

Our Lady Catholic School
Parent/Student Handbook
2017-18



(636) 931-2963

www.ourladyfestus.org

1599 St. Mary Lane
Festus, MO 6302

Vision Statement:

Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacraments, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of gifts and talents. They foster a safe and secure environment in which the children can grow.

Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs, which enable children to grow to their full-potential. They empower the children to meet the challenges of living in an ever-changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable, and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

Mission Statement:

“To educate children in a community of faith and knowledge”

Revised and Accepted

Philosophy of Our Lady Catholic School:

As a Catholic elementary school community, we believe that each person is a unique creation made in the image of God. We believe that the Gospel mandate, to proclaim the message of Jesus Christ, begins in the home and is nurtured at the school. We encourage parents and educators, working together, to provide students a solid spiritual and academic foundation.

As a Catholic elementary school community, we accent the call to serve as models of belief and behavior by our words and actions. We employ faculty and staff who are faith-filled, dedicated, knowledgeable, and competent in their professions. We provide students academic instruction with opportunities to witness to their faith and tradition. We develop the school's curriculum to address the needs of the child from a perspective that includes spiritual, moral, intellectual, aesthetic, social, and physical dimensions.

As a Catholic elementary school community, we believe that our work is to build the Kingdom of God in this place and time through the education of students. We accept the responsibility to assist the students in realizing their gifts and talents in order to reach their fullest potential. We

strive to empower our students with Gospel values and the educational competence necessary to successfully meet the challenges of an ever-changing world.

Adopted January 7, 2008

Our Lady School Key Attributes:

Rooted in Faith - Our Lady Catholic School is a Catholic community, enriched by faith and tradition that joins students from Our Lady Catholic Church and Sacred Heart Church, and welcomes and respects children of all faiths.

- Catholic in mission and appearance
- Faith development for all grades
- Eucharist-centered with strong sacramental programs
- Daily shared prayer for students and staff
- Lived Gospel values in Catholic tradition

Nurtured with Family - Parents and educators work together to provide students opportunities for intellectual, physical and moral development.

- Parent/Parishioner School Board
- Parent Booster Club
- Mentoring for new families
- Student/Parish CYC sports
- Student/Parish scouting organizations
- Parent/Teacher conferences and weekly communication
- Parenting programs

Strengthened by Knowledge - A dedicated and competent faculty develops the school's curriculum to address the differentiated learning needs of the students.

- Phonics and balance literacy
- Leveled math and Algebra
- Broad range of Social Studies
- Combined text and laboratory Science
- Fine Arts program of art, music, and band
- Physical Education
- Integrated computer instruction
- Available speech therapy, counseling, and enrichment

Enriched through Care - Parents, educators, and students collaborate to provide an emotionally and physically safe environment that enhances learning.

- Virtue Based Restorative Discipline (VBRD) Program where students learn to live out the virtues through their actions
- Optimal student to teacher ratios
- Student Council, Student Ambassador, and other student leadership opportunities
- Monthly Virtue Assembly to recognize students living out the virtues
- Exterior doors and inner school security system with video cameras
- Interconnected phone system throughout the school
- All school volunteers required to fulfill the “Safe Environment Program”

Growing in Community - The Our Lady Catholic School community strives to empower students with Gospel values and the educational competence necessary to meet the challenges of an ever-changing world.

- Buddy program connecting younger and older students
- Variety of parent and parish volunteer opportunities
- Support between the Our Lady Catholic School, PSR, and Sacred Heart Parish
- Utilization of on-site YMCA after school care
- Communication through newsletters, website, parish bulletins, e-mail, and grade level notes
- Student participation in math, art, and writing contests
- Student community service projects at every grade level and school wide

Our Lady Catholic School (Kg-8th) is fully accredited through Missouri Chapter of the National Federation of Nonpublic School State Accrediting Association.

Our Lady Catholic School Faculty and Staff 2017-18

Father Jeffrey Maassen	Pastor of Our Lady Catholic Church & School
Father Clark Maes	Pastor of Sacred Heart Parish
Deacon Tim Dunn	Our Lady Catholic Church
Deacon Glenn Politte	Our Lady Catholic Church
Deacon Jerry Stoverink	Sacred Heart Parish
Mrs. Tracy Kempfer	Principal
Mrs. Judy Simon	School Coordinator of Religion
Mrs. Tami Kneff	School Secretary
Mrs. Claudine Adem	Volunteer Nurse
Mrs. Stacey Kurzweil	Volunteer Nurse
Mrs. Jodie Seek	Volunteer Nurse
Mrs. Sarah Reed	Kindergarten Teacher
Miss Melissa Lane	First Grade Teacher
Miss Kathleen Haselhorst	First Grade Teacher
Miss Dawn Meinhardt	Second Grade Teacher
Mrs. Maureen Menendez	Third Grade Teacher
Mrs. Nikki Ott	Fourth Grade Teacher/Communication Arts/Math Teacher
Mrs. Amy Vandevan	Fourth Grade Teacher/Communication
Arts/Science/Spanish	
Mrs. Jackie Kelam	Fifth Grade Teacher/Math/Social Studies Teacher
Mrs. Maranetta Linderer	6-8 Community/CWA/Learning Consultant
Mrs. Mary Ann Crump	6-8 Community/Communication Arts Teacher
Ms. Linda McGuire	6-8 Community/Social Studies/Math/Spanish
Mrs. Shirley Versemann	6-8 Community/Science Teacher
Mrs. Angeline Stucke	Art
Mrs. Jene Turnure	Technology
Mrs. Barbara Krus	Library/Math
Mr. John Reece	Physical Education
Mr. Brian Sebelski	Band/Music/Choir
Mrs. Pam Schmidt	Resource & Enrichment Teacher
Mrs. Amie Bustos	Teacher's Aide
Mrs. Jane Rumping	Speech Therapy
Mrs. Kathy Jercinovic	Cafeteria
Mrs. Sue Smith	Cafeteria
Mr. Harold Hunt	Risk Manager and Maintenance
Mrs. Tracy Hoog	Parish and School Bookkeeper

Our Lady Catholic School Board - 2017-18

Michael Atzert - President

Aaron Barbagallo - Vice President

Chris Canaday

Sara Colantuono

Sheila Frimml

Mark Groner

Grant Jokerst

Gretchen Kohler

Stacey Kurzweil

D'Antay Mayes

Policy on Admissions:

Our Lady Catholic School in Festus, MO, is a primary part of the educational ministries of Our Lady Catholic Church and Sacred Heart Parish of the Archdiocese of St. Louis. Students will be considered for admission to Our Lady Catholic School in the following order:

1. Families who already have children attending Our Lady Catholic School. (This includes foster children and those in custodial care.)
2. Registered members of Our Lady Catholic Church and Sacred Heart Parish.
3. Foster children or children placed in custodial care of a registered parishioner of Our Lady Catholic Church or Sacred Heart Parish who do not have siblings in school.
4. Catholics who are registered members of a parish without a parish school.
5. Catholics who are registered members of a parish operating a parish school.
6. Persons not of the Catholic faith.

The class size in the full time school programs should meet the following:

Grade Level	Maximum	Desirable Standard
K-2	25	20
3-4	27	22
5-6	30	25
7-8	33	28

If registration exceeds the maximum class size recommendations, students will be placed on the Wait List. The principal may increase these numbers after consultation with and approval of the pastor. As space becomes available, students will be considered for admission in the same order as listed above.

Students enrolled in Our Lady Catholic School must re-register before the registration deadline or risk being placed on the Wait List. The principal, in consultation with the pastor, will determine the eligibility of potential enrollees with regard to the aforementioned status. The student's academic and behavioral background will also be reviewed.

Acceptance into Our Lady Catholic School does not guarantee continuation in the school. Academic, behavioral, and/or personal circumstances may cause the principal or pastor to suspend or remove a student from the school in compliance with the established policies. Failure of a parent or guardian to comply with the tuition contract agreement may be cause for removal from the school. Our Lady Catholic School has the right to withhold student records when parents or guardians do not comply with the tuition contract agreements.

Parents acknowledge their support of the ministry of the Catholic school and their role as the first educators of their child's faith life by signing the Christian Witness Statement.

Students will not be excluded from Our Lady Catholic School on the basis of race, ethnic heritage, or gender. The school will fully comply with the immigration laws of the United States.

Reviewed and accepted 10/20/2015

Parents in financial need must make the pastor of their parish aware of the needs prior to enrollment or as soon as possible if their situation changes once the school year has begun.

Reviewed and accepted 2/6/2006

Age Requirements for Admission to Kindergarten or First Grade

For admission to kindergarten, a child should be five years of age on or before the last day of July in the year of application.

For admission to first grade, a child should be six years of age on or before the last day of July in the year of application.

The principal may deny admission even if the child has met the age requirements if the child has been found to be lacking in readiness. In such cases, the principal and test administrator should recommend readiness activities or programs for the developmental needs of the child.

Verification of age must be certified by a birth or baptismal certificate.

1. Exceptions to the age requirement for admission to first may be granted by the principal if the child is a transfer student from another state and/or has successfully gone through a regular school kindergarten program.

Reviewed and accepted 5/6/2013

Admission of Students Grades Two-Eight

The parent(s) applying for initial or continued enrollment of their child in the full-time school may be required, as a condition for enrollment, to obtain a diagnostic evaluation for the student. Such an evaluation would be warranted if the student displays, or has a history of behavior, physical, or academic deficiencies which might cause harm to self, continuing disruption of the normal operations of the classroom, continuing patterns of failure, or the inability to perform within age appropriate exceptions for the required course of study.

The principal will be responsible for presenting the case for evaluation to the parent(s) after conferring with teacher(s), reviewing documented observations of the student in various school activity settings, reviewing alternative intervention strategies used in the classroom, and reviewing samples of the student's work.

The screening must take place within ten weeks following the conferences with the principal unless a case backlog makes this impossible. All costs, if any, will be the responsibility of the parent(s).

Upon completion of the evaluation, a staffing will be held within three weeks. This will include the parent(s), evaluator, teacher(s), and the principal. Based upon the information obtained, a plan of action will be developed to address the deficiencies documented by the screening and/or observations. If those defined needs cannot be addressed by continued enrollment, the principal may require parent(s) to seek other placement for the student.

Admission of Students who have been Home Schooled

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

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

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessment.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities flows from being enrolled full time in a Catholic school.

Students Transferring from another Catholic School:

A student transferring from one Catholic school in the Archdiocese of St. Louis to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor.

Archdiocesan Policy 4102.2

Students Transferring from a Non-Catholic School:

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally, the family would apply to the school sponsored by the parish in which the family resides.

Archdiocesan Policy 4102.4

Students Transferring from other Countries:

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

Archdiocesan Policy

Students with Special Needs:

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

Archdiocesan Policy 5204

Dual Enrollment:

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

Arrival:

The school day begins at 7:45am. School personnel will begin supervising students at 7:25am. Students in grades 3-8 report to the cafeteria. KG-2 report to the parish center/gym. Students should not arrive at school before 7:25am without the permission of the principal. Students who arrive prior to 7:25am will remain in the school lobby.

A student is tardy when they are not in their homeroom by the 7:55am bell. The parent and student must come into the office if they enter the building after the 7:55am bell to sign in and make a lunch choice. If a student is tardy more than three times in an academic quarter, the principal will contact the parents.

Students may not leave the school grounds during school time without the knowledge and consent of parents or legal guardians. If a student must leave for any reason, he/she must be picked up from the school office, never directly from the classroom. The person leaving with the student must sign out in the school office. As a courtesy, notify the school personnel by phone or in writing before the student is released.

Dismissal:

Dismissal takes place at 3:15pm for students whose parents/guardians park in Lot A and Lot B. Students whose drivers are in Lot A are dismissed out of the gymnasium doors. Students whose drivers are in Lot B are dismissed out of the front doors of the school. Students whose drivers park in Lot C are dismissed at 3:20pm and are dismissed out the front doors of the school.

Students may re-enter the school until 3:45pm to retrieve forgotten items. Students who need to re-enter the school must use the front doors and come into the office. Exception: 8th grade students returning from parking lot duty do not have to check into the office, but they will use the front doors to re-enter.

Students remaining on the parking lot at 3:30pm will be brought into the school and supervised in the school lobby until 3:45pm. Parents/adult designated drivers must sign the students out of

school. School staff will contact parents from the emergency phone list until an authorized adult retrieves the student at school. After 3:45pm the student(s) will be kept in the school office. Late room records will be kept on file for the school year.

Absence:

Students are expected to attend all classes and school activities (including, but not limited to standardized testing, field trips, music programs, etc.) on days scheduled by Our Lady School and days of student instruction. A student who is not present at the appointed times is designated as absent.

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

If a student must be absent because of an illness parents/guardians are to call the school office before 8:30am. Parents will be contacted the day of the absence if the school has not been notified. In addition, a written excuse giving the reason for the absence, the date(s), and the parent/guardian's signature is required when the student returns to school. This information will be kept on file in the classroom.

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

Archdiocesan Policy 4201

A student is truant if he/she is absent from school for a day or a portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Repeated truancy may lead to serious disciplinary consequences.

Archdiocesan Policy 4201.1

Absent student's homework will be available on the Homework Table in the main foyer at 3:15pm - 4:00pm. If parents need to get homework before 3:15pm, they must notify the office in the morning when they report the absence.

When a student is absent for the majority of both the morning and afternoon sessions, the student will be marked as absent for that day. A student who is absent for two hours anytime during the school day will be marked absent for half a day. All absences will be recorded on the student's attendance. Students who are absent will have time to make up missing work (1 day for each day

absent). No advanced homework will be given if a family is taking a vacation or will be missing for a period of time. Homework will be given to the student when they return to school.

Christmas programs, spring concerts, and all other school related functions are required attendance from the students. If a student doesn't attend these events it could result in a deduction of their grade.

Release of Students from School:

In order for a student to be released from school, an authorized adult must sign out the student from the school office. An authorized adult is the custodial parent or guardian or someone that the custodial parent or guardian has given written permission to release the child from school. Adults who have been designated in writing as emergency contacts for the students may be given permission to release the student from school if the authorized parent or guardian has contacted the school office by phone. In cases of emergency, when no one on the written permission form is available, the authorized adult may phone the school and give permission for a specified individual to release the student. The specified individual must report to the school office and present a picture identification that will be copied and placed in the school's emergency contact file.

After School Care:

The YMCA provides after school care at Our Lady School. Registration is made directly with the YMCA at 636-931-9622.

Wee Care Learning Center also provides before and after school care at Wee Care. Transportation is provided. Registration is made directly with Wee Care at 636-933-2273.

Registration Fees:

A per student fee of \$195 is assessed each year at the time of registration to cover the rental of books, instructional materials and equipment, testing, class parties, and office operation. The \$195 per student registration fee is due with re-registration and is **nonrefundable**.

All books must be covered and handled carefully. Fines will be assessed for any damaged or misused books. A plastic or other water-resistant bag is required for carrying books to and from school. Print the student's name on personal materials and clothing.

Building Visits:

All parents and visitors must enter and leave the building through the main doors. Parents and visitors must come to the school office to sign in and out and wear a visitor's badge. **No one may go directly to a classroom, the cafeteria, or parish center except when attending out of school events or YMCA program.**

Cafeteria:

Nutritious meals are served daily in the school cafeteria at a cost of \$3.10 a day and extra entree is \$1.25 and water is \$.60. Our lunches are provided by Food Service Consultants. We are not associated with the USDA National Lunch Program and will not provide the free and reduced lunch services.

Each child will be given a lunch card and money can be added either with cash or a check made out to "Food Service Consultants" or "FSC". You have the ability to create a family account if you have more than one child in school.

Cafeteria Rules:

- No soda is permitted during school hours.
- Students should wash their hands and use the bathroom during the lunch period.
- Students are expected to be quiet and courteous in line while waiting their turn to be served.
- Students are to remain at their tables and to speak in low tones to each other while eating. Proper table manners are expected.
- Students do not trade food or eat from another's plate.
- Students pray together after lunch, then they are dismissed quietly, one table at a time.
- Food or drink of any kind is not permitted on the school grounds during lunch recess.
- Students are to remain outside until the completion of recess.

Change of Address, Telephone Number, or Family Situations:

Please notify the school office as soon as possible if there is any change (permanent or temporary) of address, telephone number, emergency information, or any other pertinent information during the course of the school year. Also, please change your Fast Direct account. Any change that would affect the student's performance and/or personality at school should be brought to the principal's attention immediately.

Cell Phones, Cameras, and other Digital Devices:

If parents determine it is necessary for a child to bring a cell phone to school, the cell phone must be registered in the office. Teachers will collect cell phones at the beginning of the school day, place them in a secure place, and return the phones to the students at dismissal time. Students will keep the cell phones in their book bags from the time they enter the school each morning until the teacher collects the phones at the beginning of the school day. Cell phones are to remain in their book bags from the time that the teachers return them at dismissal time until after school hours.

Students are not allowed to bring cameras and other digital devices to school without the written permission and consent of a faculty member and the student's parent. Any such device that is found at school without written permission will be confiscated and locked in the school office. Likewise, unregistered cell phones will also be confiscated. Parents or other designated guardians will have to retrieve the cell phones or digital device from the school office. Students will be given appropriate disciplinary action.

Computers:

In order to safeguard the moral standards of our school and maintain consistency with Church teachings, the following policy shall be used as a guideline for the purchase and/or use of computer software in the school:

- Software used by the school shall be consistent with the philosophy and goals of the instructional program of the school and its stated educational objectives.
- Software will not be used that degrades persons, exploits sexuality, diminishes respect for life, promotes violence, or conflicts with the teachings of the Church.
- Software unfamiliar in content and/or format to the teacher or principal must be reviewed and approved by teachers within the intended discipline of use and the principal before it is purchased.
- Software will be formally reviewed through an instructional materials guide designed by the Archdiocese of St. Louis for the evaluation and selection of software.

Emergency File:

Emergency forms are presented to parents/guardians at the beginning of each school year to facilitate quick access to adults responsible for students. Parents/guardians must complete, one form per family, and return to the school office. It is the responsibility of the parent/guardian to notify the school office personnel in writing of any changes to the emergency form through the school year.

Internet:

Students and staff users are responsible for witnessing to Christian behavior on school computer networks just as they are in a classroom setting. Communications on the network are public in nature. The network is provided for users to do research and to produce school related work. Students will be given access to the Internet if they agree to act in a responsible manner and have the signed approval of their parents or guardians. Student access to the Internet and school computer equipment will be allowed only when a member of the school staff is present in the same room.

The purpose for including technology in the school curriculum is to enable students to efficiently and responsibly employ current and emerging technologies as tools for accessing information, communicating with others, and managing data. Our Lady Catholic School is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all students must obtain parental permission. The signature(s) of the parents on the "Parent Permission Form and User Agreement" will verify permission for Internet use. The parent permission form will be on file in the school office until the student graduates from Our Lady Catholic School. Should a parent prefer that a student no have Internet access, use of the computers is still possible for more traditional purpose such as word processing.

The school administrator and the pastor reserve the right to review all communication and usage of the Internet by the students and staff without prior notice.

If a student accidentally comes across offensive material, it is the student's responsibility to immediately notify the school staff person in charge. If a staff person accidentally comes across offensive material, it is his or her responsibility to immediately notify the principal or pastor.

Reviewed and accepted on 10/1/12

Rules of Appropriate Computer Use:

1. Students may use computers only when monitored by adult school staff.
2. Students may not view, send, or display offensive messages or pictures.
3. Students may never use computers to harm other people or their work.
4. Students/parents are responsible for paying for the repair or replacement of computer parts damaged by misuse or for any other costs related to negligent actions.
5. Students may not install software on school computers. School computers and networks are to be used for schoolwork only. Unauthorized personal use is prohibited.
6. Students must obey copyright laws.

7. Student's photographs, last names, addresses, or personal information may not be placed on the Internet.
8. Students may not trespass in another's folders, works, or files.
9. Students must notify an adult immediately, if by accident, they encounter materials that violate the rules of appropriate use.
10. Students are held accountable for their actions that may result in loss of privileges if the Rules of Appropriate Use are violated.

Internet Safety:

Our Lady Catholic School is exercising due diligence with several defensive measures while our students are using school computers. They include:

- Firewall- protects the school network
- Web Filter - filters profanity and other undesirable content
- Anti-virus software - installed on every computer
- Standard PC configuration - helps isolate problems, not just Internet related issues, in a timely manner
- OLS Technology Committee - Internet protection is a recurring agenda at our meetings

While these actions have proven to be effective, there is always a chance that inappropriate content may appear. If this occurs, immediate steps will be taken to prevent another incident. Schools should not make available on the school website and other social media accounts any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters that are posted on the school website or social media accounts. Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and email addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Archdiocesan Policy 4402.5

Weekly Newsletter and Activity Email:

The Our Lady Catholic School Weekly Newsletter includes a newsletter from the principal and other information regarding OLS. This will be emailed every Thursday through the Fast Direct Information System. The Weekly Activities email will be sent each Sunday listing the activities for the upcoming week. **All announcements through the weekly newsletter must be submitted to the school office by 12pm on Wednesday. All inserts must have the approval of the principal.**

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 contact. This includes programs, which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Archdiocesan Policy 4402.4

Curriculum

Our Lady Catholic School has a diverse, challenging, Christ-centered curriculum, which aims to foster a positive self-concept within each student as well as a desire to learn. The curriculum addresses the needs of the students from a holistic viewpoint, which includes spiritual, moral, intellectual, aesthetic, social, and physical dimensions. It is designed to instill a spirit of inquiry and creativity in each of the students.

As students progress through Our Lady Catholic School, they are guided to become increasingly more self-motivated and independent. Students are encouraged to evaluate the relative merits of ideas and to accept personal responsibility for learning. Homework and classroom preparation is a **student responsibility**.

Within our curriculum are basic (core) subjects as well as additional subjects to challenge the students:

Core Curriculum of Excellence:

- Virtue Based Restorative Discipline (VBRD)
- Religious Education/Weekly Masses
- Language Arts
- Balanced Literacy
- Diversified Math/Algebra
- Social Studies
- Science
- Art
- Physical Education

Expanded Educational Opportunities:

- K-8 Introductory Spanish
- DARE
- Book-It Reading Program
- 600 Minutes Reading Program
- Missouri History Day

- Band/Music/Choir
- Integrated STEAM Lessons
- Library
- Geography Bee
- Spelling Bee
- Grade Level Service Projects
- Buddy Program

Co-Curricular Activities

- CYC soccer, volleyball, basketball, lacrosse, golf
- Student Council
- Student Ambassador
- Boy Scouts

You can find the full curriculum on Fast Direct under links and on the OLS website, www.ourladyfestus.org

The principal must approve all extracurricular activities, outside of school hours. 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 a 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.

Archdiocesan Policy 5702.1

Homework Policy:

3-4th Grade Homework Policy

Homework is given to students in order to reinforce what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects, and to provide for the exploration of additional sources of information. **Homework completion is the responsibility of the student and we are hopeful that each student will take pride in completing his or her work.**

If homework is not completed by the due date, the following deductions will result:

- 1 point off if the assignment is not turned in on the due date (1st day)
- 2 points off if the assignment is not turned in on the day following the due date (2nd day)
- Half credit off thereafter. A 0 will be posted on Fast Direct until the assignment is turned in and then will receive half credit.
- If the students do not turn in the assignment by the end of the quarter they will receive a 0.

Current grades and missing assignments are most efficiently tracked using the Fast Direct system on a daily basis.

5-8th Grade Homework Policy

Homework is given to students in order to reinforce what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects, and to provide for the exploration of additional sources of information. **Homework completion is the responsibility of the student and we are hopeful that each student will take pride in completing his or her work.**

If homework is not completed by the due date, the following deductions will result:

- 10% off if the assignment is not turned in on the due date (1st day)
- 20% off if the assignment is not turned in on the day following the due date (2nd day)
- 50% off thereafter. A 0 will be posted on Fast Direct until the assignment is turned in and then will receive 50%.
- The students will receive a 0 if the assignment is not turned in by the end of the quarter.

Homework is to be completed and turned in at the beginning of the class period of the due date. The teacher and/or principal may request a parent conference after a student receives numerous 0's. At times, certain activities and privileges may be restricted to those students who have missing assignments.

Copyrighted Materials:

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

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

Archdiocesan Policy 5202.6

Discipline:

The principal, in consultation with the teaching staff, local school board and pastor, will maintain disciplinary guidelines for Our Lady School. The guidelines will be consistent with those issued by the Catholic Education Office of the Archdiocese of St. Louis, as well as the mission and philosophy of Our Lady Catholic School. The guidelines will include, but are not limited to, procedures for dealing with suspensions, violence, harassment, and bullying, as well as drug, alcohol and tobacco use. The principal, teaching staff, and local school board will evaluate the disciplinary guidelines annually and publish them in the Parent/Student handbook.

Reviewed and accepted 11/5/12

One goal of our school is to assist the student in developing Christian self-discipline. When parents send students to school, they are delegating some of their teaching authority to the school. Hopefully, the student brings to the school good discipline habits already formed at home. We can only help the student when home and school work together.

Students are encouraged to set high standards for themselves, both in academics and behavior. They are expected to show respect to all people and to cooperate in the learning process. Students are expected to follow school and classroom expectations. They are encouraged to make choices based on Gospel values. Our Lady School has fully implemented the **Virtue Based Restorative Discipline (VBRD) Model**. This is an evidence-based approach to changing hearts and minds, and behaviors, in Catholic school communities.

VBRD has two primary goals:

1. Decrease antisocial behaviors
2. Increase in faith practices - prayer and sacramental life; virtue education; evangelization

General Discipline Guidelines

The following are some examples of expected behaviors:

- All show respect for the religious practices of the Catholic faith and other faiths
- Adults are to be addressed by their proper titles - Mrs., Mr., Miss., Sister, Father, etc.
- Respectful language is used for all adults and students
- All are concerned with proper care for school property and resources
- Respect and care are given for the property of other students and adults
- Dress and behavior are to be appropriate for a student in a Catholic school

The learning environment requires order. Any student behavior that causes disruption of the educational environment will necessitate disciplinary action. The following are some examples of infractions that may result in various degrees of disciplinary action:

- Nonparticipation or disrespect shown during religious activities

- Disrespectful or vulgar language
- Vandalism of property belonging to the school or other people
- Noncompliance with the uniform policy
- Inappropriate displays of affection
- Other inappropriate behavior or conduct unbecoming of a Catholic school student

Lockers, desks, and other furniture are school property provided to the students for their use. School officials with sufficient reasons to do so may search a student's locker or desk.

Archdiocesan Policy 4303.5

Each class may also have individual classroom rules specific to the needs and age groups of the students. Parents will be given copies of any such class rules to review. Please note: There are specific rules for the cafeteria, playground, and library in the corresponding sections.

Bullying

At Our Lady Catholic School, we believe that everyone should enjoy our school and feel safe, secure, and accepted. It does not matter what color, race, gender, or nationality we are. It does not matter how popular, how much athletic ability, or how smart, we are all equal in God's eyes.

What is Bullying?

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Bullying happens when certain behaviors occur **OVER AND OVER**.

- Punching, shoving, and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

Bullying also can happen online or electronically. Cyberbullying is when children or teens bully each other using the Internet, mobile phones, or other cyber technology. This can include:

- Sending mean text, email, or instant messages
- Posting nasty pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone else

Bullying is NOT:

Normal conflict that can occur any time or place and is generally accidental and resolved by the parties in conflict. Bullying behaviors occur where the person bullying feels safe engaging in

power seeking behavior which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.

A certain level of conflict between children is normal, even healthy, and teaching your child how to handle everyday difficulties will prepare him or her for life. The problem begins when it surpasses normal childhood conflict and meets the three common markers for bullying: an imbalance of power, intent to harm, and threat of future harm.

Once a conflict between one or more children has escalated into a cycle of bullying, employing conflict resolution to solve the problem is no longer appropriate. The word “conflict” assumes that both children are in part responsible for the current problem and need to work it out. In the process of working it out, both children make compromises and the conflict is resolved. This happens through the VBRD process.

Tattling versus Reporting/Telling:

Tattling is when someone is trying to get someone else in trouble. Reporting or Telling is when someone is trying to get help so as to resolve a problem.

Kindergarten - 1 Discipline:

If a student requires disciplinary action, the student will be given a “Think About It Form”. The student will fill out the form stating what harm they caused, what virtue they need to cultivate, and how they will repair the harm. The form will be signed by the student, teacher, principal, and sent home for the parent to sign.

If these forms are becoming habit, a conference with the teacher(s), principal, student, and parents/guardians will be required. Continuous misconduct will result in a conference, with the pastor and principal to decide how to move forward in a productive manner.

2-3rd Discipline:

Each 2-3rd grade student will have a Virtue Card stapled into his or her assignment book/planner. If a student receives a point from any faculty/staff member it will be documented on their card. Once they receive 3 points they will miss a recess and will complete a reflection on why they received the points and what they need to do to not receive points in the future and an email will be sent home to the parents. If they receive 6 points an email will be sent home and there will be a meeting with parents. Continuous misconduct will result in after school Restoration & Reflection (R & R) for one hour and may lead to further consequences. The following behaviors are some examples of how students can receive points. Points will vary depending on the behavior.

- Inappropriate language
- Disrespecting a teacher and/or student

- Disrespective Mass behavior
- Uniform infraction
- Chewing gum

4-8th Discipline:

Each 4-8th grade student will have a Virtue Card stapled into his or her assignment/planner. If a student receives a point from any faculty/staff member it will be documented on their card. Once a student has received 3 behavior points or 5 oops points (forgotten items, uniform infraction, gum, etc) they will serve a Restoration & Reflection (R&R). During the R&R, the student will reflect on the behaviors that caused them to receive points and what virtues they were missing. They will complete a written reflection and discuss with the faculty moderator how they can behave appropriately, using the virtues, in the future.

If an accumulation of points become habit, a conference with the teacher(s), principal, student, and parents/guardians will be required. Continuous misconduct may lead to further consequences.

The following behaviors are some examples of how students can receive points. Points will vary depending on the behavior.

- Inappropriate language
- Disrespecting a teacher and/or student
- Disrespective Mass behavior
- Uniform infraction
- Chewing gum

OLS Virtue Card

Name: _____ **Class:** _____

Quarter: _____

Date	Behavior	Oops	Points	Teacher

Restoration & Reflection (R&R)

Name of Student: _____

Date: _____

Moderator: _____

Parent Signature: _____

Student Signature: _____

Suspension:

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Archdiocesan Policy 4302.1

In School Suspension:

It may be necessary for students with repeated acts of misconduct or a single act of severe misconduct to be subject to in-school suspension. Such misconduct could include repeated or excessive acts of disrespect to God, an adult member of the school staff, other students, volunteers and visitors, or school property. If a student's behavior is so inappropriate as to warrant more than one in-school suspension in a given school year, the principal and pastor will call a meeting for the student and parents/guardians to discuss the student's future at Our Lady Catholic School.

Guidelines for In-School Suspension:

- Parents/guardians are contacted and advised of the student action(s) that necessitated in-school suspension.
- Student will be isolated from peers for the entire day(s) of suspension and will be monitored by an adult staff member.
- Student will be required to accomplish all of the work missed in each class during the in-school suspension. So that there is no idle time, student may be required to produce additional assignments for missed class time.

- All of the missed class work must be completed to the teacher's satisfaction or the student will earn another day of an in-school suspension.

Out of School Suspension:

If a student has previously received an in-school suspension, or if a student has repeated acts of misconduct, or if a student has a single act of severe misconduct, that student may be placed in an out-of-school suspension. The amount of time for the out-of-school suspension and other stipulations for the student to re-enter regular classes at Our Lady Catholic School will be determined by the principal and pastor.

Probation:

Probation is the continued enrollment of a student, but with specific conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Archdiocesan Policy 4302.2

Withdrawal for Cause:

Withdrawal for Cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parent/guardians. A student may also be subject to withdrawal for cause as a result of a single extremely serious violation or action contrary to the mission and purpose of a Catholic school. The decision of withdrawal for cause is made at the local level by the pastor of the parish with the recommendation of the principal.

Archdiocesan Policy 4302.3

Drug, Alcohol, Tobacco, and Substance Use and Abuse:

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

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

involved. In addition, preventive approaches through counseling and other educative methods should be used.

Archdiocesan Policy 4302.2

Students may not have in their possession any prescription or “over the counter” drugs without the written consent of an authorized physician. This restriction includes cough drops and pain medications.

With good reason, school officials may request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be given based on that refusal. School officials will search any purses, backpacks, or containers left unattended inside or outside of school.

Our Lady Catholic School Violence Policy:

Catholic schools and parish schools of religion shall provide a safe learning environment for all members of the school community. This reflects 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 foundations of justice. Therefore, violence is not tolerated. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violent acts include 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 violence or threats of violence on school premises shall be addressed in a timely, serious and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers **MUST PROMPTLY** report in writing to the principal pertinent concerns and/or pertinent information regarding the issue. In addition, any school personnel that have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected must report to the Missouri Division of Family Services.

Our Lady Catholic School Implementation:

All reported or observed instances of threatened or actual violence will be addressed by the school administration. **Appropriate actions may include parent/guardian/student**

conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident. If a student engages in serious, threatening, or violent behavior, before the student can continue to attend school or be readmitted to school, the administration must receive reasonable assurance from a competent licensed mental health professional that the student does not pose future danger to others. In addition, the student and his/her parents/guardians must comply with the recommendations of the professional evaluation. Appropriate releases of information must be signed to allow communication between school officials and the mental health professional.

Police will be notified of and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons will be turned over to the police. The possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Harassment:

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

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

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

Archdiocesan Policy 4303.7

Emergency Drills:

To assure the safety of each child, drills are held periodically during the school year to familiarize the students and the teachers with emergency procedures.

Evaluation of Student - Diagnostic Needs:

Our Lady Catholic School is committed to educating children with disabilities or other special needs for whom we can provide an appropriate education in accordance with our mission statement. Providing an appropriate education requires we have complete and current information regarding a child's disability or other special need.

Parents seeking to enroll or re-enroll their children at Our Lady Catholic School may be required to obtain a diagnostic evaluation for their child. An evaluation would be warranted if (1) the child has a history of a disability or other special need, but documentation is older than three years, or (2) the child has displayed a pattern of behaviors of concern (academic, physical, social, or conduct) that may be caused by an unidentified disability or other special need.

The principal will review data regarding the student's school functioning, meet with the parents to discuss the need for an evaluation, and establish a timeline by which the evaluation must be obtained and the diagnostic report provided to the school. Failure to obtain the evaluation or to provide the diagnostic evaluation report may result in denial of admission or discontinuation of enrollment.

If the diagnostic evaluation identifies a disability or other special need that can be met at Our Catholic Lady School, a Learning Profile will be written that outlines the accommodations the school will provide. In some cases, it may also be necessary to specify ongoing steps that parents will take.

In the event the diagnostic report identifies a disability or other special need that Our Lady Catholic School cannot meet, the parents will be assisted with identifying an educational placement in which the child's needs are met.

Reviewed and accepted 1/7/13

Eucharistic Celebrations:

The Eucharist is the central celebration of our school week. Each class will celebrate the Eucharistic Liturgy twice a week at 8am.

- Wednesday: K-4th Mass (Kindergarten attends starting in January)
- Thursday: 5-8th Mass
- Friday: All School Mass

Baptisms will be celebrated once a month. Parents are welcome and encouraged to join with us at all of the children's liturgies.

PLEASE NOTE: All students are to wear uniforms for All School Masses, but may wear OLS spiritwear shirt with their uniform bottoms on Friday's All School Mass.

Field Trips:

Special programs, displays, or performances that provide instructional and cultural enrichment may result in a class or group field trip. Parent participation on field trips will be determined according to the educational goals and specific accommodations for the field trip. When responsible for driving or supervising students other than their own, drivers and/or chaperones must have attended a "Protecting God's Children" workshop, passed a criminal background check, and completed all components of the Archdiocesan Safe Environment Program.

Prior to the field trip, parents/guardians must sign a field trip permission form. The students who do not have a signed field trip permission form will not be allowed to leave the school premises. On most field trips, parents are responsible for the cost of the field trip and bus transportation.

In addition, any adult who drives children other than their own must comply with the field trip guidelines written in the Our Lady Catholic School Handbook, with State of Missouri regulations, and with insurance specifications. Drivers may not detour from the regular field trip plans. All drivers must provide proof of insurance to the school office.

All students attending a field trip are expected to return on the bus or with the driver he/she rode with to the field trip. In emergency or unusual situations, a student may be dismissed from a field trip with his/her parent/guardian. The school principal or pastor must be notified prior to the student being released.

Reviewed and accepted 4/1/2013

Parents may be invited to accompany the students and teachers for appropriate supervision in a ratio of one adult to ten students in grades 4-8 and one adult to five students in kindergarten through grades 3. **Children who are not students in the particular classes for whom the field trips are planned are not allowed to attend the field trips.** Parents may bring cameras on field trips, but under no circumstances may they post pictures on the Internet or electronically transmit pictures. To do so would be considered a violation of privacy.

Parents who accompany students on field trips may not purchase souvenirs, snacks, or pay for additional entertainment unless they purchase the same for every child on the field trip. Drivers are not permitted to purposely detour from the planned field trip route or the planned field trip agenda.

The following criteria are recommended by Archdiocesan Policy if private passenger vehicles are used:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. 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 seatbelt or use an appropriate passenger restraint system.
6. Adults should not be permitted to smoke in the vehicle.

Archdiocesan Policy 5202.9

Reviewed and accepted 4/2/2007

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

Missouri SB 872

Firearms, Weapons, and Explosive Devices:

In order to provide a safe environment, the carrying or possession of any type of firearm or dangerous weapons on the premises of Our Lady School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms, with the exception of law enforcement personnel performing professional duties.

Forgotten Items:

We believe it is the student's responsibility to remember homework, snacks, lunches, and other items needed at school. We will offer a one hour grace period when forgotten items may be brought to the school office. Items brought in after 9am will be given to the student before the student leaves for the day. If a student forgets lunch, we will provide a cafeteria lunch and the parents simply reimburse the cafeteria the cost of the lunch.

If a student forgets a necessary item such as eyeglasses, medication (with proper documentation), or outerwear, the parent may bring the necessary item any time of the day and we will get it to the student. Any student forgetting to bring home an item has a 15 minute grace period after the last dismissal. An adult in the office will aid the student in retrieving the forgotten item.

Reviewed and accepted 1/7/13

Fundraising:

The students of Our Lady Catholic School may be asked to participate in fundraising activities that are directly related to school activities or charitable mission of the church. The principal may distribute information to the students concerning participation in fundraising activities for other reputable charities, but the school will not sponsor the activities.

Reviewed and accepted 5/6/13

Graduation:

To graduate from Our Lady School, a student must complete the minimum academic and religious requirements: maintained a satisfactory attendance record as defined by Our Lady Catholic School, demonstrated satisfactory conduct, and completed all financial obligations.

Dismissal of Graduating Students:

The eighth grade celebration should be scheduled as close as possible to the official ending of the school year.

Liturgy Celebration:

A liturgy with students, parents, and staff should be central to the school's celebration for the graduating students.

Reception:

Events celebrating the graduation of eighth grade students should keep the philosophy of Our Lady Catholic School as the guiding factor. The event is a celebration of the student's achievements and progression. The event shall not become a burden to the school or families. The principal and pastor must approve all activities and events. All students participating must have fulfilled the graduation requirements as stated above.

Guidelines for the Graduation Reception:

1. It is appropriate that students, parents, and teachers be consulted in the planning of events connected with this celebration and should be approved by the local administration.

2. School should not sponsor overnight trips as part of the eighth grade completion celebration.
3. Decorations for the reception should be kept simple, so as to not detract from the primary point of the celebration.
4. School should not sponsor parties and/or dances.

Reviewed and accepted 5/2/2011

Grievance Procedure:

In the event that a parent has some disagreement with a teacher, the following steps will be followed:

1. The parent must make an appointment with the teacher first to discuss the matter. At this meeting, the parent, teacher(s), and student, if requested, will attempt to resolve the matter in question. The teacher will submit a written form to the principal summarizing the meeting within 24 hours.
2. If the parent, student, and teacher(s) cannot come to an agreement they should seek a meeting with the principal. The principal will hear the concerns with all of them present.
3. In the event that no resolution has been reached after steps one and two are completed, the pastor will be asked to attend a joint meeting of the principal, teacher(s), parents, and student. The pastor will take the matter under advisement and make a final ruling. The pastor's decision will be final.

General Health Guidelines:

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

Archdiocesan Policy 4401.5

As a means of controlling epidemics or childhood diseases and other common communicable diseases, careful observation of children and isolation of sick children is most effective. Any child with skin rashes, inflamed eyes, lice, or signs of fever will be excluded from the classroom. Their parents will be notified and a physician should see the child as soon as possible. When students have been absent from school because of vomiting, diarrhea, or elevated temperatures, they are required to stay at home until they are free of vomiting, diarrhea, and/or elevated temperatures for 24 hours.

Home & School Association:

Our Lady Catholic School has an active parent organization known as Home and School Association (HASA). This organization provides support to the full-time school staff and parents and also acts as a liaison between them. HASA sponsors fundraisers during the school year with the proceeds used for educational programs for students and adults, textbooks, school security and maintenance, and high school scholarships. HASA parents are considered members of this association and are expected to pay family dues of \$25 a year.

Insurance:

During the first week of school, information is provided concerning the Archdiocesan approved student insurance program. This program is optional.

Lost and Found:

Please have your child's clothes and other items CLEARLY MARKED in some way to ensure that, if an item is lost, it can be returned. Articles of value are kept in the office until claimed. After a reasonable amount of time lost and found items will be given to others in need.

Medication:

If a student requires prescribed medication (including over the counter) 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, otherwise a physician's orders must be faxed or mailed to the school.
2. Written consent of the parent/guardian for school personnel to administer the medication.
3. The medication must be in the original container.
4. Proper training of personnel on medication administration.

All medications sent to school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medications with them during the school day. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

Money Sent to School:

Any money sent with students should always be placed in an envelope and clearly marked with the name of the student, amount enclosed, and the purpose.

Our Lady Athletic Association:

The membership of the Our Lady Athletic Association consists of an Our Lady Parish Council member and all members of the Our Lady Catholic and Sacred Heart parishes, or people living within the parish boundaries who are over 18 years of age and who are involved in athletic programs of the parish. The purpose of the Our Lady Athletic Association are:

- To promote athletic activities within the parish
- To give assistance to the pastor and Parish Council on all athletic activities of the parish
- To give proper guidance, leadership, and regulation to all boys, girls, and adults regarding athletic activities of the parish
- To secure competent coaches for all teams
- To arrange for proper use of parish facilities, equipment, uniforms, and make schedules and rules for the use of parish facilities

Parties:

Each class has two parties during the school year. The party fee is included in the registration fee each year to cover the costs of the parties. Volunteer room parents will plan the parties, using the party fee money. If there is any money left over it will go into the class fund. The headroom parent will contact the teacher to let him/her know the plans for the party. We stress the parties are simple and inexpensive. Only children who are members of that particular class are to attend the parties. Room parents are required to complete all aspects of the PROTECTING GOD'S CHILDREN. Snacks given at the class parties must meet the requirements of the MISSOURI WELLNESS PLAN. Room parents may bring cameras to class parties, but they may not post pictures on the Internet or electronically transmit pictures. To do so would be considered a violation of privacy.

Students in all grades may bring simple birthday treats to share with the class if the teacher is notified in at least one day in advance. According to Archdiocesan guidelines, no party treats are allowed which are homemade.

Individual invitations to birthday parties, etc. may be given out at school ONLY if the entire class or all the boys or all the girls are invited. However, if only a few are invited, invitations are to be sent from home, not from school.

Physical, Eye Exam, and Health Records:

Kindergartners enrolling at Our Lady School are required to have a complete physical examination within six months prior to enrollment. New students at any grade level, third graders, and sixth graders are required to have a complete physical examination within the twelve months prior to enrollment. A Medical Doctor (MD) or a Doctor of Osteopathy (DO) must sign the completed physical examination form. The physician's name must also appear on the physical examination form if the examination is given by an Advanced Nurse Practitioner or a Certified Physician's Assistant in written collaborative practice with a physician. The complete examination form must be in the Our Lady Catholic School office before the student is allowed to attend school.

Adopted 12/3/2007

If your child has a physical condition that affects his/her ability to function in any aspect of normal school activity, please notify the homeroom teacher in writing at the beginning of the school year or when the condition is diagnosed. This prevents many problems that your child might have if the teacher is unaware of condition such as allergies, asthma, hearing loss, or vision concerns. It is necessary for the parents/guardians to alert the homeroom teacher each school year.

An Ophthalmologist (MD) or Doctor of Optometry (OD) must perform the vision and examination. A student may be excused from routine vision examinations if he/she is under the regular care of an Ophthalmologist for a vision diagnosis.

The examination must be submitted to the school office prior to the first day of school. The student may not start school without these forms on file.

Reviewed and accepted 11/7/2011

Political Process:

School facilities, assets, materials, equipment, mailing lists, Internet access, or personnel should not be made available for partisan political activity. Schools should not distribute or post materials that support or oppose any candidate or political party on school property, in school organization publications or activities, or on the school website. School representatives or employees should not be allowed to endorse or oppose particular candidates during official school duties, activities, or functions.

Promotion:

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. If a student fails to master the concepts and skills sufficiently in the current grade level the student may be retained. The principal and homeroom teacher will formally notify parents in the third quarter of the school year, if not before, to discuss the

possible need to retain the student or seek further guidance. The principal, in consultation with the teaching staff, reserves the right to require summer school attendance or special tutoring for students who are not satisfactorily progressing in their current grade levels.

Recess Periods:

Recess periods are scheduled so the students receive needed fresh air and exercise. At recess periods, all are expected to take part in activities outdoors except when the weather does not permit outdoor play or when excused by a teacher. The students should come properly dressed for outdoor play. No student may stay indoors unless a written note, stating the reason, is received from the parent. The student may need to stay in from recess if the teacher deems it necessary due to homework makeup or because of a behavior issue. The parents will be notified if this happens.

When the teacher ends recess, students are to stop playing and WALK to the designated areas to line up. Students are expected to stand quietly in line and enter the building quietly so as not to disturb classes in session.

Recess rules:

- Students should respect and obey the playground supervisors on duty.
- There will be no rough or injurious physical contact at any time during recess.
- Students must remain in view of the recess supervisors.
- Students may enter the building only with the permission of the supervisors on duty.
- Playground equipment should be used in the appropriate manner for which it was designed.
- If balls go into the street or neighboring yard, a student is to report to the supervising teacher on duty. The teacher will see that the ball is retrieved.
- Any broken window or equipment are to be paid for by those involved in the action. Those involved will meet with the principal to determine the cause and cost.
- Students are responsible for equipment used during recess. Students are to return balls, bats, mats, etc. to the proper place in the school.

Sacraments:

Invitation into the sacramental life of the church is a very important moment for each of us as we move along our faith journey. Children in the Parish School of Religion (PSR) receive the sacraments with the full-time students. During the school year the children receive the following sacraments for the first time:

Reconciliation and First Eucharist - Grade Two

Confirmation - Grade Eight

In order for a child to be accepted into the **1st Reconciliation or 1st Eucharist** programs, he/she must have completed some formal religious education of at least one year prior to the 2nd grade or the year in which the sacrament is received. Preparation for the **Sacrament of Confirmation** will take place in the 8th grade and requires the student to have participated in a continuous program of Archdiocesan approved formal religious education up to the year of Confirmation.

Prior to instructing the students, the parents are required to attend meetings in which the theology and the development of the sacrament and the parish celebration will be discussed. While formal instruction for these sacraments is given in the classroom, it is expected that parents will share in the preparation both by instructions and example. Priests, teachers, and parents must work together in a cooperative effort to prepare the children for these important steps in their faith development. Reconciliation services and a variety of prayer services are incorporated into the school year's religious education program for all grade levels.

School Board:

Our Lady Catholic School Board serves in an advisory capacity to the pastor and principal by formulating and evaluating policies for the school. It consists of nine nominated members, the pastor, and the principal. The School Board functions in accordance with Archdiocesan policies. The board functions officially only through its monthly meetings. Interested parents and parishioners may address the board in an open session if they notify the pastor, School Board president, or principal in advance of the regularly scheduled meeting. Members of the school or parish may attend School Board meetings, but may not speak unless they are scheduled on the agenda. The School Board president or pastor may designate meetings, or part of meetings, as closed sessions. Dates of the meetings are recorded and on the monthly school calendar. School Board minutes are available to interested parents in the school office.

School Office:

OFFICE HOURS: 7:30am-3:30pm
PHONE NUMBER: 636-937-5008 and 636-931-2963
EMAIL: ourladyschool@sbcglobal.net

The school answering machine will be left on from 3:30pm until 8:30am. If you are calling to report an absence or request homework please leave a message in mailbox number 2. Parents who want conferences with teachers may call the school office and leave a message on the designated teacher's voicemail. All messages for teachers and students are handled through the school office.

School Pictures:

School pictures are taken in the fall by a professional photographer. No student is obligated to purchase pictures, but each child is asked to have a picture taken for the school file and yearbook. Students may dress out of uniform on picture day.

School Property:

The school supplies textbooks. It is expected that the books are ALWAYS COVERED. Books are not to be marked with pencil or ink and are to be kept out of reach of small children at home. Misuse or a lost textbook will require payment for a replacement book.

Each child is responsible for all school property. The student is also expected to show respect for his/her own and other's personal property. If textbooks, equipment, furnishings, other's personal property, etc. are lost, damaged, or destroyed, the child and/or parent(s) will be responsible to pay for the damaged items.

School Supplies:

Every student needs to have the necessary basic supplies throughout the school year. A list of needed supplies for the next school year will be sent home in the last report card of the school year and posted on Fast Direct under Links.

Snow Days:

The calendar allows for snow days in the event of inclement weather. Our main consideration will be the safety of all in hazardous road conditions. The decision to close school is made by the administration independent of local Catholic or public schools. Families may have treacherous road conditions on their commutes to and from school. If parents feel that it would be too dangerous to drive to school, please call the school office and keep your students at home.

If school is cancelled due to inclement weather, it will be posted on Channels 2 (KTVI), 4 (KMOV), 5 (KSDK), and a text and email will be sent via Fast Direct.

ON MOST OCCASIONS, ONCE SCHOOL IS IN SESSION, WE WILL NOT RELEASE SCHOOL EARLY UNLESS WEATHER IS EXTREMELY BAD. DO NOT CALL THE SCHOOL OFFICE TO ASK IF WE ARE CLOSING. IF WE ARE CLOSING, AN EMAIL AND TEXT BLAST WILL BE SENT. IF YOU ARE UNCOMFORTABLE WITH THE

WEATHER CONDITIONS, YOU ARE ALWAYS WELCOME TO PICK UP YOUR CHILD EARLY OR NOT BRING THEM TO SCHOOL.

It is possible school will not be cancelled, but will operate on a SNOW SCHEDULE. When school is on a snow schedule, the day will begin at 9am and dismiss at the regular time, 3:15pm.

Student Records:

Parents/guardians have the right to inspect and review the official active file of their children. Parents/guardians wishing to do so must first make an appointment.

Archdiocesan Policy 4601.2

Parents that are legally separated or divorced must supply the school with a copy of the separation or divorce decree, which states legal and physical custody rights of all parties. 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. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

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

Archdiocesan Policy 4601.3

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

Archdiocesan Policy 4601.5

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 specific written consent of the student's parent/guardian. This applies to providing both written and/or oral information.

Archdiocesan Policy 4601.6

Reporting on Student Progress:

Paper copies of the report card will not be sent home except for the final report card of the year. Grades can be accessed through Fast Direct.

PLEASE NOTE; NO FINAL REPORT CARDS WILL BE ISSUED TO ANY CHILD AT THE END OF THE SCHOOL YEAR UNTIL ALL SCHOOL FEES, INCLUDING TUITION, BOOK FEES, TEXTBOOK FINES, CAFETERIA CHARGES, ETC., HAVE BEEN PAID OR HAVE BEEN DISCUSSED WITH THE PASTOR OF OUR LADY CATHOLIC CHURCH.

Parent/teacher conferences are held at the end of the first quarter. Additional parent/teacher conferences are scheduled as needed either at the request of the parent or teacher. The teacher(s) will contact parents as soon as possible if a noticeable regression appears either academically or in conduct. Parents should contact the teacher if a questionable change is noticed in the child or in his/her schoolwork. Any difficulty perceived by a parent or teacher should be promptly communicated so that corrective measures can be applied to solve the problem.

Special Needs Records:

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

Archdiocesan Policy 5204.1

Transfer of Records:

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 students if age eighteen or older. Records are not released to parents or students, but are transferred directly from school to the institution designated to receive them.

Archdiocesan Policy 4601.4

Parents/guardians must sign a *Request for Student Records* form for records to be released to another school or agency. Student records will not normally be released until tuition and all fees are paid in full. Parents of transferring students will be mailed an exit survey and asked to respond to the survey and return it to Our Lady Catholic School.

Technology Board:

The technology board oversees the technology needs of the school for various forms of equipment, software, infrastructure, and security. The technology board acknowledges the generosity of volunteers and parishioners who participate in the certificate “Scrip” Program that provides revenue for the technology program at Our Lady School.

Telephone Calls:

The school secretary will receive messages for students and teachers during the school day. Teachers will respond by returning the call at their earliest possible opportunity, within 24 hours. A student does not use the school phone except in important situations and then only with the permission of the teacher and the principal and/or school secretary.

Testing Program:

A variety of tests are given throughout the school year to measure mental ability, general achievement, and competency in reading and religious knowledge.

Students in grades two through eight will take an achievement test, Iowa Assessments, in September. Students in grades four, six, and eight will also take the Iowa Cognitive Abilities Assessment at that same time. Results of those tests are used for diagnostic purposes to aid teachers in determining which areas children are both strong and weak. Parents are given the results at the October PT Conferences at the end of the 1st quarter.

A religious education inventory is given to students in fifth and eighth grades in early February (ACRE I and II). The results of these help determine the school’s religion curriculum.

Traffic Flow (Morning):

There is no parking in the front lot in the morning. There are two entry lanes to the school in the morning. The entry lane closest to the school building is for drivers who are “dropping off” their students at the cafeteria doors. Drivers of the first vehicle in line need to pull up all the way to the cafeteria doors to let their student passengers out of the vehicle. The entry lane towards the

middle of the parking lot is for drivers who are going around the school to park in parking lot A (back lot in front of church). Parents who park in Lot A are to walk their student into school through the cafeteria doors. **The cafeteria doors are the only entry at morning drop off.** All drivers need to watch the crosswalk near the cafeteria doors to assure that all students are safe as they leave their vehicles. **The front parking lot is for driving through the area and “dropping off” students. Any parent who needs to park for any reason in the morning is to park on Lot A and walk around the building and enter through the cafeteria doors.**

(Afternoon):

Dismissal takes place at 3:15pm for students whose driver park in Lot A or Lot B. Students whose drivers are in Lot A are dismissed out the gymnasium doors. Students whose drivers are in Lot B are dismissed out the front doors of the school. Students whose drivers park in Lot C are dismissed at 3:20pm. Students whose drivers park in Lot C are dismissed out the front doors of school.

Tuition Policy:

Our Lady Catholic School families shall be timely and current in their financial obligations for tuition and school expenses, as determined by the pastor, in consultation with School Board and Our Lady Catholic Church Parish Council. The goal is to have the tuition set for the next school year in February.

Tuition amounts are based on a calendar school year. The tuition contract will include:

- Tuition payment schedule for Parishioners and Non Parishioners, with Levels for 1, 2, and 3 or more children
- Dates of when the schedule begins and ends
- Consequences of failing to meet the requirements
- Parent and Witness signature line with dates
- Mandating every family enroll in Smart Tuition, even those families who pay in full at the beginning of the year

A family who is not current or cannot meet their financial obligations must contact the pastor to discuss their specific situation and establish alternative payment plans. A family who is fulfilling its obligation under any alternative plan will not be considered delinquent. If arrangements are not made with the pastor, penalties for delinquency may be up to and including:

1. At the beginning of the school year, student(s) will not be allowed to begin school.
2. At the end of each quarter, grades will not be viewable via Fast Direct.
3. At the end of the first semester, student(s) will not be allowed to return for the second semester and grades will not be given to the parents.

4. At the end of the school year, families will not be allowed to register, or if already registered, not allowed to return for the upcoming school year. Deposits or fees paid will be forfeited and transcripts will not be released for any student, K-8. Grades will also not be given to parents.

Smart Tuition is the company Our Lady Catholic School uses to manage tuition payments while following the policies established by the school. Decisions regarding tuition amounts, tuition aid, scholarships, family dues, field trip dues, and all other tuition related items are created by the administration.

The partnership with Smart Tuition allows for a confidential system where families can see for themselves a complete report on their tuition account. Families will be able to set up a plan to pay monthly, quarterly, or annually.

Enrollment in this program is MANDATORY for each family. Each family will be billed a yearly enrollment fee. This fee will be added to your first tuition payment. However, for families who have paid the entire tuition amount for the subsequent school year before August 1st, the fee will be waived.

Primary Account Holder:

One parent/guardian must be listed as the primary account holder. The person named will be issued a username and password to access their account on Smart Tuition secure website. This person will be responsible for paying the student's charges. The primary account holder may allow for an additional authorized person to access the account in order to view information, make payments, or make account changes.

Parents of 8th grade students who do not have younger students enrolled at Our Lady will have the tuition amounts broken into 9 months instead of a 12 month cycle.

Uniform & Spiritwear:

Please refer to the uniform handbook at the end of this handbook.

Vistors:

All person coming into the school building **MUST** enter only through the main front doors and **check in at the school office** to pick up their visitor pass. No one may go into the classroom area of the school without permission of the office personnel. All visitor passes must be returned to the school office before leaving the building.

Parents, grandparents, and/or special guests may eat lunch with their student by calling the school office (636-931-2963 or 636-937-5008) at least one day ahead to order lunch. Cost is \$3.10 per person.

Volunteers:

During the year there are a variety of opportunities for parents to assist in the development and continuity of the educational program. Volunteers enable the school to provide greater services to our students. We appreciate the numerous ways volunteers help during school and outside school hours. To set an example for our students, volunteers are asked to dress appropriately. Please DO NOT bring younger children while volunteering at school or on field trips.

All volunteers and employees of Archdiocesan parishes and schools are required to follow the Archdiocesan policy and procedures on child abuse. All employees and volunteers are screened for child abuse and are required to participate in the PROTECTING GOD'S CHILDREN for ADULTS program. All of these employees and volunteers are required to read and sign the CODE of ETHICAL CONDUCT FOR CLERGY, EMPLOYEES, AND VOLUNTEERS WORKING WITH MINORS.

Archdiocesan Policy 3601

Closing Statement:

This Parent/Student Handbook contains established policies and procedures for the 2017-18 school year. Since it is not possible for a handbook to address every situation that may arise during the school year, the school administration reserves the right to amend or revoke the policies and procedures in the handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Our Lady School Uniform Policy

Uniforms are required for all students in K-8. Full uniform attire is to be worn every day of school unless otherwise announced. If it is necessary for a student to be out of uniform, a note written and signed by the parent explaining the reason must be submitted to the principal.

JUST ME APPAREL is the uniform store in which you can purchase uniforms for Our Lady Catholic School students. The plaid must be purchased from JUST ME APPAREL, but other items may be purchased from other uniform suppliers as long as they conform to the uniform standards described in this policy. If a student is found to be in violation of the uniform policy, parents will be notified via a mark on their virtue card and/or a note home to the parents, and the students will be sent downstairs to change into the appropriate uniform. If the student cannot find a uniform that fits them, parents may be called to bring different clothes.

Students will be given dress down days and uniform passes throughout the year. Students must be in uniform for All School Masses and field trips (unless noted differently on the permission slip).

Uniform guidelines by grade and gender are listed on the following pages.

Girls - Kindergarten through Grade 4	
Skort	Uniform skort ~ Must be purchased at Just Me Apparel ~ Must not be shorter than 3 inches above the knee Color: Plaid
Jumper	V-neck pleated plaid jumper ~ Must be purchased at Just Me Apparel ~ Must not be shorter than 3 inches above the knee ~ Shorts must be worn beneath the jumper Color: Plaid
Pants	Two options: 1. Pleated uniform pant Color: Navy 2. Flat front uniform pant Color: Navy ~ Must not be too tight, be low-rise hipsters, or have flare legs ~ Leggings and cargo pants are not allowed
Shorts	Pleated uniform shorts ~ Permitted throughout the year, no cargo shorts, or capris Color: Navy ~ Must not be shorter than 3 inches above the knee ~ Uniform pants may be used if cut and hemmed 3 inches above the knee
Shirts	Knit Polo - short or long sleeves Color: White, red ~ Must be tucked in at all times ~ No turtlenecks or blouses
Undershirts	Color: Solid white only
Sweater and sweatshirts	Must be purchased at Just Me Apparel
Belt	Colors: Solid Navy, Black, or Brown Types: Elastic, braided, or dress belt ~ Strongly recommended, but not required ~ No decorative belts
Socks	Colors: Solid White, Black, or Navy ~ Must be worn and visible ~ Solid white or navy tights or leggings are allowed under uniform jumper/skort ~ OLS spirit wear leggings are allowed under uniform jumper/skort
Shoes	~ Must have non-scuff soles ~ No open toes or open heels, boots, sandals, clogs, wheelies, or Crocks ~ Tennis shoes must be worn for PE class
Jewelry	~ Post earrings only, no more than 2 earrings per each, lobes only ~ No body piercing, other than ears ~ May wear ONLY 1 RELIGIOUS necklace or bracelet
Make-up	~ Make-up is not allowed, fingernail polish is allowed
Hair	~ Must be cleaned, neat, and well groomed ~ No styles or colors that cause distraction. This will be determined by administration.

Boys - Kindergarten through Grade 4	
Pants	<p>Two options:</p> <ol style="list-style-type: none"> 1. Pleated double-knee uniform pant 2. Flat front double-knee uniform pant <p>~ Not too tight, low-rise hipsters, or flair legs ~ No cargo pants</p> <p style="text-align: right;">Color: Navy</p>
Shorts	<p>Two options:</p> <ol style="list-style-type: none"> 1. Pleated uniform short 2. Flat front uniform short <p>~ Permitted throughout the year ~ No cargo shorts ~ Must not be shorter than 3 inches above the knee ~ Uniform pants may be used if cut and hemmed above the knee</p> <p style="text-align: right;">Color: Navy</p>
Shirts	<p>Knit Polo- short or long sleeves</p> <p>~ Must be tucked in at all times ~ No turtlenecks</p> <p style="text-align: right;">Color: White, red</p>
Undershirts	Colors: Solid White only
Sweater, sweatshirts	Must be purchased from Just Me Apparel
Belt	<p>Colors: Solid Navy, Black, or Brown Types: Elastic, braided, or dress belts</p> <p>~ Strongly recommended, but not required ~ Decorative belts are not allowed</p>
Socks	<p>Colors: Solid White, Black, or Navy</p> <p>~ Must be worn and visible</p>
Shoes	<p>~ Must have non-scuff soles ~ No open toes, open heels, boots, sandals, clogs, wheelies, or Crocs ~ Tennis shoes must be worn for PE classes</p>
Jewelry	<p>~ No body piercing ~ May wear ONLY 1 RELIGIOUS necklace or bracelet</p>
Hair	<p>~ Must be clean, neat, and well groomed ~ No styles or colors that are distracting. This will be determined by administration.</p>

Boys - Grades 5 through 8

Pants	<p>Two options:</p> <ol style="list-style-type: none"> 1. Pleated double-knee uniform pant Color: Navy or khaki 2. Flat front double-knee uniform pant Color: Navy or khaki <p>~ Not too tight, low-rise hipsters, or flair legs ~ No cargo pants</p>
Shorts	<p>Two options:</p> <ol style="list-style-type: none"> 1. Pleated uniform short Color: Navy or khaki 2. Flat front uniform short Color: Navy or khaki <p>~ Permitted throughout the year ~ No cargo shorts ~ Must not be shorter than 3 inches above the knee ~ Uniform pants may be used if cut and hemmed above the knee</p>
Shirts	<p>Knit Polo- short or long sleeves Color: White, navy, or red</p> <p>~ Must be tucked in at all times ~ No turtlenecks</p>
Undershirts	Colors: Solid White only
Sweater, hoodie, sweatshirts	Must be purchased from Just Me Apparel OLS spirit wear hoodie may be worn over uniform shirt
Belt	<p>Colors: Solid Navy, Black, or Brown Types: Elastic, braided, or dress belts</p> <p>~ Strongly recommended, but not required ~ Decorative belts are not allowed</p>
Socks	Colors: Solid White, Black, or Navy ~ Must be worn and visible
Shoes	<p>~ Must have non-scuff soles ~ No open toes, open heels, boots, sandals, clogs, wheelies, or Crocs ~ Tennis shoes must be worn for PE classes</p>
Jewelry	<p>~ No body piercing ~ May wear ONLY 1 RELIGIOUS necklace or bracelet</p>
Hair	<p>~ Must be clean, neat, and well groomed ~ No styles or colors that are distracting. This will be determined by administration.</p>

Out of Uniform Days

No leggings are allowed unless a dress, skirt, or shorts are worn over the leggings. A t-shirt is not allowed to be worn with leggings.

- **Scout uniforms** may be worn on days when a scouting meeting or activity follows school. If the scout uniform does not include pants, the scout shirt should be worn with school uniform pants.
- **Spirit Wear Day is every Friday** - Spirit wear shirts, sweatshirts, hoodie, jackets, and CYC clothing may be worn with uniform bottoms.
- **Dress Down Days** - Students may wear jeans or casual pants/shorts with a casual shirt. No tightly fitting pants or leggings will be allowed. No tank tops or athletic jerseys unless a t-shirt is worn underneath the top. Only clothing that contains wording and images consistent with the beliefs of Our Lady Catholic School will be permitted. Shorts, skirts, and dresses, must be no higher than 3 inches above the knee and must not be too tight. Shirts must be below the waist.
- **Field Day** - Students may wear play clothes. Shorts must be uniform length and loose fitting. Shirts may not be athletic jerseys or tank tops unless worn over a t-shirt.
- Shoes must completely cover the foot and socks must be worn every day the student attends school.
- Uniforms are always an option on Dress Down Days.

**WE
ARE
THE
VILLAGE**

