given copies of any such class rules to review. Please note: There are specific rules for the cafeteria, playground, and library in the corresponding sections.

## **Bullying**

At Our Lady Catholic School, we believe that everyone should enjoy our school and feel safe, secure, and accepted. It does not matter what color, race, gender, or nationality we are. It does not matter how popular, how much athletic ability, or how smart, we are all equal in God's eyes.

### **What is Bullying?**

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Bullying happens when certain behaviors occur **OVER AND OVER**. This can include:

- punching, shoving, and other acts that hurt people physically
- spreading rumors about people
- keeping certain people out of a "group"
- teasing people in a mean way
- getting certain people to "gang up" on others

Bullying also can happen online or electronically. Cyberbullying is when children or teens bully each other using the Internet, mobile phones, or other cyber technology. This can include:

- sending mean text, email, or instant messages
- posting nasty pictures or messages about others in blogs or on websites
- using someone else's username to spread rumors or lies about someone else



## **What Bullying is NOT**

Normal conflict that can occur any time or place and is generally accidental and resolved by the parties in conflict is not bullying. Bullying behaviors occur where the person bullying feels safe engaging in power seeking behavior. This behavior is intentionally harmful and directed at someone who is considered weak or vulnerable, and generally is resolved by third party intervention.

A certain level of conflict between children is normal, even healthy, and teaching your child how to handle everyday difficulties will prepare him or her for life. The problem begins when it surpasses normal childhood conflict and meets the three common markers for bullying: an imbalance of power, intent to harm, and threat of future harm.

Once a conflict between one or more children has escalated into a cycle of bullying, employing conflict resolution to solve the problem is no longer appropriate. The word “conflict” assumes that both children are in part responsible for the current problem and need to work it out. In the process of working it out, both children make compromises and the conflict is resolved. This happens through our Virtue Based Discipline process.

Tattling versus Reporting/Telling:

Tattling is when someone is trying to get someone else in trouble. Reporting or telling is when someone is trying to get help so as to resolve a problem.

## **Kindergarten - 2nd Discipline**

Each K-2 teacher has their own discipline procedure in their classroom. Parents are given information at Back to School Night explaining these procedures.

Parents will receive daily communication on their child’s day. If a student is having continuous misconduct, a parent teacher conference will be held to discuss how to resolve and move forward in a positive manner.

## **3rd Discipline**

3rd grade students will have a Responsibility Card stapled into his or her assignment book/planner. If a student receives a point from any faculty/staff member, it will be documented on their card. Once they receive 3 points they will miss a recess and will complete a reflection on why they received the points and what they need to do to not receive points in the future. An email will be sent home to the parents. If they receive 6 points, an email will be sent home and there will be a meeting with parents. Continuous misconduct will result in after school Restoration & Reflection (R & R) for one hour and may lead to further consequences.

The following behaviors are some examples of how students can receive points. Points will vary depending on the behavior:

- inappropriate language
- disrespecting a teacher and/or student
- disrespectful Mass behavior
- uniform infraction

### **4th-5th Discipline**

Each 4th-5th grade student will have a Responsibility Card stapled into his or her assignment/planner. If a student receives a point from any faculty/staff member it will be documented on their card. Once a student has received 3 behavior points or 5 “oops points” (forgotten items, uniform infraction, gum, etc) they will serve a Restoration & Reflection (R&R). During the R&R, the student will reflect on the behaviors that caused them to receive points and what virtues they were missing. They will complete a written reflection and discuss with the faculty moderator how they can behave appropriately, using the virtues, in the future. If an accumulation of points becomes a habit, a conference with the teacher(s), principal, student, and parents/guardians will be required. Continuous misconduct may lead to further consequences.

### **6th-8th Discipline**

Each 4th-8th grade student will have a Responsibility Card stapled into his or her assignment/planner. If a student receives a point from any faculty/staff member it will be documented on their card. Once a student has received 3 behavior points or 5 “oops points” (forgotten items, uniform infraction, gum, etc) they will serve a Restoration & Reflection (R&R). The R&R will be served after school from 3:10-4:00 P.M.. These will be held on Wednesdays. During the R&R, the student will reflect on the behaviors that caused them to receive points and what virtues they were missing. They will complete a written reflection and discuss with the faculty moderator how they can behave appropriately, using the virtues, in the future. If an accumulation of points becomes a habit, a conference with the teacher(s), principal, student, and parents/guardians will be required. Continuous misconduct may lead to further consequences.

The following behaviors are some examples of how students can receive points. Points will vary depending on the behavior:

- inappropriate language
- disrespecting a teacher and/or student
- disrespectful Mass behavior
- uniform infraction

## OLS Responsibility Card - 4th-8th grade

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Quarter: \_\_\_\_\_

Date	Behavior	Oops	Points	Teacher

### Suspension

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

*Archdiocesan Policy 4302.1*

### In School Suspension

Suspension is the removal of a student from all classes for a specified period of time.

It may be necessary for students with repeated acts of misconduct or a single act of severe misconduct to be subjected to in-school suspension. Such misconduct could include repeated or excessive acts of disrespect to God, an adult member of the school staff, other students, volunteers and visitors, or school property. If a student's behavior is so inappropriate as to warrant more than one in-school suspension in a given school year, the principal and pastor will call a meeting for the student and parents/guardians to discuss the student's future at Our Lady Catholic School.

Guidelines for In-School Suspension:

- Parents/guardians are contacted and advised of the student action(s) that necessitated in-school suspension.
- The student will be isolated from peers for the entire day(s) of suspension and will be monitored by an adult staff member.
- The student will be required to accomplish all of the work missed in each class during the in-school suspension. So that there is no idle time, the student may be required to produce additional assignments for missed class time.
- All of the missed class work must be completed to the teacher's satisfaction or the student will earn another day of an in-school suspension.

### **Out of School Suspension**

If a student has previously received an in-school suspension, or if a student has repeated acts of misconduct, or if a student has a single act of severe misconduct, that student may be placed in an out-of-school suspension. The amount of time for the out-of-school suspension and other stipulations for the student to re-enter regular classes at Our Lady Catholic School will be determined by the principal and pastor.

### **Probation**

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

*Archdiocesan Policy 4302.2*

### **Withdrawal for Cause**

Withdrawal for Cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parent/guardians. A student may also be subject to withdrawal for cause as a result of a single extremely serious violation or action contrary to the mission and purpose of a Catholic school. **The decision of withdrawal for cause is made at the local level by the pastor of the parish with the recommendation of the principal.**

*Archdiocesan Policy 4302.3*

### **Drug, Alcohol, Tobacco, and Substance Use and Abuse**

The use and abuse of alcohol, tobacco, 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 or tobacco 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. In addition, preventive approaches through counseling and other educational methods should be used.**

*Archdiocesan Policy 4302.2*

Students may not have in their possession any prescription or “over the counter” drugs without the written consent of an authorized physician. This restriction includes cough drops and pain medications.

## **Emergency Drills/Safety of our Children**

It is our ongoing commitment to provide you and your child with the safest, most caring atmosphere available along with the annual inspections by Health and Fire officials. We will also make it a practice to go through Fire, Tornado, Earthquake and Intruder drills. We work closely with the Festus Fire Department, Festus Police Department, and the Jefferson County Health Department to make sure we are practicing and following all protocols and procedures to keep our students safe and healthy. All rooms will be clearly marked with evacuation routes. We also require that our staff members are certified in C.P.R., first aid and AED usage (on site).

## **Our Lady Catholic School Violence Policy**

**Catholic schools and parish schools of religion shall provide a safe learning environment for all members of the school community. This reflects 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 foundations of justice.**

*Archdiocesan Policy 4303.3*

Therefore, violence is not tolerated. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violent acts include threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. All reported or observed instances of violence or threats of violence on school premises shall be addressed in a timely, serious and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers **MUST PROMPTLY** report in writing to the principal pertinent concerns and/or pertinent information regarding the issue. In addition, any school personnel that have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected must report to the Missouri Division of Family Services.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. **Appropriate actions may include parent/guardian/student conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.** If a student engages in serious, threatening, or violent behavior, before the student can continue to attend school or be readmitted to school, the administration must receive reasonable assurance from a competent licensed mental health professional that the student does not pose future danger to others. In addition, the student and his/her parents/guardians must comply with the recommendations of the professional evaluation. Appropriate releases of information must be signed to allow communication between school officials and the mental health professional.

Police will be notified of and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons will be turned over to the police. 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.

### **Firearms, Weapons, and Explosive Devices**

In order to provide a safe environment, the carrying or possession of any type of firearm or dangerous weapons on the premises of Our Lady School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms, with the exception of law enforcement personnel performing professional duties. No play guns of any type are allowed on the school campus.

### **Locker or Desk Search**

With good reason, school officials may request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be given based on that refusal. **School officials will search any purses, backpacks, or containers left unattended inside or outside of school.**

*Archdiocesan Policy 4303.5*

### **Harassment**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of the programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or has created an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

**Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner, and to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.**

*Archdiocesan Policy 4303.7*

### **Eucharistic Celebrations**

The Eucharist is the central celebration of our school week. Each class will celebrate the Eucharistic Liturgy once a week at 8A.M.

- Tuesday: 6-8 Mass (Perpetual Help Devotions the first Tuesday of the month)
- Wednesday: PreK-KG Baptism Mass - once a month

- Thursday: K-5 Mass
- We will celebrate All School Masses at least 1 or 2 a month

### **Field Trips**

Special programs, displays, or performances that provide instructional and cultural enrichment may result in a class or group field trip. Parent participation on field trips will be determined according to the educational goals and specific accommodations for the field trip. When responsible for driving or supervising students other than their own, drivers and/or chaperones must have attended a “Protecting God’s Children” workshop, passed a criminal background check, and completed all components of the Archdiocesan Safe Environment Program.

Prior to the field trip, parents/guardians must sign a field trip permission form. The students who do not have a signed field trip permission form will not be allowed to leave the school premises. On most field trips, parents are responsible for the cost of the field trip and bus transportation.

In addition, any adult who drives children other than their own must comply with the field trip guidelines written in the Our Lady Catholic School Handbook, with State of Missouri regulations, and with insurance specifications. Drivers may not detour from the regular field trip plans. All drivers must provide proof of insurance to the school office.

All students attending a field trip are expected to return on the bus or with the driver he/she rode with to the field trip. In emergency or unusual situations, a student may be dismissed from a field trip with his/her parent/guardian. The school principal or pastor must be notified prior to the student being released.

*Reviewed and accepted 4/1/2013*

Parents may be invited to accompany the students and teachers for appropriate supervision in a ratio of one adult to ten students in grades 4-8 and one adult to five students in kindergarten through grades 3. **Children who are not students in the particular classes for whom the field trips are planned are not allowed to attend the field trips.** Parents may bring cameras on field trips, but under no circumstances may they post pictures on the Internet or electronically transmit pictures. To do so would be considered a violation of privacy.

Parents who accompany students on field trips may not purchase souvenirs, snacks, or pay for additional entertainment unless they purchase the same for every child on the field trip. Drivers are not permitted to purposely detour from the planned field trip route or the planned field trip agenda.

The following criteria are recommended by Archdiocesan Policy if private passenger vehicles are used:

- Drivers must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely.
- The vehicle should have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

- Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Every person in the private vehicle must wear a seatbelt or use an appropriate passenger restraint system.
- Adults should not be permitted to smoke in the vehicle.

*Archdiocesan Policy 5202.9 Reviewed and accepted 4/2/2007*

Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are less than eight years of age and who weigh at least 40 pounds, but less than 80 pounds, and are less than four feet, nine inches tall, must be secured in a child passenger restraint system appropriate for the child. Children who weigh at least 80 pounds, or children taller than four feet nine inches, must be secured by a vehicle safety belt or booster seat appropriate for the child.

*Missouri SB 872*

### **Fundraising**

The students of Our Lady Catholic School may be asked to participate in fundraising activities that are directly related to school activities or charitable mission of the church. The principal may distribute information to the students concerning participation in fundraising activities for other reputable charities, but the school will not sponsor the activities.

*Reviewed and accepted 5/6/13*

### **Graduation**

To graduate from Our Lady School, a student must complete the minimum academic and religious requirements: maintained a satisfactory attendance record as defined by Our Lady Catholic School, demonstrated satisfactory conduct, and completed all financial obligations.

**Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment.**

*Archdiocesan Policy 4502.1*

Dismissal of Graduating Students:

The eighth grade celebration should be scheduled as close as possible to the official ending of the school year.

### **Liturgy Celebration**

A liturgy with students, parents, and staff should be central to the school's celebration for the graduating students.

### **Reception**

Events celebrating the graduation of eighth grade students should keep the philosophy of Our Lady Catholic School as the guiding factor. The event is a celebration of the student's achievements and progression. The event shall not become a burden to the school or families.



The principal and pastor must approve all activities and events. All students participating must have fulfilled the graduation requirements as stated above.

Guidelines for the Graduation Reception:

- It is appropriate that students, parents, and teachers be consulted in the planning of events connected with this celebration and should be approved by the local administration.
- Our Lady Catholic School should not sponsor overnight trips as part of the eighth grade completion celebration.
- Decorations for the reception should be kept simple, so as to not detract from the primary point of the celebration.
- Our Lady Catholic School should not sponsor parties and/or dances.

*Reviewed and accepted 5/2/2011*

### **General Health Guidelines**

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

*Archdiocesan Policy 4401.5*

As a means of controlling epidemics or childhood diseases and other common communicable diseases, careful observation of children and isolation of sick children is most effective. Any child with skin rashes, inflamed eyes, lice, or signs of fever will be excluded from the classroom. Their parents will be notified and a physician should see the child as soon as possible. When students have been absent from school because of vomiting, diarrhea, or elevated temperatures, they are required to stay at home until they are free of vomiting, diarrhea, and/or elevated temperatures for a minimum of 24 hours. Please evaluate your child after the 24 hour period.

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

**A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.**

### **Medication**

If a student requires prescribed medication (including over the counter) during the school day, the following must be in place:

- The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school. The current prescription label on the container may serve as a physician's order, otherwise a physician's orders must be faxed or mailed to the school.
- There must be written consent of the parent/guardian for school personnel to administer the medication.
- The medication must be in the original container.
- There must be proper training of personnel on medication administration.

All medications sent to school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medications with them during the school day. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

### **Insurance**

During the first week of school, information is provided concerning the Archdiocesan approved student insurance program. This program is optional.

### **Physical, Eye Exam, and Health Records**

Kindergartners enrolling at Our Lady School are required to have a complete physical examination within six months prior to enrollment. New students at any grade level, third graders, and sixth graders are required to have a complete physical examination within the twelve months prior to enrollment. A Medical Doctor (MD) or a Doctor of Osteopathy (DO) must sign the completed physical examination form. The physician's name must also appear on the physical examination form if the examination is given by an Advanced Nurse Practitioner or a Certified Physician's Assistant in written collaborative practice with a physician. The complete examination form must be in the Our Lady Catholic School office before the student is allowed to attend school.

*Adopted 12/3/2007*

If your child has a physical condition that affects his/her ability to function in any aspect of normal school activity, please notify the homeroom teacher in writing at the beginning of the school year or when the condition is diagnosed. This prevents many problems that your child might have if the teacher is unaware of conditions such as allergies, asthma, hearing loss, or vision concerns. It is necessary for the parents/guardians to alert the homeroom teacher each school year.

An Ophthalmologist (MD) or Doctor of Optometry (OD) must perform the vision examination. A student may be excused from routine vision examinations if he/she is under the regular care of an Ophthalmologist for a vision diagnosis.

The examination must be submitted to the school office prior to the first day of school. The student may not start school without these forms on file.

*Reviewed and accepted 11/7/2011*

### **Lost and Found**

Please have your child's clothes and other items CLEARLY MARKED in some way to ensure that, if an item is lost, it can be returned. Articles of value are kept in the office until claimed. After a reasonable amount of time lost and found items will be given to others in need.

### **Money Sent to School**

Any money sent with students should always be placed in an envelope and clearly marked with the name of the student, amount enclosed, and the purpose.

## **Our Lady Athletic Association**

The membership of the Our Lady Athletic Association consists of an Our Lady Parish Council member and all members of the Our Lady Catholic and Sacred Heart parishes, or people living within the parish boundaries who are over 18 years of age and who are involved in athletic programs of the parish. The purpose of the Our Lady Athletic Association is:

- to promote athletic activities within the parish
- to give assistance to the pastor and Parish Council on all athletic activities of the parish
- to give proper guidance, leadership, and regulation to all boys, girls, and adults regarding athletic activities of the parish
- to secure competent coaches for all teams
- to arrange for proper use of parish facilities, equipment, uniforms, and make schedules and rules for the use of parish facilities

## **Parties**

Each class has one party before Christmas break. The party fee is included in the registration fee each year to cover the costs of the parties. Volunteer room parents will plan the parties, using the party fee money. If there is any money left over it will go into the class fund. The head room parent will contact the teacher to let him/her know the plans for the party. We stress that the parties are simple and inexpensive. Only children who are members of that particular class are to attend the parties. Room parents are required to complete all aspects of PROTECTING GOD'S CHILDREN. Snacks given at the class parties must meet the requirements of the MISSOURI WELLNESS PLAN. Room parents may bring cameras to class parties, but they may not post pictures on the Internet or electronically transmit pictures. To do so would be considered a violation of privacy.

Students in all grades may bring simple birthday treats to share with the class if the teacher is notified at least one day in advance. According to Archdiocesan guidelines, no homemade party treats are allowed.

Individual invitations to birthday parties, etc. may be given out at school ONLY if the entire class or all the boys or all the girls are invited. However, if only a few are invited, invitations are to be sent from home, not from school.

## **Political Process**

School facilities, assets, materials, equipment, mailing lists, Internet access, or personnel should not be made available for partisan political activity. Schools should not distribute or post materials that support or oppose any candidate or political party on school property, in school organization publications or activities, or on the school website. School representatives or employees should not be allowed to endorse or oppose particular candidates during official school duties, activities, or functions.

## **Recess Periods**

Recess periods are scheduled so the students receive needed fresh air and exercise. At recess periods, all are expected to take part in activities outdoors except when the weather does not

permit outdoor play or when excused by a teacher. The students should come properly dressed for outdoor play. No student may stay indoors unless a written note, stating the reason, is received from the parent. The student may need to stay in from recess if the teacher deems it necessary due to homework makeup or because of a behavior issue. The parents will be notified if this happens.

When the teacher ends recess, students are to stop playing and WALK to the designated areas to line up. Students are expected to stand quietly in line and enter the building quietly so as not to disturb classes in session.

Recess rules:

- Students should respect and obey the playground supervisors on duty.
- There will be no rough or injurious physical contact at any time during recess.
- Students must remain in view of the recess supervisors.
- Students may enter the building only with the permission of the supervisors on duty.
- Playground equipment should be used in the appropriate manner for which it was designed.
- If balls go into the street or neighboring yard, a student is to report to the supervising teacher on duty. The teacher will see that the ball is retrieved.
- Any broken window or equipment is to be paid for by those involved in the action. Those involved will meet with the principal to determine the cause and cost.
- Students are responsible for equipment used during recess. Students are to return balls, bats, mats, etc. to the proper place in the school.

## **Sacraments**

Invitation into the sacramental life of the church is a very important moment for each of us as we move along our faith journey. Children in the Parish School of Religion (PSR) receive the sacraments with the full-time students. During the school year the children receive the following sacraments for the first time:

Reconciliation and First Eucharist - Grade Two

Confirmation - Grade Eight

In order for a child to be accepted into the **1st Reconciliation or 1st Eucharist** programs, he/she must have completed some formal religious education of at least one year prior to the 2nd grade or the year in which the sacrament is received. Preparation for the **Sacrament of Confirmation** will take place in the 8th grade and requires the student to have participated in a continuous program of Archdiocesan approved formal religious education up to the year of Confirmation.

Prior to instructing the students, the parents are required to attend meetings in which the theology and the development of the sacrament and the parish celebration will be discussed. While formal instruction for these sacraments is given in the classroom, it is expected that parents will share in the preparation both by instructions and example. Priests, teachers, and parents must work together in a cooperative effort to prepare the children for these important steps in their faith

development. Reconciliation services and a variety of prayer services are incorporated into the school year's religious education program for all grade levels.

### **School Pictures**

School pictures are taken in the fall by a professional photographer. No student is obligated to purchase pictures, but each child is asked to have a picture taken for the school file and yearbook. Students may dress out of uniform on picture day.

### **School Property**

The school supplies textbooks. It is expected that the books are ALWAYS COVERED. Books are not to be marked with pencil or ink and are to be kept out of reach of small children at home. Misuse or a lost textbook will require payment for a replacement book.

Each child is responsible for all school property. The student is also expected to show respect for his/her own and other's personal property. If textbooks, equipment, furnishings, others' personal property, etc. are lost, damaged, or destroyed, the child and/or parent(s) will be responsible to pay for the damaged items.

### **School Supplies**

Every student needs to have the necessary basic supplies throughout the school year. A list of needed supplies for the next school year will be sent home in the last report card of the school year and posted on Fast Direct under Links.

### **Snow Days**

The calendar allows for snow days in the event of inclement weather. Our main consideration will be the safety of all in hazardous road conditions. The decision to close school is made by the administration independent of local Catholic or public schools. Families may have treacherous road conditions on their commutes to and from school. If parents feel that it would be too dangerous to drive to school, please call the school office and keep your students at home.

If school is canceled due to inclement weather, it will be posted on Channels 2 (KTVI), 4 (KMOV), 5 (KSDK), and a text and email will be sent via Fast Direct.

ON MOST OCCASIONS, ONCE SCHOOL IS IN SESSION, WE WILL NOT RELEASE SCHOOL EARLY UNLESS WEATHER IS EXTREMELY BAD. DO NOT CALL THE SCHOOL OFFICE TO ASK IF WE ARE CLOSING. IF WE ARE CLOSING, AN EMAIL AND TEXT BLAST WILL BE SENT. IF YOU ARE UNCOMFORTABLE WITH THE WEATHER CONDITIONS, YOU ARE ALWAYS WELCOME TO PICK UP YOUR CHILD EARLY OR NOT BRING THEM TO SCHOOL.

## **Student Records**

**Parents/guardians have the right to inspect and review the official active file of their children. Parents/guardians wishing to do so must first make an appointment.**

*Archdiocesan Policy 4601.2*

Parents that are legally separated or divorced must supply the school with a copy of the separation or divorce decree, which states legal and physical custody rights of all parties. In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

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

*Archdiocesan Policy 4601.3*

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

*Archdiocesan Policy 4601.5*

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

*Archdiocesan Policy 4601.6*

## **Reporting on Student Progress**

Paper copies of the report card will not be sent home except for the final report card of the year. Grades can be accessed through Fast Direct.

PLEASE NOTE; NO FINAL REPORT CARDS WILL BE ISSUED TO ANY CHILD AT THE END OF THE SCHOOL YEAR UNTIL ALL SCHOOL FEES, INCLUDING TUITION, BOOK

FEES, TEXTBOOK FINES, CAFETERIA CHARGES, ETC., HAVE BEEN PAID OR HAVE BEEN DISCUSSED WITH THE PASTOR OF OUR LADY CATHOLIC CHURCH.

Parent/teacher conferences are held at the end of the first quarter. Additional parent/teacher conferences are scheduled as needed either at the request of the parent or teacher. The teacher(s) will contact parents as soon as possible if a noticeable regression appears either academically or in conduct. Parents should contact the teacher if a questionable change is noticed in the child or in his/her schoolwork. Any difficulty perceived by a parent or teacher should be promptly communicated so that corrective measures can be applied to solve the problem.

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. If a student fails to master the concepts and skills sufficiently in the current grade level the student may be retained. The principal and homeroom teacher will formally notify parents in the third quarter of the school year, if not before, to discuss the possible need to retain the student or seek further guidance. The principal, in consultation with the teaching staff, reserves the right to require summer school attendance or special tutoring for students who are not satisfactorily progressing in their current grade levels.

Grievance Procedure:

In the event that a parent has some disagreement with a teacher, the following steps will be followed:

- The parent must make an appointment with the teacher first to discuss the matter. At this meeting, the parent, teacher(s), and student, if requested, will attempt to resolve the matter in question. The teacher will submit a written form to the principal summarizing the meeting within 24 hours.
- If the parent, student, and teacher(s) cannot come to an agreement they should seek a meeting with the principal. The principal will hear the concerns with all of them present.
- In the event that no resolution has been reached after steps one and two are completed, the pastor will be asked to attend a joint meeting of the principal, teacher(s), parents, and student. The pastor will take the matter under advisement and make a final ruling. The pastor's decision will be final.

### **Special Needs Records**

**Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.**

*Archdiocesan Policy 5204.1*

## **Transfer of Records**

**There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age 18 or older. Records are not released to parents or students, but are transferred directly from school to the institution designated to receive them.**

*Archdiocesan Policy 4601.4*

Parents/guardians must sign a *Request for Student Records* form for records to be released to another school or agency. Student records will not normally be released until tuition and all fees are paid in full. Parents of transferring students will be mailed an exit survey and asked to respond to the survey and return it to Our Lady Catholic School.

## **Telephone Calls**

The school secretary will receive messages for students and teachers during the school day. Teachers will respond by returning the call at their earliest possible opportunity, within 24 hours. A student does not use the school phone except in important situations and then only with the permission of the teacher and the principal and/or school secretary.

## **Traffic Flow**

### **(Morning):**

- PreK-8 drop-off begins at 7:15 A.M. If you need early drop-off, it begins at 6:30 A.M. All students need to be dropped off prior to the tardy bell at 7:55 A.M. Classes will begin at 8 A.M.
- K-8 parents will drop off in Lot A.
- Preschool parents will drop off at the playground doors.
  - Preschool and KG parents can walk their students to their classrooms on the first two days of school, otherwise parents drop off at the doors.
  - Students will enter through the gym door until 8 A.M. After 8 A.M., students will enter through the front doors.

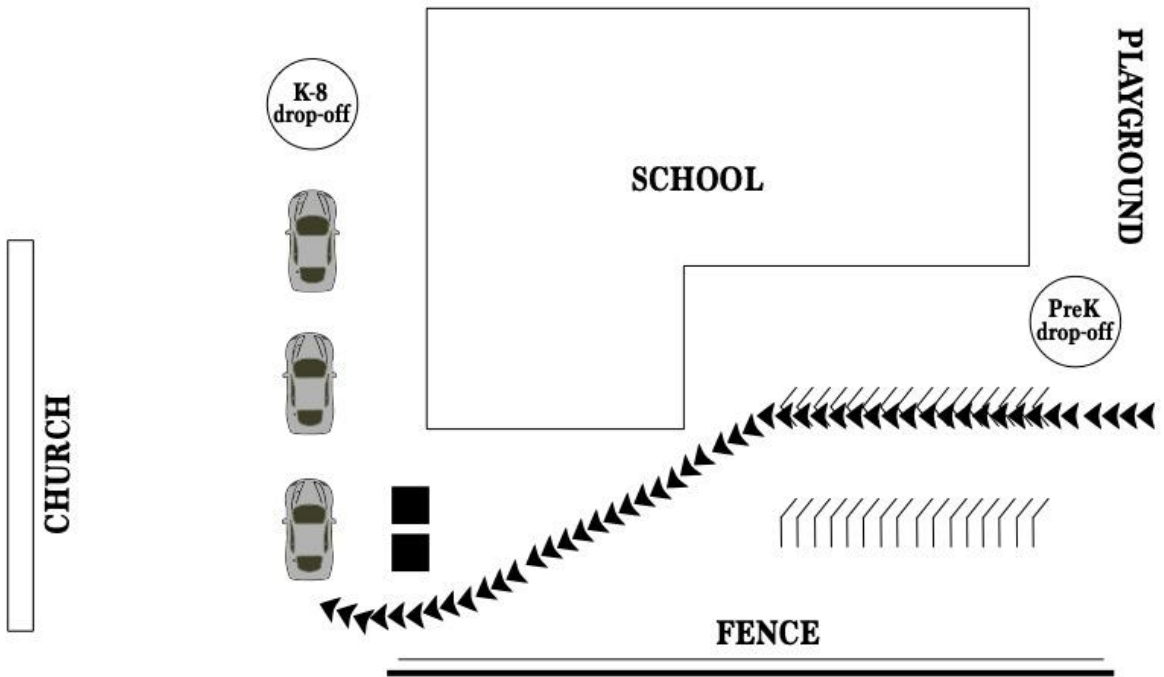
### **(Afternoon):**

Pick-up is in Lot A and Lot B. Preschool pick-up is at the playground entrance.



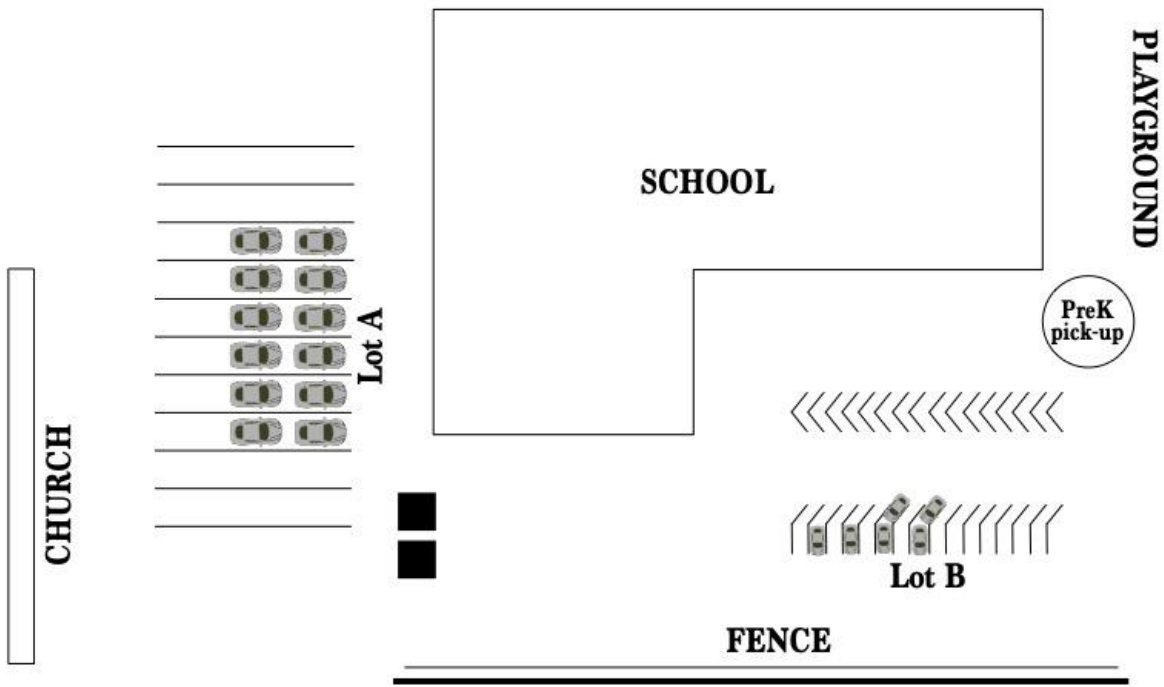
TEACHER  
PARKING LOT

# MORNING DROP-OFF



TEACHER  
PARKING LOT

# AFTERNOON PICK-UP



## **Tuition Policy**

Our Lady Catholic School families shall be timely and current in their financial obligations for tuition and school expenses, as determined by the pastor, in consultation with the School Board and Our Lady Catholic Church Parish Council. The goal is to have the tuition set for the next school year in February.

Tuition amounts are based on a calendar school year. The tuition contract will include:

- tuition payment schedule for Parishioners and Non Parishioners, with Levels for 1, 2, and 3 or more children
- dates of when the schedule begins and ends
- consequences of failing to meet the requirements
- parent and witness signature line with dates
- mandating that every family enroll in Smart Tuition, even those families who pay in full at the beginning of the year

A family who is not current or cannot meet their financial obligations must contact the pastor to discuss their specific situation and establish alternative payment plans. A family who is fulfilling their obligation under any alternative plan will not be considered delinquent. If arrangements are not made with the pastor, penalties for delinquency may be up to and including:

- at the beginning of the school year, student(s) will not be allowed to begin school
- at the end of each quarter, grades will not be viewable via Fast Direct
- at the end of the first semester, student(s) will not be allowed to return for the second semester and grades will not be given to the parents
- at the end of the school year, families will not be allowed to register, or if already registered, not allowed to return for the upcoming school year. Deposits or fees paid will be forfeited and transcripts will not be released for any student, K-8. Grades will also not be given to parents

Blackbaud Tuition Management (formerly Smart Tuition) is the company Our Lady Catholic School uses to manage tuition payments while following the policies established by the school. Decisions regarding tuition amounts, tuition aid, scholarships, family dues, field trip dues, and all other tuition related items are created by the administration.

The partnership with Blackbaud allows for a confidential system where families can see for themselves a complete report on their tuition account. Families will be able to set up a plan to pay monthly, quarterly, or annually.

Enrollment in this program is MANDATORY for each family. Each family will be billed a yearly enrollment fee. This fee will be added to your first tuition payment. However, for families who have paid the entire tuition amount for the subsequent school year before August 1st, the fee will be waived.

## **Primary Account Holder**

One parent/guardian must be listed as the primary account holder. The person named will be issued a username and password to access their account on the Blackbaud secure website. This person will be responsible for paying the student's charges. The primary account holder may

allow for an additional authorized person to access the account in order to view information, make payments, or make account changes.

**Parents of 8th grade students who do not have younger students enrolled at Our Lady will have the tuition amounts broken into 9 months instead of a 12 month cycle.**

### **Visitors**

Anyone coming into the school building **MUST** enter only through the main front doors and **check in at the school office** to pick up their visitor pass. No one may go into the classroom area of the school without permission of the office personnel. All visitor passes must be returned to the school office before leaving the building.

### **Volunteers**

During the year there are a variety of opportunities for parents to assist in the development and continuity of the educational program. Volunteers enable the school to provide greater services to our students. We appreciate the numerous ways volunteers help during school and outside school hours. To set an example for our students, volunteers are asked to dress appropriately. Please **DO NOT** bring younger children while volunteering at school or on field trips.

All volunteers and employees of Archdiocesan parishes and schools are required to follow the Archdiocesan policy and procedures on child abuse. All employees and volunteers are screened for child abuse and are required to participate in the STL PREVENT & PROTECT (formally Protecting God's Children) program. All of these employees and volunteers are required to read and sign the **CODE of ETHICAL CONDUCT FOR CLERGY, EMPLOYEES, AND VOLUNTEERS WORKING WITH MINORS.**

*Archdiocesan Policy 3601*

### **Closing Statement:**

This Parent/Student Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a handbook to address every situation that may arise during the 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.

# Our Lady School Uniform Policy

**Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed. *Archdiocesan Policy 4303.6***

Uniforms are required for all students in PreK-8. Full uniform attire is to be worn every day of school unless otherwise announced. If it is necessary for a student to be out of uniform, a note written and signed by the parent explaining the reason must be submitted to the principal.

JUST ME APPAREL is the uniform store in which you can purchase uniforms for Our Lady Catholic School students. The plaid must be purchased from JUST ME APPAREL, but other items may be purchased from other uniform suppliers as long as they conform to the uniform standards described in this policy. If a student is found to be in violation of the uniform policy, parents will be notified via a mark on their virtue card and/or a note home to the parents, and the students will be sent downstairs to change into the appropriate uniform. If the student cannot find a uniform that fits them, parents may be called to bring different clothes.

Students will be given dress down days and uniform passes throughout the year. Students must be in uniform for All School Masses and field trips (unless noted differently on the permission slip).

Uniform guidelines by grade and gender are listed on the following pages.

<b>Preschool Uniforms</b>	
<b>Girls Skort</b>	<p><b>Uniform skort</b> <span style="float: right;">Color: Navy</span></p>
<b>Girls Dress</b>	<p><b>Polo dress</b> ~ Must be purchased at Just Me Apparel <span style="float: right;">Color: Navy</span></p>
<b>Boys &amp; Girls Pants</b>	<p><b>Elastic waist shorts</b> <span style="float: right;">Color: Navy</span></p>
<b>Boys &amp; Girls Shorts</b>	<p><b>Elastic waist shorts</b> <span style="float: right;">Color: Navy</span></p>
<b>Shirts</b>	<p><b>Grey t-shirt short and long sleeve</b> ~ Must be purchased at Just Me Apparel <span style="float: right;">Color: Grey with preschool logo</span></p>
<b>Sweater and sweatshirts</b>	<p>Must be purchased at Just Me Apparel - Includes OLS preschool logo Jerzee Grey Crew Neck with OLS preschool logo</p> <p>You are also welcome to order the following with the OLS crest. They do not come in toddler sizes. Badger Red ¼ Zip sweatshirt Jerzee Grey, Red, Navy ¼ Zip sweatshirt Elder Red &amp; Navy ¼ Zip sweatshirt</p>
<b>Shoes/Socks</b>	<p>~ Must have non-scuff soles ~ No open toes or open heels, boots, sandals, clogs, wheelies, or Crocks ~ Tennis shoes must be worn for PE class ~ Socks of your choice</p>

<b>Girls - Kindergarten through Grade 4</b>	
<b>Skort</b>	<b>Uniform skort</b> ~ Must be purchased at Just Me Apparel                                  Color: Plaid ~ Must not be shorter than 4 inches above the knee
<b>Jumper</b>	<b>V-neck pleated plaid jumper</b> ~ Must be purchased at Just Me Apparel                                  Color: Plaid ~ Must not be shorter than 4 inches above the knee ~ Shorts must be worn beneath the jumper
<b>Pants</b>	Two options: 1. <b>Pleated uniform pant</b> Color: Navy 2. <b>Flat front uniform pant</b> Color: Navy ~ Must not be too tight, be low-rise hipsters, or have flare legs ~ Leggings and cargo pants are not allowed
<b>Shorts</b>	<b>Pleated uniform shorts</b> ~ Permitted throughout the year, no cargo shorts, or capris                  Color: Navy ~ Must not be shorter than 4 inches above the knee ~ Uniform pants may be used if cut and hemmed 3 inches above the knee
<b>Shirts</b>	<b>Knit or Dri-Wick Polo - short or long sleeves</b> Color: White, red ~ Must be tucked in at all times ~ No turtlenecks or blouses
<b>Undershirts</b>	Color: Solid white only
<b>Sweater and sweatshirts</b>	Must be purchased at Just Me Apparel - Includes OLS crest Lightweight badger red ¼ zip Jerzee navy crew neck Jerzee ¼ zip sweatshirt - Oxford grey, red, navy Elder ¼ zip fleece - red or navy
<b>Belt</b>	Colors: Solid Navy, Black, or Brown                  Types: Elastic, braided, or dress belt ~ Strongly recommended, but not required ~ No decorative belts
<b>Socks</b>	Socks of your choice ~ No styles that cause distraction. This will be determined by administration Leggings/tights ~ Solid white or navy tights or leggings are allowed under uniform jumper/skort ~ OLS spirit wear leggings are allowed under uniform jumper/skort
<b>Shoes</b>	~ Must have non-scuff soles ~ No open toes, open heels, boots, sandals, clogs, wheelies, or Crocs ~ Tennis shoes must be worn for PE classes
<b>Jewelry</b>	~ Post earrings only, no more than 2 earrings per each, lobes only ~ No body piercing, other than ears ~ May wear necklaces/bracelets that do not cause a distraction. This will be determined by administration.
<b>Make-up</b>	~ Make-up is not allowed, fingernail polish is allowed
<b>Hair</b>	~ Must be cleaned, neat, and well groomed ~ No styles or colors that cause distraction. This will be determined by administration.

<b>Boys - Kindergarten through Grade 4</b>	
<b>Pants</b>	Two options: 1. <b>Pleated double-knee uniform pant</b> <span style="float: right;">Color: Navy</span> 2. <b>Flat front double-knee uniform pant</b> ~ Not too tight, low-rise hipsters, or flair legs ~ No cargo pants
<b>Shorts</b>	Two options: 1. <b>Pleated uniform short</b> <span style="float: right;">Color: Navy</span> 2. <b>Flat front uniform short</b> ~ Permitted throughout the year ~ No cargo shorts ~ Must not be shorter than 4 inches above the knee ~ Uniform pants may be used if cut and hemmed above the knee
<b>Shirts</b>	<b>Knit or Dry-Wick Polo short or long sleeves</b> <span style="float: right;">Color: White, red</span> ~ Must be tucked in at all times ~ No turtlenecks
<b>Undershirts</b>	Colors: Solid White only
<b>Sweater, sweatshirts</b>	Must be purchased at Just Me Apparel - Includes OLS crest Lightweight badger red ¼ zip Jerzee navy crew neck Jerzee ¼ zip sweatshirt - Oxford grey, red, navy Elder ¼ zip fleece - red or navy
<b>Belt</b>	Colors: Solid Navy, Black, or Brown <span style="float: right;">Types: Elastic, braided, or dress belts</span> ~ Strongly recommended, but not required ~ Decorative belts are not allowed
<b>Socks</b>	Socks of your choice ~ No styles that cause distraction. This will be determined by administration
<b>Shoes</b>	~ Must have non-scuff soles ~ No open toes, open heels, boots, sandals, clogs, wheelies, or Crocs ~ Tennis shoes must be worn for PE classes
<b>Jewelry</b>	~ No body piercing ~ May wear necklaces/bracelets that do not cause a distraction. This will be determined by administration.
<b>Hair</b>	~ Must be clean, neat, and well groomed ~ No styles or colors that are distracting. This will be determined by administration.

<b>Girls - Grades 5 through 8</b>	
<b>Skirt</b>	<b>Uniform skirt</b> ~ Must be purchased at Just Me Apparel Color: Plaid or khaki ~ Must not be shorter than 4 inches above the knee
<b>Pants</b>	Two options: 1. <b>Pleated uniform pant</b> Color: Navy or khaki 2. <b>Flat front uniform pant</b> Color: Navy or khaki ~ Must not be too tight, be low-rise hipsters, or have flare legs ~ Leggings and cargo pants are not allowed
<b>Shorts</b>	<b>Pleated or flat front uniform shorts</b> ~ Permitted throughout the year, no cargo shorts, or capris Color: Navy or khaki ~ Must not be shorter than 4 inches above the knee ~ Uniform pants may be used if cut and hemmed 4 inches above the knee
<b>Shirts</b>	<b>Knit or Dri-Wick Polo - short or long sleeves</b> Color: White, navy, or red ~ Must be tucked in at all times ~ No turtlenecks or blouses
<b>Undershirts</b>	Color: Solid white only
<b>Sweater, sweatshirts</b>	Must be purchased at Just Me Apparel - Includes OLS crest Lightweight badger red ¼ zip Jerzee navy crew neck Jerzee ¼ zip sweatshirt - Oxford grey, red, navy Elder ¼ zip fleece - red or navy
<b>Belt</b>	Colors: Solid Navy, Black, or Brown Types: Elastic, braided, or dress belt ~ Strongly recommended, but not required ~ No decorative belts
<b>Socks</b>	Socks of your choice ~ No styles that cause distraction. This will be determined by administration. Leggings/tights ~ Solid white or navy tights or leggings are allowed under uniform jumper/skort ~ OLS spirit wear leggings are allowed under uniform jumper/skort
<b>Shoes</b>	~ Must have non-scuff soles ~ No open toes or open heels, boots, sandals, clogs, wheelies, or Crocks ~ Tennis shoes must be worn for PE class
<b>Jewelry</b>	~ Post earrings only, no more than 2 earrings per each ear ~ No body piercing, other than ears ~ May wear necklaces/bracelets that do not cause a distraction. This will be determined by administration.
<b>Make-up</b>	~ Make-up is not allowed, fingernail polish is allowed
<b>Hair</b>	~ Must be cleaned, neat, and well groomed ~ No styles or colors that cause distraction. This will be determined by administration.



<b>Boys - Grades 5 through 8</b>	
<b>Pants</b>	<p>Two options:</p> <ol style="list-style-type: none"> <li>1. <b>Pleated double-knee uniform pant</b> <span style="float: right;">Color: Navy or khaki</span></li> <li>2. <b>Flat front double-knee uniform pant</b> <span style="float: right;">Color: Navy or khaki</span></li> </ol> <p>~ Not too tight, low-rise hipsters, or flair legs ~ No cargo pants</p>
<b>Shorts</b>	<p>Two options:</p> <ol style="list-style-type: none"> <li>1. <b>Pleated uniform short</b> <span style="float: right;">Color: Navy or khaki</span></li> <li>2. <b>Flat front uniform short</b> <span style="float: right;">Color: Navy or khaki</span></li> </ol> <p>~ Permitted throughout the year ~ No cargo shorts ~ Must not be shorter than 4 inches above the knee ~ Uniform pants may be used if cut and hemmed above the knee</p>
<b>Shirts</b>	<p><b>Knit or Dry-Wick Polo- short or long sleeves</b> <span style="float: right;">Color:</span> White, navy, or red ~ Must be tucked in at all times ~ No turtlenecks</p>
<b>Undershirts</b>	Colors: Solid White only
<b>Sweater, hoodie, sweatshirts</b>	<p>Must be purchased at Just Me Apparel - Includes OLS crest Lightweight badger red ¼ zip Jerzee navy crew neck Jerzee ¼ zip sweatshirt - Oxford grey, red, navy Elder ¼ zip fleece - red or navy</p>
<b>Belt</b>	<p>Colors: Solid Navy, Black, or Brown <span style="float: right;">Types: Elastic, braided, or dress belts</span> ~ Strongly recommended, but not required ~ Decorative belts are not allowed</p>
<b>Socks</b>	<p>Socks of your choice ~ No styles that cause distraction. This will be determined by administration</p>
<b>Shoes</b>	<p>~ Must have non-scuff soles ~ No open toes, open heels, boots, sandals, clogs, wheelies, or Crocs ~ Tennis shoes must be worn for PE classes</p>
<b>Jewelry</b>	<p>~ No body piercing ~ May wear necklaces/bracelets that do not cause a distraction. This will be determined by administration.</p>
<b>Hair</b>	<p>~ Must be clean, neat, and well groomed ~ No styles or colors that are distracting. This will be determined by administration.</p>

## Out of Uniform Days

**No leggings are allowed unless a dress, skirt, or shorts are worn over the leggings. A t-shirt is not allowed to be worn with leggings.**

- **Spirit Wear and Sock Day is every Friday** - Spirit wear shirts, sweatshirts, hoodie, jackets, and CYC clothing may be worn with uniform bottoms. Students in 5th-8th grade may wear spirit wear sweatpants on these Fridays.
- **Dress Down Days** - Students may wear jeans (with no holes) or casual pants/shorts with a casual shirt. No tightly fitting pants or leggings will be allowed. No tank tops or athletic jerseys unless a t-shirt is worn underneath the top. Only clothing that contains wording and images consistent with the beliefs of Our Lady Catholic School will be permitted. Shorts, skirts, and dresses, must be no higher than 4 inches above the knee and must not be too tight. Shirts must be below the waist.
- **Field Day** - Students may wear play clothes. Shorts must be uniform length and loose fitting. Shirts may not be athletic jerseys or tank tops unless worn over a t-shirt.
- Shoes must completely cover the foot and socks must be worn every day the student attends school.
- Uniforms are always an option on Dress Down Days.