

# MOST SACRED HEART SCHOOL



**mind soul heart spirit**  
**2022-2023**

## **Parent/Student Handbook**

Revised August 2022  
350 East Fourth Street  
Eureka, Missouri 63025  
636-938-4602

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**PLEASE NOTE:** Referenced numbers in parenthesis after heading or paragraph indicate the policy number from the Administrative Manual for Elementary Education, Archdiocese of Saint Louis

# MOST SACRED HEART SCHOOL



**Most**

**mind soul heart spirit**

**Sacred Heart School Parent/Student Handbook**

## **Mission Statement**

Most Sacred Heart Catholic School is committed to:

- developing dedicated followers of Christ within the Catholic Church.
- providing quality education from early childhood through 8th grade.
- promoting responsible citizens of a diverse global community.
- celebrating individual talents.

## **Core Values**

From this Mission Statement we at Most Sacred Heart Catholic School derive our core values. We celebrate the Most in Each Child. We *Nourish the Soul, Embrace the Spirit, Inspire the Mind, Open the Heart*, thereby **celebrating the Most in Each Child**.

## **Philosophy**

Most Sacred Heart Catholic School is dedicated to promoting and supporting the fourfold mission of Catholic Education: **Message of Jesus, Life in Community, Worship with One Another, and Service to Others.**

We teach the Good news of the Gospel and strive to prepare our young people to love and proclaim the Good News of Christ. We have a quality academic program which is strong, diverse, innovative, and integrates faith into all curricular areas.

It is our desire to instill in the students the importance of worshipping God respectfully, and teaching them the value of service to one another, to people in the parish community, outside the parish, and the broader world community.

We endeavor to develop in our students the following:

- \* **Desire to learn, live and value their faith**
- \* **Work to their fullest academic potential**
- \* **Develop self-dignity, and a Christian love and respect for all humankind**
- \* **Respect for our earth and strive to develop an awareness and concern for global issues**
- \* **Foster acceptance and regard for each child as an individual**
- \* **Empower the children to meet the challenges of living in an ever-changing racially and culturally diverse world.**

We believe the primary responsibility for education belongs to the parents/guardians with the support of faculty, staff and the church community at large.

# Parental Witness Statement—2022-2023

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With awareness of the Catholic Church's vision on my vocation as a parent, I ask to have my child enrolled at Most Sacred Heart School. In doing so, I acknowledge and accept my responsibility to be the primary religious educator of my children. I understand the Catholic school is a way in which my Church seeks to assist me in my vocation. However, I know that no matter how clearly and effectively the Catholic School communicates the truths of our faith, unless my children see these truths take root in our family, then there is little hope that the faith will take root in their hearts. I believe that the Catholic School can deepen, enrich, and reinforce a faith that my children experience in their home. I understand that the school supports me as the primary educator, and I in turn support the school.

Practically, I understand the above to mean:

1. To acknowledge and accept my responsibility to be the primary religious educator of my children.
2. To participate actively each week in the Sunday Eucharist.
3. To speak to my children about the things of God, and to make prayer an integral and important part of the environment of our home.
4. To do my fair share in supporting the Catholic School financially; by my service; and through relating in a Christ-like manner to the other members of the community.
5. To teach my children by work and example to have a love and concern for the needs of others, especially the poor.

I understand and accept that my child's continued acceptance in Most Sacred Heart School is dependent upon my continuing to live these values.

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Parent's Signature

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Date

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Parent's Signature

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Date

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Pastor's Signature

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Date

## **Administration, Faculty, & Staff**

### **The Pastor, Reverend Joe Kempf**

The pastor is the spiritual leader and the chief administrator of our parish. He is, therefore, ultimately responsible for the education apostolate of Most Sacred Heart Catholic School.

### **Senior Associate Pastor: Reverend Leo Spezia**

### **The Principal: Mrs. Monica Wilson**

The principal administers the school according to the general policies of the Archdiocese. The principal is responsible to provide for the spiritual, moral, intellectual, aesthetical, social and physical needs of the children in the school. It is the Principal's duty to work closely with the Pastor, School Board and Faculty to achieve a climate and program that fosters Christian growth and formation with the total school community.

Mrs. Elizabeth Hayes	Preschool 3 Year Old Class
Mrs. Kristin Callahan	Preschool 4 Year Old Class
Mrs. Sara Brockmeyer	Preschool 3 Aide (MWF)
Mrs. Molly McIntyre	Preschool 4 Aide (MWF)
Miss Sarah Frankenberg	Kindergarten
Mrs. Danise Baker	Kindergarten Aide
Mrs. Natalie Jacob	First Grade
Mrs. Tamara Sartors	Second Grade
Miss Jess Dahlheimer	Third Grade
Miss Elizabeth Kiblinger	Fourth Grade, 5 <sup>th</sup> Science & Math
Miss McKenna Steineman	Fifth Grade, 4 <sup>th</sup> Reading & Social Studies
Mrs. Emily Kemlage	Sixth Grade Homeroom, 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Math, Pre-School – 8 <sup>th</sup> Spanish
Mr. Craig Plefka	Seventh Grade Homeroom, 7 <sup>th</sup> Religion, 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Science & Social Studies
Mrs. Jeanie Harper	Eighth Grade Homeroom, 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Language Arts
Mrs. Sarah McQueen-Amsden	Resource Teacher
Mrs. Michelle Etter	6 <sup>th</sup> & 8 <sup>th</sup> Religion
Mrs. Jamie Seamands	Art—Tuesdays/Thursdays
Mrs. Whitney Martin	Music—Mondays/Wednesdays/Fridays
Mrs. Liz Greubel	Physical Education—Mondays/Wednesdays/Thursdays
Mrs. Chris Rundquist	School Counselor—Wednesdays
Mrs. Kelly Schumacher	Librarian—Wednesdays
Mrs. Jen Buehler	Secretary
Mrs. Mary Kluba	Volunteer School Nurse

## **Admissions**

### **Policy**

It is the policy of Most Sacred Catholic Heart School to provide a Quality Catholic Education in grades preschool through eighth grade for its' parishioners children regardless of race, sex, national or ethnic origin. **Preference is given to those who are of the Catholic faith and those who are registered, active parishioners of Most Sacred Heart parish.** The parish provides and supports our school for the transmission of the Faith.

#### **General Admissions**

The suitability of individual admissions is at the discretion of the principal and pastor.

Maximum class size for Most Sacred Heart Catholic School is 28 pupils per class or less. Only by special concession will the pastor and principal decide to surpass this maximum not to exceed 30. An example of this concession would be to keep all children in a family in the same school. If a family chooses to move one child to another grade school other than Most Sacred Heart Catholic School, the exception allowing siblings to exceed the 28 pupil maximum would be reconsidered. This decision would be made by the administration based on communication with the parents of the withdrawing child.

Preference for admission is given to those children whose parents are registered, active parishioners of Most Sacred Heart Parish.

Special preference is given to those who already have brothers or sisters in the Kindergarten through 8th grade of Most Sacred Heart Catholic School.

No special preference, other than the above, is given to those who have attended preschool at Most Sacred Heart Catholic School.

Verification of current custody arrangements in cases in which parents of the student are divorced will be provided. The most recent court copy of the parenting plan, which verifies custody arrangement, must be provided. (4103)

## **Home School Children Admissions**

Most Sacred Heart Catholic School will determine the acceptance and appropriate grade level of formerly home-schooled students through the evaluation of academic records, samples of students work, principal or pastor interview, age appropriateness of the students, and/or testing.

## **Annual Registration Procedures**

Application forms will be on the school website at the end of January. Approved applicants will be sent a Most Sacred Heart School Contract in February. Signed contract and enrollment fees are due March 31.

Missouri law provides that children may not enroll in school until immunization proof is provided. The required vaccination doses are available from the school nurse or your own pediatrician.

### **Preschool through Eighth Grade**

Applicants for the 3 year old preschool program must be 3 years of age prior to August 1st and be toilet trained. Applicants for the 4 year old preschool program must be 4 years of age prior to August 1st. Applicants for Kindergarten must be 5 years of age prior to August 1st of that school year. The child must demonstrate sufficient maturity, and academic and social skill development appropriate for Kindergarten. Kindergarten screening may be conducted for exceptions to age requirements.

A child must be 6 years of age prior to August 1st to enter first grade.

The Archdiocese requires a physical examination for admission to Kindergarten. If the parents or guardians can provide written confirmation that their child has had a physical examination after January 1st of this year, it will fulfill the requirement.

Any student upon entering Most Sacred Heart Catholic School must present a birth certificate, health form, day, month, year of immunizations, baptismal certificate, a request for records from previous schools, and a copy of the court order of custody or guardianship in cases of separation or divorce.

***Additional information may be requested from former pastor and/or principal.***

## **Alcohol Policy**

Archdiocesan Guidelines for the Use of Alcohol at parish functions went into effect November 1, 2013. The complete guidelines are available at the rectory. The following guideline, #7 will be followed at all events directed primarily to and for minors:

*7. Alcohol is not to be served to anyone or brought in by someone, including adults, at any event directed primarily to and for minors. This includes elementary and high school events, CYC events, Scouting activities, etc.*

## **Arrival/Dismissal Procedures**

### **Arrival Procedures**

Each School day begins at 7:50am for Pre-3 through 8<sup>th</sup> grade.

1. **It is our expectation that by dropping off your child/children at school, you have screened their health prior to doing so and have found them not to have problematic symptoms.**
2. Drop-Off will take place at the EAST ENTRANCE near the 5<sup>th</sup> grade classroom (back parking lot). For the EAST ENTRANCE, vehicles will come up the back driveway, follow the loop around the old pump house, drop off students between the cones, and then exit either through the back drive. There will be a staff member outside and students may only be dropped off when the staff member is present.
3. For the WEST ENTRANCE, vehicles will come up the main entrance off Hwy. 109 and park. Parents may walk their child(ren) to the courtyard doors where a staff member will be there to greet them. Parents will not be permitted into the building during morning drop off.
4. Periodic temperature screenings may be performed at all entrances.
5. Late arrivals (anyone arriving after 7:50am) MUST park on the front lot and accompany your students to the courtyard main school entrance.
6. Before Care users (those arriving before 7:30am) MUST park on the front lot and accompany students into the Dining Room entrance.
7. Because we need the cooperation of everyone for the safety of our children, anyone who does not follow the above procedures will receive a call from the school office.

### **Dismissal/Pick Up Procedure**

**Each school day ends at 3:00pm for Pre-3 full day through 8<sup>th</sup> grade.**

For the safety of the students, these are the dismissal procedures:

1. Students will remain inside the building and will be called to load into their cars at either the **WEST DOORS** near the kitchen (front parking lot) or the **EAST DOORS** near the 5<sup>th</sup> grade classroom (back parking lot). Families will inform the school of who will be picking up your child/children and which location (WEST DOORS or EAST DOORS) you will use for picking them up.
2. Parents/carpools will form lines around the perimeter of the front lot or lines around the driveway of the back lot. **If you are using the front lot, enter the front lot using Highway 109 entrance and you may ONLY exit out the front drive to Highway 109. If you are using the back lot, enter the back lot using 1<sup>st</sup> Street up the back drive, and you may ONLY exit out the back drive to 1<sup>st</sup> Street.**
3. Using the information you provide to us, families will be given 2 "Car Tags" that contain the family surname and those tags will be displayed on the passenger visor during dismissal so that teachers can radio family names into the building and students will be sent out as names are called to load the cars.
4. If someone other than the parents are picking up, it is the responsibility of the family to get the "Car Tag" to that designated person allowed to pick up your child/children. In the event someone needs to pick up your child/children and does not have a "Car Tag" they will need to park on the front lot, and come into the building through the courtyard doors to show proper ID after 3:15pm and then the child/children will be released to them.
5. Students riding bicycles to school will be dismissed AFTER carpool dismissal is completed.
6. At 3:10pm any child not picked up will be sent to the After Care Program.
7. On days when there is NO After Care provided, any child NOT picked up, families will be charged \$25.00 for each half hour per child. (Noon dismissal days charges begin at 12:15pm and Fish Fry Fridays charges begin at 3:15pm)

## **Assignments**

Any assignment turned in with ink blots, scratch outs, not neatly done, without a proper heading (as designated by the teacher) or torn from notebooks will not be accepted and will be done over. Students in grades 2-8 are responsible for keeping a record of homework, long term project and due dates. Assignments turned in late will not receive full credit. Assignments may

be completed on the computer, but are not required unless specified by the teacher.

## **Attendance Policy**

The school day begins at 7:50am. Students may enter their homerooms from 7:30am until 7:50am.

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (i.e.: field trips, enrichment, and remedial programs, etc.)

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.

If a student is absent from school, a parent should notify the school by telephone (938-4602) or by using the school website and leaving a message to the office as to the cause of the absence. Attendance calls can be made between the hours of 7:00 and 8:30 a.m. Upon return to school, the parent must provide an email, a call, or a note explaining the absence.

When parents request that students leave school during the school day, a note from home, an email, or a phone call will be required, and parents must sign the child out with the office before leaving. Students are to be picked up by the parents or someone designated by parent consent on the note, at the school office.

## **Tardiness**

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

A student is tardy when they arrive into the classroom after 7:50. When a student is late they are to go to the office for a tardy slip. If a student is not in school for two or more hours he/she is considered  $\frac{1}{2}$  day absent.

**Chronic or excessive absences/tardiness without substantial cause can be a factor in determining a student's continued enrollment in the school. (4201)**

Parents should try to arrange all doctor/dental appointments on free days or after the 3:00 p.m. dismissal, so that students will not miss their classes and be held back in their scholastic achievement. Medical and dental appointments are excused absences.

## **Make Up Work**

Students who have an excused absence shall have an opportunity to make up work. It shall be the responsibility of the student on his/her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish a mutually agreeable time for daily and test make-up. Students will be granted the amount of time they were absent to make up work. For example, if a student is absent on Monday and Tuesday, his/her work would be due on Friday at the beginning of the scheduled class period.

When a student is absent one day, he/she will be required to take the make-up test one day after the student returns to school. Arrangements should be made with individual teachers regarding taking make-up tests.

Work for absent students will be placed on the counter outside of the office at 3:15pm the day the student is absent. Parents may pick up the absentee's work after 3:15pm or the following day.

Students who have justifiable absences, such as illness or accidents and whose probable absence will extend beyond four weeks shall be referred for educational arrangements.

## **Vacations**

Families sometimes decide to take vacation or leave town for a period of time during the school year. In that event the following will apply:

- \* All assigned work is turned in on an agreed upon date by the teacher and family
- \* All tests are made up at the discretion of the teacher
- \* Student assignments and work will not be made available in advance.

## **Before and After Care Programs**

MSHS offers before and after school care for children Pre-School through 8<sup>th</sup> grade. Our program is coordinated by Mrs. Wilson. Before care is from 6:30-7:30 am and after care is from 3:00-5:30 pm each school day.

There will be some school days when after care will not be offered, but parents will be notified well in advance in order to make other arrangements. **After care will not be offered on Fridays during Lent and any early dismissal days.**

If you plan to use after care, please keep the following in mind:

1. Any child not picked up from school by 3:10 pm on a regular school day will automatically be taken to after care.
2. The fee is based on an hourly rate.
3. Registration must be turned in to the school office on the first day of the school year.
4. Any child not picked up by 5:30 pm will incur an automatic \$25 late fee.
5. After care statements will be emailed to you by the parish bookkeeper. Payment is to be made immediately. Please mark your check and envelope with "After Care."

#### After Care Policies:

- Purpose -- The After Care program allows for recreation, socialization, directed activities, and quiet time. Students may use quiet time for the completion of homework. This is not considered tutoring time for students.
- Medication -- NO medication should be scheduled for administration during after care.
- Sign in and sign out -- Parents/guardians must sign out child each day. A child can only be released to a person designated by the parents/guardian. Normally, sign in and sign out will take place in the dining room. Please knock for entry at the courtyard door to pick up your child since the building will be locked at all times.
- Illness or injury -- If a child becomes ill during after care, parents will be notified immediately. The ill child will be monitored by a staff person until the parent arrives. If a child is injured, first aid will be administered and the parent will be notified. If the injury is serious, emergency measures will be taken.
- Snack -- Children will be given a snack and a drink each day as soon as after care begins. Please list any restrictions in the After Care registration section of the Student Information Record.
- Late payments -- Families more than one month behind in after care payment fees will not be able to use the program until all fees are paid.

#### Daily After Care Rules:

- Children in the After Care program are expected to abide by the rules set for them. Failure to do so will result in the child not being able to continue in the After Care program. This determination, after consultation with parents/guardians, will be made by Mrs. Wilson.
- Children will not be allowed to use electronic devices during after care (examples: Game Boy, cell phones, etc.).
- Children will not be allowed to return to their classrooms for books, papers, etc.

- Children may not leave their designated play/activity area without permission of the staff person in charge.
- Each child is expected to tidy up their area after snack, activity, etc.
- After care staff will not require any student to do homework. Homework may be done at any time during after care.
- Children are expected to take part in the designated after care activities or do their homework.
- Children may not leave school, go home, and return to after care.
- Any complaints or concerns about after care should be brought to the attention of Mrs. Wilson.

## **Bicycles**

Students in grades 3, 4, 5, 6, 7, and 8 are permitted to ride bicycles to school with the permission of their parents. Bicycles must be walked once they reach the top of the back hill. Students riding bicycles must wear helmets and obey the basic rules listed on the permission slip. The school is not responsible for any lost, stolen or damaged bicycles while on school premises.

## **Cell Phones and Personal Devices**

During the school and Before/After Care hours, students have phones that are available for them to make emergency phone calls.

Students are not to use cell phones or other such devices before school, in Before Care, during school, or in After Care. Violations will result in the forfeiture of the cell phone or other such device. Further disciplinary action will follow based on school's disciplinary procedures outlined in this handbook.

If it is necessary for a student to have a cell phone after they leave the campus, the cell phone must be kept in the student closet/locker and be turned OFF. During After Care, the cell phone is to be kept in the student backpack and turned OFF.

Students may bring personal devices such as Kindles, Tablets, Nooks, etc. for educational uses during the school day at the discretion of the teacher.

The school is not responsible for loss, damaged or stolen cell phones or personal devices.

## **Child Abuse/Child Abuse Screening**

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

It is the policy of the Archdiocese of St. Louis in even numbered years, for all employees and volunteers who are working with or who are in a position to be in contact with children should undergo a records check for prior history of child abuse in the state of Missouri.

In odd numbered years, all new employees and volunteers will undergo a records check for prior history of child abuse in the state of Missouri. (3601)

## **Communication**

A school newsletter is available on Gradelink each Thursday. This can be found using the “School News” tab at the top of the Gradelink Home page.

Communication between home and school is encouraged and beneficial for all. You may email the principal or teacher (Teachers and administration check their messages at least three times a day during the school year.), you may call the school office, or you may schedule a conference. Please do not phone teachers or the principal at home.

Faculty and staff maintain a “Teacher Page” on Gradelink that contains important reminders and weekly homework. It is changed every week on Monday morning. Parents are encouraged to visit these regularly.

Gradelink/School Messenger, an automated phone system, is used to notify ALL parents of school cancellation, schedule changes, and unplanned events.

## **Copyrighted Materials**

Most Sacred Heart School will adhere to the current copyright laws governing printed material, DVD, CDs, computer software, music, multi-media presentations, and internet websites and resources.

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

## **Discipline**

### **Standards of Conduct**

Discipline is the process by which persons order their life to bring about the best for themselves and for others. The essence of Christian discipline is self-discipline.

In guiding the child's growth in Christian attitudes, values, and behavior, the faculty strives to:

- Promote an atmosphere where self-worth, dignity; and respect for each person is considered to be of prime importance.
- Provide opportunities for a child to make personal decisions and to take upon himself/herself the consequences of his/her action(s).
- Establish with the children regulations and procedures within the framework of respect, along with the consequences resulting from violations so that each child knows what is expected of him/her as a student.

All school personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, on school sponsored activities, or during recess periods.

The principal and pastor have the authority to suspend any student for misbehavior or for other sufficient reasons. The suspension will be for such time as the principal or pastor determines necessary for proper adjustment. However, the period of suspension shall not exceed ten (10) school days.

Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body, may on recommendation of the principal, be *withdrawn for cause* from school by the pastor.

In consideration of an expulsion, written notification will be sent to the parents and a hearing will be scheduled with the student, parents, principal, and pastor at which time the student can address the conduct prompting the disciplinary action.

The pastor is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause at his discretion.

### **Virtue-Based Restorative Discipline™**

Most Sacred Heart School is a Virtue-Based Restorative Discipline™ School. This initiative is a Catholic response to bullying prevention, and has two goals:

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

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

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

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

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

The four guiding principles in VBRD:

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

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

### **Reporting**

Anyone witnessing, hearing, or having knowledge of any anti-social 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. Tattling versus Reporting (getting someone into trouble versus getting someone out of trouble) Parents are encouraged to teach their children the difference between tattling and reporting. Reports of serious behavior infractions are the responsibility of all students, volunteers, teachers, and staff.

Examples of anti-social behaviors include, but are not limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Being verbally bullied
- Being socially excluded or isolated
- Being physically bullied
- Being bullied through lies and false rumors
- Having money or other things taken or damaged
- Being threatened or forced to do things

- Racial bullying
- Sexual bullying
- Cyber-bullying (via cell phone or the Internet)
- Being disrespectful to peers or adults

## **Guidelines**

Staff at our school will do the following things to prevent anti-social 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 anti-social behavior and stop it when it happens.
3. Teach the Virtue-Based Restorative Discipline™ Program to students in grades Pre-School through 8th.
4. Respond quickly and sensitively to anti-social behavior reports using the VBRD Program and coaching models.
5. Take seriously families' concerns about anti-social behavior.
6. Look into all reported anti-social behavior incidents.
7. Assign consequences for anti-social behavior in conjunction with the school discipline code.
8. Provide immediate consequences for retaliation against students who report anti-social behaviors.

Students at our school will do the following to prevent anti-social behavior:

1. Treat each other respectfully.
2. Refuse to watch, laugh, or join in when someone is being bullied.
3. Follow the four guiding principles in VBRD:
  - a) We will dedicate ourselves to living virtues.
  - b) We will support others in living virtues.
  - c) We will commit to constructive thoughts, words and deeds.
  - d) When faced with challenges or conflict, we will find solutions that cultivate virtues for ourselves and for one another.

## **Possible Consequences**

Positive Consequences include but are not limited to verbal praise by teacher, principal, or parents, Red Heart Award, out-of-uniform pass, no homework pass, and an extra recess/free time.

Disciplinary Consequences are meant to help the student learn from their mistakes. The following is a rubric for anti-social behaviors.

*1st Incident*

1. Incident logged
2. Student completes “Think-About-It-Form”
3. Student restores harm done
4. Parents notified via written note or email (note will include that the next time behavior occurs parents will receive a phone call)

*2nd Incident*

1. Incident logged
2. Student completes “Think-About-It-Form”
3. Student restores harm done
4. Teacher calls parent to discuss the anti-social behavior (notification that next time behavior occurs a meeting will be conducted with the student, teacher, principal, and parent)

*3rd Incident*

1. Incident logged
2. Student completes “Think-About-It-Form”
3. Student restores harm done
4. Teacher calls to set up a meeting with the student, teacher, principal, and parent (notification that next time behavior occurs parent will be called to pick up student from school and take them home)
5. Recommendation or mandatory counseling is discussed

*4th Incident*

1. Incident logged
2. Student completes “Think-About-It-Form”
3. Student restores harm done
4. Parent is called to pick him/her up from school immediately and student will remain out of school for 2 days
5. Meeting with student, teacher, principal, parent, pastor, and counselor to develop a plan for probationary return to school

### *5th Incident*

The principal will follow the “Serious Discipline Consequences” as provided in the St. Louis Archdiocesan Elementary Education Handbook 4302. These are only guidelines and each incident will be dealt with individually at the discretion of the principal as all circumstances will be different. The Archdiocesan policy supersedes these guidelines.

### **Classroom Behavior Standards**

The classroom teacher is the person in charge at all times. Students are expected to:

- Show respect for their teachers and fellow students
- Carry out all reasonable requests by their teachers-failure to do so will be considered disrespectful and will not be tolerated
- Follow all rules set up by the teacher
- Be in their assigned seats and have proper class material (books, paper, pencil, etc.) at the start of class.
- Respect the rights of others-any disruptive behavior will not be tolerated
- Work on their lessons quietly when given class time to do so
- Gum is not to be chewed at school at any time

### **Disciplinary Procedures**

Any serious breach of the Classroom Behavior Standards will be handled as a disciplinary problem and will be handled in one or more of the following ways:

1. Teacher-student conference
2. Parent contact by telephone, email, or letter
3. Student-Parent-Teacher conference
4. Parent-Teacher-Principal conference
5. Pastor-Parent-Teacher-Principal conference
6. Suspension from school

7. Any other action deemed necessary by the principal and/or pastor to correct the problem

### **Serious Disciplinary Consequences**

The principal with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

1. an individual infraction of a major school rule
2. disrespect of authority
3. cheating
4. repeated truancy
5. repeated infractions of school rules
6. disruption of the learning environment
7. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others
8. harassment, threats, or physical acts against others
9. out of school conduct which seriously detracts from the reputation of the school

A single offense by a student such as fighting, smoking, vandalism, possession of alcohol, cigarettes, leaving the school premises without permission, or acts that have a morally bad influence on students may warrant suspension of three days, or any other action deemed necessary by the principal/pastor to correct the problem. This also includes conduct whether inside or outside school that is detrimental to the school.

Foul language, disrespect, threats, obscenity, or suggestive language used toward teachers warrant suspension of three days from school. Any obscenity or suggestive language used toward another person, and conduct whether inside or outside of school that is detrimental to the school will result in disciplinary measures. Appropriate action for disturbances may include detention, parent conference or suspension.

Cheating: Students cheating on tests, assignments, papers, or projects will be given a zero. Parents will be notified.

### **Suspension**

Suspension is the removal of a student from all classes for a specified period of time. In all cases of suspensions, the child will be readmitted into school only after the parents and child have met with the teacher and/or principal, and/or pastor.

Students will have one day after his/her return to school after a suspension to have all make up work completed. Tests are to be made up the day after the student returns to school.

### **Probation**

Probation is the continued enrollment of a student, but with specified conditions.

### **Withdrawal For Cause**

Withdrawal for cause is the permanent end of enrollment of a student from school.

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

### **Tobacco (4303)**

As a school dedicated to the promotion of the growth and well-being of every aspect of a student's life, the use of tobacco is prohibited at all times. Most Sacred Heart Catholic School declares itself as a smoke free environment.

### **Fire Alarms**

Students involved in pulling a fire alarm will be disciplined and referred to the Eureka Fire Marshal.

## **Stealing**

Stealing or taking things that are not yours will not be tolerated. These items must be returned, or restitution of the property will be required from the parents of the offender. Disciplinary action may include suspension and/or referral to legal authorities.

## **Internet and Electronic Communication 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, 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.

## **Harassment (4303.7)**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Most Sacred Heart Catholic School 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.

Most Sacred Heart Catholic School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal

for cause, will be taken.

### **Violence and Threats of Violence (4303.3)**

Most Sacred Heart 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 the unity and peace which are essential to living within the Catholic faith community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in our school.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

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 threatened or actual violence must 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.

Students and parents/guardians *are* encouraged to report concerns regarding potential acts of violence/harassment to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

### **Weapon Prohibition**

Although Missouri law allows for the carrying of concealed weapons, NO ONE is authorized to carry concealed weapons, or any weapons onto school or parish property without the consent of the pastor.

Signs are posted on the property prohibiting such activities even if a person has the necessary permits.

## **Dual Enrollment (4204)**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

## **Early Dismissal**

School closings after the school day has begun, due to inclement weather, will only happen on the rarest of occasions. All parents will be notified of the EARLY DISMISSAL through Gradelink's messaging system. Early Dismissal will also be posted on the Principal's online Bulletin Board. Television channels 2, 4, and 5 as well as KMOX 1120 Talk Radio will be notified. School will close and students will be dismissed at 12:15pm. Students who are not picked up at 12:15pm will be held in After Care until 2:00pm. Parents will pay for After Care from 12:30-2:00pm.

If someone other than the parent is picking up the child, the office should be notified. Everyone picking up a child early from school will be asked to sign that child out at the office. Children will be supervised until a parent, or designated person can pick up their child.

If it is necessary to pick up a student early or during school hours a parent/guardian must come to the School Office to sign-out the student and sign-in on their return. The student's teacher should be notified if the student will be gone during school hours.

## **Emergency Authorization (4401.21)**

At the beginning of each school year, the parents are required to fill out an emergency form with the parent's signature, telephone number, and emergency numbers. All parents are required to report any change of address, telephone number, emergency instructions, etc. to update school records immediately for the safety of the child/children.

Children will be sent home from school in the event of illness, serious injury, or natural disaster. Parents will be notified by school personnel before the child is permitted to leave the school building. Under no circumstances will the school release a child to any person other than a parent or guardian unless this person is listed on the emergency form, or parents/guardians

have sent a note giving permission for the child to leave with another adult.

## **Evaluation and Testing**

A Kindergarten screening may be administered to any child prior to entering Kindergarten.

The Archdiocese adopted the Iowa Test of Basic Skills for use in the elementary schools. This testing program is administered in grades 2 through 8.

The Assessment of Catholic Religious Education (ACRE) is administered to students in grades 5 and 8 during each January.

If the school or parent feels a child needs testing over and above our capabilities, the child will be referred to an outside source such as the Special School District, Archdiocesan Special Education Department, or another agency.

## **Extracurricular Activities**

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident education purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

## **Sportsmanship**

Most Sacred Heart Catholic School faculty, staff, parents, and students will strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators will strive to consistently model and emphasize its importance to participants and spectators, including parents and other fans.

## **Faculty Meetings**

Faculty meetings are scheduled on Fridays several times during the year. These meetings are scheduled to provide professional development, spiritual development, communication, and educational updates for faculty and administration. Dismissal on these days will be at 12:00pm. These days will be scheduled in advance and there is no LUNCH and no After Care on early dismissal days.

## **Field Trips (5202.8)**

Each Catholic Elementary School of the St. Louis Archdiocese determines the appropriateness of school sponsored field trips. Only if there is an evident educational purpose may the trip be planned under the school's auspices. Special programs, displays or performances that might enhance a subject matter may result in a class or group field trip.

Whenever possible, Most Sacred Heart Catholic School will use bus transportation by an insured carrier for off campus events. A fee will be assessed to help cover the expense. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These may include the small number of students involved in an activity and the cost of commercial transportation. If private passenger vehicles are 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 a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system (a).
6. Adults should not be permitted to smoke in the vehicles.

Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child restraint system for booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872)

## **Field Trip Chaperones**

The administration along with the designated teacher will decide the number of chaperones necessary for the field trip. All chaperones must follow these guidelines:

1. Chaperones must be at least 18 years old and MUST be in full compliance with the Safe Environment Program of the Archdiocese of St. Louis. Compliance requires attendance at a

- Protecting God's Children workshop, a signed Code of Ethical Conduct, and submitting to a background check which will be updated in even numbered years.
2. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. All school rules apply on school sponsored field trips.
  3. Chaperones must stay with assigned students the entire time.
  4. Chaperones may not bring additional children or adults with them on the field trip.
  5. Chaperones should not eat, be on their cellular devices, or otherwise be preoccupied when chaperoning students.
  6. Chaperones should not smoke or consume alcoholic beverages when chaperoning students.

## **Grading and Reporting**

The school year is divided into four quarters for reporting to parents and students. Grades for students in K through 8<sup>th</sup> grade are available for parents and students to see online by utilizing the grade book feature of the school web site. Grades are posted no later than three days after the event.

At grade levels where appropriate, the teacher will outline his/her system for determining a quarter grade. (i.e. homework = 25%, tests = 50%, projects = 25%) This system will be communicated at Open House.

The Report Card is a summary of a student's growth and progress. It deals with knowledge and skills, study habits and behavior toward others. The Report Card reflects the school's philosophy that each student is an individual person of value, gifted with unique talents and abilities. The major emphasis is on that progress which the child makes in terms of his/her own abilities and expected growth. The subject areas are divided into various sub skill and learning experience areas to provide for individual differences and to show growth in various aspects of each subject. Communication between parent, teachers, and child is essential in order to help each student progress in terms of his/her own abilities and expected growth.

Report Cards are made available four times a year at the end of each quarter. They are available approximately 5 days after the end of each quarter. Printed copies of report cards will not be sent home unless requested by the parent.

Report card and online grades will NOT be available to those families 2 or more months delinquent in payment of tuition and/or fees.

All tuition and fees must be up to date by the end of the school year in order to access end of the year report cards. No student information can be provided if there are any unpaid tuition and/or fees.

Students in Pre-School do not receive a Report Card during the first quarter. At the Fall Parent/Teacher Conferences, the teachers explain each phase of the report to the parents.

Parent/Teacher Conferences are held in the Fall and in the Spring each year.

Parents who do not feel that their child is working to capacity or who wish to discuss some problem with the teacher, are encouraged to make an appointment with their child's teacher by calling the school office or by sending request via the school's Grade Link system.

If a parent has a problem or concern with a teacher, the parent should schedule a conference with the teacher by calling the school office and scheduling a time convenient for both to discuss the concern. If the concern cannot be resolved between the teacher and the parent, the parent may then schedule a conference with the principal. If a parent still feels the situation has not been resolved, they may contact the pastor for a conference.

## **Grading System**

The St. Louis Archdiocesan Scale is used for Grades 3 through 8:

A+: 100-97 A: 96-93 B+: 92-89 B: 88-85 C+: 84-82 C: 81-78 D+: 77-74 D: 73-70  
Failing 69-Below

The following scale will be used for Preschool, Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> Grades:

<b>Key For Performance Levels</b>		
<b>4 - Exemplary</b>		Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
<b>3 - Proficient</b>		<b>Student consistently demonstrates an understanding of concepts, skills and processes taught in the reporting period.</b>
<b>2 - Developing</b>		Student is not yet consistent in demonstrating an understanding of concepts, skills and processes taught in this reporting period.
<b>1 - Emerging</b>		Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations
<b>NA</b>	Not Assessed	Not assessed this reporting period

**Note: The goal is for all students to reach level 3 (Proficient) by the end of the year**

## **Guidance Counselor**

A School Guidance Counselor is available for students and parents. The guidance counselor may 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 will be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

## **Health**

It is our expectation that by dropping off your child/children at school, you have screened their health prior to dropping them off and have found them not to have problematic symptoms.

### **Communicable Diseases**

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

No child should come to school and no child will be allowed to remain at school with the following symptoms:

1. Fever ( $>100.4$ ) or 1-2 degrees above child's normal temperature and/or ill-appearing.
2. Rash with Fever.
3. Rash of unclear cause that has not been evaluated by a physician.
4. Difficulty Breathing (Especially Asthmatic not relieved with medication).
5. Sore throat with fever or difficulty swallowing.
6. Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking. When purulent (pus) drainage and/or fever or eye pain is present.
7. Vomiting at school or stomach cramping with history of vomiting in prior 24 hours.
8. Diarrhea and/or abdominal cramping.
9. Mouth sores with inability to control saliva.
10. Chicken Pox or other communicable diseases

**Children must be free of fever without the use of fever-reducing medication for 24 hours before returning to school.**

### **Administration of Medication in School**

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 medication during the school day, the following must take place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner must be signed and properly filed with the school. Physician Consent for Medication Administration forms are available online (Forms/Documents Tab).
2. Written consent of the parent/guardian for school personnel to administer the medication must be filed. Parental Consent for Medication Administration to the Child Forms are available online (Forms/Documents Tab).
3. The medication must be sent in the original container.
4. There must be proper training of personnel on medication administration.

All medication sent to school must 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. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

The school will NOT administer the FIRST dose of any medication to a student.

ALL INHALERS must be properly labeled and brought to the school office in some kind of container also properly labeled with the student's name on it. All inhalers will be sent on field trips.

Students are not permitted to carry cough drops, Tylenol, etc. in their pockets, book bags, or lunches. If they are having a problem, they should feel free to come to the school office. If a child has a bad cough, it is suggested that they be kept home so they are not spreading germs.

### **Emergency Form**

At the beginning of the school year an emergency form is sent home to each family regarding emergency procedures, medications taken, allergic reactions, physician and dentist numbers and where a parent or someone in charge can be reached during the school day.

### **Immunization (4401)**

All students, including Pre-School Students, are expected to be current on all necessary immunizations prior to the beginning of the school year. Students, including Pre-School Students without necessary immunizations unfortunately will not be allowed to attend school until such immunizations are obtained.

## **Insurance**

Student Accident Insurance is available to any family in our school who may be interested. To find out more about the program contact the school office or access the website: [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com) Online enrollment is available at this site.

## **Nutrition Commission**

The Nutrition Commission, formed in March 2014, is committed to: promoting healthy eating habits for the school community, providing nutritious foods and snacks for the school community, and encouraging physical activities for the school community. The Nutrition Commission consists of the administrator and the Hot Lunch Coordinator.

**All “Healthy Snacks/Food brought in for Birthday Treats and/or Class Parties must be commercially purchased/prepared.**

### **Daily Student Snacks**

The school staff recommends that students bring healthy snacks to school each day for snack time. The list of healthy snacks can be found on the school website under forms and documents. (Nutrition Commission Healthy Food Suggestions)

### **Birthday Treats**

The school staff **requires** Birthday Treats brought into school for the class be healthy snacks. The Nutrition Commission Guidelines should be followed. These are the only snacks that will be distributed to the class. If a student brings in snacks that do not meet the “healthy snack” requirements, the snacks will be sent home.

### **Class Parties**

The school staff **requires** that all foods served at Class Parties be healthy snacks with the exception of ONE item. The list of healthy snacks can be found on the school website under forms and documents. (Nutrition Commission Healthy Food Suggestions)

## **Physicals**

Physical examinations of each child entering Kindergarten, and grades 3 and 6 are mandatory following Archdiocese policy. We also require all new students entering Most Sacred Heart Catholic School, regardless of grade, to have a physical examination prior to commencement of school. All physicals must be less than one year old.

## **Significant Medical Conditions (4401.6)**

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

## **Homework**

Parents are asked and encouraged to help the student arrange a time and a quiet place for homework in the evening or at a time convenient for the family. The study area should contain implements needed to do assignments such as dictionary, ruler, pencils, markers, paper and good lighting.

Approximate times that should be devoted daily to homework are:

Grades 1-3	20-40 minutes
Grades 4-5	45-60 minutes
Grades 6-8	60-120 minutes

NO homework is to be assigned on weekends, excluding any long term special projects.

## **Honor Roll**

Most Sacred Heart Catholic School Honor Roll is our way of honoring academic achievement for students in grades 5-8. Students can achieve Principal Honor Roll, First Honors, or Second Honors. The following are guidelines used to determine eligibility:

1. Students with straight A+'s or A's qualify for Principal Honor Roll.
2. Students can qualify for First or Second Honors by using the following calculations. The average of six core subjects (Religion, English, Literature, Math, Social Studies, and Science) is calculated.
3. The following raw numbers are assigned to each grade: A+ = 8, A = 7, B+ = 6, B = 5, C+ = 4, C = 3, D+ = 2, D = 1, F = 0. Then the total is divided by 6. The quotient is not rounded. You must have 7 or higher to be qualify for First Honors. You must have 6 or higher to qualify for Second Honors.
4. All grades attained by the student must be "C" or higher including Music.
5. O or S in Art, P.E., Computer, Spanish and General Conduct.
6. No minuses in Conduct.

## **Inclement Weather**

If school is CANCELLED due to inclement weather you will be notified using Gradelink's messaging system. The Principal will make every effort to let parents know as soon as possible if cancellation is necessary. School cancellation will also be posted on the Principal's online Bulletin Board as soon as a decision is made. Television channels 2, 4, and 5 as well as KMOX 1120 Talk Radio will be notified. If parents are uncomfortable, feel unsafe, or get nervous driving in the snow, please keep your children at home.

If school is DELAYED, due to inclement weather, you will be notified using Gradelink's messaging system. Delayed start will also be posted on the Principal's online Bulletin Board. Television channels 2, 4, and 5 as well as KMOX 1120 Talk Radio will be notified. School will begin at 9:30am. Students will be admitted to the building beginning at 9:10am. Please do not have children arrive at school prior to 9:10am as there will be no supervision until 9:10am. If parents are uncomfortable, feel unsafe, or get nervous driving in the snow, please keep your children at home.

School closings after the school day has begun due to inclement weather will only happen on the rarest of occasions. All parents will be notified of the EARLY DISMISSAL using Gradelink's messaging system. Early Dismissal will also be posted on the Principal's online Bulletin Board. Television channels 2, 4, and 5 as well as KMOX 1120 Talk Radio will be notified. School will close and students will be dismissed at 12:15pm. Students who are not picked up at 12:15pm will be held in After Care until 2:00pm. Parents will pay for After Care from 12:30-2:00pm.

## **Library**

Students in every class will have an opportunity to visit our Pope John Paul II Library on a scheduled weekly basis. Library books may be checked out for a week period. While students are in scheduled library time, no technology may be used.

Books that are lost or damaged and are unable to be returned to the shelf will be charged **FULL REPLACEMENT** value of the book. (For example: water damage, damage by pet, etc.) Damaged books that can be repaired and returned to the shelf for further check out will be charged **½ OF THE REPLACEMENT VALUE** of the book. (For example: books that contain writing or markings of any kind, etc.)

Any book that is two years old or newer that sustains damage to pages, such as torn pages, that can be repaired will incur a **\$.25 per page** fine. Damage to a book cover will be **\$1.00**. The maximum will be **\$2.50** per book.

We realize that some of our books are older and do have some damage that has already occurred, therefore, each book will be evaluated on an individual basis when damage occurs.

Overdue notices are sent to you for any book that is not returned by the scheduled return date. We do not collect overdue fees for these books. Any book that is not returned after sending out two overdue notices will be considered lost. All lost books must be found and returned by the second week in May. **If a book is not returned, a final notice will be sent out in May with the full replacement cost of the book.**

**Library fines and fees should be paid timely to avoid disruption in student library privileges.**

## **Lunch/Dining Room Expectations**

Hot lunch, prepared at school, will be provided to the students daily. Students may also bring their lunch and purchase milk. Prices for meals and milk are announced at the beginning of the school year.

Students must wait until their table has been dismissed before leaving the Dining Room. They must also pick up any trash around their table.

Each student is responsible for keeping the Dining Room area as clean as possible. Students will be assigned on a weekly basis to help clean tables and stack chairs after lunch.

## **Media Authorization**

Parental permission for student involved in media/marketing materials is requested at the beginning of each school year. Parents may choose to sign/initial the checkbox for Media Authorization distributed at the beginning of the school year. See appendix for full form.

## **Non-Custodial Parent (4203)**

Most Sacred Heart Catholic School follows applicable Missouri laws relating to parent custody rights. Parents need to furnish the school with a court certified copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to a non-custodial parent.

## **Organizations**

### **Home & School**

The Home & School Association is a very important part of our school family. The Association provides many valuable services for the school including coordinating Room Parents, working with fund-raising, hosting teacher luncheons, assisting with school activities, providing assistance with selection of equipment for the school, and many other projects for the school.

### **School Board**

The School Board acts in an advisory capacity to the pastor and principal by formulating and evaluating policies for the school. The Board is the parish's representative body for identifying and articulating the educational needs and aspirations of the entire parish community.

The Board functions in accordance with Archdiocesan guidelines. The Board functions only through its meetings held eight times throughout the school year. Interested parishioners may address the Board after first contacting the Board President.

Meetings will usually be held on the 2<sup>nd</sup> Monday of the month. Exception to this schedule will be at the discretion of the Board. Special meetings may be called by the President or by a majority of Board members as needed. The meetings will take place in a publicly designated room.

## **Sports Association**

It is the purpose of the Sports Association to “foster sound athletics through a program that will promote good sportsmanship, respect for authority, and self-discipline amongst the contestants in order to help the youth of the school become morally sound Catholics.”

## **Promotions and Retentions**

Students advance to each succeeding level or grade upon satisfactory completion of the work required for the preceding level or grade.

A student may not be considered mature enough or have sufficient skills to advance to the next level. If this is the judgment of the teacher, and in consultation with the principal and parents, the child may be required to stay an additional year on a particular level until he/she has acquired the skills necessary to advance to the next level.

## **Reduction in Force**

A reduction in the number of teaching positions due to declining enrollment or financial constraints will be made with these factors considered:

1. Qualifications to teach assigned grade levels;
2. Past evaluations and work history;
3. Length of service at this school
4. Length of service at other parish schools with the St. Louis Archdiocese.

A Reduction in Force (RIF) is not considered a non-renewal. Therefore, the March 15<sup>th</sup> date does not apply. The principal will notify the School Personnel Office within five days of notification to the teacher.

Teachers who are affected by a reduction in force will be placed on a priority hiring list only for the current hiring season. When the new school year begins the teacher's name will continue to be published on the available teacher list located on the website.

## **Religious Program**

The teachings of the Catholic religion shall be taught at each grade level including Pre-School as part of the daily schedule.

A Family Life Program shall be taught at grade levels and with the curriculum for this program determined by the St. Louis Archdiocese.

Children in Pre-School through 8<sup>th</sup> grade participate in Mass on Fridays at 8:15am. Changes to this will be communicated through the weekly newsletter.

### **Sacraments**

Opportunity is provided for the reception of the Sacrament of Reconciliation throughout the school year and especially in the seasons of Advent and Lent.

Preparation and reception of First Reconciliation and First Holy Communion takes place in the 2<sup>nd</sup> grade.

Preparation and reception of the Sacrament of Confirmation is a two year program. The 7<sup>th</sup> grade year is a time of study and preparation. The 8<sup>th</sup> grade year is a time to continue with preparations, and to practice good works. This is also the year the Sacrament of Confirmation is conferred.

### **Search and Seizure (4303.5)**

All lockers, desks, etc. are school property and as such are subject to search by school officials. Furthermore, the school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like.

We reserve the right to use specially trained dogs to insure we are free of contraband (such as drugs) and that we are maintaining a safe school environment. Lockers, other school property or any item brought onto school property identified as containing contraband may be opened in the process of the search. We reserve the right to use this method of search and may employ it without prior notice to parents or students.

### **Standardized Testing**

Standardized tests shall be given to all students as required by the Archdiocese. Individual student results shall be communicated to the parents. Results by grade shall be communicated to the School Board.

### **Student Records**

Parents/guardians having the legal right to do so may inspect and review the official active file of their children.

Parents/guardians who request to inspect the file shall provide the administration with reasonable advance notice prior to the records being made available.

### **Access to Records by Others**

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

### **Transfer of Records (4601.4)**

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. Transfer of school records will not occur until all financial obligations to the parish have been met.

### **Release of Student Discipline Information (4601.6)**

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

### **Special Needs Students (5204)**

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

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability. If, with minor adjustments, Most Sacred Heart Catholic School could provide that student with an appropriate education it will be done. In the

event that Most Sacred Heart Catholic School cannot meet a particular student's special learning needs with minor adjustments, Most Sacred Heart Catholic School should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

### **Special Needs Records (5204.1)**

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

### **Technology and Internet Usage Policy**

All students will be required to agree to and sign an acceptable use policy for school technology. Use of school technology in the lab and in the classroom is dependent on this acceptable use policy. See appendix for full form.

Students in grades 4 through 8 have one to one Chrome Book usage throughout the school year and are required to sign an acceptable use policy for the one to one usage. Parents are given the option to purchase Chrome Book insurance.

### **Textbooks**

Textbooks will be issued at the beginning of the year. A record of book number, condition of the books, and the name of the student to whom it was issued will be kept.

Any damage in a book should be brought to the attention of the teacher when the book is issued.

Damaged or lost books will be paid for by the student who was issued those books. It is the responsibility of each student to return books in the condition in which they were issued.

### **Tuition**

All school families are stakeholders in providing a quality education for their child(ren). Your understanding and support of that partnership ensures a viable and healthy future for Most Sacred Heart Catholic School.

A copy of the school tuition and enrollment fee is available online along with the online school application. Each child attending our school is substantially subsidized by our parish and we ask for good stewardship in response to this generosity.

Tuition is payable according to the terms of the school contract.

Accordingly, the following procedures exist to support timely payment of tuition and/or fees.

1. If a family enrolls after the first day of school or withdraws before the last day of school tuition will be prorated on a monthly basis. The Enrollment fee is NOT REFUNDABLE.
2. The parish business office will provide monthly tuition statements. Please note that for accounting purposes K-8 tuition, Preschool tuition, and After Care/Before Care statement are run separately. If you do not receive a statement or would like a current statement at any time, please contact the parish business office.
3. If a family is more than two months delinquent, they will be contacted by the parish business office.
4. Failure to meet financial responsibilities has consequences. School records, including report cards, will not be released during the school year or after the school year has ended when outstanding financial obligations are delinquent or unsatisfied, and no mutually acceptable plan has been agreed upon by the parish business office.
5. In cases where sizable amounts of money are involved, temporary termination of school services may occur until a satisfactory solution is found. Furthermore, certain school functions may not be open to students of families with outstanding debts. This may include your child not participating in Graduation Ceremonies.
6. Families not paying tuition and/or fees in full by May 15<sup>th</sup> of each school year will forfeit their registration status and class placement for the following school year. Those families may re-register after paying all outstanding tuition and/or fee balances.
7. Enrollment/attendance at Most Sacred Heart Catholic School is at the discretion of the Pastor and Principal.
8. Student's records and transcripts will not be transferred to any school or institution if payments are not made and an outstanding balance exists.

It is the policy of Most Sacred Heart Catholic School that if any family experiences a financial hardship that may cause them to be delinquent in tuition and/or fees payment, they must schedule a meeting with the parish business office prior to becoming delinquent in payments. Special financial subsidies may be available in cases of extreme need, but a renewal of these must be made each year as they are not automatic. Proof of financial hardship including W-2s and tax returns may be required.

## **Archdiocesan Tuition Assistance**

The Archdiocese of St Louis provides tuition assistance to families who may not be able to meet the financial obligations required to attend Catholic schools. For more information on this program, visit [www.archstl.org](http://www.archstl.org) or contact the parish business office.

## **Uniform Code**

### **General Requirement**

Students are expected to be in uniform daily. An email or a written note from the child's parent is expected if for some reason the uniform cannot be worn on a particular day. If a student is determined to be out of uniform or in violation of the uniform code, the teacher will contact the parent informing him/her of the violation. **If a student continues to be out of uniform the student will NOT be allowed to "dress down" on designated "Dress Down" days. Parents will be notified if the student has lost this privilege.**

Teachers will check each morning to see that students are following the dress code. Discipline procedures in this handbook will apply to students who are out of uniform.

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

### **Girls**

Jumper: Red and blue plaid for Grades K-4. Two styles are available: traditional jumper and drop waist jumper. Hem length no more than 2 inches above the knee.

Skort: Navy or red and blue plaid skort may be worn by all girls: Grades K – 8.

Skirt: Red and blue plaid or navy for Grades 4, 5, 6, 7, and 8. Entire hem length no more than 2 inches around the front and back of the knee. Please note: 4<sup>th</sup> grade is the transitional year for girls' uniform choices. 4<sup>th</sup> Grade Girls may wear the jumper OR the skirt OR the skort.

Pants: Navy blue pants may be worn during the school year with a black, blue, or brown solid belt. Sweat pants: May be worn OUTSIDE ONLY.

Shorts: Navy blue uniform material, cuffed at the bottom, 2 pleats in the front, 6 inch inseam or red and blue plaid short skort option with 6 inch inseam.

Girls will be permitted to use the shorts under the jumpers and/or skirts.

Girls who wear shorts must have a black, blue or brown solid belt.

Students who choose to dress for P.E. class must wear appropriate length shorts.

Knit Shirt: White or red knit shirt with Most Sacred Heart emblem purchased through school, or plain knit shirt.

Blouse: White, short sleeve or long sleeve, (knit or button down front). Must be worn inside skirt or shorts at all times. White or red turtle neck is permitted in cold weather.

Sweater: Red, white, or navy sweater (no monogram) Hooded sweaters are not allowed.

Sweatshirt: Red, white, gray or navy with school emblem purchased from school. Hooded sweatshirts are not worn as part of the uniform.

Shoes: Athletic shoes are permissible, reasonable colors, (no light ups) or brown, black, or navy leather school shoes. Students should be able to tie their shoes independently. No boots, no slip on/open back shoes and no sandals may be worn.

Socks: White, red, gray, black, or navy crew or ankle socks of solid color

Makeup: Girls will be considered out of uniform who wear makeup or nail polish.

Tights or leggings: White, red or navy. Girls must still wear socks with leggings. Acceptable leggings are tights without feet that fit on the leg and are long enough to cover the ankle.

Jewelry: No jewelry except for stud earrings and a watch may be worn. No dangling earrings are to be worn for student safety reasons. A religious item may be worn unless it becomes a distraction.

Hair color: Girls are to have neatly groomed natural colored hair.

## **Boys**

Pants: Belted navy blue pants. No denim or cargo pants may be worn. (No drawstring or elastic waist pants)

Shorts: Material is navy blue, same as boy's pants. Long pants can be cut and made into shorts. However, they must have at least a 5 inch inseam and a finished hem.

Students who choose to dress for P.E. class must wear appropriate length shorts.

Shirts: Red or white knit or white dress shirt, long or short sleeve; button down collar or regular collar. Shirt MUST BE WORN INSIDE OF PANTS AT ALL TIMES.

Sweater: Red, white, or navy sweater (no monogram) Hooded sweaters are not allowed.

Sweatshirt: Red, white, gray or navy with school emblem purchased from school. Hooded sweatshirts are not worn as part of the uniform.

Belt: All boys are to wear a Black, Blue, or Brown solid belt with the uniform pants.

Shoes: Athletic shoes are permissible, reasonable colors, (No light ups) or brown, black, or navy leather school shoes. Students should be able to tie their shoes independently. No boots, no slip on/open back shoes or sandals may be worn.

Socks: White, red, gray, black or navy crew or ankle socks of solid color

Jewelry: No jewelry except a watch may be worn. Earrings are not allowed. A religious item may be worn unless it becomes a distraction.

Hair and Hair Length: Boys are to have neatly groomed natural colored hair.

Hair is to be off the collar, above the ears and above the eyebrows with sideburns no longer than mid ear. NO facial hair is acceptable.

## **Out-of-Uniform Requirements**

When students are allowed to dress out of uniform their clothing items may not advertise substances that are prohibited for minor children. (i.e.: no beer advertisements) Clothing may not contain holes.

When students are allowed to dress out of uniform on P.E. days athletic shoes MUST be worn to participate in P.E. class.

Additionally the following requirements will be enforced:

Girls:

Shorts, skirts and dresses must be finger-tipped length around the entire hem.

Shirts/tops-the shirt/top must cover the upper torso (no backs, midriff, chest, or cleavage showing), there must be two full sleeves of at least three fingers wide (no one sleeved shirts may be worn).

### **Student Leaders Dress Down Days**

When Student Leaders sponsors a Dress Down Day students have the option to Dress Down. If a student chooses to Dress Down, then the announced “FEE/COST” must be paid in order to Dress Down. If the student does not pay the announced “FEE/COST” then the student will not be allowed to Dress Down on the subsequent Dress Down Day.

In addition, if the student does not follow the Uniform Code, then the student will not be allowed to Dress Down on the subsequent Dress Down Day.

### **Birthday Dress Down Days**

Students may purchase a \$5.00 Dress Down pass and dress out of uniform on their birthday. Birthday Dress Down passes are available at any time in the school office.

### **Volunteer Program**

Any adult (18 years or older) who wants to volunteer in any capacity in school, sports, or parish activities that include children MUST be in full compliance with the Safe Environment Program of the Archdiocese of St. Louis. Compliance requires attendance at a Protecting God’s Children workshop, a signed Code of Ethical Conduct, and submitting to a background check which will be updated in even numbered years.

The accomplishment of the goals of the parish is heavily dependent upon the participation of volunteers from the parish, most notable the parents of the school children. The school recognizes that individual family situations result in a variance in any parent's ability to assist in support of the school through volunteer activities. As a result, there are no volunteer requirements or guidelines. Nonetheless, each parent has a responsibility to contribute through their participation in the broad range of volunteer opportunities. In some cases the volunteer activities are coordinated through school related organizations, i.e. Home & School, School Board, and Sports Association. Often times, the school administration directly coordinates volunteer opportunities.

# **PASTOR'S/PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK**

This Most Sacred Heart Catholic School Parent/Student Handbook contains established policies and procedures for the 2022-2023 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the changes will take effect.

The Archdiocesan policy and procedure shall apply in all instances not covered by the policies and procedures in this Handbook.

## **PARENT AND STUDENT AGREEMENT**

My child and I have read and discussed the Most Sacred Heart Catholic School Parent/Student Handbook. We agree to abide by the policies and rules as stated in the handbook. We further agree to be governed by the handbook.

\_\_\_\_\_, \_\_\_\_\_  
Parent signatures

\_\_\_\_\_, \_\_\_\_\_  
Student Signature Grade \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_, \_\_\_\_\_  
Student Signature Grade \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
Student Signature Grade \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
Student Signature Grade \_\_\_\_\_

## **Appendix 1**

# **Most Sacred Heart Catholic School Student Acceptable Use Policy Technology and Internet 2022-2023**

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Technology and the internet provide valuable resources, both for learning today and preparing our students for the future. Acceptable internet and electronic communications conduct is explained in the Parent/Student Handbook.

The following guidelines are to be followed by all students. We ask that all students and parents agree to:

### **Student Guidelines for Acceptable Internet Use**

- ❖ Students will use the internet at school for school related activities only.
- ❖ Students will use the internet only with permission from a teacher.
- ❖ Students will not damage technology equipment, including attempts to “fix” equipment.
- ❖ Students will not write, send, download, or display inappropriate, obscene, threatening, or otherwise harmful messages or pictures.
- ❖ Students will not read or change files that do not belong to them.
- ❖ Students will not share their personal address, phone number, or any other personal contact information over the internet. They will not share personal information over the internet. They will not share personal information about others, including peers and teachers over the internet.
- ❖ Students will not copy, download, or install any software or programs to or from school technological devices. (desktops, laptops, iPads)
- ❖ Students will not use flash drives or CD-ROMS from sources outside the school without permission.
- ❖ Students will seek guidance from the teacher if they encounter any site or material that is inappropriate, or they are unsure how to proceed.
- ❖ Students will not change system settings even if temporary, unless directed by the teacher.

- ❖ Students will not knowingly access any sites, or follow any links that would be offensive to any students, teachers, or parents because of: pornographic content, nudity, or obscenity; racial, ethnic, or minority slurs; violent or illegal content.
- ❖ Students will not use communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of 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.

# Most Sacred Heart Catholic School Student Acceptable Use Policy Technology and Internet 2022-2023

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**Student: "I have read these Student Guidelines for Acceptable Internet Use and agree to use the internet and school' technology in a way that is consistent with these policies. I understand that failure to do so will result in the loss of my internet and technology privileges and/or other disciplinary action as deemed appropriate by school officials."**

**Student Signature \_\_\_\_\_ Grade \_\_\_\_\_**

**Student's Printed Name \_\_\_\_\_ Date \_\_\_\_\_**

**Parent: "I have read and discussed these Student Guidelines for Acceptable Internet Use with my child. I understand that the technology and internet will be used at Sacred Heart Catholic School as an educational tool."**

**Parent Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent's Printed Name \_\_\_\_\_**



ARCHDIOCESE OF ST. LOUIS

## MEDIA AUTHORIZATION FORM

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

### AUTHORIZATION

**Archdiocese of St. Louis:** I grant permission to use my or my child/ren's image, name, recording, or academic work in communications that include, but are not limited to, archstl.org, *St. Louis Review*, *Catholic St. Louis* magazine, archdiocesan social media, and any publication(s) by agencies administered by the Archdiocese of St. Louis.

Yes       No

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

Yes       No

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

Yes       No

**Secular media outlets:** I grant permission to use my or my child/ren's image, name, recording, or academic work in secular media communications including, but not limited to, print, radio, TV and internet (Examples: *St. Louis Post-Dispatch*, KMOX radio, and KSDK-TV).

Yes       No

### AUTHORIZATION (Please print clearly.)

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

Child/ren's Name/s:	Grade:	Age:

Signature:	Date:
Notes (for staff only): 	

Revised: 08/01/2017

