

St. Gerard Majella Catholic School

Rooted in Faith, Grounded in Excellence, Prepared for Success!

Parent/Student Handbook Grades Kindergarten through 8 2017-2018

A National Blue Ribbon School of Excellence 2012

Accredited by the Missouri Nonpublic School Accrediting Association 2017-2018

It is the policy of St. Gerard Majella to provide a quality Catholic education from ages 3 and 4, and Pre-Kindergarten through Grade 8 for its parishioners' children regardless of race, sex, national or ethnic origin (St. Gerard Majella School Board Admission Policy, January 1992, revised November 2017)

St. Gerard Majella is a Smoke-Free Campus

The carrying or possession of any type of firearm or other dangerous weapon on the premises of St. Gerard Majella Parish is strictly prohibited.

Table of Contents

Quick Reference	1-5
Inclement Weather	1
School Hours.....	1
Daily Arrival.....	1
Attendance	1
Procedure for Student Absences.....	2
Daily Dismissal.....	2-3
Dismissal of Students	3
Faculty and Staff.....	3-5
Mission	5
Philosophy	5-6
Liturgy and Sacraments	6
General Admissions	6-10
Admission	7
Admission Policy for Non Catholics	7
Kindergarten Admissions.....	7
Registration.....	7
Financial Obligation.....	8
Parents Rights and Cumulative Records.....	8-9
Release of Records.....	9
Withdrawal from School.....	9
Class Size	9
Class Visitors and Interruptions	10
Academic Policies	10-20
Daily Schedules	10-11
Standards of Behavior	11-14
Electronic Communication Acceptable use and Conduct.....	14-16
Curriculum.....	16
Student Needs	16-17
Dual Enrollment.....	17
Academic Evaluation and Testing.....	17
Promotion.....	17

Completion of Program.....	17-18
Homework/Academic Honesty	18
Grading Scale.....	19
Honor Roll.....	19
Field Trips	20
Library	20
School Supplies.....	20
Communication	21-23
Scheduled Academic/Behavioral Communication	21
Weekly Newsletter.....	21
Handouts.....	22
Class/Homeroom email list	22
Emergency Preparedness.....	23
Student Services	23-28
CARE Team.....	23
Daily Snacks.....	23
Health Care	24-26
Communicable Diseases	26
Lockers/Desks, Backpacks/purses	26
Lost and Found.....	26
Lunch Program.....	26-28
Extra Curricular Activities	28-32
School Celebrations.....	28
After Care.....	28
School Uniforms.....	29-32
Volunteers	32
Organizations	32-33
St. Gerard Majella School Board.....	32-33
Alliance of Parents and Teachers.....	33
Board Policy.....	34
Equipment Damage, Loss or Theft.....	34-35

Quick Reference

Inclement weather— if it becomes necessary to close school or start late due to inclement weather, announcements will be broadcasted on KSDK and KMOV television stations. Closings are also posted on both websites. An announcement will also be sent through School Messenger time determined by the weather. This will come in the form of a text or phone message.

- If it is announced “closed” this means school is closed all day.
- If it is announced “snow schedule” this means doors will open at 7:30am **and classes will begin at 9:00am. Tardies will be marked at 9:00am.**
- Once school is in session, there will be no early dismissal for inclement weather. A parent may pick up their child/ren if weather begins to deteriorate. As always you must come to the office and sign the child/ren out. Other carpool child/ren will only be allowed to leave with you if the child/ren’s parents have called the office prior to your arrival and given permission for you to take the child/ren.

School hours — classes begin with homeroom at 7:50am and dismissal at 3:10pm.

During the school day between 7:50am and 3:10pm, all doors will remain locked with the exception of the outer doors at the main entrance. This is done for the safety of the children.

Daily arrival— the doors for school will open at 7:30am. A member of the staff along with the student safety patrol will assist students being dropped off for school. The students are to enter the school through lower level doors, leading directly into Liguori Hall, the outer door next to the library or the door leading directly into the primary wing. Students are supervised from 7:30 until 7:40am when they may move to their homerooms. Grades 3-8 gather in Liguori Hall and grades K-2 gather in the area by the Art Room.

When dropping the students off, **enter the grounds from Ballas...if you enter from Dougherty Ferry—turn left, pass Church and meld into the line of cars entering from Ballas.** Drive from west to east along the backside of school. Do not pass other cars, stay in line and wait while students are dropped off. After drop off proceed circling around the school and exit onto Dougherty Ferry. ***Do not drop students off at the main office between 7:30 and 7:50am. Should a child arrive after 7:50am, it is necessary for the child to check in at the school office. An adult must sign the student in.***

Attendance— Parents are expected to have children at school on time and present when school is in session. Procedures for handling student attendance and absences make student safety the utmost priority. (Refer to Archdiocesan policies 4201, 4201.1, 4202, 4203, and 4203.1)

In accordance with Archdiocesan policy 5301.5, *when a student has been absent 10 days or more, consecutive or otherwise, during a grading period, the grade of Incomplete (“I”) is reported until the student has fulfilled the required work for that grading period.*

Procedure for student absences—if your child is absent due to illness or emergency, please call school before 8:00am. Messages concerning absences and arrangements for homework pick-up may be left on the school’s voice mail or you may email the school secretary. The school will contact any family not heard from by 8:15am to verify the absence.

- If a student needs to leave school during the day, a note from home is required. A parent or guardian should meet the child in the school office and sign him/her out. **If that student is to return to school the same day, he/she must be signed back in at the office by the parent or guardian.** Every effort should be made to schedule doctor or dentist appointments outside of school time. **If a child is away from school less than 2 hours an “Absent Under 2 hours” will be documented on the child’s permanent record as required by the Archdiocesan guidelines.**
- If your child becomes ill or injured during the school day, school personnel will notify parents. The child must be signed out in the school office. In general, students with a temperature of 99.4 or higher will be sent home. **STUDENTS MUST BE FEVER FREE WITHOUT FEVER REDUCING MEDICATIONS FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**
- Family vacations, athletic trips, birthday celebrations, and absences due to reasons other than illness or tragedy are strongly discouraged. The school calendar incorporates numerous non-attendance days to allow for such events without jeopardizing school attendance. The calendar is published in the spring to assist families in planning. In the event that such does occur, missed schoolwork will not be given in advance. The individual teachers will determine the amount of the time frame in which missed work must be made up. If missed work becomes a burden to any student, the services of a tutor may be necessary.
- A student absent from school without the knowledge of the parent is considered truant. Please refer to the Standards of Behavior.

Daily dismissal-- Due to guidelines from the KFD, fire lanes cannot be blocked at any time during pickup. For pickup, enter the grounds from Dougherty Ferry turning right and park facing the GYM as indicated on the diagram included in the appendix. All cars are to pull up as far as you can and park as close as possible to the car next to you without denting their door. As the main three rows of parking fill up, you will then be directed to two additional rows of horizontal parking.

When the staff on duty has given the signal for cars to begin leaving, please exit either by Dougherty Ferry or Ballas.

Special “short term” Parking Passes are available to allow you to park on the Church side of the island at dismissal time. Please note the following:

- Do not park on the Church side of the island unless you have a special “short term” pass.
- Passes will be issued to parents with a legitimate reason. Passes will not be issued just to make a doctor or dentist appointment.
- Register and receive the “pass” from the school office.
- Return the “pass” in at the end of your need.

Dismissal of students—School personnel are on duty until 3:30pm. Arrangements will be made with the SGM “after school care service” if your child cannot be picked up by 3:30pm on a regular basis.

All teachers will walk students to the “Greeting Area” directly in front of the gym (see diagram). All parents are asked to wait for their children and carpoolers in this area or in their cars. Preschoolers must be kept with you at all times.

If you have a walker or bike rider please let the office know so they can safely get to the sidewalks and off the lot. They are to walk their bikes off the lot.

Students will not be allowed to run wild or walk horizontally in between rows of cars. The little ones cannot be seen over the hood of most SUV’s. They will spot their cars by walking to the “Greeting Area”, then entering the rows vertically (see diagram in the Appendix section of the handbook). If you feel that your child/ren cannot see you, go to the “Greeting Area” to meet them. Please quickly proceed to your car when you have connected with your child/ren and/or carpool. Students are not to wait at entrance for parents to pick up on Dougherty Ferry, nor are parents to park by the dumpsters on Ballas.

Due to classroom and general area constraints, SGM will not store car booster seats during the school day.

Any child not in a vehicle will remain in the “Greeting Area” under staff supervision until the staff member determines it is safe for those children to proceed to their car. Children will be instructed to follow the staff member’s directions.

Faculty and Staff— St. Gerard Majella employs a qualified staff of teachers and support personnel to implement a solid and effective curriculum of instruction. Teachers are degreed and state certified, with several holding advanced degrees. The principal is degreed and state certified. **(The School board of St. Gerard Majella requires all teachers new to the staff to be degreed and certified. April 1993, reviewed January 2008)**

In addition to state certification, all teachers are compliant with Archdiocesan Religion certification requirements. All employed school staff are also compliant with the Archdiocesan Protecting God’s Children requirements.

A reduction in staff policy developed by the St. Gerard Majella School Board is listed in the Faculty Staff handbook.

Name	Title	Location/Room	Voice Mail	E Mail
Rectory				
Rev. David Skillman	Pastor	Parish Office	<u>2813</u>	frskillman@stgerardmajellaparish.org
Rev. Gary Vollmer	Senior Associate	Parish Office	<u>2822</u>	frvollmer@stgerardmajellaparish.org
Mrs. Ann Eilermann	CRE/PSR	Parish Office	<u>2818</u>	aeilermann@stgerardmajellaparish.org
Mrs. Kathy George	Office Manager	Parish Office	<u>2810</u>	Kathy@stgerardmajellaparish.org
Mrs. Diane Bengard	Bookkeeper	Parish Office	<u>2824</u>	diane@stgerardmajellaparish.org
School				

Ms. Chrisell Guthrie	Principal	2204	1700	principal@sgmschool.org
Ms. Lucy Gintz	Assistant Principal	2202	1701	lgintz@sgmschool.org
Mrs. Terri Buck	School Secretary	2201	1702	tbuck@sgmschool.org
Mrs. Maureen Luetkemeyer	Counselor	2205	1705	mluetkemeyer@sgmschool.org
Mrs. Laura O'Hallaron	School Nurse	2206	2206	nurse@sgmschool.org
Mrs. Angie Ganniger	School Nurse	2206	2206	nurse@sgmschool.org
Mrs. Patti Brasher	Learning Consultant	2122	1703	pbrasher@sgmschool.org
Mrs. Cathy Kitsch	Resource Teacher	2123	1812	ckitsch@sgmschool.org
Mrs. Catherine Deutsch	PT Resource Teacher			cdeutsch@sgmschool.org
Mrs. Jennifer Young	Teacher KA	2133	1800	jyoung@sgmschool.org
Mrs. Christy Schiller	KA aide	2133	1801	cschiller@sgmschool.org
Mrs. Karen Pollmann	Teacher KB	2132	1832	kpollmann@sgmschool.org
Mrs. Kim Eggert	KB aide	2132	1803	keggert@sgmschool.org
Mrs. Cindy Dunning	Teacher 1A	2128	1804	cdunning@sgmschool.org
Mrs. Kathleen Kovacs	1A aide	2128	1804	kkovacs@sgmschool.org
Mrs. Julie Missel	Teacher 1B	2129	1805	jmissel@sgmschool.org
Mrs. Nicole King	1 A/B aide	2129	1805	nking@sgmschool.org
Miss Annie Redmond	Teacher 2A	2127	1829	aredmond@sgmschool.org
Mrs. Colleen Hogan	Teacher 2B	2126	1808	chogan@sgmschool.org
Mrs. Carla Peretz	2A/B aide	2126	1809	cperetz@sgmschool.org
Mrs. Carole Fogarty	Teacher 3A	2301	1810	cfogarty@sgmschool.org
Mrs. Molly James	Teacher 3B	2302	1811	mjames@sgmschool.org
Mrs. Rebecca Cowart	Teacher 4A	2303	1704	rcowart@sgmschool.org
Mrs. Mary Ryan	Teacher 4B	2304	1813	mryan@sgmschool.org
Mrs. Julie Kruppenacher	Teacher 5A	2305	1814	jkruppenacher@sgmschool.org
Mrs. Sally Harris	Teacher 5B	2306	1815	sharris@sgmschool.org
Mr. Ted Hotfelder	Teacher 6A	2211	1831	thotfelder@sgmschool.org
Miss Kathryn Lebbing	Teacher 6B	2212	1817	klebbling@sgmschool.org
Mrs. Donna McVey	Teacher 7A	2213	1818	dmcvey@sgmschool.org
Mrs. Helen Wilcockson	Teacher 7B	2214	1819	hwilcockson@sgmschool.org
Mrs. Courtney Barrale	Teacher 8A	2215	1820	cgarrow@sgmschool.org
Miss Claire Buechler	Teacher 8B	2216	1821	cbuechler@sgmschool.org
Ms. Bernadette Mooney	Teacher/Music	2120	1830	bmooney@sgmschool.org
Mrs. Suzi Wilson	Teacher/Art	2131	1823	swilson@sgmschool.org
Mrs. Cecilia Villena	Teacher/Spanish	2130	1824	cvillena@sgmschool.org
Mrs. Lydia Novas	Teacher/Phy. Ed.	2236	1825	lnovas@sgmschool.org

Ms. Anne McCormack	Tech. Coordinator	2121	1826	amccormack@sgmschool.org
Miss Joanna Imbeault	Teacher/Computer	2121	1826	jimbeault@sgmschool.org
Ms. Lucy Gintz	Preschool Coordinator			lgintz@sgmschool.org
Mrs. Alice Auer	Pre-K teacher	1231	1835	aauer@sgmschool.org
Mrs. Kari Carmody	Pre-K aide	1231	1835	kcarmody@sgmschool.org
Mrs. Andrea Wolf	Pre-K teacher	1230	1833	awolf@sgmschool.org
Mrs. Tracy Matrisotto	Pre-K aide	1230	1833	tmatrisotto@sgmschool.org
Mrs. Kathy Gallagher	3 and 4 teacher	1233	1836	kgallagher@sgmschool.org
Mrs. Monica Torbeck	3 and 4 aide	1233	1836	mtorbeck@sgmschool.org
Mrs. Jamie Thierauf	3 and 4 teacher	1232	1834	jthierauf@sgmschool.org
Mrs. Maureen Heidenry	3 and 4 aide	1232	1834	mheidenry@sgmschool.org

Mission—*Rooted in Faith, Grounded in Excellence, Prepared for Success!* St. Gerard Majella School is a place where the promise and potential of every child begins to be realized. The basis of our philosophy is our commitment to educating the whole child while recognizing each child’s individuality. In a warm and nurturing environment, faith is strengthened, academic skills are developed, and friendships are formed

Working in partnership with the entire parish community, we prepare students to meet future faith and academic challenges and responsibilities. We believe that respect for self and others is the key to positive self-esteem. We believe that the development of the whole child is best nurtured when there is positive interaction among the home, school, and community.

Philosophy—The Catholic Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of the Catholic education by continuing their own life-long learning and by supporting the educational opportunities offered for their children. St. Gerard Majella Parish School exists as a Faith Community of priests, teachers, students, parents, and parishioners striving together to sustain and promote quality education for our students, which is distinctly Catholic as well as contemporary.

As a Faith Community, we are committed to the three-fold purpose of **Christian** Education—the MESSAGE of Jesus, life in COMMUNITY, and SERVICE for all. We believe education is a growing in to the self-knowledge which draws us into God who is the source of our being, calls and leads us into life-giving prayer and worship, and turns us out in love to the whole human family.

As a Catholic Educational Community, St. Gerard Majella is dedicated to recognizing the unique God given gifts of each individual. All members of this community strive to create a warm, accepting environment in which each person feels comfortable to grow as an individual and in his relationship with Christ. Because our **Christian** philosophy recognizes the whole person in its educational efforts, our community aims to promote the spiritual, intellectual, emotional, social, physical, moral, and cultural development of each individual. It is our desire to encourage each member of St. Gerard Majella to become personally responsible to God, self, family and community.

To achieve these purposes, it is our aim to create and maintain an atmosphere:

- That fosters acceptance and concern for each child as an individual learner
- Where learning and academic excellence are greatly valued (to improve and maintain standards of academic excellence in all areas of intellectual development)
- Which encourages and challenges students to accept, now and in the future, responsibility and accountability in their actions
- That allows time to reflect, to observe and to experience, while at the same time challenges each person to reach his/her full potential
- That provides opportunities for each individual member to discover and share his/her unique gift as a child of God as well as to accept the gifts of others
- That daily frees the spirit to be operative in each person, the events of their lives and the structure of our community

In line with these goals and objectives, the school is educationally and developmentally divided into three levels: Primary (K-2), Intermediate (3-5), and Middle School (6-8). These levels allow us to provide the students with religious, academic, and social experiences that reflect the goals and objectives of our philosophy in an age appropriate manner.

Liturgy and Sacraments—Parents provide the foundation of religious education. In partnership with the parents the school provides the immersion of the Catholic faith in all aspects of our curriculum. First and foremost is the opportunity to participate in the weekly liturgy. All students, Kindergarten through 8th grade, attend a weekly liturgy once a week, usually on Fridays. Each level is given the opportunity to participate in a liturgy planned by them on a weekly rotation. All the dates and times are published in the weekly newsletter. Opportunity is provided for the reception of the Sacrament of Reconciliation throughout the school year. The students also participate in other devotional activities such as Benediction, Holy Hour, Stations of the Cross, The Living Rosary, All Souls Day, Advent and Lenten activities, just to name a few. Grades Kindergarten through 3rd grade will also participate in the Catechesis of the Good Shepherd.

Preparation and reception of the sacraments of Reconciliation and First Eucharist occur in Grade 2 and the sacrament of Confirmation in Grade 8

General Admissions—For a Catholic student to be eligible for admission in to the school, the student’s family must be officially registered as parishioners. In addition, the family must be actively involved in the parish. “Actively Involved” shall mean those families who actively participate in the liturgical and other activities or functions of the parish and who also contribute financially and through their services to the activities and life of the parish.

If any family desires to transfer students into the school, the principal and pastor will review the student’s previous academic and behavioral performance as well as the family’s commitment to being actively involved in their previous parish. The pastor’s approval is required.

If a family resides in another parish and wants to remain active in their parish, but enroll the student in St. Gerard Majella School the family will be responsible for non-parishioner tuition.

Admission Policy for Non-Catholics—any non-Catholic student application for admission will be considered at the discretion of the Pastor and Principal. In determining whether to admit a non-Catholic student to the full time school the criteria set forth below shall be followed:

- Non-Catholic student enrollment will not exceed 5% of the total actual enrollment for the year of the application, and
- Non-Catholic enrollment will be subject to class-by-class availability. Classes that are full may not be available to accommodate non-Catholic admissions.

Because non-Catholic families will not be supporting the school on an Archdiocesan or parish level, their tuition rates will be based on a non-subsidized, per student rate to be determined by the Parish Finance Committee. Multiple student family tuition discounts will not apply to non-Catholic students. **(St. Gerard Majella School Board Non – Catholic Admission Policy, 2007)**

Kindergarten Admissions—It is the policy of St. Gerard Majella School that applicants for Kindergarten must be five years old before August 1 of that school year and applicants for 1st grade must be six years of age before August 1 of that school year. **(April 1995, reviewed January 2008)**

In addition to the above policy, the child must demonstrate sufficient maturity, academic and social skill development appropriate for Kindergarten. Acceptable performance on the Kindergarten screening is required. Kindergarten is a full day program.

Registration—registration for the subsequent school year is held the first week of February. This registration is for families currently enrolled in the school as well as those who will be new to the school. Dates and times of registration will be published in the school newsletter and parish bulletin beginning second semester. Formal registration officially closes at 3:10pm on Friday of registration week.

- Kindergarten registrants must provide a copy of the child’s birth certificate and, for Catholic students, a copy of the child’s baptismal certificate at the time of registration.
- If applicable, verification of the dates of other sacramental celebrations must also be provided when registering students in other grade levels.
- In the case of a divorce, a copy of the portion of the divorce decree, which verifies custody arrangements must be provided. **(Archdiocesan policy 4103)**

A registration fee along with a technology fee per child and APT fee per child is due at the time of registration. This fee covers book costs and other preparatory cost for the upcoming school year. Registration will not be considered final until the fee is paid.

St. Gerard Majella registration fees are refundable following receipt of written notice by the Parish School Office according to the following schedule: **(St. Gerard Majella School Board Registration Refund Policy –January 1993, reviewed November 2007)**

- Within 30 days of the close of registration—75% refund
- Within 60 days of the close of registration—50% refund
- Within 90 days of the close of registration—25% refund

If the school determines that a child will not be admitted or that a child will not be returning to the school, that child’s full registration fee shall be refunded.

The pastor may grant exceptions and refund registration fees if withdrawal from the school is due to family relocation outside the St. Louis metropolitan area, financial hardship, or if withdrawal is in the best interest of the student, the family, or the school.

Financial Obligations—St. Gerard Majella Parish is dedicated to the Catholic education of its parishioners. Financial assistance is available through the parish and the Archdiocese for registered parishioners. (**St. Gerard Majella School Board Tuition Policy June 1995, revised January 2008, revised January 2011**)

Setting Tuition and Fees—The St. Gerard Majella School Board will examine the level of tuition and fees in conjunction with the Parish Finance Committee. Tuition or fee changes will be made if necessary. By July, parents will receive information concerning specific monetary obligations, a payment book, and due dates for the following year from the parish office.

Tuition 2017/2018

1 child--\$5,680.00 2 children--\$9,930.00 3 children--\$12,430.00 4 or more children--\$13,850.00

Non-parishioner –1 child--\$6,700.00

If a child is placed on the wait list the current registration fee rate will be assessed in order for the child to be placed on the Wait List. If your child cannot be placed in our school within one year, 50% of that fee will be returned to you if you no longer wish to stay on the Wait List (**St. Gerard Majella School Board** and to registration. If an opening becomes available, the Wait List fee originally paid will be applied to registration. If an opening become3s available and you do not take the position, you are no longer on the Wait List and no fees will be refunded.

The Principal shall have the responsibility and duty to maintain the wait list as follows:

- The family must be officially registered in the parish and actively involved.
- Generally, in determining admissions and establishing a Wait List during Kindergarten enrollment, a relative preference will be given to perspective students whose parents pay the Wait List fee in the following order:
 1. Prospective students who are siblings of school graduates
 2. Prospective students whose families have been actively involved in the parish for the greatest number of years
 3. Prospective students who are currently attending a full-time Catholic grade school prior to the family moving into the parish.

Once a Wait List has been established, there will be no changes in the order of prospective students on the list. New prospective students will be added to the end of the list based on the date of the parents’ request and payment of the Wait List fee.

Parental Rights and Cumulative Records—in accordance with the Family Educational Rights and Privacy Act, parents have the right to inspect and review their child’s cumulative record. Cumulative records include date of entrance, identification data, profiles of all standardized ability and achievement tests, annual final grades for each subject and names of teachers, sacramental records, attendance records, evaluations and active service plans that recommend adjustments that address the presence of a special need that affects learning or functioning in the school setting, date of graduation, withdrawal and placement for the next educational setting.

The school abides by the provisions of this Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.

If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

In addition, all separated and divorced parents are requested to furnish the school with an official copy of the custody orders. St. Gerard Majella also abides by the following Archdiocesan policies pertaining to student records:

Access to Student Records by Parents (Archdiocesan Policy 4601.2)

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

Transfer of Records (Archdiocesan Policy 4601.4)

There should be 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 years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

Release of Student Discipline Information (Archdiocesan Policy 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 must only be done with the specific written consent of the student's parent or guardian and the student, if eighteen years or older and still enrolled in the school. This applies to providing both written and/or oral information.

Any parent wishing to review their child's records may call the office to schedule an appointment.

Release of Records—there will be no release of student records without the prior written consent of the parent. Records are not released to parents but transferred directly from one school to the other. No records will be released if financial obligations are not current.

Withdrawal from School—the school office should be notified in writing if it becomes necessary to transfer your child/ren to another school during the academic year. Classroom teachers will be informed and records will be prepared for transfer to the new school. Please refer to "Release of Records."

Class Size Limit—the class size limit for St. Gerard Majella grades Kindergarten-8 is a maximum of 30 students. In general St. Gerard Majella will maintain 2 classes per grade but may adjust to 1 class per grade when enrollment or financial constraints warrant the change. The change to 1 class per grade may be made if the enrollment for the particular grade reaches 28 students and is still comprised of 2 classes. This number is a guideline and may be implemented at the discretion of the pastor and principal with consideration of the class make up and current financial status of St. Gerard Majella School. If a grade is adjusted down to 1 classroom it should not be expanded until it exceeds 30 students. Best efforts should be made to adjust a particular class only one time during its term of enrollment at St. Gerard Majella School. (*St. Gerard Majella School Board Class Size Policy December 2004, reviewed September 2008*)

Class Visitors and Class Interruptions—all staff members at St. Gerard Majella School wear identifying nametags. All students wear identifying nametags on lanyards, which also serve as their library card and lunch card. The students wear their nametags between the hours of 7:50am and 3:10pm. The nametags should remain at school, are not worn for PE or on field trips.

In an effort to provide a safe and secure environment for students and staff, all volunteers and visitors who wish to go beyond the office area between 7:50am and 3:10pm must sign in and pick up a “visitor’s badge” in the school office. Volunteers and visitors must sign out in the school office upon leaving.

- Students will not be allowed to call home for forgotten homework assignments, unsigned tests, library books, etc. after 8:00am They will be allowed to call home for necessary items such as glasses, lunches, medicine, etc.
- Items to be given to students must be brought to the school office. Mark the item clearly with the child’s name and grade. Parents are not to deliver items directly to classrooms or to deliver lunches directly to the café.
- Deliveries of flowers or any other such items to students for birthdays or other occasions are frowned upon and will not be accepted in the school office.
- Children will not be called to the office during the school day for a phone call. Any necessary messages concerning carpool changes, early pickup, etc. will be given to your child by school personnel. To assure your child receives message in sufficient time, **calls should be made by 2:45pm.**

In addition the access of to students will be limited according to the following Archdiocesan guidelines

Questioning of Students (Archdiocesan Policy 4402.2)

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

Media and the School (Archdiocesan Policy 4402.3)

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Academic Policies

Daily Class Schedule

7:40 Doors Open

7:50 Tardy Bell Rings

7:50-8:00	Homeroom	12:45-1:30	Period 6
8:00-8:45	Period 1	1:30-2:15	Period 7
8:45-9:30	Period 2	2:15-3:00	Period 8
9:30-10:15	Period 3	3:00-3:10	Homeroom
10:15-11:00	Period 4		

11:00-11:30	Period 5	1st lunch , grades 6,7,8	Grades 3,4,5 at recess
11:30-12:00	Period 5	2nd lunch , grades 3,4,,5	Grades 6,,7,8 recess until 11:50
12:00-12:25	Period 5	3rd lunch , Kdg, & Grades 1, 2	recess until 12:50

- Intermediate will have recess prior to lunch. Primary will have recess following lunch.

Middle School Block Schedule

Middle School follows a modified block schedule. This approach is to maximize learning and provide transition into high school life.

7:40	Doors Open	8:15-9:35	Block 1	1:35-3:00	Block 3
7:50	Tardy Bell Rings	9:40-11:00	Block 2/Electives		
7:50-8:00	Homeroom	11:00-11:50	Lunch and Recess		
8:00-8:15	Morning Prayer	12:00-1:30	Elective Classes /Block 2		

Standards of Behavior—St. Gerard Majella School Board Discipline Policy (April 1993, reviewed January 2008) *Students are expected to comply with all school regulations and to conduct themselves during the school day in a manner, which reflects Christian behavior.*

- **At St. Gerard Majella we believe that discipline is an attitude and a response cultivated in a climate characterized by respect, which is conducive to positive self-growth and dynamic learning.**
- **Gospel values and Catholic Christian attitudes and choices, which are taught in a solid theology curriculum, help shape and define the desired climate and standard of behavior at St. Gerard Majella.**
- **It is the role of the faculty, staff, and parents to be positive role models and to be “maintainers” of the climate. Maintenance of climate is accomplished through unity of purpose, clear directives and age appropriate expectations. Consistency, fairness, compassion, love and humor become key tools.**
- **Parents are expected to support the staff and cooperate with the school in efforts to provide a safe and respectful environment for each and every student and staff member.**

St. Gerard Majella adheres to the Archdiocesan policies 4303.2, 4303.3, and 4303.6, which state the following:

4303.2 Drug, Alcohol and Substance Use and Abuse—the use and abuse of alcohol and other drugs poses a threat to 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 be involved.

4303.3 Violence and the Threat of Violence—Catholic schools shall provide a safe learning environment for all members of the school community. The climate of the Catholic school 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 is essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes 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.

4303.6 Harassment—Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ.

Harassment is defined as any unwanted and unwelcomed 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.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner. 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.

Level One

Most behavior matters that arise will hopefully be resolved simply and quickly between the student and teacher. Such behaviors include disrespect and disruptive behavior in the classroom setting. Being unkind to other students or disrespecting other’s belongings.

- *Consequences for these behaviors will first involve discussion as to why the behavior took place, what can be done to keep it from happening again and what should be the action taken. It will involve an apology, and may include the loss of recess, time out, or making appropriate restitution. No child will remain after school as an action without parental permission and a mutually agreed upon length of time.*

- *Individual classroom and Level (primary, intermediate, and middle school) standards and general actions are included in the First Quarter letters and on the teacher website.*

Level Two

Behaviors, which may require stronger actions to be taken, include, but not limited to:

1. Blatant disrespect/harassment of a teacher
2. Use of profanity
3. Fighting or continuous “roughhousing”
4. Destruction of other’s or school property
5. Excessive teasing or harassment of another student
6. Comments of a sexual or derogatory nature
7. Stealing
8. Passing or the possession of pictures/drawing of a lewd, threatening, violent or prejudicial nature

It is with the utmost hope that the above behaviors do not occur at St. Gerard Majella, but in the event they do it will be necessary to assess the situation with the individual teacher, student, and principal. If necessary, the following procedure will occur.

- If the behavior occurs a first time the teacher, student, principal will conference (parent will be notified by phone of the conference. Depending on the offense the parent may be requested to attend the conference)
- If the behavior occurs a second time the parent will be called in for a conference
- If the behavior occurs a third time the pastor will be informed in addition to the above
- If the behavior occurs a fourth time the pastor will be included in the conference.

Actions taken for the above behaviors will be given prayerful consideration. The action may not always be determined at the conference, but within a reasonable time. Actions can range from loss of privileges to in school suspension. Restitution will always be required when property is involved.

Level Three

Behaviors involving drugs, alcohol, weapons, smoking, truancy, leaving school grounds, or any other serious behavior that will cause harm to self or someone else will be handled on an individual basis and directly with the principal and pastor. Examples of more serious behaviors may include, but not limited to, verbal/written/drawn threats of violence, acts of violence, sexual harassment or inappropriate sexual behavior.

- A student, parent, pastor, principal conference will occur to discuss the incident and course of action
- In accord with Archdiocesan policy and procedure, appropriate actions taken by the principal and pastor may include;
 - Additional parent/guardian conferences
 - Mandatory counseling
 - Probation (continued enrollment of a student, but with specified conditions (4302.2)

A contract between the student and school will be written stating specific conditions that the student is responsible for.

- **Suspension (the removal of a student from all classes for a specified period of time (4302.1)**
This based on serious or consistent behavior, which impedes the learning of a student. An in school suspension or out of school suspension may be issued. "ISS" is served in isolation from peers in the school office. Parents will be informed immediately if such consequence (ISS/OSS) is issued.
- **Withdrawal for cause (withdrawal for cause is the permanent end of enrollment of student from school. (4302.3)**
- **Legal action depending on the severity of the incident**
- **A STUDENT MAY BE IMMEDIATELY SUSPENDED OR WITHDRAWN FOR CAUSE IF DEEMED A THREAT TO SELF OR OTHERS.**

Repeated failure to comply with standards of behavior policies and procedures could become a factor in determining a student's continued enrollment in the school. A meeting with the student, parents, principal and pastor will occur before such action is taken

ELECTRONIC COMMUNICATION ACCEPTABLE USE AND CONDUCT

SGM School Board Acceptable Use Policy For Electronic Media (2006)

Electronic Media at St. Gerard Majella School shall be utilized first and foremost for educational purposes. Electronic Media as used in this document includes, but is not limited to, VCR's and tapes, CD players and CD's, DVD players and DVD's, MP3's, PDA's, cell phones, cameras, tape recorders and audiotapes, computers, software, and Internet usage. Students and staff will be appropriately trained in the use of all media in use at St. Gerard Majella School and be knowledgeable of the usage policy as stated in the following item statements:

- Item 1** All users should be made aware of the parameters of media use. After an age-appropriate test, students will secure a "St. Gerard Majella School User Agreement" for the current school year, which will include the signed permission of a parent or guardian. A copy of this agreement will be kept on file.
- Item 2** Students may not install software on school equipment without permission.
- Item 3** Students should only use their own Google account. Students should not attempt to view or use other student passwords or accounts. Students are not allowed to purchase items on line during school hours.
- Item 4** Students should not give out personal information such as full name, phone number, or address. All citations on the school web page will include first name and grade level only. Photographs will not include names. Photographs and student work cannot appear on the school web page without written consent of a parent or guardian.
- Item 5** Students should not conduct electronic searches for or access information that is pornographic, violent, illegal, or supportive of viewpoints that are offensive in any way to the teachings of St. Gerard Majella Catholic School.
- Item 6** Students should give credit in the bibliographic format to any source obtained from electronic searches. Claiming ownership of any material cut or copied from the Internet is prohibited.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network 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 school community (collectively referred to as "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as

described in 4302, Serious Disciplinary Consequences. (See Administrative Handbook Policy 4303.4, Internet and Electronic Communications Conduct)

CONSEQUENCES OF USER POLICY VIOLATIONS:

- (1) Parent notification,
- (2) Loss of school user agreement and media privileges,
- (3) In severe cases, disciplinary action as stated in the Internet and Electronic Communications Conduct Policy (December, 2006) may apply.
SGM School Board Internet and Electronic Communications Conduct Policy (December 2006, reviewed September 2008)

Archdiocesan Internet and Electronic Communications Conduct (4303.4)

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

This policy applies to communications or depictions through e-mail, text messages, 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. (See 4302, Serious Disciplinary Consequences)

St. Gerard Majella School strives to achieve a safe environment for all members of the school community by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Students who jeopardize the safe environment of the school by means of inappropriate electronic conduct through the school's equipment or connectivity resources will be subject to disciplinary action by the school. *Students who jeopardize the safe environment of the school by means of inappropriate electronic conduct through private equipment or connectivity resources may be subject to disciplinary action by the school.*

Inappropriate electronic conduct in this policy applies to communications or depictions including, but not limited to, e-mail, text messages, or web site postings which:

- are of a sexual nature;
- threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community;
- in the principal's discretion, cause harm to the school or the school community.
- In accord with Archdiocesan policy and procedure (4302), appropriate disciplinary actions taken by the principal and pastor may include:
 - additional parent/guardian conferences;
 - mandatory counseling;
 - suspension;
 - withdrawal for cause;

- legal action depending on the severity of the incident.

Prior to any disciplinary action being taken, a student-parent-principal-pastor conference must occur to discuss the incident and course of action.

Electronic communication hardware, software, and connectivity are provided at St. Gerard Majella to enhance learning. The above school board policies are in place to assure for responsible electronic and Internet behavior.

The following email guidelines are in place for the protection of all in the school community.

- Each teacher is provided a school email address for school business purposes only. This is the only email address that may be used by teachers when communicating with parents.
- Communication with the teacher must be either from the student's school account or the parent/guardian email account.
- Any email received from a student's non-school email address to a teacher will not be responded to, but rather forwarded to the parent with an explanation that all student communication must be through the parent or guardian's email address or the school issued account.

Beginning the 2011-12 school year, St Gerard Majella adhered to the following Archdiocesan policy for Maintaining School Privacy.

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

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

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

Copies of the Computer User Policies for grades K-8 can be found in the Appendix of this document.

Curriculum—St. Gerard Majella offers a solid, comprehensive religious and academic program for students in Kindergarten through 8th. The school is divided into three levels: Primary (K-2), Intermediate (3,4,5), and Middle School (6,7,8). A general summary and explanation of curricular offerings for K-8 students at each level are provided on the SGM website under curriculum.

Meeting Student Needs—*our goal at St. Gerard Majella is to meet the educational and religious needs of all students. The following strategies are in place to meet this goal:*

- Regular sacramental, prayer, and service opportunities
- Differentiated instruction
- Learning centers focused on higher level thinking skills at all grade levels
- Enriching academic and religious environment sustained by interactive hallway displays, classroom prayer centers.

Dual Enrollment—Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and or finances. Missouri state law allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs (i.e. enrichment programs) or to receive special education or remedial and mathematics services (**Archdiocesan policy 4204**)

- Students enrolled in St. Gerard Majella school may take part in some programs provided through the Kirkwood or Parkway School Districts while remaining registered in SGM. This is commonly referred to “dual enrollment”. If you would like more information contact the Learning Consultant.

Academic Evaluation and Testing—

- **The Missouri Kids Screening Test** is administered to each child prior to entering Kindergarten. **The Metropolitan Reading Readiness Test** is administered in April.
- **The Iowa Assessment** is administered to grades 2 through 8 and **the Cognitive Ability Test** is also administered to grades 3 through 8 in September of the school year.
- The **ACRE** (Assessment of Catholic Religious Education) is administered to students in Grades 5 through 8 each January
- **Additional Screening and Academic Support Services can be found on the Learning Consultant’s Webpage.**

Promotion—to advance from one grade level to the next, a student must meet the minimum academic requirements:

- **In accordance with the Archdiocesan policy 5301.3 and 5301.5:**
 - **When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete (“I”) is reported until the student has fulfilled the required work for that grading period.**
 - **Students are required to make up failures in all subjects necessary to achieve the successful completion of the minimum grade level requirements.** Making up failed subjects may require attending summer school or through other alternatives such as tutoring by approved qualified teachers. Great care will be taken in the approval of such options to ensure both the quality and the integrity of the subject area.

Completion of Program—To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. (**Archdiocesan policy 4502**)

- **Graduation**—the graduation events at St. Gerard Majella School consist of the celebration of the Eucharist followed by a dinner in Liguori Hall for the graduates, parents, and staff. The 7th grade parents and students host the celebration.

- Funds needed for 8th grade graduation events in excess of those funds provided by the parish and the APT are raised by the 8th grade class through fund raising activities such as hosting and working 4 or 5 all- school lunches. Principal and APT president must approve allocation of funds.
- The pastor, principal, current school board president, and current APT president must approve graduation plans once finalized.

Homework—the primary purpose of homework is to reinforce and enhance the concepts taught in class. Homework is basically a student's responsibility. Parental interest and encouragement are also vitally important. Lack of appropriate study may result in inadequate performance on quizzes and tests that are given by the teacher.

- Students are required to set aside time each evening for study. This may require reading a book, reviewing class work, writing lessons, studying for tests, etc. The time set aside will vary from grade level to grade level.
- Messy or poorly written assignments will not be accepted. Before considering the assignment to be finished, the student should check it for correctness, completeness, and neatness.
- Completing homework assignments and turning them in on time is expected. If an unanticipated event prevents homework from being completed, the student should inform the teacher before class begins. Failure to meet homework deadlines will negatively impact quarter grades.
- Class work, assignments, and tests will/may be sent home for parent signatures on a regular basis depending on the level/teacher. We ask you to look over work carefully and discuss the grades and quality of work with your child.
- If a student is sick, make arrangements with a sibling/friend to pick up the homework and class work at the end of the school day from the homeroom teacher. If it is necessary for a parent to pick up the work, please do so from the office after dismissal.
- If assignments were missed during an absence, it is the student's responsibility to talk to each of the teachers to find out what is to be done and when assignments are due. The age and grade of the student will be considered in implementing this directive. Expectations for Primary students will differ from those for Intermediate and Middle School students.
- **Parents in grades 3-8 are encouraged to visit the Parent Portal of PowerSchool for a periodic update of grades.**
 - **All teachers have individual or level homework and late work expectations posted on their websites**
 - **Teachers in grades 3-8 use Google Classroom to communicate homework. Students should check daily and parents are encouraged to receive parental notifications. (This is not a replacement for an assignment notebook)**

Assignment notebooks are provided through school for grades 1 through 8. Replacements for lost notebooks must be purchased through school by the parents. The assignments are also posted on Teacher Web classroom pages. Changes may occur to assignments during actual classroom instruction that may not appear on the Teacher Web page. Remember to always refer to your child's assignment notebook. The Teacher Web sites are a support and aid to, not a replacement for, the assignment notebook provided to all students. Students are expected to keep their assignment notebooks current every day. Every effort will be made to have the websites and the notebooks match.

If homework seems to become a continual and consistent struggle for the student or if your child is spending an excessive amount of time on homework, parents are encouraged to contact the specific teacher rather than begin "doing the homework for the child." Research shows for every year in school approximately 10-15 minutes of homework. Example: Kdg. 15 minutes, 8th grade 2 hours.

Academic Honesty Expectation—Students using the work of others is defined as “cheating” and “plagiarism.” The definition of cheating is earning credit for work that was completed with the unauthorized use of notes, open books, copying work from neighboring students, or requesting other students to complete work for credit given to another student. This includes electronic forms of cheating, such as taking photographs of student work to share with other students. Cheating will not be tolerated. Students found cheating will receive a failing grade on that assignment in addition to the behavioral consequences for dishonesty. Plagiarism is also taking credit for someone else’s work. This includes copying text from the internet and copying for students. Parents will be notified of the incident. The assignment cannot be redone. This includes tests, essays, group assignments, etc. Academic cheating will be brought to the attention of the principal

Grading Scale—St. Gerard Majella uses two grading scales. For the primary level the following system is used to best assess the level of mastery each subject area:

- C-Consistently demonstrates understanding of concepts and expectations
- G-Generally demonstrates understanding of concepts and expectations
- R-Reinforcement needed in understanding of concepts and expectations
- I-Insufficient progress to assess understanding of concepts and expectations
- *-Needs improvement in understanding of concepts and expectations

The grading scale used in both Intermediate and Middle School is a standard based percentage scale. It provides a grade based on a multitude of variables in a given subject. Intermediate grades use letter grades on report cards and Middle School will use percentages:

A += 100-99	A = 98-95	A- = 94-93
B+ = 92-91	B = 90-87	B- = 86-85
C+ = 84-83	C = 82-80	C- = 79-78
D+ = 77-76	D = 75-72	D- = 71-70
F = 69 and below		

Honor Roll—An Honor Roll is in place for students in Grades 3-8. Students meeting the following criteria are eligible each quarter:

1. First Honors: 8A’s-remainder B’s—No “needs improvement” in behavior or completing work on time
2. Second Honors: Any combination of A’s and B’s—No “needs improvement” in behavior or completing work on time
3. SGM Spirit and Cooperation Honors: No “needs improvement” in behavior or completing work on time

Intermediate Students (Grades 3-5) are **eligible only for Level 3**

Field Trips—Special programs, displays or performances that might enhance a subject matter may result in a class or group field trip.

- All students must have a completed permission form on file prior to the field trip. No student will be allowed to attend a field trip without a permission form.
- School uniforms are always worn on educational field trips unless noted otherwise through a letter from the teacher or sponsor of the event. The “short option” of the school uniform may not be worn on a field trip if it is of a religious nature (ex. Cathedral tour, eighth grade Region 3 Mass) or if the field trip involves students performing (ex. Archdiocesan Music Festival).
- Since students represent St. Gerard Majella School on such outings, appropriate behavior is expected at all times.
- Parent chaperones and drivers will be asked to attend a class meeting with the students a few minutes before leaving on the field trip. The classroom teacher will give a brief overview of the even, give last minute directions, chaperone assignments, etc.
- Busses will be the mode of transportation whenever possible. If passenger vehicles are used the following criteria is recommended:
 - Drivers must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely.
 - The vehicle should have a valid registration and meet state safety requirements
 - The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence
 - Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting
 - Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system
 - Adults should not be permitted to smoke in the vehicle

Library—the school library utilizes an electronic cataloguing and circulation system. Student identification nametags also serve as SGM library cards. Time is scheduled on a weekly basis for students to check out and return books. Books not returned or lost will be the responsibility of the student/parent to replace. The library is staffed daily by parent volunteers.

School Supplies—each family is provided with a list of supplies needed by the students for the school year. All supplies should be clearly marked with the student’s name. Start-up supplies may be brought to school on Visiting Day when parents and students can meet the teacher, see the classrooms, and place supplies in desks and lockers. School provides assignment notebooks for students in Gr. 1-8. School supplies should be replenished as the school year progresses.

School backpacks, with or without wheels that are purchased for student use should be appropriate in design. Given student health concerns the packs should be as conservative as is feasible due to the size of lockers and cubbies. All backpacks are stored in lockers or cubbies during the day.

The school provides Kleenex and Germ-X to all classrooms. Germ-X is also available in Liguori Hall for students and adult use prior to lunch.

Communication

Appropriate ongoing communication between home and school is encouraged and beneficial to all. Questions and concerns should first be addressed to the **classroom teacher**. Should a matter not be resolved after having spoken to the teacher, parents are encouraged to contact the **principal**.

If you wish to speak to a faculty member or wish to set up a conference concerning your child's academics or behavior, leave a voice or email message for the teacher, contact the school office, or send a note to set up a time that is mutually convenient. Notes or calls requesting conferences with teachers will be acknowledged as soon as possible. If you wish to speak to the principal, contact the school office and your call will be acknowledged as soon as possible.

Please note that teaching schedules often do not allow for immediate or multiple retrievals of voice or email messages from parents by individual teachers during the course of a school day. If need immediate attention before the end of a school day, please contact the office. All responses should be received within 48 hours. If not received please contact the office.

Dropping in on teachers unannounced, stopping them in hallways throughout the day, or when they are engaged in supervisory responsibilities is not a good time or place for academic or behavior conversations to occur. Mutually deserved attention and appropriate privacy is more difficult to assure at those times. Please do not phone teachers at home during evenings or weekends. Emails are encouraged.

Scheduled Academic/Behavioral Communications—the academic school year is divided into four quarters. At the beginning of each of the four quarters, you will receive notes from your child/ren's teachers explaining class procedures, behavior and academic expectations, grading procedures, and topics to be covered. At the mid-point of each quarter, students in grads K-2 will receive a progress report that is sent through the mail. Parents of students in grades 3-8 have daily access to their child/ren's grades through the PowerSchool parent portal. Report cards are issued to students at the end of each quarter.

A formal Parent-Teacher Conference Day is scheduled by the school at the end of the first quarter for parents and all students. Specific appointment times are scheduled for parents of students in Kdg.-8. If you need more than the allotted time an additional conference will be scheduled.

Please Note: conferences throughout the year may be scheduled at any time per request of the teacher or parent.

Weekly Newsletter—a newsletter or information up-date is emailed to school families at the end of each week. Pertinent calendar and activity information are included in this email. Please contact the office if the newsletter is not received. **A copy of the procedures/guidelines for sending information home through the school email newsletter or via students is included in this section.**

Procedures for sending information home through the school newsletter or via students—guideline for materials sent home to parents through students are consistent with **Archdiocesan Policy 4402.4:**

- *A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract.*

- *Any materials that are distributed to students should be thoroughly reviewed to insure that the materials are consistent with the mission and philosophy of a Catholic school, its overall educational program, and the Catholic Church.*
- *School may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.*

Sending Information through the newsletter—the newsletter is a wonderful avenue to share information with the community, unfortunately if the newsletter is too big, it does not get read. Please know the school will try to share all pertinent information through the newsletter, but will need to limit the amount of information from week to week. That is why it is important to adhere as closely as possible to the following guidelines:

- *All articles or flyers should be emailed to the school secretary minimum 1 week prior to publication*
- *All articles should be approved by an organizational representative*
- *Announcements or flyers containing any reference to alcohol in words or pictures will not be published*
- *Announcements or flyers that reference or link to controversial websites will not be published*
- *Monetary or item donation requests from personal businesses, individuals or for personal charitable interests will not be published*
- *The principal and pastor retain the right to amend, edit, or reject submitted materials to assure compliance with school guidelines.*

Handouts—any organizational representative or room parent wishing to send information home via the students must request to do so through the office. Please provide a copy of the request to the office at least two days in advance. The office will review the information presented. The office will be responsible for disseminating the information to the students. ***The principal and pastor retain the right to amend, edit, or reject submitted materials to assure compliance with school guidelines. Except in emergencies the requested information will be sent home the same day as the newsletter is emailed to parents.***

The following will not be sent home via students..

- *Announcements containing any reference to alcohol in words or pictures*
- *Monetary or item donation requests from personal businesses, individuals, or for personal charitable interests*
- *Parent party invitations*

Class/Homeroom Email List—St. Gerard Majella abides by Archdiocesan policy 4402.5 concerning mailing lists and information posted on our website:

- *Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Emails should not be used to promote personal businesses. Elementary schools should not provide lists of names, addresses, or e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.*
- *Schools should not make available on the school website any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which are posted on the school's website.*

Emergency Preparedness—Response plans and procedures for emergencies that may arise are in place at St. Gerard Majella School. These plans and procedures are disseminated to and reviewed by the faculty before the beginning of each school year. A copy of the Emergency Plan and Crisis Response Procedure is on file in the school office. To assure the safety of each student in the event of fire, tornado, earthquake, intruder, or other potentially life-threatening situation, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. Exiting procedures for each area of the school are posted. Emergency Preparedness kits are housed in each classroom and in the office area.

Parents are requested to fill out an emergency release form at the start of each school year. This form will instruct us as to whom your child may physically be released in the event of a natural disaster or hazardous situation. A copy of those to whom your child may be release to will also be on file at the parish office. It is crucial that this information be kept up to date!

School Messaging Service, an automated call system, is in place at St. Gerard Majella for emergency school closures other than inclement weather.

If dismissal of students becomes necessary due to some unplanned emergency situation, parents or guardians should come to CHURCH. School personnel will be present to give further directions for the dismissal. No parent or guardian should go directly to a student’s classroom or the school office.

Student Services

Care Team--A CARE Team serves as a resource for the classroom teacher in helping respond to identified academic or behavioral concerns of students that may surface during the course of a school year. The team assists the classroom teacher in planning and choosing appropriate academic or behavioral strategies to address identified needs. The classroom teacher, parents and when appropriate, the student, review possible strategies. The team consists of the principal, counselor, learning consultant, resource teacher, and level teachers. All inquiries are kept confidential. ***If necessary, an Exchange of Information Release Form may be required based on the strategies recommended.***

PLEASE NOTE: St. Gerard Majella School abides by the state Child Protection and Reformation Act (RSMO210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child is required by law to report to the Missouri Department of Family Services.

Daily Snacks—students of all grade levels are allowed to bring a nutritious snack to school each day. Candy is not considered “nutritious” and therefore should not be eaten for the daily snack. Students are instructed to not share their snack or any food with other students due to allergies including a variety of nuts, egg, milk, etc. Please be aware and respectful of all student needs when packing your own child’s snack. Classroom teachers will determine when snack time will take place.

Health Care—Records/Screenings—Archdiocesan policy 4401.2--*State regulations govern immunizations and health record requirements. All students must have health records on file at school. Archdiocesan policy 4401.3--*Students entering Grades K, 3 and 6 must have a physical examination and provide updated proof of immunizations

Hearing and Vision Screenings are offered annually for Kindergarten through 8th grade.

St. Gerard Majella School Board Healthcare Policy (formerly Medication Policy, February 1992, revised November 2007)

It is the policy of St. Gerard Majella School to assure the physical well being of students and staff during the school day by employing a school nurse and implementing procedures that are in accordance with state and federal guidelines, as well as directives from the CDC and the St. Louis County Health Department.

An RN/LPN is on duty from 8:00am to 3:00 pm to handle illness or injuries that may occur. When the nurse is not on duty, the staff assumes those responsibilities. Per Archdiocesan policy, an Emergency Response Team is in place. The team consists of the nurses, playground aides, and one additional staff member. The Emergency Response Team responds to all first aid and emergency situations. They attend a basic training session and received additional training in CPR through the Archdiocese. In addition, all staff members receive general first aid training on a regular basis.

Communications about health concerns as well as all medications that need to be dispensed must come directly to the school office. Please note that whenever a student visits the nurse a “Visit to the Nurse” form indicating reason for visit and action taken is sent home. Parents are to sign the form and return it to the school nurse the next day. A follow-up phone call by the school nurse is made for any unreturned forms.

If it becomes necessary for a student to limit physical activity during the school day, PE only, or at recess for an extended period of time, a physician’s note to that effect must be sent to the office. A physician’s release form indicating that the student may resume normal activity is required. **NOTES SHOULD BE SENT DIRECTLY TO THE SCHOOL OFFICE NOT THE PE TEACHER.**

Special Medical Considerations--Archdiocesan Policy 4401.6 *states a student enrolled in a Catholic school and has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.*

If you feel that your child has a special medical need, please call the school office directly. After pertinent information is provided by the parents any additional reasonable staff training to assure the physical well being of the student will occur.

Medication—Archdiocesan Policy 4401.4 *states 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 be in place:*

- *The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.*
- *Written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parental Consent for Medication Administration to their child)*
- *The medication in the original container*
- *Proper training of personnel on medication administration*

All medication sent to the 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.

St. Gerard Majella School discourages the administration of any medication to students during the regular school day unless it is medically necessary and impractical to accomplish outside normal school hours. Parents are directed to arrange the administration of the student's medication for times outside the regular school day when feasible.

Our school's personnel will only dispense routine maintenance medication (e.g. asthma medication, etc.) everyday to a student in our school under the following conditions:

- At the beginning of the school year, a signed written permission note from the parents or legal custodian directing the school to administer the medication must be brought to the school office.
- The student must bring the medication to the school office. The student's medication must be in measured doses. Physician's label with the dispensation time and name of the medication must be clearly marked and visible on the container. This applies to both liquid and capsule type medication. (Pharmacists will give a duplicate labeled container for transporting medicine to and from school upon request)
- School personnel will not be responsible for determining appropriate dosages (e.g., if two dosages are needed during one day, each dosage should be separately wrapped and clearly marked with dispensation time and name of medication on each container.) School personnel will not administer medication if it is past the expiration date (e.g., inhalers)
- Initial doses of any medication will not be administered by school staff and no change will be made on the dosage with out a new physician's order.

Our school's personnel will dispense medication on a daily basis to students who need to take specific prescription medication for a limited period of time (normally 10 or fewer consecutive school days) under the following circumstances:

- At the beginning of the limited time period, a signed written permission note from the parents or legal custodian directing the school to administer the medication must be brought to the school office
- The student must bring each day's medication to the school office. The student's medication must be in measured doses. Physician's label with dispensation time and name of medication must be clearly marked and visible on the container. This applies to both liquid and capsule type medication. (Pharmacists will give a duplicate labeled container for transporting medicine to and from school upon request.)

- School personnel will not be responsible for determining appropriate dosages. (e.g., if two dosages are needed during one day, each dosage should be separately wrapped and clearly marked with dispensation time and name of medication on each container.) School personnel will not administer medication if it is past the expiration date.
- Initial doses of any medication will not be administered by school personnel.

Cough drops, throat lozenges, and Tylenol are considered forms of medication and should not be in possession of any student. Non prescription external or internal medication will not be administered or stored by the school unless accompanied by a physician’s order that clearly states time and dosage. “As needed” is not a sufficient directive.

Communicable Diseases—The Missouri Department of Health regulations are followed concerning communicable diseases/contagious conditions and the child’s return to school. Chickenpox, head lice and conjunctivitis (pink eye) are the most commonly reported. If your child contracts these or any other contagious conditions notify the school office. Information concerning the presence of a communicable disease/contagious condition will be sent by letter to the parents of the particular grade concerned to all parents as necessary.

Please Note—*If you suspect your child may have head lice, do not send your child to school until checked by a health care professional.* If head lice is confirmed, the children in the classes involved will be checked by our nursing staff. Adhering to the St. Louis County Health “no nit” policy, any child showing signs of head lice will be sent home until further checked by their physician and treated. Physician verification of being lice free must be submitted to the office for the child to return to school. Classrooms of suspected or confirmed cases receive additional cleaning by our maintenance staff.

Lockers/Desks...Backpacks/purses—desks and lockers are provided for student use and are the property of St. Gerard Majella School. If necessary, locker checks will be made to assure that inappropriate pictures or sayings are not displayed on the interior of the doors. Individual locks are not allowed on lockers positioned in classrooms. Individual locks on hallway lockers must be rented from St. Gerard Majella School. Locks other than those provided by the school are not allowed and will be removed.

In accord with **Archdiocesan 4303.5**, *school officials with sufficient reasons to do so may search a student’s locker or desk. Arbitrary, random, or mass searches of lockers could be considered unreasonable, could constitute a violation of students’ rights, and should not be undertaken by school officials. A student’s jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.*

Lost and Found—please make sure all belongings are clearly marked with your child’s name. Lost items are kept in the school office. At the end of each quarter any unclaimed articles will be given to charity.

Lunch Program—*St. Gerard Majella School Board Wellness Program Policy Statement (August 2006, reviewed November 2007) Children need access to healthy foods and opportunities to be physically active in order to grow, learn and to become all that God intended them to be. It has been proven that good health fosters student attendance and effective learning. St. Gerard Majella Catholic School recognizes the relationship between student well-being and*

student achievement as well as the importance of a comprehensive school wellness program. Therefore, St. Gerard Majella Catholic School has developed a wellness program to achieve the following goals:

Students in Grades K-8 will be provided:

1. Access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritious requirements for the U.S. Dietary guidelines for Americans in the school setting.
2. A clean, safe, and pleasant environment and will be provided with an adequate amount of time to eat
3. Opportunities, support, and encouragement to be physically active on a regular basis while in the school setting.
4. Health and nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. In addition, our school will establish links between health education and school meal programs, and with community related services.

St. Gerard Majella Catholic School has developed a School Wellness Committee to work toward the above goals. Monthly menus and a la carte offerings are posted on the school page of the parish website. If you have any specific questions or concerns about menus or ingredients, please call the school office. Prices for meals, milk, juice, and water are announced at the beginning of the school year.

Food Service Consultants, Inc. is the provider of our lunch program. Maitre D, is a computerized meal card system, which is available to our families. The program eliminates the need for money every day. If you choose to participate information is sent home at the beginning of the year explaining the program. Students will use the student ID as the meal card and it is to remain on the lanyard to avoid loss. When the student makes a purchase, their card will pass through a scanner and the amount of the transaction is deducted from the balance on the account. If the student runs out of money he/she may charge up to \$10.00, after that if the account has not been reloaded the student will receive a cheese sandwich and a piece of fruit.

Students may also bring their lunches to school. If they forget their lunch they may call home or we will provide them with lunch money. An email will be sent home to inform parents. **Please do not bring lunches purchased from fast food restaurants.**

An APT Special Lunch or Breakfast is provided once a month. Generally food is brought in from different restaurants. The students enjoy the variation.. All proceeds are forwarded to the APT. These proceeds are part of their general revenue and directly benefit all students.

- **Parent Cafeteria Workers**— each family of students in Kdg.-8 is required to volunteer in the cafeteria.. Buy out fees are required for families unable to carry out this responsibility. Additional details concerning responsibilities, times, and dates are provided by the Cafeteria Coordinator on a regular basis through newsletter updates.
- Student behavior expectations during lunchtime have been put in place by the school, which allows us to serve a large number of children in an orderly, timely, and respectful manner. These guidelines and expectations are communicated to all students at the beginning of the school year and periodically when a reminder is needed. As parent café workers, please support the school in its efforts. Please feel free to interact with your child when there is a lull in café process. Please do not sit at the children’s lunch tables while they are eating.

- Parents are welcome to celebrate their child/ren birthday or half-birthday by bringing in lunch for their child. Please do not bring treats for the lunch table or class. Students also receive a dress down day for their birthday.

Extra Curricular Activities—a variety of after school clubs and activities are offered during the school year. Specific information about clubs and activities are published in the weekly newsletter and posted on our website. After school clubs and activities are usually scheduled from 3:15 to 4:00/4:30pm. Arrangements must be made to pick up students promptly at ending times. Failure to pick up students on time on a regular basis may jeopardize students’ ability to participate in after school clubs.

In accordance with Archdiocesan Policy 5202.10, 5202.101, and 5202.102, all extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as 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.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately. Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

School Celebrations—the students have several times during the year to celebrate holidays, such as Halloween, Christmas, Catholic School’s Week, Valentine’s Day, Field Day, along with several holydays, such as the Feast of St. Gerard Majella, the Feast of St. Joseph, All Souls Day, just to name a few.

Dates and times for these celebrations are published in the school calendar. The current APT officers, with the assistance of current room parents, plan the activities, arrange for refreshments, and detail how parents can be of help. There is an APT student fee collected at the beginning of each school year. The student fee is currently \$20.00 per student. This money helps defray the costs of field trips, teacher appreciation treats, and the cost of the above parties.

Gerard’s After Care — After-school childcare is provided by the staff of St. Gerard Majella on the school premises from 3:10-6:00pm. If you are in need of this service, information will be provided in the summer mailing or at anytime during the present school year.

Since the homeroom teachers send students to the GAC program at the end of the school day, please inform the school by email of any changes in your child’s schedule. We will then instruct the teacher.

Information about After Care can be found on the school website under “forms”

Uniforms Guidelines—students are required to comply with the dress and appearance guidelines established by the school. It is the parents' responsibility to see that these guidelines are adhered to. The school reserves the right to determine whether a student's dress and appearance satisfies the school's requirements. **The uniform provider for SGM is *Just Me Apparel*, 232 Old Sulphur Springs Rd. 63021.** Plaid items and cardigan sweaters must be purchased at our provider.

A student's general appearance should reflect the basic philosophy of the school and the established educational climate. Any adjustment or adornment to a student's basic appearance that is faddish in nature, draws inappropriate attention, or is counter to the desired tone of the building is not allowed. Tattoos or writing on the skin is not allowed.

Regular daily attire consists of a school uniform. Uniforms are to be neat, clean, and in good repair. No stains, loose hems, holes in any uniform pieces. Hats or caps are not to be worn in the building throughout the school day on regular uniform days.

The shorts option may be worn anytime throughout the school year. It is up to the parent's discretion to determine if the weather warrants this option.

High school logo apparel will be allowed on specific days after third quarter for 8th grade only. The principal will grant these days. Any logoed item must be removed before school begins.

There are a number of options for the St. Gerard Majella uniform. It is expected that all students be in uniform unless it has been designated a "D³" Dress Down Day, birthday observance, etc. The following describes the uniform policy at each level:

Regular Uniform Guidelines—Girls

Grades K-2—plaid jumper, navy blue twill pants, plaid or navy shorts (2013-14 last year for the pinafore jumper)

Grades 3-5—plaid jumper or skort, navy blue twill pants, plaid or navy shorts

Grades 6-8—kilt or skort, navy blue twill pants, plaid or navy shorts

- ****jumpers, skorts, or kilt should be not more than "3" inches above the knee.**
- **Belts should be worn with pants and shorts that have belt loops**

Shirts—basic golf polo-style long or short sleeve solid white or hunter green knit shirts, white or hunter green turtleneck. No stretch knit, no cap sleeves or ruffled collars. No logos on the shirts. Shirts are to be tucked in at all times and only white tees under uniform shirt is to be worn.

K-2 shirts—long or short sleeve white or hunter green or white cotton blouses, white or hunter green turtleneck

3-5 shirts—long or short sleeve white or hunter green, white or hunter green turtleneck

6-8 shirts—long or short sleeve white, hunter green, navy or gray, white, hunter green, navy, or gray turtleneck

8th grade polo shirts may be monogrammed with their graduation year. 8th grade also has a class T-shirt and or hooded sweatshirt. The T-shirt may be worn with regular uniform kilt and pants on designated days of the week.

Shoes—athletic tennis shoes in any color are acceptable. Athletic sandals, boots, sling backs, clog types, or flashing lights on tennis shoes are not permitted. A basic black, brown, navy leather dress shoe may also be worn.

Socks/leg Wear—All socks must be black or white, small logo or SGM logo socks. Acceptable styles are ankle, crew, knee, and no show socks.

- Solid navy /black leggings or tights may be worn with socks. Pajama bottoms, sweatpants, are not acceptable. Boxer shorts may be worn under the uniform, but must not hang out from under the uniform.

Sweatshirts/Cardigan Sweaters—a hunter green SGM monogrammed sweatshirt through school or cardigan sweater through *Just Me Apparel*

Hair Adornments—bows, scrunches, and barrettes should be small and simple in style and coordinate with the basic uniform.

- Headbands should be plain, monogrammed, or SGM. (No athletic logos)
- Athletic tape, beaded or sequined headbands, bandanas or gaudy hair accessories are not allowed.
- Hair must be neat, combed and not hanging in the eyes

Jewelry—earrings must be post style and not hang below the ear for safety reasons.

- A watch, simple ring, religious chains are acceptable.
- Necklaces, bracelets, or ankle bracelets are not acceptable.

Makeup—no makeup is allowed. This includes lipstick, blush, mascara, etc. at any age level.

- K-5 may wear light colored nail polish
- 6-8 may wear any color, all nails should be the same color

Regular Uniform Guidelines—Boys

Kdg-5—Navy blue twill pants or shorts (cargo style pants/shorts or oversized pants are not allowed)

Middle School 6-8-- khaki shorts/pants (cargo style pants/shorts or oversized pants are not allowed)

- Grade 8 should have a pair of long pants for special religious activities during the year (i.e. region Mass with Archbishop, Chrism Mass, Cathedral field trip)
- Belts must be worn with pants or shorts that have belt loops.
- Buckles simple in design.

Shirts-- basic golf polo-style long or short sleeve solid white or hunter green knit shirts, white or hunter green turtleneck No logos on the shirts. Shirts are to be tucked in at all times and only white tees under uniform shirt is to be worn.

K-2 shirts—long or short sleeve white or hunter green white or hunter green turtleneck

3-5 shirts—long or short sleeve white or hunter green, white or hunter green turtleneck

6-8 shirts—long or short sleeve white, hunter green, navy or gray, white, hunter green, navy, or gray turtleneck

8th grade polo shirts are monogrammed with their graduation year. 8th grade also has a class T-shirt and or hooded sweatshirt. The T-shirt may be worn with regular uniform kilt and pants on designated days of the week.

Shoes—athletic tennis shoes in any color are acceptable. Athletic sandals, boots, sling backs, clog types, or flashing lights on tennis shoes are not permitted. A basic black, brown, navy leather dress shoe may also be worn.

Socks/leg Wear—All socks must be black or white, small logo or SGM logo socks. Acceptable styles are ankle, crew, knee, and no show socks.

Sweatshirts—a hunter green SGM monogrammed sweatshirt through school—this does not include SGM sports example “St. Gerard Basketball”

Jewelry—a watch, simple ring, or simple religious medal/chain are acceptable.

Hair—hair must be neat, combed, and not hang in the eyes.

- Length of hair should not extend below the shirt collar

PE Uniform Guidelines—Boys/Girls

The SGM logo PE uniform of gray shirts and navy blue shorts is required and is available through school. Check size and fit of PE shirts and shorts each year making allowances for growth spurts.

Grades Kdg-2—regular school uniform and athletic shoes. Girls must wear gym shorts under the uniform.

Grades 3-5—athletic shoes, SGM PE gray shirt, navy PE shorts/navy sweatpants

Grades 6-8—athletic shoes, SGM PE gray shirt, navy blue PE shorts/navy sweatpants

Scouting uniforms may be worn on meeting days.

D³ Day Guidelines for students of all grade levels

- *D³ Days require basic uniform and optional accessories depending on occasion (i.e. Big Red Day—uniform plus accessories)*
- *Out of Uniform will be no uniform required but must be appropriately dressed*
- *Birthday dress down days should be appropriate for school*

Tops/Shirts

- *Sleeveless tops and short sleeves are acceptable*
 - *Nothing with inappropriate alcohol or drug related words or connotations*

- *Spaghetti strap and tank tops are not allowed*
- *Shirts/tops that are tight fitting are not allowed*
- *Shirts/tops that are too short in length are not allowed*

Shorts/capris/jeans

- *Capris, jeans, shorts, tennis skirts (appropriate length, no more than 3 inches above the knee), and sweatpants are acceptable*
 - *Pajamas bottoms are not allowed*
 - *Leggings or yoga pants must have tops that cover the lower trunk of the body*
 - *Shorts, capris, pants, sweatpants, and jeans with lettering across the bottoms are not acceptable*

Shoes/Socks

- *Tennis shoes must be worn on PE days*
 - *Sandals, flip flops, clogs open backed are acceptable on non-uniform days*
 - *Socks do not have to be worn on non-uniform days*

School personnel will make every effort to make sure the guidelines are consistently followed at all grade levels.

- *Please be the uniform checker at home.*
- *Please check your child on D³ Days or birthdays to make sure the guidelines are followed.*

Volunteers—opportunities for volunteering time include working as library aides, assisting the teachers with classroom activities or projects as requested, chaperoning field trips, working in Center City and the many opportunities provided by the APT Association. **Parents wishing to volunteer time where children are present must comply with Archdiocesan guidelines by attending a Protecting God’s Children workshop, reading and signing the Archdiocesan Code of Ethics, and submitting Child Abuse Screening forms.**

- *The presence of preschool siblings can sometimes inhibit parent volunteers from helping where needed. Parents should always check with the coordinator of an activity or the classroom teacher about bringing pre-schoolers. We strongly encourage parents who want to volunteer and yet have pre-school children to form rotational babysitting co-ops. It is a great way for “future classmates” to get to know each other, and also let volunteer parents give full attention to their older child’s activity.*

Organizations

St. Gerard Majella School Board—The School Board is the parish’s representative body for identifying and articulating the educational needs and aspirations of the parish elementary full time school. The School Board acts in an advisory capacity to the pastor and the administration of St. Gerard Majella School in accomplishing the educational and formational mission of the full time school within the parish.

The School Board consists of 12 members each serving a three-year term. In addition the Pastor may appoint one voting member from the parish community at large. The Pastor, Principal, and current APT President are ex-officio members of the board. A selection process is held each spring to replace school board members whose terms have expired. The selection process includes gathering names of potential school board members through a nomination procedure outlined in the SGM School Board Constitution and By-Laws. At a spring school board meeting the pastor randomly draws four names from the pool of those willing to serve. Those names are then communicated to the school community.

The work of the board is to discuss full time school related issues as well as recommend and set policies that assure the quality and viability of the full time parish elementary school. The board encourages parents' comments and suggestions at any time. While parents are also always free to discuss school issues with the Pastor, matters of policy will be referred to the board.

The board functions in accordance with Archdiocesan guidelines. The board functions only through its meetings, which are held regularly throughout the school year. Interested parents and parishioners may attend board meetings and may address the board during the open forum portion of each meeting. To be placed on the open forum agenda, contact the board president at least 48 hours prior to the scheduled meeting. Dates and times of the meetings are published in the school calendar, parish bulletin, and the weekly newsletter.

A synopsis of the School Board minutes are published in the weekly newsletter and posted on the website.

Alliance of Parents and Teachers (APT)—the APT is a very active group that provides many valuable services to the school including recruiting and coordinating parent volunteers to assist the teachers with various programs. They provide Room Parents to assist with special school activities, host teacher luncheons, and do many other projects for the school. In addition, this organization also sponsors fundraisers that benefit the school. All parents are automatically members of the APT and all are encouraged to attend APT meetings. Dates of the APT meetings are posted on the APT page of the school website.

- **APT Green/Gold Weekly Raffle**—as an alternative way to raise additional funds to secure programs currently in place and to help keep tuition at a minimum, the APT organization instituted a weekly raffle. This replaces the multiple, door to door fund raising initiatives which had typically occurred in September as the students and families were experiencing “Back to School” financial crunches. This fundraiser occurs in the spring of the school year and all registering families for the next year are expected to participate. **Tickets purchased are tax deductible!**
 - **Raffle Specifics**—each school family will be responsible for selling at least 8-\$25.00 raffle tickets. Total sale \$200.00
 - Sale will begin April 1st and will end May 15th.
 - All monies for the tickets are due no later than May 15th
 - The raffle begins on Labor Day and continues through Memorial Day
 - The first Monday of each month the winner will receive a cash prize of \$250.00
Every additional Monday in the month the winner will receive a cash prize of \$75.00
- **BONUS**—If you win the cash prize for the week your ticket will automatically be reentered for the following Mondays!!!!!! There are a total of 39 chances to win!
- **Additional Prizes**—Students, families, and classrooms that sell the most tickets will have their choice of several prizes. (Details will be communicated through the weekly newsletter.)

POLICY ON EQUIPMENT DAMAGE, LOSS OR THEFT (School Board Policy approved May 2015)

These guidelines define how to handle equipment supplied by St. Gerard Majella School (“SGM”) when it is lost, damaged, or stolen. For purposes of this policy, equipment shall include any technological equipment owned by SGM and provided to students on a temporary basis, including but not limited to chrome books, calculators, iPads, computers, etc. These guidelines describe reporting requirements and assign responsibility based on the circumstances of each case. It is the responsibility and obligation of the borrower (students and staff) to responsibly care for SGM equipment under his/her stewardship. However, where the equipment may become damaged, lost or stolen, the following policies apply and will be applied at the discretion of the Principal and appointed staff.

Equipment Damage

Any damage incurred to SGM equipment should be reported immediately by the user to his/her teacher or the Principal. Property may become damaged and/or cease to function usually for one of three reasons: mechanical failure, accidental damage or improper usage. Damage occurring in one of these ways will be handled as follows:

- **Mechanical Failure**

Mechanical failure is defined as equipment malfunction due to manufacturer defect or normal use/age. In the event of mechanical failure, there will be no financial responsibility to the user provided the issue is addressed and reported in a timely manner so as not to create a greater problem.

- **Accidental Damage**

Accidental damage is defined as damage to equipment – other than mechanical failure – which occurs through no fault of the user. In the event of accident damage, there will ordinarily be no financial responsibility to the user for provided the issue is addressed and reported in a timely manner so as not to create a greater problem. SGM does, however, reserve the right to assess financial responsibility or take other appropriate action in situations where accidental damage becomes excessive or repeated.

- **Improper Usage**

Improper usage damage is defined as any damage to equipment, which could have been prevented by the user through his/her ordinary and reasonable care. Improper usage can include both intentional misconduct and negligent maintenance of the equipment, and will be determined by the Principal.

If the damage to the property is significant (e.g., requiring the replacement of equipment) as a result of improper usage, the Principal may require the user to pay reimbursement for the damage, up to and including the full replacement cost of the equipment. In determining the appropriate amount of reimbursement, the Principal may consider any and all previous instances of improper usage by

the user. Should the Principal determine the equipment damage was intentionally caused by the user, the user will be required to pay for the replacement of the equipment, and may be subject to additional disciplinary action.

Property Loss or Theft

In all instances of the loss or theft; the following steps must be taken by the user and/or his/her parent/guardian:

1. In instances of suspected theft either on or off SGM's campus, the user should contact the appropriate police department to file a police report. If the theft takes place on campus, the police report must be filed in the presence of the Principal. The police report for off-campus incidents should be sent to the Principal in a timely manner.
2. The user should report the loss to the Principal immediately so appropriate search actions can be undertaken in a timely manner. In the event of the loss or theft of equipment, the user will be assessed at the full replacement value of the equipment. If the original equipment is subsequently found, it must be returned to the Principal who will assess the property and determine if a reduction of replacement or waiver is appropriate. Multiple loss or theft of equipment may result in additional financial responsibility for the user or other actions based on the circumstances.