

# St. Gerard Majella Catholic School

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

## Parent/Student Handbook Grades Kindergarten through 8 2025-2026

*A National Blue Ribbon School of Excellence 2012*

*Accredited by the Missouri Nonpublic School Accrediting Association 2024-2025*

It is the policy of St. Gerard Majella to provide a quality Catholic education from ages 3 and 4, through Grade 8 for its parishioners' children regardless of race, sex, national or ethnic origin (*St. Gerard Majella School Board Policies, revised February 2020*)

### **Building and the Political Process--(Archdiocesan policy 6203)**

- The school is not to engage in the political support of any candidate seeking office.

### **St. Gerard Majella is a Smoke-Free Campus**

### **PURPOSE AND USE OF THIS HANDBOOK**

This Handbook exists to foster the efficient operation of St. Gerard Majella Catholic School. To meet this objective, the school administration is given flexibility to and the ability to exercise discretion.

This Student/Parent Handbook contains established policies and procedures for the 2024-2025 school year. Since it is not possible for the Handbook to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in a timely manner.

# Table of Contents

**Mission--Page 4**

**Philosophy--Page 4**

**Accreditation--Page 4**

**Quick Reference--Pages 5-7 includes the following:**

- Safety of Students
- School Hours
- Daily Arrival
- Attendance
- Procedure for Student Absences
- Tardiness
- Daily Dismissal
- Dismissal of Students
- Inclement Weather
- Faculty and Staff

**Liturgy and Sacraments--Page 7**

**General Admissions--Pages 8-11 includes the following:**

- Admissions
- Admission Policy for Non Catholics
- Kindergarten Admissions
- Registration
- Registration Fee
- Wait List
- Financial Obligation
- Financial Aide
- Tuition
- Parents Rights and Cumulative Records
- Access to Student Information
- Release of Records
- Withdrawal from School
- Class Size
- Class Visitors and Interruptions

**Academic Policies--Pages 11-21 includes the following:**

- Daily Schedules
- Standards of Behavior
- Choice Card
- Electronic Communication Acceptable Use and Conduct
- Student Cell Phone Use
- Curriculum
- Student Needs
- Dual Enrollment
- Academic Evaluation and Testing
- Academic Honesty
- Grading Scale
- Promotion
- Completion of Program
- High School Applications
- Homework/Academic Honesty
- Homeroom Placement
- Field Trips
- Transportation
- Library
- School Supplies

**Communication--Pages 21-23 includes the following:**

- Scheduled Academic/Behavioral Communication
- Weekly Newsletter
- Handouts
- Class/Homeroom email list
- Emergency Preparedness

**Student Services--Pages 23-27 include the following:**

- CARE Team
- Daily Snacks
- Birthday Celebrations
- Health Care
- Special Medical Consideration
- Medication
- Sickness/Communicable Diseases
- Lockers/Desks, Backpacks/purses
- Lost and Found
- Lunch Program
- Volunteers

**Extra Curricular Activities--Pages 27-28 include the following:**

- School Celebrations
- After Care

**Uniform Guidelines--Pages 28-31**

**Organizations--Pages 31 includes the following:**

- St. Gerard Majella School Board
- Alliance of Parents and Teachers (APT)

**Board Policy--Page 32 includes the following:**

- Equipment Damage, Loss or Theft

**Addendum--Pages 32-34 includes the following:**

- Food Allergy and Prevention Plan
- Afternoon Carpool Pick Up Diagram

## 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 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 **Catholic** Education—the **MESSAGE of Jesus, life in COMMUNITY, and SERVICE for all**. We believe education is growing in 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 **Catholic** 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 four levels: Preschool, 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.

## ACCREDITATION

St. Gerard Majella Catholic School is fully accredited by the Missouri Nonpublic School Accrediting Association and is a member of the National Catholic Education Association.

## QUICK REFERENCE

**Safety of Students—** The safety of the St. Gerard Majella community of students, staff, and parents are our utmost priority. Protocols have been put in place to maintain the safety of the campus. Along with security measures of locked doors, camera placements, emergency intruder alarms, emergency exits, etc. an emergency response manual has been created in cooperation with the police and fire district of Kirkwood. (*Archdiocesan policy 6202*)

Safety videos are provided by the Archdiocese of St. Louis that are shown and discussed annually with the faculty and students.

**School Hours—**Classes begin with homeroom at 7:50am and dismissal at 3:05pm.

During the school day between 7:00am and 3:45pm, 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 and staff. Anyone entering the building must be buzzed in by the secretary/staff person. If the secretary or staff person does not know you by name you will be required to show identification. Anyone required to meet with the maintenance staff will be required to show identification, sign in and instructed to wait in the office until maintenance arrives.

**Daily Arrival—**The doors for school will open at 7:20am. 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 concession stand or the door leading directly into the primary wing. Students may move to their homerooms upon arrival. If students arrive before 7:20am they are to remain in Liguori Hall until the 7:25 a.m. bell.

**Walkers--**should walk to the rear of Majella House, come down the stairs closest to the playground, cross the parking lot and walk in front of the stage to the front of school and come through the main entrance. If you come from Ballas, cross at the crosswalk, walk to the sidewalk in front of Church, come down in front of Church, cross at the steps and enter through the front entrance. No one should be crossing Ballas at Apple Hill.

**Bicyclists--**should ride to the corner of the parking lot and Dougherty Ferry, get off their bicycles and walk the bike down along the island to the bicycle rack. All bicycles should have a lock. Bicyclists coming from Ballas should follow the same procedure as walkers from Ballas.

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. Parents are to remain in vehicles. After drop off proceed circling around the school and exit onto Dougherty Ferry. Do not cut in the line to exit Ballas. If you are dropping off preschool follow the directions for drop off and then pull alongside the stage area. ***Do not drop students off at the main office between 7:20 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. PLEASE DRIVE SLOWLY THROUGH THE LOT AND REFRAIN FROM USING YOUR CELL PHONE OR TEXTING WHILE IN THE DROP OFF LINE.***

**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*)

Students are considered absent whenever they are not present at school or school sponsored events/activities during school hours. A student who must be excused for medical, dental, funeral, or emergency reasons during school hours is considered absent. In the event of numerous absences, the principal will contact the parent/guardian to check in on the missed days.

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, phone call or email 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 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 at the parents expense.
- A student absent from school without the knowledge of the parent is considered truant.
- If a student is sick more than three days in a row, students need to submit a doctor's note.
- In the event of numerous absences, administration will contact the parent/guardian and schedule a meeting to correct the situation.

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

Students arriving in the classroom BETWEEN 7:50 a.m.-8:00 a.m. are considered tardy. Tardiness interferes with a child's progress in school may cause a rough start to the day. Chronic or excessive tardies without substantial cause will require a meeting with school administration. Chronic tardiness is defined as being late for school, ten or more times in a quarter. Chronic tardiness is after 8:00 a.m, without notification from a parent for reasons of tardiness. (medical) Sometimes morning drop off is long and tardies are not marked. Students who are frequently tardy, intentional tardies because of not getting to school on time or sleeping in would be considered chronically tardy.

**Daily Dismissal**— For pickup, enter the grounds from Ballas, follow the same procedure as morning drop off. Once you reach the parking lot follow the diagram located in the back of this handbook.

**When the staff on duty has given the signal for cars to begin leaving, please exit either by Dougherty Ferry or Ballas. AGAIN PLEASE REFRAIN FROM USING YOUR CELL PHONE OR TEXTING WHILE IN PICKUP ONCE THE DISMISSAL PROCESS HAS BEGUN. Do not block the entrance to the Church side of the lot. Please follow the direction of the staff on duty.**

Special "short term" Parking Passes are available to allow you to park on the Church side of the island at dismissal time. Please enter from Ballas and exit from Ballas. These can be requested, but not guaranteed, through the main office. They are not available for picking up from different schools unless the child has special needs. These passes are limited.

Please note the following:

- Do not park on the Church side of the island unless you have a special "short term" pass. The pass must be hanging from your rearview mirror facing out.
- Do not park in the spots marked "Adoration Chapel parking."
- 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" at the end of your need. All "passes" are collected at the end of the school year.

**Dismissal of Students**—School personnel are on duty until 3:30pm. Arrangements should be made with the SGM After Care 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. Younger children 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. If crossing Ballas they need to cross at the crosswalk.
- 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 the entrance for parents to pick up on Dougherty Ferry, nor are parents to park by the dumpsters on Ballas.
- 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.

**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 as a “snow schedule” this means doors will open at 8:20am **and classes will begin at 9:00am. Tardies will be marked at 8:50 am.**
- Based on information provided by the National Weather Service the evening or morning prior to an “anticipated” Snow Storm, school may be called for a half day to avoid the impending storm. Alternate Learning of Instructional Days may occur if we exceed the scheduled snow days.
- If a half day is not called, once school is in session, there will be no early dismissal for inclement weather. A parent may pick up their child/ren if the 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.

**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 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 Archdiocese “Prevent and Protect” requirements. A listing of faculty and staff can be found on the St. Gerard Majella website [www.sgmschool.org](http://www.sgmschool.org)

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

## 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 8<sup>th</sup> grade, attend a weekly liturgy once a week and all school Mass once a month. (Wednesday-Primary, Thursday-Intermediate, Friday-Middle School) 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, May Crowning, and Advent and Lenten activities. Preschool through Grade 5 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

**Admissions**—For a Catholic student to be eligible for admission into 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, administration and the academic facilitator 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.

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 1st of that school year and applicants for 1<sup>st</sup> grade must be six years of age before August 1st 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. Screening occurs in late February. In addition a language screening will be given to all incoming kindergarten applicants. Kindergarten is a full day program.

**Registration**—Registration for the subsequent school year will begin the last week of January and conclude the second week of February. This registration is for families currently enrolled in the school. Those who will be new to the school may begin registration the first week of February. 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, unless baptized at St. Gerard Majella.
- 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*)

**Registration Fees**—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 minimal book costs and other preparatory costs for the upcoming school year. Registration will not be considered final until the fee is paid. St. Gerard Majella registration fees are non-refundable. 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.



Registration on or after March 1st for the following school year will be charged a late fee of \$100.00 per family presently enrolled in the school (Exceptions to the late fee may be granted by the pastor). New families moving into the school are exempted from the late fee. (*School Board Policy May, 2018*) To register for the coming year, families must have paid 50% or more of the current school year's annual tuition and be current on Green and Gold Sales. The pastor may grant an exception to this, however, families must initiate the request. Final registrations must be received by April 1 in order to guarantee a spot for returning students. Registrations for returning students will not be accepted after May 1. The principal may grant an exception to this, however, families must initiate the request. (*School Board Policy August 2024*)

**Wait List**—If a child is placed on the waitlist the current registration fee rate will be waived. If an opening becomes available and the child is enrolled, the registration fee will need to be paid upon acceptance into St. Gerard Majella. If an opening becomes available but the child does not enroll, the child is no longer on the waitlist and no fee will be assessed (*School Board Policy, May 2018*)

Administration 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 waitlist during Kindergarten enrollment, a relative preference will be given to perspective students in the following order, but there are no guarantees of acceptance.
  1. Prospective students who are siblings of school students or 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. The waitlisted family needs to periodically check in on availability, especially during Open Enrollment in February. A child will only be waitlisted for one year.

**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*)

**Financial Aid**—There are sources of financial assistance available for school families:

- The Archdiocese of St. Louis offers a number of financial assistance through the Office of Catholic Education and Formation as well as the Today and Tomorrow Educational Foundation.
- The Guardian Angel Fund is also available through St. Gerard Majella Parish.

**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 and due dates for the following year from the parish office.

#### **Tuition for 2025/2026 School Year**

1 child--\$7,140                      2 children--\$12,520                      3 children--\$15,690                      4 children--\$17,650                      5 children--\$17,940  
Non-parishioner –1 child--\$8,140    (there is no family reduction for non parishioners--add \$1,000.00 to each level)

**Parental Rights and Cumulative Records**—Student records are the property of the school. The school is the keeper of the records and in accordance with the Family Educational Rights and Privacy Act, parents have the right to the following:

- 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.*

**Access to Student Records by Others** (Archdiocesan Policy 4601.3)

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

**Transfer of Records** (Archdiocesan Policy 4601.4)

*There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen 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.*

**Guidance Information** (Archdiocesan Policy 4601.5)

*School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.*

**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 per room. 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 composed 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 name tags on lanyards which also serve as their library and lunch card. The

students wear their name tags between the hours of 7:50 am and 3:05pm. The nametags should remain at school, and are not worn for PE or on field trips. Students will be charged for replacements.

**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 7:50 am and 3:05 pm 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 8:00 am.
- Items to be given to students must be brought to the school office/foyer. 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 Liguori Hall.
- Deliveries of flowers or any other such items to students for birthdays or other occasions are frowned upon, if sent to school, the object will remain in the office until the end of the school day.
- 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 a message in sufficient time, **calls should be made by 2:45pm. PARENTS, PLEASE DO NOT TEXT OR EMAIL YOUR CHILD DURING THE SCHOOL DAY ON THEIR CELL PHONES.**

**In addition the access 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

7:20	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	Prayer/Dismissal
10:15-11:00	Period 4		
11:00-11:30	Period 5 <b>1<sup>st</sup> lunch</b> , grades 3,4,5,	Grades 6,7,8 at recess	
11:30-12:00	Period 5 <b>2<sup>nd</sup> lunch</b> , Grades 6,7,8	Grades 3,4,5, recess until 11:50	
12:05-12:30	Period 5 <b>3<sup>rd</sup> lunch</b> , Grades 1, 2	Kindergarten recess until 12:30	
12:30-12:55	Period 5 <b>4<sup>th</sup> lunch</b> , Kindergarten	Grades 1,2 recess until 12:50	

## Middle School Block Schedule

Middle School will be following a hybrid block schedule. This approach is to maximize learning and provide transition into high school life.

## Standards of Behavior— St. Gerard Majella School Board Discipline Policy (April 1993, reviewed July 2021)

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.
- **RULER is a systemic approach to Social Emotional Learning developed at the Center for Emotional Intelligence.** RULER aims to infuse the principles of emotional intelligence into the immune system of preK to 12 schools, informing how leaders lead, teachers teach, students learn, and families support students. RULER stands for five **areas of emotional intelligence**: Recognizing, Understanding, Labeling, Expressing and Regulating emotions.

At St Gerard, RULER is supported by a school-wide Charter with words and actions that we want to experience at school (ex. safe, included, confident). The action is how will this happen. These are very important for the climate of the school. The Mood Meter is broken into four quadrants and the students and staff can let people know how they are feeling today by placing some representative of their mood/emotions. This can change throughout the day. The Meta Moment gives the student and staff the opportunity to stop and think before they need to speak. Lastly, the Blueprint is the opportunity for the students to work out their differences with a facilitator.

### General Conduct

Students are expected to conduct themselves appropriately not only during class periods but also when they are at lunch, in the hallways between classes, or on their way to Mass or other activities.

#### **Appropriate behavior choices include, but are not limited to, the following:**

- To respond in a positive way to adult requests and guidance, both in work and actions.
- To work cooperatively with adults, peers, and other students
- To hear and be heard in the classroom without unnecessary disruption
- To treat everyone with dignity, worth, and respect
- To communicate with appropriate language and comments
- To solve disagreements and conflicts in a positive manner
- To respect all personal and school property
- To assist in keeping the school and school grounds clean

#### **Inappropriate behavior choices include, but are not limited to, the following:**

- Disruption of classes
- Inappropriate language
- Abuse of school property
- Stealing, lying, cheating, forgery
- Possession of pornographic materials
- Bullying (see definition)
- Abuse of internet and electronic communications (see definition)
- Harassment (see definition)
- Violence and the threat of violence (see definition)
- Use of alcohol/tobacco/drugs (see definition)

### Bullying

Bullying is aggressive behavior that is intended to cause harm or distress, occurs repeatedly over time, and occurs in a relationship in which there is an imbalance of power or strength. Bullying can take many forms including physical violence, intimidation, and social exclusion. Some examples include, but are not limited to, the following:

- Physically hurting someone by hitting, kicking, pushing, tripping, etc.
- Emotionally hurting someone through verbal comments, texting, emailing, etc
- Threatening someone with physical violence or other types of intimidation
- Being disrespectful of someone by taking money or destroying property
- **CYBER-BULLYING** includes harassing and intimidation, both of which could result in verbal and physical bullying. All of these behaviors impact the faith lives of our children as well as their academics. While the central responsibility lies with parents who oversee students after they leave school, cyberbullying impacts the school environment in a negative way and may result in a parent conference as well as a student’ suspension and/or removal from the school.

It is the responsibility of all members of the community to contribute to a safe and healthy environment by reporting incidents of bullying to the proper adults in the school. All reported or observed instances of bullying must be addressed by the school administration. The administration, with sensitivity and confidentiality, will investigate the reported incident in a thorough and prompt manner. The investigations and all actions taken will be shared only with those who have a need to know. Appropriate action will include communication with all parents/guardians of all students involved, a discussion regarding how to make reparation, and may include detentions, mandatory counseling, suspension, withdrawal for cause, and legal action, depending on the severity of the incident. Consideration will be put into protecting and empowering the victim/s of any bullying incident. If appropriate the teacher will debrief with the class or a section of students in the vicinity of any incidents.

## 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 and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual. Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken (Archdiocesan policy 4303.7)*

**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 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.** (Archdiocesan policy 4303.3)

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.

## Crisis Go/Tip Reporting

CrisisGo is an online notification and crisis management tool that allows our schools to receive tip reporting and manage emergency communications with staff, teachers, and parents. CrisisGo can be utilized during severe weather events, evacuation drills, and emergency threat response situations. It is an important component of our comprehensive approach to school safety. Process and procedures are being developed to implement CrisisGo in parishes and schools throughout the Archdiocese of St. Louis. ((Archdiocesan policy 6202.2)

The "Tip Report" can be used to anonymously report serious behavior concerns to the school administration. Administration will receive these reports, review them and respond accordingly. If you choose to use this resource please provide as much information as possible. We continue to encourage all of you to feel comfortable contacting any of us directly with your concerns. [SGM Crisis Go Report Link](#)

## Use of Alcohol/Tobacco/Drugs

*The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain*

*un-prescribed drugs, including narcotics, depressants, stimulants, marijuana and hallucinogenic drugs are illegal. **Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the 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. (Archdiocesan Policy 4303.2)*

## **Choice Card**

The Choice Code, is in response to a school wide approach to good choices reflected in the above behavior expectations. Poor choices will include marks for Level 1 behavior infractions, lack of preparation for class, and continued disregard for dress code. By having all these items condensed in one form, it will be easier for teachers, students, and parents to work together to change behaviors. Through the Choice Card, positive actions will also be recognized and valued through our school theme focusing on virtues. As teachers see the students exemplifying the various virtues, teachers will mark the student's cards for their virtue. After the fifth mark, the student will receive a Dress Down pass that they can use the following Monday. Dress Down passes cannot be used on Mass days.

If a student makes a poor choice, the teacher will initial and date the student's Choice Card and will mark down the infraction that occurred. The teacher issuing a mark will email the parent the day the Choice Card has been marked to notify them of the situation. This will be completed through a Google Document.

Uniform choices are marked only one time each day for the poor choices.

1. Example being: no belt, wrong color socks, unacceptable headwear. would only receive one mark for that day.
2. Please note: continuous disregard for uniforms such as, untucked shirts and rolled skirts may be marked for each occurrence.

Upon a student receiving the 5th mark (grades K-5) 4th mark (grades 6-8)

1. The student will be sent to the office to receive a detention notice that will require a signature by the parent and returned to school.
2. Detention is held on Wednesday from 3:15-3:45 p.m. for Grades 1-2, 3:15-4:00 p.m. for Grades 3-8.
3. Kindergarten will serve detention the same day the 5th mark is issued during the school day.
4. During detention, students will complete a reflection sheet based on their grade level. Once completed, the students will read or sit quietly.
5. Excuses from detention will be at the discretion of the administration.

After three detentions in a quarter there will be a conference, which will include administration, the student, and the parent for students in K-5. This may include an In School Suspension. For students in grades 6-8, they will receive an In School Suspension.

If a student loses a Choice Card, they must proactively come to the main office for a replacement. The amount of choice marks on the lost card will be added to the new card. If a student in grades 6-8 cannot produce their Choice Card upon request of a teacher, the student will have until the end of the day to produce their card a mark of "Rules Violation" will be marked on the card.

Each quarter begins a new card with the appropriate quarter marked.

## **Level One**

*In the course of our daily activities your child will learn how to maintain a calm, civil, and respectful learning, and socially appropriate environment, that is based on the teachings of the Bible and respect and honor community. 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 others' 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, making appropriate restitution and a mark on his/her Choice Card. 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 can be found on the teacher's website.

## **Level Two--Serious Disciplinary Consequences** (*Archdiocesan Policy 4302*)

*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. Possession of pictures/drawing of a lewd, threatening, violent or prejudicial nature
9. Out of school conduct which seriously detracts from the reputation of the school.

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 for the first time the teacher, student, principal will conference. Parents will be notified by phone of the conference. Depending on the offense, the parent may be requested to attend the conference. An automatic detention will be served
- If the behavior occurs a second time, the parent will be called in for a conference. An automatic detention will be served
- If the behavior occurs a third time, the pastor will be informed in addition to the above. Possible in school suspension
- If the behavior occurs a fourth time, the pastor will be included in the conference. Possible out of school suspension or withdrawal

**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 accordance 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 (*Archdiocesan Policy 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) is 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 a consequence (ISS/OSS) is issued. (*Archdiocesan Policy 4302.1*)
  - Withdraw for cause (withdrawal for cause is the permanent end of enrollment of a student from school) (*Archdiocesan Policy 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

Schools should develop and implement clearly written local policies and procedures regarding the access to and use of Internet resources by teachers and students. (*Archdiocesan Policy 5202.71*) Below are the policies:

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: DVD players and DVDs, MP3'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. 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 online during school hours.
- Item 4** Students should not give out personal information online 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, as given in the Archdiocesan media release.
- 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. This is considered plagiarism and students may receive a disciplinary consequence for this action.

*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)*

SGM family information is private. We do not disseminate information to high schools, etc. for marketing purposes. Parents are asked to respect this request.

### 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, Instagram, Snapchat, Facebook 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, email, text messages, Instagram, X (formerly Twitter) Snapchat, Facebook, 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 accordance 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 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. (4402.4)

*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 on the SGM website.**

### **Instructional Use of Copyrighted Materials** *(Archdiocesan Policy 5202.6)*

*All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and internet web sites and resources.*

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

### **Student Cell Phone**

If students are caught with their phone during the school day, it will be taken to the school office and a parent must pick it up. Cell phones are not allowed to be out until students are IN THEIR CARS. This means students should not be texting or on their phones when they walk out of the building to dismissal or while on the stage waiting for rides.

**Curriculum**—St. Gerard Majella offers a solid, comprehensive religious and academic program for students in Preschool through 8<sup>th</sup>. The school is divided into four levels: Preschool, Primary (K-2), Intermediate (3-5), and Middle School (6-8). A general summary and explanation of curricular offerings for K-8 students at each level are provided upon parent request. SGM uses the Archdiocesan Unified Curriculum Framework as well as incorporating Theology of the Body Religion Curriculum from the Office of Catholic Education and Formation.

**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- including Catechesis of the Good Shepherd in preschool through Grade 3
- Differentiated instruction
- Learning centers focused on higher level thinking skills at all grade levels
- STREAM Lab for grades K-5
- Enriching the academic and religious environment sustained by interactive hallway displays, classroom prayer centers.

**Students with Special Needs**—*Catholic schools will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability. If the school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. (Archdiocesan policy 5204)*

**Students with Special Needs Records**—*Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (Archdiocesan policy 5304.1)*

**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 as "dual enrollment." If you would like more information contact the Academic Facilitator.

### **Academic Evaluation and Testing**—

- A kindergarten screening is administered to each child prior to entering Kindergarten.

- The NWEA MAP (Measure of Academic Progress) test will be given three times a year (fall/winter/spring) to measure growth. This test is administered to students in grades 2-7 with 8th grade taking IOWA test for the 2025-2026 school year.
- Additional Screening and Academic Support Services can be found on the Academic Facilitator and Resource Teachers' Webpages.

**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 is not 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, copying for students ChatGPT, or other AI. 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. In some situations, consequences will be adjusted based on the situation and is under the discretion of the teacher and principal.

## Grading Scale—

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

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

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

- *Students are promoted to the next grade level upon satisfactory completion of the required academic work for the current grade level. (Archdiocesan Policy 4502.1)*
  - 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 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 8<sup>th</sup> grade graduation events in excess of those funds provided by APT, are raised by the 8<sup>th</sup> grade class through fundraising activities. Principal and APT president must approve allocation of funds.
- The pastor and principal must approve the final plans for graduation and the Fun Field Trip Activity.

**High School Applications**—The high school application process begins in the fall. Eighth graders are provided with information regarding various Catholic high school nights and also High School Open Houses. Parents should also

consult the individual high school's website for additional information regarding the application process specific to each individual high school.

The general Archdiocesan applications for Catholic high schools are made available at the beginning of November with additional information and instructions and must be submitted by the due date. Records are sent to the high school listed first on the application. Students receive notification of Catholic high school acceptance in late January/early February.

The eighth grade homeroom teachers and the administration are always available for consultation regarding high school choices or the application process. Before any records may be sent to high schools, all fees must be paid and tuition is up to date.

**Homework**—The primary purpose of homework is to reinforce and enhance the concepts taught in class. Homework is the 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, preparing upcoming projects, 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. (Practices or out of town trips for extra curricular activities is not an excuse for late homework.)
- Classwork, 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/foyer after dismissal. Teachers are busy in the day and cannot gather missing work at a moment's notice for pick up. Middle school requires parents to come at the end of the day and pick up the necessary books from the student locker. 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. Primary student grades are available at mid-quarter and at the end of the quarter.**
  - **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 in addition to the student planner. 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. An assignment notebook helps teach the student responsibility and accountability by keeping track of assignments. From early on students should begin to use this tool to help organize. The assignments are also posted on Google Classroom for intermediate and middle school. Changes may occur to assignments during actual classroom instruction that may not always appear on the Google classroom page so it is important to always refer to your child's assignment notebook. Google Classroom is a support 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 Google Classroom and the notebooks match. Replacements for lost notebooks must be purchased through school by the parents.

**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 a night is acceptable. Example: Kdg. 15 minutes, 8<sup>th</sup> grade 2 hours.**

**Homeroom Placement**—The homeroom assignment of each child is a process that is given great care and consideration. Our goal is to achieve a balance in each homeroom with regard to academic ability, student interaction, and gender. Classroom assignments are published shortly before school begins. Parents are discouraged from requesting a specific homeroom placement or inclusion/exclusion with other students unless extreme circumstances exist. Noted exception: in the case of twins.

**Field Trips**—*Each Catholic elementary school of the Archdiocese determines the appropriateness of the school sponsored field trips. Only if there is evident educational purpose may the trip be planned under the school's auspices. This applies even if the trip takes place outside the school year. All field trips must be approved in advance by the administration and noted in the school calendar. (Archdiocesan Policy 5202.8)*

Class visits to places of cultural or educational significance give enrichment to the lessons of the classrooms.

- All students must have a completed permission form generated by the teacher or sponsor of the activity and signed by the parent on file prior to the field trip. No student will be allowed to attend a field trip without a signed permission form.
- Since students represent St. Gerard Majella School on such outings, appropriate behavior is expected at all times. School uniforms are always worn on educational field trips unless noted otherwise through the permission form (ie, Food Bank).

**Transportation**—*Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off campus school activity. (Archdiocesan Policy 5202.9)*

- 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 event, give last minute directions, chaperone assignments, etc.
- Buses will be the mode of transportation whenever possible.
- If passenger vehicles are used the following criteria is recommended:
  - o Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - o The vehicle should have a valid registration and meet state safety requirements.
  - o The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
  - o Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
  - o Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
  - o Adults are not permitted to smoke in the vehicle or on a school sponsored field trip.

**Library**—The school library utilizes an electronic cataloging and circulation system. Student identification name tags 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 and end of the year report cards will be held until all fees are paid. The library is staffed by a part-time librarian and parent volunteers on a needed basis.

**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 according to specific grade requirements. 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.
- Each student is responsible for the proper care and maintenance of his/her textbooks.

## 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 voicemail 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 retrieval of voice or email messages from parents by individual teachers during the course of a school day. If you 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. Teachers' webpages are current with class procedures, behavior and academic expectations, and grading. At the midpoint of each quarter, parents of students in grades K-2 will receive notification to check Power School for student progress. Parents of students in grades 3-8 have daily access to their child/ren's grades through the PowerSchool Parent Portal. At the end of quarter, parents will be notified and reminded to check the Parent Portal to see grades K-8. End of the year report cards will be held and the Parent Portal will be closed until tuition obligations have been met.

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

**Weekly Newsletter**—A newsletter 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.

**Procedures for sending information home through the school newsletter or via students**—guidelines 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 ensure that the materials are consistent with the mission and philosophy of a Catholic school, its overall educational program, and the Catholic Church.*
- *A 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 by Thursday at 3:00 p.m.
- 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 4402.6* concerning mailing lists and information posted on our website:

- Names, addresses, and email 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 email addresses of students and/or their parents/guardians to other schools, including Catholic high schools.
- Schools are not to make available on the school website any information that enables students to be identified individually by name or photograph. This includes information about students that appears in school newsletters which are posted on the school's website.

**Emergency Preparedness**—Measures have been taken to secure St. Gerard Majella School. All exterior doors are kept locked, cameras have been installed in appropriate locations, and emergency intruder alarms are located throughout the buildings. 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 required 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 released 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 including inclement weather.
- If dismissal of students becomes necessary due to some unplanned emergency situation, parents or guardians should follow the directives of the school and or Kirkwood Police/Fire Departments.

## 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, Academic Facilitator/counselor, and when appropriate, the student, review possible strategies. The team consists of the principal, counselor, academic facilitator, resource teacher, and level teacher/s. 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/Water Bottles**—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.

Students are permitted to bring a refillable water bottle to school. Please label your child's water bottle. Water bottles need to be less than 20 ounces and have a flip top lid.

**Birthday Celebrations**--Students are not allowed to bring in a snack or treat to share with classrooms. All students have the option to dress out of uniform on their birthday but must follow the out of uniform guidelines. Parents may bring a lunch from a fast food restaurant for their child on their special day. We do not permit the delivery of balloons or floral arrangements to school. Those special treats should be given at home.

**Food Allergy Management and Prevention Plan** can be found as an addendum to the handbook.

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

**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 3:10 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, maintenance, office personnel and one additional staff member. Members of the Emergency Response Team respond to first aid and emergency situations. The ERT attended 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.
- The School Nurse will communicate with parents when students visit the nurse during the school day pending on the situation.
- 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/CLASSROOM 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, or as soon as possible during the school year when a new medication is prescribed, a signed written permission note from the parents or legal custodian and physician 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 without 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.

**Sickness and Communicable Diseases**—The Missouri Department of Health regulations are followed concerning communicable diseases/contagious conditions and the child's return to school. Impetigo, Whooping cough, 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.

General guidelines for sending an ill child home (Archdiocese School Health Manual 6.31)

- Fever (>100.4) or 1-2 degrees above child's normal temperature and/or ill-appearing, Students must be completely fever free for 24 hours---WITHOUT THE AIDE OF FEVER REDUCING MEDICATIONS.
- Rash with fever

- Rash with unclear cause that has not been evaluated by a physician
- Difficulty breathing (especially asthmatic not relieved with medication)
- Scarlet fever/strep throat: Student is excluded from school until all discharge has ceased and the child has been fever free for 24 hours---without the aid of fever reducing medications.
- Whooping cough: Student is excluded from school until sores are completely healed, or a child has a note from the doctor.
- Impetigo-Student is excluded from school until sores are completely healed, or child has a note from the doctor.
- Conjunctivitis (Pink Eye) Exclusion from school until treated with prescribed antibiotic drops for at least 24 hours and weeping as stopped.
- Vomiting/Diarrhea: Students with vomiting and/or diarrhea must go home or stay home for 24 hours or until free of vomiting and/diarrhea for 24 hours.
- Head Lice (Pediculosis) -Students with head lice infestation do not need to be sent home early from school. Students with lice can go home at the end of the day, be treated, and return to class after beginning appropriate treatment. Nits may stay in hair after treatment, but successful treatment will kill crawling lice. (CDC)

Any additional Communicable Disease concerns, please contact the school nurse to understand procedures and protocols that need to be taken.

**Lockers/Desk, 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 accordance 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 Liguori Hall. 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 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 nutrition 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 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. FSC is using two new meal card systems: Vanco RevTrak for payments and Meal Magic. We highly recommend using this feature not only to deposit into your child's lunch account but to keep track of daily purchases. 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 be provided a loan from the office to be repaid the following day. **NO MONEY WILL BE EXCHANGED AT LUNCH.** Students may also bring their lunches to school. **Please do not bring lunches purchased from fast food restaurants except for a birthday celebration.**

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.

- **Student Expectations at Lunch**

- Students are responsible for cleaning up their own areas, including items dropped on the floor.
- Students are asked to treat the cafeteria staff, school staff, and parent volunteers in a courteous, respectful, and helpful manner in both words and actions. Appropriate table manners are expected of each student before, during, and following the time designated for lunch.
- Students are required to speak to each other in a moderate tone during their lunch period.
- Throwing food and/or unacceptable behavior at lunch will not be tolerated and may result in a Choice Mark.

- **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. Workers are asked to be at school by 10:15 a.m. and the shift ends at 1:15 p.m. or when everything is cleaned up.
- 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 the café process. Please do not sit at the children's lunch tables while they are eating.

**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 the Library 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 Prevent and Protect workshop, reading and signing the Archdiocesan Code of Ethics, and submitting Child Abuse Screening forms.**

- The presence of younger children 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 younger children. We strongly encourage parents who want to volunteer and yet have younger 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.

## **EXTRACURRICULAR 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. After school clubs and activities are usually scheduled from 3:15 to 4:00/4:30 pm. 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 including Halloween, Christmas, Catholic Schools Week, Valentine’s Day, Field Day, along with several Holy Days, such as the Feast of St. Gerard Majella.

- 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 \$30.00 per student. This money helps defray the costs of field trips, teacher appreciation treats, and the cost of the above parties.

**After Care** —After-school childcare is provided by the staff of St. Gerard Majella on the school premises from 3:10-5:30 pm. If you are in need of this service, information will be provided in the summer mailing or at any time during the present school year.

- Since the homeroom teachers send students to the After Care 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.”

## UNIFORM 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. Having a uniform policy/dress code enables the promotion of the virtue of modesty and helps support our Catholic faith. 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. School uniforms help to keep students focused on their education, not their clothes, and help create a ‘level playing field’ among students. Wearing uniforms enhances school pride, unity, and community spirit. Tattoos and 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 chewing of gum is not permitted by students on the school campus during the school day or when involved in school-sponsored activities.

Students are not to have cell phones at school. If students have cell phones, they must be turned OFF and properly stored in the locker and remain OFF and not seen until the students have gotten into their cars at the end of the day. If students are caught with their cell phone, phones will be turned into the office and a parent has to pick it up.

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 Dress Down Day, birthday observance, earned virtues, etc. The following describes the uniform policy at each level:

## Regular Uniform Guidelines—GIRLS

Grades K-2—plaid jumper, navy blue twill pants, plaid shorts

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

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

- \*\*Jumpers (K-2), skorts (3-5), or box pleat or kilt (6-8) should be not more than **4 inches above the knee**.
- Belts should be worn with pants and shorts that have belt loops

**Shirts**—basic golf polo-style long or short sleeves. No stretch knit, dry fit, 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 shirts are to be worn.

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

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

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

**8<sup>th</sup> grade also has a class T-shirt and or hooded sweatshirt. The T-shirt may be worn with a regular uniform kilt and pants on most days of the week. 8th graders need to wear a blue collared shirt on Mass days and special occasions.** High school logo apparel will be allowed on specific days after letters of acceptance for 8<sup>th</sup> grade only. The principal will grant these days.

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

**Socks/Legwear**—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, yoga pants are not acceptable. Boxer shorts may be worn under the uniform, but must not hang out from under the uniform.

**Sweatshirts/quarter zip/cardigan sweaters**—a hunter green SGM monogrammed sweatshirt purchased through school, a monogrammed navy blue quarter zip purchased through school, or cardigan sweater through *Just Me Apparel*. This does not include SGM sports example “St. Gerard Basketball”

**Hair Adornments**—bows, scrunches, and barrettes should be small and simple in style and coordinate with the basic uniform. This will include the colors of the plaid uniform, not red, pink, purple, etc.

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

## Jewelry

- Earrings are restricted to small, **post style/non-dangling** and not hang below the ear for safety reasons. Hoop earrings are not allowed.
- A simple watch or a religious chain is acceptable.
- Smart Watches are not part of the uniform and should not be worn at school. These should be reserved to wear at home because they are considered electronic devices. Fitbits may be worn for health reasons/no texting capabilities.
- Necklaces, e.g. Kendra Scott, rings, bracelets, or ankle bracelets are not allowed. Religious necklaces are allowed..

## Makeup

- Makeup is not allowed. This includes lipstick, blush, mascara, etc. at any age level.
- K-8 may wear light colored nail polish, all nails should be the same color and nails should be kept at reasonable length. Students must have natural nails! Fake nails are not allowed. This would include acrylic nails, dipped nails, French dip, or even shellac.

## Regular Uniform Guidelines—BOYS

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

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

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

- Belts must be worn with pants or shorts that have belt loops.
- Buckles are simple in design.

**Shirts**— basic golf polo-style long or short sleeves. No logos on the shirts and dry fit shirts are not allowed. Shirts are to be tucked in at all times and only white tees under uniform shirts are to be worn.

- K-2 shirts—long or short sleeve white or hunter green white or hunter green
- 3-5 shirts—long or short sleeve white or hunter green, white or hunter green
- 6-8 shirts—long or short sleeve white, hunter green, navy

**8<sup>th</sup> grade also has a class T-shirt and or hooded sweatshirt. The T-shirt may be worn regularly on designated days of the week. 8th graders need to wear a blue collared shirt on Mass days and special occasions.** High school logo apparel will be allowed on specific days after letters of acceptance for 8<sup>th</sup> grade only. The principal will grant these days.

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

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

**Sweatshirts/quarter zips**—a hunter green SGM monogrammed sweatshirt or a monogrammed navy blue quarter zip purchased through school. This does not include SGM sports example “St. Gerard Basketball” No outside school logos.

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

- Smart Watches are not part of the uniform and should not be worn at school. These should be reserved to wear at home because they are considered electronic devices. Fitbits may be worn for healthy reasons/no texting capabilities

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

- Length of hair should not extend below the shirt collar
- Hair should be natural hair colored not dyed or bleached

## Dress Down Day Guidelines for students of all grade levels

- Dress Down Days-Students are out of uniform following the certain theme or enjoying Birthdays or Virtue Passes
- Accessory Days-Students wear uniform bottoms along with their holiday shirt, socks, hats.
- All days out of regular uniform should still model our values and standards at St. Gerard Majella School.

### Tops/Shirts

- Sleeveless tops and short sleeves are acceptable
  - Nothing with inappropriate alcohol or drug related words or connotations
  - Spaghetti straps 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-Stomachs should not be shown.

### **Shorts/capris/jeans**

- Capris, jeans, shorts, (Must be no shorter than 4 inch inseam. If shorter than a 4 inch inseam they must be accompanied by biker shorts; biker shorts are not to be worn alone. Tennis skirts (no shorter than 15 inches), and sweatpants are acceptable
  - o Pajamas bottoms are not allowed (only on special occasions)
  - o Gym shorts must be an acceptable length (no shorty shorts)
  - o Leggings or yoga pants must have tops that cover the lower trunk of the body
  - o Shorts, capris, pants, sweatpants, and jeans with lettering across the bottoms are not acceptable

### **Shoes/Socks**

- o Closed toe shoes need to be worn on Dress Down Days due to recess and safety.
- o Tennis shoes must be worn on PE days

School personnel will make every effort to make sure the guidelines are consistently followed at all grade levels. The success of a uniform policy and dress code is only as effective as the parent/student/faculty support it receives.

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

### **Spirit Wear**

- On Mondays or other days proclaimed as “Spirit Days” students may wear the standard uniform or may choose to wear approved Spirit Wear with SGM logo. Items may include any shirts celebrating SGM. (Spirit Shirts, team shirts, etc)
- Spirit Wear sales benefit the school and the program is coordinated by parent volunteers.

## **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 fundraising initiatives which had typically occurred in September as the students and families were experiencing “Back to School” financial crunches. This fundraiser occurs prior to spring break 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 a minimum of 8-\$25.00 raffle tickets (\$200 total)
  - Families who do not sell the \$200 minimum will have the difference added onto their tuition responsibility
  - Selling period for current families will take place in Feb/March. New families the selling period is June through August.
  - The raffle takes place every Monday throughout the school year
  - 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 re-entered for the following Mondays!!!!!! There are a total of 39 chances to win!

## **POLICY ON EQUIPMENT DAMAGE, LOSS OR THEFT**

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. *(School Board Policy approved May 2015)*

### **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 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:

- 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.
- 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.

## **Food Allergy Management and Prevention Plan**

### **Forms**

Every child with a food allergy at risk must submit the following forms to the school health care provider

- Physical exam form with allergy information
- Authorization for Medicine Form (EpiPen or Auvi-Q)
- Require and individual written accommodation plan for MD
  - Copy in the nurse's office
  - Copy in student homeroom

### **Medication for allergic reactions**

- Epi Pens are stored in nurse's office
- Expiry of all EpiPens should cover full school year at the time provided to the school
- School nurse to check expiration dates quarterly
- A regular and Junior EpiPen will be stored in the cafeteria and will always accompany recess monitors outside of the building

### **Faculty Responsibility**

- Allergy information will be shared with school nurses, teachers, specialty teachers, substitute teachers, cafe workers, recess monitors, etc.
- All faculty and recess monitors will be trained or identification of anaphylaxis and administration of EpiPen and Auvi-Q
- Student with suspected reaction will be accompanied to the office by an adult
- Faculty will report cross-contact with an allergen or errors in the ingredient list of the menu immediately to administrators and parents.

### **Extra Snacks/Special Treats**

- [SnackSafety.com](http://SnackSafety.com) | [We go beyond the label!](http://We go beyond the label!) | [Your source for food allergy news](http://Your source for food allergy news)
  - Whenever possible snacks given out at school will be from this up-to-date safe snack list ([snacksafely.com](http://snacksafely.com))
- Communication regarding extra snacks given to students
  - Email to the allergy parent contact list will be sent 48 hours in advance
  - Confirmation from each parent is collected and tracked
  - Parents always have the option to send alternative snack
- The following snacks and treats are not allowed:
  - Homemade treats
  - Birthday treats
  - Candy and treats for class parties, except when served by APT and parents have been notified 48 hours in advance
- Bake-sales where homemade treats are sold to students are not allowed
- School projects
  - Teachers will notify families in advance of food related projects to assure food is safe and allergen free.

- Special lunches and breakfasts
  - Meals will be communicated in advance to parents
  - Full name of company preparing food should be provided

#### **Cafeteria (Food Service Consultants, Inc)**

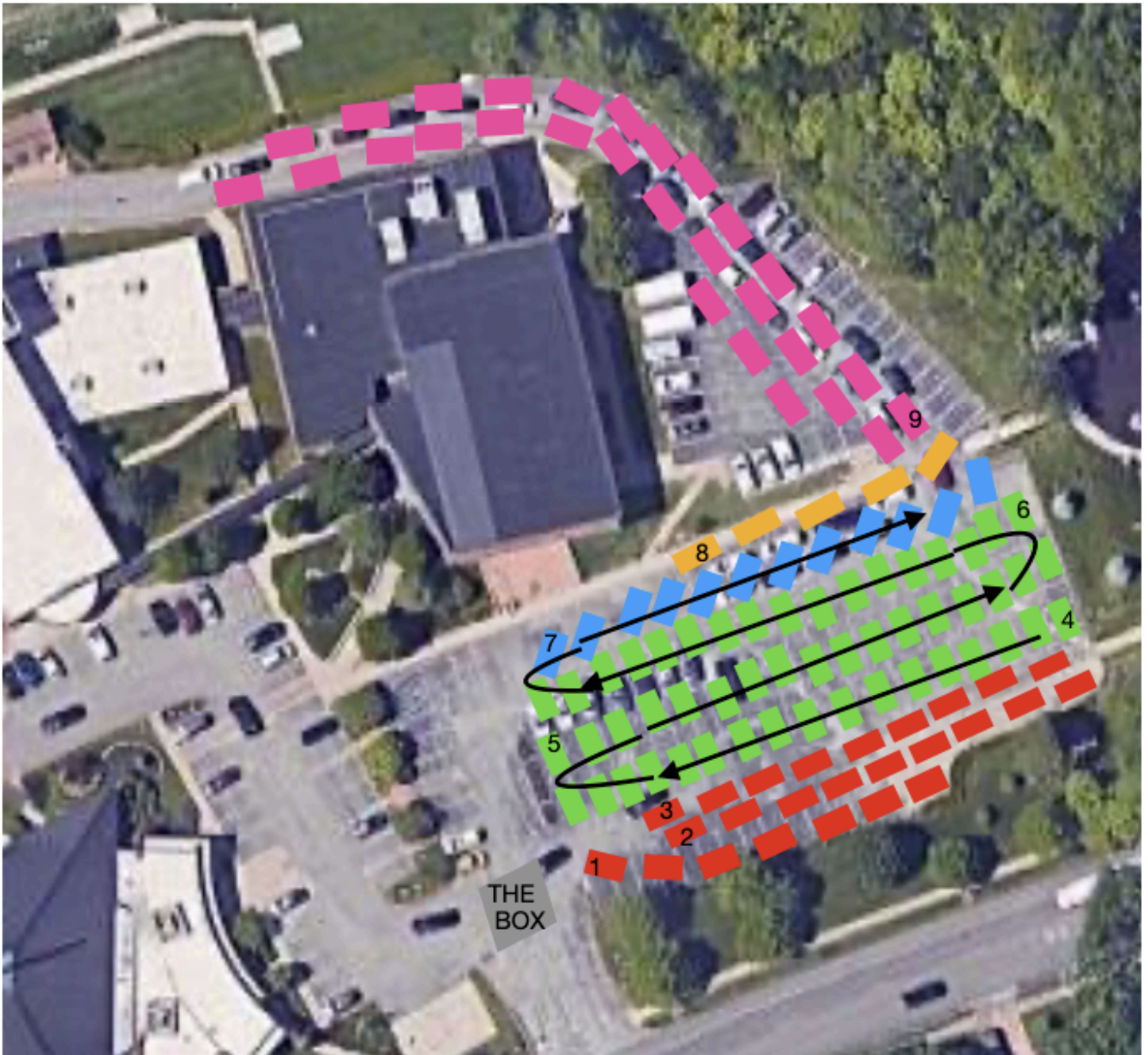
- Please contact Food Service Consultants, Inc., for up-to-date allergen information (hot lunch, grab and go, a la carte items, special items)

#### **School Field Trips**

- Parents are notified in advance of field trips. It is the parent's responsibility to determine if the location is safe for children with food allergies
- Packaged meals and snacks appropriate to prevent cross contact
- Encourage children to wash hands, before and after handling or consuming food
- Have rapid access to Epi-pen or Auvi-Q in case of food allergy emergency

#### **Contact or Air-borne Allergy Considerations**

- Special considerations will be made on a case by case basis upon parent request and with a doctor's note stating severity.



### **St. Gerard Majella Dismissal Procedures**

1. 2:00 PM - Gate at Ballas entrance will open. Cars may go around back of school to prevent overflow onto Ballas Road.
2. 2:30 PM - Gate entering teacher's lot will open. Cars may enter main school parking lot.
3. Please refer to the diagram for order of line up.
  - A. Lanes 1, 2, and 3 face the church (**red** lanes). All of these cars must be straight and parallel to Dougherty Ferry.
  - B. Lanes 4, 5, and 6 face Dougherty Ferry (**green** lanes). All of these cars must be straight and pull as far forward as possible. Lane 4 should begin closest to the playground and line up down to the island. Lane 5 should begin directly behind lane 4 starting closest to the island ending by the playground. Lane 6 begins closest to the playground and ends by the island.
  - C. Lane 7 (**blue** cars) may park at an angle as needed starting closest to the island.
  - D. Lane 8 (**yellow** cars) is parallel to the sidewalk going only halfway down. Do not pass the angled sidewalk.
  - E. Lane 9 (**pink** cars) parks on the east lot and around the back of school fitting two cars side by side and when able three cars along side each other. These cars will exit alternating.
4. Please note that cars parked in the east lot or around the back of the building must exit their cars to walk up to greet their children or wait until dismissal to pick up at the stage.
5. Preschool is dismissed at 3:00 PM and K-8 is dismissed at 3:10 pm.
6. Dismissal from lot begins after whistle in order of rows (see diagram).
  - Lane 1 exits fully, followed by lane 2 then lane 3.
  - Lanes 4 through 7 exit in a "snake" pattern starting on the playground side of lane 4.
  - Lane 8 follows at the end of lane 7.
  - Lane 9 follows alternating cars.

*When exiting, please do not block "THE BOX" if exiting onto Dougherty Ferry to allow for all cars to exit around the church onto Ballas Road.*