

St. Theodore Catholic School

Family Handbook

Faith in Christ
Strength in Community
Excellence in Education
Joy in Service

2020-2021

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ST. THEODORE CATHOLIC SCHOOL

FAMILY HANDBOOK

This handbook is not meant to be all-inclusive and may be amended during the school year at the discretion of the administration as circumstances necessitate.

I. ST. THEODORE MISSION STATEMENT

St. Theodore Catholic School is a faith-based community, working together to emphasize a deeper relationship with Jesus Christ while providing a comprehensive education in a virtue-based environment.

II. PHILOSOPHY OF ST. THEODORE

St. Theodore Catholic School is a faith-filled community committed to nurturing the whole child, spiritually, intellectually, morally, socially, and physically. We believe that God created each child in His image and with special dignity. We recognize that each child has unique strengths and special needs that must be met to reach the fullest potential. Our parish, students, teachers, and parents share equal responsibility for a climate that fosters the Catholic education, Catholic faith, and Catholic service for which St. Theodore is and forever will be known.

We will strive to:

1. Make religion an integral part of the lives of our students through prayer, participation in the liturgy and sacraments, and through our teaching, our example, and our guidance.
2. Expand the knowledge of our faith, increase our efforts in evangelization, and create personal relationships with Jesus.
3. Foster a positive, virtue-based climate in which the school community can observe and feel the presence of Jesus Christ in their daily lives.
4. Develop the spirit of generosity and joy to serve others and freely give of their God-given time, talent, and treasure.
5. Stimulate a desire for intellectual curiosity, artistic appreciation and expression, and life-long learning.
6. Empower all of our students to reach their full individual potential.
7. Work with students, parents, and community to foster peace and justice through reconciliation, service, and prayer.

III. RELIGIOUS ACTIVITIES

- In carrying out the philosophy of St. Theodore School the faculty strives to form committed Catholics by means of a planned program in catechetical and liturgical. The faculty and students participate in the following activities:
 - Attendance at Mass and participation in the Liturgy.
 - Daily religious instruction.
 - The Sacrament of Reconciliation in the fall, Advent, and Lent.
 - The preparation and reception of the Sacrament of Reconciliation and Holy Eucharist in the second grade. Parents are required to attend a meeting prior to each of these sacraments.

- The preparation and reception of the Sacrament of Confirmation in eighth grade. Parents and sponsors are required to attend a meeting prior to the sacrament.
- Rosary celebrations in October and May.
- Stations of the Cross in Lent.
- Experiences in various forms of prayer.
- Daily prayer within each individual classroom.
- Mission, food, clothing, and service projects.

IV. PARENTAL WITNESS STATEMENT

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

- You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor. You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.
- No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.
- Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I will:
Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family
- Commit to speak more with my children about God and to include prayer in our daily home life
- Participate in and cooperate with School programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school
- Teach my children by word and example to have a love and concern for the needs of others
- Meet my financial responsibilities in supporting St. Theodore School.
- When parents enroll their children in St. Theodore School, they agree to support its philosophy and its policies and to respond to the Parental Witness Statement that calls parents to a special commitment.
- Parents who fail to respond appropriately to this commitment may jeopardize the continued enrollment of their children in St. Theodore School.

TEACHER OBJECTIVE

To lead students toward the fulfillment of their potential

RESPONSES TO THE OBJECTIVE:

- Fosters a faith community through prayer, personal example and mutual support.
- Models the virtues of faith, hope, and love in daily life.
- Demonstrates respect, courtesy and loyalty toward students, parents, colleagues and St. Theodore School.
- Treats each child with dignity deserved of a child of God.
- Respects the uniqueness of the individual and encourages the use of the student's God-given talents.
- Creates a classroom environment that is conducive to learning.
- Encourages student responsibility and self-discipline.
- Strives to maintain and improve professional competence through attending workshops, institutes, seminars and reading educational literature.
- Fulfills all aspects of the contract made with St. Theodore School and the Archdiocese of St. Louis.

STUDENT OBJECTIVE

To work toward the fulfillment of my potential

RESPONSES TO THE OBJECTIVE

- Models Christian love and participates in religious instruction, Mass, the Sacraments and prayer.
- Respects the rights of and shows courtesy towards classmates, teachers, aides and all in authority.
- Has a concern and responsibility for the appearance of self, of work and of property.
- Respects and takes care of school property and the property of others.
- Participates in all classroom activities and maintains the necessary supplies for class work.
- Completes school work and homework according to directions, neatly, on time and completes missed work due to absence within a reasonable time.
- Observes rules of safety and all rules of the school.
- Is neat in appearance and dresses in accordance with the established code for St. Theodore School.
- Demonstrates loyalty toward St. Theodore School.

PARENT OBJECTIVE

To lead our children toward the fulfillment of their potential

RESPONSES TO THE OBJECTIVE

- Accepts the role of primary religious educator of the child.
- Responds positively to the Parental Witness Statement found in this handbook.
- Supports and endorses the philosophy and policies of St. Theodore School and contributes financially to the support of the Parish and the School in accordance with established policy.
- Cooperates with and respects the professional decisions of the faculty and administration.

- Fosters in the child an attitude of respect for authority and property.
- Is aware of the child’s progress and works together with the teacher to remedy problems.
- Encourages the child to take responsibility for behavior, work and necessary supplies.
- Consistently provides an appropriate environment for and encouragement of home study.
- Is involved in areas of parental activity in the school.
- Demonstrates loyalty toward St. Theodore School.

V. ACCREDITATION (c.f.5402)

St. Theodore School is accredited by the Missouri Chapter, National Federation of Nonpublic School State Accrediting Associations since 1989.

VI. PERSONNEL

The Pastor: The pastor is the spiritual leader and the chief administrator of our parish, and ultimately responsible for the educational Apostolate of St. Theodore School.

The Board of Education: The Board of Education acts in an advisory capacity. They formulate and evaluate policies for St. Theodore School. The Board of Education meeting dates are determined by the board at the beginning of the school year. You will be informed via church bulletin and/or newsletter. The meetings are open to everyone except during Executive Session. Visitors may have their name and topic put on the agenda to speak during the Open Forum or can have an item put on the agenda a week prior to the meeting. The Board conducts meetings according to the St. Louis Archdiocesan Guidelines. The Board members attend a workshop outlining Archdiocesan guidelines.

The Principal: The principal administers the school according to the general policies of the Archdiocese. The principal is responsible for providing the spiritual, moral, intellectual, aesthetical, emotional, social, and physical needs of the children in the school. The principal works with the pastor, Board of Education, faculty and parents to achieve a climate and program that fosters Christian growth and formation within the total school community.

Faculty: The faculty works closely with the parents in communicating the progress of their child in spiritual, moral, intellectual, aesthetical, emotional, social, and physical growth.

Administration, Faculty, and Staff

| | |
|--|-----------------------------------|
| Rev. Peter Fonseca - Pastor | Mrs. Kelly Cassinger - Principal |
| Mrs. Rosemarie Friederich - School Secretary | Mrs. Alycia Schieffer- Art |
| Mrs. Karen Coutts - Kindergarten | Ms. Rebecca Mueller- Grade 1 |
| Mrs. Kristin Schultz - Grade 2 | Mrs. Abby Jackson - Grade 3 |
| Mrs. Elizabeth Burns - Grade 4 | Mrs. Elizabeth Schlueter- Grade 5 |

Mrs. Heather Kooyumjian - Grade 6

Mr. Michael Smith- Grade 7

Mrs. Christa Luu - Grade 8

Mrs. Lisa Miller-Buhr - Learning Consultant/Resource

Mrs. Katie Grau- Music

Mrs. Jessica Kaimann-Technology

Ms. Gail Devereux- P. E.

Mrs. Linda Tucker – Teacher -Aide

Mrs. Tayde Foehl-Spanish K-5

Mrs. Marisa Mejia-Spanish-MS

Rachel Hutson, Janet Kelly, and Dianne Chitwood- Librarian

Mrs. Rebecca Eisenbath - Food Service Manager Ms. Jennifer Dehner - Band

Mrs. Tammy Schulz – Safe Environment

Mrs. Mary Belarde – Facilities Manager, Bookkeeper

Mrs. Ann Boehmer - BEST Coordinator

Kelly Cassinger-Aftercare Director

VII. ADMISSION TO ST. THEODORE SCHOOL (4102)

St. Theodore School is non-discriminatory with regard to race, sex, color, national or ethnic origin. (c.f.4101)

Requirements for Admission (c.f.4102.1)

1. Admission to St. Theodore 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.

2. The child's fulfillment of the age requirements is listed below:

For admission to kindergarten, the child should be five years of age before August 1; for admission to first grade, the child should be six years of age before August 1. Parents of all children enrolling in Kindergarten must present proof of a physical examination and up to date immunizations. State law requires these be on file before the first day of class. Immunizations must be kept current.

Children who fulfill the age requirement for kindergarten or grade one, but who, after sufficient examination, are found lacking in maturity or readiness for kindergarten and grade one, need not be admitted. In these cases the principal should recommend readiness activities or some program for the further development of the child.

3. The school's ability to meet the student's needs:

Determination of this ability is based upon: the student's performance in another educational setting; successful completion of the previous grade level; successful completion of the entrance evaluation process.

The decision to admit a child will be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any.

Parents are required to sign the "exchange of information" to enable the school to obtain all necessary information from professionals or agencies that have made diagnoses and prescribed adjustments for students who have a known special need. If parents will not provide complete information and/or will not cooperate in ensuring that professionals who provide diagnostic, prescriptive, or therapeutic services to their child provide complete information, the school may need to postpone any further consideration of admission.

4. The parent's willingness to accept the financial responsibilities of attending the school.

1. ADDITIONAL ADMISSION REQUIREMENTS

For each school year the admission policy will be:

- Current school families (All fees for the current school year need to be paid and continued to be paid before registration is complete.)
- As parishioners register and a classroom is filled, they will be put on a wait list. The school will notify the parents after registration if a child has been accepted.
- Non-parishioners will be considered if room allows. This is subject to change by the School Board and Administration. (School Board Policy, 2006)
- Non-parishioners will be charged a higher cost of educating a child at St. Theodore School.
- All student transfers are subject to review. Students transferring from other schools are automatically put on a six-month probationary period.

2. TRANSFERRING FROM ANOTHER CATHOLIC SCHOOL (4102.2) Contact school office

3. TRANSFERRING FROM A NON-CATHOLIC SCHOOL (4102.4) Contact school office

4. ADMISSION OF HOMESCHOOLED STUDENTS (4102.62) Contact school office

5. STUDENTS WITH SPECIAL NEEDS (5204) Contact school office

6. SPECIAL SERVICES –Special services are offered by Fort Zumwalt School District for learning difficulties, speech and language testing. Parents should contact the principal if they want their child referred.

7. SPECIAL NEEDS RECORDS (5204.1) Contact school office

VIII. ENROLLMENT IN ST. THEODORE SCHOOL (4103)

The principal, according to the admission policies established by the pastor and/or the board, will register students in the school according to the norms set by the Parish Board of Education, the Archdiocesan Board of Education and accepted educational procedures. The registration process includes:

- Completion of an enrollment 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/separated. A copy of the parenting plan in the divorce decree, which verifies custody arrangements, must be provided.
- Re-enrollment is required annually.
- Re-enrollment for subsequent years is not complete until all fees for current year are paid.

IX. PLACEMENT IN ST. THEODORE (4104)

The principal, after reviewing the child's academic records and in consultation with the parents/guardians and teachers, will place the student at the grade level appropriate to the student's maturity and academic and social skills.

8 - SUPPLIES

A list of necessary classroom supplies for the new school year will be listed on FAST DIRECT. All supplies should be brought to the Open House before school begins. It is the responsibility of each student to have the supplies necessary for classes. Students are not allowed to bring items to school such as other supplies or toys except with teacher's permission.

9 - BOOKS/BOOK BAGS

The student who was issued a book must pay for a damaged or lost book and this includes library books. Marking in books is not permitted. Students are expected to use a book bag to carry books to and from school. Book bags with wheels are permitted outside of school only. Once inside school, the book bag with wheels must be picked up and carried.

10 - CLASSROOM ENROLLMENT

Classroom enrollment size is subject to change based on the School Board and Administration decision.

- Kindergarten – Maximum 30 – Teacher's Aide if needed.
- Grades 1-8 Maximum 30 – Teacher's Aide if needed.

11 - INSTRUCTION/CURRICULUM

Students at St. Theodore School receive instruction in all core subjects and are generally in accordance with the time allotments outlined by the Catholic Education Office. Curriculum, text selection, teaching

materials, and modes of instruction are continually monitored and enhanced to meet Archdiocesan guidelines which are based on multiple standards, including Missouri Standards and Catholic Education benchmarks. The curriculum consists of Religion, Language Arts, Mathematics, Science, Social Studies, Music, Art, Physical Education, and Technology. Spanish is taught in grades K-8 twice a week.

12 - HOMEWORK

All students should do some form of homework every evening. Incomplete assignments may result in loss of recess during which time the work will be completed. Homework/Sickness

Each teacher will determine the type and amount of work that should be completed and when it will be sent. Friends or siblings may check with the child's teacher at 3:05 p.m. Parents may make arrangements to pick up work after school. For missed assignments due to absenteeism, students will be given 2 days for every day absent up to one week to complete assignments. This may be changed at the discretion of the teacher.

Homework/Vacation for All Grades

Teachers are not required to give work prior to a vacation. The student, at the discretion of the teacher, shall make up all assignments and/or tests when they return to school. The teacher is not responsible for re-teaching material to children absent for vacation.

13 - ARCHDIOCESAN TESTING (5302.4)

St. Theodore School administers ITBS tests for Grades 3-8 in the fall of each year. The Cognitive Abilities' Test is given to grades 4, 6, and 8 concurrent with the ITBS tests.

14 - PROGRAM EVALUATION (5400) EVALUATION OF THE RELIGIOUS EDUCATION PROGRAM (5401)

St. Theodore School administers the religious education inventories (ACRE) available from the National Catholic Educational Association annually to fifth and eighth graders.

15 - GRADING AND HONOR ROLL

Kindergarten

| | |
|---|-------------|
| | A = 93 – 96 |
| S – (Secure) consistently meeting expectations | B += 89 –92 |
| A – (Approaching) usually meets expectations | B = 85-88 |
| P – (Progressing) sometimes meets expectations | C+ = 82-84 |
| | C = 78-81 |
| B – (Beginning) infrequently meets expectations | D += 74-77 |
| N – Not yet introduced | D = 70-73 |

Grades 1-8

| | |
|------------|-----------------------|
| A+ =97-100 | F = 69 & below |
| | T = Taught/not graded |

INC = Incomplete Work

N =Needs Improving

General Conduct Code

U = Unsatisfactory

S = Satisfactory

All Specialty Classes (Music, Art, P.E., and Spanish) are graded.

Honor Roll: Only the students' core classes (Religion, Science, English, Reading, Math, Social Studies, and Spelling for grades 4 and 5) will be used to determine honors. The percentage grades earned for these subjects for both first and second quarter will be added together and then divided by total grades. That score will determine where the student falls in the honor roll categories.

Highest Honors will be an average of 97% or higher (A+)

High Honors will be an average of 93% to 96% (A)

Honors will be an average of 89% to 92% (B+)

16 - PROMOTION (4501.1)

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.

17 - RETENTION (4501.2)

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level as judged by the principal and teacher(s). A final grade of F (failure) in two major subjects results in failure of the required work for that year. Students in Kindergarten must have secured (S) a majority of their objectives in order to be promoted to the first grade.

X DISCIPLINE

18 - Virtue-Based Restorative Discipline TM

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, "The goal of a virtuous life is to become like God." (CCC 1803)

The purpose of VBRD is two-fold:

1. Increase faith practices
2. Reduce/prevent antisocial behavior

This school-wide initiative includes these components:

1. Staff, parent and student spiritual formation in practical application of virtue, defined with students as: Holy habits that imitate God.
2. Training in restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.

When harm occurs, Restorative Discipline seeks to do the following:

1. What happened: Establish the injustice, or harm that occurred

2. What needs to be done: Restore equity, repair harm to property and restore relationships. Establish appropriate future intentions (How can we guarantee a better future?).
3. What can be expected: Establish appropriate future intentions.

VBRD Guiding Principles

1. **We will dedicate ourselves to living virtue.**
 - Catholic virtues will be taught from Scripture and Catechism, and we will prayerfully discern which virtues to work on as a school community each year.
2. **We will support others in living virtue.**
 - We will share what we learn freely with others and offer encouragement by acknowledging the good.
3. **We will commit to constructive thoughts, words and deeds.**
 - We will refrain from gossip, rumors, criticizing and judgment, as these attempts to detract from the good name we are given by God.
 - We will train our thoughts to be kind, be prudent in our speech, and temperate in our actions so as to achieve personal holiness within the community.
4. **When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.**
 - As we prayerfully attend to conflict, we will uphold the human dignity assigned by God in dealing with one another. Virtues will be expressed and practiced in identifying the injustice, restoring equity, and working to reach common agreements that promote peace and restore harmony.

Meetings/Circles

As a key strategy for setting norms for the school culture, both adults and students will participate in conversation circles. Classroom circles/meetings also offer a platform for virtue education, discussing classroom behavior, building community, and strengthening interpersonal skills as a way to prevent and reduce harmful interactions. Parents are also given resources and encouraged to provide this opportunity at home.

Response to Harm

Restorative Discipline strategies provide a framework for collaboration in setting norms and expectations founded on the belief that “Human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them.” (International Institute for Restorative Practices, <http://www.iup.edu/what-is-restorative-practices.php>).

When harm occurs, parents will be informed. With mid/high level incidents, parent involvement in formal restorative conferences may be required to determine what can be done to repair harm and restore relationships. Formation and service are integrated into restorative discipline as much as possible.

LOW-LEVEL: Affective Statements, Affective Questions

MID-LEVEL: Affective Questions, Small Impromptu Conference, Group or Circle

HIGH-LEVEL: Group or Circle, Formal Conference

Use with Low-Level or first-time incidents:

- This is less formal for minor disruptions, and is free from harsh judgment or criticism, and can easily redirect behavior such as, but not limited to, name-calling, unintentional harm that is not repetitive.
- When simple statements have not stopped the behavior, or there is a new, more escalated behavior, students will be asked to explain their behavior, and redirect their actions to reflect positive interactions.

Use with Mid-Level incidents, or repeated minor disruptions:

- Students and adults together will seek understanding of the cause for disruption or harm, and will work together with those involved to restore relationships. This may involve parents of those harmed and/or those responsible for the harm.

Use with High-Level incidents where there is serious harm:

- When student behavior requires a teacher or other adult to stop and address harm immediately, examples include but are not limited to, physical harm, repeated obscenities, name-calling, or repeated refusal to comply with expected behavior. Parents of all involved parties will meet to establish what harm has been done, who is responsible, and how it will be repaired.
- Follow-up conferences can assure safety has been restored for all parties.

Special Circumstances:

There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community. In serious cases, we will follow the Archdiocesan Handbook on Violence Policy (Section 4303.3) before VBRD practices are begun.

- The student may be sent home to prevent further harm.
- The police may be called.
- The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to other members of the school community before the child may re-enter school.
- A satisfactory Formal conference must be held with parents, administrators and students, outlining the harm done and mutual agreement on the specific actions that will be taken to repair the harm.
- A probationary period may be required before a child may return to school.
- Student(s) may be asked to withdraw for cause.

19 - School Rules

These rules are for every class:

1. Take Jesus as their role model
2. Show respect for all people and property through courteous words and actions
3. Be safe and keep others safe
4. Obey the rules designed for the cafeteria, library, playground, and classrooms
5. Wear the proper uniform according to the Uniform Policy
6. Assume responsibility for his/her actions
7. Gum, candy, and soda are permitted only by direction of faculty members

8. Be attentive, cooperative and do your best

These rules may vary slightly for different grade levels. Individual teachers will inform students how these general rules are applied in their classes.

20 - Inappropriate Behavior

Some examples of inappropriate behavior are:

1. Lack of respect for others, including: hurting someone physically or verbally, excluding or isolating someone, spreading rumors or telling lies through gossip
2. Defiance of authority
3. Disregard of rules
4. Loss of self-control (verbal/physical abuse)
5. Lack of respect for personal/public property
6. Disruption of the learning environment
7. Out of school conduct which seriously detracts from the reputation of the school
8. Inappropriate electronic conduct

Communication Responsibility

Anyone witnessing, hearing, or having knowledge of any inappropriate behaviors are to report this information directly to teachers or administrators for investigation. While the identity of those making such reports will remain confidential, it is essential that reporters identify themselves so that those investigating the situation can follow-up for clarifying and/or additional information to facilitate the investigation. Parents are encouraged to teach their children the difference between tattling and reporting (getting someone into trouble versus getting someone out of trouble). Reports of serious behavior infractions are the responsibility of all students, volunteers, teachers, and staff.

21 - Guidelines

Staff at our school will do the following things to prevent inappropriate behaviors and help children feel safe at school:

1. Closely supervise students in all areas of the school and playground.
2. Watch for signs of inappropriate behavior and stop it when it happens.
3. Teach the Virtue-Based Restorative Discipline ™ Program to students in grades Kindergarten through 8th.
4. Respond quickly and sensitively to inappropriate behavior reports using the VBRD Program and coaching models.
5. Take seriously families' concerns about inappropriate behavior.
6. Look into all reported inappropriate behavior incidents.
7. Assign consequences for inappropriate behavior in conjunction with the school discipline code.
8. Provide immediate consequences for retaliation against students who report inappropriate behaviors.

22- Ordinary Pattern of Consequences for recurring Inappropriate Behavior and Behavior Cards

(Contingent upon age and degree of inappropriate behavior)

1. Follow VBRD practices
2. Suspension*
3. Probation*
4. Withdrawal for Cause*

*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. It may be an in-school or out-of-school suspension.

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

*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 parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of 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.

Behavior Cards

All students in grades 4-8 will be given a Behavior Card for the school year. The Behavior Card will outline infractions that can lead to detention or other determined consequences. Detentions will be supervised by the principal of St. Theodore School and may be held on weekday mornings before school starts at 6:30-7:30 am, after school from 3:30-4:30, or during lunch and recess.

Below is the number of infractions that lead to a detention for each grade level:

Grade 4: 6 infractions

Grade 5: 5 infractions

Grades 6-8: 3 infractions

These choices will result in an infraction:

A-Repeated uniform violation

E-Actions not within school/class rules/tardy for class

B-Textbook not covered

F-Disrespect to an adult or student

C-Talking at times when quiet is expected

G-Not prepared for class/missing assignment

D-Inappropriate language, hand gesture, or physical contact

These choices will result in an automatic detention or other determined consequences:

H-Repeated or intentional harmful behavior

J-Blatant disrespect to another student or adult

K-Intentional destruction of school property

L-Inappropriate electronic device use

M-Dishonest to a teacher or supervising adult

N-Cheating on a test/project

P-Fighting

Q-Stealing

23 - VIOLENCE AND THE THREAT OF VIOLENCE (4303.3)

St. Theodore strives to provide a safe learning environment for all members of the school community. The climate of St. Theodore 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 foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes bullying, 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. This prohibition expressly includes those persons licensed to carry concealed firearms.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

If a student is not going to be withdrawn for cause, before a student can continue to attend or be readmitted to school after a threat of violence or an actual violent act at school, the administration must receive reasonable assurance that the student does not pose a future danger to self or others. The student must remain off of school premises until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself and to others.

Parents/Guardians will be notified if there is a threat of violence or an actual violent act at school. In some cases the notification may be limited to several families and in other cases all parents/guardians may be notified. There may be times where the Archdiocesan officials or the police may be called in for advice regarding an incident.

After consultation with the Catholic Education Center the 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. Parents of the student who made the threat will be informed that the police have been notified.

In the event of a school-wide incident, students will be kept at school until it is safe for them to leave or until you or your designated emergency person comes to pick them up. As always, early dismissals, when safe, will be announced through the normal modes of communication.

24 – TOBACCO PRODUCTS (4303.1)

As an educational institution dedicated to the promotion of the growth and well-being of every aspect of a student's life, St. Theodore prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, St. Theodore declares itself a smoke free environment.

25 – DRUGS, ALCOHOL AND SUBSTANCE USE AND ABUSE (4303.2)

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

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

26 – SEARCH AND SEIZURE (4303.5)

School officials may search a student's locker or desk. Desks, lockers, etc., are school property provided to students for their use and as such are subject to search by school officials. The school reserves the right to search any item brought onto school property such as, but not restricted to, a student's jacket, purse, backpack, electronic devices or the like. (New policy: June, 2014)

27 - HARASSMENT (4303.7)

St. Theodore 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. St. Theodore forbids harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual and includes posting and/or distributing material that is derogatory via internet or other electronic means. All forms of harassment that create an intimidating, hostile, or an offensive learning or working environment based on an individual's race, age, sex, gender, ancestry, color, citizenship, disability, handicap, national origin, religion, or any other category protected by law, is prohibited. St. Theodore School prohibits any offensive comments, innuendoes, jokes or other activities,

which target any one or more characteristics of an individual's protected status. This includes the display or distribution of offensive pictures and literature.

St. Theodore investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent it is 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 or withdrawal for cause from school, will be taken.

All threats should be reported to teachers or administration for investigation.

To maintain the learning environment and to protect the reputation of innocent people, rumors or stories about others should not be spread or repeated. Violators of this policy may be referred to the appropriate legal authorities.

28 – SOCIAL ACTIVITIES (4303.8)

Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in a manner consistent with values professed by the Church and in the Gospel of Christ. The school has a right to discipline a student whose out of school conduct brings scandal to the school and church community or which seriously detracts from the reputation of the school.

29 – INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT (4303.4)

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 on any electronic devices, 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.

30 – USE OF INTERNET RESOURCES (5202.7)

Internet Acceptable Use Policy

1. The Internet will be used for educational purposes only.
2. Educators, students, and parents are responsible to see that the Internet is used appropriately.

3. The Internet may not be used to access inappropriate web sites and material, inappropriate language in communication, and/or illegal activities. Respect for privacy is essential.
4. Students may only use the Internet when they are supervised by a teacher.
5. Internet access and computer networks are a privilege.
6. Parents and students must sign an Internet permission form before being allowed on the Internet.
7. All copyright rules must be followed.
8. Students **MUST** have permission from a teacher before accessing the internet or using any other electronic device, such as an e-reader. Books on electronic devices must be downloaded at home. Students will not have internet access on their personal electronic devices. Cell phones, Fit bits, Apple watchers, **or any other device that the staff feels is a distraction** are not needed at school but if a student must have them they must be in their locker or book bag in the hallway and **turned off**.

31– INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS (5202.6)

All Catholic Schools of the Archdiocese of St. Louis adhere to the current copyright laws governing printed material, videotapes, DVDs, computer software, music, multi-media 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 copyright 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.

Students and teachers will be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to prosecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws.

Use of copyright materials known as "fair use" is allowed for educators. It permits a limited amount of copyrighted material to be used for a specific educational purpose without obtaining the prior permission of the copyright owner. It is considered "fair use" when:

The copyright material is used by a teacher for research or class preparation;

To achieve a specific educational purpose;

With direct instruction of students in the school setting;

Only portions of the work relevant to the educational objectives are used.

The law requires educators to obtain permission of the copyright owner if there is repeated use of the same copyrighted material. When using copyrighted material of any nature, students and teachers should credit the sources and include the copyright ownership information that is shown in the original work.

32 - GUM

Any kind of gum is never allowed in the school building or on the premises. Unless discussed with Administration first.

XI UNIFORM/DRESS CODE POLICY

33 - DRESS AND GROOMING (4303.6)

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

All students attending St. Theodore School will wear the designated uniform.

All clothing worn to school must be neat, clean, and in good repair (no holes, rips, or stains). Clothing should be marked with the student's name. Each student must be in complete uniform unless there is a specially designated out of uniform day.

Solid white or gray uniform, turtleneck, or knit polo shirt with long or short sleeves with no logo or monogram except for a St. Theodore logo

Shirts/blouses must be tucked in except at recess or PE.

Any shirt worn under the uniform shirt/blouse must be solid white with no collar and with sleeves shorter than the uniform shirt/blouse.

Solid navy blue slacks or shorts (no knit, corduroy, hip hugger, carpenter, patch pocket, or jeans, etc.)

Shorts must come to the knee or below and be no more than 4 inches above the knee ALL the way around the leg.

Pull on pants/shorts are acceptable as long as they are uniform style.

Solid colored belts are optional

Clipping of items to belts or belt loops is not acceptable.

Jumpers for grades K-4 and skirts for grades 5-8 may be purchased from Fisher's Parochial Fashions.

Shorts must be worn at all times under a jumper/skirt.

Length of jumper/skirt is long enough to touch the floor when kneeling.

Rolling of skirt bands is not permitted.

St. Theodore logo (navy, gray, maroon, red) sweatshirts are optional

Sweaters and sweatshirts may not be tied around the waist or neck.

Other types of sweaters, sweatshirts, jackets, or coats may not be worn in the classroom.

Students are to wear **SOLID** black, white, navy blue, or gray socks

Only non-marking tennis shoes:

No rollers on tennis shoes.

No backless or toeless shoes.

Shoe laces need to be tied tightly on the outside of the front of the shoe. Sloppy tennis shoes that come off easily may not be worn. Velcro or zippers need to be closed. There is no stipulation on color.

Middle School students may wear topsiders (i.e. Sperry's) that are tan or brown.

There will be no P.E. Uniforms! Students will wear their uniform clothes on PE days.

Other

It would be advisable to have students dressed appropriately during cold weather e.g. gloves/mittens/scarves/hats/coats, etc. Students may miss recess if not dressed properly to go outside.

Girls may wear black, gray, or navy blue ankle length leggings with no lace, designs, holes, or rips in cold weather. Sweatpants may only be worn outside.

Scout uniforms may be worn on meeting days.

Jewelry should be discreet, simple, and limited to a watch without alarms, one religious medal/crucifix on a single chain, or a scapula under a blouse or shirt.

Only small post earrings, one in each ear, may be worn by the girls. Any earring hanging below the earlobe is not permitted.

No further body piercing is allowed.

34 - Grooming

Students should wear their hair in a manner that conforms to generally established norms. Passing fads of style are never permitted e.g. multiple hair coloring hair coloring, gothic, man buns, etc.

Only a conservative clean neck style above the collar is an appropriate cut and permitted for boys.

Bangs for boys are not to be below eyebrows

Simple hair adornments that do not interfere with classroom attention are permitted.

Artificial hair or hair extensions may be worn only for medical reasons.

Make up, colored fingernail polish, gel nails, fake nails, tattoos or items that look like tattoos may not be worn.

35 - Out of Uniform

All uniform dress code standards must be met e.g. neat, clean, and modest, in good repair, length of shorts/skirts/dresses, tucked in shirts, tennis shoes, etc. during dress down days.

36-Spirit Wear Attire:

Spirit Wear: Faculty meeting days (usually the first Friday of the month) are Spirit Wear days. Students are to wear St. Theodore, VBS, and/or Patriots tops with jeans or school uniform bottoms ONLY.

Individual birthdays are designated dress down days. If the individual's birthday is on a weekend, the dress down day can be taken in the month the birthday is celebrated. Those with summer birthdays may take a dress down day in the month preceding or following summer break. Additional days may be determined by the principal.

Jeans, shorts, capris, skirts, dresses are acceptable. **Shorts must be just above the knee, no more than 4 inches above the knee ALL the around the leg, or longer. The Nike style shorts are not long enough.** No tank tops, halter tops or see through clothing. No wording on the back of the pants. Clothing may not have offensive words/graphics or advertisements for alcohol, drugs, violence, tobacco products, or a put down on someone else. Students should be properly dressed to allow them to participate in multiple activities including sitting on the floor, recess, etc. **If your child is not dressed according to the guidelines other clothes will be provided or a parent will be called to bring clothes for your child to change into.**

No uniform policy or dress code can possibly cover all eventualities or possibilities, and it should be understood that the administration and/or faculty will have the final decision as to what is acceptable and what is unacceptable. The school is not responsible for any lost items.

XII GENERAL INFORMATION

37 - SCHOOL ARRIVAL AND DISMISSAL

Drop off begins at 7:00 a.m. Students will sit quietly in the Parish Center under the supervision of a teacher. Students will be dismissed from the Parish Center at 7:35 am.

School begins at 7:45a.m. Students must be in their classrooms ready for class or they will be considered tardy.

Dismissal is at 3:10p.m.

38 - FACULTY MEETINGS

Faculty Meetings will be held the first Friday of each month. Dismissal on those days is at 12p.m. Lunch will NOT be served on early release days. **These are Spirit Wear Attire Dress Days.**

39 - CAR PROCEDURES – DROP-OFF AND PICK-UP

Morning Drop-off Procedure

Enter the parking lot on the west side of the gym off of Highway P, drive around to the back of the building, and drop off your children parallel to the sidewalk. The first car pulls in between the first islands. No one leaves a car until it is parallel to the sidewalk.

- **Safety patrol** students will be available to assist if your child needs help getting out of the car. If you need to help your child, park in a parking spot and walk your child to the sidewalk. There will be adult supervision, as well.
- Enter only at the back door – you may NOT enter at any side doors.
- Stop, drop off children, and continue driving to the east driveway past the rectory to Highway P.

- If your child arrives after 7:45a.m., you will need to drive around to the front and walk your child into the school office to sign your child/children in. The rear doors of the school will be locked at 7:45a.m.

The first week of school only, parents may walk a Kindergarten student to the classroom. Park in a space in the back and walk your child into the classroom.

Dismissal Procedure

Pick up in the evening is the opposite way. Enter the parking lot using the driveway on the side of the rectory parking in 4 rows parallel to the sidewalk ***fill ALL rows before creating one line down the driveway on the side of the rectory (this causes cars backed up on Hwy P) there are white lines drawn to help you.*** Please do not park in the lot north of the rectory or south of the school. The car/walkers/bicycle students will be dismissed through the back door of school. Kindergarten students will remain on the sidewalk until parents walk over and pick them up. All other students will go directly to their cars and, once in the cars, will remain there. Parents who want to conference with a teacher will pull in a parking place so cars may leave. Students stay on the sidewalk by the kindergarten playground if parents are late. Students remaining outside after all cars have been dismissed will be sent to After Care.

Students may not play on the playgrounds while cars are in the parking lot. No one may leave the parking lot until permission is given to the first car. Permission will be granted when all students have entered the cars. All cars will leave in order beginning with the row next to the cemetery. At the exit by Highway P in the evening, the cars will make two rows according to right-hand or left-hand turns.

Walkers and bicycle riders will leave immediately after school. Students in After Care will go directly to the cafeteria.

Bicycles may only be ridden on school grounds going to or from designated bicycle parking areas.

No student is allowed back into school after dismissal without permission from someone on duty.

40 - SCHOOL CLOSING

Snow and emergency closing or early dismissal due to hazardous weather conditions will be posted on Fast Direct and a text sent to parent cell phones, as well as putting the information on Channels 2, 4 & 5 television stations and websites.

Snow days will be e-learning days. Each student should log-in by 9 am for assignments. Specific details will be posted on Fast Direct.

41 –AFTER SCHOOL CARE

St. Theodore has an after school care program for parents who are unable to pick up their children during dismissal at 3:10 p.m. Hours are from dismissal until 6:00 p.m. The School CARE program will start the first full day of school. There is a non-refundable registration and supply fee that must be paid at registration. Please contact the school office for rates.

There will be no After Care on days when school releases at 11:00 a.m. or if school is dismissed early due to inclement weather.

42 - ABSENCE (4201)

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reason for absence. If a child will be absent due to illness, a note or call by the parents to school must be made before 8:45a.m. No notification will be considered an unexcused absence. Sibling reporting is not acceptable. If the parent/guardian does not report a student's absence, the school will contact a parent/guardian on any day that student does not report. If parents cannot be reached at home or work, emergency numbers will be used.

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

43 - TARDINESS (4202)

A student is tardy who arrives after 7:45 a.m. for the start of the school day.

When students are tardy, the parents must walk them into the office. If parents do not accompany the student, the tardy is unexcused.

44 - TRUANCY (4201.1)

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

45 - CHILD ABUSE REPORTING POLICY

Missouri law requires that a mandated reporter immediately make the child abuse/neglect report him/herself rather than delegating that responsibility to a supervisor. An internal investigation of suspected abuse cannot be undertaken until the suspected abuse is first reported to the DSS Hotline or Law Enforcement. (New policy: May, 2014)

St. Theodore abides by the state law that requires school personnel who have a reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report it to the Missouri Department of Family Services. Excessive tardiness and/or absences may be grounds for neglect.

The staff member is required under Archdiocesan policy to consult with his/her supervisor before contacting the DSS hotline but the staff member who has reasonable cause to suspect abuse/neglect must make the call to DSS him/herself in a timely fashion. The Archdiocese and the school may investigate the allegation only after the hotline report has been made.

If a student or teacher is identified as the perpetrator in an alleged case of child abuse/neglect, the student or teacher will not be allowed to return to school until after an investigation is conducted and the results of the investigation have been communicated to the school.

46 - COMMUNICATIONS

If you have a change in address or phone number during the school year, please notify the office at once. If your child is staying with someone else, please contact the school so we can contact the caregiver in case of emergency.

47 - REPORT CARDS

Report cards are posted on FAST DIRECT four times a year approximately every nine weeks. The first report card is posted before parent/teacher conferences. Report cards are made available if all fees and tuition are paid.

Grades are available on Fast Direct. Paper copies will not be provided by the school. **Parents need to check grades periodically.**

Any questions you may have regarding your child's report card or other matters should be taken to the teacher as soon as possible. Please follow the Chain of Command (Teacher, Principal, Father) if you are concerned about your child.

48 - HOME CORRESPONDENCE

Fast Direct is the primary means of communication between school and home.

Some correspondence from the office may be sent home with the **youngest-or-only** child in a weekly envelope/folder. If you wish to send a correspondence to students, please send it to the school office for approval before sending it out. All correspondence needs to be in the office and approved by 8 a.m. on Thursday mornings if they are to be sent home on Friday of the same week. If you wish correspondence to take place via Fast Direct email approval must be given by the principal.

49 - MEETINGS AND OPEN HOUSE

An orientation night for families is held in early August. This evening students may bring supplies and drop them off.

A Home and School parent meeting and Back-to-School night is held in August or early September and one other Home and School parent meetings are held during the school year. A parent from every school family is asked to attend these meetings in order to obtain important information.

50 - VISITORS

All doors to the school are kept locked during the day. Entry into the school is to be through the front doors after the doorbell is rung. Students are not allowed to open locked doors for any reason. All visitors and volunteers must report first to the office to sign in and receive a visitor or volunteer badge. Upon leaving, return the badge and sign out. Any person picking up a student must come to the office and sign out the student. Parents may not go directly to the classroom.

51 - OBSERVATION

Parents are welcome to observe in a classroom. Please call before coming to say which day, but a time is not necessary. No siblings should accompany parents when they come to observe.

52 - PARENT / TEACHER CONFERENCES

Conferences may be scheduled throughout the year any time the parent or the teacher feels the need. If a problem or question arises the parent should ask for a conference with the teacher as soon as possible. Please make arrangements for conferences by calling the school office, by sending an email through FAST DIRECT, or a written request to the teacher. Teachers will remain at school no later than 3:30 p.m. for conferences. Except for small concerns, please make an appointment.

Please do not conference with the teacher in the classroom after 7:25 a.m.

53 – SAFE ENVIRONMENT – “Protecting God’s Children”

Every parent is required to register online, submit a new background check, complete the “Protecting God’s Children” training, complete “mandated reporter” training, complete “code of conduct” training, and sign the “Code of Conduct” form. Please see the “Safe Environment” section in “links” on Fast Direct for details.

54 - PARTIES AND CELEBRATIONS

Approved parties for the students at St. Theodore School will be held in the fall and at Christmas. Information about these parties will be in the school newsletter and posted on Fast Direct. The administration, room parents, and classroom teachers coordinate these events. All other celebrations are allowed only at the approval of the principal. No food or drink may be ordered for a classroom without prior permission from the principal.

Birthday treats may be brought to celebrate the student’s special event. However, this needs to be approved and coordinated with the teacher and should not exclude any member of the class. Treats that are brought during the day must be dropped off at the office with plates, napkins, forks, and whatever is necessary to serve the treat. Due to health concerns, especially Hepatitis A, to follow the guidelines of our Wellness Plan and to promote a healthy lifestyle, all treats brought to school must be individually wrapped, low in sugar and caffeine, and not require refrigeration or freezing. Soda may not be given as a treat. Treats are kept in the classroom until they are distributed.

Invitations to social events, which exclude members of a student’s grade, may not be distributed on school grounds during the school day. Invitations from girls to all girls or from boys to all boys are acceptable. All invitations need teacher approval before distributing.

55 - ACCESS TO STUDENT RECORDS BY PARENTS (4601.2)

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

Contact the school office in the event the parents are separated or divorced. A parenting plan must be on file regarding custody of the children.

56 - ACCESS TO STUDENT RECORDS BY OTHERS (4601.3)

Expressed written consent of the parent/guardian must be obtained for each student whose record is to be accessed by others, transferred to any institution or released to any entity. (c.f.4601.4)

57 - CELL PHONE USAGE/LASER POINTERS

Laser pointers are not allowed in school. **Cell phones and electronic devices are allowed at school, but must be kept in a backpack or locker in the hallway and turned off.** If a cell phone is being used inappropriately or at a no designated time it will be taken from the student. A parent will need to come to the school to pick up the item and a consequence may be given as well. Laser pointers should be left at home. None of these items may be taken on field trips.

58 – ELECTRONIC READERS

Students may use electronic readers in school. However, they may be used at the discretion of the teacher and may not use the internet capabilities or be used for games in the school setting. Abuse of this privilege will lead to the device being taken from the student and loss of the privilege of using it for the rest of the year.

59 - MEDIA AND THE SCHOOL (4402.3)

Parents must sign a media permission form for their child to be involved in any media.

Students and parents are not to publicly post any videos, pictures or audio recordings of students/teachers 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. Students and parents are not to record a member of the school staff without the express permission of the staff member. Recording classroom lessons/discussions are prohibited without the teacher's permission.

60 - SCHOOL PICTURES

Individual and class pictures are scheduled in the fall and in the spring. The purchase of pictures is not mandatory but everyone will be in the group picture. Students are not required to wear uniforms on picture day but please refer to the out-of-uniform regulations. Pictures may be used in the yearbook or other publications with parental permission. A media permission form must be signed annually.

61 - FIELD TRIPS (5202.8)

Teachers and the Administration determine the appropriateness of school-sponsored field trips. Only if there is an evident educational purpose will a trip be planned under the school's auspices. This applies even if the trip takes place outside the school year. Permission forms for each student must be signed by the parent/guardian for each event that takes place off school grounds.

Whenever possible, St. Theodore will use bus transportation by an insured carrier for off campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. If a private passenger vehicle must be used, the following criteria must be followed:

- 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 vehicle must wear a seat belt or use an appropriate passenger restraint system;
- Adults should not be permitted to smoke in the vehicle.

XIII MEDICAL POLICIES

62 - RELEASE FROM SCHOOL DUE TO ILLNESS (4203.1)

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached will be kept on file in the school office. Parents/guardians are responsible for providing transportation for the student to leave.

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

63 - ADMINISTRATION OF MEDICATION (4401.4)

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

The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. If you obtain a "standing order" from your physician, it will be kept on file in the office but it must be updated if there are changes. A "standing order" must state that the duration of the treatment is during the whole school year.

There must be written consent of the parent/guardian for school personnel to administer the medication (Parental Consent for Medication Administration to their Child).

The medication must be in the original container and brought into the office by a parent or guardian only. Over the counter medications must be supplied by the parent in their original container after a physician order is obtained.

St. Theodore School does not have a registered nurse on duty at school. Members of the faculty and staff are trained through Cardinal Glennon Hospital in Medication Administration and are allowed to dispense medicine if the proper forms are on file. On Field Trips, the teacher in charge will be given permission to dispense medicine.

All medication sent to the school will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. Proper documentation must be kept on every dose

given. Documentation must include the name of the medication, the student's name, date, time, dosage, and the initials/name of the person administering it. Students may keep inhalers if it is for their safety. A note from the physician has to be on file stating the student needs the inhaler and has been trained how to use the device.

64 - HEALTH DOCUMENTS (4401.2)

Emergency forms must be completed annually and returned to school prior to the first day. It is vital that the information on this form be kept current with more than one emergency number given. As part of the registration process, appropriate medical information will be collected on each student and maintained in a secure area. All students should have a registration form indicating special needs.

65 - PHYSICAL EXAMINATION OF STUDENTS (4401.3)

Students should have a complete physical examination upon entrance to kindergarten, third grade, and sixth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. Forms are available in the school office for use by your physician.

66 - MEDICAL APPOINTMENTS

Parents are strongly encouraged to schedule physician and dentist appointments after school hours if possible.

67 - COMMUNICABLE DISEASES (4401.5)

St. Theodore School follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

If your child comes to school with an unidentified rash, the rash needs to be identified by a physician before returning to school.

68 - ILLNESS OR INJURY

Parents are notified immediately in case of serious illness or injury. In cases of a serious nature where the parent or emergency contact person cannot be reached, the child will be taken to the hospital at the discretion of the principal/teacher according to the information on the Emergency form.

If your child is sent home or absent from school for a fever of 100.4 F, vomiting or diarrhea or has been ill at home with these symptoms, they MAY NOT return to school until they are symptom free for at least 24 hours without the use of symptom reducing medications.

If a child is on a medication for a contagious illness they must be on it for 24 hours before returning to school.

If your child is absent due to illness, please notify the office of the type of illness.

Parents of students found to have head lice will be contacted and students must be promptly taken from school and not return until he/she is lice free.

If for health reasons a child is to remain indoors during recess, a signed note must be brought stating the reason.

69 - IMMUNIZATIONS

In accordance with Missouri law, immunizations must be kept current. Failure to comply with state law will prohibit your child from attending school. Verification of records must be on file before the first day of school.

70 - STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS (c.f. 4401.6)

A student enrolled in school that has a significant or potentially life threatening medical condition may require special consideration. Please contact the school office for further information.

71 - INSURANCE

Accident insurance for the students will be made available through K & K Insurance group for those who desire it. To find out more information about the program, you may access K & K's website at www.student insurance-kk.com.

IV FEES

72 - TUITION/FEES

Each tuition account, enrollment fees, book fees, lunch fees, playground fees, BEST obligations and any other fees/bills must be paid by the due dates before report cards will be issued and transcripts forwarded to another school unless previous arrangements have been made with the principal or pastor.

73 - REGISTRATION FEE

A non-refundable fee per child is assessed annually and must accompany registration.

74 - LUNCH

St. Theodore School provides a hot lunch program which is regulated by the State of Missouri. Students may also choose to bring their lunch from home and purchase milk at school. **Students are not allowed to have fast food or restaurant food brought in during lunch time.** Soda is not permitted. If your lunch account is more than \$75.00 negative your child will be served a sun butter sandwich for lunch.