

Holy Infant School

248 New Ballwin Road
Ballwin, Missouri 63021

Phone 636-227-0802

Website holyninfantschool.org

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Office hours: Monday–Friday, 7:30 a.m.-4:00 p.m.

Reverend Edward Stanger, Pastor
Mrs. Rebecca McQuaide, Principal



HOLY INFANT
CATHOLIC SCHOOL

Be it known to all who enter here

That Christ is the reason for this school,

The unseen but ever present teacher in its classes,

The model of its faculty,

The inspiration of its students.

Philosophy

Holy Infant School, a Catholic co-educational community, is committed to the development of the whole person in an atmosphere of faith, love and respect. We believe that the purpose of Catholic education is to teach children to understand the Christian message and to imitate Christ's life of love and service. Our commitment is founded and best expressed in the following statement:

*Be it known to all who enter here that Christ is the reason for this school,
The unseen, but ever-present teacher in its classes, the model of its faculty, the inspiration of its students.*

While the primary focus is spiritual formation, Holy Infant School fosters moral, intellectual, emotional, social, and physical growth. We also endeavor to instill an appreciation of the fine arts, acceptance of environmental responsibility, respect for individual differences, and awareness of cultural diversity with a commitment to social justice. Each child's uniqueness is recognized and nurtured through different teaching styles and a diversified curriculum. Academic success is a priority for students at all levels. Our aim is to prepare children to meet future educational challenges and to function well in an ever-changing technological society.

Holy Infant School, together with parents as the primary educators of children, strives to provide a living example of Gospel values and Christian witness. Students, parents, teachers, administrators and priests share the responsibility of creating a living faith community.

Mission Statement

Holy Infant Catholic School,
building on a foundation of academic excellence,
in partnership with parents and the parish community,
strives to teach as Jesus did - in faith, with love and respect,
helping each child to achieve his or her
full spiritual and academic potential.

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 their 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 him (her) in the practice of the faith. It will be your duty to bring him (her) 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 faith. May you be also the best of teachers, bearing witness to the faith by what you say and 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.**

Holy Infant School Faculty and Staff

2021 - 2022

Pre-School / Jr. Kindergarten

Mrs. Amber Hurst
Mrs. Katie Kennedy
Mrs. Claire Meyer
Mrs. Megan Westman

Kindergarten

Mrs. Maribeth Church
Miss Elizabeth Schueppert

Grade 1

Mrs. Kathee Lenger
Mrs. Kirsten Aschenbrenner

Grade 2

Mrs. Katie Pille
Mrs. Joanna Villhard

Grade 3

Ms. Shari Brinker
Mrs. Angie Trost

Grade 4

Mrs. Sarah Corson
Mrs. Kelly Sida

Grade 5

Miss Colleen Hannegan
Mrs. Angie Ridder

Grade 6

Miss Christy Forrest
Mrs. Heather Hoene

Grade 7

Mrs. Susan Jones
Mr. Liz Schelmbauer

Grade 8

Mr. Patrick Hannegan
Mr. Jim McQuaide

Technology Coordinator

Mr. Adam Meesey

Resource

Mrs. Maureen Jaworski
Mrs. Carol Nacke

Innovation Lab Coordinator

Mrs. Carrie Wolf

Physical Education

Miss Carmen Holahan

Library

Mrs. Carolanne Ryle

Reading

Mrs. Pamela Seder

Music /Handbells

Mr. Darrell Sabin

Art

Mrs. Claire Winkeler

Health Room

Mrs. Barb Ford, RN

Maintenance Supervisor

Mr. Rob Meinberg

Teacher Aide

Mrs. Andi Martin
Mrs. Cecile Nord
Mrs. Betsy Penilla
Mrs. Kathie Pike
Mrs. Carrie Wolf

Office Staff

Mrs. Donna Collmeyer
Mrs. Marilyn Reisel

Holy Infant School

2021 - 2022

School Board

Reverend Edward Stanger, Pastor
627 Dennison Drive
Ballwin, MO 63021
636-227-7440

Mrs. Rebecca McQuaide, Principal
248 New Ballwin Road
Ballwin, MO 63021
636-227-0802

Mr. Tom Rafferty, President
335 Alverston Ct.
Ballwin, MO 63021
636-386-5786

Mrs. Jennifer Cucchi
Mr. Greg DeLargy

Mr. Mike Dohr
Mrs. Judy Hess

Mrs. Sarah Miller
Mrs. Sarah Poulos

Marketing Team

The Marketing Team is a Holy Infant School Board of Education Committee

Mrs. Rebecca McQuaide, Principal
248 New Ballwin Road
Ballwin, MO 63021
636-227-0802

Mrs. Betsy Penilla
Mrs. Renee Rogles

Mrs. Angie Skirvin
Mrs. Sarah Soltow

Advancement Team

The Advancement Team is a Holy Infant School Board of Education Committee

Reverend Edward Stanger, Pastor
627 Dennison Dr.
Ballwin, MO 63021

Mrs. Rebecca McQuaide, Principal
248 New Ballwin Road
Ballwin, MO 63021

Annual Fund:
Auction:
Golf Tournament:

Mr. John Penilla
Mrs. Amanda Davis
Mr. Jason Rennegarbe

Enrollment Management Team

The Enrollment Management Team is a Holy Infant School Board of Education Committee

Mrs. Rebecca McQuaide, Principal
248 New Ballwin Road
Ballwin, MO 63021

Mr. Marlowe Valdeabella

Parent Organization

The Parent Organization is a Subcommittee of the Holy Infant School Board of Education

Mrs. Rebecca McQuaide, Principal
Mrs. Tiffany Emge, Chairperson

Mrs. Jen Cucchi
Mrs. Amanda Davis
Mrs. Rachel Day
Mrs. Melissa Edwards

Mrs. Natalia Hoft
Mrs. Andi Martin
Mrs. Jill Volansky
Mrs. Melissa Westhoff

Cafeteria

Mrs. Laura Kramer

Midday Recreation

Mrs. Donna Collmeyer

Uniform Exchange

Mrs. Rose Aschenbrenner

Corporate Incentives

Mrs. Donna Collmeyer (Boxtops)
H. I. Seniors (Recycling)

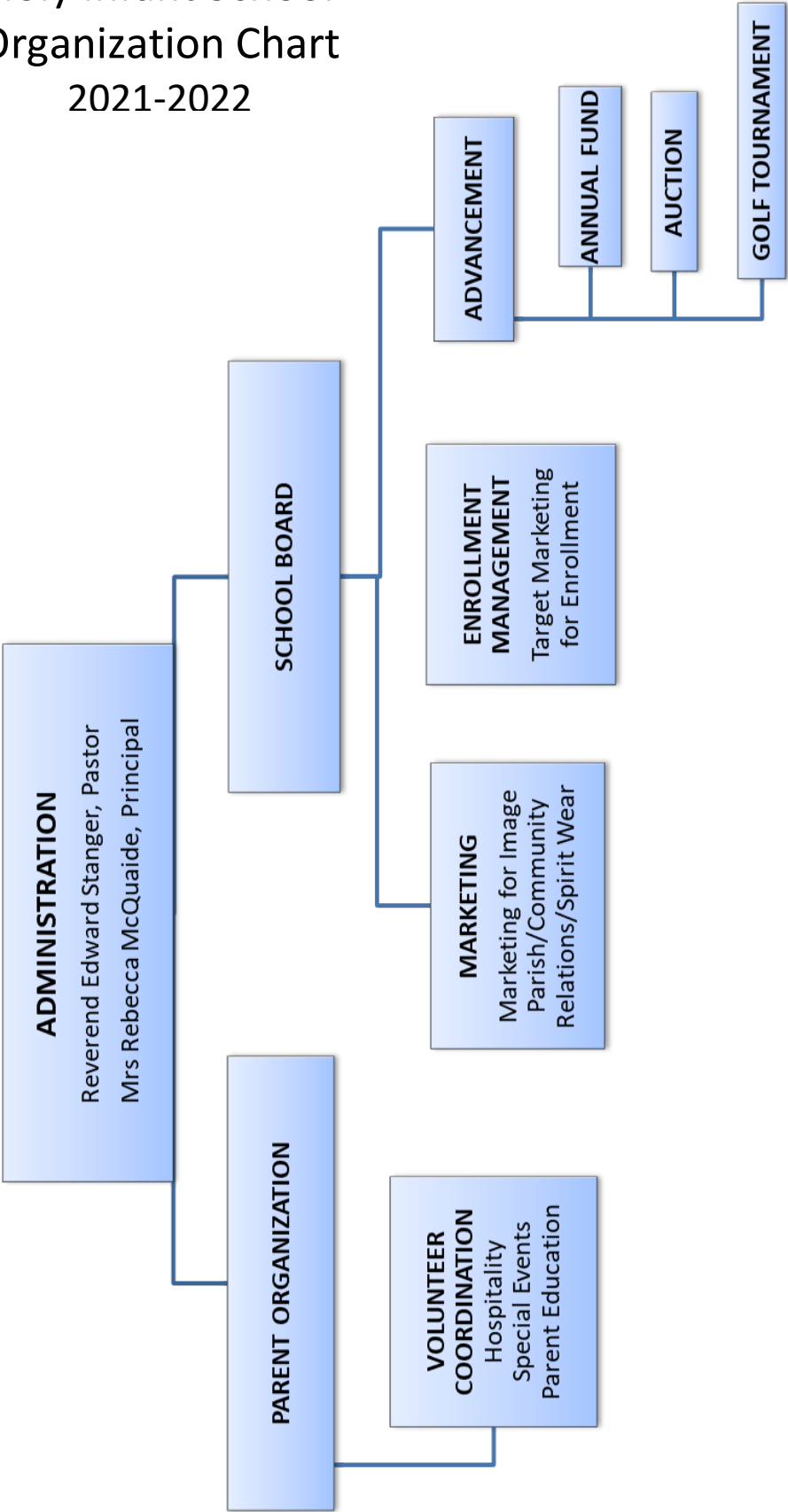
Bellarmine Speech

Mrs. Pam Seder

Irish Dancing/McNamara's Band

Mr. Adam Meesey
Mrs. Donna Collmeyer

Holy Infant School Organization Chart 2021-2022



Holy Infant School

Parent-Student Handbook

This Parent/Student Handbook contains established policies and procedures for the 2021-2022 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Please note that there may be changes to some procedures throughout the year due to Covid-19 restrictions.

ADMISSION AND ENROLLMENT

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Parents wishing to enroll their children in Holy Infant School must understand and agree to the purposes of Catholic schools.

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. (4101)

Admission to Holy Infant School is contingent upon the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. Evidence of any family's desire for enrollment in Holy Infant School includes:

- 1) participation in the spiritual and social life of the parish;
- 2) support of the concepts upheld in the *Witness Statement for Those Seeking to Enroll their Children in a Catholic School or a Parish School of Religion* (see Appendix 1);
- 3) agreement to follow the policies and procedures of the school;
- 4) willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children;
- 5) parents'/guardians' willingness to accept the financial responsibilities of attending the school.

Families that are registered in Holy Infant Parish are eligible to enroll their children in Holy Infant School. Families that are not registered in Holy Infant Parish are eligible to enroll their children in Holy Infant School and are subject to "non-parishioner" tuition rates.

All students returning to Holy Infant School must re-enroll every school year.

Students enrolling in Preschool must be 3 years of age before August 1 of the year for which enrollment is sought.

Students enrolling in Junior Kindergarten must be 4 years of age before August 1 of the year for which enrollment is sought.

Students enrolling in Kindergarten must be 5 years of age before August 1 of the year for which enrollment is sought.

Students enrolling in First Grade must be 6 years of age before August 1 of the year for which enrollment is sought.

Application for Enrollment for New Families

Enrollment for Holy Infant School must be made through APPLICATION. When admitting new students to Holy Infant School, first consideration will be given to families already having children in the school, second to families presently registered in the parish, and third to new families currently moving into the parish or families that are not registered parishioners. In the event of limited space, the following criteria will be used to determine admission:

- 1) Registration and time of registration in this parish
- 2) Previous enrollment in a parochial school
- 3) Participation in the spiritual life and other activities of the parish
- 4) Demonstration of a commitment to living the Catholic Faith
- 5) Active financial support of the parish
- 6) Present size of class requested
- 7) Intellectual, psychological, behavioral patterns of the student

A non-refundable per student application fee is due at the time of application for enrollment. No applications will be accepted without the application fee. Interviews with the pastor and principal are scheduled for new families enrolling students in Kindergarten through Grade 8. The enrollment process continues after the interview has occurred. Application to transfer students from other Catholic schools must be accompanied by an evaluation from the previous school.

Enrollment Process

After application has been made and an interview conducted, the enrollment process includes:

- 1) completion of the required enrollment forms;
- 2) verification of the date of birth by a review of the birth certificate and baptismal certificate;
- 3) verification of the dates of other sacramental celebrations;
- 4) verification of custody and education arrangements in cases in which the parents of the student are divorced. (A copy of the portions of the current divorce decree which verify custody and education arrangements must be provided.)

Re-Enrollment for Current Students or New Siblings of Current Students

Re-enrollment information is sent home early in the second semester to all parents/guardians whose children are currently enrolled in Holy Infant School. Re-enrollment forms and fees are due by the designated date. New siblings of current students should be included on the re-enrollment forms and **appropriate enrollment forms for the new student must also be completed.**

Enrollment and Re-Enrollment Forms and Fees

All families must complete and submit the required forms and fees by the designated deadlines. Enrollment and Re-enrollment packages include all or some of the following:

- 1) Letter of Instruction
- 2) Parent Witness Statement (to be signed and returned)
- 3) Tuition Payment Schedule Sheet (to be signed and one copy returned)
- 4) Family Enrollment Card (to be signed and returned)
- 5) New Student Enrollment Form(s) (one per student to be returned immediately)
- 6) Student Evaluation Sheet (Grades 1-8) for students transferring from another school
- 7) Appropriate Medical Forms (to be returned before the first day of school)
- 8) Uniform Regulations

A **non-refundable per student re-enrollment fee** is due at the time of re-enrollment. No re-enrollments will be accepted without the re-enrollment fee. A late fee will be applied to re-enrollment fees received after the designated deadline.

A non-refundable Book and Supply fee for every student is required and may be paid at the time of enrollment but must be paid prior to the closing of the school office in June. A late fee will be applied to unpaid book and supply fees. Report cards are withheld and access to Gradelink is de-activated until all tuition and fees are paid. Permanent records may be withheld until all tuition and book/supply fees are paid.

Annual Tuition Fees and Payment Information

For school year 2020-2021, tuition for registered parishioners whose children are in Kindergarten through Grade 8 is as follows:

One Student	\$5,300.00
Two Students	\$8,200.00
Three or more Students	\$9,800.00

There are several tuition payment options. Parents/guardians choose a tuition payment option at the time of enrollment. All school tuition must be paid before June 30. Any remaining balance will incur a 5% late charge. **Report cards are withheld and access to Gradelink is de-activated until all tuition and fees are paid. Permanent records may be withheld until all tuition and book/supply fees are paid.**

All families are eligible to apply for financial aid from the Archdiocese of St. Louis, and financial assistance from Holy Infant through FACTS Grant & Aid Assessment.

Any voluntary charitable contribution to the school over and above the tuition should be tax deductible and may be eligible for employers' matching gifts programs.

In addition to tuition payments, all families are asked to give a reasonable donation for parish support. All donations to the Church beyond the tuition payments are tax-deductible.

Transferring from Another Catholic School (4102.2)

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission (4102.1) would apply at any transfer point.

Transferring from a Merged/Consolidated Catholic School (4102.3)

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish.

Transferring from a Non-Catholic School (4102.4)

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission (4102.1) would apply at any transfer point.

Transferring from a School District under Court Ordered Desegregation Plan (4102.5)

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools.

Admission of Students on a Conditional Basis (4102.61)

If a school intends to accept a student on a conditional basis, it is essential that the decision be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school should communicate the conditions of the acceptance in writing. The Catholic Education Center is available for assistance with making and communicating such decisions.

Admission of Students under Special Circumstances (4102.62)

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction:

1. By providing the following records which they are required to keep by state law:
 - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
 - b. a portfolio of samples of the student's academic work;
 - c. a record of evaluation of the student's academic progress;
 - d. other written or credible evidence equivalent to the points listed above.
2. By providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consistent with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.

In addition, parents/guardians of Catholic students must demonstrate that the student has been receiving regular religious instruction by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement will be determined by a review of the above records and evidence provided, student work samples and by an interview with the child and/or parents/guardians. If the records are not sufficient to determine placement, the student can be given appropriate end of grade or other appropriate assessments and student work samples can be evaluated for equivalence of grade level achievement.

Enrollment in a Catholic school and participation in a homeschool is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school.

Admission of Students from Other Countries (4102.63)

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Center before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

AFTER SCHOOL CARE

The Clover Care After School Program is offered from 2:45 p.m. until 6:00 p.m. in the lower cafeteria for students enrolled in Holy Infant School. For information about registration and fees consult the school website at www.holyinfantschool.org. ***Clover Care After School Care Program information is included in Appendix 2 of this handbook.***

ARRIVAL PROCEDURE

Classroom supervision begins at 7:30 a.m. Students are discouraged from arriving prior to the time when supervision begins. *There is no supervision available for students who arrive at school prior to 7:30 a.m.*

The main entrance to the school building is on the north side of the building. All traffic enters the school parking lots from New Ballwin Rd. and joins one of the two single lines of ONE WAY traffic on the lower section *or* the upper section of the parking lot. All arrival traffic is ONE WAY and exits turning left onto Nancy Place. In order to keep traffic on New Ballwin Rd. to a minimum, we ask that you do not turn right onto Nancy Place. Please adhere to the directives given by the Traffic Committee on site every morning.

- Traffic arriving from the south (from the direction of Woerther Elementary) should turn **right** into the first driveway (near the outdoor message board), pass in front of the cafeteria windows and continue around the corner of the building (turning to the right) in single file, pulling up as far as possible before stopping.
- Traffic arriving from the north (from the direction of Manchester Rd.) should turn **left** into the driveway nearest the recycling bins and veer to the left in single file, pulling up as far as possible before stopping.
- All drivers should remain in their cars.

When the traffic is stopped, students should exit their cars from the right side (passenger side) of their vehicles and walk directly to the sidewalk. Students crossing from the upper parking lot should wait at the CROSSWALK for assistance. All students enter the building through the door near the statue of St. Francis.

There is NO PARKING PERMITTED AT ANY TIME DURING MORNING ARRIVAL. If it is necessary to park during arrival time, please use only the row of parking spaces numbered 132-159 closest to the *basketball hoops* on the far north side of the lot. PLEASE NOTE: The Church lot is reserved for daycare buses and for those attending morning Mass. Please do not use the Church parking lot during arrival time. Students should not be dropped off on the Church parking lot.

ATTENDANCE

At Holy Infant School, the students' school day begins at 7:50 a.m. and ends at 2:55 p.m., except on Early Dismissal days when students are dismissed at 12:05 p.m. See DISMISSAL PROCEDURES: Faculty Meeting Days

A student's regular and punctual attendance at school is a basic condition for growth through learning. Absence from school or tardiness arriving in the classroom can only deter this progress. Chronic absenteeism/tardiness are not acceptable. In cases of chronic absenteeism or prolonged absence due to a serious illness, mastery of skills and concepts will determine promotion to the next grade level. Extended absence due to family vacation is discouraged. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (4201) *Every student's attendance record (including tardiness) is part of his/her cumulative active file.*

Absences

Parents/Guardians must call the school Health Room between 7:30-8:30 a.m. each day of the absence.

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned curricular activities (e.g. field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. (4201)

Students who are absent because they are making shadow visits at high schools are considered absent.

If, for any reason, a student is out of school longer than two hours during a morning or afternoon session but is present in school for the remainder of the school day, the absence is recorded as "*absent for half a day*".

Tardiness

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (4202) Students are expected to report to their homerooms no later than 7:50 a.m. Students reporting to their homerooms between 7:50 a.m. and 8:00 a.m. will be tardy.

Students arriving at school between 7:50 a.m. and 8:00 a.m. are tardy and **must report to the school office with a parent/guardian who must sign the Late Arrival book.**

Excessive tardiness may be investigated by the principal and appropriate action taken.

Time Out

Students arriving at school after 8:00 a.m. are considered "*Time Out fewer than two hours.*" Students arriving at school after 8:00 a.m. **must report to the school office with a parent/guardian who must sign the Late Arrival book.** If, for any reason, a student is out of school fewer than two hours during a morning or afternoon session, but is present in school for the remainder of the school day, the absence is recorded as "*Time Out fewer than two hours.*" Reasons for all absences are recorded in school files.

Dual Enrollment/Rockwood School District Gifted Education Program at the Center for Creative Learning (CCL)

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

Students attending the Rockwood School District Center for Creative Learning (CCL) are considered to be present in school; therefore, if a student who is enrolled in the Rockwood Gifted Education Program does not attend CCL on the assigned day, parents/guardians are required to inform Holy Infant School of the absence.

Early Release for Appointments, etc.

Parents/Guardians should endeavor to schedule doctor and dental appointments outside school hours.

If a student must leave school for any reason other than illness, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. (4201) The absence will be recorded as “*Time Out fewer than two hours*” or “*Absent for half a day*”, or “*Absent*” as previously defined.

When the parent/guardian arrives at school and signs the Early Release Book, the student will be called to the office and released from school. **See ATTENDANCE: Absences, Time Out**

Absences Due to Family Vacations

The school discourages extended absences for family vacations during school time. **See HOMEWORK: Missed Homework During an Absence, Vacation Homework Policy.**

Truancy

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. (4201.1)

BIRTHDAYS

Instead of bringing in birthday treats, students may dress down on their birthday in appropriate attire. If their birthday is not during the school year, they may dress down on their half-birthday. They may dress down on the school day closest to their birthday, if it occurs on a weekend or during a break.

Out of consideration for all students, party invitations may not be distributed at school. In order to avoid hurt feelings among the students and a disruption in the school day, please refrain from sending birthday balloons/flowers or other delivered items (i.e. fast food, pizza, beverage coolers, etc.) to students at school. Items received will be held in the school office until dismissal.

BOOKS AND SCHOOL PROPERTY

Textbooks are rental property. Students must cover books at the beginning of the year. Students must carry their books to and from school in a schoolbag, backpack, or similar container.

Students are required to pay for lost or damaged books or any item of school property that is lost or damaged.

CHANGE OF ADDRESS

Parents/Guardians must notify the school office about a change of address, telephone number, emergency phone number or email address. You will also need to sign on FreshSchools.com and make the changes. This is necessary for emergency situations as well as for updating school records.

CLASSROOM PARTIES

The designated Party Coordinators plan activities and/or treats for the students at Halloween, Christmas and Valentine's Day, following the party guidelines submitted by the teachers. Anyone wishing to participate as a Room Mother should contact one of the Parent Organization Core Team members for further information.

The School Wellness Program requires that the classroom teacher be contacted in advance for guidelines. It is advisable that treats be commercially prepared and individually wrapped.

Parents/Guardians **must** check with the homeroom teacher, head room mother, and the Health Room Coordinator about food allergies in the classroom before choosing a snack or treat for the class. Reading food labels is the only way to be sure about ingredients. If there are any questions about an ingredient list, please send the packaging to school so the school nurse can check the ingredients. Baked goods without an ingredient list cannot be shared. Baked goods cannot be shared if they are prepared in a facility that processes tree nuts or peanuts. **See BIRTHDAYS, HEALTH ROOM: Students with Significant Medical Conditions.**

COMMUNICATIONS

Appropriate ongoing communication between home and school is encouraged to insure students' progress. Information is communicated regularly to each family in a variety of formats.

Meet & Greet for Parents and Students

There will be a Meet & Greet for parents and students before the start of school. The students will be able to meet their teacher, explore the classroom, and drop off their school supplies. There will be important information for you to pick up in the Upper Cafeteria regarding meal cards, parking lot assignments, etc. along with the Used Uniform Sale.

Back to School Night for Parents

Back to School Night for Preschool through Grade 8 **parents** will be held before the start of school. We will begin in Church. From there you are invited to visit the classroom to learn more about the curriculum, the schedule, lunch options, and arrival/dismissal procedures.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled approximately two weeks after the end of the first quarter of the school year for students in Preschool through Grade 8. The Parent-Teacher conference is an opportunity to become acquainted with the teacher and to discuss the student's progress. Subsequent conferences may be scheduled as deemed necessary by the teacher or parents/guardians.

School Calendar

The All-Year School Calendar is distributed to all families at the beginning of the school year and posted on the school website at www.holyinfantschool.org.

School Bulletins

Every two weeks a school bulletin is posted on the school website at www.holyinfantschool.org. The Bulletins contain pertinent and timely information regarding school holidays and special events. Parents/guardians are urged to read it carefully and keep it handy for reference.

Lunch Menus

Lunch Menus are posted every two weeks on the school website at www.holyinfantschool.org. The Lunch Menu includes important information and reminders for parents/guardians scheduled for mid-day recreation duties during that time.

Teachers' Newsletters

Pertinent information that is particular to a grade or classroom is sent home with students and/or posted on the school website at www.holyinfantschool.org.

Gradelink Online Gradebook

This web-based program allows parents/guardians and students in grades Kindergarten through 8 to have online access to marking codes (primary grades), grades, and attendance records at any time throughout the school year. The system is password-protected, secure, and confidential. Parents/guardians and students are encouraged to log on frequently to monitor students' progress. A link to Gradelink is available through the school website at www.holyinfantschool.org, *School News* link. **Access to Gradelink is de-activated until all tuition, fees and fines are paid.**

Report Cards

Report Cards are issued four times each school year for students in grades 1 through 8 to inform parents/guardians of progress in the areas of academic achievement, conduct, punctuality, and attendance. Kindergarten report cards are issued at the end of each semester. Report cards include an explanation of the grading system appropriate to the grade level. **Report cards are withheld and access to Gradelink is de-activated until all tuition, fees and fines are paid.**

Appointments with Teachers

Questions and concerns should be addressed to the classroom teacher first. If issues remain after speaking with the teacher, parents/guardians are encouraged to contact the principal. Parents/Guardians who wish to speak/meet with a teacher or the principal are asked to write a note or call the school office (between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday) to arrange an appointment. Notes or calls requesting appointments with teachers or the principal will be acknowledged within 24 hours of receipt of the note or call.

Classes/teachers should not be disturbed during school hours. Parents/Guardians and other visitors may not visit classrooms or teachers during the school day (7:30 a.m.- 3:15 p.m.) unless an appointment has been scheduled. Parents/Guardians are asked to refrain from calling teachers at their homes or on their cell phones. **See VISITORS.**

School Website/E-Mail

Please check www.holyinfantschool.org for pertinent information or contact the school office at schooloffice@holyyinfantballwin.org. Teachers' newsletters and other important information are also posted on the school website at www.holyinfantschool.org. Please check the website frequently.

Fresh Schools Broadcast System

The Fresh Schools Broadcast System is a broadcast system that enables school personnel to notify all households and parent/guardians within minutes by text and/or email in the event of an emergency or unplanned event that causes early dismissal or school closure.

In the case of snow closing, the broadcast system is used as an overlay to the television announcements. Holy Infant School will continue to report snow closings on television stations 2, 4 and 5.

The service may also be used by the school to communicate important school-related information. For more information about the Fresh Schools broadcast system, please consult the school website, www.holyinfantschool.org.

CONDUCT AND DISCIPLINE

Respectful and orderly behavior is expected in all circumstances from all students. Each student has a personal responsibility to contribute to a Christian learning atmosphere through his/her behavior choices. Students are informed of behavior expectations during the first days of the school year.

Virtue-Based Restorative Discipline (VBRD)

The Virtue-Based Restorative Discipline program offers teachers, parents, students, and schools tools for cultivating virtue while repairing harm from hurtful behaviors. Teachers, students, and, when appropriate, parents, work together to:

- understand the harm and develop empathy for both parties;
- listen and respond to the needs of both parties;
- encourage accountability and responsibility through personal reflection within collaborative planning process

The Virtue-Based Restorative Discipline program is used in conjunction with other conduct and discipline procedures. **See APPENDIX 3 (4301.1)**

Serious Disciplinary Consequences

The administration and/or local school board, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. (4302)

- *Suspension* is the removal of a student from all classes for a specified period of time. (4302.1)
- *Probation* is the continued enrollment of a student, but with specified conditions. (4302.2)
- *Withdrawal for cause* is the permanent end of enrollment of a student from a school. (4302.3)

Specific Conduct Policies

- *Smoking and the use of smokeless tobacco products* is prohibited. (4303.1)
- *The use and abuse of alcohol and other drugs* poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of unprescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. (4303.2)
- *Violence and the Threat of Violence* **See SAFETY: Violence and the Threat of Violence**
- *Internet and Electronic Communications* **See INTERNET AND ELECTRONIC COMMUNICATION CONDUCT**
- *Cell Phone Use* **See ELECTRONIC DEVICES: Cell phones, INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT: Cell phones**

CURRICULUM

In an atmosphere of faith, love and respect, Holy Infant School offers a comprehensive religious and academic curriculum to students in grades Preschool through 8. The curriculum at Holy Infant School follows the curriculum recommended by the State of Missouri, the Archdiocese of St. Louis and the Archdiocesan Catholic Education Center, with emphasis on recognition of individual needs at all grade levels. Core curriculum includes Religion, Language Arts (Phonics, Reading, English, Spelling, Vocabulary, Writing), Mathematics, Social Studies, and Science. Additional instruction is provided in Music, Physical Education, Art, Computer, and Library Skills, including the Accelerated Reader Program. Resource assistance is available for students with specific learning needs. Formal religious instruction is enhanced by a variety of liturgical experiences, sacramental preparation, and participation in school and community service opportunities.

Recognizing that parents/guardians seek the assistance of the elementary school to support them in their role as the primary educators of their children in human sexuality, Holy Infant School incorporates a chastity education program within the religion curriculum. The Benziger *Family Life* Program is approved for the Archdiocese of St. Louis. It emphasizes the moral teaching of the Church and complements the education given by parents/guardians. Parents/guardians are permitted to sign an *Opt Out Form* if they prefer that their student(s) not participate in some or all of the *Family Life* lessons.

As part of the ongoing commitment to provide a safe and healthy environment for our children, the Archdiocesan Child Safety Committee has developed a school-based curriculum for grades Kindergarten through 8 intended to equip students with the skills necessary to participate in their own personal body safety. The “Safe Touch” curriculum is taught in one class period. The “Safe Touch” curriculum approaches the subject of personal safety in a respectful manner, connecting spiritual values with information to keep students safe. Parents/Guardians are notified before the instruction takes place. Parents/Guardians are permitted to sign an *Opt Out Form* if they prefer that their student(s) not participate in the “Safe Touch” lesson. **See SAFE ENVIRONMENT PROGRAM – ARCHDIOCESE OF ST. LOUIS: Safe Touch**

Accelerated Reader **See LIBRARY: Accelerated Reader**

Extracurricular Activities (5202.10)

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined.

A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents'/Guardians' permission must be obtained for a student to participate in extracurricular activities.

Extracurricular Activities: Publications (5202.101)

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

Extracurricular Activities: Sportsmanship (5202.102)

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans. Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

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, multi-media presentations, and Internet websites 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.

Monitoring Internet Activities (5202.71)

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "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).**

Sacramental Programs

Preparation for the sacraments is a core component of the religious education curriculum. The students are prepared to receive these sacraments for the first time:

- Grade 2 – First Reconciliation and First Eucharist
- Grade 8 - Confirmation

Recognizing that parents are the primary educators of their children in the faith, many opportunities are provided for parents'/guardians' active participation in their students' preparation for these sacraments.

The celebration of the Sacraments is an integral part of religious education and spiritual formation. Opportunities to receive the sacrament of Penance in a communal setting are provided for the students in grades 2 through 8 twice during the school year. Students celebrate the Eucharist once weekly with their grade levels, once monthly with the entire student body and on special occasions. **See SACRAMENTAL PROGRAMS**

Students with Special Needs

Holy Infant School endeavors to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. Careful consideration is given to the school's capabilities to make the adjustments necessary to meet the student's needs. The goal of all efforts to address students' special learning needs is the successful mastery of the regular curriculum in the regular setting. (5204)

In the event that Holy Infant School is unable to meet a particular student's special learning needs, the administration will assist the family in finding appropriate alternatives so that the student's needs are ultimately met. **See RESOURCE DEPARTMENT.**

Special Needs Records

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (5204.1)

DISMISSAL PROCEDURE

Detailed information about the dismissal procedures is distributed to every family before school starts in August. It is also available on the school website at www.holyinfantschool.org and in Appendix 4 of this document. We ask for your patience and cooperation in following dismissal procedures, which are intended for the safety of your children.

The official School Clock/Bells are synchronized with an atomic clock per www.worldtimeserver.com.

The dismissal bells are set to ring at:

- **2:55 p.m.** for the New Ballwin and Dennison lots to close and walkers, Clover Care After School Care students and off-site daycare students to be dismissed.
- **2:58 p.m.** for all students Full-Day Jr. Kindergarten through Grade 8 to be dismissed to their carpools.

Dismissal

The school parking lots will close when the bell sounds at 2:55 p.m. Walkers, after school care students, and off-site daycare students are dismissed. All other students will be dismissed when the bell sounds at 2:58 p.m. When all students are in their vehicles, staff members on duty will dismiss traffic.

In the interest of safety, no students may be on either parking lot when vehicles are entering or exiting the lot. Students who miss dismissal will wait near the school office until all traffic has left the parking lots and a parent/guardian reports to the school office to sign out.

We ask that parents do not pick up students anywhere other than their assigned parking spot. This includes lower cafeteria parking lot, neighboring street and driveway. If you need your child for immediate exit from the lot at dismissal, please park in the parking spots directly in front of the school office, enter the building and sign them out before 2:45 p.m. You will then be able to leave the lot safely before it is closed.

Late for Dismissal

Students whose parents/carpools are not parked on the *New Ballwin parking lot* when the lot closes will be directed to re-enter the school building and wait near the school office. Students whose parents/carpools are not parked on the *Dennison parking lot* when the lot closes will wait in the crosswalk with the staff member on duty. The staff member will escort the students back to the school building where they will wait near the school office.

Parents/carpools arriving late for dismissal will remain in the designated waiting area until directed to enter the New Ballwin lot. Parents/carpools arriving late for dismissal **must report to the office to sign out the students**.

Dismissal Procedure Form

An electronic form addressing our Arrival and Dismissal Procedures/Release of Liability is distributed via Fresh Schools to all families at re-enrollment time (mid-March). Each family is required to complete the form promptly so that parking assignments can be completed in advance of the first day of school. All families are required to complete this form including families that have Preschool or half day Jr. Kindergarten children as the only or first child attending Holy Infant.

Walkers/Bike Riders

Students who are walking or riding bicycles home from school are dismissed when the bell sounds at 2:55 p.m. A **"Release of Liability"** must be on file. **The "Release of Liability" form is available in Appendix 5 of this handbook** and at www.holyinfantschool.org. When walkers and bike riders have cleared the building and all students are in their vehicles, staff members on duty will dismiss traffic on both parking lots.

At dismissal times the Church parking lot is reserved for use by daycare buses only.

Faculty Meeting Days

On Faculty Meeting days, when students are released early, the lot will close for dismissal at 12:00 noon. Students will be dismissed at 12:05 p.m.

Noon Dismissals

On noon dismissal days, the parking lot will close for dismissal at 12:00 noon. Students will be dismissed at 12:05 p.m.

Dismissal for Preschool and Half-Day Junior Kindergarten

Special arrangements are made to accommodate Preschool and Half-Day Junior Kindergarten families at dismissal.

Early Release for Appointments, etc.

See **ATTENDANCE: Early Release for Appointments, etc.**

Inclement Weather at Dismissal Times

In the event of inclement weather at the time of dismissal, and at the discretion of administration, students will be instructed to remain in the building until it is determined that it is safe to dismiss. Walkers will not be dismissed until it is determined to be safe to walk outdoors or until alternate transportation arrangements are made.

PLEASE NOTE: To avoid confusion and undue anxiety, parents/guardians should not offer transportation to students who are not their own children without first contacting the other parents/guardians, who, in turn, should notify the school office of the change in plans.

DRESS CODE

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed. (4303.6)

Students are expected to attend school in proper uniform as stated in the “Uniform Regulations” which are included in this handbook, posted on the school website (www.holyinfantschool.org) and distributed to every family in the spring.

Please read the regulations carefully, as annual revisions are made. The faculty and staff will be diligent in enforcing the dress code.

Special Occasions

On some special occasions during the school year the students will be allowed to dress “out of uniform.” Parents/Guardians are urged to ensure that their students are dressed appropriately for the classroom environment. Students who are not dressed appropriately for school will be asked to call parents/guardians for a change of clothing.

Out of Uniform Days

On days designated by school administration, students may dress down according to the following guidelines:

- Shirts should have sleeves and be long enough to be tucked in at the waist. No low necklines, inappropriate logos, pictures, or advertisements will not be allowed.
- Nice jeans are permissible.
- Leggings are allowed only when worn with a dress or shirt that is mid-thigh length.
- Appropriate length shorts are permissible during the months of August, September, and May. (No writing on the backside is allowed.)
- Dresses and skirts of an appropriate length are allowed.
- In the interest of safety, flip-flops are not permitted.

The UNIFORM REGULATIONS are included in Appendix 6 of this handbook. Please read carefully.

ELECTRONIC DEVICES and OTHER PERSONAL BELONGINGS

Students should not bring personal belongings to school that are not related to classroom instruction. The school is not responsible for students' personal belongings in the event they are lost or stolen.

Personal electronic devices and equipment (including, but not limited to, laptop computers, electronic readers, compact disk players, MP3 players, IPODs, iPads, Smart Phones, walkie-talkies, pagers, laser pens, etc.) are not permitted in school and may be held in the school office until a parent/guardian reports to the office to retrieve them. The school is not responsible for students' electronic devices or other personal belongings in the event they are lost or stolen.

Cell Phones

There is a telephone in the school office that students may obtain permission to use when they need to contact parents/guardians or in case of emergency. **Cell phones may not be used at any time on school property as long as the student has access to the phone in the school office.** If it is necessary that a student carry a cell phone to school, *the phone must be turned off and remain in the student's backpack at all times.* A cell phone will be confiscated and a fee imposed for its return (\$20) if the phone rings or the student uses the cell phone in the building or on school property while **the student has access to the phone in the school office.** The school is not responsible for students' electronic devices or other personal belongings in the event they are lost or stolen. **See INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT: Cell Phones**

Chromebooks

Holy Infant School has purchased Google Chromebooks for student use in Grades 3-8. These are wonderful tools that can supplement a student's education in a number of ways. Some of the ways in which our students will use Chromebooks in the classroom include completing research projects, taking notes, taking part in lesson activities, completing homework assignments through Google Classroom, and completing Accelerated Reading tests. Each student will be assigned a particular Chromebook to use at his/her desk throughout the school day and the school year. The **CHROMEBOOK USER AGREEMENT** is included in Appendix 7.

FACULTY MEETINGS

Faculty meetings are scheduled on the second Friday of every month. Faculty Meeting dates are published in the All-Year School Calendar and in the bi-weekly school bulletins. On Faculty Meeting days, the parking lots close at 12:00 noon and students are dismissed at 12:05 p.m. Dismissal procedures are adjusted accordingly. **See DISMISSAL PROCEDURE: Faculty Meeting Days.**

FIELD TRIPS

Classroom instruction is enhanced and enriched by visits to places of educational and cultural significance. Holy Infant School adheres to the Archdiocesan Guidelines for Field Trips.

Permission/Supervision

The written permission of parents/guardians must be obtained for every student participating in a field trip. No student may participate unless a signed permission form for the specific event is on file. **A sample of the "Parent Permission Form for Field Trip Participation" is included in Appendix 8 of this handbook.**

The minimum recommended ratio for adult-to-student supervision is one adult for every ten students; therefore, parents/guardians are urged to volunteer to accompany students on field trips. Any parents/guardians who wish to accompany students on field trips must be in compliance with "Protecting God's Children for Adults" requirements. See **SAFETY AND SAFE ENVIRONMENT PROGRAM: Protecting God's Children for Adults**

Transportation of Students

Whenever possible, bus transportation is provided. In the event that private vehicle transportation is necessary,

- ◆ drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
- ◆ the vehicle should have a valid registration and meet state safety requirements;
- ◆ the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence;
- ◆ drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
- ◆ every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.*
- ◆ adults should not be permitted to smoke in the vehicle.

- * Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age, and who weigh at least 40 pounds, but less than 80 pounds and are less than four feet nine inches tall, must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds, or children taller than four feet nine inches, must be secured by a vehicle safety belt or booster seat appropriate for the child. RSMo Section 307.179

PLEASE NOTE: When private vehicle transportation is necessary, drivers must be in compliance with "Protecting God's Children" and "Prevent & Protect" requirements.

Emergency Information/Medication

Emergency contact information is included in the "Parent Permission Form for Field Trip Participation." Emergency procedures, medications, and instructions for administering the medications accompany the teacher/supervisor on the field trip.

FORGOTTEN ITEMS

Classes should not be interrupted during school hours (7:30 a.m. until 3:15 p.m.). Parents/guardians are urged to take a few minutes every morning to insure that students have everything they need before they leave home. Forgotten materials, lunches, etc. should be labeled with the student's name and the teacher's name and be brought to the school office, preferably **BEFORE 9:00 a.m.** The office staff or helpers will deliver items/messages as soon as possible.

HEALTH ROOM

The purpose of the Health Room is to provide immediate minor medical care, educate about health issues, and provide communication between school and parents/guardians concerning medical problems during the school day. The Health Room is staffed with a registered nurse at all times. Qualified volunteers assist during the lunch hour. Any qualified parents/guardians *who are in compliance with Protecting God's Children for Adults requirements* may volunteer to assist in our health program. **See SAFE ENVIRONMENT PROGRAM: Protecting God's Children for Adults**

Absences

It is important that parents/guardians call the school Health Room between 7:30 and 8:30 a.m. each day of a student's absence. Health Room or office personnel will ask about the student's sickness or symptoms (e.g., sore throat, fever, cold symptoms, vomiting, stomachache, etc.) for purposes of tracking illnesses. Parents/Guardians who do not report a student's absence may be called at home or at work to verify the absence.

When to keep a student home from school/to send a student back to school

- ◆ A student who has had a fever 100.0 degrees or higher within the last 24 hours should not come to school.
- ◆ *The student may return to school when he/she has been fever-free for 24 hours without the use of fever reducing medicines (i.e., Tylenol, Advil, etc.)*
- ◆ A student who has vomited within the previous 24 hours should not come to school.
- ◆ *The student may return to school when he/she has not vomited for 24 hours.*
- ◆ A student who has had diarrhea should not come to school until 24 hours after diarrhea has ceased.

- ◇ A student who has clear or yellow drainage from the eye and crusting on the eyelashes upon awakening should not come to school.
- ◇ *The student may return to school when a physician has ruled out conjunctivitis (pink eye).*
- ◇ A student who has a rash of unknown origin should not come to school.
- ◇ *A student who has chicken pox may return to school when no new pustules are forming and all existing pustules are scabbed and dry.*
- ◇ *A student who has strep throat may return to school when three doses of antibiotic have been administered and the student is fever-free.*

Note: Please be absolutely sure to complete the antibiotic treatment so the strep does not “recycle.” Do not share the amount of medicine intended for one student with more than one student. No one will get enough of the antibiotic to affect a cure and it is likely that all will be ill again within a week.

- ◇ *A student with head lice may return to school after treatment is completed and the student has been checked by the school nurse on the morning of return.*

Note: Head lice are a fact of life in elementary schools. Your cooperation is essential in preventing the spread of this pest. Please report cases of head lice to the Health Room so screenings can be performed and the necessary notices distributed. Confidentiality is carefully maintained.

Incident Reports

The nurses keep a daily log of Health Room activity. Serious accidents or injuries requiring further medical attention are reported to the Principal’s office as soon as possible and parents are notified. An incident report is completed.

Communicable Diseases (4401.5)

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

Emergencies/Injury Occurring at School

The school has the responsibility of handling injuries and sudden illness occurring at school, on school property, and during school-sponsored events. This includes administration of simple first aid and notification of parents. If immediate medical care is indicated, 911 will be called first and then the physician and parents. If the parents cannot be reached, the school officials will take the student to hospital indicated by the parents on the emergency card or call 911 if deemed necessary. The school is not responsible for subsequent treatment or medical expense.

Emergency Cards

Three Emergency Cards are included in the comprehensive package of information distributed to each family at the Meet & Greet/Pick Up Day. The Emergency Cards provide essential information for locating parents or designated, dependable alternates in case of a student’s illness or other emergency.

THREE COMPLETED, SIGNED CARDS ARE REQUIRED from each family. (4401.2) It is IMPERATIVE that every family submit three completed, signed cards early in the school year. Beeper, pager, cellular, and/or voice mail numbers are helpful, as are email addresses. Parents/guardians should complete both sides of all three cards, sign where indicated to allow the school personnel to seek emergency care and return all three cards to school. One card is kept in the Health Room, one in the school office, and one at the Rectory as required by the Archdiocese’s emergency guidelines. *Hospitals and paramedics require that the card is signed before treatment will be administered.* The school office should be contacted if any of the information on the cards changes during the school year. *Report cards will not be released if emergency cards have not been submitted.* **A sample of the front and back of the Emergency Card is included in Appendix 9 of this handbook.**

When parents/guardians are away from home for extended periods, written notification must be sent to the school office informing school personnel of names and phone numbers of the individuals who will represent the parents/guardians in the parents’ absence.

Food Allergies

See: Students with Significant Medical Conditions

Health Records

Health Records for each student are kept on file. Updates or changes to medical files, especially immunization records, should be reported to the Health Room Coordinator.

Illness Occurring at School

If a student becomes ill during the school day:

- ◆ the homeroom teacher sends the student to the Health Room;
- ◆ the nurse questions the student about the nature of the illness;
- ◆ the nurse will call the parents/guardian if the student is too ill to remain in school;
- ◆ he/she must leave school if his/her temperature is 100 degrees or higher;
- ◆ he/she *usually* must leave school if he/she has vomited, has a rash of unknown origin, inflamed eyes, or other contagious condition;
- ◆ parents/guardian must take the student home or make arrangements for taking the student home;
- ◆ the homeroom teacher is informed that the student has left school.

At the discretion of the nurse, some students who visit the Health Room and return to class are issued a Health Room Notice to be signed by parent/guardian and returned to the homeroom teachers.

Immunizations

State law in Missouri requires that immunization records must be on file at Holy Infant School BEFORE any student can attend classes. The only exemption applies to homeless or refugee students. Immunization requirements are published each year by the State Department of Health. A copy of current requirements is included with enrollment information. It is requested that immunization records be forwarded to school at least 2 weeks prior to the opening day of school. The Physical Examination Form/Immunization Record is also available at www.holyinfantschool.org.

Parents/guardians of all students entering grade 8 should be aware of the state requirement that a TDap Booster and a shot for meningitis be administered sometime prior to the start of grade 8. Please consult your student's physician for details.

Administration of Medication (4401.4)

The Missouri Safe Schools Act and the Archdiocesan Health Advisory Committee establish the policy for dispensing medications at school. All appropriate forms are available in the school Health Room. **No medication will be administered unless three emergency cards are on file at school.** The first dose of a new medication will not be given at school. Medication that is to be administered three times daily is best spaced in the morning, right after school, and at bedtime.

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. written consent of the parent/guardian for school personnel to administer the medication;
2. the medication in the original container;
3. proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the school. Life saving medication should be kept in a secure place, but not locked. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

- ◆ **NOTE:** It is a violation of Missouri State law for a student to carry medication on his/her person or in book/lunch bags. Students with asthma may carry an inhaler if the proper forms are on file in the Health Room.

All medications must be labeled with the name of the student, name of the medication, dosage, and time interval that the medication is to be administered. Medications that are to be administered "as needed" must be accompanied by a plan for administration. Ideally, there are two containers - one for home, one for school. A new prescription container is required for each new school year. This policy includes non-prescription ("over-the-counter") medicine such as Tylenol, Advil, etc.

Changes in dosage or timing must be submitted in writing by the physician. Parents/guardians may not give permission to administer medication differently than the physician's order, except to discontinue the medicine. In that case, a new physician's order is required to restart the medication.

Missouri state law and the Archdiocese of St. Louis allow schools to stock injectable epinephrine for use in anaphylactic allergic reactions and albuterol suspension for use by nebulizer in case of an asthma attack. The Archdiocese requires parent/guardian signatures to be on file in case your student needs these medications. Forms are distributed in the all-inclusive packet before school starts. The stock medication is intended for use by students not previously diagnosed with severe allergy or asthma. **A sample of the Emergency Consent Form is included in Appendix 10 of this handbook.**

Physical Examinations

Physical examinations are required for all students entering Preschool, Jr. Kindergarten, Kindergarten and Grades 3 and 6. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. (4401.3) Appropriate forms are available in the school office, Health Room, on the school website at www.holyinfantschool.org and are sent home at the end of the school year with all students in grades 2 and 5.

- ◆ Physical examinations should be current within one year of the start date of school.
- ◆ Students who are new to the Archdiocese should have a physical examination that is current within one year of the start date at Holy Infant School.
- ◆ Students who transfer within the Archdiocese must meet the requirements for a current physical examination before Preschool, Jr. Kindergarten, Kindergarten and Grades 3 and 6.
- ◆ Physical examination forms must be signed by a physician.
- ◆ Physical examination forms should be filed in the Health Room before the student begins classes at Holy Infant.

Screening Programs

The Health Room offers screening programs for vision, hearing, and scoliosis. Parents will be informed prior to the screening.

Staying Indoors During Recess

Students are encouraged to go outdoors during recess periods. Students who are too ill to go outdoors for recess are probably not well enough to be in school. If there are unusual circumstances or it is absolutely necessary for the student to remain indoors, a note from parent/guardian is required for every day that the student must remain indoors.

See RECESS.

Students with Significant Medical Conditions

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

In cases of food allergy, parents/guardians are required to have a *Food Allergy Action Plan*, signed by the physician, on file in the Health Room. Any medications that are required in the event of accidental ingestion must be provided by the parents/guardians by the first day of school. For more information about the Food Allergy Action Plan, please contact the Health Room.

All parents are asked to take care when choosing a snack or treat for a class. Reading food labels is the only way to be sure about ingredients. If there are any questions about an ingredient list, please send the packaging to school so the school nurse can check the ingredients. Baked goods without an ingredient list cannot be shared. Baked goods cannot be shared if they are prepared in a facility that processes tree nuts or peanuts. **See BIRTHDAYS; CLASSROOM PARTIES**

HOMEWORK

Homework is an important part of the instructional program at Holy Infant School. Homework requirements will vary from grade to grade. Homework Guidelines are distributed to students during the first week of school and to parents/guardians at Back-To-School Night.

- ◆ Students must complete *all* homework assignments. The teacher will notify parents/guardians if a student consistently fails to submit homework assignments.
- ◆ Teachers may or may not assign new homework over weekends or holidays.

Students are responsible for showing all test papers and graded assignments to their parents/guardians. Parents/Guardians can monitor progress in this way. Teachers may require parents/guardians to sign some assignments or tests. Students and parents/guardians can also monitor progress using the Gradelink Online Gradebook system. Questions regarding homework should be addressed to the teacher immediately. **See COMMUNICATIONS**

Missed Homework During an Absence

Students are expected to make up schoolwork missed during absences. The following guidelines will assist parents/guardians, students, and teachers in handling these situations conveniently and efficiently:

- ◆ *Generally*, missed work is not sent to kindergarten, first, or second grade students unless there are unusual circumstances. Make up work is handled by the teacher when the student returns to school.
- ◆ When a student in grade 3-8 is absent homework can be requested by calling the school office by 9:30 a.m. Parents may request that the work be sent home with another student or picked up in the office between 3:00 and 3:30 p.m.
- ◆ Homework for another student will not be sent home with any student younger than grade 3.
- ◆ Homework requests made after 9:30 a.m. will be accommodated *if possible*. Homework will not be prepared for an absent student if a request for homework is not made.
- ◆ It is the responsibility of the student to submit make-up work within a reasonable amount of time. Generally two days for each day of absence is regarded as an appropriate period.

Vacation Homework Policy

Extended absence due to family vacations during scheduled school time imposes an increased burden on students and teachers alike. Therefore, Holy Infant School discourages extended absences for family vacations during school time. There is no way a student can make up for the lost class time or work. **Teachers are not required to issue class work before the vacation.** Upon returning to school, the student must request make-up work from the teacher. The student's teacher will decide how much make-up work the student may do.

INTERNET ACCEPTABLE USE AGREEMENT

Holy Infant School has established a computer network and is pleased to offer Internet access for student use. The “*Internet Acceptable Use Agreement*” is distributed to all students early in the school year. Parents and students must sign the policy prior to the student's use of the Internet at Holy Infant School. The signed policy remains on file in the Computer Lab for the school year. **The “*Internet Acceptable Use Agreement*” can be found in Appendix 11 of this handbook** and on the school website at www.holyinfantschool.org, *School News* link. **See INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT.**

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school. (4303.4)

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"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (4303.4) **See CONDUCT AND DISCIPLINE: Serious Disciplinary Consequences.**

Students' use of the Internet at Holy Infant School is contingent upon parent/guardian permission given in the form of a signed "Internet Acceptable Use Agreement", which remains on file at school during the school year. Students, parents/guardians and members of the school staff are expected to report to a school administrator promptly all suspected or observed instances of Inappropriate Electronic Conduct. **See INTERNET ACCEPTABLE USE AGREEMENT.**

Cell Phones

There is a telephone in the school office that students may obtain permission to use when they need to contact parents/guardians or in case of emergency. **Cell phones may not be used at any time on school property when the student has access to the phone in the school office.** If it is necessary that a student carry a cell phone to school, *the phone must be turned off and remain in the student's backpack at all times.* **As long as the student has access to the phone in the school office,** a cell phone will be confiscated and a fee imposed for its return (\$20) if the phone rings or the student uses the cell phone in the building or on school property. The school is not responsible for students' electronic devices or other personal belongings in the event they are lost or stolen. **See INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT: Cell Phones**

JUNIOR KINDERGARTEN

The Junior Kindergarten program serves children who are four years of age before August 1. The Christ-centered curriculum/play-based program fosters spiritual, academic and social development and prepares children for their successful transition into kindergarten.

Junior Kindergarten meets four times a week (Monday through Thursday) for 4 hours each day, from 7:50 a.m. until 12:00 noon, and includes time for lunch before dismissal. We do offer a full day option for Junior Kindergarten. Students enrolled in the full day program will dismiss with the day school at 2:58 p.m. Junior Kindergarten students wear a special blue "uniform" T-shirt.

Tuition for Junior Kindergarten is separate from tuition for students in Kindergarten through Grade 8. For school year 2021-2022, tuition for each Junior Kindergarten student is \$2,900 for the half day program, and \$4,800 for the full day program. There is a **non-refundable** enrollment fee of \$75 and book and supply fee of \$50 per student. Payment options are outlined in the Junior Kindergarten Tuition Payment Schedule available at the time of enrollment.

Please feel free to contact our school office at 636-227-0802 ext. 2 for more information about Junior Kindergarten or find more information at www.holyinfantschool.org.

LEARNING RESOURCE CENTER

Holy Infant School endeavors to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. A team of qualified resource teachers provides individual and small group instruction and accommodations/interventions for students with diagnosed special needs, assists parents/guardians in completing intake packages for testing agencies, and supports the classroom teachers in insuring successful mastery of the regular curriculum in the regular setting.(5204) **See CURRICULUM: Students with Special Needs**

LIBRARY

The Holy Infant School Library provides a wide range of quality children's literature and research materials for students. It is fully automated and staffed with two librarians and several volunteers so that it is open during every school day. Follett/Destiny Quest hosts our automated library system and provides 24 hour access to parents, teachers, and students from a Mac, PC, or mobile device. The Destiny Quest link is located at www.holyinfantschool.org, *School News* link.

Students in Preschool through Grade 8 have a scheduled library time.

Students in grade 2 are permitted to check out one book for one week. Students in grades 3 through 8 are permitted to check out library materials for 2 weeks. An overdue fine of 5-cents per school day is charged for materials returned late. Students holding overdue books are not permitted to check out additional materials until the overdue books are returned and/or the fine is paid.

Students are responsible for paying the **non-refundable** replacement cost of library materials that are lost or damaged.

Accelerated Reader

All students in grades 1 through 8 participate in the Accelerated Reader Program. Accelerated Reader is the world's most popular reading management software and is based on the theory that the more a child reads, the better reader he/she becomes. Students earn AR points when they read and test in the AR Program. Teachers set challenging, yet attainable, goals with the students and rewards are issued when goals are met. Accelerated Reader is a component of Reading/Literature grades for students in grades 4 through 8. The online version of the program allows parents and students to access the program and monitor progress at home. AR Home Connect is secure and password-protected and can be accessed from the school website at www.holyinfantschool.org.

LITURGY

Liturgies and paraliturgies are integral components of the formal religious instruction provided to all students. Students participate in weekly grade level and monthly All-School liturgies. The planning of liturgies is teacher-directed in cooperation with the School Liturgists and involves student participation. Student choirs, cantors, hand bells, instrumental music, drama and liturgical movement enhance liturgies and paraliturgies.

LOST AND FOUND

It is imperative that all students' belongings (clothing, lunches, books, etc.) are clearly labeled with their names. Lost and found items that are not labeled nor claimed in a reasonable period of time are donated to charities.

Students should not bring personal belongings to school that are not related to classroom instruction. The school is not responsible for students' personal belongings in the event they are lost or stolen.

LUNCH PROGRAM

Students may bring lunch from home or buy lunch at school. Food Service Consultants offers hot Healthy Habits plate lunches, hot/cold ala carte items, snacks, milk, and other drinks beginning the first full day of school. **See Appendix 12.** A lunch menu (including prices) is prepared every two weeks and posted on the school website at www.holyinfantschool.org. Parents /Guardians should keep the menu handy for quick reference.

For those families choosing to participate, Food Service Consultants offers the fully automated **MEAL CARD SYSTEM** for use in the Holy Infant School Cafeteria. It is computerized and fully accountable. There is no additional cost to families or the school for using the system. Cards are swiped for every purchase and the account is debited appropriately. Cards remain in the cafeteria for distribution to the students at lunchtime.

Account applications are available in the school office and on the school website (www.holyinfantschool.org). It is recommended that the initial deposit to the account be a minimum of \$100 per child. More money can be added at any time in increments of at least \$50. Checks are made payable to Food Service Consultants. Meal card payments are also accepted through MySchoolBucks. **See Appendix 13.** The email address to deposit money into your child's account through MySchoolBucks is www.myschoolbucks.com. A letter is sent home when the balance in a student's account falls below \$20. Meal Card balances (by account number) are updated weekly and posted on the school website at www.holyinfantschool.org. For information about Food Service Consultants' Nutrition Goals and Wellness Guidelines, **please refer to the message from FSC in Appendix 17 of this handbook. See SCHOOL WELLNESS PROGRAM.**

Students may not "charge" food. Please ensure that the student(s) has a lunch, a meal card or enough money to buy lunch. In the event that a student has neither a lunch nor money for lunch, he/she will be given a sandwich and a carton of milk for which payment should be made the next school day. "Fast Food" deliveries and "Table Parties" are not allowed.

MEDIA AND MARKETING MATERIALS

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited. (4402.3)

Schools should acquire annual parent permission for use of photos on the school website (4402.6). An Archdiocesan "**Media Authorization**" form is distributed to families at the beginning of the school year. Parents/Guardians are asked to sign this release (one per family) authorizing the school/Archdiocese to photograph students and use the photographs for feature stories, printed marketing materials or the school website. The release is kept on file until September of the next school year. Students will be excluded from any media or marketing situations if the signed release is not on file in the school office. **The "Media Authorization" form is included in Appendix 14 of this handbook** and posted on the school website at www.holyinfantschool.org.

MID-DAY RECREATION SUPERVISION

The Mid-Day Recreation Program involves all parents/guardians of students in kindergarten through grade 8. Each family is required to perform four supervision duties each school year to ensure that students are adequately supervised. If you are unable to perform Mid-Day Recreation duty you may buyout of all four duties for a fee of \$120.

You may sign up for Mid-Day Recreation duty using the online website SignUp.com to schedule your four duties. Please mark your calendar with the dates you have chosen. If you choose to buyout, please send your check for \$120 made out to Holy Infant to the School Office.

You will receive a reminder from SignUp.com for your upcoming duty. The lunch menu will also include the duty schedule for the corresponding two weeks. When you report for your Mid-Day duty, you should:

- sign in at the School Office on a special Mid-Day Recreation Duty sign-in sheet;
- pick up the instruction lanyard at the front desk;
- report to the kitchen.

Parents/Guardians are asked to make every effort to fulfill the four scheduled duties. If unable to report on the scheduled date, parents/guardians are encouraged to trade with other parents/guardians. Please note: Parents/Guardians who are unable to fulfill the assigned duty and cannot arrange a trade must contact and pay a substitute. A Mid-Day Recreation Sub List can be found on the website. Subs must be on our published Sub List or be a current parent in compliance with the Archdiocesan Safe Environment Program. (Please do not advertise for subs on Facebook.) The assigned parent/guardian is responsible for paying the substitute a fee of \$30.

- A check for \$30 made payable to the substitute or an envelope containing \$30 cash labeled with the substitute's name should be sent to the School Office before Monday morning of the week after the substitute fulfilled the duty. Subs should come by the School Office on the Monday after they worked to pick up the payment.

Parents/Guardians who do not use the buy-out option and fail to fulfill their assigned lunch and recreation duty put all the students at risk; therefore, a \$60 fine is imposed on anyone not fulfilling this responsibility. If the substitute fails to fulfill the duty, the originally-scheduled parent will be responsible for the paying the \$60 fine. The \$60 fine will also apply if you go into Signup.com to cancel a duty previously scheduled. This results in your slot being vacant and we are left with inadequate supervision. **Report cards are withheld and access to Gradelink is de-activated until all tuition, fees and fines are paid.**

Parents/Guardians participating in the Mid Day Recreation Supervision program must be in compliance with Protecting God's Children for Adults requirements. See SAFE ENVIRONMENT PROGRAM: Protecting God's Children for Adults.

A summary of the Mid-Day Recreation rules is included in Appendix 15 of this Handbook.

MISSIONS

Holy Infant School is a member of the Missionary Childhood Association and, as such, contributes regularly to the missions supported by it. Each grade conducts a Mission Raffle in an assigned month. Proceeds from the raffles are distributed to the Missionary Childhood Association, an inner city school, and to various local, national, and international organizations. Mission activities during the month of March support the Sisters of Mercy Zambian Mission.

PARENTS AT PRAYER

Parents at Prayer is a group of parents that meets weekly to pray for the intentions of the school and school families. Prayer requests may be submitted to the group via the Prayer Mailbox located outside the school office. The Parents At Prayer group meet on Fridays in Church at 7:35 a.m. (before 8:00 a.m. Mass). All are invited to pray with the group. Preschool children are welcome.

PRESCHOOL PROGRAM

Our Preschool Program serves children who are three years of age and potty-trained before August 1. The Christ-centered curriculum/play-based program fosters spiritual, academic and social development and prepares children for their successful transition into Junior Kindergarten. Parents of Preschool students choose a two-, three-, or four-day program. Preschool sessions meet from 7:50 a.m. until 11:30 a.m. and do not include time for lunch. Preschool students wear a special green "uniform" T-shirt.

Tuition for Preschool is separate from tuition for students in Kindergarten through Grade 8. For school year 2021-2022, tuition for each Preschool student is

- \$1,800 for two days/week (Monday/Wednesday OR Tuesday/Thursday);
- \$2,500 for three days/week (Tuesday, Wednesday, Thursday);
- \$3,100 for four days/week (Monday, Tuesday, Wednesday, Thursday).

A per student **non-refundable** enrollment fee of \$75 and book and supply fee of \$50 will be charged. Tuition payment options are outlined in the Preschool Tuition Payment Schedule available at the time of enrollment.

Please feel free to contact our school office at 636-227-0802 ext. 2 for more information about the Preschool Program or find more information at www.holyinfantschool.org.

RECESS

Daily recess is scheduled at all grade levels. Students go outdoors during recess periods. Students who are too ill to go outdoors for recess are probably not well enough to be in school. If there are unusual circumstances or it is *absolutely necessary* for the student to remain indoors, a note from parent/guardian is required for every day that the student must remain indoors.

Students remain indoors for recess during inclement weather. For accurate local information regarding the temperature, heat index, and wind chill the Health Room and school office staff consult weather.com and/or ksdk.com. Children will go outdoors for recess unless the heat index is above 95 degrees F. or the wind chill index is below 20 degrees F. *Students should always wear appropriate outerwear.*

SACRAMENTAL PROGRAMS

**Subject to change for Covid-19 restrictions*

Preparation for the sacraments is a core component of the religious education curriculum. The students are prepared to receive these sacraments for the first time:

Grade 2 – First Reconciliation and First Eucharist

Grade 8 - Confirmation

Recognizing that parents are the primary educators of their children in the faith, many opportunities are provided for parents'/guardians' active participation in their students' preparation for these sacraments.

The celebration of the Sacraments is an integral part of religious education and spiritual formation. Opportunities to receive the sacrament of Penance in a communal setting are provided for the students in grades 2 through 8 twice a year. Students celebrate the Eucharist once weekly with other grade levels, once monthly with the entire student body and on special occasions. **See CURRICULUM: SACRAMENTAL PROGRAMS**

SAFE ENVIRONMENT PROGRAM – ARCHDIOCESE OF ST. LOUIS

Protecting God's Children for Adults

The Archdiocese of St. Louis has initiated a sexual-abuse prevention program entitled "Protecting God's Children for Adults". It is the policy of the Archdiocese of St. Louis that all employees and volunteers who are working with or who are in a position to be in contact with children undergo a screening process in the state of Missouri, attend or complete online the Archdiocesan "Protecting God's Children for Adults" Workshop, complete the online component "Prevent and Protect STL", and read and sign the [Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working With Minors](#). Developed by National Catholic Services, this comprehensive three-hour workshop includes two video presentations and provides information on how to prevent situations that can lead to abuse, what behavior should raise concern about abuse, and how to report abuse. The program also provides an online continuing education and skill development component. For more information and a schedule of workshops, call the Parish Office at 636-227-7440 or consult the Archdiocese of St. Louis website, www.archstl.org.

Safe Touch

As part of the ongoing commitment to provide a safe and healthy environment for our children, the Archdiocesan Child Safety Committee has developed a school-based curriculum for Kindergarten through Grade 8 intended to equip students with the skills necessary to participate in their own personal body safety. The "Safe Touch" curriculum is taught in one class period. The "Safe Touch" curriculum approaches the subject of personal safety in a respectful manner, connecting spiritual values with information to keep students safe. Parents/Guardians are notified before the instruction takes place. Parents/Guardians are permitted to sign an *Opt Out Form* if they prefer that their student(s) not participate in the Safe Touch lesson. **See CURRICULUM.**

SAFETY

The safety and well-being of all members of the educational community is of the highest priority. Holy Infant School endeavors to provide a safe learning environment for all members of the school community.

Holy Infant School is a smoke free environment. Smoking and the use of smokeless tobacco products is prohibited. (4303.1)

Emergency situations cannot always be prevented. Our school communities are vulnerable to natural disasters as well as the other types of crises that exist in our society. All efforts are made to prevent crisis and minimize the potential for physical and psychological trauma when they occur.

School Entrances

In order to create a safe environment for our students and staff members, all exterior school doors are locked during the school day. The school is equipped with an audio/visual buzzer system. All visitors to the school are admitted into the building through the Main School entrance only and must report immediately to the school office. **See VISITORS, VOLUNTEERS.**

Evacuation Procedures

Students, faculty, and all school personnel are instructed in the procedures for evacuating the building in the event of an emergency such as fire, bomb threat, etc. Drills are conducted every month when weather permits. Roll call is taken when the building is evacuated to account for all students.

Intruders

Students, faculty, and all school personnel are instructed in the procedures for seeking protection from intruders. Drills are conducted.

Tornado/Earthquake Procedures

Students, faculty, and all school personnel are instructed in the procedures for seeking protection from emergencies such as tornado and earthquake. Drills are conducted.

Child Abuse

Holy Infant School adheres to the Archdiocesan Policy on Child Abuse. It is the policy of the Archdiocese of St. Louis that all employees and volunteers who are working with or who are in a position to be in contact with children undergo a screening process in the state of Missouri, attend the Archdiocesan "Protecting God's Children for Adults" Workshop, complete the "Prevent and Protect STL" program online, and read and sign the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working With Minors. **See SAFE ENVIRONMENT PROGRAM – ARCHDIOCESE OF SAINT LOUIS**

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

Distribution of Materials to Students (4402.5)

A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Harassment Policy (4303.7) Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Mailing Lists (4402.6)

Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools. Schools should acquire annual parent permission for use of photos on the school website. This includes information about students that appears in school newsletters which are posted on the school's web site.

Maintaining School Privacy (4402.4)

The administration of Holy Infant 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 the school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent has the express written consent from the school to do so. This includes but is not limited to online photo-sharing and posting videos to You-Tube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents may not record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission.

Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student's parent has the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to You-Tube or similar applications.

Media and the School (4402.3)

See MEDIA AND MARKETING MATERIALS

Search and Seizure (4303.5) and Questioning of Students (4402.2)

School officials may search a student's locker or desk. With regard to search and seizure, the Administration of Holy Infant School follows guidelines published in the Archdiocese of St. Louis Administrative Manual for Catholic Education. Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials. School officials may not conduct a search of a student's personal belongings but, with good reason, could request that a student empty the contents of those belongings. Students who refuse to do so could be subject to disciplinary actions based on that refusal.

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

Violence and the Threat of Violence (4303.3)

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.

Students and parents/guardians are encouraged to report concerns to an administrator or teacher regarding potential acts of violence. Teachers must report promptly to the school administrator concerns or information regarding specific students and/or potential acts of violence. All reported or observed instances of violence or threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws, Archdiocesan Policy and accepted educational practice.

The ***Family Pledge of Nonviolence*** is a document published by the Institute for Peace and Justice in St. Louis, Missouri. Holy Infant School endorses the pledge and recommends that all Holy Infant School families read, discuss, sign, and adhere to this statement of commitment to peacemaking. **A copy of the Family Pledge of Nonviolence is located in Appendix 16 of this handbook.**

Visitors

Anyone who is not faculty, staff, or student of Holy Infant School is considered to be a visitor and thereby required to report to the school office upon being admitted to the building. **See VISITORS, VOLUNTEERS.**

Weapons Prohibition (6202.1)

“In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Holy Infant School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.”

SCHOOL CLOSINGS

Inclement Weather

If we have inclement weather, there will be one of two announcements: school will be closed for the day or we will be on a snow schedule. Snow schedule means school will begin at 9:30 a.m., with the doors opening at 9:00 a.m. Teachers will report to the classrooms at 9:00 a.m.

Snow closings will be announced on TV channels 2, 4, and 5 beginning at 5:30 a.m. Please stay tuned to these channels. DO NOT call the TV channels, the rectory or school. Information will not be given over the phone. As an overlay to the public announcements, households will also be notified by Fresh Schools, the school’s broadcast system.

See COMMUNICATIONS: Fresh Schools Broadcast System

Usually, if inclement weather occurs during the school day classes will remain in session, but parents/guardians may use their judgment in picking up their children prior to scheduled dismissals.

Other Emergency Situations

Should the need arise to close the school after the students have arrived (i.e., water main break, severe weather, etc.), notification will be conveyed through the TV channels 2, 4, and 5. Households will also be notified by Fresh Schools, the school’s broadcast system. **See COMMUNICATIONS: Fresh Schools Broadcast System**

SCHOOL PICTURES

A professional photographer will visit the school in the fall to take individual and class photographs. Notification of the date is sent home in advance of the scheduled picture day. There is no obligation to purchase pictures.

SCHOOL WELLNESS PROGRAM

In accordance with the directives set forth by the Archdiocese of St. Louis Wellness Committee, Holy Infant School has instituted a School Wellness Plan. All schools in the nation that participate in any of the U.S. Department of Agriculture school programs are required to implement such a plan. The School Wellness Plan focuses on school food service, nutrition information, physical activity and the two curricular areas of Health and Physical Education. Policies are established to keep Holy Infant School in compliance with the USDA regulation. **See Appendix 17: School Wellness Program**

STUDENT AMBASSADOR PROGRAM

The Student Ambassador leadership program is based on the belief that all members of the Holy Infant School community are *Ambassadors for Christ*. Therefore, *all students in Grades 6, 7, and 8 are eligible* and encouraged to participate in the Student Ambassador program. Generally, students are selected by their teachers on an as-needed basis to serve the school in a variety of capacities throughout the school year. It is the goal of the program that, by the time the students graduate, all will have had at least one opportunity to serve since becoming eligible in Grade 6.

STUDENT ASSESSMENTS

Assessment provides an evaluation of the school's academic program and individual students' progress toward learning the curriculum. A variety of methods is used to assess what students know and are able to do, including standardized, basal and teacher constructed assessments.

Archdiocesan Standardized Testing

The *Iowa Assessment (IOWA)* and *Cognitive Abilities Test (CogAt)* are standardized assessments administered to students in grades 2 through 8 in September. The tests are administered according to Archdiocesan Catholic Education Center guidelines.

STAR Testing

The *STAR Reading Test* is a computer-adaptive, norm-referenced reading test and is one of many tools used to assess reading comprehension. The *STAR Early Literacy test* is a computer-adaptive diagnostic assessment that measures beginning readers' early literacy skills.

Assessment of Catechesis/Religious Education

The faith knowledge-based *ACRE* test is administered to students in grades 5 and 8 in January and provides information for evaluation of the catechetical/religious education program at Holy Infant School.

STUDENT PROGRESS/PERMANENT RECORDS

The normal progression through elementary school is nine years; with a student being classified in grade kindergarten through grade eight in successive years. (4501) To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. (4502) Payment in full must be made for all financial obligations to the school before the day of graduation. (4502.1) **Permanent records may be withheld until all tuition and book/supply fees are paid.**

See CURRICULUM: Special Needs Records

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

Parents /guardians must make an appointment with the principal to view permanent records. *Records will not be released to parents/guardians.* Custodial parents must provide the school with an official copy of the court order if non-custodial parents are prohibited access to the child's records. A copy of the portions of the current divorce decree which verify custody and education arrangements should be on file at the school.

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. (4601.4)

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information. (4601.6)

TELEPHONE CALLS

There is a telephone in the school office that students may obtain permission to use when they need to contact parents/guardians or in case of emergency. Students should present a “telephone pass” to the office staff indicating that the student has the teacher’s permission to use the office telephone. Cell phone use for phone calls or text messages is not permitted in the school building or on school property when the phone in the school office is available. **See ELECTRONIC DEVICES: Cell Phones, INTERNET AND ELECTRONIC COMMUNICATIONS: Cell Phones.**

UNIFORMS

See DRESS CODE. The UNIFORM REGULATIONS are included in Appendix 6 of this handbook and posted on the school website at www.holyinfantschool.org, School News link. Please read carefully.

VIRTUE-BASED RESTORATIVE DISCIPLINE (VBRD)

See section on Conduct and Discipline. See Appendix 3.

VISITORS

Anyone who is not faculty, staff or student of Holy Infant School is considered to be a visitor. Classroom helpers, Room Mothers, Mid-Day Recreation Volunteers, Library helpers, guest speakers, etc. are all considered to be visitors. All visitors to Holy Infant School are required to report to the school office upon being admitted to the building. Visitors are required to sign the Visitors Book and wear a Visitor Badge while in the building. When leaving the school building, visitors must report to the office to sign out.

Class Interruptions

Classes should not be disturbed during school hours (7:30 a.m. until 3:15 p.m.) unless the teacher has arranged the visit. Parents and other visitors are asked not to enter classrooms during the school day unless they are assisting in the classroom and have reported to the school office first. Parents/guardians wishing to talk with a teacher should call the school office to arrange a conference time. **See COMMUNICATIONS: Appointments with teachers.**

VOLUNTEERS

There are many opportunities for volunteers to assist in school. The Parent Organization distributes written and online information and conducts an organizational meeting at the beginning of each school year to discuss volunteer opportunities and responsibilities. Volunteers in the school building are considered to be visitors and are required to follow the sign-in and sign-out procedures for all visitors.

It is the policy of the Archdiocese of St. Louis that all volunteers who are working with or who are in a position to be in contact with children undergo a screening process in the state of Missouri, attend the Archdiocesan “Protecting God’s Children for Adults” Workshop, complete the “Prevent and Protect STL” program online, and read and sign the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working With Minors. **See: SAFE ENVIRONMENT PROGRAM: Protecting God’s Children for Adults.**

The school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require.



WITNESS STATEMENT: CALLED TO BE CATHOLIC
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. Holy Infant School 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.**



WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and
Parish Schools of Religion

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. Holy Infant School 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.



WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and
Parish Schools of Religion

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. Holy Infant School 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 EXAMPLE 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.



WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and
Parish Schools of Religion
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. Holy Infant School 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 MY SELF 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 HOLY INFANT SCHOOL AND PARISH A BETTER PLACE.