

2017-2018

PARENT / STUDENT



HANDBOOK

ST. MONICA SCHOOL
12132 OLIVE BLVD.
CREVE COEUR, MISSOURI 63141
314-434-2173

TABLE OF TOPICS

Telephone and Email Directory.....	4
Archdiocesan and School Philosophy.....	5
Objectives.....	6
School Board.....	7
Admissions.....	8
Attendance.....	10
Curriculum.....	12
Conduct.....	16
Safety.....	19
Health and Supervision.....	20
Student Progress.....	23
Special Needs.....	23
Student Records.....	24
Communication.....	25
School Uniforms.....	27
Index.....	30

St. Monica Patron of Our School



This parent and student handbook provides basic information to help you throughout the school year. In the handbook, you will find policies and guidelines necessary to create a wholesome, safe environment for the pursuit of faith formation and academic excellence consistent with the teachings of the Catholic Church.

While we have made every attempt to cover as many concerns as possible, we cannot list everything that could happen. Therefore, the specific rules and procedures are not all inclusive. We retain the right to amend the handbook as needed in response to the dynamics of daily life at St. Monica School. In the event of changes, the parents/guardians will be given prompt notification.

We welcome you to St. Monica School, and look forward to your active participation in the growth and development of your children in faith and education.

St. Monica School is accredited by the Missouri Chapter of the National Federation of Nonpublic Schools State Accrediting Associations, and is a member of the National Catholic Educational Association.

STUDENT/PARENT HANDBOOK

ST. MONICA SCHOOL		RECTORY	434-4211
12132 OLIVE BLVD.		INFIRMARY	434-0787
CREVE COEUR, MISSOURI 63141		CAFETERIA	275-7324
SCHOOL OFFICE	434-2173	CHURCH BASEMENT	878-9557
FAX	434-7689	LATCHKEY PROG.(West Co. YMCA)	532-3100
Class web pages	fastdir.com/stmonica		

St. Monica Latchkey (while in session) can be reached by calling the cafeteria phone number.

SCHOOL PERSONNEL

PRINCIPAL

Mrs. Genny Callier
Principal.stmonica@yahoo.com

PARISH PRIESTS

Rev. Joseph Weber, Pastor
Rev. Michael Donald, Senior Associate Pastor

TEACHERS AND STAFF MEMBERS

Administrative Assistant	Mrs. Maggie Hermann	mhermann@stmonicastl.org
Kindergarten	Mrs. Kim Anselmo	kanselmo@stmonicastl.org
Grade 1	Mrs. Linda Layton	llayton@stmonicastl.org
Grade 2	Miss Kathleen Rohowetz	krohowitz@stmonicastl.org
Grade 3	Mrs. Jamie Heuer	jheuer@stmonicastl.org
Grade 4	Mrs. Ann Shea	ashea@stmonicastl.org
Grade 5	Mrs. Katie Williams	kwilliams@stmonicastl.org
Grade 6	Mrs. Jenny Lahnar	jlahnar@stmonicastl.org
Grade 7	Mr. Mark Baker	mbaker@stmonicastl.org
Grade 8	Miss Suzanne Bowles	sbowles@stmonicastl.org
Middle School Religion Music Teacher	Mr. Martin Charleville	mcharleville@stmonicastl.org
Physical Education	Miss Peggy Stealey	pstealey@stmonicastl.org
Computer Teacher	Mrs. Terese Rell	trell@stmonicastl.org
Learning Consultant	Mrs. Angela Caltagirone	acaltagirone@stmonicastl.org
Nurse	Mrs. Eileen Pickel	infirmary@stmonicastl.org

Preschool

Preschool 3's	Mrs. Olga Cisowska	ocisowska@stmonicastl.org
Preschool 4's	Mrs. Jill O'Grady	jogrady@stmonicastl.org

PHILOSOPHY OF CATHOLIC EDUCATION IN THE ARCHDIOCESE

An essential mission of the Catholic Church is to teach the Gospel to all peoples. Catholic education is an expression of that teaching mission of the Church, organized to promote human development in response to the Gospel. Through education, the Church, assisting parents in their role as primary educator, seeks to prepare its members to hear and live the good news of the gospel, to proclaim it, and to translate this proclamation into action. Catholic schools are “the most effective means available to the Church for the education of children and young people” (#71, GCD). The Church in her educational mission also embraces the catechizing of children and youth who attend public schools. In addition, the Church recognizes that Catholic education is a lifelong process and therefore includes adults.

The desired outcomes of Catholic education include “personal sanctification and social reform in the light of Christian values” (#7, TTJD). Therefore, the teaching of gospel values and moral formation constitute an integral part of Catholic education. In both the full-time schools and Parish Schools of Religion, Catholic education fosters growth in all individual and social human dimensions—spiritual, moral, intellectual, emotional, and physical—through a ministry embracing a message of faith, taught and lived in community, and reaching out in service to others. In the full-time schools, academic excellence is sought in all curricular areas and the secular is taught for its own inherent value. Religious and secular, each complementing the other, offer a deeper and fuller picture of reality.

Unity of purpose is promoted through a variety of structures. Educational institutions, processes and services are designed to create an environment where a person’s faith can become “living, conscious, and active, through the light of instruction” (#32, NCD). This environment provides experiences of learning and living which are integrated into the light of faith and which relate all human culture to the good news of salvation, so that the life of faith will illumine the knowledge which persons gradually gain of God, of the world, of others and of themselves. To this end, students, parents, teachers, administrators, parishioners and pastors share appropriate responsibilities.

ST. MONICA SCHOOL PHILOSOPHY

More than any other program of education sponsored by the Church, the Catholic School has the opportunity and obligation to be unique, contemporary, and oriented to Christian service.

UNIQUE because it is distinguished by its commitment to the threefold purpose of Christian education: MESSAGE, COMMUNITY, SERVICE, and by its total design and operation which fosters the integration of religion with the rest of learning and living;

CONTEMPORARY because it enables students to address with Christian insight the multiple problems which face individuals and society today;

ORIENTED TO CHRISTIAN SERVICE because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others.

All those involved in a Catholic School, Parents, Priests, Teachers, Administrators, and Students—must earnestly desire to make it a community of faith which is indeed living, conscious, and active. (To Teach as Jesus Did--#106) St. Monica School is the unique setting within which we, as a community, learn:

- to worship God,
- to esteem and love ourselves and our fellow man,
- to find joy in learning,
- to appreciate and create beauty and
- to be morally responsible for our actions.

We dedicate ourselves to being:

Unique—because we integrate Religion with the rest of learning and living.

Contemporary—because we use teaching and learning techniques which incorporate Christian insights into all phases of education.

Oriented to Christian Service—because we exist to work together with you, the parents, as the primary educators of your children, and we the educators as a major support. Together we will help our students acquire the skills, virtues, and habits of heart and mind required for effective service to others and develop in them an awareness of the need for social justice.

OBJECTIVES

To offer an academic program suited to the individual needs and talents of the students:

- Group instruction
- Teacher-aide assistance
- Evaluation and diagnostic procedures

To foster a sense of community through:

- Stress on respect for the dignity and freedom of self, fellow students, teachers, priests, parents and staff of the school
- Celebration of liturgies, para-liturgies, and the Sacraments
- Celebrations of holy days, feast days, and holidays

To foster a sense of service to God, self and others in Church and community:

- Opportunities to aid others within the school community
- Caring for school property
- Stress on selflessness and cooperation in the classroom, on the playground and in all dealings with
- Fellow classmates, parents, teachers, and administrators.

To provide opportunities to reach beyond the school community in assisting others:

- Service to Senior Citizens and worthy projects, donations to missions
- Thanksgiving canned goods collection
- Christmas projects to aid the poor
- Pro-Life activities
- Aiding the parish in celebrating special Liturgical Feasts

To include the parents in the school program through:

- Communication with the Parish School Board
- Parent-teacher conferences
- Consultations with parents on educational programs
- Newsletters and other bulletins
- Involvement of parents in the volunteer aid programs
- Parent handbook
- Open house
- Adult education programs
- Parent meetings
- Open-door policy

ST. MONICA PARISH SCHOOL BOARD

The St. Monica Parish School Board is an elected Board to advise the pastor in making policy for the parish school. The main functions are:

- Establishing the philosophy and goals for the educational programs,
- Interpreting and applying the policies of the Archdiocesan Board of Education,
- Formulating the additional policies which may be necessary,
- Evaluating the implementation of policies,
- Approving the budget to be recommended to the parish council and/or the pastor,
- Recommending to the pastor the employment of the principal,
- Developing long-range planning and community relations.

The Board meets regularly during the school year and all such meetings are open to interested parents and parishioners.

SCHOOL BOARD MEMBERS

President	Mrs. Monica Feldman
Vice President	Mr. Matt Glisson
Secretary	Ms. Nichole Mercier
Mrs. Jennifer Dwyer	
Mrs. Teresa Balestreri	
Mr. Joe Wientge	
Mrs. Gina Hayes	
Mrs. Rebecca Damazyn	
Ms. Jennifer Flatken	

EX OFFICIO MEMBERS

Rev. Joseph Weber
Rev. Michael Donald
Mrs. Genny Callier

ADMISSIONS

Non-Discrimination Policy

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

Admission Policy

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

Class size will be determined by Administration and based upon the students' best interests. A child who is five years of age by August 1 may be admitted into kindergarten. A child who is six years of age may be admitted into first grade. Exceptions must be approved by the Principal on an individual basis.

By law, non-immigrant children from foreign countries require authorization from immigration and naturalization services to attend a school in the United States. St. Monica Parish School complies with this requirement.

Catholic Families

Catholic families who wish to enroll their children at St. Monica Parish School should be registered in St. Monica Parish, meaning actively participating at Holy Mass each Sunday and Holy Day of Obligation, involved in various ministries of the Parish, and supporting the Parish through their stewardship of talent, time and treasure.

Students from Catholic families who reside in another parish, with or without a school, may be accepted upon approval by the Principal and Pastor.

A family desiring to transfer from one Catholic school in the Archdiocese to St. Monica Parish School may be accepted after St. Monica Parish School obtains the necessary information from the pastor/principal of the sending school. Children of families moving into or living in St. Monica Parish and transferring from another Catholic school will be accepted upon review and approval of the student's records by the Principal and Pastor.

A student desiring to transfer from a non-Catholic school, public or private, may be accepted into St. Monica Parish School after a thorough inquiry regarding the religious motivation of the request for admission. Children of Catholic families living in the parish who wish to transfer from a non-Catholic school, public or private, will be accepted upon inquiry by the Pastor regarding the religious motivation underlying the request for admission.

Admissions will be approved by the Principal and Pastor on an individual basis.

Non-Catholic Families

Children from non-Catholic families who live in St. Monica Parish may be accepted if there is space available after Catholic children have been admitted and after an inquiry by the Pastor regarding the family's religious motivation for admission. Admissions will be approved by the Principal and Pastor on an individual basis. (Non-Catholic families will be required to financially support St. Monica Parish School.)

Tuition and Priority of Admission

New students will be admitted to St. Monica Parish School at the discretion of the Principal and Pastor based upon the following priority guidelines. These guidelines do not cover every possible situation and decisions on admissions are ultimately within the discretion of the Principal and Pastor considering all relevant circumstances.

1. Children who have a sibling currently attending St. Monica Parish School and whose families either support the parish through responsible stewardship or tuition.
2. Catholic families registered at St. Monica Parish, meaning actively participating at Holy Mass each Sunday and Holy Day of Obligation, involved in various ministries of the Parish, and supporting the Parish through their stewardship of talent, time and treasure. These families will not be charged tuition.
3. Catholic families registered in another Catholic parish - these families will be charged tuition.
4. Non-Catholic families – these families will be charged tuition.

Fees

Registration for a new school year will begin in late January. Registration forms will be sent home with the children in school. Registration fee of \$100 per student is due along with the returned registration papers. For kindergarten through 8th Grade, a supply fee is due before the start of the school year in the amount of \$675 for the first student and \$575 for the second, decreasing by \$100 for each additional student.

There is a Book/Activity/Technology Fee determined by the School Board each year. It is due upon registration. It covers book usage and some materials. It also is the source of funds for the school operating budget.

Other fees may be charged during the year to cover particular activities and other expenses at the discretion of the Pastor and Principal.

Typically, school fees do not come close to the cost of educating each child and should not be considered by parents as supplanting their moral obligation of responsible stewardship.

Registration

The registration process includes:

1. To enter Kindergarten, a child must be at least five years of age by August 1st, according to St. Louis Archdiocesan policy. Exception to the age requirement can be made by the Pastor; however, the potential student must successfully complete an admission screening and will be accepted at the discretion of the Principal.
2. Applications for entrance into 1st through 8th Grade can be obtained in the school office at any time. The application form should be returned to the school office with a Baptismal Certificate whether the child was baptized at St. Monica Church or somewhere else. After the Certificate is verified, it will be returned to parents.
3. Children entering Kindergarten, 3rd or 6th Grade and all new students to St. Monica Parish School must have a complete physical examination. A record of this examination must be submitted before the opening of school. Health forms for this purpose may be obtained from the school office.
4. Complete the Witness Statement. See copy in the Appendix.
5. Complete the Handbook Statement. See copy in the Appendix.
6. Complete the Acceptable Use Policy. See copy in the Appendix.

Stewardship

If a family is registered in St. Monica Parish, they will be asked to contribute to the upkeep of the school through their Sunday envelopes (Stewardship Plan). If a family does not live in the parish boundaries, and wishes to be parishioners at St. Monica Parish, they will need the permission of their proper pastor. Once registered at St. Monica Parish, the family will be on the Stewardship Plan for their children's education. If a family lives outside the parish boundaries, or is a non-Catholic family, and wishes to be a member of their proper parish, they will be charged tuition.

Tuition

Non-Parishioners Tuition is as follows:

1 Child	\$4,000
2 Children	\$6,000
3+ Children	\$8,000

ATTENDANCE

Children are expected to be at school during school hours and all teachers will keep an accurate and complete record of daily attendance and tardiness for each student. Attendance records shall be kept on file during the period of the student's enrollment in school.

School Hours

The school building will be opened each morning at 7:30 a.m. Students who come at 7:30 a.m. will go to the cafeteria until 7:45 a.m. then proceed to their classroom. Each child should be in his/her classroom by 8:00 a.m.

Students arriving before the designated times will be subject to the following measures:

First offense - notification from the administration

Second offense - a registered letter from the School Board President reinforcing the administration's notification.

Third offense - a registered letter from the pastor addressing the previous notifications sent by the administration and school board with the request that the situation be resolved.

After all previous steps have been taken and repeated warnings have gone unheeded, the final step will lead to refusal of admittance of the student/students the following semester.

These measures are necessary to assure the safety of all the students attending St. Monica School.

School is dismissed at 3:00 p.m. A \$10.00 charge will be levied for every 15 minutes a student is not picked up after school and/or school-sponsored event beginning at 12:15 p.m. on half days and 3:15 p.m. on full days of school.

Tardiness

1. If a student is in the building by 8:00 a.m., he will not be marked tardy.
2. If a student arrives tardy for school, the parent is required to go to the office with the child to sign him or her in.
3. Excessive tardiness will result in a conference with the Principal.

Tardy students will be marked present in the office and given a "tardy toad" for admittance to the classroom from the school office. NOTE: Parents, please be mindful of the disruption tardiness causes. Students leave homerooms at 8:10 a.m. for their first class. Coming in late necessitates disturbing two classes of students and interrupts teaching. It is also a poor habit for students to acquire. Excessive unexcused tardiness will result in a call to the Division of Family Services.

Students not picked up by 15 minutes after dismissal (3:00 p.m. or 12:00p.m.) are given one free pass. After the use of the free pass, parents are subject to a charge of \$10.00 per child for each 15 minute period, or fraction thereof, until the students are picked-up. This fee will be billed to the parent and treated like any other fee. Report cards and records and records may be held for nonpayment of fees.

Students participating in supervised after-school activities are exempt from this policy while participating in the activity; however, these students must also be picked up within 15 minutes of the conclusion of their activity or else the same fines apply.

Generally, children who are not physically present at school are considered absent.

Absence

A pupil's absence from school interferes greatly with his/her progress. By law, too frequent or unexplained absence must be reported to the St. Louis County Juvenile Department and appropriate action will be taken by that agency.

If your child will be absent, please call the school office before 8:00 a.m., leaving word on voice mail. Requests for assignments should be made at this time only. If you know of your child's absence the night before, you may call, leaving word at that time. If you neglect to notify the school, the school secretary will contact parents to verify the absence.

A pupil who needs hospitalization or who, because of illness is obliged to remain at home for six weeks or more is eligible for private tutoring service by a qualified teacher from the Special School District. Should the need arise; call the learning consultant for further details and the proper referral.

Any student arriving after 10:00 a.m., or leaving before 1:30 p.m., will be considered absent a half-day.

Excessive Absences

Every quarter a Notice of Concern will be sent a notice of concern if your child has excessive absence/tardies. This notice serves to satisfy the mandate of our accreditation. Grades may be impacted by excessive absence/tardiness.

Inclement Weather

The automatic dialing service, School Messenger, will be utilized to announce inclement weather and/or emergency closing of school. We ask that you keep your phone open to receive a call and pass along significant messages when necessary. Whenever possible, we will also use Fast Direct, Radio Station KMOX and Channel 4. Decisions to close school will be made as early as possible. Please do not call the school or rectory.

If it is necessary to close school after classes are in session, we will again notify parents via the automatic dialer (School Messenger).

Late Start

School will open at 7:30 a.m. for any students who need to be dropped off at the regular time. From 7:30 a.m. – 9:30 a.m., the students will be engaged in educational activities, supervised by teachers. The late start bell will ring at 9:30 a.m. and school will dismiss at 3:00 p.m. The cafeteria will be open for lunch as usual.

Dismissal/Pick-Up

Students not participating in after school activities or after school care must be picked up within fifteen minutes of dismissal. Students not picked up by fifteen minutes after dismissal may be subject to a charge.

Precaution must be taken when releasing students from school. Release for early dismissal due to meetings, weather conditions, etc.; are not to be arranged without the explicit knowledge of parents. Children will only be released to their parents, unless the child's parent has given notification authorizing the release to another adult.

Faculty Meetings

A faculty meeting will be held on the first school Friday of the month. Any variation in the date of the meeting will be communicated to the parents beforehand. On the day of the Faculty Meeting, the students are dismissed at 12:00 p.m.

Early Dismissal

A written request from a parent or guardian is requested for a pupil to leave school before time of dismissal. The request must state the reason for early dismissal and should be brought to the school office. The student will be given an Early Dismissal Slip to be presented to the homeroom teacher. The slip will be returned to the student right before the time he/she is to leave school. The student keeps this slip as a verification of his/her early dismissal. Children who have received early dismissal slips will meet parents in the office. Parents must sign children out before they may leave.

Field Trips

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers should prepare the student for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and the goal(s) of the trip. An advance trip by the teacher is suggested where possible.

Field trips that include potentially dangerous activities for students, such as water events, are prohibited. Generally, long trips are to be discouraged. However, when a trip of this kind has unusual educational possibilities, the administration should decide its merits and impact on the total school program. These Field Trip Guidelines pertain to those events which are school sanctioned including

athletic contests and extra-curricular activities. For trips other than inter-school athletics, supervision of at least one (1) adult per six (6) students is recommended.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

Name, location, and date(s) of the event

Cost to the student

Mode of transportation to be used

Name of the supervisor overseeing the activity

Parent's Responsibility

Drivers on school field trips will not partake in alcoholic beverages or illegal substances.

No student may participate unless a signed parent permission slip for the specific event is on file with the classroom teacher. Any permission slip altered in any way will result in the child not being allowed to attend the designated field trip.

Whenever possible, bus transportation by an insured carrier should be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are recommended:

- 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 have a seat belt.

St. Monica's additions to this policy when private vehicles are used:

All drivers must be at least 21-years of age and not an employee of the school.

School must be provided with proof of the driver's insurance meeting the minimum limits set by the Archdiocese.

In the event of an accident the driver will be responsible and a signed statement of responsibility will be on file in the office.

Drivers on school field trips will not partake in alcoholic beverages or illegal substances.

When the number of students justifies the use of a private bus service, this will be the preferred mode of transportation for St. Monica students.

Drivers should be given a copy of the above criteria. In addition, this criteria should be printed in the Parent Handbook. In the cases of athletic events and extracurricular activities, where the use of automobiles is likely, a general parent permission slip should be signed by parents in the beginning of the school year. In the event a private passenger vehicle will be used for an educational field trip, the regular field trip parent permission form should be used. Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities.

Transportation

Students must be dropped off and picked up in regular carpool vehicles. Any other type of conveyance must be approved by Administration. This would include party buses, limousine, etc.

CURRICULUM

The principal, in collaboration with the teaching staff, is responsible for developing, publishing and implementing a written curriculum setting forth the goals and objectives for the various subjects at each grade level. The curriculum should guide the planning and implementing of instruction.

The curriculum shall include the following areas: religion, human sexuality, language arts (including foreign language, English, reading, handwriting, spelling, literature and vocabulary), mathematics, science, social studies, music, art, computer studies, and physical education.

The curriculum should set goals at three levels: school-wide goals, subject-area goals, and grade-level goals. The curriculum should address the following objectives:

- ensuring continuity within subjects,
- establishing connections between subjects,
- relating learning to the use of such knowledge outside of school, and
- aligning instruction and assessment.

The principal and faculty shall develop a process for the review of the curriculum on an annual basis. This process should include representative input from teachers, principal, pastor, school board and the Archdiocesan Office.

The written curriculum shall be published in such a way as to be readily available to school parents (e.g., via the school's website).

Testing Program

A screening may be administered to incoming Kindergarten students in the spring.

An Achievement Test is given to all students in Grades 3 through 8 in the fall of each year. At present, it is the ITBS. This test is selected by the Catholic Education Office as is the date that it is given.

The COGAT is administered to grades 3 through 8.

The 5th grade takes the ACRE 1 test in January.

The 8th grade takes the ACRE II test in January.

Textbooks and Workbooks

All textbooks and workbooks are furnished by the school. We make every effort to protect the books and must have the following regulations. Lost or damaged books must be paid for by the student. A charge will be made at the rate at which the books would cost for replacement.

All books are to be covered at all times. "doodling" is discouraged on book covers, notebooks, workbooks, or folders. Students' names are to be written in ink inside the front cover. If covers are available, they will be supplied; otherwise, it is a parent responsibility.

All students should have a book bag for the protection of school books and workbooks.

Privately owned texts are not to be used in the classroom with the exception of novels.

Students in special programs receiving additional copies of text books used in school or books with adaptations will be required to rent them from the school and pay a fee.

Students in Grades 6-8 will purchase a Bible through school to be used all three years, Write In Style, and novels requested by teachers.

School Supplies

A list of needed supplies for the upcoming school year will be sent home at the end of the school year so that you may purchase supplies during the summer. This list will also be posted on FastDirect.

Homework

The children ordinarily have homework. This could include written assignments, study, reading, and/or working on a project over a span of several days. Archdiocesan Guidelines for time spent on homework are as follows:

- Grades 1 and 2 15-20 minutes
- Grades 3 and 4 30-45 minutes
- Grades 5 and 6 45-60 minutes
- Grades 7 and 8 60-90 minutes

We trust that parents will see that homework is done neatly and in an atmosphere conducive to study. Following the Self-Study's recommendation to continue our methods of communication, and also being sensitive to some parents' concerns over the homework slips, the following procedure has been worked out.

- Homework Notification slips will be used for communication purposes beginning second semester of grade 3 and 1st quarter grades 4 through 8. Please note: Parent signature is required for the Homework Notification Slip.
- Detention will not be a consequence of accumulated homework slips. However, a grade may be affected due to missing or incomplete assignments.
- Once a slip is signed by the parent, there will be no further communication from the school, as the responsibility rests with the family as to any further action.
- Three unsigned slips per subject per quarter will result in the teacher notifying the parent by phone to inform the parents of the situation.
- A total of five slips, whether signed or unsigned, per subject, per quarter will result in a phone conference to determine a plan of action.

An appropriate amount of time will be allowed for a student to make up work following an absence due to illness, generally two days for each day out.

Should there be circumstances that prohibit a child from completing an assignment/s, kindly send a note of explanation to the teacher/s so the child will not receive a slip. He/she is still expected to make up the work and turn it in for credit.

All teachers post homework and assignments on the class websites. These are accessible at fastdir.com/stmonica. This is not a substitute for students maintaining their homework notebook.

If a family intends to take a vacation during the school year we request prior notification of the absence, please do not request class assignments in advance of the trip. It is our policy not to demand this of our teachers. It is the responsibility of the student to obtain the missed work. Any missed assignments must be completed within six school days of returning to classes.

Physical Education

Each grade has Physical Education twice a week. The schedule will be given to the children on the first day of the school year. Grades 4-8 have 40-minute class periods; grades K-3 have 30-minute class periods.

If your child must be excused for a valid reason, it is necessary that a note be sent to the P. E. teacher. If there is any question concerning the legitimacy of reason, the parents will be contacted by the P.E. teacher.

Parents should encourage all children to participate in Physical Education classes regularly and should not excuse a child for light or frivolous reasons. Children who bring notes of excuse with frequency or for reasons that do not seem valid will not be excused. The school reserves the right, at all times, to check the reasons for excuse from Physical Education classes, even with the family physician.

No student is permitted on the gym floor without non-marking tennis shoes.

Religious Education in School

The Administration and faculty shall evaluate the religious education program on a yearly basis and submit this evaluation to the School Board. This evaluation should be based upon the specific religious goals of the school for that year and directly related to the long range religious education goals of the school.

All students are required to study the Catholic faith and the values it teaches. Religion classes, including those pertaining to the sacraments, are a part of the school program for all students. Liturgical, para-liturgical, and other forms of prayer are prepared for all students, recognizing that it will not be possible for all to share completely in their celebration.

Prayer and doctrines will be introduced in the grade indicated whether they are taught in the book or not. Students will receive catechesis on the meaning of the prayers according to the maturity level of the children. They will be reinforced and re-explained in more detail each year.

Prayers

Grade	K	1	2	3	4	5	6	7	8
Sign of the Cross	X								
Our Father	X								
Hail Mary	X								
Glory Be	X								
Apostles' Creed			X						
Nicene Creed					X				
Meditation		X							
Act of Contrition			X						
Grace	X								
Rosary		X							
Hail Holy Queen						X			
Spontaneous	X								
Morning Offering		X							
Memorare					X				

Basic Doctrines

Grade	K	1	2	3	4	5	6	7	8
Ten Commandments		X							
Two Greatest Commands		X							
Baptism	X								
Reconciliation			X						
Eucharist		X							
Matrimony					X				
Holy Orders							X		
Anointing							X		
Confirmation							X		
Beatitudes				X					
Holy Days		X							

Each child should know how to participate in the Mass and should be attending the Sunday celebration every week.

Sacrament of Reconciliation

Children are given the opportunity for receiving this sacrament during school time. The cooperation of parents is needed to build up the habit of frequent reception.

Second grade receives the Sacrament of Reconciliation before Thanksgiving. Parents are expected to help their children prepare and to attend a parent meeting prior to reception of the sacrament by the children.

First Communion

Second graders usually receive First Communion the Saturday after Easter. Any exception to this is noted in the school calendar.

While formal preparation is given in the classroom, it is expected that parents will share in this preparation through instruction and example and by attendance at the parent meeting which precedes the sacrament.

Confirmation

Students in grade 7 are offered the opportunity to be confirmed in the spring. The date for Confirmation is set by the bishop.

Parent and sponsor involvement are an important part of the preparation. Parents and sponsors are asked to attend a meeting.

Students will participate in a Day of Recollection.

Class Masses

Class masses will be at 8:15 a.m. All students in grades K-8 will attend scheduled Masses and Masses on special feast days. Other religious services, i.e., morning prayer, Reconciliation, Stations, rosary, prayer services, etc. may take place during the school year.

Mass Servers

Any boy/girl in Grade 5 and above is eligible to become a server. Previous knowledge of serving Mass is not necessary. One of the priests will instruct all servers in the rubrics of the Mass, its structure and the meaning behind the rubrics so that the server may better appreciate his/her role in the liturgy. As serving schedules are constructed to be as convenient as possible, the boys /girls are expected to serve the assigned Masses. The servers are responsible for finding substitutes if they cannot serve. Serving schedules are distributed regularly.

Choir

The children's choir is opened to girls and boys in grades 4 through 8.

Clerical Presence

A priest visits the classrooms periodically and spends some time with the students during the day. A pupil, teacher, or parent may speak informally with one of the priests at any time or request an appointment at a time convenient for both.

CONDUCT

The administration of the school, in consultation with the faculty, shall develop a systematic discipline procedure, consistent with the following:

- Goals of Catholic education
- Focused on the positive rather than the negative
- An emphasis on the development of self-discipline with parent and school responsibility for the child's behavior
- The age and maturity of the children

Disciplinary Regulations

Discipline is handled in each class by the classroom teacher. The teacher should contact the parent or guardian when a problem occurs. If a parent or guardian has concerns about a child, the teacher should be the first to know so that she/he can deal with the situation. If, after communication between the teacher and parent or guardian, the situation does not improve, then a Principal-parent-teacher conference will be scheduled.

Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume increasing control of his/her own conduct, whether this conduct has physical, mental, or moral aspects, so that he/she can progressively grow in self-competency and maturity. Since children are in a process of development, we must give them definite guidelines and define our expectations to help them grow in a self-discipline that enables them to make the correct choices independently in a given situation. In addition to acceptable behavior, we must take time to guide them so their choices are based on worthwhile motives. To do "the right thing for the right reason" is true moral development and a means of developing personal responsibility and respect toward self and others. Courtesy, self-control, and personal development are the desired goals of good discipline. In addition, good discipline will provide a classroom situation that is conducive to favorable learning for all. Discipline promotes genuine character training and is developed in the classroom or in a school when the students work cooperatively with the Principal, teachers, and peers towards attainment of skills that will be used throughout their lifetime. These skills have been paired with classroom/school expectations to show the connection between life and school:

Life Rules

- Be Prompt
- Be Prepared

- Participate

- Show Respect

Classroom/School Expectations

- Meet deadlines
- Have materials
- Listen for instructions
- Follow directions
- Be a part of discussion
- Complete work
- Stay engaged
- Honor self and others
- Value property
- Allow others to engage in learning opportunities

- | | |
|---------------------|--|
| Be Responsible | <ul style="list-style-type: none"> ● Accept ownership ● Plan more effective behavior ● Engage in one's own work and remain open to learning opportunities ● Strive for quality – do the best she/he can do |
| Dress appropriately | <ul style="list-style-type: none"> ● Follow dress code ● Shirts tucked in while on school property |

Our school is implementing Virtue-Based Restorative Discipline™ (VBRD™). This initiative is a Catholic response to bullying prevention and has two goals:

1. Decrease anti-social behavior
 - Bullying behaviors
 - Disruptive behaviors
2. Increase faith practices
 - Evangelization
 - Sacramental Practices
 - Virtue education

In the VBRD™ model, we see misbehavior in the context of the whole child both at home and at school. This will not replace our current discipline policy, but rather build upon what we have so as to provide a stronger connection to our faith teaching in assuring that love of God and one another is reflected in our discipline practices. Three tasks are the foundation of this initiative:

1. We will cultivate personal virtues as a school community.
2. We will commit to being constructive in the way we interact with others
3. We will survey students and adults each year to establish evidence of reduction of harmful behaviors and of increased faith practices.

When harm is caused by misbehavior of any kind, we will address it within the context of faith identity to make amends. We will repair and restore relationships first because we want to live a virtuous life, loving God and neighbor, and because we want to do unto others as we would have them do unto us.

Rather than focus on "bullying," we will look at *all* behaviors that are disruptive in the school day. Many times behavior is mislabeled as bullying, when in fact, we need to specifically identify the behaviors as harm, humiliation or intimidation. Bullying is a label that can cause distress to both parents and their children, as it does not always accurately describe the circumstances needing adult intervention.

The four guiding principles in VBRD:

1. We will dedicate ourselves to living virtue.
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

Parents will be given resources for using VBRD™ at home as a way to create a consistent approach to personal growth in virtue, while emphasizing the intrinsic dignity of the human person when disciplining their children.

Disciplinary Notice (K-3)

- A system of rewards and consequences will be established by the classroom teacher. This system is geared for the individual and /or class.
- Persistent inappropriate behavior could result in communication with the parents.
- Severe misbehavior or disruption could result in a green slip and/or detention.

Disciplinary Notice (Grades 4-8)

Any student who disturbs a class multiple times in a class period will be given a green slip. Green slips will be issued for defiance, disobedience, disturbance, cheating, disregard of property, inappropriate language, being off limits, disrespect toward a teacher or student, or gum chewing. These behaviors could also result in stronger consequences depending upon the scope of the

infringement. Green slips must be returned signed by a parent to the homeroom teacher the day after issue. If slips are not returned, parents will be called.

Major Offenses

A. Violence and Harassment

Violence and harassment consist of words, gestures, and actions that result in or are intended to result in physical or emotional hurt, fear, or injury. This could include threats of injury, bullying, assault, possession and/or use of a weapon, and theft or vandalism of property.

Students are encouraged to report concerns about potential acts of violence or harassment to a teacher or administrator.

B. Weapons

The possession of weapons on school premises or at school-sponsored activities is prohibited. A weapon is anything used or intended to be used to threaten, intimidate, and /or harm persons.

C. Other offenses

- Theft
- Vandalism
- Leaving parish property during school hours without permission of school authorities
- Possession of pornography
- Possession and/or use of drugs, including tobacco or alcohol

D. Consequences for major offenses

- Conferences with parents; corrective discipline; suspension; expulsion; or referral to law enforcement will be used if deemed appropriate after an investigation by administration and teachers.
- The length of the suspension will depend upon the severity of the offense.
- When expulsion is being considered, the principal will consult with the pastor and the appropriate member of the Catholic Education Office before action is taken.
- Police will be contacted when there is a suspected violation of criminal laws concerning weapons or other offenses.

Code of Behavior

In accordance with our Catholic beliefs, respect is of paramount importance in our school.

Demonstration of lack of respect will result in an investigation into the situation by the teachers and administration. Disrespect could include things such as physical, emotional, or psychological injury inflicted on another person or damage to property.

Drugs, Alcohol and Tobacco

While on school premises or at school-sponsored functions, a student shall not use, possess, or distribute alcohol, tobacco, or any controlled substance prohibited by law as an illegal drug or be under the influence of alcohol or illegal drugs.

Students violating this policy may be subject to mandatory counseling, suspension, or expulsion. In addition, the proper authorities will be contacted in cases involving the possession, use or transfer of illegal drugs or other serious criminal activity.

As an expression of the school's concern for the health of the students and as an inflexible rule of discipline, students are not permitted to smoke or drink alcohol at any time on the school premises. Sanctions will also be invoked on students who leave the school grounds for these purposes.

Matches, lighters or smoking materials of any sort may not be kept in the possession of any student. If such objects are found in the possession of a student, they will be confiscated and not returned.

A student caught at any time during the school day subjects himself to the following sanctions:

- 1st offense—three day suspension, with parent notification
- 2nd offense—automatic expulsion from the school

Illicit drugs and alcohol are not permitted on school premises at any time. This is in accordance with the Public Law 562 of the Statutes of Missouri and our own school policies. Any student found using, possessing, selling or distributing drugs or alcohol will be expelled immediately, and proper Juvenile authorities will be notified. The school also reserves the right to examine any student appearing to be under the influence of drugs or alcohol. Two suspensions will result in a conference with the pastor, principal, parents, and students; and possible expulsion.

Search and Seizure

Lockers, desks, etc are school property and as such are subject to search by school officials. Furthermore, the school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, etc. The school may choose to use specially trained dogs to insure we are free of contraband in order to maintain a safe school environment. This method may be used without prior notice to parents or students.

SAFETY

The principal is responsible for developing and communicating emergency procedures in case of fire, inclement weather, bomb threat, earthquake or tornado. There will be a procedure for dismissal of students when required for safety. The principal is responsible for insuring the adequate supervision of students and implementing rules and procedures for student safety and well-being during recess. There will be a rule and procedure for when the school is required to be 'locked down' for the safety of the students, faculty and staff. There will be a safety procedure for student drop-off and pickup. These rules and procedures should be published in the faculty handbook and the parent/student handbook and should be periodically reviewed with faculty, staff and students.

St. Monica School, in conjunction with the proper authorities, has developed a "Crisis Response Procedures" manual for the staff. The manual covers the following areas: Bomb Threat, Child Abuse and Neglect, Earthquake, Fire/Explosion, Gas Leak/Hazardous Material Spill, Guns/Weapons, Hostage Situation, Intruder Procedure, Kidnapping, Power Failure or Lines Down in Area, Suicide/Homicide Threats, and Tornado. Each area has a step-by-step procedure to follow in case of emergency. In addition to the above, approximately one-third of the staff is CPR trained and certified in the operation of the AED machine. The school also has an Emergency Response Team consisting of faculty, nurses, and maintenance staff.

Active Intruder

Basically, the current thinking is to:

1. Run
2. Hide
3. Fight

We do not instruct our students to fight. Grades 4 – 8 are mature enough for their teachers to consider having them run to our safe place. The younger students will naturally gravitate toward their teacher. He or she will act according to the dictated circumstance.

Reporting Abuse and/or Neglect

The Archdiocese of St. Louis is committed to preventing child abuse and assisting those who are affected by incidents of child abuse, as well as complying with the legal requirements for reporting child abuse and neglect. School personnel are required by law to immediately report to the Missouri Division of Family Services if they have reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect. Teachers and other staff members shall also immediately report to the principal and/or pastor when such staff member learns of suspected abuse or neglect. For purposes of this policy, child "abuse" means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by any person, including those responsible for the child's care, custody and control or from adults who are agents or employees of the Archdiocese of St. Louis. "Neglect" means failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being.

HEALTH AND SUPERVISION

Health Records

A health record shall be maintained for each student. This includes a record of immunizations, communicable diseases, and serious illness. Parents will have access to their child's health record. Student health information may be disclosed to teachers and school administrators having a legitimate need to know such information. Health information may also be disclosed to third parties as may be deemed reasonably necessary to comply with legal requirements or for the well-being of the child or others. Student health records shall otherwise be kept confidential. An emergency card filled out on both sides and signed by parent/guardian from all incoming students K through eighth grades and from all fourth grade and seventh grade students must be in by the second day of school.

Immunization

Prior to entrance into elementary school, students are required by state law to be immunized against diphtheria, tetanus, hepatitis B and pertussis as well as measles and rubella according to state statute. All children must have 2 measles immunizations as required by St. Louis County Health Department.

In accordance with the Missouri State Immunization Statute, all students, including transfer students, must provide proof of immunization compliance on the first day of school. The 15 school-day grace period has been eliminated.

Health Service Program

There will be a Health Room Nurse present in the school during school hours.

The nurse will conduct screening programs for vision, hearing, and Scoliosis to make necessary follow-up studies.

All students in Grades 4-8 who go to the Health Room must first obtain a Pass from the teacher in the class they leave.

General Guidelines for Sending an Ill Child Home:

Child requires more care than staff can provide.

Fever (100.5) or 1 - 2 degrees above child's normal temperature.

Rash with Fever.

Rash that has not been evaluated by a physician and note stating rash is not contagious.

Difficulty breathing (Especially Asthmatic not relieved with medication)

Sore throat with fever or difficulty swallowing.

Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking.

Vomiting at school or stomach cramping with history of vomiting in prior 24 hours.

Diarrhea, lethargy, and abdominal cramping.

Mouth sores with inability to control saliva.

Chicken Pox or other communicable diseases (see specific disease guidelines for school attendance restrictions).

Any child that the staff is worried about medically.

The parent or guardian must make arrangements for the child to be picked up within 45 minutes. This is in all fairness to the child who is ill as well as the other children in the classroom as well as the infirmary.

In accordance with the recommendations of the St. Louis County Medical Society, all children are expected to have a complete physical examination upon entrance into school (if they received a physical for Kindergarten, it is not required for First Grade), and at the beginning of Third Grade and Sixth Grade. Forms are available in the School Office.

See Archdiocesan Policy - Communicable Diseases 4401.5

The principal, with appropriate health-care consultation, will develop and publish a set of rules for a health-service program. This set of rules shall include the following: physical examination requirements by grade, health screenings, exposure control efforts, first aid, and emergency guidelines.

If a child becomes ill during the school day, the procedure will be as follows:

The child will be sent to the Health Room by the teacher.

Parents will be notified in case of illness, fever or injury. Children who are ill will not be kept in school.

Under no circumstances is a child to go home without reporting to the Health Room or the School Office and signing out in the school office.

In case of serious injury, if parents can't be reached, the child will be taken to the hospital according to your directives on the emergency card.

For these reasons, it is vitally important that each family complete an emergency card for each child in school. If the illness is serious enough to warrant parental attention, the personnel on duty will call according to the directions you have given on the emergency card. Please keep your emergency card up-to-date. The parent will be expected to see that a sick child is picked up. (Note: Please add at the bottom of your emergency card the hospital you wish to have your child taken to should the need arise.)

Parental Notification

Parents should be notified when their child receives health services other than administration of prescribed medications or minor first aid.

Administration of Medication in School

School personnel should not dispense prescription or non-prescription medication of any kind to a student in school unless acting under a direct order, signed and properly filed, from a license physician and with the written permission of the parent. All medication sent to the school should be in its original container and kept in a secure place under the supervision of the Administration. School personnel will not administer the first dose of any medication. If any child self-administers medication, parents will be contacted and appropriate disciplinary action taken.

The policy for administration of medicine at school is as follows:

Prescription medication must have a current pharmacy label on the container. The pharmacy will be glad to give you additional labels or labeled containers. This label is considered doctor's written permission. The medication must also be accompanied by written permission from parent/guardian stating when and how medication is to be given. Prescription medication will NOT be given unless in the original container with these specifications.

Non-prescription medications must be sent to school infirmary in original container accompanied by written permission from a physician and parent/guardian with instructions on administering plus child's name and room number (i.e. "as needed, time needed, and how long to be given, etc."). Non-prescription medication will not be given unless these specifications are followed.

No medication, prescription or non-prescription, may be kept by the child on school grounds, either in pockets, lunch bags, book bags, purses, etc. No medication sent in baggies, envelopes or napkins, etc., will be administered.

Note: If a child does not comply with the rule "no medication may be kept ...etc." the parents will be notified and the child will be required to stay at home the next school day. Continued non-compliance will result in more serious consequences.

No cough drops or lozenges will be administered by infirmary person. Non-medicated cough drops or lozenges may be kept by the child's teacher if sent to school with a parent/guardian note and signature. A new note will be needed daily so this privilege will not be abused.

As established in the August, 1996, Archdiocese Elementary School Health Manual, a child may not return to school until 24 hours after starting antibiotic therapy and/or having been determined not to be contagious.

Communicable Diseases

The prospect of a school-age child or faculty member attending school with a chronic infectious disease (such as herpes, AIDS, hepatitis, or cytomegalovirus) raises concern among school administrators, pastors, teachers, and parents. Catholic schools are institutions providing an environment where the life and teachings of Christ can be experienced and modeled by those in attendance. It is especially true, therefore, that in Catholic schools compassion for the sick be evident as well as concern for their physiological and physical well-being. In addition, the school has an obligation to the common as well as the individual welfare of its pupils and personnel.

Since the risk of transmission of these diseases in the school setting is typically quite low, the child should in most situations be permitted to attend school in the least restrictive environment. The decision of whether or not to attend school should be made by the pastor and principal in consultation with the child's physician, public health personnel, the child's parent/guardian, and school personnel involved in the child's care. The child's physician may also recommend exclusion of the child when infectious diseases are present in the building that put the child at risk. It may be necessary to inform other students or their parents of an otherwise confidential medical condition to limit the risk of transmission of a communicable disease.

Catholic schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. Decisions regarding admission, attendance, and precautions to be taken shall be made by the pastor and principal in consultation with medical professionals and in accordance with guidelines provided by the Archdiocese and state and federal departments of health.

Rationale

The prospect of a school-age child or faculty member attending school with a chronic infectious disease raises concern among school administrators, pastors, teachers, and parents. Chronic infectious diseases are, but not limited to, such diseases as Herpes, AIDS, Hepatitis or Cytomegalovirus.

In Catholic schools compassion for the sick be evident as well as concern for their physiological and physical well-being. In addition, the school has an obligation to the common as well as the individual welfare of its pupils and personnel. The general guidelines which follow take into account both of these factors. Each Catholic school will develop local policy and procedures based on these guidelines.

Pregnancy Policy

St. Monica School will provide the student and her family the necessary support to make appropriate educational plans by:

Assisting the student in notifying parent/guardian concerning pregnancy.

Informing the Health Room Coordinator who will consult with parent/guardian and student regarding the delivery of health care services.

Requesting that the family provide a written statement from the physician, on a regular basis, indicating continued ability to remain in a regular school schedule.

Informing faculty as deemed appropriate.

Making necessary and appropriate educational modifications to ensure opportunity for academic success.

Requesting written notification from supervising physician when the student is able to return to school.

Ensuring that no mention of the student's pregnancy be included in the permanent school file.

Playground Supervision and Rules

Only adults 21 years or older will be permitted to do playground duty.

A brief supervised recess period in the morning or afternoon is provided when time allows for students in Kindergarten, first and second grades. At lunch time all children have a supervised recreation period.

Children should be encouraged to play outdoors when weather permits. If you wish to have your child remain inside for one day due to health reasons, please send a note to the teacher stating the reason why the child may not play outdoors. In order to keep a child indoors for a length of time, a note from the doctor is required. Students must be supervised, and when they stay indoors, supervision presents a problem. The Health Room cannot accommodate someone staying in at recess.

The cemetery is a hallowed place; it is not to be used as a playground or a short cut home. Those who violate this regulation will be held responsible for damage to bushes and shrubbery.

Weather permitting, outside recess will be held daily. Please keep this in mind when selecting school attire.

Disposal containers are provided for trash. Littering is prohibited anywhere, especially on Church and School premises.

The children are not permitted to leave the school playground.

Recess supervision is handled by playground supervisors. Parents are to sign in at the office for extra recess situations and sign out when leaving.

As long as the equipment is being used appropriately, all students can use it.

Cafeteria

Cafeteria service is available to all students who wish to buy lunch at school. Students in all grade levels will be charged for lunches provided. Those who desire to bring their lunches from home may do so. A la carte items are available on a limited basis. Menus are sent home on a monthly basis.

- Single file on stairs and in hallways
- Stay to the right side in passage
- Quiet talking in hall to and from lunch
- Stay seated until dismissed by teacher
- Tables and floor are to be kept clean
- Round tables limited to 8 occupants
- Use restaurant manners

STUDENT PROGRESS

Promotion and Retention

It is recommended that parent conferences for retention be scheduled prior to the third quarter.

Promotions to the next grade will be determined by grades and pupil performance. Ability will be taken into consideration. If a child has a final failing grade in any major subject, summer school or tutoring will be required. Notification of work completed will be required by St. Monica from the school or tutor.

For a student who fails three major subjects, retention will be strongly recommended. The decision as to retention will be made based on what is best for the child under question. Major subjects are Religion, Reading, Mathematics, English, Science, and Social Studies. Parent conferences will be scheduled prior to the end of the third quarter if retention is being considered or recommended.

No student will be retained without prior discussion between principal, parents, and teacher; and every attempt made toward the student's academic improvement.

Classroom Placement

At St. Monica School classroom placement of students for the upcoming school year will be finalized by the end of the current school year. Placement shall be completed by the current classroom teacher, who will make decisions based upon the best interest of the student and the class as a whole. Parental input on student placement should be accomplished through ongoing discussions with the current teacher. Any written requests must be made at the time of registration and sent to the teacher and/or office with the registration papers.

SPECIAL NEEDS

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both student's special needs and their own capabilities of addressing those needs. The goal of all efforts to address student's special learning needs should be successful mastery of the regular curriculum in the regular setting.

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

*The term "adjustments" is used rather than "accommodations" or "modifications" throughout the policies related to special needs. The laws that apply to non-public schools use the term "adjustments", whereas the laws that apply to public school use the terms

“accommodations” and “modifications”. Therefore, the term “adjustments” is preferred terminology for change made to curriculum, instruction, and/or assessment for the purpose of addressing a student’s special needs.

Standardized Testing of Special Needs Students

All students, including those with special learning needs, should be assessed through standardized testing. Uniform administration of standardized testing is necessary to provide the most accurate representation of individual, class, school, and Archdiocesan student achievement. Therefore, students with a special needs diagnosis should not be excluded from standardized testing. Students will be given an appropriate annual norm-referenced achievement test as determined by the principal and faculty. A report on these standardized test results shall be given to the School Board annually. The administration, in consultation with the faculty, shall develop a process for evaluating students’ placement and progress in special programs of instruction.

STUDENT RECORDS

The cumulative record of each St. Monica pupil shall remain in the school file. The principal is responsible for ensuring that the staff maintains the records in a professional manner so that they are accurate, current, and void of any libelous comments. Student records should be maintained in a place safe from fire, theft, vandalism, or loss through misplacement. All student record information maintained on computer systems shall have paper or electronic backup copies. All electronic student records shall be maintained on St. Monica premises and not stored at a remote data provider. The school shall take measures to ensure that student progress records that are accessible to parents via the Internet shall have their access limited only to school parents and authorized school personnel.

Active Files:

A student file shall be considered “active” while the child is attending St. Monica and for a period of five years thereafter. Active files shall contain the following:

- attendance records for every year in attendance at St. Monica
- profiles of all standardized tests taken while at St. Monica
- any pertinent information about the pupil which will assist the future teacher in helping the child
- records of Baptism, First Communion, First Reconciliation, and Confirmation
- copy of the previous year’s report card,
- final grades earned by the pupil for every year in attendance along with names of teachers who taught the courses

Inactive Files:

Inactive files shall be maintained indefinitely. Inactive files shall contain at least the following:

- profiles of all standardized tests taken while at St. Monica
- records of Baptism, First Communion, and Confirmation
- final grades earned by the pupil for every year in attendance along with names of teachers who taught the courses
- date of graduation

The word “expelled” shall not be recorded in a student’s inactive file or used in communication with parents or others. Instead, the term “withdrawal for cause” and the date of this action should be recorded in the student’s inactive file. No other comment or information about the action should be included.

Access to Records:

Parents and former students who have reached the age of 18 shall have the right to inspect and review the entire contents of the student file and any and all other official records, files, and data directly related to the student. This includes, but is not limited to, identifying data, academic work completed, level of achievement, attendance data, scores on standardized intelligence and achievement tests, aptitude and psychological tests results, family information, teacher or counselor observations and ratings, reports of serious or recurrent behavior patterns, letters of recommendation and other such data.

In the event parents are legally separated or divorced, both parents are entitled to access to student records and information pertaining to their child unless a noncustodial parent has been denied visitation rights by the courts, as defined by the divorce agreement.

There should be no release of student records without the prior written consent of the parent or a former student who has reached the age of 18. Upon consent of the parents or a former student who has reached the age of 18, the staff will ordinarily provide a student's records to the following third parties:

- to other school officials, including teachers and counselors within the school or school system who have a legitimate interest;
- to officials of other schools in which the student intends to enroll; and to certain government officials.

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 in providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

COMMUNICATION

Parent-Teacher Conferences

Parent-Teacher conferences are held in the fall, when the first report card is issued. Parents are encouraged to attend the conferences. It is desirable that parents and teachers arrange for additional conferences whenever the good of the child would deem them helpful.

Communication between parents and teacher is essential to academic success. If a problem arises, parents are encouraged to send a note to the teacher through Fast Direct or call the school office and leave a number so that the teacher may get in touch with the parent. Parents are urged not to let a problem grow.

Every parent is given the opportunity to conference with his/her child's teacher at the time when the first report card is issued. It is desirable that parents and teachers arrange for additional conferences whenever the good of the child would deem it helpful.

Telephone Calls

Parents, please remember that office phones are business phones.

No teacher or child will be called from class except in case of an emergency.

Messages, however, will be delivered to teachers and students at lunch or after school. Return calls will be made at their earliest convenience. A call directed to the principal will be answered if he is available; otherwise, it will be returned at the earliest opportunity.

Teachers will return calls at their earliest convenience within 24 hours. If you do not receive a call, please notify the office of that fact. Teachers should be contacted through the school office or through e-mail. Teachers should not be called at their home number. Teachers' home numbers will NOT be given out.

E-Mail messages to teachers are an acceptable method of contacting teachers and staff. A listing of e-mail addresses for school staff will be distributed in the fall of each year. Teachers are instructed to check e-mail daily. If you do not receive an answer or response if one is called for within 24 hours, please notify the school office.

The office phone is not intended for student use. Students will not be excused from class to receive phone calls. They will also be discouraged from making calls home.

Parent Meetings

Parent meetings are scheduled throughout the year. Grades 2 and 7 have sacramental preparation meetings in addition to the class meetings. An orientation meeting and social activity is provided during the week before the school year begins.

Classroom Visitation

St. Monica School adheres to an "Open Door" policy which means you may visit your child's classroom at any time once you call the office for any appointment.

Calling or coming to see a teacher during school hours is not permitted without an appointment. Appointments must be made for personal interviews. This will eliminate any difficulty regarding the convenience of those concerned. Normally, no interviews will be granted without a previous appointment. If you wish to speak with the Principal, feel free to write or call to arrange for an appointment.

Communicating Concerns

Contact the teacher/staff member and discuss the situation either by e-mail, telephone or in person. If no change or satisfaction, write the teacher/staff member about the area of concern and cc the principal (may be by e-mail). If not resolved, write a formal note of concern spelling out the details of the concern addressed to the principal. Principal will acknowledge receipt of the written concern and will take the matter under consideration – either teacher or principal will contact parent. If still a concern, principal will arrange for a meeting with the staff member, the parent, and the principal.

Privacy

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

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

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

Fund-Raisers

The pastor and local school administration must approve all local fundraising. The school is not obligated to collect for outside causes.

Lost and Found Articles

Articles that have been found anywhere on the premises will be kept in a box by the cafeteria entrance. Those of greater value are kept in the office for a period of time and may be obtained there. Periodically throughout the year, after all items will be placed on display, unclaimed articles will be given to the poor.

The school is not responsible for lost or stolen articles.

School Budget

The pastor is responsible for the fiscal operation of the parish including its educational programs.

The school budget is part of the parish budget prepared by the parish accountant/business manager and finance committee and approved by the pastor.

The principal is responsible for controlling school expenditures and works closely with the parish accountant/business manager.

Before each budget year, the pastor and principal should consult on the proposed school budget. The pastor will present the proposed budget and notes to the School Board for their review, questions, comments and recommendations. Any

observations/recommendations of the board will then be brought by the pastor to the Parish Finance committee for their consideration and incorporation into the parish budget, as appropriate.

School Improvement Process

The School Improvement Process is a systematic process by which our school reviews and assesses itself and develops a plan for improvement. This process calls for the active involvement of the members of the school community. The areas covered by the plan are Catholic Identity, Educational Issues, and Institutional Issues. The process involves five phases; Preparation, Needs Assessment, Plan-for-Improvement, Team Visit, and Implementation and Monitoring. Once the formal process is completed, a binder will be published and placed in the school office. The improvement process will be on-going and continuous.

SCHOOL UNIFORM

The school uniform is a longstanding tradition in Catholic Schools. It demonstrates equality and eliminates competition based on the style and fashion industry, allowing the students to focus on schoolwork. It is also economical

Students will be asked to remove any non-uniform item. Students will be issued a uniform violation notification when not in accord with the uniform policy. These are to be signed and returned to the teacher. Three uniform violations in close succession will result in a Behavior Notification. Students repeatedly in violation of the uniform code will have their parents notified.

The official uniform company is:

Just Me Apparel

232 Old Sulphur Spring Road

Ballwin, Mo 63021 (636)391-3551

GIRLS

Jumpers K - 5 - plaid jumper, school apparel brand

Pleated Skirt 5 - 8 - pleated plaid skirt, school apparel brand

Jumper and skirt length must be no shorter than 2" above top of knee.

Shorts Black - cotton/twill - no cargo or fad styles, no labels. General guidelines for length of shorts - arms at side, length of shorts must be longer than middle finger extended

(Shorts may be worn from August 16th through October 31st and again from April 1st through May 25th.)

Slacks Black - cotton/twill worn with school blouse and school sweater and sweatshirt

Blouses K – 5 – white blouses, short sleeve or long sleeve; round collar or white turtleneck; or white or gray polo shirt. All tops must be tucked into jumpers or skirts.
6 – 8 - short sleeve or long sleeve oxford button-down collar or white or gray polo shirt or turtleneck, tucked in. A plain camisole or T-shirt may be worn underneath.
K - 8 – gray T-shirt with or without St. Monica logo may be worn underneath all shirts.

Sweaters Only school apparel brand, must be monogrammed, available at Just Me Apparel

K – 8 – Cardigan only

Sweatshirts Only official school sweatshirts may be worn in school; available at Just Me Apparel – no hoodies

Fleece Elder gray fleece with school logo

Socks White or black only, no logo, must cover the ankle

Tights - white, black, or gray

Knee highs - gray, white, or black

Hair Clean and neat. No faddish styles; no dyed hair in a color not found naturally. Hair bow and head bands must be uniform colors, white, gray, black, burgundy, red or uniform plaid.

Make-up No cosmetics only clear fingernail polish

Jewelry Earrings – only one in each ear, small post-style only, no dangle

Rings - one per hand, no inappropriate styles
Necklace - one chain-style only, no choker-style
Watch - one
Bracelet - one

BOYS

- Pants** Black cotton/twill - no cargo or fad styles, no labels.
- Shorts** Black cotton/twill - no cargo or fad styles, no labels
General guidelines for length of shorts - arms at side, length of shorts must be longer than middle finger extended
(Shorts may be worn from August 16th through October 31st and again from April 1st through May 25th.)
- Shirts** Short or long sleeve gray polo style or gray turtleneck tucked into slacks
- Undershirts** Plain white T-shirt style or gym uniform T-shirt
- Sweatshirts** Only school apparel brand; only official school sweatshirts may be worn in school – no hoodies
- Fleece** Elder gray fleece with new logo
- Socks** White or black only, no logo, must cover the ankle
- Hair** Clean and neat. Boys' hair must be collar length or above. No faddish styles. No dyed hair in a color not found naturally.
- Jewelry** Necklace – one chain-style only, no choker-style
Watch – one

BOYS AND GIRLS

No tattoos or body art.

- Shoes** All shoes shall have non-marking sole.
Dress shoes – leather lace-up or loafer style shoes – black or brown non-marking soles, no heels higher than two inches.
Athletic shoes – main color shall be black, gray or white. The shoe may have up to two additional accent colors, including laces.
- Belts** Black or brown leather.

GYM UNIFORMS

- Gym Clothes** May be school apparel brand or purchased elsewhere.
T-shirt - gray with or without school logo, no other lettering.
Shorts - burgundy or black– no logo. Shorts length must be as long as school apparel brand gym shorts.
Shoes - tennis shoes, non-marking soles.
Gym clothes are not required on out-of-uniform days, but must have athletic shoes.
Grades K to 3 do not need gym uniforms.

Deodorant is suggested for grades 4-8

All shorts, shoes, shirts, and deodorant must be marked with indelible ink—due the first week of school.

After three misses in one quarter for forgetting gym clothes, students in Grades 4-8 will receive an out-of-uniform slip. The children might not be able to participate in the day's activities.

Scout Uniforms These are permitted in lieu of or in combination with school uniforms when there is a scouting event or after-school meeting. Only scout approved uniforms are permissible.

Birthdays In order to recognize each of our students on their special day, a student may be out of uniform on his/her birthday. If the birthday falls during the summer months, the child may wish to celebrate on the half birthday.

Dress Up or Dress Down Days These are as non-uniform days. Student apparel is to be neat, modest, and reflect the image of a Catholic school. Infractions will result in a call home for a change of clothing.

Modest non-see-through tops with sleeves may be worn. The top must reach pant/short/skirt. General guideline for length of shorts - length of shorts must be within the range of acceptable modesty; no see-through shorts. Skirt length must follow uniform policy. Wording or graphics on clothing may not be inappropriate, negative, violent, or offensive to others. No hats. On dress-up days, no jeans, T-shirts or shorts may be worn.

Shoes – Must be non-marking soles. All shoes must be safe when walking on stairs. Students must have appropriate shoes for gym.

K – 5 – no make-up. Nail polish permissible.

6 – 8 – minimal make-up and nail polish are permissible

INDEX

Absence.....	10	Objectives.....	6
Access to Records.....	25	Parent Meetings.....	25
Active Intruder.....	19	Parent Teacher Conferences.....	25
Admissions.....	8	Philosophy of Catholic Education in the Archdiocese.....	5
Attendance.....	10	Physical Education.....	14
Birthdays.....	29	Playground Supervision and Rules.....	22
Cafeteria.....	23	Prayers.....	15
Choir.....	16	Pregnancy Policy.....	22
Class Masses.....	15	Priority of Admission.....	8
Classroom Placement.....	23	Privacy.....	26
Classroom Visitation.....	26	Promotion and Retention.....	23
Clerical Presence.....	16	Registration.....	9
Code of Behavior.....	18	Religious Education in School.....	14
Communicable Diseases.....	21	Reporting Abuse and/or Neglect.....	19
Communicating Concerns.....	26	Sacraments.....	15
Communication.....	25	Safety.....	19
Conduct.....	16	School Board.....	7
Curriculum.....	12	School Budget.....	26
Discipline.....	16	School Hours.....	10
Dismissal.....	11	School Improvement Process.....	27
Drugs, Alcohol, and Tobacco.....	18	School Personnel.....	4
Early Dismissal.....	11	School Supplies.....	13
Excessive Absences.....	11	School Uniform.....	27
Faculty Meetings.....	11	Search and Seizure.....	19
Fees.....	9	Special Needs.....	23
Field Trips.....	11	Special Needs Records.....	25
Fund Raisers.....	26	St. Monica School Philosophy.....	5
Health.....	20	Standardized Testing of Special Needs Students.....	24
Health Records.....	20	Stewardship.....	9
Health Services.....	20	Student Progress.....	23
Homework.....	12	Student Records.....	24
Immunization.....	20	Tardiness.....	10
Inclement Weather.....	11	Telephone Calls.....	25
Late Start.....	11	Telephone Directory.....	4
Lost and Found Articles.....	26	Testing Program.....	12
Mass Servers.....	16	Textbooks and Workbooks.....	12
Non-Discrimination Policy.....	8	Transportation.....	12
		Tuition.....	9