



**SAINT ALBAN ROE  
CATHOLIC SCHOOL**

**PARENT/STUDENT HANDBOOK**

# **SAINT ALBAN ROE CATHOLIC SCHOOL**

## **PHILOSOPHY**

We, the parish community of St. Alban Roe, believe that the role of our school is to assist parents, the primary educators of their children, and the Church in the spiritual, moral, intellectual, emotional, social, aesthetic, and physical development of each child.

We value the dignity of each child. As gifts of God, individual talents are to be recognized, developed fully, and shared generously in a Christian educational climate that is Spirit-filled and life giving.

Christian charity is grounded in our relationship with God, with ourselves, our families, and all whom we meet. We embrace, respect, and revere the plurality of cultures and creeds as a wonder of God. We encourage a sense of service by teaching and supporting values, which translate into successful participation in the community: building the kingdom of God.

We are aware of the profound effect the witness of the staff and the adult-believing community has on the faith life of children. As such, we strive to be a community of faith “in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty.” (National Catechetical Directory, p. 5)

## **MISSION STATEMENT**

The mission of St. Alban Roe Catholic School is to serve as the center for Catholic worship and education where instruction and interaction with students is child-centered and accommodates individual differences. We are committed to providing strong academic and developmental programs, which enable children to grow to their full potential. We foster life-long learners who demonstrate Gospel values through service to others with respect and reverence to the community.

## **ACCREDITATION**

St. Alban Roe Catholic School is accredited by the state of Missouri through the Missouri Chapter of the National Federation of Non-public School State Accrediting Association. This accreditation ensures that the school meets the state standards for teacher qualification,

curriculum, student services and facilities. Accreditation standards are reviewed and a plan of action is submitted yearly.

**ARCHDIOCESE OF ST. LOUIS**  
**Parent Witness Statement**  
**For Those Seeking to Enroll Their Children in a Catholic School**  
**or a Parish School of Religion**

One of the blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of the faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the following call from God to evangelize their children:

“You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) up to keep God’s commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say or do, in Christ Jesus our Lord.”

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflect these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and example, the first and best teacher of my children in the faith. Practically, this means I will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child’s education and formation;
- To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children’s participation in the Church of Baptism), include prayer in my daily life and form my children in the faith.

- Commit to speak frequently with my children about God and to include prayer in our daily home life;
- Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach my children by word and example to have a love and concern for the needs of others;
- Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion.
- Practice stewardship in support of the school and parish.

**ARCHDIOCESE OF ST. LOUIS**  
**Witness Statement for Students who attend Catholic Schools and Parish**  
**Schools of Religion**

**Pre-Kindergarten and Kindergarten**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

- God loves me. I love God.
- God made everything good. I will praise and thank God.
- God made me special. I will act as a child of God.
- God made me part of His family. I will be kind to all of God's family.

**Grades 1 - 2**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

God loves me. I promise to love God by:

- Learning about Jesus and His love for me.
- Praying every day.
- Speaking God's name with respect.

God created me. I promise to live as a child of God by:

- Obeying my parents/guardians and teachers.
- Being honest and truthful.
- Doing what is right.

God made me part of His family. I promise to love others by:

- Being respectful of others.
- Helping others in need.
- Being kind and including others when I play.

### **Grades 3 – 4 - 5**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

God loves me. I promise to love God by:

- Participating in the Mass and sacraments, especially Sunday Eucharist.
- Spending time praying each day.
- Learning more about God's love for me and the teachings of Jesus.
- Respecting God's name and His Church.

God created me. I promise to live as a child of God by:

- Learning what Jesus expects of me.
- Respecting my body as a gift from God.
- Being a person who is truthful and fair.
- Becoming the best person that I can be.

God made me part of His family. I promise to love others by:

- Helping others when I know they are in need.
- Giving good examples as Jesus did.
- Paying attention to the wisdom and guidance of my parents/guardians, teachers and Church.
- Being respectful and not hurting others or making fun of them.

### **Grades 6 – 7 - 8**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

God loves me. I promise to love God by:

- Studying about God – Father, Son, and Holy Spirit – and His Church.
- Participating in the Mass and sacraments, especially Sunday Eucharist.
- Developing my love for Jesus Christ through daily prayer.
- Following the Commandments and Beatitudes.
- Reading sacred scripture to help me understand God's plan of salvation.

God created me. I promise to live as a child of God by:

- Treating my body as a temple of the Holy Spirit.
- Being a person who, like Mary, is a trusted follower of Jesus Christ.
- Taking more responsibility for my learning and behavior.
- Valuing myself and developing my gifts.
- Living the gifts of the Holy Spirit.

God made me part of His family. I promise to love others by:

- Sharing my Catholic beliefs with others and helping them live responsibly.
- Respecting all persons, places and things as gifts from God.
- Growing in compassion by serving those in need.
- Being a friend like Jesus to those who have none.
- Working with others to help make my school and parish a better place.

## **Admissions Policy**

An essential criterion for admission to St. Alban Roe School is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshipping community while in school, and agree to act in a manner consistent with Christian values. The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

St. Alban Roe Catholic School respects the dignity of all students. It does not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

St. Alban Roe Catholic School uses a waiting pool to fill student openings. In accordance with School Board guidelines, it is our policy to accept only registered, participating and contributing parishioners of St. Alban Roe Parish and to limit class enrollment to 30 students (School Board Policy #9) in Grades K-8 (per homeroom). Admission to St. Alban Roe Catholic School is based on the following considerations:

Admission priority will be as follows:

1. Currently enrolled students whose families are living the Christian Witness Covenant and have met the previous years' financial obligations;
2. Siblings of currently enrolled students dependent on available classroom space;

3. Children of registered, \*contributing and participating members of St. Alban Roe Catholic Parish based on length of time in parish;
4. If enrollment for a specific grade is not at capacity as of August 1, then the children of non-registered families in the waiting pool will be considered for admission.

\*A contributing parishioner is defined as a registered family who meets their annual stewardship pledge for time, talent and treasure. Parish families are reminded that tuition payments cover only about 70% of the actual cost of education. The parish at large subsidizes the remaining amount. School families are therefore encouraged to support the parish financially as well.

In order to be eligible for Kindergarten, a child must be five years old by August 1 and have completed and successfully passed the Kindergarten Readiness Screening administered by St. Alban Roe Catholic School. Exception to this policy is subject to the approval of Administration.

When a child is accepted into the school, the following documentation is necessary for registration to be completed:

- Birth Certificate
- Baptismal Certificate
- Immunization Records / Physical Examination Report
- Academic Information as required by the Principal and to include past report cards, progress reports, behavior reports, standardized testing results, special needs profiles and any other information that may be needed to accurately assess a student's ability to be successful in our school.
- Verification of the most current 'parenting plan' as to the rights, responsibilities, and visitation in cases in which the parents of the student are divorced are to be made available to the school office. (Only a copy of the portion of the parenting plan which verifies arrangements must be provided.)

Acceptance of students for new admission or readmission in grades 1-8 will be judged individually and on the basis of past academic achievement, citizenship and behavior; as well as individual circumstances. Admission may be denied to individuals for any reason deemed to be inappropriate by school or parish authorities, including but not limited to the following:

1. Students with past disciplinary or academic problems;
2. Students who require special services that we are unable to provide;
3. Students whose families fail to meet financial responsibilities to the school or parish.

Acceptance of new students will not be final until all health records are received and verified. All financial obligations to prior private or parochial schools must be paid to those schools, therefore allowing school records to be received and verified. All new students will be on probation academically and behaviorally for the first quarter they are enrolled.

Our parish school is committed to providing a quality education for our children, consistent with the beliefs of the Catholic faith. We are here to provide a good, moral, Catholic education to children of parents who are truly nurturing their children in the Catholic faith. Each family is asked to sign a Christian Witness Covenant affirming that they are bringing their children up in the faith. The Christian Witness Covenant is included in the registration packet.

## **Registration**

### **Returning Students**

In-house registration for students presently attending St. Alban Roe Catholic School will be held during the month of January. A registration packet will be sent home with students whose financial accounts are current. This procedure will be announced in the Parent Link and the church bulletin. A non-refundable registration fee is required at this time for each child being re-registered.

### **New Students**

Waiting Pool Application deadlines will be announced in the parish bulletin. Parents wishing to enroll their children for the following school year must submit a waiting pool application during the month of January. These applicants will be placed in the Waiting Pool for consideration as positions become available. All applications received after January 31 will be held for one year for possible consideration as positions become available.

All parents of children not placed in the school during the school year for which they applied must resubmit an application each January for consideration in the following school year. Waiting Pool Application forms will not be held over from year to year.

(School Board Policy #04)

## **Immunizations**

In accordance with the recommendations of the St. Louis Archdiocese Health Advisory Committee, all children are expected to have a complete physical examination upon entrance to school; Pre- K, Kindergarten, Grade 3, Grade 6, and all new students to St. Alban Roe Catholic School.

Health examinations are due to the school nurse no later than August 1. Failure to comply with this directive will result in exclusion from the first day of classes. Parents must keep the office

informed of all updated immunizations.

## **Finance Policy**

### **I. General**

- Tuition payments are generally targeted to cover 75-80% of the cost to educate a child at St. Alban. The remaining 20-25% of the cost is subsidized by the Parish.
- Tuition rates are reviewed and adjusted annually by the School Board and the Finance Commission. The objective is to set rates that will keep pace with operating costs while maintaining the Parish subsidy rate targeted at 20-25% of the full cost to educate.
- Tuition payments are “fee for service,” and are not tax deductible contributions.
- In addition to paying tuition, school families are expected to contribute regularly to the Sunday offertory and the capital campaign.
- At the time of packet pick up, an activity fee, which will be managed by the Parent-Teacher Organization, will be collected to cover extra activities such as parties, special events, field day, etc.,

### **II. Registration Fees**

- Registration fees are used to cover the cost of textbooks and other expenses related to the start of a new school year. It is expected that registration fees are paid at the time of registration. If this is not possible, families should contact the principal to make special arrangements. In any event, it is expected that all registration fees be paid in full before the start of school.
- If a family falls 90 days behind on payment of registration fees, and after written notification of delinquency status, they must meet with the Pastor to set up a plan of extended payments.
- Families not current with registration fees will not be allowed to re-register for the new school year.
- Registration fees are non-refundable.

### **III. Tuition Payment Methods**

- Annual Payment. Family pays full amount of tuition by check or credit card and receives a 3.0% discount if payment is received at the School Office on or prior to July 1. (The 3.0% discount is not available to families that receive financial assistance.) If a credit card is used, a 3% bank fee is charged to the family.
- Semi-Annual Payment. Family pays 50% of the full tuition on or prior to July 1 and 50% on or prior to December 1. Families who pay semi-annually are required to use the “FACTS Tuition Program,” which automatically withdraws from the family bank account or charges a credit card for these 2 payments. If a credit card is used, FACTS adds a 3% bank fee. FACTS also charges a \$43 annual enrollment fee per family.
- Monthly Payment. Families who pay monthly are required to use the “FACTS Tuition Program,” which automatically withdraws from the family bank account or charges a credit card each month. Families may choose ten monthly payments (July through April) or eleven monthly payments (June through April). If a credit card is used, FACTS adds a 3% bank fee. FACTS also charges a \$43 annual enrollment fee per family.

#### IV. Tuition Assistance

- Tuition assistance is available from the St. Louis Archdiocese and/or from the Parish to families who meet certain need based criteria. Any Parish family is entitled to apply for tuition assistance.
- The Archdiocese and the Parish require that the family completes the “FACTS Grant & Aid” application which collects data on family income, expenses, and assets. Upon submission of the application by the family, “FACTS” makes a recommendation whether assistance should be granted, and how much. (Note: “FACTS Grant & Aid” application may be completed via the internet or via paper forms. The School Office has instructions on both methods.
- When the Parish receives a recommendation from “FACTS” for a specific dollar amount of assistance, the Parish will consider and notify the family if tuition assistance can be granted, and the family is expected to pay the balance over ten or eleven months.
- If the family believes that other important circumstances exist which were not disclosed on the “FACTS” application, the family may make an appointment to meet with the Pastor to present the additional information. At his discretion, the Pastor may override the amount of assistance beyond the “FACTS” recommendation; if the Pastor decides to increase the amount of assistance, the Parish will immediately credit the additional amount to the tuition bill.
- Under normal circumstances, the deadline for submission of the “FACTS Grant & Aid” application is April 1. However, the Parish understands that a family’s circumstances may deteriorate unexpectedly during the year. Accordingly, the Parish will accept an application after April 1, although it is noted that no assistance is available from the Archdiocese if the April 1 deadline is missed.

- Any family that elects not to file an application for tuition assistance is expected to pay the full tuition charge for the year using any of the payment methods provided in section “II” of this policy.

#### **V. Extensions of Monthly Payments**

- If a family finds itself temporarily unable to make the agreed upon monthly payments, the family may meet with the Pastor to set up an extension of the payment schedule. Extending the payment schedule does not constitute granting of assistance, and the family is still expected to pay 100% of the balance due. Payment extensions will ordinarily not extend beyond twelve months after the end of the school year.

#### **VI. Consequences of Non-Payment of Tuition**

- St.. Alban wishes to enable as many families as possible to enroll at the Parish School. There are certain circumstances, however, that may jeopardize continued enrollment. These circumstances include:
  - Family falls 90 days behind on monthly payments, and after written notification of delinquency status, does not attempt to meet with the Pastor to set up a plan to extend payments.
  - Family has balance due at the end of the school year, and after written notifications of such unpaid balance, does not attempt to meet with the Pastor to set up a plan to extend payments.
  - Family is asked by the Parish to complete the “FACTS” grant & aid application, but the family elects not to do so.
- If any of the above circumstances exist, the Parish will interpret such as a lack of good-faith cooperation on the part of the family. At its option, the Parish may take any or all of the following actions, which are prescribed by the Archdiocese of St. Louis, “Administrative Manual for Catholic Education”.
  - Family may not be permitted to enroll children for next school year.
  - Grade reports may be withheld.
  - Certificate of graduation may be withheld.
  - Cumulative records and transcripts may not be forwarded to other schools.
  - Parent’s access to the School's automated information database may be suspended.

#### **VII. Withdrawal From School**

- If a student is withdrawn from school during the school year for reasons other than relocation, tuition up to the date of withdrawal will be required.
- Registration fees are not refundable.

## VIII. Pre-Kindergarten School (Pre-K)

- Sections “I” through “VI” of this policy statement deal with the St.. Alban Parish Kindergarten through 8<sup>th</sup> grade (K-8). Pre-K is part of the St.. Alban Parish entity, but operates as a separate department within the Parish. The fundamental difference between K-8 and Pre-K is that Pre-K attendance is optional, whereas K-8 attendance is legally mandated.
- The policies regarding registration fees described in Section “II” of this policy statement apply to Pre-K.
- The payment options provided in Section “III” of this policy statement apply to Pre-K, with the exception that no discount is offered if full tuition payment is made on or prior to July 1.
- Since Pre-K attendance is not legally mandated, tuition payments may qualify as “child care” for tax purposes. The Parish provides relevant tax documentation to Pre-K families as required by statute.
- Since Pre-K is not a required service, the Parish does not extend tuition assistance opportunities for Pre-K tuition. Families are required to pay 100% of current Pre-K tuition rates.
- Families who are not current with Pre-K tuition payments at the end of a semester will not be permitted to attend the following semester until payments are current.

School Board Policy #27 – Tuition and Fees (Approved May 2013)

## **Faith Formation**

St. Alban Roe Catholic School reflects the spirit of Catholic life and learning. St. Alban Roe Catholic School offers students a complete program of spiritual activities, including daily religion instruction as a core subject. Catholic doctrine is presented at each grade level in a relevant and meaningful manner. Our Catholic faith is celebrated through regular prayer services, the twice-weekly celebration of the Eucharist, and Holy Day liturgies. Parents are always welcome to join the school community in prayer.

In all spiritual activities, the school recognizes that parents play the primary role in the moral and spiritual training of the child. The example of the parents is the key factor for the spiritual development of the child. It is expected that parents and children attend weekly Sunday Mass and participate in parish life.

# **Sacramental Preparation Program**

St. Alban Roe Catholic School provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation and Confirmation within the Catholic community of prayer and worship. The Sacraments of Reconciliation and Eucharist are ordinarily received in the second grade, while Confirmation is received in eighth grade. Preparation for the celebration of these sacraments is a joint effort of parents, faith formation director and religious education staff. Periodic meetings and activities are scheduled throughout the year.

## **Academics**

### **CURRICULUM**

#### **Kindergarten**

Religion  
Language Arts  
Mathematics  
Social Studies  
Science/Health  
Handwriting  
Music  
Physical Education/Health  
Art  
Library  
Technology

#### **Primary (Gr. 1 & 2)**

Religion  
Reading  
Phonics  
Spelling  
English  
Mathematics  
Social Studies  
Science/Health  
Handwriting  
Music  
Physical Education/Health  
Art  
Library  
Technology

#### **Intermediate (Gr. 3-5)**

Religion  
Family Life  
Reading  
English  
Spelling  
Handwriting  
Mathematics

#### **Middle School (Gr. 6-8)**

Religion  
Family Life  
Literature  
English  
Spelling/Vocabulary  
Handwriting  
Mathematics

Science/Health  
Social Studies  
Art  
Music  
Physical Education/Health  
Library  
Technology

Science/Health  
Social Studies  
Art  
Music  
Physical Education/Health  
Spanish  
Library  
Technology

St. Alban Roe Catholic School refers to some subjects as Core and others as Encore. Following is a listing of subjects in these categories:

**Core Subjects**

Religion  
English  
Mathematics  
Science  
Social Studies  
Reading  
Phonics  
Literature  
Spelling/Vocabulary/Handwriting

**Encore Subjects**

Art  
Music  
Physical Education  
Spanish  
Library  
Technology

St. Alban Roe Catholic School provides parents with a Parent Guide to the Curriculum at the start of each school year. This guide is offered to parents in order to encourage them to be knowledgeable about what their child will be learning at a particular grade level, as well as, encourage them to support this learning with additional activities and experiences at home. A copy of the full Grade K-8 Curriculum is available on the school webpage.

**Field Trips**

Field trips are recognized as an integral part of a sound educational program, and provide a valuable addition to the classroom curriculum. They provide students with experiences to expand their educational and cultural horizons. Participation in a school-sponsored field trip is a privilege, not a right. Parents may request that their child be allowed to participate in a school-sponsored field trip by completing the field trip permission form. A signed and dated

permission slip is required for each field trip. Verbal permission, handwritten, or email permission form by parent will not be accepted. At such times, students are under the jurisdiction of the school and responsible to the chaperones. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken. Only students enrolled in St. Alban Roe Catholic School will be allowed to participate in class field trips. (Younger or older children may not accompany adult chaperones on the class trips. Chaperones must be able to give their undivided attention to supervising class members.)

When valid school bus transportation is not available and private vehicles are used, the following criteria will be used: 1. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely; 2. the vehicle should have a valid registration and meet state safety requirements; 3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence; 4. driver's should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting; 5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system; 6. adults are not permitted to smoke in the vehicle. (Archdiocesan policy 5202.9)

A 'Response Form' will be sent home for your completion when a car transportation field trip has been arranged by the classroom teacher.

### **Academic Evaluations**

The school year is divided into two semesters; each semester into two quarters. Progress is evaluated at the end of each quarter and semester. The final report card will be mailed home within two weeks after the final day of school if all fees and tuition are paid in full.

Your student's progress can be viewed throughout the entire school year on the family Fast Direct System.

Report cards will be available at the end of each quarter. The school calendar has designated dates that parents can view the grades on the Fast Direct System. Grades are based on written tests, quizzes, and oral and written projects, class participation, and homework.

The following grading key is used for **Kindergarten**:

- 3 Master
- 2 Progressing
- 1 Improvement Needed
- NA Indicates skill has not been introduced

The following grading key is used for **Grade 1 and 2**:

- 4 Exceeds Master
- 3 Mastery
- 2 Needs Improvement
- 1 Below grade level expectations
- \* Area of Concern

The following grading scale is used for Grades **3 through 8**:

A+	97-100%	C+	82-84%	F	69% and below
A	93-96%	C	77-81%	I	Incomplete
B+	89-92%	D+	74-76%	*	Improvement is needed
B	85-88%	D	70-73%		No mark indicates satisfactory

## Homework Guidelines

Homework is an essential part of a good school program. This may include written assignments, study, reading, and/or work on a long-term project. Assignments are purposefully given in order to reinforce the concepts presented that day and to encourage growth in self-responsibility. Parental interest is important; however, it is paramount that this interest be in a supervisory capacity only. Kindergarten and First Grade will use a homework folder. Students in Grades 2-8 use a specific homework assignment book available at St. Alban Roe Catholic School. At the Middle School level, homework may be assigned Monday – Friday. Quizzes are not considered tests and could be given any day of the week.

## Testing

St.. Alban Roe School has identified and realigned testing procedures. We have made changes in evaluation and assessment for students to better identify strengths and weaknesses and track student skills.

‘At-risk’ students are monitored more frequently to evaluate the effectiveness of instructional changes. AIMSweb is a benchmark and progress monitoring system based on direct, frequent and continuous student assessment. Students are assessed three times per year for universal

screening.

Our universal benchmarking assessment is STAR Reading & STAR Math. The STAR Assessments are comprehensive and balanced assessment solutions that allow us to identify student strengths and opportunities for growth, measure student progress, and predict performance on exams. These assessments allow us to target, remediate, and provide challenge for students. This system provides multiple measures to identify and monitor progress, helping all students achieve proficiency.

St. Alban Roe Catholic School children participate in the Iowa Test of Basic Skills (ITBS) testing program arranged by the Archdiocese of St. Louis in the fall of each school year. This provides for achievement and performance testing for Grades 1-8. Kindergarten students do not participate in standardized testing.

Our purpose for standardized testing is to gather current and reliable information which can be used to improve student learning. The Cognitive Abilities Test (CogAt) measures a student's current level of verbal, quantitative, and non-verbal reasoning and the ability to process information. The Iowa Test of Basic Skills (ITBS) measures achievement in language arts, math, reading, science, social studies, and information resources.

Results of the tests are used not only to help obtain an overall picture of individual student achievement, but also to help the school assess curriculum and instructional needs. Individual student results are sent home with an explanation of the scoring. The school's results will be sent home for the parent evaluation each year.

Students in Grades 5 and 8 participate in the ACRE testing program. ACRE is an acronym for Assessment of Catholic Religious Education. The test assesses the knowledge of our students in the Catholic faith in the areas of Doctrine, Scripture, Tradition, Sacraments and Morality. The scores from this test provide the teachers an overall assessment of the religion program.

## **Retention Policy**

It is highly recommended that a student in Grades 4-7 who fails one subject attend a summer program. If a student fails in two or more subjects, retention in that grade may be recommended. Each case will be examined and treated as an individual situation. If the Administration of St. Alban Roe Catholic School should recommend retention and a parent or guardian disagrees with this decision, a written explanation of the action taken shall be filed with the school, and the child will not be permitted to re-enroll in the school.

Parents are encouraged to contact their child's teacher at the first sign of a student's difficulty in any academic subject.

Teachers will notify parents through the weekly communicator, progress reports, conferences, and report cards that an academic problem exists. Parents, teacher(s), Learning Consultant, and Resource teacher will work together in planning possible remedies to the problem.

Students will not be promoted or retained based only on parent requests. St. Alban Roe Catholic School deems this to be a socially disadvantageous situation for students.

Grade 8 Retention: An Eighth grade student who receives a failing grade in one subject is encouraged to attend summer school. An Eighth grade student who fails two or more subjects will not receive a 'certificate of completion'. The 'certificate of completion' will be given if the failed classes are made up and passed in an approved summer school program. Failure to attend summer school and pass these courses will necessitate the student repeating Eighth Grade at another school.

## **UNIFORM DRESS CODE**

Good grooming contributes significantly to a person's physical health, to the realization of his/her dignity as a person, and to the general tone of the school. Cleanliness of person and dress is expected at all times. No student may alter in any way the established uniform of St. Alban Roe Catholic School. If there is an important reason why a child cannot be in complete uniform on a given day, the parent must write a note to the child's teacher explaining the reason.

The contract supplier of uniforms is Just Me Apparel. Just Me Apparel hosts a fitting for our students in their store each year during the month of May to measure children for the next year's uniforms. Parents are advised of this date through *Thursday's Child* publication.

### **General Policies**

The following uniform stipulations apply to all students at St. Alban Roe Catholic School:

#### **School Shoes**

Students may choose to wear a low heel, saddle oxford or Sperry-type shoe with original ties, simple buckle, or Velcro shoe. The color choice of solid black, brown, navy, or for a saddle shoe style, the same colors with white. Students may also choose to wear a laced-style tennis shoe in any color. Beads or other ornaments are not permitted on laces. Shoes must have a standard height and non-marking sole. No platform style shoes, zipper-style with hidden laces, or slip-on tennis shoes, boots, sandals, clogs, shocks, crocks, or tennis shoes with flashing lights or other trendy characteristics are permitted.

## **Socks**

Solid white, black, or dark navy are allowed.

## **Hair**

Hair is to be conservative in style; neat and clean in appearance. Hair for boys is to be kept short in length and above the eyes. As a rule, a boy's hair is not to go beyond the collar of his shirt. No student may alter the color of their hair in any way. This includes dyes, tints, hi-lights or bleached hair. Parents will be called for a student pick up and the hair color will be returned to its natural color before returning to school. No hair pieces, extensions, feathers, or other adornments are permitted.

## **Hair Accessories**

Bows, scrunchies or headbands are permitted to be worn by girls and must be navy, white, burgundy or uniform plaid in color. Headbands with long flowing ends, flowers, or beads are not permitted. Bandanas and other head coverings are not permitted unless a medical condition warrants it. Beads woven into the hair, woven hair braids, feathers and other hair accessories are not permitted.

## **Cosmetics**

Visible cosmetics such as facial make-up, eye make-up, colored nail polish (clear nail polish is permitted) and tattoos are not permitted.

## **Jewelry**

Jewelry is to be limited to a crucifix or other religious medal that is worn inside the uniform shirt, a wrist watch and one small post earring per ear and worn in the ear lobe only is permitted. No choker-style necklaces are permitted. No hoop or dangling earrings are permitted for safety reasons. Boys are not permitted to wear earrings to school or any school sponsored event. The Principal permits one "gel" style bracelets to be worn if it is in support of a charitable cause that is in line with our Catholic philosophy and teachings. Medical and Rosary bracelets are allowed. The Principal reserves the right to deny a student permission to wear a gel style bracelet.

## **Clothing**

All clothing worn to school should be neat and clean in appearance; no large holes or rips, no rolled hems or waistlines, and shirts should be tucked in at the waist at all times. Anyone choosing to wear shorts or pants to school must wear a belt. (This applies to all students in grades K-8.)

## **Uniform Code - Girls**

Just Me Apparel (JMA) is the primary supplier of the St. Alban Roe Catholic School uniform. All items marked (JMA only) or bearing the St. Alban Roe crest must be purchased there.

### **Girls Uniform Preschool (3 and 4 Year Olds)**

St. Alban Roe Little Crusader Navy Dress (JMA only)

St. Alban Roe Little Crusader burgundy knit polo style shirt – short or long sleeve (JMA only)

Navy pants or sweatpants

Sweater – burgundy or navy blue cardigan or pull-over (optional)

Sweatshirt - burgundy or navy blue (optional)

Navy full zip sweatshirt with St. Alban Roe Little Crusader crest (JMA only) (optional)

### **Girls Basic Uniform Grades K – 5**

Jumper - Dunbar Plaid #8812 (JMA only) must be 2 inches above knee or longer

Plain white blouse with Peter Pan collar - with or without navy piping (JMA only)

Plain white knit polo style shirt, short or long sleeve, banded sleeve or non-banded sleeve, without crest

Plain white turtleneck shirt (not ribbed)

Socks- white, black or dark navy knee socks or white, black or dark navy ankle socks without ruffles or beads (must cover the ankle)

Tights/Leggings - white, dark navy, burgundy, gray

Sweater – burgundy or navy blue cardigan or pull-over (optional)

Sweatshirt - burgundy with St. Alban Roe crest or appliqué (JMA only) (optional)

Bike Shorts - dark navy (may be worn only under the jumper)

St. Alban Roe Fleece (JMA only) (optional)

St. Alban Roe Gray ¼ Zip Sweatshirt (JMA only) (optional) - NEW

### **Girls Basic Uniform Grades 6 – 8**

Culottes Skirt - Dunbar #3521 (JMA only) must be 2 inches above the knee or longer

Plain white or dark navy knit polo-style shirt, short or long sleeve, banded or non-banded sleeve

Plain white turtleneck shirt (not ribbed)

Socks - white, black or dark navy knee socks or white, black, or dark navy ankle socks (must cover ankle)

Tights - white, dark navy, burgundy, gray

Sweater – burgundy or navy blue (optional)

Sweatshirt - burgundy with St. Alban Roe crest or appliqué (JMA only) (optional)

Bike Shorts – dark navy (may be worn only under the skirt)

St. Alban Roe Fleece (JMA only) (optional)

St. Alban Roe Navy ¼ Zip Sweatshirt (JMA only) (optional) - NEW

### **Girls Warm Weather Uniform (First and Fourth Quarters)**

The following “optional uniform” may be worn in the first and fourth quarter:

Preschool (3 and 4 Year Olds)

Navy shorts

Grades K-3

Walking Shorts - Dunbar style # 3402 or dark navy (JMA only)

Grades 4-5

Walking Shorts – Dark Navy (JMA only) with length 2 inches above the knee or longer

Grades 6-8

Walking Shorts – Khaki (JMA only) with length 2 inches above the knee or longer

When girls (K-8) choose to wear shorts to school, they must wear a belt that is dark navy, black, brown or uniform plaid.

### **Girls Cold Weather Uniform (Second and Third quarters)**

The following “optional uniform” may be worn in the second and third quarter:

Grades K - 5

Leggings – solid dark navy, burgundy, white or gray only (may be worn under the uniform)

Dark navy pants (JMA only)

Grades 6 - 8

Leggings – solid dark navy, burgundy, white or gray only (may be worn under the culottes skirt)

Khaki Pants (JMA only)

When girls (K-8) choose to wear pants to school, they must wear a belt that is dark navy, black, brown or uniform plaid.

### **Uniform Code - Boys**

Just Me Apparel is the primary supplier of the St. Alban Roe School uniform. All items marked (JMA only) or bearing the St. Alban Roe crest must be purchased there.

#### **Boys Basic Uniform Preschool (3 and 4 Year Olds)**

St. Alban Roe Little Crusader burgundy knit polo style shirt – short or long sleeve (JMA only)

Navy pants or sweatpants

Sweater – burgundy or navy blue cardigan or pull-over (optional)

Sweatshirt - burgundy or navy blue (optional)

Navy full zip sweatshirt with St. Alban Roe Little Crusader crest (JMA only) (optional)

#### **Boys Basic Uniform Grades K-5**

Dark navy pants, School Apparel brand only (JMA only)

Plain white knit polo style shirt, short or long-sleeve

Plain white turtleneck shirt (non ribbed)

Socks – white, black or dark navy (must cover the ankles)

Belt- plain dark navy, black or brown (mandatory for all grades)

Sweater - dark navy or burgundy, cardigan or pull-over (optional)

Sweatshirt - burgundy with St. Alban Roe crest (JMA only) (optional)

St. Alban Roe Fleece (JMA only) (optional)

St. Alban Roe Gray ¼ Zip Sweatshirt (JMA only) (optional) - NEW

### **Boys Basic Uniform Grades 6-8**

Khaki Pants – School Apparel brand only (JMA only)

Plain white or dark navy polo style knit shirt, short or long-sleeve

Plain white or dark navy turtleneck shirt (non-ribbed)

Socks – white, black or dark navy ankle socks (must cover ankles)

Belt – plain dark navy, black or brown (mandatory for all grades)

Sweater - dark navy or burgundy (optional)

Sweatshirt - burgundy w/St. Alban Roe crest (JMA only) (optional)

St. Alban Roe Fleece (JMA only) (optional)

St. Alban Roe Navy ¼ Zip Sweatshirt (JMA only) (optional) - NEW

### **Boys Warm Weather Uniform (First and Fourth Quarters)**

The following “optional uniform” may be worn in the first and fourth quarter.

Preschool (3 and 4 Year Olds)

Navy shorts

Grades K-5

Walking Shorts - Dark navy (JMA only)

Grades 6-8

Walking Shorts - Khaki (JMA only)

Grades K-8: Belt that is plain, dark navy, black or brown must be worn.

### **Physical Education Uniform – All School**

Short sleeve burgundy T-shirt with the St. Alban Roe Catholic School Crest (JMA only)

Long sleeve gray T-shirt with the St. Alban Roe Catholic School Crest (JMA only) (optional for cold weather)

All grades boys and girls (K-8): Navy nylon gym short with the St. Alban Roe School Crest (JMA only) or mesh gym shorts with St. Alban Roe Catholic School Crest (JMA only)

Navy sweatpants (K-8) with St. Alban Roe lettering (JMA only)

Navy striped pants (K-8) with St. Alban Roe lettering (JMA only)

Gym shoes must be a standard height, sturdy athletic shoe with non-marking soles. No high top styles are permitted. Athletic shoes may not be of the “trendy” type (no flashing lights, wheels, trinkets, stacked etc.)

### **Casual Day Dress Code – All School**

The Principal is the only person with the authority to permit an out of uniform day. When that is permitted, the following code applies:

All of the guidelines for the regular school uniform are to be followed for Casual Dress Days as well as the following:

Shirts must have sleeves (short or long)

Shirts must be modest -no halter, tight-fitting, tank tops, low cut, midriff style, etc.

Clothing with offensive or violent pictures/sayings, may not be worn

Clothing with sayings and pictures related to alcohol or alcohol-related products may not be worn.

Shorts must be modest in length, of a walking type (same as uniform shorts or longer)

No sandals, clogs, crocks, flip-flop style or any other shoe that would be a safety hazard for students is permitted. (Sandals with a low heel and strap are allowed for dress up days only.)

No pajama style pants.

Leggings are permitted with a long top.

If the Out of Uniform day is on a P.E. day, students should wear or bring standard P.E. shoes.

Parents will be requested to bring a change of clothes, if the Principal deems any attire to be inappropriate wear to an elementary Catholic school or causes disruptiveness to the school climate.

Scout Uniforms - may be worn to school on the day of their meeting.

## **Discipline**

### **Code of Conduct**

Since the Catholic School is a unique educational institution, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning situation. The Catholic school, as a faith community, encourages an atmosphere conducive to learning not only academic skills, but also Catholic values.

The primary goal of St. Alban Roe Catholic School is to provide a learning environment that fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher-student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline policy is to maintain effective learning

conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the Code of Conduct of St. Alban Roe Catholic School. Should infractions occur, students will be held accountable for violations, and disciplinary measures will be taken.

## **St. Alban Roe Catholic School Code of Conduct Primary Level**

### **Level One Offense**

These are minor offenses that are dealt with by the teacher within the classroom. Consequences for a level one offense are detailed in the rules of each classroom.

### **Level Two Offense**

- Foul and/or abusive, threatening language
- Destruction of school property (reimbursement is required)
- Dishonesty of a serious nature
- Bullying-Consistent intimidation documented by a staff member
- Intentional physical abuse witnessed by a staff member

Consequences for level two offenses involve a conference including the Principal, teacher, parent, and student to determine an appropriate punishment. The Principal has the final authority in determining the consequences.

### **Level Three Offense**

- Disruptive, immoral, or indecent behavior
- Any actions dealing with drugs, alcohol, or weapons or explosives
- Any infractions deemed serious by the Principal

Consequences for level three violations involve a conference with the Principal, teacher, parents, and student, after which the student will be placed on probation with possible suspension or withdrawal for cause. The punishment will be determined by the gravity of the offense and will be the decision of the principal.

### **Level Four Offense**

- Anything that seriously jeopardizes the safety of another or one's own safety
- Seriously impeding the learning of others
- Serious and continued insubordination

Consequences for level four violations include, but are not limited to, a conference with the Pastor, Principal, parents, and student. Punishment may include, but is not limited to, suspension or 'withdrawal for cause' by the Pastor and Principal.

### **Probationary Contract**

Repeated acts, which indicate a pattern of non-compliance with the Code of Conduct, will require further action. One such action may be to place the student on a probationary contract for a predetermined length of time. The contract requires the student to follow the Code of Conduct scrupulously. A conference with the parent, student, Principal and teacher(s) involved will be held to ensure complete understanding of the conditions of the contract. If a serious infraction of the Code of Conduct should occur, the student will be asked to withdraw from St. Alban Roe Catholic School.

### **Exclusion From School**

- **Suspension:** The Principal is empowered to suspend a student. While suspended from school, a student is not allowed to attend class, participate in, or attend any school-sponsored activity. Any suspended student, who, without the permission of the principal returns to school grounds, may be recommended for 'withdrawal for cause'.

A written record of the reason for the suspension, together with the date and the time of the parent conference, should be kept in the student's file. The Principal may decide that an in-school suspension is appropriate. During an in-school suspension, the child will be placed in the main office and will not have contact with his/her class. The Principal shall determine the length and type of suspension.

- **Withdrawal For Cause:** The term "withdrawal for cause" shall mean the permanent dismissal of a student from St. Alban Roe Catholic School.

"Withdrawal for cause" is reserved for serious or repeated violations of those articles of misbehavior stated under "Violations" which are determined by school Administration to be contrary to the best interests of the school and/or detrimental to the good name of the school. The decision for withdrawal for cause is reserved to the Principal and the Pastor.

### **Conflict Resolution**

To address an issue or concern, a parent or student must follow the procedure stated below, keeping in mind that the issue must first be discussed with the person(s) most directly involve:

Level One:	Classroom Teacher
Level Two:	Teacher and Principal

Level Three:	Principal
Level Four:	Principal and Pastor

### **Lunch Time Behavior**

Lunch and recess monitors consist of Administration, teachers and volunteer parents. These individuals are responsible for the supervision of the students during lunch and at recess. Students are to show all those in authority the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to ensure the safety of the students. This list includes, but is not limited to the following:

- Students shall be seated in an assigned seat or table during lunch.
- Reasonable talking is permitted.
- Proper table manners are required and must be maintained.
- All students are responsible to clean up after themselves.
- During outdoor recess, students may play in the areas designated by the supervisor.
- Dangerous and rough activities, such as tackle football, piggy-back riding, and wrestling are not permitted.
- Absolutely no abusive behavior (fighting, kicking, pushing, etc.) will be tolerated. Disputes may be settled with the lunch monitors. There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. No distinction is made as to "real" or "play" fighting.
- Students may not leave the assigned recess area without permission.
- Students who are injured while playing should report to one of the lunch monitors. They will provide treatment for minor wounds and will send the student to the office for treatment, if necessary. As usual, parents will be notified of any injury that may need further attention.
- Food or beverages are not permitted to be taken outdoors at lunch recess unless permission is given.

In general, it is expected that the behavior and language of each child would reflect the Catholic teachings that parents and teachers try to instill in all of the St. Alban Roe Catholic School children.

## **St. Alban Roe Catholic School Code of Conduct Intermediate Level**

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning situation. The Catholic school, as a faith community, encourages an atmosphere conducive to learning not only academic skills, but also Catholic values.

The primary goal of St. Alban Roe Catholic School is to provide a learning environment that fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher-student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline policy is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the Code of Conduct of St. Alban Roe Catholic School. Should infractions occur, students will be held accountable for violations, and disciplinary measures will be taken.

Effective discipline requires the cooperation and active participation of all students, parents, and faculty. Teachers and staff members recognize the importance of effective discipline by enforcing rules through consequences.

Infractions leading to detention, automatic detention, in-school suspension, probation, and withdrawal for cause will be handled in the following manner:

### **Infractions**

Intermediate students may receive an infraction in two separate categories: Missing Assignments or Behavior/Conduct. These two categories will be treated separately as follows:

Missing Assignment Infractions: Students are expected to complete assigned work and hand it in to the teacher on the date it is due. Failure to do this will result in a Missing Assignment Infraction.

Fifth Grade - Four Missing Assignment Infractions will result in a detention.

Fourth Grade – Five Missing Assignment Infractions will result in a detention.

Third Grade – Six Missing Assignment Infractions will result in a detention.

- If a student is not prepared for class by failing to complete homework, projects or in-class assignments due, or fails to bring the assignment to class, s/he will receive a Missing Assignment Infraction Notice that will need to be signed and returned the following day with the missing work. (First Infraction) In addition, five percent will be deducted from the total score.
- If both the signed missing assignment infraction notice and the missing work are not brought back to the teacher that very next day, a second Missing Assignment Infraction Notice will be given. (Second Infraction) An additional five percent will be deducted from the total score.
- Each day the student does not present the homework and the signed missing assignment infraction notice to the teacher the student will receive a Missing Assignment Infraction Notice. The following information should be noted with regard to missing assignment infractions: The third day the assignment had not been turned in; an automatic 69% will be given for the assignment.
- Missing Assignment Infraction Notices serve as written notification to the parents of the missing work and consequence.
- Missing Assignment Infraction Notices received by a student equate to marks for personal growth and/or work habits on the report card.
- Missing Assignment Infraction Notices are cumulative until serving a detention.
- Receiving Four (5<sup>th</sup> grade), Five (4<sup>th</sup> grade), Six (3<sup>rd</sup> grade) Missing Assignment Infractions will result in a Detention.

Behavior/Conduct Infractions: Students in the Intermediate Level are expected to abide by and cooperate with school rules and regulations. Failure to do so will result in behavior/conduct infractions leading to a detention.

Fifth Grade- Four Behavior/Conduct Infractions equal a Behavior/Conduct Detention.

Fourth Grade- Five Behavior/Conduct Infractions equal a Behavior/Conduct Detention.

Third Grade- Six Behavior/Conduct Infractions equal a Behavior/Conduct Detention

- Examples of Behavior/Conduct infractions include, but are not limited to:
  - Classroom disruptions
  - Inappropriate hallway or cafeteria, restroom or church behavior
  - Gum / candy eaten in class
  - Uniform violations
  - Nail polish

- Bringing to school any of the items listed in the Family Handbook as “not permitted”
- These examples will be posted and discussed in all classrooms at the beginning of the school year.
- Behavior/Conduct Infractions are cumulative for the quarter.
- Behavior/Conduct Infractions received by a student equate to marks for personal growth on the report card.
- Behavior/Conduct infraction notices serve as written notification to the parents of a student’s behavior and are given at the teacher’s discretion.
- Receiving four (Fifth Grade), five (Fourth Grade), and six (Third Grade) Behavior/Conduct infraction notices will result in a detention.

### **Detention**

In addition to receiving five Behavior/Conduct infractions, or four Missing Assignment Infractions resulting in a detention, there are also certain behaviors resulting in automatic detentions.

- Some examples may include, but are not limited to:
  - Fighting
  - Lying
  - Cheating
  - Forgery
  - Stealing
  - Disrespect of authority
  - Inappropriate language, gestures, or written language
  - Abuse of school property or the property of others
  - Misuse of technology
  - Cell phone/electronic disruptions
  - Leaving the building without permission
- Detentions served in any quarter will equate to marks for personal growth and/or work habits on the report card.
- Failure to return the signed detention notice the next day will result in the student receiving a Behavior/Conduct Infraction Notice.
- Detentions will be served once a week on Thursdays from 3:05-3:50 p.m. and will be supervised by a faculty member. Parents will be given a twenty-four hour minimum

notice for detentions. Again, detentions will be given at the discretion of the teacher.

- Upon receiving a second detention during the semester, the homeroom teacher will call the parents and schedule a meeting. Two detentions will also result in loss of privileges for the student. Examples of privileges are: Participation in field trips, casual days, the Lock-in, Catholic School Week activities, etc.
- If a student receives three detentions during the semester, a meeting between the parents, student, teachers and principal will be required. The student may receive an in-school suspension as a result. The final decision on in-school suspension and its length lies with the principal.

### **Suspension**

In addition to the possibility of receiving an in-school suspension for three detentions in a year, a student may receive an out of school suspension as a result of serious offenses at the discretion of the administration. The Principal will determine the length of the in-school or out of school suspension.

When a student is given an In-School Suspension:

- The student is removed from all classes to a designated area of the school for a duration of time determined by the principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as, all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the day s/he returns to class.

When a student is given an Out of School Suspension:

- The student is removed from school and remains at home for a duration of time determined by the principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as, all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the day s/he returns to class.
- The principal may require a student to receive professional counseling prior to returning to the school environment.

Examples of Behavior/Conduct that may result in immediate out of school suspension or Withdrawal for Cause include but are not limited to:

- Harassment, bullying
- The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products

Harassment: St. Alban Roe Catholic School shall maintain a learning environment that is free from harassment. No student in the school shall be subjected to any form of harassment. Students will need to notify the proper school authority (verbal or written) when a harassment issue occurs and the school will address the situation using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Students engaging in harassment or bullying may be subject to the following:

- A meeting of the parents, student, teachers and principal
- An in-school suspension (This decision lies with the principal.)
- Withdrawal for Cause

If the harassment or bullying continues after the above consequences, the parents will be asked to withdraw their child from St. Alban Roe School.

The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products: St. Alban Roe Catholic School will provide a safe learning environment for all members of the school community. The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products is a violation of civil law and, therefore, is considered a serious violation of school policy. Students engaging in any of these activities on school grounds, at school functions, on the way to or from school functions, or any mention of violence to the school community or property that is reported to the school will be subject to immediate suspension or withdrawal for cause. Students involved in these activities may be subject to the following:

- A meeting of the parents, student, teachers and principal
- An immediate out of school suspension
- Withdrawal for Cause

### **Probation**

Probation is a final consideration if all other means have failed to correct a problem. The purpose is to afford the child an opportunity to improve the behavior in question. The Principal will determine the length and conditions of the probationary period and will communicate this information to the parents, student and teachers in a meeting. The student's behavior during the probationary period will have a direct bearing on continued attendance at St. Alban Roe Catholic School.

## **Withdraw For Cause**

Withdrawal for Cause is the most serious means of addressing a discipline problem. If a child's behavior presents a serious threat to the physical, spiritual, or moral well-being of any member of the school community, the parents of a student will be asked to withdraw their child from St. Alban Roe Catholic School by the principal. In addition, if a child's behavior choices do not change as a result of infraction notices, detentions, in-school suspension and probation, the parents will be asked to withdraw their child from the school.

The teachers and staff recognize that the majority of students at St. Alban Roe School take pride in themselves and their school and willingly conform to school rules. Through this discipline policy, it is our intent to provide a safe learning environment for all children at St. Alban Roe Catholic School.

## **Lunch Time Behavior**

Lunch and recess monitors consist of Administration, teachers and volunteer parents. These individuals are responsible for the supervision of the students during lunch and at recess. Students are to show all those in authority the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to ensure the safety of the students. This list includes, but is not limited to the following:

- Students shall be seated in an assigned seat or table during lunch.
- Reasonable talking is permitted.
- Proper table manners are required and must be maintained.
- All students are responsible to clean up after themselves.
- During outdoor recess, students may play in the areas designated by the supervisor.
- Dangerous and rough activities, such as tackle football, piggy-back riding, and wrestling are not permitted.
- Absolutely no abusive behavior (fighting, kicking, pushing, etc.) will be tolerated. Disputes may be settled with the lunch monitors. There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. No distinction is made as to "real" or "play" fighting.
- Students may not leave the assigned recess area without permission.
- Students who are injured while playing should report to one of the lunch monitors. They will provide treatment for minor wounds and will send the student to the office for treatment, if necessary. As usual, parents will be notified of any injury that may need further attention.

- Food or beverages are not permitted to be taken outdoors at lunch recess unless permission is given.

In general, it is expected that the behavior and language of each child would reflect the Catholic teachings that parents and teachers try to instill in all of the St. Alban Roe Catholic School children.

## **St. Alban Roe Catholic School Code of Conduct Middle School**

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning situation. The Catholic school, as a faith community, encourages an atmosphere conducive to learning not only academic skills, but also Catholic values.

The primary goal of St. Alban Roe Catholic School is to provide a learning environment that fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher-student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline policy is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the Code of Conduct of St. Alban Roe Catholic School. Should infractions occur, students will be held accountable for violations, and disciplinary measures will be taken.

Effective discipline requires the cooperation and active participation of all students, parents, and faculty. Teachers and staff members recognize the importance of effective discipline by enforcing rules through consequences.

Infractions leading to detention, automatic detention, in-school suspension, probation, and withdrawal for cause will be handled in the following manner:

### **Infractions**

Middle School students may receive an infraction in two separate categories: Missing

Assignments or Behavior/Conduct. These two categories will be treated separately as follows:

**Missing Assignment Infractions:** Students are expected to complete assigned work and hand it in to the teacher during that class on the date it is due. Failure to do this will result in a Missing Assignment Infraction and a five percent grade reduction will be taken from the final grade for the late assignment.

- If a student is not prepared for class by failing to complete homework, projects or in-class assignments due, or fails to bring the assignment to class, s/he will receive a Missing Assignment Infraction Notice that will need to be signed and returned the following day with the missing work. (First Infraction)
- If both the signed missing assignment infraction notice and the missing work are not brought back to the teacher that very next day, a second Missing Assignment Infraction Notice will be given. (Second Infraction) and the grade will result in an automatic deduction of ten percent.
- If the student still does not present the homework and the signed missing assignment infraction notice to the teacher the second day after it was due, the student will receive a third infraction for the same assignment and will automatically receive a failing grade of a 69%.
- Missing Assignment Infraction Notices serve as written notification to the parents of the missing work and consequence.
- Only detentions (4 missing assignment/4 behavior infractions) will be reflected as a mark for personal growth or behavior on the progress report or report card.
- All infractions are cumulative for the first semester. At the start of the second semester all infractions will be erased and the student starts the second semester with a clean slate.
- The consequence for a child coming to class unprepared is a “Missing Assignment Infraction”.
- Detentions for missing assignments may be given for the following reasons:
  - Accumulating four missing assignment infraction notices from various subject areas. (This would mean that if a student did not do his/her homework in four subjects on a given night, he/she would receive a detention.)
  - Accumulating four missing assignment infractions from the same teacher on different assignments over a period of time.

**Behavior/Conduct Infractions:** Students in the Middle School are expected to abide by and cooperate with school rules and regulations. Failure to do so will result in behavior/conduct

infractions leading to a detention. Four Behavior/Conduct Infractions equal a Behavior/Conduct Detention.

- Examples of Behavior/Conduct infractions include, but are not limited to:
  - Classroom disruptions
  - Inappropriate hallway or cafeteria behavior
  - Unexcused tardiness to class
  - Gum / candy eaten in class
  - Uniform violations
  - Nail polish, makeup
  - Bringing to school any of the items listed in the Family Handbook as “not permitted”
- These examples will be posted and discussed in all classrooms at the beginning of the school year.
- Behavior/Conduct Infractions are cumulative for the semester.
- Behavior/Conduct Detentions received by a student equate to marks for personal growth on the report card.
- Behavior/Conduct infractions notices serve as written notification to the parents of a student’s behavior and are given at the teacher’s discretion.
- Receiving four Behavior/Conduct infraction notices will result in a detention.

### **Detention**

- In addition to receiving four Behavior/Conduct infractions, or four Missing Assignment Infractions resulting in a detention, there are also certain behaviors resulting in automatic detentions. Some examples may include, but are not limited to:
  - Fighting
  - Lying
  - Cheating
  - Forgery
  - Stealing
  - Disrespect of authority
  - Inappropriate language, gestures, or written language
  - Abuse of school property or the property of others
  - Misuse of technology
  - Electronic disruptions or usage
  - Leaving the building without permission
- Detentions served in any quarter will equate to marks for personal growth and/or work

habits on the report card.

- Failure to return the signed detention notice the next day will result in the student receiving a Behavior/Conduct Infraction Notice.
- Detentions will be served once a week on Thursdays from 3:05-3:50 p.m. and will be supervised by a faculty member. Parents will be given a twenty-four hour minimum notice for detentions. Again, detentions will be given at the discretion of the teacher.
- Upon receiving a second detention during the year, the homeroom teacher will call the parents and schedule a meeting. Two detentions will also result in loss of privileges for the student. Examples of privileges are: Participation in field trips, casual days, the Lock-in, Catholic School Week activities, etc.
- If a student receives three detentions during the school year, a meeting between the parents, student, teachers and principal will be required. The student may receive an in-school suspension as a result. The final decision on in-school suspension and its length lies with the principal.

### **Suspension**

In addition to the possibility of receiving an in-school suspension for three detentions in a year, a student may receive an out of school suspension as a result of serious offenses at the discretion of the administration. The Principal will determine the length of the in-school or out of school suspension.

When a student is given an In-School Suspension:

- The student is removed from all classes to a designated area of the school for a duration of time determined by the principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as, all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the day s/he returns to class.

When a student is given an Out of School Suspension:

- The student is removed from school and remains at home for a duration of time determined by the principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as, all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the

day s/he returns to class.

- The principal may require a student to receive professional counseling prior to returning to the school environment.

Examples of Behavior/Conduct that may result in immediate out of school suspension or Withdrawal for Cause include but are not limited to:

- Harassment, bullying
- The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products

Harassment: St. Alban Roe Catholic School shall maintain a learning environment that is free from harassment. No student in the school shall be subjected to any form of harassment. Students will need to notify the proper school authority (verbal or written) when a harassment issue occurs and the school will address the situation using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Students engaging in harassment or bullying may be subject to the following:

- A meeting of the parents, student, teachers and principal
- An in-school suspension (This decision lies with the principal.)
- Withdrawal for Cause

If the harassment or bullying continues after the above consequences, the parents will be asked to withdraw their child from St. Alban Roe School.

The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products: St. Alban Roe Catholic School will provide a safe learning environment for all members of the school community. The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products is a violation of civil law and, therefore, is considered a serious violation of school policy. Students engaging in any of these activities on school grounds, at school functions, on the way to or from school functions, or any mention of violence to the school community or property that is reported to the school will be subject to immediate suspension or withdrawal for cause. Students involved in these activities may be subject to the following:

- A meeting of the parents, student, teachers and principal
- An immediate out of school suspension
- Withdrawal for Cause

### **School Search**

School Officials May Search a Student's Locker, Desk, etc. since they are school property. Furthermore, the school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, or the like. The school may choose to use specially trained dogs to insure they are free of contraband. The individuals and dogs used for such searches will be appropriately trained and certified, and evidence of such training will be obtained prior to engaging in their services. Lockers, other school property or any item brought onto school property identified as containing contraband may be opened in the process of the search. The school may use this method of search and may employ it without prior notice to parents and students. (Archdiocesan Policy 4303.5)

### **Probation**

Probation is a final consideration if all other means have failed to correct a problem. The purpose is to afford the child an opportunity to improve the behavior in question. The Principal will determine the length and conditions of the probationary period and will communicate this information to the parents, student and teachers in a meeting. The student's behavior during the probationary period will have a direct bearing on continued attendance at St. Alban Roe Catholic School.

### **Withdraw For Cause**

Withdrawal for Cause is the most serious means of addressing a discipline problem. If a child's behavior presents a serious threat to the physical, spiritual, or moral well being of any member of the school community, the parents of a student will be asked to withdraw their child from St. Alban Roe Catholic School by the principal. In addition, if a child's behavior choices do not change as a result of infraction notices, detentions, in-school suspension and probation, the parents will be asked to withdraw their child from the school.

The teachers and staff recognize that the majority of students at St. Alban Roe School take pride in themselves and their school and willingly conform to school rules. Through this discipline policy, it is our intent to provide a safe learning environment for all children at St. Alban Roe Catholic School.

### **Lunch Time Behavior**

Lunch and recess monitors consist of Administration, teachers and volunteer parents. These individuals are responsible for the supervision of the students during lunch and at recess. Students are to show all those in authority the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, not the exception.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to ensure the safety of the students. This list includes, but is not limited to the

following:

- Students shall be seated in an assigned seat or table during lunch.
- Reasonable talking is permitted.
- Proper table manners are required and must be maintained.
- All students are responsible to clean up after themselves.
- During outdoor recess, students may play in the areas designated by the supervisor.
- Dangerous and rough activities, such as tackle football, piggy-back riding, and wrestling are not permitted.
- Absolutely no abusive behavior (fighting, kicking, pushing, etc.) will be tolerated. Disputes may be settled with the lunch monitors. There are many options open to students in settling arguments, but fighting is not one of them. Students may be suspended for fighting in class or on the playground. No distinction is made as to "real" or "play" fighting.
- Students may not leave the assigned recess area without permission.
- Students who are injured while playing should report to one of the lunch monitors. They will provide treatment for minor wounds and will send the student to the office for treatment, if necessary. As usual, parents will be notified of any injury that may need further attention.
- Food or beverages are not permitted to be taken outdoors at lunch recess unless permission is given.

In general, it is expected that the behavior and language of each child would reflect the Catholic teachings that parents and teachers try to instill in all of the St. Alban Roe Catholic School children.

## **Health Issues**

The school participates in all health programs provided by the St. Louis County Health Department for schools. St. Alban Roe Catholic School utilizes the services of the St. Louis County for record verification, and special needs. St. Alban Roe Catholic School also participates in St. Louis County workshops on health related issues.

St. Alban Roe Catholic School uses the services of a full time school nurse.

### **Medication**

Medical/ Health Information Fax Line – 636-458-4130

Should it be necessary for a child to receive prescription or non-prescription medicines during the school day, the following regulations shall apply:

- A written consent form signed by the parent or legal guardian and physician must be in the office before any medication can be dispensed, non-prescription and/or prescription. (Verbal permission will not be accepted.)
- Prescription and non-prescription medication must be in the original container. Prescription medications must have the pharmacy label indicating the physician's name, child's name, and strength of the medication.
- Medication shall be given to the child listed on the label only and will be given in accordance with the label instructions.
- The dosage for non-prescription medicine shall not exceed the label instructions, unless prescribed by a physician, for the particular age of the child.
- No child will be allowed to take medicine without supervision.

Children will not be allowed to have in their possession ANY medications, including cough drops, except an inhaler, at the request of the parent.

It is the parent's responsibility to apprise the teacher and office of any medication a child is taking.

**Illness**

For the protection of your child, other students, faculty, and staff, your child will not be admitted if he/she displays any of the following symptoms:

- Temperature of 100.5 and above
- Intestinal distress including diarrhea within the last 24 hours
- Vomiting within the last 24 hours
- Undiagnosed rash
- Eye or ear discharge
- Any type of non-treated communicable disease

A child is never sent home before a parent or guardian is contacted. Emergency cards are kept on file in the office. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home. Communicable diseases should be reported to the school office. Students are excluded for the following illnesses, but may be readmitted after the time required:

<u>Illness</u>	<u>Time Required</u>
Fever	Exclude until 24 hours fever free without using fever reducing drugs.
Chicken Pox	Exclude until 1 week after the eruption of the first crop of lesions & all lesions have crusted.
Pink Eye	Exclude until under medical care and drainage from eyes is clear.

Fifth Disease	No exclusion if rash is diagnosed by a doctor.
Impetigo	Exclude until under treatment, lesions are healing and no new ones appear.
Mononucleosis	Exclude until under medical care and physician approves return.
Mumps	Exclude until swelling or other symptoms have disappeared.
Head Lice	Exclude until treated and no eggs are present in the hair.
Ringworm	Exclude until under medical treatment.
German Measles	Exclude until the fifth day after onset.
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has begun.
Strep Throat	Exclude until 24 hours after antibiotic treatment has begun.

### **Individual Medical Emergency Plans**

Individual emergency care plans for students with chronic illnesses such as diabetes, asthma, known food, or insect anaphylaxis, or hemophilia, should be submitted to the school by parents and physicians. These plans will be kept in the main office. Please set an appointment with the school nurse to develop and/or review the medical plan.

### **Accidents**

In cases of minor abrasions, the injury will be washed with soap and water. For other minor injuries, ice may be applied. In cases of more serious mishaps, children will be taken to the office and parents will be notified.

### **Student Accident Insurance**

Student accident insurance is available to any family in our school (Pre-K through Grade 8) who may be interested. This coverage is offered through K&K Insurance Group, Inc., a company that has been dealing with student accident insurance for many years. The plans are underwritten by Nationwide Life Insurance Company, and A.M. Best A+ “Superior” rated carrier. To find out more information about the program, access K&K’s website at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). Online enrollment is also available at this site. You can also obtain printed information through the school office.

# **General School Policies**

## **Arrival/Dismissal Procedures**

Arrival: The school day begins at 7:45 a.m. School doors are unlocked and supervision of students begins at 7:20 a.m. Students arriving prior to 7:20 a.m. must enroll in Elegant Alban.

**DO NOT DROP OFF STUDENTS BEFORE 7:20 A.M. THE SCHOOL DOORS ARE LOCKED!**

- Families are encouraged to carpool.
- Cars enter the parking lot off of Shepard Road by turning right into the first entrance and follow the road down to the lane labeled “0”, immediately in front of the main entrance doors to the school building.
- Safety patrol and staff members will be monitoring the arrival of students to ensure their safety.
- Parents should remain in their cars and allow the Safety Patrol and adult supervision to open the car doors and assist the children out.
- Parents who have business in the school are asked to drop their children off first and then proceed to the parking lot, park, and then cross at the crosswalk into school without the children.
- Once inside the building, children will proceed to their classroom.
- Students and Faculty will join in Morning Prayer beginning at 7:45 a.m.
- Students who arrive later than 7:45 a.m. (after the Morning Prayer has begun) are considered tardy.

Dismissal: Grades Pre-K (4 year old) through Grade 8 dismissal is at 2:55 p.m. Parents should arrive and park in their assigned spot no later than 2:50 p.m. (11:45 a.m. on early dismissal days).

**NO PARKING FOR PICKUP WILL BE ALLOWED BEHIND THE PRIEST RECTORY.**

- Parents will receive an assigned numbered parking spot in the Back to School Packet distributed in August. Please discuss with your children the number your family is

assigned.

- Parents are asked to back into the parking space.
- Teachers will walk their classes outside and assist them in recognizing that their ride is here. Children then walk to their cars.
- Once all children are safely in their cars a hand bell will ring as a signal for the cars to begin to exit the parking lot. Rows will be dismissed one at a time giving preference to a different row each day. Parents are urged to obey the adults who will be giving directions for this dismissal.
- This procedure does not change when the weather is inclement. Parents are asked to be sure your child is prepared for cold or rainy weather.
- The parking lot will be closed at 2:50 p.m. to ensure the safety of children and avoid any accidents due to moving cars at dismissal. Cars arriving after the lot is closed must proceed to the late lot and park in the designated area. Once that has been accomplished, children who are waiting with their teachers may move toward a parent's parked car. Any child not picked up by the time all cars have been dismissed will be taken to the waiting area outside the main office. Parents who are habitually late in picking their children up will be asked to enroll them in Elegant Alban.
- If someone other than yourself is picking up your children or your carpool and they ARE on your emergency form, they may park in your assigned section and pick up as normal. If they are NOT on your emergency form, you must send a note or call the office telling us the name of the person picking up your children or carpool. This information will be related to the teacher.
- No one will be permitted into the school building during the dismissal process. Please plan ahead if you need to pick your child up early. Children who are signed out early from school for dentist, doctor, or other necessary appointments must do so prior to 2:30 p.m.
- Students enrolled in the Elegant Alban After-School Program will be dropped off by their teachers in the cafeteria at dismissal. At that time the supervision of the students transfers to the Elegant Alban personnel.
- Students that leave school after 1:00 p.m. but before dismissal at 2:55 p.m. will be marked as 'tardy'.

### **Attendance**

Punctual and regular attendance is important for consistent academic progress. A report card may

include an “I” for incomplete for a student who has been absent for twelve or more days in any one quarter should teachers feel there is insufficient material on which to evaluate achievement. Absenteeism in excess of 20 of the school year's 174 days may jeopardize student promotion.

All absences should be reported to the school office by 8:30 a.m. either by telephone at (636) 458-6084 ext. 290 or by email (mpearce@stalbanroe.org). If the school does not receive a phone call from you reporting the absence, personnel will call you. When a child returns to school after an illness or absence, a dated note of explanation must also be presented to the student's homeroom teacher on the day of return.

A student arriving after 10:00 a.m. is marked one-half day absent.

A student leaving before 1:00 p.m. is marked one-half day absent.

A student who is absent for two hours or less in either the morning or afternoon is marked tardy on their attendance record.

Parents are asked to avoid scheduling family vacations during the school week. If a child must miss an extended period of time because of family travel or other needs, the Principal and teacher are to be notified in writing in advance. As with any absence from school, the student is responsible for making up tests and other assignments missed as specified by each individual teacher. **NO WORK WILL BE GIVEN AHEAD OF TIME FOR A STUDENT WHO MISSES SCHOOL DUE TO A VACATION.**

Students are discouraged from missing school because of family and/or sports commitments. While written work can be made up, the actual instructional time and class work cannot, leaving the student at a disadvantage.

### **Birthday Celebrations**

**Birthday treats are not to be brought to school. This includes any food or any small gifts.**

All students receive a Birthday Certificate the week prior to their birthday allowing them to dress “Out of Uniform” on a day they choose. We also announce their birthday to the school during the Morning Announcements, and teachers recognize birthday students in their classroom in various ways. Due to the growing number of students with allergies, it is increasingly difficult to manage the inspection of food items being brought in and we want to keep all students safe.

No other form of a birthday celebration is permitted at school. If a child is having a home birthday party, and every student in the class is invited, the invitations may be distributed in school. If every child in the class is not invited, then the invitations are to be sent through the U.S. mail.

No deliveries to school (flowers, candy, cakes, etc.) will be accepted on the behalf of a student.

## **Books**

St. Alban Roe Catholic School purchases both hard back textbooks and consumable materials for use by all students. Students use these books throughout the school year. As the books are owned by St. Alban Roe Catholic School, students are expected to treat the books with care. A fine will be assessed for any damaged book(s). Book covers are to be removable (no contact paper) and kept on books to preserve them. Students use the books for one year and return them to the school in May. For curriculum purposes, textbooks are reviewed on a seven-year cycle.

## **Book Fair**

Each year the school sponsors a Book Fair for the convenience of the school community to purchase reading material. This Book Fair is normally held in the fall of each school year. Your support is greatly appreciated.

## **Child Safety**

All volunteers who work with the children of St. Alban Roe School must first do the following in order to assist:

- Read and Sign the Code of Ethics Document
- Attend and submit verification of attendance to a Protecting God's Children Workshop
- Complete a Background Check that will be submitted to the State of Missouri

Failure to complete any of these three items will preclude a parent from a volunteer capacity at school.

You may obtain this information from the school office. If you have any questions, please contact the Safe Environment Director in the parish office – ext. 246.

## **Calendar**

St. Alban Roe Catholic School follows the calendar guidelines outlined by the Archdiocese of St. Louis. These guidelines stipulate a calendar that represents a minimum of 174 instructional days and 1,044 instructional hours. Each spring, the Principal in consultation with the faculty, prepares the calendar for the next school year and presents it to the School Board for approval. Monthly calendars will be available on the Gradelink site. The weekly Thursday's Child information is the latest information that may contain calendar changes and supersedes any other calendar in print.

## **Gum**

Gum is never allowed in the building or the school grounds during school hours.

## **Christian Witness Covenant**

The Church, through the ages, has consistently called its parents to understand and appreciate their special dignity as God's instruments of His love to their children. In recent years the Church, in its official teachings, has given even greater prominence to the importance of this truth. The Second Vatican Council in its document, *Decree on the Apostolic of the Laity*, stresses the importance of the parents providing the first experience of faith to their children.

At registration time and at the beginning of each school year, parents are asked to renew their commitment to this vocation by reading and signing the parish *Christian Witness Covenant*. This statement clarifies the role of the parents as the primary educators of the faith for their children.

## **Classrooms**

Homerooms are considered the "home" of the students at school. All are expected to share the responsibility of keeping the room orderly, clean, and attractive. Great care is requested of all students in keeping the desks neat and avoiding anything that would damage the furniture or equipment of the classroom. Teachers are expected to have high standards in this regard.

The desks, books, and materials are assigned to students for their use. No student has the right to freely use another person's assigned materials without permission. Students will be held responsible for any damage done to books, desks, and all other school equipment entrusted to them. Textbooks are to be covered at all times.

## **Class Lists**

Class lists for the upcoming school year are populated by the homeroom teacher and the partner grade teacher. Their job is to discuss each student's best opportunity for academic and social success. In order to do that, they follow a list of eleven (11) considerations for determining proper placement. After the lists are generated, they are reviewed by the resource teacher, learning consultant, and principal.

Please do not call with a request to change a class placement. All aspects of grouping are taken into consideration in order for the homerooms to be heterogeneously grouped. The reason for this is to foster better growth and exposure to all kinds of learning styles, needs, and experiences. Our goal is that teachers and students will be able to work in a well-organized, student-centered environment, where each child's individual learning needs are being met to the fullest extent. Any change would change the dynamics of the classroom. We always look to a successful year

for everyone.

### **Communication**

- **Beginning of the School Year:** On a pre-announced day in August of each year, the Parent Packet will be available for our parents. This packet will have pertinent information as it relates to the start of the school year.
- **Thursday's Child:** Each week on Thursday, information from the School Administration is published regarding current activities and events for the coming week. The publication is called *Thursday's Child* and it is emailed to parents who subscribe to it.
- **Friday Folder:** On Fridays or on the last day of the teaching week, information will be sent home for parents. This information could include a communication from the teacher, your child's work from that week, requests, reminders, and parish information you need. Often a response may be required from parents. Please check your child's backpack each Friday.
- **School Website:** St. Alban Roe Catholic School's website contains information that will be helpful to parents throughout the school year. Information that can be obtained by visiting the site is listed here:
  - Class and Grade Level news
  - Lunch menu/Ala Carte Menu
  - School calendar
  - Supply Lists
  - Uniform Code

### **Copyrighted Materials**

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 or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

(Archdiocesan policy 5202.6)

### **Daily Schedule**

7:20 a.m.            School supervision begins. Please do not allow your child to arrive at school

earlier than this time. Students may enter the building and proceed to their classroom.

7:45 a.m. Opening exercises for the school day begin and students are to be in their respective homerooms at this time. Prayer and the Pledge of Allegiance are announced from the office.

Students arriving after 7:45 a.m. are considered tardy for school. They will be marked tardy on their official attendance record. Parents will be informed by the Principal of persistent tardiness so that corrective measures may be taken.

All contacts with teachers should be made by email or by calling the school office, as teachers are required to supervise their classes at all times. Teachers are not permitted to conference with parents before school unless an appointment has been made with the parent. Communication between parents and teachers is important, so please do not hesitate to call the office and leave a message for the teacher to return your call when available or email the teacher.

10:00 a.m. Students arriving after 10:00 a.m. will be considered absent one half day.

11:00 – 12:30 Three lunch/recess periods

1:00 p.m. Students leaving before 1:00 p.m. will be considered absent for half of the day.

2:55 p.m. Dismissal for Grades K-8

A student who is absent for two hours or less in either the morning or afternoon is marked tardy on their attendance record. Every effort should be made to keep absences and tardiness to a minimum.

Once each month on a Friday, children will be dismissed at 12:00 p.m. due to the Faculty Meeting. Early dismissals are at 12:00 p.m. unless otherwise stated. The specific dates for the faculty meetings will be noted in the “Year at a Glance” calendar distributed in August.

### **Early Dismissal of Individual Students**

Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, etc., a note of explanation/permission must be cleared through the school office before 9:00 a.m. Parents/guardians must sign out the student in the school office. Students will be marked on their attendance cards accordingly. It is important for the students to attend an entire day of school. Students often are judged by the high school of their

choice by the number of absences and tardies throughout the year. A student who is absent for two hours or less in either the morning or afternoon is marked tardy on their attendance record.

### **Emergency Drills**

To ensure the orderly evacuation of occupants from the classrooms or the school building in time of emergency, emergency drills are conducted on a regular basis. These drills are not announced. Specific directions are given at the beginning of the school year and are posted in appropriate places. Silence is to be observed throughout these drills - in the classroom, halls, and on school grounds. Emergency drills are scheduled throughout the year and reported to the Archdiocese of St. Louis. Physical or Virtual drills are practiced by the following schedule: Fire, monthly; Tornado, 2/yr; Earthquake, 2/year; Lockdown, 2/year; Shelter in Place, 2/yr; Reverse evacuation, 2/year.

### **Guests/Visitors**

All visitors and parents to the school are asked to request entrance to the school using the doorbell/monitor system located at the main entrance of the school. Once a visitor is buzzed into the school, they must sign in at the main office and receive a visitor pass that is to be worn the entire duration they are in the school. Students and faculty have been instructed to inform the office if they observe anyone in the building who does not have a visitor pass. Visitors are also required to sign out and return the pass to the office when they leave. Normally, visitors/parents may not visit teachers or students during school hours unless previously approved by the Principal. Appointments/requests will be taken in the office and relayed to the teachers involved. Meetings with teachers must be scheduled in advance.

### **Items Not Permitted In School**

For the good of all, the following items are not permitted in the school building, on the grounds, or in the gym:

- Aerosol containers etc)
- Cameras
- Drugs
- Electronic games
- Expensive jewelry
- Glass bottles/containers
- Gum
- Hair dryers or curling irons
- Hair spray
- Large sums of money
- Personal electronic equipment (I-Pods,
- Personal playground equipment
- Radios or Recorders of any kind
- Rollerblades
- Scooters
- Skateboards
- Tape recorders or portable CD players
- Toys of any kind (i.e. Beanie Babies, virtual pets, pogs, Pokémon, etc.)
- Trading cards of any kind

- Perfume/Cologne
  - Anything deemed unsafe by the Administration
- If students in grades 6-8 must bring a cell phone to school, the phone must be placed in the student's locker completely turned off. Students are allowed to use their phone after school and after exiting the building. If a student needs to use the phone during an after school activity, the monitoring faculty member must give permission. If a student is found to be carrying a phone during the school day, then (a) the phone will be confiscated and brought to the principal's office, (b) the student's parents will be contacted, and (c) the student will receive an automatic detention.
  - Grades K-5 – Parents are encouraged to avoid sending cell phones to school with their children. If parents find it necessary for their child to have a cell phone for after school activities, the student, upon arrival at school, will give the cell phone to the Homeroom Teacher for safe keeping during the school day. The student will be responsible for obtaining the phone at dismissal. If a student is found to be carrying a phone during the school day, then (a) the phone will be confiscated and brought to the principal's office, (b) the student's parents will be contacted, and (c) an Intermediate Level student will receive an automatic detention.
  - St. Alban Roe Parish/School is NOT responsible for lost, stolen or damaged cell phones.

### **Lost and Found**

Lost and found articles are stored in a container located in "The Connector". Parents and students are encouraged to check the container when looking for missing items. All school items (clothing, lunch boxes, etc.) should be clearly labeled. Unclaimed items will be donated to a local charity at the end of each quarter.

### **Jonathan Forshaw Memorial Library/Media Center**

The Jonathan Forshaw Memorial Library-Media Center provides the students and faculty of St. Alban Roe with materials that enhance the learning environment, support the curriculum goals of the school, and further the educational mission of the parish.

- Students may check out 1 to 3 books each week, depending on their grade level. Books are due back to the library within 10 school days.
- Intermediate and Middle School students may renew books or place a book on hold.
- A fine will be charged for overdue books at the discretion of the librarian, not to exceed five cents per book, per day.

- Students are responsible for the replacement cost of lost or damaged books. Books must be returned, and outstanding fines or replacement fees paid, in order to receive final records at the end of the year.

### **Lunchroom**

Lunch is available in school on full days. Students must remain on campus during the lunch period. Children may bring lunch from home or order lunch in school. Parents will receive a menu each month as posted on the school webpage. Each morning lunch orders and drink preferences will be taken by the homeroom teacher. Students who bring their lunch from home may choose to purchase a beverage at school. If a student chooses to bring a beverage to school, it may not be soda or other beverages high in sugar content. The microwaves in the cafeteria are available for students in Grades 3-8 only.

Each year the cost of purchasing a lunch will be included in the Back To School packet. A member of the Food Service Consultants will be available in August to answer questions and sell tickets.

If it is necessary for a parent to bring a child's lunch to school, it is to be delivered to the office, not the classroom or the cafeteria. Commercially prepared or restaurant lunches are unacceptable. If a child is tardy and wishes to purchase a lunch on that day, this order must be placed at the school office upon arrival.

### **Parent Lunch Duty**

Lunch supervision is provided daily by school personnel and Parent volunteers. Parents are asked to sign up in August for the required lunch supervision days or have the option to buy out of their duty.

During recess, weather permitting, children will go outside and will not be allowed to return to the building until the recess period is over. Children should use the restrooms before going outside. In the event of rain, children will remain in their classrooms. During the cold weather, students will not go outside when the air temperature or wind chill is 25 degrees or lower (as determined by the National Weather Service). Children should dress accordingly. If the temperature or heat index is 95 or above, recess will be indoors.

### **Policy For Lunch Duty Volunteer Program Sign Up**

- Each year a stipulated number of lunch duty assignments are required for each family.
- Sign-up will take place on line in August. Information for family sign-up will be in the Back-To-School packet.

- You are asked not to phone the school office to sign-up for your lunch duty.
- Failure to sign-up during the above times and dates will result in your being assigned a date.

### **Buy-Out**

- The buy-out fee is \$25.00 for each day.
- Buy-outs must be done at one of the above sign-up dates in person.
- Failure to sign up or buy-out at one of these dates will result in your family being assigned a date.
- Do not send a check to the office.

### **Failure To Show**

- Once you are assigned a date, that date becomes your responsibility.
- Failure to show will result in a \$50.00 penalty fee. Checks are to be made payable to St. Alban Roe School.
- You may trade out of your assigned date with someone else, but remember that the date is your responsibility. If your substitute does not come to do your duty, you are still responsible to pay the fee.

### **Substitutes**

- It is your responsibility to find a substitute if you cannot work your assigned date. A directory of school families can be found on Gradelink.
- If there is a real emergency and you cannot find a substitute or trade with someone, you must call the school office and a substitute will be found for you. This will result in the \$50.00 no show fee being applied. A substitute will be paid for their services.

### **Times And Duties**

- Arrive promptly at 10:45 AM in the cafeteria on your scheduled date.
- It is suggested that you wear comfortable shoes and clothing since duties include walking around the lunchroom and cleaning tables.
- Once you arrive, there will be kitchen personnel to direct you in your duties.

- Lunch will be over at 12:30 pm. However, you are expected to remain after the last group has finished assisting with clean-up of the cafeteria.

### **Parent- Teacher Conferences**

Parent-Teacher Conferences are held during the month of October. Parents interested in having a conference with a teacher will need to schedule a time online. The opening date when parents may start scheduling conferences will be communicated to Parents and published in Thursday's Child.

Middle School students are expected to attend the Parent-Teacher Conference with their parents.

### **Phone Calls**

Students will not be permitted to call home for non-emergency situations. Parents who call school during school hours will need to leave a message with the office personnel who will in turn give the message to the student

### **Prayer And Pledge Of Allegiance**

Prayer, both formal and informal, is an integral part of the school day. Students and teachers start the day with prayer led by the Student Council, begin classes with a prayer, and pray together at other appropriate times. Individual, private prayer is also encouraged throughout the day. Classes may spend time in Eucharistic Adoration in the Perpetual Adoration Chapel.

Students are to participate in Prayer and Pledge of Allegiance during the morning announcements.

The Morning Announcements are conducted over the public address system by the Student Council officers. Persons who are in the hall are to stand still and participate in the activity. It is the adult's responsibility to set the proper example in this behavior.

### **Resource Program**

The Resource Program at St. Alban Roe School is dedicated to helping all students achieve success in the regular education classroom. The Resource Program will strive to support a learning environment which recognizes, encourages and supports the unique and diverse God given gifts of each student.

Students will be eligible for services after the classroom teacher has completed Tiers I and II of the Response to Intervention Plan, and the student has not shown significant growth. In Tier I

the student will have universal interventions in the classroom. Tier II takes place in the classroom as well, with the teacher and assistant. Individualized interventions will be used and progress monitored. If adequate progress is not being made, students will be moved into Tier III which is direct instruction in the Resource Program.

The resource teacher, a special educator, will support the skills being taught in the classroom with supplemental materials and strategies. The primary focus of the program is closing the gaps in learning for students and to keep the gaps at a minimum for at-risk students.

The length of service will depend on the progress of each individual student. Once a student has consistently met benchmarks and they are maintaining in the classroom they will be released from resource.

Resource services can be received as direct instruction in the resource room or in the regular classroom during the school day. Most often the students will have small group or individual instruction in the resource room. Depending on the number of students and the lesson being taught, the resource teacher may go into the classroom to support the students.

### **Safety Patrol**

Members of the Safety Patrol must be mature, responsible students. Students who demonstrate the qualities necessary to ensure the safety of the school children may apply to the School Safety Patrol Moderator. Members will be inducted into the Safety Patrol at the induction ceremony at a school Mass at the beginning of the school year.

### **School Emergency Closing**

In case of hazardous weather conditions, St. Alban Roe Catholic School will make decisions concerning cancellation of school independent of other schools. For bad weather closings and emergency closings, an announcement will be made on the TV stations: KSDK, KMOV, and FOX 2. Parents will also receive a call from the 'School Reach' phone system. St. Alban Roe Catholic School does not normally dismiss students for inclement weather once they are in school. Parents may always come to pick their children up if the weather is in question.

### **Smoking And Controlled Substances**

Any individual associated with St. Alban Roe Catholic School will not be permitted to smoke or to have smoking materials within their possession when on the premises of the parish properties during and/or related to the school day. This policy shall also apply when an individual participates in any school related functions that take place off parish premises.

Smoking and the illegal possession, use, transfer or sale of a controlled substance, alcohol, or any other chemical substance that is detrimental to an individual's health and welfare and/or the

health and welfare of others shall be prohibited on or in all parish facilities and at all school activities. No alcohol is permitted at a school sponsored event that includes children. (School Board Policy #25)

### **Student Records**

Parents/guardians have the right to inspect and review the official active file of their children. (Archdiocesan policy 4601.2)

A cumulative record of each student is kept on file in the school office. The student record includes final averages for grades from each year, test results, health records, any auxiliary information provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. The 'Withdrawal from School' letter must accompany the completed "Transfer of Records" form to the school office prior to records being sent. School records will only be mailed to the new school.

### **Suspected Child Abuse**

State law requires designated persons in a supervisory role, having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect by an adult, must report the matter promptly to the Department of Children and Families in the county where the suspect injury occurred.

Parents need not be notified of such a report.

### **Center For Creative Learning**

The Center for Creative Learning is provided by the Rockwood School System. Students in Grades K-5 must be tested in order to be eligible for the program. St. Alban Roe Catholic School permits eligible students to attend CCL on Fridays. Students must provide their own transportation to and from the CCL program. Parents of CCL students are responsible for all material taught and homework from their regular classes at St. Alban Roe Catholic School. It is the student's responsibility to obtain the missed work from the teacher or fellow students. Missed work is due at the teacher's discretion.

# **Parent Programs**

## **School Board**

The St. Alban Roe Catholic School Board is an advisory board as established according to the guidelines set forth by the Archdiocese of St. Louis. The School Board consists of the Pastor, the Principal and parents of students or other Parish members who shall be, to the extent possible, representative of the community the school serves.

The general nature of the business to be conducted by this Board is to act in an advisory capacity in the implementation of Archdiocesan policy and in the promulgation of the local school policy. This includes, but is not limited to, preparing, reviewing, and approving the school budget; formulating and interpreting school policies; long-range planning and community relations.

## **Parent Teacher Organization (PTO)**

The PTO is responsible for development and implementation of ancillary programs that enhance the welfare, education, and development of St. Alban Roe Catholic School students in home, school, church and the community. The organization also works to contribute to the financial stability of the school. All parents are members of this organization. The Executive Board members of the PTO are elected by the parents of children enrolled in St. Alban Roe Catholic School.

PTO annual Activity Fees are set by the PTO executive board. The PTO Activity Fee is paid at the August Back to School Packet Day.

## **Finance Committee**

The Finance Committee is a parish committee and is responsible for the approval and monitoring of the annual school budget proposed by the Principal and School Board. The Finance Committee ensures that the school budget and long-range plans are considered as part of the parish-wide community planning. Members are appointed by the Pastor.

## **Technology Committee**

The Technology Committee consists of staff member (s) and parents to act in an advisory capacity in technology-related matters in the school.

## **Homeroom Parents**

This group is headed by the Homeroom Parent Chairperson. Each grade has head Homeroom

Parent(s) and assistant parents. The homeroom parents assist teachers as needed with parties or other projects.

Being a homeroom parent involves time and close contact with the homeroom teacher, the Principal, the students, and organized PTO activities.

The responsibilities of a homeroom parents are:

- To serve as an example of Catholic living to other homeroom parents as well as the students and school community at large;
- To assist the faculty and staff in the educational process of the children in the school, which include participation in all the various aspects of school life;
- To provide a channel for communication between the teacher and the student's home.

These responsibilities can be manifested by coordinating classroom events and trips with the teacher; telephoning students' homes with information; attending meetings and contributing to discussions; making reservations and driving for field trips.

Activities are permitted and encouraged provided that they are informative, educational, enjoyable, and at the same time enhance the academic program. Any class activity should first be discussed and planned with the teacher and approved by the Principal.

## **Extended Day Program**

St. Alban Roe Catholic School has an agreement with Elegant Child to offer a before and after-school care program for students enrolled at St. Alban Roe Catholic School. The program is called Elegant Alban. This program is designed for working parents or those who need supervised care for their children after school. Registration for this program is done directly with Elegant Child personnel. Information will be provided in the re-registration packet for current families and the new registration information offered to new families in August. For additional information, please contact the Elegant Child Daycare.

## **Technology**

A safe environment for all members of the school community should be the hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring

within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or website 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"). Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.  
(Archdiocesan policy 4303.4)

To ensure the appropriate use of the Internet for school and/or church related purposes, the following policy covers use of and access to the Internet from St. Alban Roe's equipment or electronic connection.

### **Internet Access**

All St. Alban Roe equipment that has access to the Internet and other networks must use an access method approved by St. Alban Roe Administration. Computer and Internet usage is guided by the Technology Committee and the Principal. Technology related guidelines and strategy can be accessed on the SAR Website at <http://school.stalbanroe.org>.

### **Employee/Student Use**

Employee access to the Internet is intended for school or parish related purposes only and must be used in accordance with any and all related SAR guidelines. Personal use is not permitted.

The Internet is a complement to other work-related communications. It must not interfere with work responsibilities and must be used in accordance with any and all related St. Alban Roe guidelines.

St. Alban Roe's Internet service must not be used for any purpose that violates any laws or regulations.

St. Alban Roe's Internet service may not be used to download or transmit any communications where the meaning of the message, or its transmission, could be offensive to recipients. This includes, but is not limited to, receiving sexually explicit or racially offensive communications.

Personal access devices such as desktops, laptops, PDA's, wireless handheld devices, etc. are not permitted to attach to St. Alban Roe's private network or to use their Internet connection. Signed user agreements and parent/guardian permission statements are required at the beginning of each school year for all students wishing to use St. Alban Roe's private network or Internet connection.

### **Administration Responsibility**

St. Alban Roe Administration is responsible for assuring that the Internet is used to serve school objectives. Administration will take action when the Internet services are abused or misused.

### **Use of Network Resources**

Network resources that have been procured using school funds for the explicit use of St. Alban Roe School shall be dedicated to official school use only. Use of these dedicated school resources by outside groups will not be allowed. Any individual or group requiring use of St. Alban Roe Parish network resources should direct their requests to the Pastor for consideration.

### **Monitoring and Security**

Security is a primary concern. All inbound and outbound Internet traffic will be monitored to ensure appropriateness of content. Inappropriate material will be blocked from entering or traversing SAR's network. Any Internet communications – including e-mail and file transfers transmitted over external networks (e.g., the Internet) can be intercepted. Recipients of messages can redistribute those messages without the knowledge or the consent of the sender. Users are advised to be aware of this prior to transmitting sensitive information via e-mail or over the Internet.

### **Information Ownership**

All electronic mail, bulletin board messages, files and any other data stored on or transmitted by St. Alban Roe equipment via St. Alban Roe's Internet service is the property of St. Alban Roe. St. Alban Roe Administration may monitor, record, and retrieve any data located on its systems or network without notice or permission. Employees and authorized non-employees and students should not assume that electronic information whether business or personal cannot be monitored if the Administration deems it appropriate. This shall apply even if passwords or encryption is used.

### **Network Publication**

A Parent Permission Form for child involvement in media/marketing and website materials must be signed and on file in the school office prior to any publication.

### **Downloading Files**

Prior to downloading any information, written approval must be obtained from St. Alban Roe Administration and/or the Technology Coordinator. Only software related to St. Alban Roe-sanctioned school activities may be downloaded to St. Alban Roe-owned equipment. The use of downloaded software must comply with all copyright laws and licensing agreements. Downloaded software must be scanned before use to protect all school electronic resources against viruses or Trojan Horses.

## **Public Chat Sessions/Discussion Groups**

St. Alban Roe personnel and students must not participate in a real-time public “chat session” on school time, on school premises or with school-owned equipment unless it is directly related to:

- The individual’s job responsibilities with St. Alban Roe
- School-sanctioned projects

The appropriate supervisor must approve such participation.

St. Alban Roe personnel must not participate in a public discussion group (such as a listserv, mailing list or Usenet newsgroup) on school time, on school premises, or with school owned equipment unless it is directly related to the individual’s job responsibilities with St. Alban Roe. Such participation should be limited to acquiring knowledge that will help employees carry out their duties or enhance their professional skills.

While using St. Alban Roe resources to navigate the Internet all employees and students must maintain a professional manner. (School Board Policy #20)

## **Electronic Communication Acceptable Use And Conduct**

St. Alban Roe Acceptable Use Policy For Electronic Media (revised 2012)

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

Item 1 All users should be made aware of the parameters of media use. After an age-appropriate test, students will secure a “St. Alban Roe School User License” for the current school year, which will include the signed permission of a parent or guardian. A copy of this license will be kept on file.

Item 2 There should be no use of electronic media without the authorized permission of a faculty member.

Item 3 Only properly licensed electronic media and software procured by ST. ALBAN ROE may be utilized on school electronic equipment.

## **Instructional Use of Copyrighted Materials (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 or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Item 4 Users should not invade the property of individuals or the school including, but not limited to, private files, administrative software, and e-mail. School use of the Internet prohibits unauthorized enrollment in newsgroups, purchases, or monetary transactions of any kind.

Item 5 Users should not give out personal information such as full name, phone number, or address. All citations on the school web page will include first name and grade level only. Photographs will not include names. Photographs and student work cannot appear on the school web page without written consent of a parent or guardian in the form of the new Archdiocesan Video/Photo Release form. This form will be kept on file in the school office and renewed each school year.

Item 6 Users should not conduct electronic searches for or access information that is pornographic, violent, illegal, or supportive of extremist viewpoints that are offensive in any way to the teachings of St. Alban Roe Catholic School.

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 administrative 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 4303.4, Internet and Electronic Communications Conduct)

Item 7 Users must be prepared to 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.

### **Consequences Of User Policy Violations:**

- Parent notification,
- Loss of school user license and media privileges,
- In severe cases, disciplinary action as stated in the Internet and Electronic Communications Conduct Policy may apply.

### **Maintaining School Privacy**

St. Alban Roe Catholic School understands that students/parents have access to technology that

enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students 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 teachers' 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. (Archdiocese of St. Louis, 2011)

## **Discrimination Policy**

It is the policy of St. Alban Roe Catholic School to make every effort to provide an educational environment as well as a work environment free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at St. Alban Catholic School, as well as others who may be in a working relationship with the school. St. Alban Roe Catholic School is open to and respects the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of St. Alban Roe Catholic School. Each individual faculty, staff member, student, or others who are in a working relationship with the school, are entitled to work/attend school and school-related events in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct that ensure the school is free from sexual and other forms of illegal harassment such as, but not limited to: race, color, sex, national origin, citizen status, disability or handicap.

St. Alban Roe Catholic School will neither tolerate sexual harassment, nor will it tolerate reprisals against any employee, student or other person who makes a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action, including termination of employment. Any supervisor of faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity.

Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

### **Definition of Sexual Harassment - Student Relationships**

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and/or fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

### **Examples of Sexual Harassment:**

- sexual innuendoes
- jokes of a sexual nature
- sexual propositions
- sexually suggestive pictures or cartoons
- foul and obscene language, jokes or gestures
- unwanted and unnecessary physical contact
- unwelcome comments about appearance

### **Reporting Sexual Harassment**

The school will delegate a person to answer questions and disseminate information about the policy, investigate complaints and take appropriate corrective action. Any faculty or staff member, student, or other person in a working relationship with St. Alban Roe Catholic School, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the Principal.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, student or other person in a working relationship with St. Alban Roe Catholic School, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

St. Alban Roe Catholic School provides training for its faculty and staff in the area of recognizing and dealing with issues of sexual harassment. In addition, our school abides by the

regulations regarding in-service and paperwork as required by the Archdiocese of St. Louis.

## **Weapons**

Students are prohibited from bringing weapons to school and school-sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, or in the immediate vicinity of the school.

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk, and stiletto knife with a blade over 3 inches long, pocket-knife opened by mechanical device, iron bar or brass knuckles.

### **Definitions**

- A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to, "dangerous weapon" as defined by the state law.
- School premises include the school building and the adjacent grounds, including but not limited to parking lot, playground and athletic fields.
- Immediate vicinity of the school means a block radius of the school.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, etc.

Questioning of the same purpose may include questioning by the Principal, a member of the administrative team, a school teacher, the Pastor, or a person acting in the place of any of these.

When a body search is conducted, it shall be in the Principal's or Pastor's office or other appropriate place. Another person of the same sex will conduct the search of the student and the search will take place in the presence of another adult of the same sex appointed by the Pastor or Principal.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises, s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including withdrawal for cause from school.

Depending on the nature of the weapon, the local police department shall be notified immediately. If possible, a student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school's policy is subject to disciplinary action up to and including withdrawal for cause.

The Principal may exercise the option to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Withdrawal for cause will be imposed on any student determined to have brought a firearm to school for a period of not less than one year. The term "firearm" means:

- any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapons;
- any firearm muffler or firearm silencer; or
- any destructive device.

## **Violence**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

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

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

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory

counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident. (Archdiocesan policy 4303.3)

## **Extra-Curricular Activities**

### **Student Ambassadors**

Students learn the characteristics of an ambassador—ambition, school pride, good manners and a spirit of service, to name just a few. They can become engaging and credible tour guides, and gracious hosts at school events. They can create positive relationships with parishioners and members of the local community.

Students learn responsibility and a host of skills that transfer to other areas of their social, academic and work lives. In their school uniform, their behavior and the way they speak send a powerful message about the kind of school they attend. They learn to be aware of that responsibility and use it for good.

### **Athletic Association**

An organized sports program is offered by the St. Alban Roe Athletic Association (“Athletic Association”). The main function of the Athletic Association is to coordinate athletic programs that are provided as a vehicle for recreation and development of the youth of St. Alban Roe’s parish within an atmosphere of catholic philosophy and good sportsmanship and teamwork. The sports offered include soccer, basketball, and volleyball.

### **Band**

St. Alban Roe students in Grades 4-7 may participate in this before-school activity. There are two bands: Beginners and Advanced Band. The Beginner Band is open to any Fourth through Eighth grade student who wishes to learn to play an instrument. The Advanced Band is open to any Fifth through Eighth Grade student who has prior experience on his/her instrument. Each band meets once a week and performs in three concerts each year; two in school and one at the Archdiocesan level. Students in band provide their own instruments. There is a monthly fee for band members.

### **Bellarmino Speech Club**

Students in Grades 5-8 may participate in the speech club offered at St. Alban Roe Catholic School. The club sends a team to four speech meets during the school year. Students practice

under the direction of adult coaches during the school year. Speech Meets take place during the school year.

### **D.A.R.E.**

The D.A.R.E. program is an exciting 10-week program for Fifth Graders designed to familiarize the students with recognizing and resisting the pressures that influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. Parent/guardian participation is an important part of the D.A.R.E. curriculum. A graduation is held at the conclusion of the program taught by the St. Louis County Police Department.

### **Scouts**

Girl Scouts, Boy Scouts, and Cub Scouts are offered through the Parish organization. Boy Scouts include students in Grades 6-8; Cub Scouts includes students in Grades 1-5; Girl Scouts includes students in Grades K-8. The Scout program emphasizes community service, new experiences, and fun through badge work. Scouting Night is held in the fall of each school year for those who are interested in joining.

### **Spelling Bee**

Scripps National Spelling Bee is locally sponsored by the St. Louis Post Dispatch. St. Alban Roe participates in this annual event and our students compete in January. Grades 4-8 are eligible to participate. Each classroom will hold their own competition in December.

### **Student Council**

Students in Grades 4-7 may be elected to serve a one-year term as a Student Council member. Elected members serve from August to May in Grades 5-8. Eligibility for a student council position will be delivered to each candidate.

Elections are held in the spring of each school year. The Archdiocese of St. Louis; Catholic Education Office for elementary schools sponsors a student council workshop held at the Archdiocesan offices in the fall. Student Council Board Members will participate in the event under the supervision of a faculty advisor.

### **Yearbook**

This activity is currently under the direction of a group of parent volunteers. The purpose of the

publication of a yearbook is to capture and print the memories of the school year. Parents have the option to purchase copies before the end of the school year with disbursement of the books in the fall.

*This Student/Parent Handbook contains established policies and procedures for the 2016-2017 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school/parish administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.*