



# **Parent / Student Handbook**

**2022-2023 Academic Year**

***Faith, Character, Academics***

The policies and procedures as stated in this Parent/Student Handbook are in accordance with the policies of the Archdiocese of St. Louis. For particular policies not included in this handbook, Queen of All Saints School refers back to the policies as listed in the Archdiocese of St. Louis Administrative Manual for Catholic Education. This Parent/Student Handbook contains established policies and procedures for the 2021-2022 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in 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.

Parents, students, school personnel, and all other persons involved in any way with the school are expected to adhere to all the policies, rules, and guidelines as stated in the Parent/Student Handbook.

For purposes of this Parent/Student Handbook, the term “Parent(s)” shall mean the natural parents of the child. However, in the case where a legally appointed guardian has been appointed by a court of law for the child, the term “Legally Appointed Guardian” shall be inserted in place of “Parent(s)” in this Handbook.

Revised August 2021

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## **Archdiocese of Saint Louis - WITNESS STATEMENT**

*For Those Seeking to Enroll Their Children in a Catholic School or a Parish School of Religion*

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

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

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

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

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

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

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation.

- To the best of my ability respect teachings of the Church & help my children respect the Church and its teachings.
- Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in the faith.
- Commit to speak frequently with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion.
- Practice stewardship in support of the school and parish.

Signature of the parent(s)/Guardian(s) \_\_\_\_\_  
 \_\_\_\_\_

PRINT NAMES/Parent(s)/Guardian(s) \_\_\_\_\_  
 \_\_\_\_\_

Name of the Parish/School \_\_\_\_\_

\_\_\_\_\_

## MISSION STATEMENT

Queen of All Saints School is a Catholic elementary school that lives the mission of Jesus Christ while recognizing and nurturing each student's special gifts and human potential to be lifelong learners in the global community. We strive to create a Christ-centered environment that fosters respect and service opportunities for each member of our community. In doing so, we provide a caring and safe atmosphere with a wide range of academic and faith-filled activities to maximize student growth and development as Catholic Christians.

## PHILOSOPHY FOR QUEEN OF ALL SAINTS SCHOOL

Queen of All Saints School Community is a collaborative commitment of parents, staff, students and parish to Catholic education. Priority is given to forming a community of faith, proclaiming the message of Jesus and reaching out in service to others.

In forming a community of faith we are sensitive to the varied gifts, limitations, and backgrounds of students in all areas of development - spiritual, emotional, intellectual, social, cultural and physical. The staff provides formal and informal learning opportunities, which allow students to experience the process of making responsible, loving choices and of living with the consequences of those choices.

We recognize that the message of Jesus is found primarily in the Gospels, but also in official Church documents, tradition, and liturgy and in the lived witness of Christians. Proclaiming Jesus' message implies both knowledge of that message and a response expressed daily in Christian attitudes and actions.

It is in reverent prayer together - especially through the sacraments - that we find the desire and strength to reach out to others in service. In such reaching out, we maintain an awareness of our rootedness in the parish, diocesan and civic global communities. We encourage a sense of bonding on all levels, especially among the students and staff.

Parents, parish school board, teachers and administrators work collaboratively to prepare students for adult participation in the parish community. Parents remain the primary educators of their children, requesting the expertise of academically qualified teachers who reinforce, by their own person and teaching style, the Christian formation begun in the home.

Strong, open lines of communication foster personal involvement, cooperation and commitment. Such an atmosphere in the home, school and parish provides an environment in which enjoyable, exciting learning can be experienced in all settings.

Queen of All Saints School believes:

- Jesus is the model for everyday living,
- people who are honored, valued, and respected will learn to honor, value, and respect others,
- when students are responsible for their own behavior, they will feel successful,
- staff, teachers, and parents need to help children be accountable and responsible for their behavior at school.

To confirm these beliefs, Queen of All Saints School will develop a positive school environment by:

- Building student's self-esteem and sense of belonging,
- Fostering positive relationships between and among students, staff, and other volunteers,
- Promoting an appreciation of differences.

To practice these beliefs, Queen of All Saints School's curriculum will include:

- Identifying the Christian response to situations,
- Teaching students conflict and stress management skills,
- Promoting parent education,
- Promoting awareness of media influence.

To facilitate these beliefs, Queen of All Saints School will:

- Follow the restorative discipline model requiring students to be accountable and responsible for their behavior, make restitution to the extent possible, communicate behavior to parents, and then as a Christian community seek to reach healing through forgiveness,
- Encourage all members of the school community to communicate their concerns to school officials in a timely manner,
- Inform parents, teachers, and staff of risk factors that could lead to behavior inappropriate for our school,

- Ensure that children at risk of being violent or victimized are identified and helped at the earliest possible stages.

The principal and/or pastor are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

## ADMINISTRATION

### PASTOR

The Pastor is the spiritual leader and chief administrator of the parish. It is his duty to see that the teachings of the Church are clearly and accurately presented in all religious programs of the parish. The Pastor is, therefore, primarily responsible for ensuring that the parish identifies, articulates, and meets the catechetical needs, goals and priorities of the elementary school, parish school of religion, and youth and adult parish religious education programs.

### PARISH BOARD OF EDUCATION

The purpose of the board is to advise the pastor in making policy for the parish education programs. As a Parish School Board, the scope of the board is limited to the parish school.

### PRINCIPAL

The Principal is the spiritual and educational leader of the elementary school community and executive secretary of the parish board of education. The highest priority of the principal is the building of a Christian community of faith that provides for the spiritual, moral, intellectual, aesthetic, emotional, social and physical needs of the children in school.

### PARISH COORDINATOR OF RELIGIOUS EDUCATION

A Parish Coordinator of Religious Education is the administrative, spiritual, and catechetical leader of one level of parish programs. The coordinator is responsible directly to the pastor.

## ADMISSIONS

### POLICY OF NON-DISCRIMINATION (QAS adopted 2/7/06)

Queen of All Saints School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. The school shall not discriminate on the basis of race,

color, national and ethnic origin in admission policies, athletic and other school-administered programs.

Queen of All Saints School will try to accommodate students with special needs to the best of its ability, taking into consideration the available resources and qualified staff.

The principal, with proper consultation of the pastor and/or the School Board, will admit students to Queen of All Saints School according to the norms set by the Archdiocesan Board of Education, Queen of All Saints School Board, and accepted educational procedure.

#### **REQUIREMENTS FOR ADMISSION (QAS adopted 2/7/06)**

If a family wishes to enroll at Queen of All Saints School, the family must demonstrate to the administration (pastor/principal) a desire for an academic environment where Catholic teaching and moral formation are an integral part of the school, by agreeing to and fulfilling the following:

- participation in the social and spiritual life of the parish,
- support of the concepts upheld in the Parent Witness Statement,
- agreement to the financial support of the school, the requirement of tuition and all applicable fees as well as actively participate in stewardship programs of time, talent, and financial contribution,
- agreement to following the policies and procedures of Queen of All Saints School and the Archdiocese of St. Louis,
- willingness to cooperate with the teachers and administration in the psychological, emotional, spiritual, intellectual and academic development of their children,
- a child entering Queen of All Saints School in Kindergarten must be five years of age on or before July 31st. A child entering first grade must be six years of age on or before July 31st and must give evidence of readiness for school by performance on a standardized readiness test,
- satisfactory completion of prior grade level in previous school,
- students with significant medical problems will need to attend a meeting with the principal and the school nurse to determine the severity of the medical conditions and set the guidelines for admittance if it is felt that QAS can work with the student,
- a student who wishes to enroll in Queen of All Saints School must have all the necessary paperwork regarding grades, discipline matters, tests of all types and medical information prior to actual admittance. The decision to admit a child should be made only after the administration and teachers thoroughly review the child's previous school records. After admittance the student will have a three month probationary period,
- students will also be accepted based on availability of space as to not exceed the class size limitations as set in policy.

- non-Catholic students need permission from the Queen of All Saints pastor for admission and all other criteria must be followed. The non-Catholic student is required to attend and participate in all religious classes and events, prayer services, and Mass.

#### **ADMISSION PRIORITY (QAS adopted 2/7/06)**

After having satisfied all the above criteria, in the event that applications exceed class size maximum totals, students applying for admission during the designated open registration period will be admitted according to the following order:

1. New students of registered parishioners residing within the Archdiocesan-established parish boundaries of Queen of All Saints, in the following order:
  - a. students with siblings or relatives residing in the same household, currently or previously enrolled at Queen of All Saints School,
  - b. students of registered parishioners in the order of date of parish registration who have shown consistent financial support of the parish,
  - c. by order of the date of the school registration application
2. New students of registered parishioners residing outside Archdiocesan-established parish boundaries,
3. Catholic students of non-parishioners with permission from their pastor,
4. Non-Catholic students from families holding values consistent with Catholic/Christian education.

Open registration period will receive first consideration for admission. In the event that maximum class size has been reached, previously-registered students who fail to re-register during the open registration period may forfeit automatic placement in a class and be placed on a chronological waiting list.

#### **ADMISSION OF STUDENTS NOT MEETING THE AGE REQUIREMENTS (QAS adopted 10/20/08)**

In unusual circumstances, the principal may consider applications for enrollment for children satisfying all admissions requirements other than age. Children turning 5 by August 31<sup>st</sup> may be admitted, at the principal's discretion, subject to the following criteria:

- Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity. These tests are to be decided upon by the principal and the primary coordinator or kindergarten teacher,
- Observations of the student in a learning situation,
- Recommendations of preschool or kindergarten teacher,
- Sufficient room in the school for this student,
- Approval by the pastor to accept this student.

## REGISTRATION

The registration process includes:

1. Completion of a registration form,
2. Verification of the date of birth (birth certificate or baptismal certificate)
3. Verification of the dates of other sacramental celebrations,
4. Verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

Parents of students from a divorced/separated family must provide the legal document outlining custody arrangements and primary living space for the children. This documentation will be filed in the school office and kept confidential.

## ATTENDANCE

### ATTENDANCE (QAS adopted 2/2/06)

Students are expected to attend all classes and school activities (including but not limited to standardized testing, field trips, school spirit activities, etc.) on days scheduled as days of student instruction. A student who is not present at the appointed times is designated "absent." All teachers at Queen of All Saints School shall forward daily records of attendance to the office and these records are kept on file during the period of the student's enrollment in the school. A student's regular attendance at school ensures a basic condition for growth through learning. If a student will be absent for any reason, the parent is requested to call the School Office before 8:30 am to report the absence. The phone number to call to report your child's absence is (314) 846-0506.

### ABSENCE (Archdiocese of St. Louis)

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice/email should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. If a student needs to be absent for an appointment, the school requests a written note/email to include reason for absence, time the student will be picked up, approximate return time, and parent signature no later than the morning of the day of the appointment. Students should ask for and are expected to make up schoolwork that is missed during the absence. Work will be sent home with a sibling/friend or to the school office for parent pick up upon request. Please coordinate with the classroom teacher as to when work is due and with whom the work should be sent home.

### TRUANCY (Archdiocese of St. Louis)

A student is truant if s/he is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. A student may never leave the school grounds during the school day for any reason without a written request from the parent and permission from the administration. The school is not responsible for students who leave the school property without the expressed permission of the principal. In the interest of the safety of the student, under no circumstances will the school release a student to any person other than a parent unless written permission has been granted or sent by the parent prior to the departure. If a student is picked up for any reason during the school day, s/he must be picked up from the school office, never directly from the classroom. Students must be signed out through the school office if leaving during the school day. Sign out information includes the name of the student being released, time and date of release, and the name of the person to whom the student is being released. If the student returns to school after an appointment, s/he must report to the school office and sign in.

#### **TARDINESS (QAS adopted 9/28/09)**

A student is tardy who arrives after the time fixed by school policy for the start of the school day. In order to provide a good start to the school day, it is important for students to arrive at school prior to the official start time. Tardy students affect not only their own readiness for the day, but also disrupt the teacher and other students in the classroom. Students should not be tardy unless it is unavoidable. Students are considered tardy if not in the classroom by 7:55 am. Students arriving after 8:00 am must be accompanied by an adult who will need to sign the student in. If a student accumulates five tardies in one quarter, the homeroom teacher in the lower school and advisor in the upper school will contact the parent and consult with the principal for appropriate disciplinary action to be issued to the student. If ten tardies are accumulated in one quarter, a conference will be held with the homeroom teacher in the lower school and with the advisor in the upper school, principal, parent, and student. Parents should make every effort to arrange for doctor and dental appointments on days that school is not in session or after school. If a student must be excused for medical reasons during school hours, a written note should accompany the student prior to the scheduled absence or upon his/her return to school. A student will be marked absent if s/he misses more than 2 hours on a full day or more than 1 hour on a half day. A student will be marked tardy if s/he misses less than 2 hours on a full day or less than 1 hour on a half day. An early dismissal is used for students who miss less than two hours in the afternoon on any given full day of school. In accordance with state and federal education laws, excessive absences and tardies will be referred to the Division of Family Services.

#### **RELEASE OF STUDENTS FROM SCHOOL**

All students should be picked up from the school when leaving for any reason (illness, a doctor or dental appointment, etc.) during normal school hours. Students will only be released to those with legal custody or their designee. If a student becomes ill during the

day, s/he will be sent to the nurse's office or the school office. The parent will be notified and will be asked for instructions for the student's care until s/he can be picked up from school. Under no circumstances will a student be permitted to go home without the parent's permission.

#### **DUAL ENROLLMENT (Archdiocese of St. Louis) (QAS adopted 2/2/06)**

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

Queen of All Saints School will cooperate with the Mehlville School District, or another accredited school, to allow those students who have the need and meet all other requirements to be dually enrolled in both schools. Queen of All Saints will be the primary educational provider.

**VACATIONS:** Long-term absences due to trips are very difficult on our students. **If, after careful consideration, parents wish to take their children out of school for a vacation, they must write a note to the child's teacher at least three days prior to departure.** Students are responsible for keeping up with their workload virtually through Google Classrooms. The teacher will give assignments at their discretion. Some assignments may be given out before the trip and others upon return. This will depend on the subject matter to be covered, etc. This is the decision of the teacher. Assignments given prior to the trip must be completed upon return to school. Assignments given upon return to school must be completed within 2 days for credit to be given. Tests must be made up within two days of the child's return to school.

## **CONDUCT**

#### **CONDUCT (QAS adopted 9/28/09)**

Students at Queen of All Saints School are expected to exhibit Christian behavior. The cooperation of parents is necessary to foster attitudes of respect for persons in authority by supporting the policies and disciplinary measures of the school. A student must learn to be responsible for his/her choices, actions, and decisions. If a student knows what is expected but deliberately acts contrary to those expectations, the student will receive

consequences for those actions. Conduct policies are defined to ensure that the consequences fit the situation and are natural and logical to the extent possible.

***Expected Behavior:***

Students at Queen of All Saints School are expected to exhibit attitudes of respect for all persons. Specifically, students shall:

- Respect themselves by keeping their best appearance and good behavior including using friendly words and actions and respectful attitudes.
- Respect all adults, all persons in authority, all students, and visitors.
- Provide assistance to others.
- Respect property.
- Respect the learning atmosphere by being quiet and orderly in the hallways.

Courtesy is expected from all who enter the school building.

- Students are expected to address adults using proper titles (i.e. Mr., Mrs., Ms., Fr., Msgr., etc.) and respond courteously to reasonable requests from authorized adults and/or personnel.

***Unacceptable Behavior:***

- Disruption of the learning environment
- Bullying, name calling, teasing, harassing, fighting, etc.
- Disrespectful behavior (towards authority, adults, peers, visitors, etc.)
- Cheating
- Violations of the rules and regulations of the school,
- Any infraction (intentional and/or unintentional) that endangers self or others,
- Truancy
- Frequent infraction of the rules
- Theft, vandalism and/or destruction of school/parish property or the personal property of students, staff or others
- Harassment, threats, or physical acts (to include sexual) against self or others
- Out of school conduct which seriously detracts from the reputation of the school or interferes with the learning environment.
- Repeated refusal to obey or cooperate with teachers
- Disrespectful or vulgar language, gestures, or written notes directed towards others, specifically students or staff
- Possession of any type of drug, weapon, or dangerous item or threatening the use of a weapon or dangerous item
- Use of unauthorized drugs or alcohol

If a student engages in unacceptable behaviors, the student will comply with the classroom plan of action that will address the misbehaviors. This will follow a conduct plan

that requires students to be accountable and responsible for their behavior, make restitution to the extent possible, communicate behavior to parents, and then, as a Christian community, seek to reach healing through forgiveness. Adults in authority positions at the school report all misbehaviors to the classroom teachers, who will implement the classroom plan of action. If the behavior is outside the realm of classroom consequences, the school administration will immediately assume the role of disciplinarian. Consequences will be natural and logical to the extent possible. Any of the above violations can be deemed serious by the school administration and can result in suspension and/or withdrawal for cause.

#### **USE OF INTERNET AND ELECTRONIC COMMUNICATIONS (Archdiocese of St. Louis)**

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

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

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. Students and their parents are required to sign an Acceptable Use Policy before students may use networked computers. Students' computer use is monitored by school personnel and continued use is contingent upon appropriate use.

Personal cell phones, messaging/digital imaging devices, and other electronic devices have become common tools used in our society. They provide a useful function when used for their intended purpose. Under normal circumstances, there should be no need for elementary school students to access the functions of these devices during the school day. However, there may be times (i.e. after school) when these devices can provide a student contact with a parent/guardian or offer a measure of safety. The concerns of allowing these devices in our school fall into three categories.

1. Disruption of the learning environment
  - Noise
  - Used at inappropriate times

2. Abuse of the intended use
  - Used for unwanted communication and/or academic dishonesty
  - Used to capture images of others that could be of a defamatory, sexual, or threatening nature (violation of privacy)
  - Used to harass others
3. Target of theft

Therefore, the use of personal cell phones, messaging/digital imaging devices, and all other electronic devices by students during the school day (from arrival to dismissal) is prohibited. If a parent deems it necessary for his/her child(ren) to carry a cell phone, the phone must be turned off and kept in a book bag, purse, locker or in the school office until the end of the school day.

Bringing these items to school comes with the responsibility of following our school's mission. With the primary focus being on the safety of our students and staff and providing an environment conducive to learning at all times, consequences for misuse of these devices are:

1. The first time the cell phone and/or other electronic devices brought to school are used inappropriately, the device will be taken & held in the school office until a parent can pick it up.
2. The second offense will result in the device being taken and held for parent pick up and the student may serve an in-school suspension. In addition, the student may lose the privilege of bringing any of these devices to school.
3. Any further offenses will result in a required child/parent/school conference, further suspensions, and a monetary fine that will be donated to the missions. The fine must be paid before the device will be returned.

The principal shall retain authority to impose additional or substitute consequences as individual circumstances may warrant.

#### **SUSPENSION (Archdiocese of St. Louis)**

Suspension is the removal of a student from all classes for a specified period of time. (QAS adopted 9/28/09) The decision to use suspension as a disciplinary action is made by the school administration. Suspension can be either in or out of school, depending upon the severity of the misbehavior. If a student is placed on suspension, the following procedures should be followed:

1. Joint conference between teachers directly involved with the student and the administration for an in-depth discussion in order to discover the cause of the problem and to exhaust all appropriate interventions.
2. Conference with the parent(s) and student to discuss the circumstances surrounding the violation, consequences to be applied, and effective date(s) for such consequences.

3. The length of time of suspension will be in proportion to the seriousness of the offense and in consideration of other circumstances. Assigned work will be given and must be completed before the student is readmitted to school.
4. A written communication outlining the suspension's parameters (i.e. reason(s) for and length of suspension, the process for and conditions of the student's return to school, and the procedure for the student making up class work) will be sent to the parent(s). A copy of the written communication shall be kept on file.
5. A conference may be required with the administration, teacher(s), parent(s), and student before the student is readmitted to school.

#### **PROBATION (Archdiocese of St. Louis)**

Probation is the continued enrollment of a student, but with specified 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. Local policies and written procedures governing probation should be communicated to parents and students in the appropriate manner.

#### **WITHDRAWAL FOR CAUSE (Archdiocese of St. Louis) (QAS adopted 5/06)**

Withdrawal for cause is the permanent end of enrollment of a student from a school. The pastor of the parish, with the consultation of the school administration and the Catholic Education Office Regional Director, makes this decision. A student may be subject to withdrawal for cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of Catholic 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/guardian. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence. The school administration and/or local school board may determine specific reasons for the withdrawal of a student for cause.

The following serious conduct may lead to withdrawal for cause:

- engaging in public behavior or taking a public position contrary to Church teachings
- membership in any organization which espouses positions contrary to Christian values
- possession of a weapon
- assault, with or without a weapon
- credible threats of serious violence
- possession or distribution of controlled substances
- serious acts of harassment

- inappropriate conduct of a sexual nature

When considering withdrawal for cause, the following procedure must be followed:

1. The student should be placed on an indefinite suspension and the parent/guardian and student are notified that withdrawal for cause is being considered
2. the principal should consult with staff members, students, and others to obtain information about the student's behavior leading to consideration of withdrawal for cause
3. The principal should also consult with the appropriate members of the Catholic Education Office staff to review the situation before a decision is made
4. The principal should recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior and in the best interest of the school community
5. A conference should be held with the parent/guardian of the student and the student, if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause. Following the conference, a decision should be reached by the pastor and communicated to the parent(s) in writing. The Catholic Education Office should be informed of the decision.
6. "Withdrawal for cause" should be recorded on the student's cumulative record along with the date of the action. No other comment or information about the action should be included in the student's cumulative file.

#### **HARASSMENT (Archdiocese of St. Louis)**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual. Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after the 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.

#### **TOBACCO (QAS adopted 5/06)**

The possession and/or use of any vaping and/or tobacco product by a student on school property or at a school sponsored function are strictly forbidden. Students found using or possessing vaping and/or tobacco products will be dealt with in accordance to the discipline guidelines set forth in the parent/student handbook, including:

1. immediate confiscation
2. parental notification
3. disciplinary action

A St. Louis County smoking ordinance prohibits any smoking in school buildings in St. Louis County. It reads: Prohibition of Smoking in School Buildings. It shall be unlawful for any person to smoke or carry any lighted cigarettes, cigars, pipes, vaping devices, or other tobacco products inside any elementary, middle or secondary school building, including both public and private school buildings and school buildings operated by the Special School District of St. Louis County. Tobacco and vaping are considered a drug; therefore, procedures listed under the Drugs, Alcohol and Substance use and Abuse policy will be followed when necessary.

#### **DRUGS, ALCOHOL AND SUBSTANCE USE AND ABUSE (Archdiocese of St. Louis)**

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

Efforts are made for preventive approaches through counseling and other educational methods. School guidelines should be followed with reasonable judgment. The guidelines in the parent/student handbook are intended to provide a consistent means for effectively responding to alcohol and drug-related situations that may occur at school or school sponsored functions. They were written with consideration of the legal rights and responsibilities of administrators, staff, students, and parents who may find themselves involved in these situations. If a student is caught with drugs or drug paraphernalia, the staff member who discovers this will escort the student to the principal's office. The principal, principal's designee, or pastor will request that the student empty his/her pockets, purse, and/or schoolbag; and to volunteer all drugs or drug paraphernalia. If the student refuses to cooperate, law enforcement officials may be called to conduct the search and parents will be called. Parents will also be informed that law enforcement officials have been notified. Drug substances will be sealed, documented, and turned over to law enforcement officials. Any drugs discovered in an emergency situation will be

turned over to emergency medical personnel for the identification and aid in the treatment of the emergency. If a parent cannot be contacted and the principal or principal's designee has determined there is a degree of impairment from the use of drugs, the above procedures will be followed and emergency aid will be summoned to evaluate the medical condition of the student. Parents will be contacted, and the incident may still be reported to law enforcement officials depending on the degree of impairment. Any incident of drug usage on school premises will require a parent conference with the principal to determine an appropriate course of action before the student may return to school.

#### **VIOLENCE AND THE THREAT OF VIOLENCE (Archdiocese of St. Louis)**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. Violence is inconsistent with the unity and peace that are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Queen of All Saints School will provide a safe, nurturing, learning environment where diversity and individuality are valued for all members of the school community. The climate shall reflect Gospel values with emphasis on individual dignity for all members. Violence inhibits human development and successful learning; therefore, is not acceptable at Queen of All Saints School.

#### **SEARCH AND SEIZURE (Archdiocese of St. Louis)**

School officials with reasonable suspicion to do so may search a student's locker or desk. Furthermore, school officials reserve the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like.

# QAS Dress Code

## DRESS AND GROOMING (Archdiocese of St. Louis)

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. The purpose of the school uniform is to enhance the academic atmosphere, to give students a feeling of equality, to provide a visible sense of school unity and identity, and allow the viewer to perceive the individuality of the student undistracted by clothing and to reduce clothing costs. All students must be in uniform before entering the school building for the school day. All articles of the uniform should be neat, clean, and fit appropriately (i.e. shirts long enough to stay tucked in when sitting and/or reaching, modest in appearance, etc.). If a student needs to wear an out-of-uniform item on a particular day, s/he must have the consent of the administration for being out-of-uniform. A copy of the Queen of All Saints dress code follows. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, vaping, or tobacco is inappropriate for school and should not be allowed. The administration reserves the right to determine whether or not a student's appearance is appropriate. Repeated uniform violations will result in privilege to participate in out-of-uniform days being denied.

The wearing of the school uniform demonstrates:

1. respect - for the learning community and the expectations it has for its students.
2. credibility - the reliability of the student as a member of a learning environment that promotes character and excellence
3. acceptance - as a member of a group of individuals dedicated to Christian values in an academic environment
4. authority - the right to represent the Christian values of the QAS learning community.

## QUEEN OF ALL SAINTS DRESS CODE 2020 – 2021

Preschool	Play clothes and tennis shoes recommended. See <a href="#">Preschool ABC's Handbook</a> .
K-5 Girls	<p><u>Jumper:</u> Blue plaid. Length must be longer than two inches above the knee when kneeling. Shorts are recommended to be worn under a jumper. Plain navy, black, or gray leggings may be worn under a jumper in cold weather. No yoga pants or flair leggings.</p> <p><u>Polo Shirt:</u> Plain white or gray, short or long sleeve. QAS logo not required. Company, sport, or other insignia (example Nike logo) not permitted.</p> <p><u>Socks &amp; Shoes:</u> Plain white, gray or navy socks. School shoes or athletic shoes (canvas, vinyl, or leather). Athletic shoes are required for PE class. No athletic shoes with spikes.</p>

	<p><u>Sweatshirt / Cardigan</u>: Gray quarter-zip sweatshirt with QAS logo. Girls may also wear the blue cardigan sold at Catholic Supply.</p> <p><u>Jackets, Coats, &amp; Boots</u>: Should be removed upon arrival. Boots worn during inclement weather are to be removed upon arrival. Coats worn to church for Mass should be removed during Mass.</p> <p><u>PE Uniform</u>: Official QAS PE uniform sold at Catholic Supply</p> <ul style="list-style-type: none"> <li>▪ QAS t-shirt with QAS logo (short or long sleeve)</li> <li>▪ QAS mesh shorts with QAS logo OR any plain navy or black sweatpants. Company, sport, or other insignia (example Nike logo) not permitted. Yoga or any pants deemed too tight are not permitted. Girls may wear leggings under their QAS mesh shorts as another option to sweatpants.</li> <li>▪ Tennis shoes required.</li> <li>▪ Solid color blue or black sweatpants (instead of PE shorts) or leggings under the PE shorts must be worn from November 1st through February 28th/29th.</li> </ul> <p><u>Jewelry</u>: Wristwatches, ball or lobe pierced earrings (no dangling earrings), one bracelet, and one necklace are permitted. Any other jewelry items are not permitted. Jewelry may not contain company, sport or other insignia or any symbol inconsistent with Catholic Christian values.</p> <p><u>Cosmetics</u>: No cosmetics or tattoos of any kind are permitted. No fake nails.</p> <p><u>Hair</u>: Must be kept neat and clean. No color and no style that detracts from the learning environment will be accepted.</p> <p><u>Scout Uniform</u>: May be worn on meeting days.</p>
6 – 8 Girls	<p><u>Skirt</u>: Blue plaid. Length must be longer than two inches above the knee when kneeling. Skirt may NOT be rolled at the waist. Shorts are recommended to be worn under a skirt. Plain navy, black, or gray leggings may be worn under a skirt in cold weather. No yoga pants or flair leggings.</p> <p><u>Polo Shirt</u>: Plain, navy, short or long sleeve. QAS logo not required. Company, sport, or other insignia (example Nike logo) not permitted. Shirts must be tucked in at all times.</p> <p><u>Socks &amp; Shoes</u>: Plain white, gray, or navy socks. School shoes or athletic shoes (canvas, vinyl, or leather). Athletic shoes are required for PE class. No athletic shoes with spikes.</p> <p><u>Sweatshirt / Cardigan</u>: Gray quarter-zip sweatshirt with QAS logo. Girls may also wear the blue cardigan sold at Catholic Supply.</p>

	<p><u>Jackets, Coats, &amp; Boots:</u> Should be removed upon arrival. Boots worn during inclement weather are to be removed upon arrival. Coats worn to church for Mass should be removed during Mass.</p> <p><u>PE Uniform:</u> Official QAS PE uniform sold at Catholic Supply</p> <ul style="list-style-type: none"> <li>▪ QAS t-shirt with QAS logo (short or long sleeve)</li> <li>▪ QAS mesh shorts with QAS logo OR any plain navy or black sweatpants. Company, sport, or other insignia (example Nike logo) not permitted. Yoga or any pants deemed too tight are not permitted. Girls may wear leggings under their QAS mesh shorts as another option to sweatpants.</li> <li>▪ Tennis shoes required.</li> <li>▪ Solid color blue or black sweatpants (instead of PE shorts) or leggings under the PE shorts must be worn from November 1st through February 28th/29th.</li> </ul> <p><u>Jewelry:</u> Wristwatches, ball or lobe pierced earrings (no dangling earrings), one bracelet, and one necklace are permitted. Any other jewelry items are not permitted.</p> <p><u>Cosmetics:</u> Base make-up (foundation to cover blemishes) only is permitted. No eye shadow, mascara, eyeliner, lipstick, etc is permitted). No tattoos of any kind are permitted. Jewelry may not contain company, sport or other insignia or any symbol inconsistent with Catholic Christian values. No fake nails may be worn. 8th graders may have fake nails around Cotillion, Confirmation, and Graduation. (one week before until one week after)</p> <p><u>Hair:</u> Must be kept neat and clean. No color and no style that detracts from the learning environment will be accepted.</p> <p><u>Scout Uniform:</u> May be worn on meeting days.</p>
K-5 Boys	<p><u>Shorts/Pants:</u> Navy uniform style (no cargo style). Pants only must be worn from November 1st through February 28th/29th. Shorts are allowed beginning March 1st. A plain, one solid color belt must be worn at all times.</p> <p><u>Polo Shirt:</u> Plain white or gray; short or long sleeve. QAS logo not required. Company, sport, or other insignia (example Nike logo) not permitted. Shirts must be tucked in at all times. Undershirts are optional and must be plain white (no lettering or designs permitted).</p>

	<p><u>Socks &amp; Shoes:</u> Plain white, gray or navy socks. School shoes or athletic shoes (canvas, vinyl, or leather). Athletic shoes are required for PE class. No athletic shoes with spikes.</p> <p><u>Sweatshirt:</u> Gray quarter-zip sweatshirt with QAS logo.</p> <p><u>Jackets, Coats, &amp; Boots:</u> Should be removed upon arrival. Boots worn during inclement weather are to be removed upon arrival. Coats worn to church for Mass should be removed during Mass.</p> <p><u>PE Uniform:</u> Official QAS PE uniform sold at Catholic Supply</p> <ul style="list-style-type: none"> <li>▪ QAS t-shirt with QAS logo (short or long sleeve)</li> <li>▪ QAS mesh shorts with QAS logo OR any plain navy or black sweatpants. Company, sport, or other insignia (example Nike logo) not permitted.</li> <li>▪ Tennis shoes required.</li> <li>▪ Solid color blue or black sweatpants (instead of PE shorts) must be worn from November 1st through February 28th/29th.</li> </ul> <p><u>Jewelry:</u> Wristwatches, one ring, one necklace, one bracelet are permitted. Any other jewelry items are not permitted. No tattoos of any kind are permitted. Jewelry may not contain company, sport or other insignia or any symbol inconsistent with Catholic Christian values.</p> <p><u>Hair:</u> Must be kept neat and clean. No style or color that detracts from the learning environment will be accepted. Length of hair will not exceed the top of the collar in the back nor fall below the eyebrows in the front.</p> <p><u>Scout Uniform:</u> May be worn on meeting days.</p>
6-8 Boys	<p><u>Shorts/Pants:</u> Khaki / Tan uniform style (no cargo style). Pants only must be worn from November 1st through February 28th/29th. Shorts are allowed beginning March 1st. A plain, one solid colored belt must be worn at all times.</p> <p><u>Polo Shirt:</u> Plain navy; short or long sleeve. QAS logo not required. Company, sport, or other insignia (example Nike logo) not permitted. Shirts must be tucked in at all times. Undershirts are optional and must be plain white (no lettering or designs permitted).</p> <p><u>Socks &amp; Shoes:</u> Plain white, gray, navy or tan socks. School shoes or athletic shoes (canvas, vinyl, or leather). Athletic shoes are required for PE class. No athletic shoes with spikes.</p> <p><u>Sweatshirt:</u> Gray quarter-zip sweatshirt with QAS logo.</p> <p><u>Jackets, Coats, &amp; Boots:</u> Should be removed upon arrival. Boots worn during</p>

	<p>inclement weather are to be removed upon arrival. Coats worn to church for Mass should be removed during Mass.</p> <p><u>PE Uniform:</u> Official QAS PE uniform sold at Catholic Supply</p> <ul style="list-style-type: none"> <li>▪ QAS t-shirt with QAS logo (short or long sleeve)</li> <li>▪ QAS mesh shorts with QAS logo OR any plain navy or black sweatpants. Company, sport, or other insignia (example Nike logo) not permitted.</li> <li>▪ Tennis shoes required.</li> <li>▪ Solid color blue or black sweatpants (instead of PE shorts) must be worn from November 1st through February 28th/29th.</li> </ul> <p><u>Jewelry:</u> Wristwatches, one ring, one necklace, one bracelet are permitted. Any other jewelry items are not permitted. No tattoos of any kind are permitted. Jewelry may not contain company, sport or other insignia or any symbol inconsistent with Catholic Christian values.</p> <p><u>Hair:</u> Must be kept neat and clean. No color and no style that detracts from the learning environment will be accepted. Length of hair will not exceed the top of the collar in the back nor fall below the eyebrows in the front.</p> <p><u>Scout Uniform:</u> May be worn on meeting days.</p>
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It is recommended that all clothing items be labeled with the family name on the inside tag so lost or misplaced items may be returned to the student.

Except for identification purposes, children are not permitted to write on any part of their uniform at any time.

### Out-of-Uniform Days

Occasionally, the students will have a day when uniforms do not have to be worn. On these days, there are guidelines the students must follow:

- All out-of-uniform clothing must be modest in appearance and appropriate for our Catholic school setting (excessively tight and/or form fitting clothing is not appropriate, leggings may not be worn as pants).
- Shorts must meet the length requirement outlined for uniform shorts and skirts (length must be longer than the tip of the longest finger when standing relaxed with arms at sides) , shoulders must be covered (shirts must have sleeves). *Note: pants must still be worn from November 1st through February 28/29th.*
- No pajama bottoms or boxers and no inappropriate lettering or logo.
- Shirt must be long enough to come over the waistband of pants.
- No temporary color and/or dye on the hair.

The responsibility of being appropriately dressed according to the Dress Code Policy belongs to both the student and parent(s). With the primary focus being on providing and

maintaining an environment conducive to learning at all times, consequences for not complying with the Dress Code are as follows:

1. Student will be sent to the office to call home for proper clothing and wait for it to be brought to school.
2. Student may lose the privilege of any and/or all future out-of-uniform days.

#### Vendor Information

Catholic Supply  
6759 Chippewa Street  
St. Louis, MO 63109  
(314) 644-0643

Purchases may be made onsite or online at: <https://shop.catholicsupply.com/qas>

*Please note: PE uniform t-shirts and shorts and uniform sweatshirts are made in bulk and, therefore, are not as readily available as other uniform items. The store has a limited supply of these in stock.*

## HEALTH

**Please refer to the Guidelines for Returning to School Booklet.**

In order to provide a medically safe learning environment, Queen of All Saints requires students to be free of fever (below 100.4F), vomiting, and diarrhea for 24 hours before returning to school. Any student with inflamed eyes, signs of fever, or skin rashes with a fever will be sent home from school and need to remain home until symptoms disappear or are seen/treated by a physician.

#### DOCUMENTATION

Emergency medical information is required for all students. This information specifies who the school should contact in case of an emergency, as well as the doctor and hospital preference. Also noted on this form should be any special health problems a student may have (i.e. medical conditions, medications, allergies, and/or any other pertinent information regarding the health of the student). A permanent health record is kept for each student. Immunizations and other health information are recorded on this document. It is imperative that the emergency forms be completed and returned each year to provide accurate, up-to-date information. This information is kept on file for each student. Please notify the school office as soon as possible if there is a change (permanent or temporary) of address, telephone number, emergency telephone number, or of any other pertinent information during the course of the school year. Please provide written notification to the school when parents will be out of town for any length of time and their child(ren) will be in the care of another responsible party. This written authorization must also include dates when gone and name(s) of responsible party.

## FOOD SERVED IN CLASSROOMS

There are many food allergens that may be life threatening for some students including milk, egg, tree nuts, peanuts, soy and shellfish. In order for QAS to be inclusive of children with food allergies, the following guidelines have been developed.

Parents of children with food allergies are asked to:

- Inform their teachers and room parents at the beginning of the school year of the specific allergens that impact their child and any changes that develop during the year
- Offer specific options of snacks that their child may have for in-room parties
- Keep an approved snack (freezer access is available) with the school nurse for their child for unexpected circumstances that may arise during a school day. Teachers and room parents will do their best to accommodate food allergies. It is ultimately the responsibility of the parent to ensure their child has an approved snack for their well-being.
- Work closely with the school nurse to inform the school of food items present in the classroom

Teachers/Room Parents are asked to:

- Be aware of food allergens of students in their class
- Limit class snacks to those that are free from relevant allergens as listed on prepackaged labels
- Inform, in advance, the parents of children with food allergies what snacks will be distributed to the class including a picture of the nutrition label
- work closely with the school nurse to oversee food items present in the school

Note: any in-class games and activities organized by room parents should not involve food in any way. (Examples of non-approved games would be eating donuts on a string or playing Bingo with M&Ms.)

The Archdiocese of St. Louis Policy Manual provides us with the following guidelines/requirements:

Food Served in Classrooms -

In order to prevent the spread of Hepatitis A it is recommended that the following precautions be taken in all schools:

- a. Food at parties and other functions in schools should be limited to commercially prepared, individually packaged treats.
- b. Food prepared at home should not be brought into the classroom for sharing.

c. Distribution and handling of food should be limited to teachers and staff. In addition, when serving food in classrooms consideration must be given to students with food allergies.

Of course, good hygiene is the simplest and most effective way to prevent the spread of germs. Students and staff should practice careful hand washing, especially after using the bathroom and before eating and handling food.

### **FOOD SERVED IN THE CAFETERIA**

The QAS cafeteria food service does not offer food with peanut/tree nuts as an ingredient. However, some of their items may come from a facility that processes or packages peanuts/tree nuts. For this reason, the food service cannot guarantee the safety of these lunches for children with nut allergies. Please consider this if your child has an allergy and wishes to purchase items from the cafeteria.

Allergy awareness tables are set up for each grade level and a separate cleaning rag is used to clean these tables. Students who bring lunches from home that do not contain nuts and have not been processed/packaged in a facility with nuts may sit at the allergy awareness table. Other students who purchase lunch from the cafeteria are also allowed to sit at the allergy awareness table. The purpose of the allergy awareness table is to provide closer supervision of students with food allergies and to limit possible exposure to known allergens. Any concerns should be shared with the school nurse.

Please communicate with the nurse any and all food allergy requirements your child has.

### **PHYSICAL EXAMINATION**

In accordance with the recommendations and regulations of the St. Louis County Medical Society School Health Committee, Missouri Health Department, and the Archdiocese of St. Louis, all children are expected to have a complete physical examination and have proof of adequate immunization upon entrance into preschool, kindergarten, third, sixth, and ninth grades. All new and transfer students are required to have a complete physical and submit adequate proof of immunization. Physical exams should be within the last 12 months of the 1st day of the school year. Adequate proof of immunization consists of an immunization record from a physician's office or the health department. The record must include the day, month, and year of each immunization. This form must be completed by the physician's office or health department official and returned to school prior to the first day of school along with a current list of immunizations. The State of Missouri's specific requirements regarding immunizations are listed at the end of this section. Students not in compliance due to medical reasons must have physician documentation submitted to the school office prior to the first day of school. Medical exemptions and/or 'in progress' reports are to be completed on the appropriate forms. The forms are

available from the physician, or the health department. Immunization documentation is required by law. Documentation must be provided before a student can be allowed to attend school. Students will not be kept out of school for lack of physical exams; however, Queen of All Saints requests the exam documentation or the date of the scheduled exam before school begins. A list of students not in compliance with state required immunizations is submitted to the Missouri Department of Health. A physician may choose to use the physical/immunization form that is provided by school, or s/he may elect to use his/her own. The parent/legal guardian is to complete and turn in the "Parent/Legal Guardian Portion" of the form provided by the school.

## **SCREENINGS**

At various times during the school year, the school may sponsor health screenings. This may include vision, hearing, and speech. The screenings are designed to promote good health and health practices. These screenings require written permission from the parent/legal guardian and may have an additional cost. The parent/legal guardian will be notified of the findings and any recommendations for community follow-up. The screenings are done by volunteers and are not substitutes for physician's exams. We request a copy of all community follow-up information. Lead Screening St. Louis County Health Department requests that the parent/legal guardian of incoming kindergarten students complete a lead screening form and either return it to their office or give permission for the school to submit it to them. The form is provided at registration. Completion is voluntary.

## **ADMINISTRATION OF MEDICATION (St. Louis Archdiocese)**

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

- The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed & properly filed with the school. (A current prescription label on container may serve as a physician's order & physician's orders may be faxed/mailed to the school.)
- Written consent of the parent/guardian for school personnel to administer the medication,
- The medication in the original over the counter container, unopened.
- Proper training of personnel on medication administration. All medication sent to the school must be secured in a locked cabinet under the supervision of the administration.

Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given. Queen of All Saints will not administer the first dose of any medication. Medication

ordered two or three times a day should be given at home. As any changes to the medication order need to be physician generated, parents'/legal guardians' change requests will not be honored. Students are responsible for going to the health room at the proper time for their medications. The office will call for students who forget to come to the health room. Students may not carry any prescription or over-the-counter medication on their person or in their belongings. There are two exceptions to this policy. The first being that students may carry their own lip balm and cough drops. The second is for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students who have completed the process for carrying their own inhalers with them. This process is included below. A parent/legal guardian may pick up medication at the end of the school year. Medication not picked up by the end of the last school day will be destroyed.

#### **MDI's (metered dosed inhalers)**

Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade may carry their own MDI's provided the following process has been completed:

1. Medication Consent Form is completed.
2. Physician order stating that the student is capable of carrying his or her own MDI.
3. Parent Consent Form is completed.
4. Asthma Action Plan completed with Peak Flow Meter and spare MDI in Health Room.
5. Student Consent Form and demonstration of MDI usage completed.

#### **STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS (St. Louis Archdiocese)**

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. Significant medical conditions may include, but are not limited to, severe allergic reactions, diabetes, asthma, or those affecting functioning of the heart, lungs, other organs, or muscles. A few of these are life-threatening conditions. Some require specific adjustments in the school setting or plans for an emergency response.

## 2018-2019 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV <sup>3</sup> (Meningococcal Conjugate)									1	1	1		2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>7</sup>	2	2	2	2	2	2	2	2	2	1	1	1	1

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.  
**Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-10: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-8 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.  
9-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.  
Kindergarten-8 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.  
9-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



# SUPERVISION

## SUPERVISION OF STUDENTS

### *Arrival*

All exterior doors will remain locked until 7:30 am. At 7:30 am the main entrance doors will be opened and supervised. All students arriving between 7:30 – 7:55 am are to report directly to the classrooms. At 7:55 am all exterior doors will be relocked and students and visitors will be buzzed in through the main doors. Procedures for dropping off students in the morning include:

- Enter the Parish parking lot at the north entrance and drive around the back of the church and rectory.
- In single file, follow the drop off lanes marked in the school parking lot to the front entrance.
- Pull up as far as possible in the drop off lane.
- Once the vehicle has stopped in the drop off lane, students should exit on the right side of the vehicle and enter the building at the main entrance. A teacher and Safety Patrol students will be available to open doors for students between 7:30 and 7:55 am.
- All students will proceed directly to their classroom.
- If you need to come into school, park in the center of the lot and use the crosswalk at the front of the drop off lane by the main entrance.
- Preschool will join our morning drop off; either parking in the center of the lot and walking across to school at the front of the drop off lane or drop off with an older sibling or carpool student in the drop off lane
- All cars in the drop off lane are to *stay in one line* until clearing the front doors of the school building, then cars may form two lines – one for turning left and one for turning right onto Christopher Drive.

\*For the safety of our entire school community, it is imperative that all cars follow the above directions.

### *Dismissal*

The dismissal bell rings at 3:05 pm\*. Students who cross Christopher Drive to walk home should proceed to the gym. Non-walkers should proceed to their vehicles in the parking lot. Students are encouraged to proceed to their vehicles as quickly as possible so the parking lot can be dismissed in a timely manner. Students exit the building via the following doors:

- Preschool, 4th & 3rd grades exit the main doors
- K, 1st and 2nd grades exit the doors by Miss Tamie's pre-school room
- 5th - 8th grades exit the cafeteria doors

\*Preschoolers are released to parents at the main entrance. beginning at 2:50 pm. Preschool parents must wait to exit the parking lot with the regular parking lot dismissal.

Students are not allowed to be in the school building after dismissal time unless a teacher or other adult is supervising them. Students are not to wait at school for after school activities to begin unless the activity sponsor has made supervision arrangements with the school office. If students cannot be picked up at 3:05 they may wait in the main foyer where they will be supervised until 3:30 pm. At 3:30 pm any student who has not been picked up will be escorted to After Care and parents will be charged for that day. If a student will be asked by school personnel to stay after school for more than fifteen minutes for any reason (tutoring, detention, etc.), parent(s) will be notified via email or telephone call and if possible, a day in advance. Parents will also be informed of the time the student will be dismissed.

School is dismissed early at 11:30 am a few times per year. Dates and times are listed on the school calendar. Adverse weather conditions may dictate early closing. Parents will be notified by email and text through Flocknote and posted on TV Channels 2, 4, and 5. Sufficient staff and administration will remain at school until all students have been released safely to assigned adults.

### *Parking Lot Dismissal Procedures*

These procedures have been designed to allow maximum safety for the students and to dismiss them in a timely and efficient manner.

- Enter the parking lot from the upper church entrance. The Christopher Drive entrance to the school lot will be closed to all vehicles at 12:00 pm.
- As you drive around church and enter the lower parking lot, fill in the first available space, whether you have a car or van, and eliminate the middle traffic lane.
- Late arriving cars should enter the upper church entrance and drive around the rectory to wait in the late line.
- Students are not permitted to walk unattended to vehicles on the upper church parking lot.
- Queen of All Saints is not responsible for students who leave the school grounds to meet carpools.
- No vehicles are allowed to move while students are going to their cars.
- All cars will exit by driving forward when directed by a staff member.
- All vehicles will be dismissed from the parking lot beginning at approximately 3:08 pm.
- If it is necessary for your child(ren) to leave immediately at 3:05 pm, check students out from the office no later than 2:50 pm and park in the upper church lot to leave before 3:05 pm.

- Preschool pick up procedures will be sent home in August.

Parents and all drivers transporting children to or from school are expected to drive in a safe and prudent manner and to adhere to parking lot safety procedures. Procedures have been designed to allow maximum safety for the children.

#### **QUESTIONING OF STUDENTS (St. Louis Archdiocese)**

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

#### **MEDIA AND THE SCHOOL (St. Louis Archdiocese)**

Members of the media should be on school property only as invited guests and should not be allowed to interview students on matters unrelated to the purpose for which they were invited. All school families are required to sign an annual media release before students are allowed to be photographed or interviewed for public press releases. This release is kept on file at school.

#### **DISTRIBUTION OF MATERIALS TO STUDENTS (St. Louis Archdiocese)**

A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs, which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school. Information from outside organizations can be included in the school newsletter with a note to contact the school office for more information.

#### **MAILING LISTS (St. Louis Archdiocese)**

Names, addresses, and email addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. 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. Schools should acquire annual parent permission for use of photos on the school website. This includes information about students that appears in school newsletters which are posted on the school's website.

## STUDENT RECORDS

### **ACCESS TO STUDENT RECORDS BY PARENTS (St. Louis Archdiocese)**

Parents/guardians have the right to inspect and review the official active file of their children. Queen of All Saints follows the guidelines outlined in the Administrative Manual for Catholic Education under this policy number.

### **TRANSFER OF RECORDS (St. Louis Archdiocese)**

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student, if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. When a child transfers to another school, it is necessary to make a formal withdrawal at the school office. Information needed includes the name and grade of the student, the name and address of the school to which s/he is transferring, and the reason for the transfer. A Release Form for all records must be signed at the school being entered, thereby allowing the administration to issue the necessary requests. Students' academic, health and behavior records will be transferred to the new school. All financial responsibilities must be reconciled before records are released.

### **SPECIAL NEEDS RECORDS (St. Louis Archdiocese)**

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.

### **RELEASE OF STUDENT DISCIPLINE INFORMATION (St. Louis Archdiocese)**

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

# INSTRUCTION

## CLASS SIZE (QAS adopted 1/20/2020)

At Queen of All Saints School, the guidelines for optimal class size shall be:

- Kindergarten through 2nd grade – 25 students per classroom,
- 3rd through 5th grade - 25 students per classroom,
- 6th through 8th grade – 27 students per classroom.

Maximum class size will not exceed these numbers except in special circumstances deemed necessary by the principal/pastor. In the event the number of students in any classroom exceeds these guidelines the principal, in consultation with the pastor, will give consideration to sharing a teaching assistant for the respective classroom(s).

In cases where there are two or more classes per grade, minimum class size should not go below 13. When determining whether to move a grade from two classrooms to one classroom the following needs to be taken into consideration:

- to maintain teacher consistency, the student count of the ensuing two grades behind the concerned grade,
- the overall average of student to teacher ratio for the entire building. The principal, in consultation with the pastor, will determine when to reduce the number of classes per grade level to account for low student count.

## ENRICHMENT CLASSES

Queen of All Saints strives to expose students to a well-rounded variety of subject areas and skills in addition to their five core subject area classes. This allows for further discovery of their talents and interests. Currently, students in the following grade levels attend these specialty enrichment classes:

### Kindergarten - 5th Grade

<a href="#">PE</a>	Twice per week
<a href="#">Library/MakerSpace</a>	Once per week
<a href="#">Music</a>	Once per week
<a href="#">Spanish</a>	Once per week
<a href="#">Art</a>	Once per week
<a href="#">Computer Science</a>	Once per week

### 6th - 8th Grade

<a href="#">PE</a>	Once per week
<a href="#">Genius Hour</a>	Once per week
<a href="#">Music</a>	Once per week
<a href="#">Spanish</a>	Once per week
<a href="#">Art</a>	Once per week

[Project Lead The Way \(PLTW\)](#) Once per week

## LIBRARY/MAKERSPACE

Students will have one Library/MakerSpace period a week and may check out books from the library for a period of one or two weeks with the option to renew for one or two more weeks (or as date indicates on the due date slip). Children in Grades 3-8 are charged \$ .05 per book per school day on all overdue books. If a book is lost or damaged, the student will be expected to pay the cost of the book.

### *Statement of Policy for Queen of All Saints Library*

In keeping with the "Philosophy of Queen of All Saints School", we will strive to select quality books that provide a variety of reading levels and interests in the areas of information, inspiration and recreation based on the needs of the children and the curriculum of our school. Library materials will be selected by the librarians, who will evaluate the existing collection; consult unbiased, professional recognized reviews and reference aids; and concur with the Principal and teachers. It should be noted that the principal has the legal responsibility of the library and the selection of its materials. With this in mind, selection shall be based on the following:

1. Interest level and readability
2. Curriculum needs
3. Significance of subject matter
4. Accuracy and up-to-dateness of materials
5. Authoritativeness of author, publisher, or producer
6. Literary merits or artistic quality
7. Price and format

All gifts and donations will be accepted gratefully on the condition that the librarian places them where they will be of most value. The aim of our school library is to serve our entire school community. Books are chosen using professional guidance, seeking to meet the needs of our teachers and students. We hope to help prepare our students for the future by establishing discriminating reading habits in keeping with Christian values on which our school is founded.

## HOMework

Homework is an important and integral part of the child's learning experience. It is given in order to reinforce what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigations, and to develop in-depth understanding through long-range projects. The kind and amount of homework are at the discretion of the teacher of that grade and/or subject. Homework includes written work, study, reading, and research. We encourage parents to be involved in the homework process by showing an interest in the assigned work and providing proper study conditions, including space, adequate lighting, and quiet time. However, we discourage doing the work for your

child(ren) as that can be detrimental to the overall learning experience. If, as a parent, you feel your child is spending an excessive amount of time on homework, please contact the homeroom/advisory teacher to discuss the situation.

#### **INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS (St. Louis Archdiocese)**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

#### **MONITORING INTERNET ACTIVITIES (St. Louis Archdiocese)**

Communications or depictions through email, text messages, or website postings, whether they occur on the school network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause. All students and families are required to read/sign an "Acceptable Use Policy" before students are allowed to use the network. Signature page is kept on file in the school.

## **STUDENT PROGRESS**

#### **GRADE CLASSIFICATION (St. Louis Archdiocese)**

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years.

#### **PROMOTION**

It is important to remember that students are individuals who operate within their own time schedule for physical growth, emotional maturity, and ability to understand. They do not function in perfect coordination with other children of the same age. Students cannot be forced to learn faster than their limitations permit. They must be allowed time to complete one level of material satisfactorily before they are allowed to proceed to the next. This is especially important in the primary grades. Students may be promoted to the next grade if progress has been steady but the student continues to work in a lower level of material, especially in Reading and Math. For these students, summer school or tutoring may be a requirement for promotion. Parents will be notified.

## **RETENTION**

A student may be retained in a grade if his/her final grade is failing in a significant number of the core subject areas (i.e. religion, language arts, math, social studies, and science). If retention is a possibility, the teacher will conference with parents before the end of the first semester. If adequate progress is not made and retention is likely, parents will be notified in writing by the end of the third quarter. A student may be retained due to failure to complete the studies in the assigned grade level.

## **GRADUATION (St. Louis Archdiocese)**

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. High School Archdiocesan policy #4105.1 states that secondary schools are not to request letters of recommendation from elementary personnel. Queen of All Saints will adhere to that policy and not write letters of recommendation for students during the high school application process.

Graduations robes, owned and distributed by the school, will be lent out to students to be worn for the graduation ceremony. Dress Code for the dinner and reception following the graduation ceremony should be modest in appearance and appropriate for church.

Payment in full must be made for all financial obligations to the school before the day of graduation. All obligations must be reconciled before records are sent to the high school.

## **FIELD TRIPS**

Trips are planned periodically by the teachers to provide instructional and cultural enrichment. Field trips that include potentially dangerous activities for students, such as water events, are prohibited. Long trips are discouraged and the principal will make the final decision. Supervision of at least one (1) adult per ten (10) students is recommended. A smaller supervisory ratio may be necessary for younger children. The administration will determine the appropriate ratio after consultation with the moderators of the trip.

## **PARENT/GUARDIAN PERMISSION**

At the time of the field trip, each student will receive the parent permission form. Please read it carefully, sign, and return it promptly. No student may participate unless a signed parent permission slip for the specific event is received by the school personnel sponsoring the trip. Emailed permission cannot be accepted; however, a signed permission form that is faxed can be accepted. The permission slip will inform parents of the following:

- Name, location, and date(s) of the event
- Cost to the student, if any
- Mode of transportation to be used

- Name of the supervisor overseeing the activity
- Parents' responsibility Rules of conduct expected in school apply on field trips. The students must wear school uniforms unless otherwise directed by the teacher.

## TRANSPORTATION OF STUDENTS

Transportation to and from a field trip will be by bus (or insured carrier) or by a private passenger vehicle. If a private passenger vehicle is used to provide transportation, the following criteria are recommended:

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

Drivers will be given a copy of these criteria at the time of the field trip. Also, drivers and/or chaperones will usually be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. If a driver/chaperone fails to follow these guidelines, s/he may not be asked to participate as a driver/chaperone again. Teachers will make every attempt to secure an adequate number of drivers.

The school discourages parents from bringing younger siblings when driving students on a field trip. However, under extenuating circumstances, if this is necessary, contact the school office for directives. Any parent bringing younger siblings will not be allowed to act as chaperone for the students.

It has been the ongoing policy of the Archdiocese that employees and volunteers who are working with or who are in a position to be in contact with children undergo a records check for prior history of child abuse in the State of Missouri. Drivers who regularly volunteer to transport students in the manner described above are subject to this records check, are expected to attend the Protecting God's Children for Adults program, and to read and sign the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors.

Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who

weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872)

## **EXTRACURRICULAR**

### **EXTRACURRICULAR ACTIVITIES (St. Louis Archdiocese)**

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians' permission must be obtained for a student to participate in extracurricular activities. See the school website for current extracurricular activity options.

### **STUDENT PUBLICATIONS (St. Louis Archdiocese)**

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

### **SPORTSMANSHIP (St. Louis Archdiocese)**

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

## **ASSESSMENT**

### **GRADE REPORTS**

All students will receive a quarterly report card online. The purpose of a report card is to communicate student progress to the parents. In addition, progress is updated at least weekly and can be accessed and viewed on-line anytime throughout the grading period.

Communication between the school and home is essential for students to do their best work. When a student has been absent ten days or more, consecutively or otherwise, during any given quarter, his/her report of progress is not completed until all required work for that period has been fulfilled. Students who miss school work due to a vacation during the school year are required to complete all work assigned by the teacher (either the regular scheduled work or general homework assignments related to the trip). School work can be picked up prior to the absence if requested with enough advance notice (at least one week). Assignments and due dates are at the teacher's discretion.

## **CONDUCT REPORTS**

Conduct grades are based on the student's school behavior, both in and out of the classroom. Each child is expected to follow all school and classroom rules. Descriptors used under the Christian Life Skills & Work Habits section of report cards are: Consistently (CON), Usually (USU), and Rarely (RAR).

## **WITHHOLDING REPORT OF STUDENT PROGRESS**

Per the Queen of All Saints' School Board policy families are expected to be timely and current in their financial obligations for tuition and school fees. Transcripts will not be released for any student (K-8) unless the Pastor has been contacted and an alternative payment plan has been established or delinquent tuition is paid in full.

## **TESTING PROGRAMS**

A variety of tests are given throughout the school year to measure mental ability, general achievement, competency in reading, and religious knowledge. A Readiness Test is given to incoming Kindergartners in the spring to determine their mastery of skills and for placement in the class. A post-test is also given to Kindergarten students to evaluate their readiness for 1st Grade. If a teacher sees the need for additional testing for an individual child, this testing will be administered locally or the student will be referred to the Archdiocesan Testing Services, Special School District, or private testing services. Students going into Grades 2-5 who have been recommended for enrichment classes will be tested to assess eligibility for admission to the QAS Discover Program.

## **ARCHDIOCESAN TESTING**

Students in grades 4, 6, and 8 are required by the Archdiocesan School Office to take the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (CogAT). At QAS students in grades 2-8 take versions of the ITBS test in September. The ITBS test measures student ability and achievement in Reading, Language, Math, Science, and Social Studies. The Iowa Interim Assessments measure student progress in Math and English Language Arts. All results enable teachers to know how an individual child and the class, as a whole, stand in relation to general norms and how much progress an individual child has made since the previous testing. Teachers use the information about specific strengths and weaknesses of students to plan lessons.

## FINANCING OF EDUCATIONAL PROGRAMS

### TUITION AND FEES (QAS adopted 4/21/08)

Tuition is the explicit amount which is charged for attending a school, apart from stewardship contributions made to Queen of All Saints Church. Tuition payments made to a school (or a Church) are not tax deductible. Various types of tuition plans are available.

#### Plan 1 – Pre-pay Tuition in Advance

- A family may elect to take advantage of a discount offered for pre-paying their tuition in full prior to beginning of the school year. The Finance Council determines the discount rate each year.
- Full payment is due by June 30<sup>th</sup> for the upcoming school year.
- If full payment is not received by June 30<sup>th</sup>, the discount offer will not apply and the family will automatically be transferred to Plan 3.

#### Plan 2 – Pre-pay by Semester

- A family may elect to pre-pay their tuition prior to the beginning of each semester in the upcoming school year. Payments are required to go through the tuition management company.
- The first semester payment is due in June and the second semester payment in December. The actual due date (the 5<sup>th</sup> or the 20<sup>th</sup>) is based upon the date chosen through the tuition management company.
- If the first payment is not received in full by the June due date, the family will be automatically transferred to Plan 3.

#### Plan 3 – Monthly Tuition Collection

- This plan will follow the process set up per the contract in effect between the tuition management company and Queen of All Saints.

### TUITION ASSISTANCE

Tuition assistance scholarships are available through the [Today & Tomorrow Educational Foundation](http://www.ttef-stl.org) of the St. Louis Archdiocese. See their website for more information: [www.ttef-stl.org](http://www.ttef-stl.org). Parents may also contact the pastor regarding the possibility of tuition assistance.

### DELINQUENT TUITION (QAS adopted 1/12/09)

Families are expected to be timely and current in their financial obligations for tuition and school expenses. If a family is not current and/or cannot meet their financial obligation, the Pastor must be contacted to discuss the situation and establish alternative payment plans. A family who is fulfilling its obligations under any alternative plan will not be

considered delinquent. If arrangements are not made with the Pastor, penalties for delinquency will be as follows: Families delinquent with tuition: 1. at the beginning of the school year – will not be allowed to begin school 2. at the end of each quarter – will not receive grades and access to online grades will be blocked 3. at the end of the first semester – will not be allowed to return for the second semester 4. at the end of the school year – will not be allowed to register, or if already registered, not return, for the upcoming school year. Deposits or fees paid will be forfeited, and transcripts will not be released for any student (K-8).

#### **TUITION REIMBURSEMENT (QAS adopted 4/07)**

Requests for tuition reimbursements should be made through the Business Office at Queen of All Saints Parish Office. Tuition will be refunded on the following schedule:

- Tuition will be refunded based on a predetermined prorated formula. Tuition collection is based on a 12 month calendar year program, whereas tuition refunds will be based on a nine month school year.
- Any month or part of a month attended will be counted as a full month of tuition owed.
- Any amount paid over and above the amount owed will be refunded.

Tuition Reimbursement Formula (Reference for QAS School Board) - The amount of tuition to be refunded will be the difference of the total tuition paid towards the current school year tuition minus one ninth the total amount tuition times the number of months school was attended.  $Tuition\ Paid\ Year\ to\ Date = TP$  Annual Tuition Due =  $AT$  Months of School Attended =  $MA$  Tuition Refund =  $TP - (AT/9 \times MA)$ .

#### **REGISTRATION FEES (QAS adopted 4/07)**

Registration fees are due at the time of registration or they may be added to tuition payments through SMART Tuition in four installments due in June, August, October, and December. Should circumstances arise that a student be withdrawn from school, the following policies will apply:

- Book and Supply Fee (Non-refundable) Exceptions:
  - If a student is on the waiting list and is not accepted, the registration fee will be refunded.
  - If a student is registered for Kindergarten and a decision is made (prior to the beginning of the school year) to hold the student out until next year, the registration fee will be refunded.
  - In extenuating circumstances, refund of the registration fee will be considered by the pastor.

#### **Program Fee (Refundable)**

Refund of the Program Fee will only be made prior to the beginning of the school year. The Book and Supply Fee is per student and covers all textbooks, consumables, agendas, instructional supplies, etc. The Program Fee is per family and covers technology and all

expenditures associated with the supervision on the playground and in the cafeteria. Both fees are due at the time of registration.

## **OPERATION OF THE PHYSICAL PLANT**

Safety of students and staff should be a high priority for all staff members including clerical and maintenance staff, substitute teachers, and volunteers. Administrators should take the necessary steps to communicate this priority to school staff and volunteers. Administrators should also consult with local first responders to insure the safety of the educational community.

### **SECURITY SYSTEM**

To provide enhanced safety for our students, QAS installed a security system during the summer of 2017 which requires visitors to the school to access the building only after being screened visually at the front entrance by office personnel. The security system provides visual access to many parts of the building and grounds including all hallways, external access doors, the parking lot and the playground. In the summer of 2018 and winter of 2019, further enhancements were added to the system providing more visual access throughout the school.

### **WEAPONS PROHIBITION (St. Louis Archdiocese)**

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

### **SAFETY INSPECTIONS (St. Louis Archdiocese)**

The administrator and custodian periodically undertake a physical survey of the facilities and grounds.

### **ASBESTOS**

In accordance with the directive from the Local Educational Agency (LEA) who is responsible for AHERA compliance, we are informing you that there is no asbestos-containing material in our school building nor in any of the parish buildings. The file and Management Plan is available for review at the Parish Rectory.

### **EMERGENCY PROCEDURES**

A written plan has been developed for dealing with emergencies in the school setting in conjunction with local police, fire, and emergency management officials. This plan is communicated to and practiced with students and staff members, including clerical and

maintenance staff, substitute teachers, and volunteers. The administrator and other appropriate members of the school community review the plan annually with local police, fire, and emergency management officials near the beginning of each school year.

### **BUILDINGS AND THE POLITICAL PROCESS**

Queen of All Saints follows the guidelines set forth in the Archdiocesan Administrative Manual regarding the use of the building for political purposes.

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

The school day begins at 7:55 am and ends at 3:05 pm for the full day schedule. On early dismissal days, school is dismissed at 11:30 am.

### **BUILDING/CLASSROOM VISITS**

All entrances to the school will be locked during the school day. Visitors must use the main entrance to the school. A security camera will be in place at this entrance. Please ring the bell upon arrival and you will be admitted. Stop at the main office to sign in and receive a visitor's badge. No one should go directly to any classroom. Class interruptions are to be avoided if at all possible; therefore, all messages and/or forgotten items for students should be brought to the School Office. The office personnel will deliver these to the students. Please mark such items clearly with first and last name. No one should go directly to a classroom or the cafeteria. Please help the school encourage responsible student behavior by limiting the number of forgotten items brought to school. Former students who want to return on their days off are asked to make arrangements to visit teachers after school when they aren't teaching and have the time to visit. This ensures no interruption in the learning process and is courteous to current students.

If students leave things at school, they may return for those items until 3:30 pm.

### **CHILD PROTECTION**

The Faculty and Staff abides by the State Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

### **CLASSROOM OBSERVATION**

Parents are welcome to observe any classroom of their child(ren) by appointment (as a courtesy to the teacher). Appointments will be arranged through the school office and/or the teacher.

### **CLASSROOM PLACEMENT (QAS adopted 10/18/10)**

Placing students in classes each year is an in-depth and involved process that takes a considerable amount of time, deliberation, and prayer. Successful practices stress that classroom teachers, specialty teachers, and administration work together to ensure the best placement for each student is found. When placing students, discussions revolve around learning styles, leadership skills, academic achievement, student interests, social skills, individual personalities, friendships, student boy-to-girl ratio, etc. The goal is to build a class that works well together and achieves success all year long. Parental input regarding a child's strengths and/or needs is a viable component and should be shared with the child's current teacher. However, requests for a specific teacher may impede the placement process and have proven to restrict the achievement of a dynamic and diversified class of students. For this reason, requests for an individual teacher will not be accepted.

### **EXIT SURVEY (QAS adopted 4/18/11)**

Within two weeks, an exit survey will be mailed by the principal to the parents of a withdrawn student. In addition to the mailed survey, the School Board President or designee will make personal contact with the parents of the withdrawn student to obtain additional feedback for the reason or reasons for the withdrawal of the student. The results of the survey will be summarized and presented to the School Board (confidentiality of the family will be maintained) for information purposes and to determine if any policy changes are necessary.

### **GRIEVANCE PROCEDURE**

When difficulties/questions arise, parents contact the teacher(s) involved in order to discuss the matter. Usually the differences, misunderstandings, and questions are settled through sincere, open dialogue. When it is difficult to reach an agreement after attempting to discuss the problem with those involved, the principal is approached. If after meeting with the principal the difficulty/misunderstanding/question is still unsettled, those involved can approach the pastor.

### **INCLEMENT WEATHER (QAS adopted 3/12/12)**

In case of school closing, for any emergency, notification will be reported through our parent broadcast system, Flocknote, and poste on TV Channels 2, 4, and 5. Late starts will be reported in the same manner. In the event it begins to snow during the day, classes may be dismissed. However, if parents request to pick up their child(ren) before the regular dismissal time, they will be permitted to leave. Queen of All Saints School will meet the minimum days/hours specified by the calendar guidelines from the Catholic Education Center and the Missouri Nonpublic School Accrediting Association standards. The school calendar may be modified to meet these requirements if it is an unusually harsh winter or we experience other circumstances that cause school to be cancelled. In addition, unused snow days will be kept in the calendar and used as additional instructional days.

## LITURGY

Students in grades K-8 attend the 8:15 weekday Mass once a week on Wednesdays and again with their grade groups; K-4th on Mondays, and 5th-8th on Fridays. The students are given the opportunity to plan the Liturgy and actively participate in the Mass.

## LOST AND FOUND

Lost and found items are placed in the Lost and Found Box in the cafeteria. Students and parents are invited to check the box for any missing items. Items not claimed within a reasonable time will be donated to charity. In efforts to keep these items to a minimum, please mark all clothing and other items brought to school with student's name. Marked items will be returned to the owner when possible.

## LUNCH PROGRAM

Children may buy lunch at school or bring lunch from home. Milk/Drinks are available for pre-purchase only the night before.. Parents, grandparents, siblings and graduates of QAS are welcome to have lunch with a family member.. If they plan to bring lunch for the family member, they may bring food for that student ONLY. Information is sent home at the beginning of the school year regarding this lunch option. See the [QAS Cafe](#) link under the Parents tab of the school website.

*\*See guidelines regarding food allergies stated under HEALTH.*

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held for all students (K-8) at the end of the first quarter. The conference is a scheduled meeting of the parent and teacher for the purpose of discussing the progress of the student. Students are encouraged to be involved in the conference. Additional parent-teacher conferences are scheduled anytime during the school year as needed either at the request of the parent or the teacher. The teacher will contact the parent as soon as possible if a noticeable regression appears, either academically or conduct-wise. The parent is requested to contact the teacher if a disturbing or questionable change is noticed in the child or in his/her schoolwork. Parents should feel free to meet with the teacher at any time during the year. To set up a meeting, the parent is requested to contact the teacher during the school day or at another time designated by the teacher. A conference will be set up at a time convenient for both. If issues are not resolved, parents may call the principal during the school day. A meeting will be set up for the parent, principal, teacher, and if appropriate, the student.

## PARTIES

Parties are not held in school during school hours except for Halloween and Christmas. 6th-8th grade classrooms may choose to have a traditional class or grade level party or a teacher-planned activity with treats provided by Room Mothers. Room Mothers should check with the teacher about snacks to be provided (See page 28 for food regulations).

Space is reserved for grade level parties for 6th (church hall), 7th (cafeteria), and 8th grade (gym). Helpers at class parties are responsible for the students; therefore, please do not bring siblings/other children with you when helping at the party. All volunteers must have taken the Protecting God's Children workshop, Prevent and Protect online class, have a Code of Ethical Conduct form on file at the rectory and a background check completed before the day of the event. If special circumstances are present, permission from the principal for additional parties may be requested.

Individual invitations to birthday parties, etc. may be given out at school if the whole class or all the boys or all the girls are invited. However, if only a few are invited, invitations are not to be sent through school. Students (K-8) may celebrate their individual birthday by dressing out of uniform. Students should not bring gifts (balloons, flowers, etc.) to be given to another student. Any gifts brought for students will be kept in the office and can be picked up at the end of the school day.

### **RECESS PERIODS**

Recess periods are scheduled so that the children may 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 (rain, snow, heat or "feels like" temperatures below 25 degrees) or when excused by a teacher. Playground equipment is provided for the students. Students must get permission from the teacher, school administration or playground supervisor before bringing any items from home for use at recess. The children should come properly dressed for outdoor play. No child may stay indoors unless a written note, stating the reason, is received from the parent. Students in grades PK-3 have regular morning recesses and afternoon recesses at lunchtime and students in grades 4-8 have regular afternoon recess at lunchtime.

### **SACRAMENTS**

First Reconciliation and First Holy Communion will be received by students in the 2nd grade; Confirmation will be received by students in 8th grade.

### **SCHOOL PROPERTY**

Textbooks are supplied by the school and should always be covered. Students are expected to take care of all learning resources supplied by the school. Students will be charged for damaged and/or lost items.

### **SNACKS**

All students may bring a mid-morning snack if they wish. Grade levels and/or classrooms will set a designated snack time. Some classrooms may have specific guidelines regarding items to avoid in the instance of students with food allergies.

*\*See guidelines regarding food allergies stated under HEALTH.*

## SUPPLY LISTS

Students are asked to bring some school supplies from home. For the 2022-2023 school year, we are offering a pre-packaged supply box through 1st Day School Supplies. Go to [www.1stDaySchoolSupplies.com](http://www.1stDaySchoolSupplies.com) to see the full list. Supply lists may also be found on [teachers' pages](#) of the school website. Please check your child(ren)'s supplies periodically to make sure they have the needed supplies. Send only those items on the supply list. No laser pens may be brought to school.

## DISCRIMINATION 4101

No student enrolled in a Catholic elementary school in the Archdiocese of St. Louis shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity provided by the school.

## TELEPHONE

Ordinarily, a student will not be permitted to call home for forgotten articles (lunches, books, homework, library cards, etc.) nor for rides or permission to go somewhere else after school. These arrangements should be made prior to coming to school. With the permission from the administration, teacher, or school secretary, students will be allowed to use the phone to contact a parent when necessary. So as to not interrupt the learning process, messages for students will be taken by office personnel and delivered during non-instructional time. Messages for teachers can be sent via email. Teachers will return calls at their earliest convenience. Please remember that the majority of a teacher's time should be spent in instruction working with students. Also, some teachers may not work five days per week and those who do may not have a daily plan time, so sometimes returned calls may not be made until the following day or the next day a teacher is on site. See [teachers' pages](#) of the school website for their contact information.

## Emails

Faculty and Staff have up to 48 hours to respond to an email from parents during the school week. Friday afternoons and weekend emails will be responded to on Monday when the faculty and staff return to school.

## VACATIONS

Vacations taken during school time are strongly discouraged. Students who miss school work due to a vacation during the school year are required to complete all work assigned by the teacher. Please make arrangements with your child's teacher if this should occur.

Teachers will give assignments at their discretion to students. Some assignments may be given out before the trip and some after the trip. This will depend on the subject matter to be covered, etc. This is the decision of the teacher. Assignments given prior to the trip must be completed upon return to school. Assignments given upon return to school will be given 3 days. Test must be made up within 3 days of the child's return to school.

## **VOLUNTEERS**

During the year, there are a variety of opportunities for parents, as well as others in the parish community, to assist in the development and continuity of the educational program. Volunteers enable the school to provide greater services to the students. Your help can be used in the following areas: teacher aide, teacher-helper, student tutor, typing for teachers, or any service of your choosing. With the help of the staff, volunteers will be contacted as needed throughout the school year. If, however, your schedule allows you to volunteer on a regular basis or you would like to have your name on our volunteer list, please contact the school office or your child's teacher. You may also contact our Home & School Parent Association for volunteer opportunities or see the [H&S page](#) of the school website for a list of needs. Sign up is easy using the Sign Up website. We need you to make our school community complete! All volunteers must have taken the Protecting God's Children workshop, Prevent and Protect online class, have a Code of Ethical Conduct form on file at the rectory and a background check completed before the day of the event.

# Sign and Return

After reading the parent/student handbook, we ask that both parents sign the bottom portion of this paper.

We have read the policies and information in this packet. I agree to uphold these policies.

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

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

Please print this page and return to school by September 9, 2022.