

*Saint Ferdinand Catholic School  
Family Handbook  
2008 – 2009*



*“Mary’s example leads us to Christ:  
Luminous Mysteries—lighting the way to Christ,  
Joyful Mysteries—teaching us to follow with an open heart,  
Sorrowful Mysteries—reflecting the beauty of sacrifice,  
Glorious Mysteries—celebrating the love of Christ.”*

**Saint Ferdinand Catholic School**  
1735 Charbonier Road  
Florissant, MO 63031  
(314) 921 – 2201

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1735 Charbonier  
Florissant, MO 63031

## *FAMILY HANDBOOK*

**2008 – 2009**

*Revised Summer 2008*

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Joyful Mysteries—teaching us to follow with an open heart,  
Sorrowful Mysteries—reflecting the beauty of sacrifice,  
Glorious Mysteries—celebrating the love of Christ.”*

### **PHONE INFORMATION:**

*Rectory ..... 837 - 3165*

*School .....921 - 2201*

*Fax.....921 - 2253*

*e-mail: [missgearon@stferdinandschool.org](mailto:missgearon@stferdinandschool.org)*

*website: [www.stferdinandschool.org](http://www.stferdinandschool.org)*

### **School Hours:**

*Grades K – 8: 7:35 a.m. – 2:45 p.m.*

*Preschool: 4 year olds: Monday – Wednesday – Friday*

*7:45 – 10:45 a.m. or 11:45a.m. – 2:45p.m.*

*3 year olds: Tuesday – Thursday*

*7:45 – 10:45 a.m. and if needed 11:45 a.m. - 2:45 p.m.*

### **School Office Hours:**

*7:25 a.m. – 3:10 p.m.*

### **Teachers’ Hours:**

*Teachers are asked to be in their classrooms between 7:20 a.m. and 3:10 p.m. Parents wishing to speak to or meet with teachers during those times or at any other time should make an appointment with the teacher, or phone the school office with a message. A mutually acceptable time will be determined.*

## **ARCHDIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION**

The educational mission of the Catholic Church finds its center in the life and teaching of Jesus, who reveals God's design for all of us. In Jesus, the Church invites all people into communion with the Father, Son and Holy Spirit and into the mission of transforming all of life into God's kingdom. Through education, the Church seeks to prepare her members to hear, live, and proclaim the good news of the Gospel. The shared tradition of the Church supports, challenges, and enlightens persons at every stage of human life as they grow toward their full potential as individuals and as members of family, Church, and world.

Catholic education includes all the deliberate, systematic, and sustained efforts of the Church community, in both formal and informal education settings, to develop the skills, knowledge, and values needed for life. In today's pluralistic society, the Church offers the harmonizing perspective of faith to human culture and history. Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all peoples. Through methods appropriate to differing age-levels and ways that people learn, the Church provides opportunities for learners to explore, reflect, and integrate a Christian understanding of nature, self, society, and God, and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

It is the educator-teacher, administrator, pastor—who is preeminent in creating the unique climate in which a Catholic philosophy of education can be realized. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the Tradition and Vision they share. Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as guide and companion.

The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership, and the community of faith that supports the educational mission of the Church.

*Archdiocesan Policy # 1100*

## **CATHOLIC IDENTITY AND MISSION**

The Catholic philosophy of education finds diverse expression in the educational programs in the Archdiocese, but central to all is their Catholic identity and faith in Jesus Christ. In a climate of growing secularization that affects much of the United States culture, Catholic schools and parish programs accept the responsibility to evangelize and to transform the life of the individual and the culture with our Catholic faith. The *Administrative Manual* issued to pastors and principals, provides the vision and means to help Catholic educational institutions preserve and enhance their Catholic identity and mission.

Of first importance is to seek out individuals to fill the roles of leading and teaching in our Catholic schools and parish programs whose hearts burn with the love of the Trinitarian God and of their neighbor, whose lives witness the faith, and whose commitment upholds the Catholic nature of these educational programs. Of particular help in seeking out these individuals would be the *Witness Statement for Those Who Serve in Catholic Education* (3100). Administrators, principals, and directors/coordinators of religious education, along with all religion teachers, are to be Catholic and to be certified in religious education by the Archdiocese. For the teaching of religion, the *Archdiocesan Religion Curriculum Standard*, the list of approved religious education texts, and the use of the national assessment tool for religion (*ACRE*) are promoted. In addition, all subject areas and extracurricular activities should reflect the Catholic identity of the school and be seen as opportunities to relate religious truths and values to everyday experiences of life.

The evangelizing mission of the Church puts people in touch, in communion, in intimacy with Jesus Christ. This mission permeates the climate and relationships among all members of the Catholic school and parish school of religion, evidenced through a welcoming, compassionate, and Gospel-centered community of faith and service. Priority is given to the liturgical life of the Church, to the celebration of the sacraments, especially the Eucharist, to days of prayer, retreats, and various prayer experiences for faculty, students, and families. Catholic identity is also supported by the physical environment, where sacred images and Catholic models of faith are visible and are utilized in learning activities and celebrations.

It is the Holy Spirit who gives evangelizers the words with which to proclaim the Gospel and who transforms believers into disciples and disciples into witnesses to Christ in the world. With the guidance and inspiration of the Holy Spirit, educators are able to fulfill the primary mission of Catholic schools and parish programs: the saving mission of Jesus Christ and His Church.

*Archdiocesan Policy #1200*

## ***WITNESS STATEMENT***

### ***For Those Whose Children Attend Catholic Education Programs***

One of the supreme gifts 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 call from God to evangelize their children, as here summarized:

*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 the 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 person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

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 deed, the first and best teacher of my children in the faith.

Practically, this means I should:

- **regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;**
- **commit to speak more with my children about God and to include prayer in our daily home life;**
- **participate in and cooperate with School or Parish School of Religion 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 teachings 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 Parish School of Religion.**

2008 – 2009

## FACULTY AND STAFF

Faculty/Staff Member	Position	Voicemail Extension	Email Address
Mrs. Nirgenau	Preschool	354	<a href="mailto:snirgenau@stferdinandschool.org">snirgenau@stferdinandschool.org</a>
Mrs. Wirtel	Preschool	354	<a href="mailto:jwirtel@stferdinandschool.org">jwirtel@stferdinandschool.org</a>
Mrs. McIntyre	Kindergarten (KX)	349	<a href="mailto:kmcintyre@stferdinandschool.org">kmcintyre@stferdinandschool.org</a>
Mrs. Kreitner	Kindergarten (KW)	346	<a href="mailto:skreitner@stferdinandschool.org">skreitner@stferdinandschool.org</a>
Miss Franke	First Grade	348	<a href="mailto:afranke@stferdinandschool.org">afranke@stferdinandschool.org</a>
Mrs. Horton	Second Grade	347	<a href="mailto:bhorton@stferdinandschool.org">bhorton@stferdinandschool.org</a>
Miss Cortney Brinkmann	Third Grade	335	<a href="mailto:cbrinkmann@stferdinandschool.org">cbrinkmann@stferdinandschool.org</a>
Mrs. Simmons	Third Grade Aide		
Mrs. Trupiano	Fourth Grade	330	<a href="mailto:jatrupiano@stferdinandschool.org">jatrupiano@stferdinandschool.org</a>
Mrs. Siesener	Fifth Grade	345	<a href="mailto:tsiesener@stferdinandschool.org">tsiesener@stferdinandschool.org</a>
Mrs. Westrich	Sixth Grade (6I)	344	<a href="mailto:lwestrich@stferdinandschool.org">lwestrich@stferdinandschool.org</a>
Miss Fish	Sixth Grade (6P)	338	<a href="mailto:lfish@stferdinandschool.org">lfish@stferdinandschool.org</a>
Mrs. Heredia	Seventh Grade	339	<a href="mailto:sheredia@stferdinandschool.org">sheredia@stferdinandschool.org</a>
Mrs. Teter	Eighth Grade	341	<a href="mailto:kteter@stferdinandschool.org">kteter@stferdinandschool.org</a>
Mrs. Mircsov	Music / Computer	352	<a href="mailto:mjmircsov@stferdinandschool.org">mjmircsov@stferdinandschool.org</a>
Mr. Teter	P. E. / Art	353	<a href="mailto:tteter@stferdinandschool.org">tteter@stferdinandschool.org</a>
Mrs. Damaris Britton from International Scope in Education	Spanish	To contact the Spanish teacher, please call the school office to leave a message.	
Sr. Marilyn Burkemper	Resource	363	<a href="mailto:mburkemper@stferdinandschool.org">mburkemper@stferdinandschool.org</a>
Mrs. Adney	Hot Lunch Program		
Mr. Hespen	Maintenance		
Mrs. Wilcox	Administrative Assistant	360	<a href="mailto:bwilcox@stferdinandschool.org">bwilcox@stferdinandschool.org</a>
Mrs. Wroblewski	Administrative Assistant	323	<a href="mailto:pwroblewski@stferdinandschool.org">pwroblewski@stferdinandschool.org</a>
Miss Gearon	Principal	325	<a href="mailto:missgearon@stferdinandschool.org">missgearon@stferdinandschool.org</a>
Fr. Jack Schuler	Pastor	314	

The school telephone number is 314-921-2201 and the website address [www.stferdinandschool.org](http://www.stferdinandschool.org).

## **INTRODUCTION**

Welcome to a new school year at St. Ferdinand School. This Handbook of School Policies is made available to you, the parents, in order to help you become acquainted with school procedures, guidelines, and policies. We ask that you read each item and review pertinent information with your children.

Knowledge of these policies will help you better understand relations between home and school. Your cooperation will do much to strengthen and develop in the minds of the students the correct attitudes and habits expected of them. This handbook cannot address every situation that arises during a school year. The school administration has the right to amend policies as needed. Parents will be kept informed of changes through the monthly newsletter. The school administration also has the right to implement or waive consequences at its own discretion.

Parents have the primary responsibility for the education of their children. The Catholic School accepts the child as a sacred trust confided to it by the parents who are accountable to God for the spiritual and temporal welfare of their children. This responsibility indicates the grave duty of parents who work cooperatively with the Pastor, Principal, and faculty, for the welfare of the children and the benefit of the school.

## **SCHOOL PHILOSOPHY**

Catholic education at St. Ferdinand School is an expression of the teaching ministry of the church, organized to promote human development in response to the Gospel. It fosters growth in all individual and social dimensions: spiritual, moral, intellectual, emotional, physical, and aesthetic; through a ministry embracing a message of faith, taught and lived in community and reaching out in service to others.

## **MISSION STATEMENT**

We, the Saint Ferdinand Catholic School Community, are rooted in Roman Catholic Tradition and principles in a comprehensive instructional program. We inspire our students to become Christians and to become life-long learners capable of living to their fullest potential in our world.

## ACADEMIC PROGRESS

*Saint Ferdinand School Policy #5300*

### A. REPORTS

1. Report Cards are issued 4 times each school year for grades 1-8 and 3 times for kindergarten students (kindergarten students do not receive report cards for first quarter).
  - a. **Parent-Student-Teacher conferences** are held following First Quarter. Parent/Guardians and students are required to attend.
  - b. All report cards, except fourth quarter report cards, must be signed by a parent/guardian and returned to school within one week of date issued.
2. Progress reports are issued 4 times each school year for all students in grades 1-8 at mid-quarter. Progress reports must be signed by a parent/guardian and returned to school within one week.
3. Parent/guardians are encouraged to contact teachers for conferences if student progress is unsatisfactory. Working together, parents and teachers may provide assistance to students who are struggling academically or otherwise.
4. St. Ferdinand School uses the following **Grading Scale**:

A+	98-100	C+	83-84
A	95-97	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	72-74
B-	85-86	D-	70-71
		F	69 and below

### B. HOMEWORK

1. All learning cannot be accomplished within the limited amount of time allotted for classroom instruction. Homework may be assigned to all students in Saint Ferdinand School. Assignments are relevant to the class lesson and are designed to foster independent study habits. Homework is an important and integral part of the student's learning experience.
2. Parents/guardians may be of help to their children by asking about homework. **Students in grades 3-8 are required to use assignment books.** These are provided by the school. Homework should be completed without the help of a parent/guardian most of the time.
3. If a child has difficulty completing homework assignments, parents/guardians are encouraged to consult with the teacher.
4. If a student forgets textbooks or papers, the building is not open after school hours. Do not go to the Rectory and ask to have the school opened to obtain homework materials.

## **ACCESS TO STUDENT RECORDS BY PARENTS**

*Archdiocesan Policy 4601.2*

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

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

**It is the parents' responsibility to notify the school of the custody arrangements.** This notification should be in writing and should include a copy of the legal documents governing the custody arrangement.

## **ADMITTANCE AND PLACEMENT**

*Saint Ferdinand School Policy #4102.1*

### **A. Compliance with Archdiocesan Policy**

1. St. Ferdinand School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at St. Ferdinand School.
2. The school shall not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships, or school administered programs.
3. Parents or Guardians must provide verification of custody arrangements in cases in which the parents of the student are divorced or custody of the child has been granted to someone other than the child's parent. (A copy of the portion of the divorce decree or, in the case of assigned guardianship, other legal document which verifies custody arrangements, must be provided.)

### **B. Eligibility for Enrollment**

1. A child must be five years of age by July 31<sup>st</sup> to enter Kindergarten. A child must be six years of age by July 31<sup>st</sup> to enter first grade.
2. A readiness test may be administered to first grade students who are not enrolled in St. Ferdinand Kindergarten.

3. Children fulfilling age requirements but whom after sufficient examination are found lacking in maturity or readiness for kindergarten or first grade, need not be permitted to enroll at that grade level.
4. A student must demonstrate competence in the skills required for the grade in which he or she is enrolling.
5. St. Ferdinand School will not accept transfer students into any grade during second semester. It is too difficult to bring students up to the school's academic standards at that time of the year. Exception may be made if a student has just moved into the parish, after careful consideration of previous records.
6. Family of students transferring from another Archdiocesan school must be in good financial standing with the previous school before the students can be enrolled at St. Ferdinand.
7. All applications will be processed in the following order.

**Early Registration:**

- a. Applications of current families enrolled in both St. Ferdinand School and St. Ferdinand Preschool which are completed by the early registration deadline.
- b. Applications of current St. Ferdinand and St. Martin de Porres parishioners.
- c. For applications received by the early registration deadline as determined each year, group "a" will be processed prior to group "b".

**Open Registration:** All other applications.

**C. Classroom**

1. With kindergarten classes over 25 students, a teacher's aid will be considered. There will be a maximum of 30 students allowed in a kindergarten class.
2. There will be no more than 30 students per class in grades 1 through 8. A teacher's aide will be considered for grades 1 – 3 with a class size over 25 students.
3. Students will not be moved from one homeroom to another homeroom once the new school year has begun.
4. The above are open to modification at the Pastor's discretion.

## ARRIVAL AND DISMISSAL

We ask that all parents follow the guidelines for the parking lot when dropping off and picking up their children. See the **MAP** in the Appendix Section of the School Handbook.

**Please be courteous and follow the directives of our teachers.**

**A. ARRIVAL**

1. The school day begins at 7:35am. Students are admitted to the buildings at 7:30am. Students should arrive no earlier than 7:20am. Teachers begin morning duty at 7:20am. If you bring your child before this time, he/she will be unsupervised. The "shopping area" is always off-limits for St. Ferdinand students.
2. **All students must exit cars in the Drop-off Zone.** The Drop-off Zone extends from the Rectory to the main building at the front of the St. Ferdinand complex. There are large signs in place to indicate this zone. Cars must pull up to the sign by the Rectory or to the car in front, so many students may exit at a time. **No Double Dropping. Do not drop off students at the main building, then drop off students at the primary building. All students must exit the car at the same time.** No parking in the Drop-off Zone.

3. Students should walk to the back parking lot behind the church and Duchesne Hall. If the temperature or wind chill is below 32 degrees, students will be brought into the school building before school. **Ball games are not allowed** in the morning arrival period.
4. **No one may drive to the primary building before school in the morning** to drop off students.
5. **For safety, all children should exit on the passenger side of the car. Do not form a double line of cars.** Parking is allowed in the second and third rows on the lot. Parents who park must walk their children all the way across the Drop-off Zone.
6. The school office opens at 7:25 a.m. From 7:25 to 8:00 a.m., parents/guardians may call in student absentees. There is a voice mail system for leaving messages earlier than 7:25 a.m.

#### **B. DISMISSAL**

1. Parking is allowed in the front parking lot and in the side parking lot by the primary building. If the primary lot is full, overflow parking is permitted directly behind church (park in the direction of exit in the back). Parking behind the Duchesne Center and main school building is not allowed at dismissal time.
2. School dismisses at 2:45pm.
  - a. **Main Building** - Students in grades 3-8 are dismissed to the front parking lot. Parents/guardians are to park in the front lot to await children walking to cars. Students walking to the primary parking lot must use the front sidewalk. Please follow any directions given by teachers and/or parking lot monitors.
  - b. **Primary Building** - Students, **including preschool and kindergarten**, are dismissed to the parking lot alongside the primary building. All primary students who need to meet a carpool on the front parking lot must line-up and be escorted by a teacher/parent across the primary parking lot to the front of church. Cars exit through the gate in back by the concession stand.
3. Students are to leave immediately after school unless they are detained for a specific activity. Teacher supervision ends at 3:00pm. Any student not picked up by 3:00pm will be sent to the office to wait for his/her ride. If an emergency occurs and you will be late in picking up a child, please contact the office. Instruct your child as to whom he/she may call after school should you be detained. **Late pickups** should be very rare occurrences. Should late pickups occur with frequency, parents will be required to register their child with Falcon Friends so that he/she may wait for parents there.
4. The “shopping area” is always off-limits for St. Ferdinand students.
5. For safety, students may not play chase games, nor play with balls during dismissal time. **Students must go directly to and remain in their cars until departure.** The duty teachers may issue detentions to students who disobey this directive. On Fish Fry Fridays, the parking lot is very congested and can be hazardous. Students should not loiter on the premises on Fridays.
6. Do not use the driveway between the main building and the chapel at dismissal time.
7. Obey “**Do Not Enter**” signs at arrival and dismissal times.
8. Students should not be left unsupervised on school property to wait for rides at the end of the school day or following any extra curricular activities; therefore, students who are not picked up on time will be required to wait inside the school building or

- under other appropriate adult supervision until transportation arrives. This includes students who participate in after school activities.
9. Limousines may not be used to transport children at arrival, dismissal or other times on school property. Because of the excitement they create, they become a safety hazard. This ban includes picking up children for birthday parties or for graduating 8<sup>th</sup> grade students

**Please be alert during arrival and dismissal times. Drive slowly and carefully, always watching out for children! SAFETY and COURTESY are essential for smooth drop-off and dismissal.**

### ATTENDANCE

*Archdiocesan Policy #4201*

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

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

#### A. ABSENCE

1. Missouri State Law requires parents to have school-age children at school in regular attendance. A student's absence from school interferes greatly with his/her progress. Parents or legal guardians of students who are not attending school regularly shall be notified and asked to arrange a conference. If the conference does not rectify the situation, parents/guardians will be notified that additional action will be taken if they cannot show justifiable cause for the continued absence within 5 days.
2. **If a child is ill, it is the responsibility of the parent/guardian to notify the school office at 921-2201 by 8:00 a.m. on the day of the absence.** You may leave a message on voice mail.
3. When the child returns from the absence, he/she must bring to the homeroom teacher a **WRITTEN** excuse stating:
  - a. DATE or dates of absence
  - b. REASON for absence
  - c. SIGNATURE of parent/guardian.
4. Should a child become ill at school, the parents will be contacted, or one authorized by his/her parents in their absence, so that someone can come for the ill child. Under no circumstances may a child go home without reporting to the school office or without a parent/guardian's permission.
5. A student who is absent for any reason other than illness must have the permission of a parent/guardian.

6. A student shall be allowed a maximum of ten instances of absence from school for any reason during a semester, including suspension. Absences in excess of ten instances during a semester can result in failure for the semester. The school may require a doctor's excuse for absences in excess of 10 days in a semester.

**B. MAKE-UP WORK**

1. Students shall be permitted to make-up work missed as a result of any absence. It shall be the student's responsibility to meet with the teacher, receive the necessary instruction and assignments, and complete those assignments after returning to school following the absence.
2. Assignments are automatically written down for absent students. It is the parent's responsibility to make arrangements with the office for the work to be sent home with another student or to be sent to the office for a parent to pick up. Parents should make these arrangements when the office is contacted about the absence, prior to 8:00 a.m.
3. The student will have one (1) school day per every school day missed to complete the work missed or make special arrangements with the teacher.

**C. TARDINESS**

1. Saint Ferdinand Catholic School abides by *Archdiocesan Policy #4202*: A student is tardy who arrives after the time fixed by school policy for the start of the school day.
2. The school puts great emphasis upon prompt and regular attendance. Parents are asked to aid the school in teaching promptness as well as regular attendance.
3. A student is considered late to school if he/she is not in his/her assigned place when the tardy bell rings at 7:35am. All students who arrive late must check in at the office before going to class. The student will be issued a late-slip and his/her name will be removed from the absentee list.
4. Students in the Primary Building who arrive after the 7:35am bell must check in at the office before going to class. The adult bringing the child to school is responsible for escorting the student to the Primary Building.
5. When a student is tardy, he/she is responsible for any work missed and is expected to inquire what was assigned.
6. Chronic tardiness is defined as being late for school, three or more times a quarter. Chronic tardiness may result in the adult bringing the child to school being required to escort the child to the office to sign the child in each time the child is tardy. The child will not be allowed to go to class until the adult signs the child in at the school office. If the child is a student in the primary building the adult signing the student in is responsible for escorting the child to the classroom.
7. Doctor or dentist appointments are considered valid reasons for tardiness, but must be accompanied by a written excuse. Parents are encouraged to schedule appointments after school hours.
8. If you know you will be tardy, please call the office just as you would for an absence. You may leave a message on voice mail.

**D. EARLY DISMISSAL/DOCTOR APPOINTMENTS/ILLNESS**

1. If a child needs to leave school early, a note should be sent to the teacher, and the child must be signed out at the office before being picked up by the parent/guardian.
2. Children who go home sick are counted absent for one-half day if they are away from school two or more hours.

3. When doctor or dentist appointments during school hours are unavoidable, a note signed by the parent or doctor giving the reason for his/her leaving early or coming in late must be presented to the homeroom teacher (if leaving early) or to the school office (if arriving late). A child who misses school to go to a doctor or to a funeral is considered absent.
  4. When a student is dismissed early from class, he/she is responsible for any work missed, and is expected to inquire what was assigned.
- E. **VACATIONS:**
1. If you choose to take your child out of school for a vacation, **no work will be given to the child in advance**. It is the responsibility of the student to find out what work needs to be made up when he/she returns to school.
  2. To get credit for the work, school work must be made up in a reasonable length of time. The student will have one (1) school day per every school day missed to complete the work missed or make special arrangements with the teacher.
- F. **SHADOWING:** Students who are not in attendance in order to visit another school are considered absent and are responsible to make-up all missed work. Work will not be provided in advance.
- G. **TRUANCY:**
1. Saint Ferdinand Catholic School abides by *Archdiocesan Policy #4201.1*: 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.
  2. Truancy is considered a serious offense.
  3. Consequences include conferences with parent/guardian and possible probationary status.
  4. Repeated truancies could result in dismissal.
- H. **DUAL ENROLLMENT:**
1. Saint Ferdinand Catholic School abides by *Archdiocesan Policy # 4204*: Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.
  2. Parents must notify the school of student enrolled in programs offered through the local public school district.
  3. Parents are responsible for providing transportation or making transportation arrangements.
  4. Students who are away from school to participate in programs during the school day are responsible to make-up missed work according to the teacher's directions.

## **BICYCLES**

1. Students may ride bicycles to school. All students should wear helmets.
2. Bicycles should be parked in the bicycle rack in front of the main building and secured with a lock. The school is not responsible for damaged or stolen bicycles.
3. Students must walk their bikes while on school property.

## **CHILD ABUSE**

*Archdiocesan Policy #3601  
Saint Ferdinand School Policy #3601  
Saint Ferdinand School Policy #3601.1*

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

## **COLLECTIONS**

Collections of any kind may not be taken up in the classrooms without permission of the principal.

## **COMMUNICATION**

### **A. METHOD OF ADDRESSING CONCERNS**

**If you desire to discuss your child's progress or lack of progress, a school policy that is unclear, or voice concerns, the following process must be followed:**

- 1. Go to the teacher. If the problem is not addressed satisfactorily, then,**
- 2. Go to the principal. If after these steps, concerns are not resolved, then,**
- 3. Consult with the pastor.**

### **B. HOME FOLDERS**

Every St. Ferdinand student will be issued and is required to use a “**Home Folder**” to carry communications daily between school and home. Students must return the “Home Folder” to school each morning. Parents are encouraged to place communications to school in these folders. Teachers ask for Home Folders or items in the folders every morning. Please take special note of memos on **red paper**. These memos indicate an important change or incident that requires immediate attention.

### **C. REGULAR COMMUNICATION FROM THE SCHOOL OFFICE**

1. Monthly--On the last day of each month, the oldest child in each school family will receive a **monthly newsletter, containing a calendar**.
2. Weekly—on the last day of the week, the oldest child in each school family will receive the Saint Ferdinand Connection containing pertinent information regarding the upcoming week.

## **CONCEALED WEAPONS**

*Archdiocesan Policy #6202  
Saint Ferdinand School Policy #6202.1*

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of St. Ferdinand Parish and School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

## CURRICULUM

St. Ferdinand School maintains a curriculum based on current educational materials, sound educational practices, and which develops the whole child. Students throughout the school participate in the Accelerated Reader Program. A curriculum guide for Grades K-8 is available in the school office. It is updated annually.

### A. **PRIMARY GRADES:**

1. **KINDERGARTEN:** The Kindergarten curriculum consists of Religion, Reading Readiness, Beginning Reading, Math Readiness, Beginning Math, Music, P.E., Science, Social Studies, Penmanship, Phonics, Art, Foreign Language and Technology. Good Citizenship during play and snack time is stressed.
2. **FIRST AND SECOND GRADES:** In these grades, the curriculum consists of Religion, Phonics, Spelling, Reading, Math, Language Arts, Penmanship, Social Studies, Science, Art, Music, P.E., Foreign Language and Technology.

B. **GRADES 3-8:** In Grades 3-8, the curriculum includes Religion, Reading, Spelling, Math (Pre-Algebra-7 and Algebra-8), Social Studies, Science, English, Handwriting (3-5), P.E., Art, Music, Foreign Language and Technology. Family Life, an Archdiocesan-wide program, is taught to the students in grades 4 – 8.

## DAY CARE CENTERS

If your child attends a Day Care Center after school, please inform the office in writing as to which center he/she attends. We ask that you make sure the Day Care Center is informed when St. Ferdinand has an early dismissal.

## DELIVERIES

Deliveries to school of flowers, balloons, and other gifts for students will not be accepted by the office. Please arrange to have these items delivered to your home. In an effort to avoid a difficult situation for a delivery company, if a delivery is made, it will be held in the school office and the student will be notified at the end of the day to come pick the item up.

## DISCIPLINE

*Archdiocesan Policy #4300  
Saint Ferdinand School Policy #4301*

St. Ferdinand School expects its students to act as Christian girls and boys. A responsible student conducts himself/herself in such a manner, while under the supervision of a faculty or staff member, so as to reflect credit upon his/her person, parish, and school. The following is a non-exclusive listing of disciplinary regulations. The overall guiding principle is that any conduct which constitutes a breach of good order and discipline, may be the subject of disciplinary action.

From Grades K-8 the following behaviors are stressed:

**Be respectful, kind, and courteous to others.**  
**Obey teachers and adult supervisors.**  
**Use language appropriate to a Christian boy or girl.**  
**Each person has a right to space. Keep hands and feet to yourself.**  
**Respect the property of others.**  
**Be on time for school each day.**

- A. **WEAPONS:** In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Saint Ferdinand Parish / School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.
- B. A weapon is defined as any instrument, device or substance customarily used for attack or defense against an opponent, adversary or victim; or an instrument used in destroying, defeating, or inflicting physical injury to another person and/or property.
1. Any other instrument, device, material object, or substance not customarily used for attack or defense, but by its use could cause or create a threatening situation, may be classified as a weapon.
  2. Firearms and other weapons deemed illegal by the lawful authorities: If a student is found to be in possession of a firearm or other weapon deemed illegal by the lawful authorities, the weapon will be confiscated, the appropriate legal authorities will be notified and withdrawal for cause will be recommended. (Refer to Procedures for Withdrawal for Cause).
  3. Other weapons
    - a. Possession Only: If a student is in possession of a weapon other than a firearm or other weapon deemed illegal by the lawful authorities, but including instruments made to propel projectiles, without intent to use it, the administration shall:
      1. First Offense: confiscate the weapon, call the student's parents and the student may receive a one to five day out-of-school suspension.
      2. Second Offense: confiscate the weapon, call the student's parents and withdrawal for cause will be recommended. (Refer to Procedures for Withdrawal for Cause).
    - b. Flourishing and/or Intent to Use: If a student is displaying or flourishing a weapon other than a firearm or other weapon deemed illegal by the lawful authorities, but including instruments made to propel projectiles, with intent to use it, the administration shall:
      1. First Offense: confiscate the weapon, call the student's parents and the student may receive a five to ten day out-of-school suspension. The Pastor and/or Principal or their representatives must be reasonably assured that the student does not pose further danger to others before returning to school.
      2. Second Offense: confiscate the weapon, call the student's parents and withdrawal for cause will be recommended. (Refer to Procedures for Withdrawal for cause).
    - c. Using a weapon: If a student is using a weapon for attack or defense against another person, the administration shall confiscate the weapon, notify the

appropriate legal authorities, call the student's parents and withdrawal for cause will be recommended. (Refer to Procedures for Withdrawal for Cause).

1. Violations of this policy occurring during school-sponsored activities or field trips or to and from school may also be subject to this disciplinary policy.
2. If a student becomes aware of another student who is in violation of this policy and does not report it to the proper school authorities, that student may also be subject to this disciplinary policy.

**C. VIOLENCE AND THREATS OF VIOLENCE:** *Saint Ferdinand School Policy #4303.3*

Saint Ferdinand Catholic School abides by Archdiocesan Policy # 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, expulsion, and legal action depending on the severity of the incident.

2. Consequences will be issued according to the degree of severity of the situation.

**C. FIGHTING/VIOLENCE:** *Saint Ferdinand School Policy #4303.3*

1. **Fighting** by students shall be prohibited on or in all school facilities and at all school activities. Fighting is an action in which a person inflicts physical or emotional harm on another person or persons.
2. **Physical fighting** is defined as an attempt to inflict bodily harm to any person or persons.
  - a. Two or more students fighting: When two or more students are involved in a physical fight, the administration shall:
    - i. First Offense: Call the parents of the students. The students may receive two to four detentions.
    - ii. Second Offense: Call the parents of the students. The students may receive a three day out-of-school suspension.

- iii. Third Offense: Call the parents of the students. Withdrawal for Cause will be recommended. (See Procedures for Withdrawal for Cause).
  - b. **Group Assault:** A group assault is defined as a fight preplanned by two or more persons against a person or a lesser number of persons. When a student is/are involved in a group assault, the administration shall call the student's parents and withdrawal for cause will be recommended. (See Procedures for Withdrawal for Cause).
3. **Verbal Fighting:** When two or more students are involved in a verbal fight, administration shall:
- a. First Offense: Call the parents of the students. Students shall be issued one to three detentions.
  - b. Second Offense: Call the parents of the students. Students shall receive five detentions.
  - c. Third Offense: Call the parents of the students and the students may receive a three day out-of-school suspension.

**D. HARASSMENT:** *Saint Ferdinand School Policy # 4303.6*

1. Saint Ferdinand Catholic School abides by Archdiocesan Policy #4303.6: 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.

- 2. Bullying is a form of harassment. Harassment includes making threats.
- 3. Instances of harassment will be addressed with the following disciplinary consequences.
  - a. First Offense: Parent/guardian will be contacted. Student may receive one to three detentions.
  - b. Second Offense: Parent/guardian will be contacted. Student may receive five detentions.
  - c. Third Offense: Parent/guardian will be required to seek counseling for the child. Student may receive a three day out-of-school suspension.

**E. DRUGS, ALCOHOL, TOBACCO PRODUCTS**

1. Saint Ferdinand Catholic School abides by the following *Archdiocesan Policies # 4303.2:*

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

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

2. The possession, use, or distribution of illegal drugs, alcohol, or tobacco products by students shall be prohibited on or in all school facilities and at all school activities. The use of alcohol by adults during school programs/events, on St. Ferdinand property or on school field trips is prohibited.
  3. **Suspicion of Use:** When a student is under suspicion of drug or alcohol use, the administration shall contact the student's parents and request an in-person conference between the parents, the school administration, and the pastor. If determined necessary, the administration must be assured that the student will receive treatment before returning to school.
  4. **Possession:** When a student is found to be in possession of drugs, alcohol, or tobacco products, the administration shall notify the proper legal authorities and:
    - a. First Offense: Confiscate the substance. Call the parents of the student. The student may receive a one to five day out-of-school suspension.
    - b. Second Offense: Confiscate the substance, call the parents of the student. Withdrawal for Cause will be recommended. (See Procedures for Withdrawal for Cause).
  5. **Distribution:** When a student is found to be distributing drugs, alcohol, or tobacco products, the administration shall confiscate the substance, notify the proper legal authorities, call the parents of the student. Withdrawal for Cause will be recommended. (See Procedures for Withdrawal for Cause).
- F. **SEARCH AND SEIZURE:** Saint Ferdinand Catholic School abides by *Archdiocesan Policy #4303.5*: School officials with sufficient reasons to do so may search a student's locker or desk. Sufficient reason is determined by the Administration.
- G. **INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT:** Saint Ferdinand Catholic School abides by *Archdiocesan policy #4303.4*:  
A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school

community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

**H. PRIMARY DISCIPLINE CODE (GRADES K – 3):**

Rules/Consequences will be drafted by students with teacher input and help; the younger the student, the more input by the teacher. Rules/Consequences will be typed and sent home to be signed by parent(s) and student. Parent(s) will have to return a signed copy indicating that the rules and consequences were read, discussed, and agreed to by both parent(s) and student. This will be kept on file by the classroom teacher.

1. First Infraction: A verbal warning by the teacher to the student.
2. Second Infraction: A second verbal warning by the teacher and loss of recess time.
3. Third Infraction: A written reprimand (in triplicate-one copy to parent(s), one to principal and a copy to the teacher for student file). This form will indicate the infraction, the consequence, and a section for the parent(s) and child to sign and return. Student will write how to change his/her behavior for the better.
  - If a child receives a second written reprimand (2 in a quarter), a conference with the parent(s), child, and teacher will be held.
  - If a child receives a third written reprimand (3 in a quarter), a conference with the parent(s), child, teacher, and principal will be held.
  - If after meeting with the principal, an additional written reprimand is received, the parent(s), child, teacher, and principal will discuss further disciplinary action such as, but not limited to, the following: in-school suspension, out-of-school suspension, or Withdrawal for Cause.

**H. DISCIPLINE (GRADES 4 – 8):**

**1. DETENTION SESSIONS**

- a. **Detention rules apply to Grades One through Eight.**
- b. Detention is held two days each week (Tuesday and Thursday) from 2:55-3:25pm in the presiding teacher's classroom.
- c. A written notice will be sent home to parents/guardians when a detention is earned by a student. This notice must be signed by the parent/guardian and returned to the teacher. The student may also be required to call his/her parents to notify them of the detention.

**2. STUDENT BEHAVIOR RESULTING IN DETENTION(S)**

Detention(s) may be issued for (but not limited to) the following infractions:

- a. Annoying classmates
- b. Rude/Discourteous behavior
- c. Classroom disruption
- d. Failure to return previous detention slip
- e. Continuous infractions of uniform regulations
- f. Horseplay (play fighting, pushing, teasing, rough play, throwing of snow and ice, etc.)
- g. Disrespect for authority
- h. Leaving school premises without permission

- i. Immoral conduct/language/actions
  - j. Bullying/harassment
  - k. Destruction of school/staff/student property (restitution may be required)
  - l. Stealing (restitution may be required)
  - m. Cheating (restitution may be required)
3. **MISSED DETENTION:** If a student misses an assigned Detention, he/she may receive a one-day, out-of-school suspension.
4. **MULTIPLE DETENTIONS PER SEMESTER**
- a. After the second detention a meeting is held including the student, parent(s), teacher(s), and principal.
  - b. One more detention following this meeting is allowed. This would be the student's third detention.
  - c. When a fourth infraction is committed, an out-of-school suspension will be issued or other disciplinary action will be taken.
  - d. Any subsequent infractions will result in suspension or other disciplinary action.
- I. **SERIOUS DISCIPLINARY CONSEQUENCES:** *Archdiocesan Policy #4302*  
 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. The following conduct may lead to serious disciplinary consequences:
- 1. an individual infraction of a major school rule;
  - 2. disrespect of authority;
  - 3. repeated truancy;
  - 4. repeated infractions of school rules;
  - 5. disruption of the learning environment;
  - 6. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
  - 7. harassment, threats, or physical acts against others;
  - 8. out of school conduct which seriously detracts from the reputation of the school.
- J. **SUSPENSION:**
- 1. Saint Ferdinand Catholic School abides by *Archdiocesan Policy # 4302.1*: Suspension is the removal of a student from all classes for a specified period of time.
  - 2. A suspension may be issued by school administration for a serious infraction of school regulations. Suspensions may range from one to ten days.
  - 3. During a suspension known as **in-school suspension**, the student is under the supervision of the principal and his/her designee. For the duration of the suspension, the student is responsible for all work assigned, and will receive a 10% reduction in grade for each assignment issued the day of the suspension. For example, first suspension will result in a 10% reduction in grade on each assignment, second suspension will result in a 20% reduction in grade for each assignment, etc. Work due the day of the suspension must be turned in to the principal or his/her designee for delivery to the teacher. If work is not turned in, the assignment(s) will be considered late and will be subject to the teacher's late assignment policy.
  - 4. During a suspension known as **out-of-school suspension**, a student may not attend classes and is under the supervision of his/her parent/guardian. For the duration of

- the suspension, the student is responsible to make up all work missed, and will receive a 10% reduction in grade for each assignment issued the day of the suspension. For example, first suspension will result in a 10% reduction in grade on each assignment, second suspension will result in a 20% reduction in grade for each assignment, etc. Work due the day of the suspension must be turned in upon return to school. If work is not turned in, the assignment(s) will be considered late and will be subject to the teacher's late assignment policy.
5. **Upon receiving the third suspension, withdrawal for cause will be recommended.**
- K. **PROBATION:** Probation is the continued enrollment of a student, but with specified conditions. Students may be placed on probation at the discretion of the administration.
- L. **WITHDRAWAL FOR CAUSE**
1. Saint Ferdinand Catholic School abides by *Archdiocesan Policy # 4302.3*:  
Withdrawal for cause is the permanent end of enrollment of a student from a school.
  2. Procedures for Withdrawal for Cause:
    - a. Upon receiving a third suspension Withdrawal for Cause will be recommended.
    - b. In the case of a recommended Withdrawal for Cause, the following procedures will be followed:
      - i. The principal notifies the pastor of the problem.
      - ii. A conference between the parents of the student, the pastor, the principal, (and/or their representatives), and the teacher involved is called, and the situation is discussed in depth.
      - iii. A decision is reached with mutual understanding focusing on what is best for the student and the school.
      - iv. The situation is reported to the Director of Elementary Education at the Catholic School Office.
  3. As previously stated, there are situations in which immediate withdrawal for cause may be recommended.

## **DISTRIBUTION OF MATERIALS TO STUDENTS**

*Archdiocesan Policy #4402.4*

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

## **EMERGENCY PLANS**

*Saint Ferdinand School Policy #6202.3*

In cooperation with the Florissant police and fire departments, St. Ferdinand School has extensive plans for all types of emergency situations. Students discuss and practice emergency procedures throughout the school year. Plans and supplies are updated each year.

1. Each staff member has a copy of the emergency plans in the Teacher Handbook.

2. Duplicate class lists and emergency plans are on file in the parish rectory.
3. Each building has an emergency kit with a first aid kit in a rolling suitcase.
4. Each classroom has a small emergency pack with a first aid kit.

## **EXTRACURRICULAR ACTIVITIES**

*Archdiocesan Policy #5202.10*

*Archdiocesan Policy #5202.103*

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.

## **FACULTY MEETINGS**

- A. Faculty Meetings are held monthly.
- B. School will be dismissed at 12:00 p.m. on Faculty Meeting Days.
- C. Students will not have lunch at school on days when teachers have Faculty Meetings. Students may bring a morning snack.

## **FEES AND BOOK RENTAL**

*Saint Ferdinand School Policy #6102.1*

### **A. FEES**

1. Families will be charged \$200.00 per child for the first three children. After the third child, there will be no charge.
2. Each family is required to prepay \$50.00 per child (up to three children) of their Fees and Book Rental (non-refundable), which is due for the upcoming year at the time of registration. The balance is due by the first business day in August, usually August 1<sup>st</sup> (unless the Book Rental and Fees are included in your monthly tuition payment).
3. If a school family has not paid by this deadline, their children will not be placed on the class lists posted in August.

### **B. ITEMS COVERED BY BOOK RENTAL AND FEES**

1. Activity Fee - Recess/playground monitor, classroom parties, Scholastic magazines
2. Consumable Textbooks & Workbooks
3. Hardbound Textbooks
4. Student, Faculty, and Office Supplies
5. Students Activities and Recognition Awards
6. Student Assessment - Records
7. Communication Expenses

- 8. Cafeteria workers
- 9. Other - Furnishings, Service Contracts, Minor Repairs, Organization Fees

### **FIELD TRIPS**

*Saint Ferdinand School Policy #5202.82*

- A. When the school, a class, or a body of students leaves the school premises for any type of activity, it is considered a Field Trip. All who participate represent St. Ferdinand School, including parent volunteers/helpers, students, and faculty.
- B. During the school year, each grade level may schedule field trips. Field trips should be educational by providing a learning experience outside of the classroom. The teacher is responsible for choosing the location and the number of parent helpers needed for safe supervision.
- C. Because St. Ferdinand School is represented by all participants on the Field Trip, parent helpers are asked to dress appropriately, according to the guidelines provided by the teacher.
- D. Field trips are a part of the school curriculum. If a child does not attend the trip, attendance at school is mandatory.
- E. For each field trip, a school "Field Trip Permission Form" will be sent home. This form must be signed by a parent/guardian and the entire form returned to school by the due date. This is the only permission slip that will be accepted. Hand written permission forms are not acceptable.
- F. On a school field trip, students must follow school rules of behavior.
- G. Bus transportation is the preferred method of field trip transportation. Occasionally, parents may be asked to drive students to a location. If this occurs, the following criteria (from the Archdiocesan Policy #5202.9) must be met:
  - 1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - 2. The vehicle should have a valid registration and meet state safety requirements.
  - 3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
  - 4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
  - 5. Every person in the private vehicle must wear a seat belt.
  - 6. Volunteer drivers must provide a copy of insurance card, driver's license, and a signed form to the office 2 days before the field trip.

### **GRADUATION**

*Archdiocesan Policy #4502*

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.

A. **Dismissal of Graduating Students:** *Archdiocesan Policy # 4502.2*

Graduation activities and events should be scheduled as close as possible to the official ending of the school year. Grade eight students, like the other students within the school community, should be provided with a minimum number of 174 days of student instruction. Dismissal of graduating students should occur not more than one day prior to the celebration.

B. **Ceremonies:** *Archdiocesan Policy #4502.3*

Each school locally shall plan graduation exercises. It is appropriate that students, parents, and teachers be consulted in planning events connected with the graduation ceremonies and events. However, the pastor and principal must approve all activities and events.

In order to be eligible to participate in the commencement exercises, a student must have fulfilled all the graduation requirements as stated above. A Eucharistic liturgy with students, parents, and staff should be central to celebrating these events. Other events and aspects of the celebration should be planned in light of such factors as the significance of the event in the student's overall education and the financial burden to school and family.

C. **Guidelines for Planning Graduation Activities and Events:**

1. A simple and modest reception following the Liturgy is deemed appropriate. The amount of time, effort and financial resources spent on such an event should be carefully considered.
2. Saint Ferdinand Catholic School does not sponsor overnight trips as part of the graduation events. All local and Archdiocesan policies pertaining to school sponsored field trips will be followed in planning any type of field trip connected to graduation events and activities.
3. All graduation events should be family oriented. Therefore, graduation events should not include student only parties and dances.

## HEALTH

### *Saint Ferdinand School Policy #4401.5*

A. **COMMUNICABLE DISEASE RECOMMENDATIONS**

1. A communicable disease may be suspected when a combination of any two or more of the following symptoms are present: headache, watery and inflamed eyes, runny nose, cough, elevated temperature, skin rash, sore throat, or vomiting.
2. A child with these symptoms should not be in school. If teachers note a child with these symptoms, a parent/guardian will be contacted to come to school to take the child home.
3. **A child who is absent due to fever should not be sent back to school until 24 hours after the fever has ceased.**
4. **Parents are asked to remember that a child sent home from school due to vomiting, fever, etc. should not return to school the next day as he/she must be free of these symptoms for 24 hours before resuming school attendance.**

**B. IMMUNIZATIONS**

1. All students are required to verify in their health records that they have been immunized according to the current Missouri State Health Immunization Requirement.
2. The month, day, and year administered are needed for all immunizations.
3. It is unlawful for any child to attend school unless the child has been immunized according to these rules or unless the parent/guardian has signed and placed on file with the school administration, a statement of exemption (Department of Health Form IMM. P 12).

**C. HEAD LICE**

1. If you discover that your child has contracted a case of head lice, please notify the school office immediately, and call your doctor for instructions on treatment. Head lice is spread when children play in close contact with each other, through exchange of clothing, hats, brushes, combs, pillows, and other personal articles. Parents should be on the lookout for the most common symptoms such as intense itching on the back of the neck and head.
2. If head lice is discovered on a student at school, he/she will be sent home immediately.
3. Students may return to school one day after treatment.

**D. MEDICATION:** *Saint Ferdinand School Policy #440.1.4 and Saint Ferdinand School Policy #4401.41*

1. Saint Ferdinand Catholic School abides by Archdiocesan Policy #4401.4:
  - a. 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. Direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
    2. Written consent of the parent/guardian for school personnel to administer the medication
    3. The medication in the original container;
    4. Proper training of personnel on medication administration.
  - b. All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.
2. **The taking of medication during school hours is to be discouraged.** However, if it is necessary, the medication must be taken to the school office (main building students) and to the assigned individual on staff in the primary building (primary building students). **As required by state law, students may not carry medication, prescription or over-the counter, on their person. Chapstick and cough drop medications** must be turned over to the homeroom teacher. At each building, staff

- members have been trained to dispense medication. Proper documentation is kept on every dose administered and medication is kept in a locked cabinet.
3. Any student required to take prescribed medication or over-the-counter medication during regular school hours must comply with the following regulations:
    - a. Prescription medication must be in a prescription container. Non-prescription medication must be in the original container.
    - b. Written instructions from the physician must include student name, medication name, dosage, time interval, diagnosis or reason for medication.
    - c. Parent/guardian must complete the Archdiocesan medicine form which is in the Appendix Section of this handbook and is also available in school office.
    - d. Chapstick and cough drop medications must be accompanied by a parent note only.
  4. If there is a change in the dose or timing of the medication, the physician must submit the change in writing. This note may be faxed or mailed to school. A parent may not give permission to administer medication differently than the physician's order.
  5. Medications that will be given for the entire school year will need a new prescription container each school year.
  6. The school may request from the parent the right to call the physician to clarify a medication order.
  7. School personnel will not administer the first dose of any medication.
  8. If all guidelines are not followed, medication will not be administered. These guidelines apply to both topical and oral medications.
- E. **PHYSICAL EXAMINATIONS:** *Archdiocesan Policy # 4401.3*
1. Students entering kindergarten, third and sixth grades must have a current physical examination on file in the school office.
  2. All students new to Saint Ferdinand School must have a current physical examination on file in the school office.
- F. **SIGNIFICANT MEDICAL CONDITIONS:**
1. Saint Ferdinand Catholic School abides by *Archdiocesan Policy #4401.6*: 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.
  2. Parents are responsible for notifying the school of the existence of a significant medical condition.
  3. Parents are further responsible for providing the school with all documentation from the child's physician or other sources to aid the school in providing adequate care for the student.
- G. **SNACKS:** *Excerpt from Archdiocesan Policy #4401.71*
1. Due to concerns about Hepatitis, snacks that are to be shared with the class may not be homemade. If a child or parent forgets, homemade snacks will be sent back home with the child at the end of the day.
  2. Birthday treats and other treats brought for the whole class should be individually wrapped **and** commercially prepared.

3. **Students may bring mid-morning snacks daily. It is best to send healthful snacks such as fruits and grains, rather than snacks high in sugar such as cupcakes, candy, etc.**
4. **WELLNESS PROGRAM**
  - a. In order to comply with directives from the Saint Louis County Health Department, Saint Ferdinand Catholic School has implemented a Wellness Program. This program has been developed under the guidance of the Catholic Education Office in accordance with Archdiocesan policy.
  - b. Implementation of the Wellness Program will include, but is not limited to, the following:
    1. Lunch menus will include a variety of fruits and vegetables to be served over the course of each month.
    2. Lunch beverages will include 1% milk and, when available, a fruit based drink that contains at least 50% fruit juice. Water is available on a daily basis via the drinking fountain.
    3. Lunch periods will follow recess and will be scheduled between the hours of 11:00 a.m. and 1:00 p.m.
    4. Food at classroom parties will be limited to no more than one food or beverage that does not meet nutrition standards.
    5. Encouraging parents to prepare healthy lunches and snacks for their children.
    6. We will provide physical education instruction on a weekly basis.
    7. We will incorporate nutrition and health education into the curriculum.
  - c. The Archdiocesan Wellness Policy that we have adopted at our school contains a wide range of steps to implement to be proactive in assisting parents in fostering a healthy lifestyle for their children. Saint Ferdinand Catholic School sees this as an ongoing process and will continue to seek out ways in which further enhance and bring to fruition the guidelines established by the Saint Louis County Health Department and the Catholic Education Office.

## HONOR ROLL

### **A. GRADES 1-3**

1. There is no academic honor roll for Grades 1-3
2. Teachers may distribute some type of award to students who qualify to specific classroom standards.

### **B. GRADES 4-5**

1. Students are eligible for General Honors. There are no A or B Honors.
2. To qualify, students must achieve a B- or higher in the major subjects (Religion, Reading, English, Spelling, Math, Social Studies, and Science). A student may not receive a D or F in Music, PE, Art, Foreign Language or Technology.
3. A citizenship requirement (regarding conduct and effort) also determines eligibility. A student may receive no more than 2 "N"s and/or checkmarks and no "U"s on his/her report card to be eligible.

**C. GRADES 6-8**

1. Students are eligible for A or B Honors.
2. To qualify, students must achieve a GPA between 7.0 and 12.0, on a 12.0 scale, with no C+s or lower in the major subjects (Religion, Reading, English, Spelling, Math, Social Studies, Science):
  - a. A Honors 10.0 or above on a 12.0 scale
  - b. B Honors 7.0-9.99 on a 12.0 scale
3. In a 12.0 scale, A+ counts as 12 points, A as 11 points, A- as 10 points, B+ as 9 points, B as 8 points, B- as 7 points, C+ as 6 points, C as 5 points, C- as 4 points, D+ as 3 points, D as 2 points, and D- as 1 point. No points are awarded for F. A student may not receive a D or F in Music, PE, Art, Foreign Language or Technology.
4. A citizenship requirement (regarding conduct and effort) also determines eligibility. A student receiving 2 or more checkmarks on the report card in conduct and/or effort is ineligible.

- D.** After the first quarter, any student in grades 4-8 who improves in two major subjects will be eligible for Improvement Recognition.

**INCLEMENT WEATHER****A. SCHOOL CANCELLATION**

1. During inclement weather, parents are advised to listen to TV and radio stations for information on school closings. TV stations 2, 4, 5 will display the name "St. Ferdinand School" and KMOX radio station will announce the school name, if school will be closed for the day. You may also visit their websites to obtain information regarding school closings.
2. **Please, do not call the Rectory.**
3. Radio and TV stations cannot give out individual school closings over the telephone.
4. The decision to close school is made on a daily basis.
5. Should it become necessary to cancel school after the school day begins, a parent phone chain will be used. If you are working, make arrangements for someone to pick up your child and be sure to instruct your child where to go.
6. A parent snow/emergency chain is set up each year for notification of parents.

**B. SNOW SCHEDULE**

1. The term "Snow Schedule" means that classes will begin at a later time than normal.
2. If the TV and Radio stations announce that St. Ferdinand School will be on a Snow Schedule, it means that classes will start at 9:15am, unless otherwise stated.
3. School will dismiss at the usual time, 2:45pm.

**INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**

*Archdiocesan Policy #5202.6*

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

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

### INSURANCE PLAN

- A. Accident insurance for students is available for those who desire it through the Student Accident Insurance Program for St. Louis Archdiocesan Schools.
- B. Information will be provided in the "Back-to-School Packet".
- C. This insurance provides medical insurance for those injuries occurring in conjunction with school activities. The policy that the Archdiocese carries on its property excludes injuries to students occurring at school or in school sponsored activities.
- D. Payments for this insurance plan will be made directly to the insurance company or broker, who will maintain all records. All claims will be handled directly between the insurance agency, broker, and the parents.

### LUNCH

- A. St. Ferdinand School has a hot lunch program.
- B. The daily lunch price includes a full lunch and a drink.
- C. Lunch cards will no longer be issued. Families will order lunch using a two week order form that details each day's menu. These forms will be sent home every other week with the Saint Ferdinand Connection. Order forms must be returned on the next school day with full payment. **The exact amount must be sent to school. No change is returned.**
- D. On Fridays, due to Fish Fry, Domino's cheese pizza is the main entree.
- E. Tables are set up in the gym for all students.
- F. Students always have the option of bringing a lunch from home. A drink may be purchased with a milk/drink card. Students must purchase these cards from the teacher for one dollar which is worth five drinks.
- G. **Lunches left at home should be brought to the school office.** The secretary will direct lunches to students in a timely manner. Please make sure the lunch container is clearly marked with the student's name and homeroom number. Students are not allowed to call home for lunches.
- H. Students who do not have a lunch will be fed and parents are responsible for paying the fee associated with this service. Students who chronically forget their lunch will not be offered lunch if they have outstanding lunch fees. Chronic will be defined as forgetting their lunch more than 3 times per month.

## **MAILING LISTS**

*Archdiocesan Policy #4402.5*

Names, addresses, and e-mail addresses of students and their parents/guardians are not released to any unauthorized person or agency, especially to salespersons or commercial enterprises. In addition, schools should not make available on the school web site any information that enables students to be identified individually by names or photograph.

## **MEDIA AND THE SCHOOL**

*Archdiocesan Policy #4402.3*

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

## **MESSENGER STUDENTS**

- A. Because St. Ferdinand School consists of two buildings – the main building and the primary building, student messengers may be asked to travel between the buildings to aid in communication which is not transferable by phone or PA system.
- B. Seventh/eighth grade students may be asked to deliver attendance folders and various school supplies during the school day. Other grades may occasionally send messengers between buildings. A buddy-system is used.
- C. If a parent/guardian does not wish his/her child to participate as a school messenger, contact the homeroom teacher at the beginning of the school year.

## **PARTY INVITATIONS**

- A. Invitations to non-school functions, such as parties, must be mailed to the homes of individual students.
- B. The only exception to this rule is on the occasion that the entire grade level is invited to the function.
- C. Failure to follow this rule will result in confiscation of all invitations by the teacher or administration.

## **PLAYGROUND/RECESS**

- A. Adult recess monitors supervise the playground during lunch recess.
- B. Children are encouraged to play outdoors when weather permits. If you wish your child to remain indoors for health reasons, please send a note to his/her teacher. Students

benefit from the fresh air and exercise during recess, so keeping students indoors should occur infrequently.

- C. For outdoor recess to be cancelled the temperature and/or wind chill must be below 32 degrees. It is important that parents check their children's outer clothing when they leave home in the morning to make sure the clothes are adequate for the weather. All children are required to participate in outdoor recess.
- D. Children are required to obey and cooperate with playground supervisors.

## **POLITICAL PROCESS**

*Archdiocesan Policy #6203*

The following concepts should be adhered to in making decisions related to the use of school buildings in the political process:

- A. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.
- B. Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
- C. Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
- D. Schools should not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.
- E. School facilities should not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must insure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

## **QUESTIONING OF STUDENTS**

*Archdiocesan Policy #4402.2*

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.

## **REGISTRATION**

- A. Registration for the upcoming school year will take place in late January or early February.
- B. Current Family Registration

1. Registration forms are sent home with the oldest child in each family. The forms are due back to school by a specified date on the form with a \$50.00 partial (nonrefundable) payment of each child's (up to three children) Book Rental and Fees.
2. Incoming Preschool and Kindergarten Students of current school and preschool families may register at this time.
3. **There is a \$50.00 per family late fee for families who turn in registration forms past the due date.** This date will be noted on each year's registration information.

C. New Student Registration

1. First priority will be to families with children who are currently in St. Ferdinand School and/or St. Ferdinand Preschool and who meet the "Admission Requirements", see the Admittance and Placement section of this handbook.
2. Any other application will be handled on an individual basis.
  - a. Preschool Registration Requirements:
    1. To enter the two day a week program for three year olds, students must be three years of age by July 31.
    2. To enter the three day a week program for four year olds, students must be four years of age by July 31 of the year of registration.
    3. All preschool students must be able to utilize the restroom facilities independently.
    4. Due at registration is a copy of the student's Birth Certificate and Baptismal Certificate (if Catholic).
    5. Medical/Immunization Records must be completed before the start of school.
  - b. Kindergarten/Grade 1 Registration Requirements:
    1. To enter Kindergarten, a child must be five years of age by July 31. To enter First Grade, a child must be six years of age by July 31.
    2. Students entering Kindergarten or First Grade must be able to utilize the restroom facilities independently.
    3. Birth Certificate and Baptismal Certificate (if Catholic) must be presented at the time of registration.
    4. Medical/Immunization Record must be completed before the start of school.
  - c. Registration Requirements for older students include the following:
    1. Official copies of transcripts sent from the school the child currently attends or most recently attended. These must be sent directly from the school via mail or fax.
    2. Birth Certificate and Baptismal Certificate (if Catholic) must be presented at the time of registration.
    3. Medical/Immunization Record must be completed before the start of school.
    4. At the principal's discretion, a family interview may be required.

## REGISTRATION DOCUMENTS

- A. The following forms must be completed for all students seeking registration:
  - 1. Registration Forms
  - 2. Special Needs Evaluation Form
  - 3. Significant Medical Needs Evaluation Form
- B. By the first day of school, each student must have on file a completed Emergency Form signed by at least one parent/guardian.
- C. Registration will not be accepted until all financial responsibilities for the previous school year have been met.

## RELEASE OF STUDENT RECORDS

- A. Saint Ferdinand Catholic School abides by *Archdiocesan Policy #4601.4*: There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.
- B. No school records will be forwarded to the receiving school until the Board of Education Finance Committee verifies that all tuition obligations have been successfully met.
- C. Most schools will not accept registrations of students who do not have appropriate transfer documents.
- D. Saint Ferdinand Catholic School abides by Archdiocesan Policy #4601.6 regarding the release of discipline information: 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.

## REPLACEMENT: TEXTBOOKS, EQUIPMENT, LIBRARY BOOKS

### A. TEXTBOOKS

- 1. If a textbook or workbook is damaged or lost, a new one must be purchased at the school office. **Each child must have his/her own books.** Replacement books will be issued when the lost book is paid for.
- 2. Students should not write in their textbooks. At the end of each school year, books will be checked for damage. Students will be charged a fee for damages.
- 3. Textbooks should be covered throughout the school year.

### B. SCHOOL EQUIPMENT AND SUPPLIES

- 1. Students will be charged any fees incurred to replace school equipment and/or supplies which are used in accordance with the curriculum.

2. A student who through misuse and/or carelessness of school equipment causes damage, will reimburse the school the cost of replacing such item(s).

### **C. LIBRARY BOOKS**

1. Students are responsible for books checked out of the St. Ferdinand Library.
2. If a book is lost or damaged, the student is responsible to pay the replacement cost as determined by the principal, upon consulting library catalogs.
3. Library fees for lost or damaged books must be paid by the end of each quarter or the student may lose library privileges.
4. Fines may be assessed for late book returns.

## **RETENTION**

- A. A student may not advance to the next grade level if the required academic work is not satisfactorily completed at the current grade level.
- B. The decision to retain a student is made by the administration after thorough consultation and communication between home and school.

## **SCHOOL SCHEDULES**

*Archdiocesan Policy #5203.3*

*Saint Ferdinand Policy #5203*

### **A. SCHOOL DAY**

1. The St. Ferdinand School Day begins at 7:30am and ends at 2:45pm.
2. The first bell rings at 7:30am. Students will enter the school building at this time and prepare for classes. Students are to be in their seats at the 7:35am bell.
3. On Faculty Meeting days, as noted on the school calendar, the school times will be 7:30am-12:00pm. Students will not eat lunch at school on Faculty Meeting days.
4. The school office is open from 7:25am-3:10pm each day.

### **B. KINDERGARTEN SCHEDULE**

- **Full-Day Kindergarten: 7:30am-2:45pm**
  - ❖ Program includes recess, snack period, and rest/relaxation time.
  - ❖ Students may participate in the Hot Lunch Program or bring a lunch.
  - ❖ The core curriculum for Kindergarten includes Religion, Reading Readiness, Math Readiness, Handwriting, Science, and Social Studies. Kindergarten students do not participate in the Accelerated Reading program.
  - ❖ Kindergarten students in the full-day program participate in P. E., Music, Technology, Foreign Language and Art classes each week. They have a scheduled library time and use the St. Louis County Bookmobile.
  - ❖ Students attend All-School Masses each week.
- **Half-Day Kindergarten: 7:30-11:25**
  - ❖ Students do not participate in the Hot Lunch Program and do not need to bring a lunch.
  - ❖ The core curriculum for Kindergarten includes Religion, Reading Readiness, Math Readiness, Handwriting, Science, and Social Studies.

- ❖ Specialty classes for Kindergarten (P. E., Music, Technology, Foreign Language, and Art) are taught at varying times throughout the week. Students choosing to participate in the half-day program may not be present when these classes are scheduled and thus would miss the content presented.
- ❖ Students attend All School Liturgies each week.
- ❖ Students participating in the half-day program may not be present for special school functions such as school-wide prayer experiences, assemblies, or other activities. Families who wish to have their child participate in these events should make arrangements with the homeroom teacher. Parents are encouraged to read the monthly School Newsletter and the weekly Saint Ferdinand Connection in order to be aware of when these events are scheduled.

#### **C. GRADES K-4 – SCHEDULE**

7:45am        Classes Begin  
 11:30-12:10   Recess/Lunch  
 1:45-2:00     Recess  
 2:45pm        Dismissal

Students participate in Music, PE, Art, Foreign Language and Technology classes and visit the library each week.

#### **D. GRADES 5-8 - SCHEDULE**

7:45am        Classes Begin  
 12:15-12:55   Recess/Lunch  
 2:45pm        Dismissal

Students participate in Music, P. E., Art, Foreign Language, and Technology classes and visit the library each week.

#### **E. MASS SCHEDULE**

1. Students attend 8:30am Mass on Mondays, Wednesdays, and Fridays throughout the school year. On Mondays, Grades 5-8 attend Mass. On Wednesdays, Grades 1-4 attend Mass. All students in grades K-8 attend Mass on Fridays.
2. Parents are invited to share in the 8:30am Mass with the students.
3. Uniform shorts may be worn to Mass.

### **STUDENT PUBLICATION**

*Archdiocesan Policy #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.

### **STUDENTS WITH SPECIAL NEEDS**

*Archdiocesan Policy #5204*

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be

universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

## **STUDENTS WITH SPECIAL NEEDS: RECORDS**

*Archdiocesan Policy #5204.1*

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.

## **TECHNOLOGY**

*Archdiocesan Policy 4303.4*

*Archdiocesan Policy 5202.7*

*Archdiocesan Policy 5202.71*

### **A. TECHNOLOGY INSTRUCTION**

1. Vision Statement regarding use of Technology:  
 Saint Ferdinand Catholic School believes that technology access will provide collaborative and innovative opportunities that will enhance a quality education. Technology is one of many tools, which can be utilized to achieve specific purposes and goals. Technology is a privilege, not a right. Access entails responsibility.

Technology can provide skills necessary for lifelong learning and productive employment, such as: problem-solving techniques, ability to analyze concepts from different perspectives, develop analytic and thinking skills. This access to educational resources and information can ensure effective mechanisms to meet the challenges of an ever-changing world".

2. Saint Ferdinand Catholic School abides by *Archdiocesan Policy # 5202.71* regarding the monitoring of Internet Activities: 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.
3. Students in grades K-8 receive computer and technology instruction one to two times weekly in the Computer Laboratory.
- B. ACCEPTABLE USE POLICY**
1. Each year, the St. Ferdinand Acceptable Use Policy is sent home for each student and his/her parent/guardian to sign. It must be returned to the school office by the designated date.
  2. The Acceptable Use Policy applies to all computers and other technology in both the Computer Laboratory and in the classrooms. When the policy refers to “teacher”, all faculty members and substitute teachers are included.
  3. Consequences of Violating the Acceptable Use Policy are:
    - a. Handled on a case by case basis by teachers and administration.
    - b. May result in a loss of access to electronic resources and/or detention or suspension.
    - c. When appropriate, law enforcement agencies may be involved. All St. Ferdinand policies and guidelines are subordinate to local, state, and federal statutes.
- C. ST. FERDINAND WEB SITE:** Parents/guardians must give permission yearly in order for student work and/or photos to be posted on the St. Ferdinand web site.

## TELEPHONE/ELECTRONIC DEVICES

- A. OFFICE TELEPHONE**
1. The office telephone is for school business only.
  2. Students may not make calls from the office phone nor receive calls unless there is an emergency. They must have permission from the principal or school secretary.
  3. Students often experience a period of adjustment at the beginning of a new school year. Because of this adjustment, students in grades 4-8 will be permitted to call home for forgotten items during the first three weeks of school. With this policy, it is hoped that students will gradually develop the necessary responsibility to remember his/her materials each day.
- B. ELECTRONIC DEVICES**
1. Students may not bring electronic devices such as games, palm pilots, CD players, radios, etc. to school functions. This includes field trips.
  2. If a student brings an electronic device, to school (other than cell phone or pager), it will be confiscated by the teacher and returned to the student at the end of the day. At the administration/teacher discretion, a parent may be required to pick it up. If this becomes necessary, the parent will be notified.
  3. **CELL PHONES/PAGERS:**
    - a. A student **whose parents feel** he/she must bring a cell phone or pager to school must keep this device in his/her bookbag.
    - b. **It must be turned off** throughout the school day and should remain off until the student has left school property.
  4. These devices cause a disruption and their presence at school is discouraged.
  5. The school is not responsible for damage to or loss of students’ electronic devices.

6. The administration and/or teacher reserve the right to require that an electronic device be kept in the school office until dismissal at which time it will be returned to the student unless the parent has been asked to pick it up.

## TUITION

*Saint Ferdinand School Policy 6102.1*  
*Saint Ferdinand School Policy 6102.12*

### A. TUITION FEES

1. Tuition fees for the 2008-2009 school year are:

	<b>Parishioners</b>	<b>Non-Parishioners</b>
a. Families with one child in full day Kindergarten-Gr. 8	\$3,775.00	\$4,175.00
b. Families with two children, in full-day Kindergarten-Gr. 8	\$4,800.00	\$5,275.00
c. Families with three or more children, in full-day Kind.-Gr. 8	\$5,825.00	\$6,380.00
d. Families with one child in half-day Kindergarten only	\$2,643.00	\$2,923.00
(This does not include Book Rental and Fees.)		

2. There are three options available to families to pay tuition.
- a. Option One: Full payment of tuition due on or before the date identified on the annual statement. This is typically due in June. This payment is to be made directly to the school.
  - b. Option Two: A two payment option with payments due on or before the dates identified on the semi-annual statements. These payments are typically due in June and January. These payments are made directly to the school.
  - c. Option Three: Monthly payments with payments over a 12 month period beginning July, 2008. These payment are made through the Monthly Payment Tuition Management Plan. There is a \$30.00 annual fee charged for this service. The remaining Book Rental and Fees may be included in your monthly payments.
3. If additional help is needed in customizing the payment plan for the coming school year, please call the school office.
4. For families that are registering after school begins or leaving school prior to the end of the school year, their tuition will be prorated based on the number of days enrolled at school. The annual tuition is divided by the number of days in the school year. This figure is multiplied by the number of days enrolled in school and rounded to the next dollar.

### B. DELINQUENT ACCOUNTS

1. Saint Ferdinand Catholic School abides by *Archdiocesan Policy #4502.1*: Payment in full must be made for all financial obligations to the school before the day of graduation.
2. St. Ferdinand School families who register for the annual or biannual payment plan will be placed on a monthly payment plan if a scheduled payment is not received by the delinquent date. Delinquent date will be set as twenty-one days after scheduled due date.
3. St. Ferdinand School families who register for the monthly payment plan or have been placed on the monthly plan will be considered to have failed to make monthly payments if paperwork to authorize automatic tuition withdrawals is not completed

within sixty days of the child attending school or having been placed on the monthly schedule.

4. Saint Ferdinand School families who have not made a scheduled payment for two consecutive months and who have not made arrangements with the Parish Finance Committee will be considered to have failed to make monthly payments.
5. Children of Saint Ferdinand School families who are considered to have failed to make monthly payments will not be allowed to attend school.
6. Children will not be assigned to a class until all monies owed from previous school year are paid or a new payment plan has been established to pay owed amount. Any problems with paying book fees must be worked out with the school office.
7. A fee will be assessed for returned checks.
8. Children enrolled in the eighth grade will not be able to attend graduation if scheduled payments have not been made by April 1 prior to graduation.
9. Student transcripts will not be released until all financial obligations to Saint Ferdinand School have been met. This includes, but is not limited to, tuition and book fees.

#### **C. FINANCIAL CONSIDERATION**

1. St. Ferdinand continues to make Catholic Education available to everyone who wants this unique educational opportunity for their children. The parish strives to assist those families who truly need financial help in meeting their tuition responsibilities.
2. If a family wishes to be considered for financial help in the current or upcoming school year, please contact the school office or the School Finance Chairperson to receive a copy of the necessary forms to complete. Your completed forms and subsequent paperwork should be sent directly to the rectory or the School Finance Chairperson.
3. Please be aware that this information is kept “highly confidential”.

### **UNIFORMS**

*Archdiocesan Policy #4303.5*

*Saint Ferdinand School Policy #4303.5*

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.

The purpose of a dress code, as with all school policies, is to create a learning climate in the school, which will foster self-esteem, self-discipline, and a sense of responsibility in each student. A dress code also gives a school a sense of identity and thereby promotes school pride as well as personal pride.

No dress code can possibly cover all eventualities or possibilities. It should be understood that the Administration ultimately decides what is acceptable and what is not acceptable.

## A. GIRLS UNIFORM

- **Jumper** - Blue plaid. Kindergarten through 5<sup>th</sup> grade. Length for jumper -- no shorter than 1" above kneecap.
- **Skirt** - Blue plaid. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade ONLY. Length for skirt--no shorter than kneecap.
- **Blouses** – White, plain (no logos) – Peter Pan or pointed collar, white knit shirts, long or short sleeved, white long-sleeved turtlenecks. Undershirts must be white – no picture t-shirts.
- **Slacks** – Navy blue uniform slacks with belt loops. Belts (brown or black) are required.
- **Belt** - A belt is mandatory with any pants or shorts that have belt loops. The belt must be solid black, brown, or navy blue.
- **Socks** - Socks must be plain white unless knee socks are worn, knee socks can be white or navy. All socks must be visible above shoe and cover ankle bone and soccer socks are not acceptable. If high top shoes are worn, the sock must be visible above the shoe.
- **Shoes** - Tennis shoe or appropriate school shoe daily. Please refer to the following chart for all possible uniform color combinations:

Primary portion of shoe	Trim and Logos	Laces
Black	Any color	Black
Brown	Any color	Brown
Blue	Any color	Blue or White
Gray	Any color	Gray or White
Silver	Any color	Silver or White
White	Any color	White

Shoes should not have a heel, wheels, characterizations, etc. and the primary portion should only be one color. Over-the-foot boots may be worn during the school day only if there is snow on the ground and your child is wearing the uniform slacks. Over the shoe-boots must be removed during the school day. Shoes that light up, or backless tennis shoes are unacceptable. Sandals or any other type of open shoe such as slides, clogs, etc. may not be worn.

- **Sweaters** – Navy blue, cardigan, v-neck or crew neck pullover (no logos)
- **Sweatshirts** – Navy blue uniform sweatshirt with logo only. Can be purchased at Gaffneys.
- **Gym Uniform** - A navy blue nylon knit gym short with the St. Ferdinand logo printed in white is to be worn by all girls in grades 1 through 8 for gym class, along with the uniform blouse/shirt. This uniform gym short is to be purchased at Fischer's Parochial. Gym socks should be basic white.
- **Tights/Leggings** - Kindergarten through 8<sup>th</sup> grade may wear navy blue or white tights. These may not be worn on P.E. days. Solid navy blue leggings may be worn during the school day in grades K-4, through the winter months of November to March.
- **Jewelry** – One pair of small earrings are permitted. No large earrings, long dangling earrings, or large hoop earrings are permitted. No necklaces or bracelets are to be

worn with the school uniform. Only one watch and one ring may be worn. No tattoos are allowed. A simple religious medal or cross on a chain may be worn if tucked inside uniform shirt/blouse.

- **Makeup** - Girls are not permitted to wear makeup at school. No nail polish or artificial nails.
- **Hair** - Faddish dyeing or bleaching of hair is not allowed. Faddish hair-styles are not allowed. No head scarves or bandannas. Ribbons, bows, etc, cannot extend below shirt collar.
- **Walking shorts** – Navy blue uniform shorts with belt loops. Belt (brown, navy blue or black) required. May be worn from the 1<sup>st</sup> day of school until October 15, and from April 15 to last day of school. Uniform shorts may be worn to school Masses.

#### B. **BOYS UNIFORM**

- **Pants** - Dark navy blue uniform pants only with belt loops. Pants should fit properly and be worn as intended and/or designed to be worn. Cargo pants, etc. are not acceptable. Tears in pants should be repaired in a timely manner. Frayed pants are not acceptable.
- **Belt** - A belt is mandatory with any pants or shorts that have belt loops. The belt must be solid black, brown, or navy blue.
- **Shirt** – White, plain (no logos) – White knit shirts long or short sleeved, white long-sleeved turtlenecks. Shirts can be button down the front or Oxford style. Undershirts must be plain white – no picture t-shirts. **WHITE SHIRTS ONLY.**
- **Socks** - Socks must be plain white or navy. All socks must be visible above shoe and cover ankle bone. No soccer socks when wearing uniform shorts. If high top shoes are worn, the sock must be visible above the shoe.
- **Sweaters** – Navy blue, cardigan, v-neck or crew neck pullover (no logos).
- **Sweatshirts** – Navy blue uniform sweatshirt with logo only. Can be purchased at Gaffneys.
- **Shoes** - Tennis shoe or appropriate school shoe daily. Please refer to the following chart for all possible uniform color combinations:

<b>Primary portion of shoe</b>	<b>Trim and Logos</b>	<b>Laces</b>
Black	Any color	Black
Brown	Any color	Brown
Blue	Any color	Blue or White
Gray	Any color	Gray or White
Silver	Any color	Silver or White
White	Any color	White

Shoes should not have a heel, wheels, characterizations, etc. and the primary portion should only be one color. Over-the-foot boots may be worn during the school day only if there is snow on the ground and your child is wearing the uniform slacks. Over the shoe-boots must be removed during the school day. Shoes that light up, or backless tennis shoes are unacceptable. Sandals or any other type of open shoe such as slides, clogs, etc. may not be worn.

- **Gym Uniform** - A navy blue nylon knit gym short with the St. Ferdinand logo printed in white is to be worn by all boys in grades 1 through 8 for gym class, along

with the uniform shirt. This uniform gym short is to be purchased at Fischer's Parochial. White socks are required.

- **Walking Shorts** – Navy blue uniform shorts with belt loops. Belts are required. May be worn from the 1<sup>st</sup> day of school until October 15, and from April 15 to the last day of school.
- **Jewelry** - No earrings, necklaces, or bracelets of any kind are permitted. Only one watch and one ring may be worn. No tattoos are allowed. A simple religious medal or cross on a chain may be worn if tucked inside uniform shirt.
- **Boys' Hair** - Neatly cut. Hair must not touch the shirt collar in back. It may not touch the eyebrows in front. Hair, including sideburns, must be neatly trimmed and may not extend below mid-ear. Faddish dyeing or bleaching of hair is not allowed. Faddish hair-styles are not allowed.

### C. CASUAL DRESS CODE

- Casual Dress Days are important to the students at St. Ferdinand School. They are generally “spirit” days, part of a service project, or Student of the Week. On these days, students must follow the Casual Dress Code.
  - **Clothes that MAY be worn:**
    - long pants, such as khakis, jeans, nice sweatpants, or ¾ length pants (such as capris)
    - sport t-shirts, casual shirts or sweatshirts with pictures, logos, or sayings that are appropriate for school – shirts must have sleeves
    - hats (with the permission of the classroom teacher)
    - shoes should be of the type that follow the uniform guidelines as stated above.
    - uniform shorts (during “shorts” months)
  - **Clothes/items that MAY NOT be worn:**
    - shorts other than uniform shorts (Bermuda shorts not acceptable)
    - short skirts, skorts or culottes
    - shirts/tops that do not cover the upper torso completely, such as muscle shirts, tank tops, midriff and halter tops
    - shoes that do not meet the uniform guidelines may not be worn
    - gang-related clothing or imitation gang clothing
    - tattoos are not allowed
- On days designated as “dress-up” days, denim shirts, pants, slacks, or outfits are not to be worn. Guidelines for special dress days will be given in advance.
- **Clothing worn on Casual Dress Days that is judged to be inappropriate by the faculty/administration must be changed or removed.** Students dressed inappropriately **must call home**. A parent/guardian must bring proper clothing to school so that the student may change.

### D. TEAM SHIRT DAY UNIFORM

- Colored Team T-Shirt supplied by school
- Khaki uniform style pants
- All other aspects of the uniform remain in effect
- This uniform will usually be worn on Thursdays; however, an alternate day of the week may be chosen if a Team Activity does not occur on a Thursday. For example, if the students are to attend Mass as a team, Team Shirts would be worn on Friday of

that week. This information will be noted in the Saint Ferdinand Connection and if no date is identified for the upcoming week, Team Shirt Day will be on Thursday.

### **VISITORS**

- A. Anyone visiting St. Ferdinand School must immediately report to the office in the main building, before proceeding to areas in either building.
- B. Visitors who will have an extended stay, must sign in and be issued a “Visitor’s Badge”. When the visit is over, visitors must sign out at the office and return their badges.
- C. Visitors may not interrupt classes without permission from the office.
- D. Parents dropping off lunches, books, clothes, etc. must bring the items to the school office. Students will be called to the office to pick up items, or they will be delivered to the classrooms by student messengers. Please make sure items are marked with student name and room number.
- E. Classroom Observations:
  - 1. It is not the policy of St. Ferdinand School to allow parents to observe classes in session. Information about classes may be obtained from the administration.
  - 2. Teachers are available for discussion at any time providing a meeting is arranged beforehand.

### **VOICE MAIL**

St. Ferdinand School has a voice mail system.

- A. The system is in effect from 3:10pm to 7:25 a.m. each day. Messages may be left for the office, principal, or individual teachers. Office messages are checked frequently.
- B. Teachers are required to check voice mail once a day. Calls will be returned within 24 business hours.
- C. If a student will be absent or tardy, a parent may leave a message on the office mailbox. Please include any specifics, such as how homework should be sent home.

### **VOLUNTEERS**

St. Ferdinand School is fortunate to have many parent and parish volunteers. In order to volunteer in the school, the Archdiocese of St. Louis has requirements that must be met.

- A. Volunteers must undergo a screening process. Forms may be obtained from the school office or rectory.
- B. Volunteers must also take a 3-hour Child Abuse program, called “Protecting God’s Children”. Participants register on-line and may take the course at any Catholic parish. Proof must be furnished to the parish office that a volunteer has completed this requirement.
- C. Volunteers must read the Archdiocesan Code of Ethical Conduct handbook and complete the “Commitment” form. These booklets are available from the school office or rectory.

- D. Volunteers must sign in at the school office and receive a badge, before going to classrooms, playground, or cafeteria.

**This family Handbook contains established policies and procedures for the 2008 – 2009 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.**

## **SAINT FERDINAND SCHOOL POLICIES**

### **ADMINISTRATION—2000 SERIES**

#### **2103:**

The policies and Procedures of the Saint Ferdinand Board of Education shall be reviewed annually in the first quarter of each calendar year.

### **PERSONNEL—3000 SERIES**

#### **3100:**

The faculty, staff, and school volunteers are expected to conduct themselves in a manner consistent with Christian values and teachings. Those not adhering to these principles shall be given disciplinary action consisting of a verbal warning, written warning, probation, and finally, termination.

#### **3301.1:**

All teachers of Saint Ferdinand Day School must have a college degree, a valid state teaching certificate or be actively pursuing certification, and must maintain certification requirements throughout employment.

#### **3301.2:**

All Saint Ferdinand School teachers who teach religion must be certified as a catechist or be actively pursuing certification. Parish School of Religion teachers who are not certified as catechists are strongly encouraged to complete two courses every three years until they are certified. This applies for newly hired PSR teachers. Saint Ferdinand will pay 100% of the cost (not to exceed the tuition cost for a Paul VI course).

#### **3302.1**

Teachers must make themselves available after class for a time period determined by the administration for parents, students, and the administration. They must be available before school at parent/administrative request.

#### **3302.9**

All Saint Ferdinand Educational Staff are to adhere to a dress code that reflects Christian values in a professional manner.

#### **3307.165**

##### **Reduction In Force:**

In the event that enrollment and/or financial constraints require a reduction in force for St. Ferdinand Catholic Grade School, priority will be given to providing a staff that best meets the needs of the students, as determined by the Administration.

Factors that will be considered, should this occur, include:

- Teacher is qualified to fill the remaining positions, based on the following: certification, past evaluations, and work history.
- Length of service to St. Ferdinand School, as well as to the Archdiocese of St. Louis.
- Teacher expresses a willingness to continue teaching at St. Ferdinand School.

The Administration will advise the current staff of the possibility of a reduction in force or staffing changes as soon as possible.

A need for a reduction in staff may entail the remaining teachers to be assigned different workloads and/or different grade levels.

The final decision rests ultimately with the pastor and the principal.

**3601:**

The Archdiocese of Saint Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. For purpose of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents of employees of the Archdiocese of Saint Louis. All employees volunteers, religious, and priests working in the schools, parishes, and agencies of the Archdiocese of Saint Louis are expected to support this policy and to comply with the procedures developed to implement the Policy.

**3601.1:**

All information received in conjunction with investigations of incidents of alleged or suspected child abuse shall be kept confidential by any person obtaining or receiving such information as stated in the Archdiocesan Policy.

**STUDENTS—4000 SERIES****4102.1:**

Entry Level Criteria:

1. A child must be five years of age by July 31 to enter Kindergarten. A child must be six years of age by July 31 to enter first grade.
2. A readiness test may be administered to first grade students who were not enrolled in Saint Ferdinand Kindergarten.
3. A student must demonstrate competence in the skills required for the grade in which he or she is applying.

**4102.2:**

Family of students transferring from another Archdiocesan school must be in good financial standing with the school being left before student can be enrolled at Saint Ferdinand School.

**4103:**

The registration process includes but is not limited to the following: completion of the application/registration forms, verification of the date of birth by submitting a copy of the Birth Certificate, verification of Baptism (if Catholic) by submitting a copy of the Baptismal Certificate, verification of dates of other sacramental celebrations (if Catholic), verification of student's medical and/or learning needs that may impact the educational setting, and verification of custody arrangements in cases in which the parents of the student are divorced.

All applications will be processed in the following order:

1. **Early Registration:**
  - a. Applications of current families enrolled in both St. Ferdinand School and St. Ferdinand Preschool which are completed by the early registration deadline.
  - b. Applications of current St. Ferdinand and St. Martin de Porres parishioners.
  - c. For applications received by the early registration deadline as determined each year, group "a" will be processed prior to group "b".
2. **Open Registration:** All other applications.

**4301:**

Saint Ferdinand Educational Programs shall have discipline procedures which will be reviewed at least every two years, or as indicted. These discipline procedures must follow Archdiocesan guidelines.

**4303.1**

The Saint Ferdinand Board of Education requires compliance with the Saint Louis County ordinance prohibiting smoking within the school buildings at Saint Ferdinand. Smoking areas shall be set up away from the school.

**4303.3:**

Instances of violence will be handled according to Archdiocesan Policy #4303.3 as stated in the Administrative Manual.

**4303.5:**

All students who attend Saint Ferdinand School will wear a uniform, which will be established and reviewed by committee.

**4303.6:**

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

**4401.3:**

Students should have a complete physical examination upon entrance to kindergarten, third and sixth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months.

All student must have up-to-date immunization records on file in the school office. Students cannot begin school until this information is on file.

**4401.4:**

Saint Ferdinand Education Programs shall not administer medication of any kind to a student in school unless acting under the direct written orders of a licensed physician, accompanied by written permission of the parent.

**4401.41:**

Children with asthma, diabetes, or who are allergic to bee stings will be allowed to have needed medication in the classroom. This will require proper documentation from physicians and parents.

**4401.5:**

Saint Ferdinand Educational Programs will follow the policies and procedures on communicable diseases established by the Missouri Department of Health and included in the Archdiocesan policy on AIDS and communicable disease policy in the Administrative Manual.

**4601:**

Student transcripts will not be released until all financial obligations to Saint Ferdinand School have been met. This includes, but is not limited to, tuition and book fees.

**4401.71:**

Food at parties and other functions in parish schools should be limited to **commercially prepared, individually** packaged treats.

**INSTRUCTION—5000 SERIES**

**5202.82:**

Teachers or parents, with the consent of the school administration, shall supervise any off campus activity of Saint Ferdinand School

**5203:**

Saint Ferdinand Education Programs shall be knowledgeable of rules and regulations of the Missouri Department of Elementary and Secondary Education as they benefit or relate to the education of our students.

**5203.1:**

Saint Ferdinand Education Programs shall establish a school calendar outlining the number of days, hours of operation, and procedures for inclement weather.

**5203.5:**

Class Sizes

1. With kindergarten classes over 25 students, a teacher's aid will be considered. There will be a maximum of 30 students allowed in a kindergarten class.
2. There will be no more than 30 students per homeroom in grades 1 through 8. This may be modified at the pastor's discretion.
3. Preschool enrollment will be a maximum of 16 students in the three day a week program and 12 students in the two day a week program for each morning or afternoon session.

**5300:**

Saint Ferdinand School shall establish a grading system to include grading, honors, retention, and tutoring. Saint Ferdinand School Board policy is to retain any student who does not meet the attendance requirements stated in the attendance policy.

**RESOURCES—6000 SERIES****6102.1**

## Tuition and Fees:

1. Saint Ferdinand School families will pay tuition in the amount established by the Parish School Board and reviewed by the Parish Finance Committee. Payment may be made in one of three ways:
  - a. Once yearly
  - b. Twice yearly
  - c. Through the tuition payment plan approved by the School Board. The School Board will set guidelines for dealing with families in arrears.
2. Saint Ferdinand School families will pay book/activity fees established by the principal, approved by the Parish School Board and reviewed by the Parish Finance Committee.
3. Saint Ferdinand Parish School of Religion (PSR) families will pay tuition in the amount established by the coordinator and reviewed by the Parish Finance Committee.
4. Falcon Friends will pay fees in the amount established by the director and reviewed by the Parish Finance Committee.
5. For families that are registering after school begins or leaving school prior to the end of the school year, their tuition will be prorated based on the number of days enrolled at school. The annual tuition is divided by the number of days in the school year. This figure is multiplied by the number of days enrolled and rounded to the next dollar.
6. Saint Ferdinand School will make available parish funded tuition assistance with priority given to children with a guardian who is registered with the parish. Eligibility for parish funded tuition assistance will be based on financial need of the school families and the available funds.

**6102.12:**

## Delinquent Accounts:

1. Saint Ferdinand School families who register for the annual or biannual payment plan will be placed on a monthly payment plan if a scheduled payment is not received by the delinquent date. Delinquent date will be set at twenty-one days after the scheduled due date.
  - a. Saint Ferdinand School families who register for the monthly payment plan or have been placed on the monthly plan will be considered to have failed to make monthly payments if paperwork to authorize automatic tuition withdrawals is not completed within sixty days of the child attending school or having been placed on the monthly schedule.
  - b. Saint Ferdinand School families who have not made a scheduled payment for two consecutive months and who have not made arrangements with the Parish Finance Committee will be considered to have failed to make monthly payments.
  - c. Children of Saint Ferdinand School families who are considered to have failed to make monthly payments will not be allowed to attend school.

2. Children will not be assigned to a class until all monies owed from previous school year are paid or new payment plan has been established to pay owed amount. It is the responsibility of the school families to contact the Parish Finance Committee to rectify any problems.
3. Children will not be assigned to a class until all book/activity fees are paid in full, scheduled to be included in monthly payments, or payment plan has been established to pay owed amount. Any problems with paying book fees should be worked out with the school office.
4. Falcon Friends families will pay late fees in accordance with guidelines set forth by the director and reviewed by the Parish Finance Committee.
5. A fee will be assessed on each returned check.
6. Children enrolled in the eighth grade will not be able to attend graduation if scheduled payments have not been made by April 1 prior to graduation.

**6202.1:**

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

**6202.3:**

Saint Ferdinand Educational Programs will have procedures to maximize the safety of school children during fires, tornadoes, and any other disasters.

## **ARCHDIOCESAN POLICIES HIGHLIGHTED IN THE FAMILY HANDBOOK**

*The following policies are excerpts from the “Administrative Manual for Catholic Education” which is the guiding document for the administration of elementary schools in the Archdiocese of Saint Louis. These excerpts were chosen for inclusion in this handbook as they are directly referenced within this document. Their inclusion does not in any way diminish the importance of all of the policies, procedures and guidelines developed and promulgated by the Archdiocesan Board of Education and the Catholic Education Office. Saint Ferdinand Catholic School makes every effort to abide by, support, and implement all policies, procedures and guidelines established by the Archdiocesan Board of Education and the Catholic Education Office.*

### **3601:**

All employees and volunteers of the Archdiocese, which includes parish employees, working with or near minors are required to follow the Archdiocesan policy and procedures on child abuse. All employees and volunteers who are screened for child abuse are required to participate in the Protecting God’s Children for Adults program. All of these employees and volunteers are also required to read and sign the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors.

### **4201:**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-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.

Chronic or excessive absences without substantial cause can be a factor in determining a student’s continued enrollment in the school.

#### **4201.1:**

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.

### **4202:**

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

### **4204:**

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

**4300:**

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. Each school shall develop specific disciplinary procedures in keeping with its mission and philosophy of Catholic education and consistent with the accepted education practices to ensure high standards of moral, intellectual, and spiritual formation of its students.

**#4302**

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. The following conduct may lead to serious disciplinary consequences:

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

**4302.1:**

Suspension is the removal of a student from all classes for a specified period of time.

**4302.3:**

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

**4303.2:**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

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

**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.

**4303.4:**

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

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

**4303.5:**

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

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

**4303.6:**

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 expulsion, will be taken.

**4401.3:**

Students should have a complete physical examination upon entrance to kindergarten, third grade, sixth grade, and ninth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months.

**4401.4:**

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. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. Written consent of the parent/guardian for school personnel to administer the medication
3. The medication in the original container;
4. Proper training of personnel on medication administration.

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

**4401.6:**

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.

**4401.71:**

Food at parties and other functions in parish schools should be limited to commercially prepared, individually packaged treats.

**4401.8:**

The Catholic Education Office of the Archdiocese recognizes the relationship between student well being and student achievement as well as the importance of a comprehensive archdiocesan wellness program. Therefore, Catholic Education Office has developed a Wellness Program to achieve the following goals:

- A. Students will have access to a variety of affordable, nutritious and appealing foods in the school setting.

- B. Students will be physically active in the school setting.
- C. Students will be provided with health and nutrition education and physical education to foster lifelong healthy eating and physical activity.

**4402.2:**

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.

**4402.3:**

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

**4402.4:**

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

**4402.5:**

Names, addresses, and e-mail addresses of students and their parents/guardians are not released to any unauthorized person or agency, especially to salespersons or commercial enterprises. In addition, schools should not make available on the school web site any information that enables students to be identified individually by names or photograph.

**4502.1:**

Payment in full must be made for all financial obligations to the school before the day of graduation.

**4601.2:**

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy.

**4601.4:**

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

**4601.6:**

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be

done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

**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.

**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.

**5203.3:**

The daily schedule for each full day of school should provide for a minimum of six hours of actual student instruction. The time set aside for lunch, recess, and participation at Mass should be in addition to these six hours.

**5202.7**

The development of the Internet provides students and teachers with unprecedented resources of information, ideas and materials to enhance learning. School should take steps to ensure that both students and teachers make use of the resource appropriately, and in keeping with principles that guide our schools and the applicable laws.

**5202.71:**

Schools should develop and implement clearly written local policies and procedures regarding the access to and use of Internet resources by teachers and students. These policies should be communicated to teachers, students, parents, and any others who make use of a school's Internet access capabilities, and administrators should establish an expectation of adherence to these policies and procedures.

**5204:**

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

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a

particular student's special learning needs with minor adjustments\*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

#### **5204.1**

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.

#### **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 web sites and resources.

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

#### **6202:**

Safety of students should be a high priority for all staff members, including clerical and maintenance staff, and volunteers. Administrators should take the necessary steps to communicate this priority to school staff and volunteers.

#### **6203:**

The following concepts should be adhered to in making decisions related to the use of school buildings in the political process:

- A. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.
- B. Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
- C. Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
- D. Schools should not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.
- E. School facilities should not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must insure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

**APPENDIX A**

**PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Saint Ferdinand Catholic School. A brief description of the activity follows:

Name of Event: \_\_\_\_\_

Destination: \_\_\_\_\_

Designated Supervisor of Activity \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date & Anticipated Time of Return \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child \_\_\_\_\_ in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated date. I further consent to the conditions stated above to participate in this event, including the method of transportation.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Daytime Phone Number

**Please return this entire form with payment by:** \_\_\_\_\_

**Additional Notes:** Brown Bag Lunch  Yes  No  
 Dress in Uniform:  Yes  No (If no, be sure to follow directions from the teacher regarding appropriate attire.)  
 Other: \_\_\_\_\_

## APPENDIX B

### MISSOURI DIVISION OF HEALTH REGULATIONS

#### Exclusion from school

As a means of controlling epidemics or childhood diseases and other common communicable diseases, careful continuous daily observation of children and isolation of sick children is most effective. Any child with skin rashes, inflamed eyes, or signs of fever will be excluded from school until seen by a physician and/or symptoms disappear.

- **Chicken pox** – Exclusion of sick child until all lesions are crusted (or written permission from child’s physician to return to school).
- **Conjunctivitis** (Pink Eye) – Exclusion from school until acute inflammation has subsided (or with written permission from the doctor to return to school).
- **German Measles** (3 days) – Exclusion for five days after appearance of rash.
- **Impetigo** – Exclusion from school until sores are healed (or with written permission from the doctor to return to school).
- **Measles** – Exclusion during “cold symptoms” and until five days after appearance of rash.
- **Mumps** – Exclusion for nine days after swelling begins.
- **Pediculosis** (Head Lice) – Exclusion until effective treatment is received and student shows no evidence of nits and/or lice in the hair.
- **Scabies** – Exclusion of sick child until a release to return to school from the child’s physician is received.
- **Scarlet Fever and Strep Throat** – Exclusion for seven days or until clinical recovery, whichever is longer. However, children should not return to school until at least 24 hours after beginning antibiotic treatment and until they are free of fever.
- **Streptococcal Sore Throat** is scarlet fever infection without a rash. All symptoms are the same except a rash and peeling do not occur.
- **Return to School After Illness** – When students have been absent from school because of illness and elevated temperatures of 99.6 degrees or above, they should be **kept home until their temperature has been normal for 24 hours**. When students return to school after an illness, they should bring a note explaining the nature of the illness.

**APPENDIX C**

**Parental Consent for Medication Administration to their Child**

Date: \_\_\_\_\_

School: Saint Ferdinand Catholic School

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

My child is to receive \_\_\_\_\_ medication according to the physician's directions given for \_\_\_\_\_.

This treatment will last \_\_\_\_\_.

My child has \_\_\_\_\_ drug allergies.

I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.

I understand and acknowledge that any medication administered to my child during school will more than likely not be administered by a registered nurse or other medical professional.

In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.

Signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Physician Contact Information: \_\_\_\_\_

**Physician Consent for Medication Administration**

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

Time Interval: \_\_\_\_\_

Diagnosis or reason for treatment: \_\_\_\_\_

Side Effects to look for: \_\_\_\_\_

\_\_\_\_\_

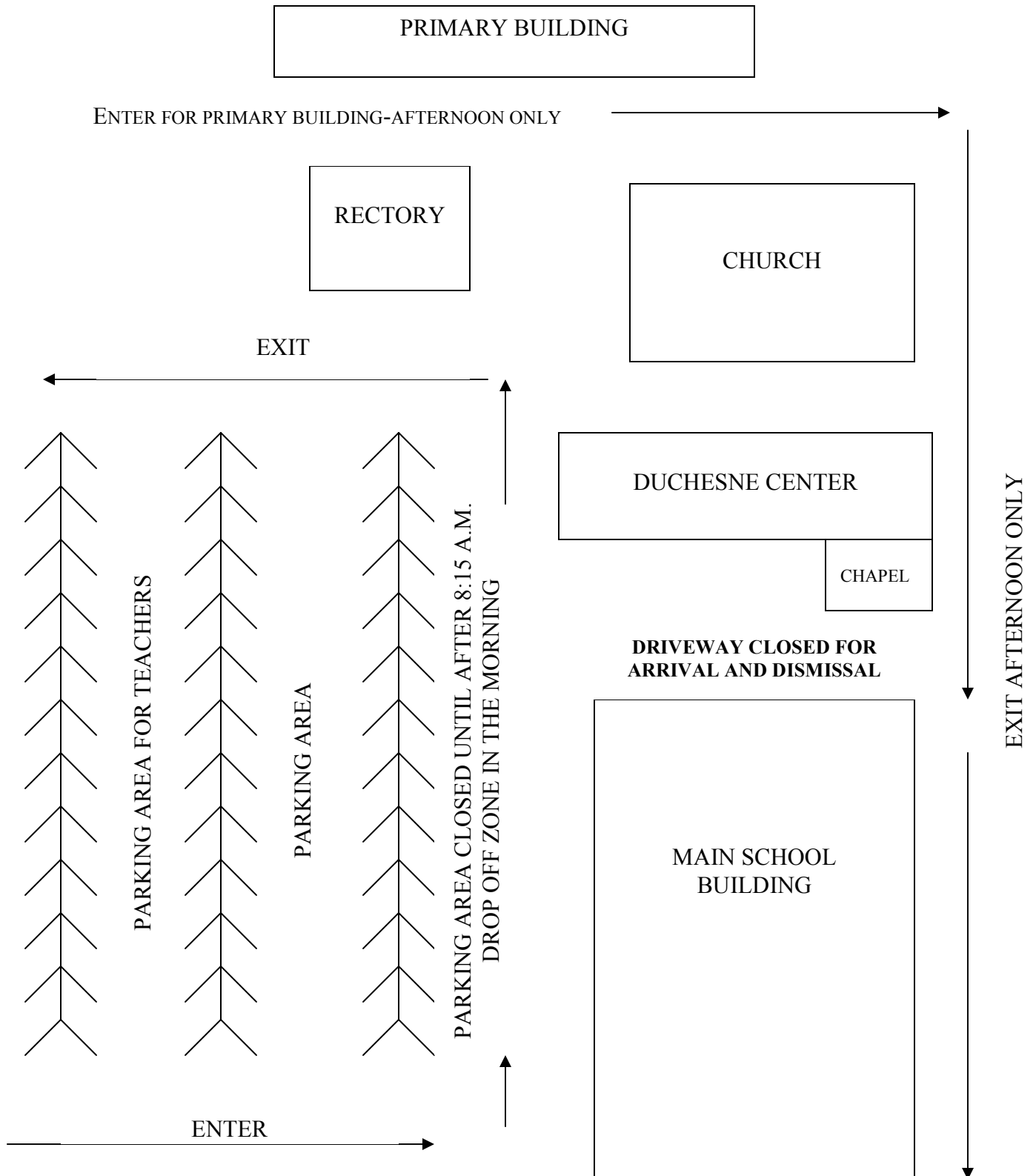
Restrictions: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Phone Number

APPENDIX D

PARKING LOT PROCEDURES



**PARENT STATEMENT OF UNDERSTANDING AND SUPPORT**

**2008 – 2009 ACADEMIC YEAR**

My signature on this document indicates that I have read, understand, and agree to honor the **Parent Witness Statement**.

My signature on this document further indicates that I have read, understand, and will support the policies and procedures outlined in the Family Handbook.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Parent signature

**STUDENT STATEMENT OF UNDERSTANDING AND SUPPORT**

**2008 – 2009 ACADEMIC YEAR**

My signature on this document indicates that to the best of my ability I understand the policies and procedures in the Family Handbook and will cooperate with my parents, teachers, and the administration in honoring and supporting them.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student signature

(Each student in the family should sign.)

**THIS FORM IS DUE BY MONDAY, AUGUST 18, 2008.**