



HANDBOOK

of Policies and Procedures

Revised 5/3/21

St. Stephen Protomartyr Catholic School
3929 Wilmington Ave., St. Louis, MO 63116
314-752-4700 • www.saintstephenstl.org

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MISSION STATEMENT

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

Belief in Jesus and living the gospel values of our faith is the cornerstone of our philosophy as a community. In cooperation with parents, who are the primary educators of their children, St. Stephen Protomartyr Catholic School exists to provide all the members of the school community – students, parents, teachers, staff, and fellow parishioners – with opportunities to grow in faith and to work toward building God’s kingdom.

Our philosophy is built around the three actions of our mission statement – to learn, to live, and to love.

We learn ...

- by building on a foundation in our Catholic faith and values that began at our baptism.
- by committing to the development of competence in the skills necessary for life.
- by realizing that learning is a life-long process.

We live ...

- by appreciating the diversity of God’s people.
- by being committed to a life of social justice and service to others.
- by being active members who enrich the school community.
- by being responsible members of many larger communities – our neighborhood, our city, our state, our nation, and our planet.

We love ...

- by responding to the call of Jesus and the scriptures to love our neighbor as ourselves.
- by respecting life in all forms.
- by growing in our personal relationships with God.

PHILOSOPHY OF CATHOLIC EDUCATION

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

PHILOSOPHY OF CATHOLIC EDUCATION IN THE ARCHDIOCESE OF ST. LOUIS

(Archdiocesan Policy #1100)

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all creation. In Jesus, the Church invites all people into communion with the Father, Son, and Spirit and into the mission of transforming all of life into God's kingdom. Through education, the Church seeks to prepare her members to hear, live, and proclaim the good news of the Gospel. The shared tradition of the Church supports, challenges, and enlightens people at every stage of human life, as they grow toward their full potential as individuals and as members of family, Church, and world.

Catholic education includes all the deliberate, systematic, and sustained efforts of the Church community, in both formal and informal education settings, to develop the skills, knowledge, and values needed for life. In today's pluralistic society, the Church offers the harmonizing perspective of faith to human culture and history. Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all people. Through methods appropriate to different age levels and ways of learning, the Church provides opportunities for learners to explore, reflect, and integrate a Christian understanding of nature, self, society, and God, and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

It is the educator – teacher, administrator, and pastor – who is preeminent in creating the unique climate in which a Catholic philosophy of education can be realized. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the tradition and vision they share. Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as a guide and companion.

The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, leadership, and the community of faith that supports the educational mission of the Church.

PARISH BOARD OF EDUCATION

The purpose of the St. Stephen Protomartyr Catholic Parish Board of Education is to advise the pastor and principal in making policy for parish educational programs.

Father Ron Hopmeir, Pastor	info@saintstephenstl.org
D. Greg Sturgill, Principal	greg.sturgill@saintstephenstl.org
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PARENT-TEACHER ORGANIZATION

St. Stephen Protomartyr Catholic School's Parent-Teacher Organization is a group of volunteers who:

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

Ann Marie Guntli, President	amguntli@hotmail.com
Jill Pace, President-Elect	myemail9314@gmail.com
Holly Seher, Treasurer	hollyseher@gmail.com
Amy Cervantes, Secretary	amy.cervantes@bjc.org

ACCREDITATION

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

ADMISSIONS

(reviewed 1/26/21)

Policy of Non-Discrimination

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

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

- Children of registered parishioners of St. Stephen Protomartyr Catholic Church
- Children from families living in Catholic parishes in which Catholic education is not available to them
- Children from families living within St. Stephen Protomartyr's parish boundaries
- Children from families living in the South St. Louis Deanery

All families must agree to follow all school, educational, and religious guidelines.

Admittance to kindergarten will be based upon:

- student turning five years of age before August 1
- acceptable performance of readiness skills as determined during screening

Students who are transferring from another school are admitted after an evaluation of academic performance and behavior in accordance with St. Stephen Protomartyr Catholic School's philosophy and policies.

The registration process includes:

- completion of registration online through our school information system (FACTS)
- participation in a family interview
- providing a copy of the child's birth certificate, baptismal certificate, any other sacramental records, and immunization records
- verification of custody arrangements in cases in which the parents of the student are divorced (A copy of the portion of the divorce decree which verifies custody arrangements must be provided.)

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

When a grade level reaches the maximum number of students, a waiting list will be formed and those requesting will be notified when space becomes available. Families on the waiting list will be called in the order in which they were placed.

Students With Significant Medical Conditions

A student enrolled in St. Stephen Protomartyr Catholic School who has a significant or potentially life-threatening medical condition may require special consideration.

St. Stephen Protomartyr Catholic School will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific accommodations or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

The school should obtain information about the condition from the student's physician. Current medical privacy laws require that parents authorize the release of information from the physician or other health professional. Once received, the principal should review the information in light of the school setting, determine what accommodations the school may need to make, and assess the school's capacity to provide accommodations.

If the school is able to provide the student with the necessary accommodations, it should then use this information to establish a plan of action, provide appropriate school personnel with information and training if necessary, implement the plan consistently, and monitor implementation throughout the school year. Specific guidance on obtaining and responding to information about a student's medical condition is based on the principles established for addressing students with special needs.

ATTENDANCE

(reviewed 1/26/21)

Attendance

Please email attendance@saintstephenstl.org or call the school office at 314-752-4700 to report an absence.

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, 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 parent / guardian must email attendance@saintstephenstl.org or call 314-752-4700, stating the time, length, and reason for absence.

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

Any child with excessive absences will require a doctor's excuse. If a student is absent five days in one quarter, it may result in a failure of that quarter unless the resulting missing work is satisfactorily made up or completed to the teachers' requirements. Absence of 20 days in a given calendar year can result in the student's failure to progress to the next grade or not receiving a Certificate of Completion from 8th grade. The administration must approve other arrangements.

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

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

Students are not to arrive prior to 7:30 a.m. unless they plan to utilize the Before Care program. School doors are opened at 7:30 a.m. The school assumes no responsibility for students arriving before that time who do not report to Before Care or follow procedures.

Tardiness

If a student is tardy, the following procedures apply:

- The student must come to the office to receive a tardy slip.
- A parent should either sign in the student personally, email attendance@saintstephenstl.org, or call the office at 314-752-4700 to acknowledge that the student was tardy.
- **For excessive excused or unexcused tardiness, a principal / parent meeting will be arranged.**
- Five unexcused tardies in one quarter will result in a detention. The excused tardies will still be recorded.
- A student who is absent for two hours or more in either the morning or afternoon is marked as a half-day absent.

Preschool

Preschoolers can report to their classrooms as early as 7:30 a.m. Students are asked to arrive no later than 7:55 a.m., as school-wide morning prayer begins at 8 a.m.

The tardy policy will not apply to preschool. Please email attendance@saintstephenstl.org or call the school office at 314-752-4700 to report an absence.

Truancy

A student is truant if he / she is absent from school for a day or portion of the day without the knowledge and / or consent of the parent / guardian and school officials. Truancy is considered a serious offense. Consequences will include conferences with parent / guardian and probationary status. Repeated truantries could result in dismissal.

HEALTH PROCEDURES

(reviewed 1/26/21)

Immunization Requirements

A complete record showing up-to-date immunizations must be submitted to the school office before the child enters school. No child will be admitted without an accurate immunization record. Immunization records must include vaccine / day / year administered. Please submit any recent immunization updates to the school office.

Administration of Medications

Administration of a child's prescribed medication is a serious parental responsibility. The St. Louis Archdiocese determines the medication policy to assure safe administration of medication at school.

Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school, and bedtime). The school will not administer the first dose of any medication. No daily medications will be given on noon-dismissal days. If a medication (prescription or over-the-counter) must be given at school, the parents must fulfill the following requirements:

- An emergency authorization form must be on file in the school office including the name of the child's physician and phone numbers.
- There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed," a plan must be provided), and diagnosis or reason for the medication. A current prescription label on a container may serve as a physician's order. No medication, prescription or nonprescription, will be given without a physician's written order.
- Written permission must be provided by the parent / guardian requesting that the school comply with the physician's order.
- Prescription medication should be brought to school in a container appropriately labeled by the pharmacy. Nonprescription medication should be in the original container. Ideally, the parent / guardian will have two containers – one for home and one for school. For medications that will be given for the entire school year, the child needs a new prescription container each year.
- If there is **any** change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order. The school has the right to call the physician to clarify a medication order.
- All medications, prescription or nonprescription, sent to school with a student of any age must be turned in to the school office in the morning. The student must report to the office when it is time to take the medication. Parents / guardians should inform the homeroom teacher if the student is taking medication on a regular basis and if there is a change in the medication schedule.

Emergency Form

The parents of each family need to complete an emergency form indicating for each student any special needs, allergies, or procedures to be followed by the school in case of emergency (accident / illness).

The designated emergency contact person must be available to assume the responsibility for your child when you cannot be reached. Parents are notified first if at all possible. **It is extremely important that these forms be updated as circumstances change.**

Accident or Illness

The student should be kept home when there is vomiting, diarrhea, fever, or the child seems too ill to benefit from the school program. The school office will notify a parent or emergency contact person and send a child home when:

- the student has an elevated temperature of 100°F or more
- the student is suspected of having a contagious condition
- the student appears too ill to benefit from the planned education program

Students should be kept home until they are fever-free (without fever-reducing medication) and feeling well for 24 hours.

Exclusion From School

As a means of controlling epidemics of childhood diseases and other common communicable diseases, careful, continuous, daily observation and isolation are most effective. Students with skin rashes, inflamed eyes, or fever of 100°F or more will be excluded from school until they have been released by a physician and / or symptoms disappear. The Missouri Department of Health regulations require that students be excluded from school for the following time periods:

- **COVID-19: If a student is exposed to someone who has tested positive for COVID-19** (coronavirus), the student needs to quarantine. If the student remains symptom-free, he / she may return to school after 14 days. If the person who has tested positive for COVID-19 is a household member and they cannot self-isolate, the quarantine period may last up to 24 days. **If a student tests positive for COVID-19**, he / she must quarantine for 10 days beyond the last day of symptoms. A doctor's note or a release from the St. Louis Department of Health is requested for entry back to school.
- **Chickenpox:** Until seven to 10 days after the appearance of the rash. All pox must be scabbed.
- **German Measles (3-day):** Until five days after the appearance of the rash.
- **Measles:** During cold-like symptoms and until five days after the appearance of the rash.
- **Scarlet Fever and Strep Throat:** 24 to 48 hours after antibiotic therapy is begun.
- **Conjunctivitis (Pink Eye):** Until inflammation has subsided, after 24 hours of antibiotic eyedrop therapy, or until written permission is given by the physician to return to school.
- **Impetigo:** Until all the sores are healed, after 24 hours of antibiotic therapy, or with written permission from the physician.
- **Fifth Disease:** See physician to confirm diagnosis. May attend school if no fever.
- **Head Lice:** Children who have head lice will be readmitted to school after effective treatment is evidenced by either 1) absence of lice and nits when examined by school office at 8 a.m., or 2) statement from a physician stating that he / she has examined the child after the application of delousing medication and has found the child no longer has lice or nits and is no longer contagious. After you have shampooed your child's head, you must comb out the nits. Because the school cannot determine whether nits are dead or alive, children with nits will be sent home.

First Aid and Emergency Guidelines

St. Stephen Protomartyr Catholic School has the responsibility for the handling of injuries and sudden illness occurring during school, on parish property, and during school sponsored events. This includes provisions for first aid and parental notification. St. Stephen Protomartyr Catholic School is not responsible for subsequent treatment or medical expense. Any accident, especially one involving the head, or serious illness will be reported to the parent / guardian as soon as possible. If an accident occurs, an incident report will be completed explaining the incident and the actions taken by the school.

BEHAVIOR EXPECTATIONS & POLICIES

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

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

The objectives of St. Stephen Protomartyr Catholic School's discipline codes are:

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

Behavior Expectations

1. Exhibit acceptable behavior in church and in the classroom.
 - Keep hands, feet, mouth, and other objects to oneself.
 - Speak in a respectful manner.
 - Follow rules and directions given.
2. Use polite words and tone of voice when speaking to others.
3. Maintain cooperative behavior with everyone in authority.
 - Respond immediately and politely to all requests.
 - Contribute positively and respectfully to the group.
4. Consistently turn in required work on time.
 - Complete assignments before class begins.
 - Prepare properly for class. (Includes assignments, books, and equipment needed.)
 - Submit work that is complete, legible, and of high quality.

5. Show respect for property of school and others at all times.
 - Maintain clean and orderly building, grounds, and rooms.
 - Place trash in proper receptacles in classrooms, bathrooms, halls, lunchroom, and playgrounds.
 - Treat one's property respectfully and use the property of others ONLY with their permission.
 - Care properly for textbooks, which are school property.
6. Read only acceptable materials based on Christian values.
7. Use acceptable Christian language at all times.
8. Practice honesty at all times in all areas.
9. Resolve conflicts in a positive, Christian manner.
10. Comply with St. Stephen Protomartyr Catholic School's policy of a drug-, alcohol-, and smoke-free environment.
11. Comply with St. Stephen Protomartyr Catholic School's policy of no firearms or any other dangerous weapons or facsimiles thereof.
12. Refrain from chewing gum, which is prohibited in the church, school, Parish Hall, and Parish Center. First offense incurs a \$5 fine; each additional offense, \$10.

All students must abide by the above behavior code at all times.

General Procedures

When a student's behavior fails to meet expectations, the teacher will note whether it is a major or minor infraction or missing assignment in initial entry. A parent signature is required in the notebook. Parent failure to sign the notebook will require a teacher call to the parent. Three minor marks will result in a detention.

Minor marks do not accumulate beyond the quarter in which the behavior occurred.

One major mark will result in a detention. Major infractions will result in a conference with parents, student, teacher, and principal, one day in school suspension, and possible loss of a field trip privileges. Major marks accumulate over the entire year. Depending on the seriousness of the major infraction probation, suspension or withdrawal for cause could result.

Discipline: Kindergarten-Grade 2

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

Discipline: Grades 3 - 8

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

Minor Marks

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

Major Marks

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

Homework

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

Harassment

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

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental / guardian contact and involvement in accordance with the nature and frequency of the offense. If, after investigation, the

school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Respect for Property

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

Tobacco, Alcohol, Drugs, and Weapons

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

Violence and Threat of Violence – Words, Gestures, Actions

St. Stephen Protomartyr Catholic School shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect gospel values, including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. Violence is inconsistent with unity and peace, which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning.

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

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

Detention

Students who receive three minor marks, three marks for missing homework assignments, or one major mark will serve a supervised detention after school in an assigned room. Students in grades K-3 will serve a 30-minute detention, and students in grades 4-8 will have a one-hour detention. Homeroom

teachers will inform parents via email that a detention form is being sent home. The detention form will include the date the detention is to be served and the infraction and will be signed by the teacher and the principal. The principal will receive a copy of the detention form to be kept on file.

Probation

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

Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. **However, a student may be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of St. Stephen Protomartyr Catholic School.** The decision of withdrawal for cause is made by the pastor, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct and must be undertaken with the utmost Christian charity, caution, and prudence.

The following serious conduct may lead to withdrawal or suspension:

- Multiple infractions of school rules
- An individual infraction of a major school rule
- A single suspension for an infraction of a major school rule
- Multiple suspensions for infractions of school rules

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. At any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

Search & Seizure

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

Student Suspension Policy

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. If students are placed on suspension, the following procedures should be followed:

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

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

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

(SSP Board of Education 10/9/02)

Playground Supervision

Students play outside when weather permits and therefore should be dressed appropriately for the colder weather. Children in Grades K-2 have a recess each morning and also have a recess period during lunch break. Children in Grades 3-8 have recess during the lunch break. The students will be supervised by a playground monitor and a teacher.

Students are to respect the rules of the playground. Students will use the east parking lot and the Livingston lot for recess. Students are to keep hands, feet, and objects to themselves. Students should engage in safe games during recess such as kickball, soccer, and other similar sports. Games such as touch football, dodgeball, Red Rover, and other games that pose a high risk of injury are prohibited. The school provides most of the necessary play equipment; therefore, ropes, balls, etc., are generally not to be brought from home. For health reasons, if a child is to remain indoors during recess, a signed note from the child's parent indicating the reason and duration must be sent to the teacher.

Supervision

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

Questioning of Students by Law Enforcement Authorities or Officials

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

- Ask the caseworker to share appropriate identification
- Request permission to contact the parent / guardian prior to questioning the student
- If permission is denied, document this request and then request permission for school personnel to be present for questioning
- Cooperate with the decision of the caseworker in regard to this request

Based on the nature of the investigation, the Division of Family Services caseworker may determine that the principal’s presence is not appropriate.

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

(SSP Board of Education 1/9/02)

REGISTRATION, TUITION, FEES

(reviewed 1/26/21)

Online Registration

All families will register students each year using the online registration feature through their FACTS Family Portal account. Registration will open each year in January. Families will be notified each year through school communications with detailed instructions.

Tuition

All tuition and applicable fees are determined by the parish Finance Committee each year. The amounts are communicated to school families in January.

At the time of online registration, each family will be required to set up a Tuition Payment Plan through their FACTS Family Portal. There are a variety of payment options, which are listed below. All tuition payments are electronically deducted on a date that is convenient for the family and chosen at the time of registration.

- **Annual Payment:** Due no later than Aug. 31 of the school year. Selecting this payment plan results in a 2.5% tuition discount.
- **Semi-Annual Payment:** Due in August and February of the school year. Selecting this payment plan results in a 1.5% tuition discount.
- **Monthly Payment.** Payments begin in August of the school year and continue monthly through June. No tuition discounts apply.

Tuition Agreements are uploaded through FACTS no later than June 30 for the upcoming school year. Agreements uploaded will include any credits for scholarships received at the Archdiocese and / or parish level.

Registration Fee (Per Student)

Online registration coincides with Catholic Schools Week each year, which begins on the last Sunday of January. At the time of online registration, a registration fee is collected for each student from preschool through 8th grade. The amount is automatically deducted from the account the family authorized during the registration process.

Registration fees paid after May 31 are considered late. Unpaid registration fees are increased by \$100 per student beginning on June 1 and by \$200 per student on August 1.

Book / Technology Fee (Per Student)

Each student from kindergarten through 8th grade will be charged a book / technology fee. This fee is used to subsidize the cost of books and technology. The fee is due no later than July 31.

ACE Card Program Buyout Fee (Per Family)

Tuition alone does not cover the cost of educating the children at St. Stephen Protomartyr Catholic School. Our parish supports the school financially. Additionally, our parishioners are very generous in their contributions to the parish Tuition Assistance Fund.

The ACE (Aid Catholic Education) Card Program is another mechanism by which we keep the cost of tuition as low as possible.

In order to avoid or decrease the annual buyout fee, we encourage each family to make ACE gift card purchases averaging \$450 per month (\$5,400 per fiscal year – July 1-June 30). The ACE gift cards can be purchased electronically by using the RaiseRight app, which can be found in the Apple or Google Play stores. Cards can also be purchased or ordered through the parish office. Schnucks cards are only issued through the parish office.

How is the ACE buyout fee determined?

- Current families who have used the program and made purchases totaling \$5,400 in a fiscal year are not billed for the upcoming school year.
- Current families who have partially met their goal of \$5,400 in a fiscal year will be billed a prorated amount for the upcoming school year based on the usage of the program. For example, if a family purchased \$2,700 toward the \$5,400 goal, the family is billed for half of the buyout fee for the upcoming year.
- New families or current families who made no purchases through the program are billed the full buyout amount for the upcoming school year.

The annual buyout fee is determined by the parish Finance Committee. Families are billed through their FACTS Family Portal account in the second week of July. The payment is due no later than July 31.

Past Due Tuition and Fees

We understand the sacrifice families make to send their children to St. Stephen Protomartyr Catholic School. Please know we are always willing to work with families to adjust due dates that work best for the family. It is the responsibility of the family to contact the parish office and keep the lines of communication open to discussion of payment options and due dates. It is best to contact the parish office five days prior to a due date if any adjustment is being requested.

All fees must be paid in full prior to the first day of school. Families who have not paid the fees will be contacted prior to the first day of school for payment arrangements.

Families who are not current with tuition will receive past-due notices through email and / or other school communication. If a tuition payment is more than 60 days past due, the family will receive a letter from the pastor requesting a meeting to discuss the tuition balance and to make arrangements for payment.

A \$25 late fee may be assessed if any bill is past due more than 30 days and there has been no communication from the family regarding the past-due payment.

Prepaid Lunch

We offer a hot / cold lunch at St. Stephen Protomartyr. Lunch pricing is determined by our third-party vendor, Food Service Consultants. Families use a prepay lunch account through the FACTS Family Portal to add money and keep track of what their students order on any given day. Lunch charges are normally posted at the end of the school day but may sometimes be delayed depending on the parish office schedule.

Negative lunch balance alerts will be sent weekly on Fridays. Funds can be added to the lunch account via the FACTS Family Portal.

Incidental Billings

Periodically a student may have a charge for an activity, such as a field trip, extended care, etc. Such charges are billed through the FACTS Family Portal and will have a specified due date.

We encourage our families to utilize the online payment feature through FACTS Family Portal for all the above-mentioned fees. If you choose to pay with cash or check, please make all checks payable to St. Stephen Protomartyr. Please be sure to include your child's name with any cash or check payment to ensure it is posted correctly. It is also helpful to include what the payment is for (tuition, lunch, extended care, etc.).

FACTS SIS (STUDENT INFORMATION SYSTEM)

(reviewed 1/26/21)

FACTS SIS is a one-stop shop for all school-related matters. With one simple login, parents can access grades, lunch orders, calendar, student and staff directories, emergency contacts / pickups, financials and balance-due amounts, homework assignments, lesson plans, lunch menus, and student schedules.

FACTS SIS can be accessed from a smartphone, tablet, desktop or laptop computer.

Login Information

Go to www.factsmgt.com and select Parent Login at the top right of your screen. Select FACTS Family Portal from the dropdown menu. St. Stephen Protomartyr has a District Code specific to our school, which is **SPP-MO**. Enter your user name and password and then click Submit. If you need a user name and password or have been locked out of the system for any reason, it is best to contact the parish office at 314-481-1133, ext 340.

School Home

Upon entering the system, you will find the St. Stephen logo, announcements for the day, and the school calendar at a glance.

School

On this tab you can access the school directory, your student's classes, and forms through which to update information in the FACTS Family Portal.

Student

On this tab you can see your student's current grades, homework, lesson plans, attendance, medical information on file, lunch menu, and schedule by day.

Family

On this tab you can review your contact information and preferences. You can change an address, phone number, emergency contacts, student information, etc. These types of changes can also be emailed to the school or parish office.

Apply / Enroll

You will only see this option during an open registration period. You will be notified by the school when registration is open for the following school year. At that time you will select Enrollment / Reenrollment and then follow the screens from there. More specific information is emailed as the registration period approaches each year.

Financial

On this tab you can see your current tuition balance, incidental billings, and amounts due. You can make payments here electronically. In Prepay Accounts you will see your family's lunch account balance. If you click on the dollar amount, you will see the items ordered with the date ordered. Here you can easily add money to your family's prepay lunch account.

For guidance and training on the FACTS system, please contact the parish office at 314-481-1133, ext 340.

UNIFORM POLICY & DRESS CODE

(reviewed 1/26/21)

(Archdiocesan Policy #4303.6)

GENERAL UNIFORM INFORMATION

- Students are expected to be well-groomed at all times and in compliance with the school uniform code.
- Distance-learning students should wear an SSP uniform shirt.
- Shorts / skirts should be knee-length and neatly hemmed.
- Uniform pants should be worn at waist-level. Sweatpants and pants / shorts with cargo or patch pockets are not approved as uniform pants.
- Shirts must remain tucked inside pants, shorts, and skirts.
- If an undershirt or t-shirt is worn under a uniform shirt, it must be plain white.
- Students may dress out of uniform on their birthday (or half-birthday for summer birthdays). If the child's birthday falls on a Mass day, he or she may dress out of uniform on the day before or after.
- 8th grade may design and vote on special shirts or sweatshirts as facilitated by the teacher and room parents.
- Please refer to "Casual Dress Days" below for guidelines for dress-down days.
- Girls may wear only approved pants / leggings under uniform jumpers or skirts during school. In inclement weather appropriate pants may be worn under uniforms only before school, during outdoor recess, and after school.
- The principal makes the final decision as to what is appropriate.

PE Uniform

Due to COVID-19 restrictions, students will not change into PE uniforms at this time. PE shorts may be worn to school on PE class days. SSP red and black crew t-shirts may also be worn on PE class days. On cold weather days, students may choose to wear their school uniform instead of the gym shorts. There are no additions or substitutions for the PE uniform on colder days.

Shoes

- Athletic shoes are preferred and may be any color. They must be in good condition with laces tied. Athletic shoes are required for participation in PE classes.
- No outdoor hiking boots, snow boots, dress boots, moccasins, Ugg-type boots, flip-flops, high-heeled shoes, or any shoes that fall off easily.
- If the weather is inclement and your child is wearing snow or rain boots to school, send uniform-approved shoes along into which your child can change.
- If your child wears dress shoes to school for a special event, send appropriate uniform-approved shoes along into which your child can change to play safely at recess.
- Soles of shoes should not make black marks on tile floor.

Nails / Makeup

- Only 8th grade girls may wear nail polish. It must be neatly applied, not chipped, and not distracting. If nail polish becomes a distraction to anyone, the student will be required to remove it.
- No makeup is allowed. If medicated facial cream is needed, a doctor's note should be on file with the school nurse.

Hair

- Students' hair should look natural and well-groomed, not extreme or distracting. Color should look natural.
- Hair should be kept clean, neat, and appropriately styled.
- Hair should not obstruct vision.
- Boys' hair should be no longer than touching the shirt collar and not distracting.
- Boys' faces must be clean-shaven.

Accessories

- A watch may be worn, but no alarm may be set.
- One small ring, bracelet, or simple necklace may be worn. Jewelry may not include inappropriate symbols or words.
- Girls may wear one or two pairs of matching post earrings in the ear lobe only. Dangling or hoop earrings are not allowed. Boys may not wear earrings.
- If jewelry or accessories of any kind become a distraction, the student will be required to remove them.
- Visible body enhancement such as tattoos (permanent or temporary) or body piercings are not allowed.

GIRLS UNIFORMS

Preschool Options

- Official red plaid jumper (Just Me Apparel)
- Navy blue pants or walking shorts, with black, brown, or navy belt
- Black polo with navy pants, shorts, or jumper
- Red or black SSP sweatshirt, red school fleece, or grey school quarter-zip
- SSP sports and other logoed sweatshirts may only be worn on dress-down days
- Socks may be red, white, or black
- Black tights or black leggings (no more than 2 inches above ankle) may be worn under jumper
- Jumpers and shorts should be longer than the child's fingertips and neatly hemmed
- Shorts should be worn under jumpers but should not be showing

Grades K-4 Options

- Official red plaid jumper (Just Me Apparel)
- Girls in 4th grade may wear a red plaid skirt (Just Me Apparel) if they choose

- Navy blue pants or walking shorts, with black, brown, or navy belt
- Black polo with navy pants or shorts; black polo with jumper or skirt (4th grade only)
- Red or black SSP sweatshirt, red school fleece, or grey school quarter-zip
- SSP sports and other logoed sweatshirts may be worn only on dress-down days
- Socks may be red, white, or black
- Black tights or black leggings (no more than 2 inches above ankle) may be worn under skirt or jumper
- Skirts may not be rolled
- Jumpers, skirts, and shorts should be longer than the child's fingertips and neatly hemmed
- Shorts should be worn under jumpers or skirts but should not be showing

Grades 5-8 Options

- Official red plaid skirt (Just Me Apparel)
- Navy blue pants or walking shorts, with black, brown, or navy belt
- Black polo with navy pants or shorts; black polo with skirt
- Red or black SSP sweatshirt, red school fleece, or grey school quarter-zip
- SSP sports and other logoed sweatshirts may only be worn on dress-down days
- Socks may be red, white, or black; 8th grade may wear their choice of sock color
- Black tights or black leggings (no more than 2 inches above ankle) may be worn under skirt
- Skirts may not be rolled
- Jumpers, skirts, and shorts should be longer than the child's fingertips and neatly hemmed
- Shorts should be worn under skirts but should not be showing
- 8th grade may wear class shirts, and high school sweatshirts may be worn after acceptance letters are received

BOYS UNIFORMS

Preschool Options

- Navy blue pull-on style or traditional zippered-fly pants or shorts
- Red polo shirt
- Red or black SSP sweatshirt, red school fleece, or grey school quarter-zip
- SSP sports and other logoed sweatshirts may only be worn on dress-down days
- Socks may be red, white, or black

Grades K-8 Options

- Navy blue pants or walking shorts, with black, brown, or navy belt
- Red polo shirt
- Red or black SSP sweatshirt, red school fleece, or grey school quarter-zip
- SSP sports and other logoed sweatshirts may only be worn on dress-down days
- Socks may be red, white, or black; 8th grade may wear their choice of sock color
- 8th grade may wear class shirts, and high school sweatshirts may be worn after acceptance letters are received

CASUAL DRESS DAYS

The letter of the law is not as important as observing modesty, respect, and dignity. If you do not want to risk a call home for inappropriate clothing, have your child bring their uniform in their backpack just in case.

- Uniform guidelines regarding short and skirt length, shoe safety, jewelry, and makeup apply.
- Athletic shoes must be worn for PE class, but other safe shoes (Uggs, boots, Vans, Toms, etc.) are fine for dress-down days.
- Jeans must be neat and clean, not frayed, torn, cut, ragged, or holey. If they are “skinny” jeans or jeggings, a long shirt, tunic, or sweater should be worn with them.
- Leggings may only be worn under a skirt, dress, or pants, not AS pants. Yoga or tight-fitting pants / shorts should only be worn with a long shirt, tunic, or sweater.
- Students may not wear low-cut pants, short t-shirts, spaghetti straps, strapless shirts, or any clothing that bares shoulders, stomachs, backs, or midriffs. Shirts may be worn underneath or a sweater over the top of these types of clothing.
- Sleeveless shirts with wide straps of 3-fingers width are fine, but basketball jerseys must be worn with t-shirt underneath.
- Hats / head coverings may be worn inside only with the teacher’s permission.
- Shirts, blouses, sweatshirts, sweaters, and jackets must be neat and clean.
- Clothes and accessories may not promote alcohol, tobacco, drugs, violence, or disrespect of others, nor may they carry messages of an inappropriate nature.
- Clothes are to be worn as designed.
- If a theme or specific guidelines are given, the student must wear clothes that follow the theme or guidelines OR must wear the regular school uniform. If you are not sure, put the uniform in your child’s backpack just in case.
- Faculty may address the appropriateness of any attire or accessory.
- Failure to follow guidelines will prohibit participation in the next dress-down day. A second offense will result in the loss of dress-down days for the remainder of the year.

Final decisions regarding the wearing or appropriateness of clothing or accessories are left to the discretion of the principal.

CONFERENCES, GRADING & HOMEWORK

Parent-Teacher Conferences

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

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

Additional conferences may be scheduled throughout the year any time the parent or the teacher feels the need. Arrangements for such conferences are made by calling the school office at 314-752-4700 during regular school hours or by sending a written request. A mutually agreed-upon time will be arranged. Faculty members will not be interrupted during the school day for conferences or phone calls and are not to be contacted at their residences unless the faculty member invites parents to telephone him / her at home.

Grading System and Report Cards

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

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

Report cards have been developed by teachers at each level (kindergarten, Grades 1-3, and Grades 4-8). These have been developed to meet the needs of the students and parents. Students receive report cards four times a year through the FACTS Family Portal at fastdir.com/saintstephenstl.

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

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

Homework

Assignments for home have a definite relation to work done in school and help to reinforce the concepts presented that day. Parental interest in written and study assignments is important, but this interest should be limited to supervision. If a child consistently states there is no homework or it has been completed at school, it might be wise to check with the teachers. Children often do not consider anything homework unless it is written work, thus important study and research assignments are often

neglected. Students who legitimately have no assignments should be encouraged to read a book or magazine for a specified period of time.

Care is taken that homework is not excessive. Assuming that a regular time and a definite place away from distractions is provided, and that the child has used in-school time and at-home time well, the following guidelines should be average for a normal day. Some days there might be slightly more, and other days, slightly less.

- Kindergarten: 10 minutes
- Grade 1: 15 minutes
- Grade 2: 20 minutes
- Grade 3: 30 minutes
- Grade 4: 40 minutes
- Grades 5 & 6: 60 minutes
- Grades 7 & 8: 90 minutes

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

Special Needs Assessment

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

Promotion

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

Promotion of More Than One Grade Level

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

Retention

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

STUDENT RECORDS

Contents of Student Records

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

- A cumulative record that contains the following: date of entrance, Social Security number, identification data; profiles of all standardized ability and achievement tests; annual final grades for each subject and the name of the teacher; records of Baptism (actual Baptismal record needs to be provided), First Communion, First Reconciliation, and Confirmation; date of graduation, withdrawal and placement for the next educational experience
- Attendance record card
- Results of educational, speech/language, behavioral, social, emotional, and/or physical evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting

Access to Student Records by Parents

Parents / guardians have the right to inspect and review the official active file of their children. In the event the parents are separated, or divorced with joint legal custody of the student, or divorced with visitation rights, both parents are entitled to access their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information. In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education. In the event the child's mother and father were never married, the natural parent may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent. In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent. A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

Transfer of Student Records

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

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

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

Release of Student Records

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

Counselor Information

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

LUNCH, PARTIES, TREATS, WELLNESS PLAN

Lunch

All students must remain at school for lunch. Students may either bring a lunch from home or purchase one from school. Lunches are ordered daily. White and chocolate milk are available for purchase to students bringing their lunch. If lunches are forgotten, there will be a charge for those lunches and payment is required the following school day.

Holiday Room Parties

All grades will have Halloween, Christmas, and Valentine's Day parties. All grades will have a treat and drink. Parents assist the teachers in handing out treats and providing a craft or game in most classrooms.

Teachers have established the following guidelines for holiday parties:

- Parents must contact the teacher about the activity.
- Teacher needs to know who is coming, who is in charge, and what is the planned activity.
- Teacher needs to approve activities.
- Only two room parents per event, with parents rotating for each event.
- No siblings are to attend the event.
- Parents must stay in the classroom.

In order to prevent the spread of disease it is recommended that the following precautions be taken:

- Food at parties and other functions at school should be limited to commercially prepared, individually packaged items.
- Food prepared at home should not be brought into the classroom for sharing.
- Distribution and handling of food should be limited to teachers and staff.

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

Health Service Program

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

Communicable Disease

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

Wellness Plan

As per the Archdiocesan guidelines, all Catholic schools are advised to follow a Wellness Plan. At St. Stephen Protomartyr Catholic School, we follow the guidelines throughout our school, including lunches, incentives, and physical activities. Therefore no fast food will be permitted in the building for lunches, incentives, or birthday treats. We ask that parents consider making a healthy choice when choosing birthday treats.

CURRICULUM, SELECTION OF RESOURCES, SUPPLIES

Curriculum

Curriculum planning is an ongoing and comprehensive process of developing, implementing, evaluating, and redesigning priorities for what students should know, be able to do, and value as a result of learning.

Students of St. Stephen Protomartyr Catholic School receive instruction in the following subject areas and generally in accord with the time allotments suggested by the Catholic Education Office and established local needs: Religion, Language Arts (Reading, Phonics, English, Spelling, Vocabulary, Handwriting), Mathematics, Science, Social Studies, Music, Art, Physical Education, Spanish, and Integrated Technology. It must be recognized that although learning is broken down into specific subject areas for ease of learning, the curriculum is an integrated program. Skills learned in one subject area are reinforced and integrated in other areas.

Selection of Resources

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

Supplies

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

CERTIFICATE OF COMPLETION / GRADUATION

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully **completed** the minimum academic and religious requirements of the school, maintained a satisfactory attendance record as defined by the school, demonstrated satisfactory conduct, and completed all financial obligations.

All tuition and fees must be paid in full in order to have transcripts sent to a high school.

Graduation Ceremonies

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

It is appropriate that students, parents, and teachers be consulted in planning events connected with the graduation ceremonies and events.

Dismissal of Graduating Students

Graduation activities and events should be scheduled as close as possible to the official ending of the school year. Eighth grade students, like the other students within the school community, should be provided with the minimum required number of 174 days (or 1,066 hours) of student instruction.

High School Selection

The faculty and administration are available to help parents and students with the selection of a high school. While making this decision, consideration should be given to matching the student's ability, achievement, and interests with the high school that will best meet those needs. Parents are encouraged to discuss any areas of concern with the individual high schools. Parents and students in Grades 6, 7, and 8 are encouraged to avail themselves of the various High School Nights and the individual high school open houses.

Results of standardized test scores, academic and behavior grades, including first semester grades from 8th grade are forwarded to the first choice high school that the parent and child select.

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

Letters of acceptance are sent by the high school directly to the parents and students. This acceptance is contingent upon the successful completion of all required work at St. Stephen Protomartyr Catholic School. High schools are notified of 8th grade students who fail courses for the academic year or whose behavior has been such that the high school may want to reconsider the student's application / acceptance.

FIELD TRIPS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Each grade usually takes at least one field trip per year. Some classes may take walking trips as well. A signed parent permission slip for the specific event **must** be on file with the homeroom teacher if a student is to be allowed to participate.

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

Whenever possible, bus transportation by an insured carrier will 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 required:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
4. Each child must wear a seat belt (one child to a belt).
5. Children under the age of 8 or 80 pounds need to be in car seats, which parents may have to provide.
6. Drivers are not permitted to smoke in vehicles.

TECHNOLOGY & ELECTRONIC DEVICES

Technology Code of Conduct Policy

Technology provides additional tools for students as they grow in their knowledge of the world. Technology resources include computers, phones, video equipment, copy machines, and all information-storage devices. The use of all equipment is a privilege, not a right; with this privilege comes responsibility. Technology resources should be used for educational purposes, and rules of good behavior and moral responsibility should apply.

We realize that there are many Internet web sites and social media that students use and will continue to use. These include, but are not limited to Facebook, Twitter, YouTube, SnapChat, TikTok, etc. Access to these sites is generally prohibited during school hours. A student's enrollment at St. Stephen Protomartyr Catholic School may be in jeopardy if any inappropriate content posted or provided by the student communicates ideas or values that conflict with St. Stephen Protomartyr Catholic School's mission as a Catholic school. This includes friends' social media that have students representing St. Stephen Protomartyr in some inappropriate manner or behavior.

While we realize that there are things beyond one's control, we expect students to make every effort to avoid any inappropriate situation and take responsibility for their behavior and choices. Students' online behavior needs to reflect the general behavioral standards set forth in the student and parent handbook. Websites and photos online should reflect positively on the student and on St. Stephen Protomartyr Catholic School. Careless behavior on social media sites could result in any multitude of consequences for students. Failure to comply with the guidelines will result, at least, in revocation of privilege and disciplinary action, up to and including dismissal.

When students jeopardize the safe environment or act contrary to the gospel values, whether occurring within or outside of school, they can be subject to disciplinary action by the school. This policy applies to communications or depictions through e-mail, text messages, website postings, or social media, 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. Such inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Maintaining School Privacy

St. Stephen Protomartyr Catholic 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 and faculty in our school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student / parent has the express written permission from the school to do so. This includes but is not limited to online photo-sharing and posting videos to YouTube, Facebook, or similar applications.

As such, students and parents are prohibited from recording classroom lessons / discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students / parents shall not publicly post any videos, pictures, or audio recordings of staff members

unless students / parents 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.

Electronic Devices

Cell phones and other electronic devices are to be kept turned off and checked into the school office before classes begin. We ask that these items are only brought to school if absolutely necessary. The student should never have these devices on their person during the school day.

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

- The first time, the phone will be confiscated and a parent or guardian will have to retrieve the phone.
- Thereafter, a \$25 fine will be charged for each incident, the phone will be confiscated, and a parent must retrieve the phone.

The school is not responsible for lost or stolen devices.

Use of School Telephone

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

CATHOLIC FAITH FORMATION, SACRAMENTS, LITURGY

Religious Education

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

St. Stephen Protomartyr Catholic School students participate in all-school Masses twice a week at 8 a.m. on Wednesday and Fridays. Adoration of the Blessed Sacrament is celebrated on the first Friday of each month.

Students' baptismal anniversaries are recognized at Mass on the last Wednesday of each month. Parents, grandparents, and godparents are invited. All students renew their baptismal promises.

The Sacrament of Reconciliation for all eligible grades takes place during Advent and Lent.

Second grade students celebrate their First Reconciliation in early Advent.

Second grade students celebrate their First Communion on the second Sunday after Easter.

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

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

Service Opportunities

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

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

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

SCHOOL CALENDAR & SCHEDULE / EXTENDED CARE

Calendar

St. Stephen Protomartyr Catholic School follows the policies and guidelines of the Archdiocese of St. Louis.

School Hours

Arrival Time

Doors open: 7:30 a.m.

First bell: 7:50 a.m.

Tardy bell: 7:55 a.m.

Dismissal Time

Half-day preschool: 12:15 p.m.

Full day: 3 p.m.

Dismissal

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

Snow Schedule

When traveling to or from school is considered hazardous because of snow or ice, the school will exercise one of two options: cancellation of school, or late-start snow schedule.

In either event, families will be notified by robo calls. Notification will also be posted on KMOV-TV (Channel 4) and KMOX Radio. An email notification will be sent, and notification will be posted on the school Facebook page. Please do not call parish or school personnel for information about closing.

Early Release of Students from School

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

Extended Care

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

Cold Weather Guidelines

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

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

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

COMMUNICATION

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

Voicing Parental Concern

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

Procedure for voicing parental concerns:

- Consult the teacher, as she or he would be the most likely person to satisfy your question.
- Consult the principal concerning the problem.
- Should you still have questions or concerns, contact the pastor.

Social Media: Discussion of issues or concerns on social media is not appropriate. If a parent wants to discuss a problem or would like to voice a negative opinion about how something was handled, they should speak to the appropriate staff person, teacher, principal, or pastor. Any posts considered criticisms or concerns on the Church, School, or PTO Facebook pages will be removed.

FACTS and Other Communication Tools

FACTS is our school information system, and it allows parents to monitor grades and to communicate via email with the faculty and staff.

Teachers will post regularly to keep you abreast of the "happenings" in their classrooms, including what is being taught and other special events.

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

Principal correspondence will come to you via email, postings on Facebook, Flocknote newsletters, the school website, etc. Weather and other emergency messages are sent via robo calls, email, and / or notices on Facebook.