



**Valle Catholic**  
**Grade School Parent/Student**  
**Handbook 2023-2024**

**40 North Fourth Street**  
**Ste. Genevieve, MO 63670**  
**[www.valleschools.org](http://www.valleschools.org)**  
**(573) 883-7496**  
**FAX (573) 883-9142**

## **WELCOME BACK!**

Welcome to another year at Valle Catholic Grade School. It is with great enthusiasm that I greet our returning students and extend a heartfelt welcome to those who are joining our school community for the first time. We hope you are ready to begin a successful year. You are receiving this handbook as a guide in helping you with any questions you may have. We ask that you become familiar with it and sign and return the last page.

At Valle, we believe that education is a journey that involves collaboration, dedication, and the pursuit of excellence. As the principal, I am committed to fostering an environment that promotes academic growth, character development, and personal enrichment. Our dedicated team of educators and staff members share this commitment and are devoted to providing each student with the tools they need to thrive both academically and socially. We uphold standards of high expectations from both teachers and students. As our mission states, we are here to develop innovative learners, courageous citizens, and inspiring disciples by teaching them to answer Jesus Christ's call to serve others and enjoy everlasting life.

This Student/Parent Handbook has been thoughtfully compiled to serve as a comprehensive guide to our school's policies, procedures, and expectations. It is designed to provide you with valuable information about our academic program, extracurricular activities, discipline guidelines, attendance policy, and various support services available to our students. Please be advised that some school policies in this book can be updated and changed throughout the school year. We encourage you to familiarize yourselves with its contents, as it will undoubtedly play an essential role in ensuring a successful and fulfilling school year for your child.

Education is a partnership between the school, the students, and their families. We believe that open communication and collaboration are integral to a student's success. Whether it's through parent-teacher conferences, school events, or our online platforms, we actively encourage and appreciate your involvement in your child's education.

Thank you for entrusting us with the privilege of nurturing your child's educational journey. Together, we can make a lasting impact on their future.

Please feel free to contact me with any concerns.

Warm regards,



Dr. Trudy C. Giasi  
Principal

## Table of Contents

<b>WELCOME BACK!</b>	<b>2</b>
<b>INTRODUCTION</b>	<b>7</b>
<b>OUR PHILOSOPHY</b>	<b>7</b>
<b>WITNESS STATEMENT FOR THOSE WHOSE CHILDREN ATTEND CATHOLIC EDUCATION PROGRAMS</b>	<b>8</b>
<b>ADMISSIONS</b>	<b>8</b>
<b>REQUIREMENTS FOR ADMISSION</b>	<b>9</b>
<b>TRANSFERRING SCHOOLS</b>	<b>10</b>
TRANSFER FROM ANOTHER CATHOLIC SCHOOL	10
TRANSFERRING FROM A MERGED/CONSOLIDATED CATHOLIC SCHOOL	10
TRANSFERRING FROM A NON-CATHOLIC SCHOOL	10
TRANSFERRING FROM A SCHOOL DISTRICT UNDER COURT ORDERED DESEGREGATION PLAN	10
<b>ADMISSION OF STUDENTS UNDER SPECIAL CIRCUMSTANCES</b>	<b>10</b>
ADMISSION OF STUDENTS ON A CONDITIONAL BASIS	10
ADMISSION OF HOME SCHOOLED STUDENTS	10
ADMISSION OF STUDENTS FROM OTHER COUNTRIES	11
ADMISSION OF STUDENTS NOT MEETING THE AGE REQUIREMENT	11
<b>REGISTRATION</b>	<b>11</b>
<b>TUITION/FINANCIAL AID</b>	<b>12</b>
<b>TUITION POLICY FOR DIVORCED, SEPARATED, AND BLENDED FAMILIES</b>	<b>13</b>
<b>SCHOOL DAY – LOGISTICS AND SUPERVISION</b>	<b>13</b>
<b>STUDENT ARRIVAL</b>	<b>13</b>
<b>STUDENT DISMISSAL</b>	<b>14</b>
<b>DISMISSAL/RELEASE OF STUDENTS FROM SCHOOL</b>	<b>15</b>
<b>SCHOOL CLOSING</b>	<b>15</b>
ANNOUNCEMENTS	15
SCHOOL MESSENGER AUTOMATIC CALLING SYSTEM	15
<b>SCHOOL BUS</b>	<b>15</b>
<b>BEFORE AND AFTER SCHOOL CARE</b>	<b>16</b>
<b>CAFETERIA</b>	<b>16</b>
LUNCH	16
<b>RECESS</b>	<b>17</b>
<b>FIELD TRIPS</b>	<b>17</b>
PLANNING, SUPERVISION, AND FUNDING	17
TRANSPORTATION OF STUDENTS	17
<b>VISITORS</b>	<b>18</b>
<b>ATTENDANCE</b>	<b>18</b>
<b>ABSENCE</b>	<b>18</b>

<b>TRUANCY</b>	<b>19</b>
<b>TARDINESS</b>	<b>19</b>
<b><u>ACADEMIC STANDARDS, INSTRUCTION &amp; ASSESSMENT</u></b>	<b><u>19</u></b>
<b>EVALUATION KEY, ACADEMIC SCORING, SOCIAL KEY, AND EFFORT CODE</b>	<b>19</b>
<b>HONOR ROLL</b>	<b>20</b>
<b>ASSESSMENT AND HOMEWORK</b>	<b>20</b>
PROGRESS MONITORING AND REPORTING	20
TESTS/EXAMS	21
HOMEWORK	21
<b>CONFERENCES</b>	<b>22</b>
<b>INSTRUCTIONAL MATERIALS</b>	<b>22</b>
TEXTBOOKS	22
SUPPLIES	22
ELECTRONIC DEVICES, SOFTWARE, INTERNET USAGE, AND DIGITAL COMMUNICATION	22
INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS	24
BACKPACKS/BOOKBAGS/PURSES	25
LOCKERS/CUBBIES	25
<b>STUDENTS WITH SPECIAL NEEDS</b>	<b>25</b>
<b>SACRAMENTS</b>	<b>26</b>
<b>PROMOTION AND RETENTION</b>	<b>26</b>
<b>GRADUATION</b>	<b>26</b>
FINANCIAL REQUIREMENTS	26
CEREMONIES	26
<b>SCHOLARSHIPS</b>	<b>27</b>
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>27</b>
<b>STUDENT PUBLICATIONS</b>	<b>27</b>
<b><u>STUDENT CONDUCT</u></b>	<b><u>27</u></b>
<b>GRADES K-5</b>	<b>28</b>
<b>GRADES 6-8</b>	<b>28</b>
<b>POLICIES, PROHIBITED CONDUCT, AND MAJOR DISCIPLINARY CONSEQUENCES</b>	<b>29</b>
<b>BUS CONDUCT</b>	<b>37</b>
<b>VIOLENCE AND THE THREAT OF VIOLENCE</b>	<b>38</b>
<b>SEARCH AND SEIZURE</b>	<b>38</b>
<b>SUSPENSION</b>	<b>39</b>
<b>PROBATION</b>	<b>39</b>
<b>WITHDRAWAL FOR CAUSE</b>	<b>40</b>
<b>DUE PROCESS INVOLVING DISCIPLINE BOARD</b>	<b>40</b>
<b>CONFLICT RESOLUTION</b>	<b>40</b>
<b>SPORTSMANSHIP</b>	<b>40</b>
<b><u>DRESS CODE</u></b>	<b><u>41</u></b>
<b>DRESS AND GROOMING</b>	<b>41</b>
<b>APPROVED LOGOS AND SPECIAL DRESS DAYS</b>	<b>42</b>

<b>HEALTH POLICIES</b>	<b>44</b>
HEALTH PERSONNEL	44
HEALTH DOCUMENTS	44
PHYSICAL EXAMINATION OF STUDENTS	44
ADMINISTRATION OF MEDICATION	45
COMMUNICABLE DISEASES	45
SICK CHILD POLICIES	45
GENERAL GUIDELINES FOR SENDING A CHILD HOME	46
STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS	46
REPORTING SUSPECTED CHILD ABUSE	46
<b>WELLNESS</b>	<b>46</b>
<b>SAFETY OF STUDENTS</b>	<b>46</b>
<b>SAFETY PROCEDURES</b>	<b>47</b>
FIRE DRILL	47
TORNADO DRILL	47
EARTHQUAKE DRILL	48
SHELTER IN PLACE	48
EMERGENCY DISMISSAL	48
BUILDING ACCESS	48
<b>SAFE TOUCH</b>	<b>48</b>
<b>PRIVACY AND INFORMATION ACCESS</b>	<b>48</b>
<b>QUESTIONING OF STUDENTS</b>	<b>48</b>
<b>MEDIA AND THE SCHOOL</b>	<b>49</b>
<b>MAINTAINING SCHOOL PRIVACY</b>	<b>49</b>
<b>DISTRIBUTION OF MATERIALS/POSTERS AND MAILING LISTS</b>	<b>49</b>
<b>STUDENT RECORDS AND TRANSFER OF RECORDS</b>	<b>49</b>
ACCESS TO STUDENT RECORDS BY PARENTS (4601.2)	49
ACCESS TO STUDENT RECORDS BY OTHERS (4601.3)	50
TRANSFER OF RECORDS (4601.4)	50
GUIDANCE INFORMATION (4601.5)	50
RELEASE OF STUDENT DISCIPLINE INFORMATION (4601.6)	51
<b>STUDENT, PARENT, COMMUNITY, AND SCHOOL PARTNERSHIP</b>	<b>51</b>
<b>RESPONSIBILITIES OF THE STUDENT</b>	<b>51</b>
<b>VOLUNTEERS</b>	<b>51</b>
<b>CLASSROOM PARTIES</b>	<b>51</b>
<b>PARENT REQUESTS FOR CLASSROOM ASSIGNMENTS</b>	<b>52</b>
<b>USE OF BUILDINGS/FACILITIES</b>	<b>52</b>
<b>PATRON'S CLUB</b>	<b>52</b>
<b>SCHOOL BOARD</b>	<b>52</b>
<b>SPONSORS AND PARTNERS</b>	<b>53</b>
<b>RELEASE/AUTHORIZATION LETTERS</b>	<b>53</b>
<b>VALLE VOCABULARY</b>	<b>53</b>

<b>APPENDIX</b>	<b>55</b>
APPENDIX 1	56
APPENDIX 2	58
APPENDIX 3	63
APPENDIX 4	65
APPENDIX 5	66
APPENDIX 6	67
APPENDIX 7	68
APPENDIX 8	69
APPENDIX 9	71
APPENDIX 10	73
APPENDIX 11	74
APPENDIX 12	75
<b>STUDENT/PARENT HANDBOOK DISCLAIMER STATEMENT</b>	<b>80</b>
<b>STUDENT/PARENT ACKNOWLEDGEMENT</b>	<b>80</b>

## **INTRODUCTION**

Founded on Faith and rooted in Family, Valle Catholic provides an excellent academic education for Pre K – 12 while developing character, promoting spiritual growth and stewardship, and strengthening Gospel values to enable students to live as model Christians in a changing global community.

Welcome to Valle Catholic Schools. Valle is a comprehensive Pre-K through 12 school system that has carried on the tradition of Catholic education for decades. It is our purpose to reflect a visible faith community rooted in the teachings of Jesus. Catholic Schools strive to further every child's knowledge and practice of faith, and to teach service to others.

Education is a shared responsibility, therefore, home and school communication is imperative. Parents, as first teachers, are called to pass the faith to their children. It is the role of the elementary school to help parents in that calling.

Parents are expected to take an active role in the spiritual and academic growth of each child. Parents are encouraged to participate in the Mass and Sacraments with children. Parents are always invited to join us for our grade school Mass.

Parents are expected to volunteer at school activities. These contributed services make the operation of the school possible. The Patron's Club offers many opportunities to volunteer, and you are encouraged to visit the school at any time. In fact, it is essential to the life of this school that there are volunteers to "help us, help you" educate young people in the faith, offer quality academic programs and maintain the financial health of this institution.

The Archdiocesan Child Safety Committee developed the "Protecting God's Children" education program for all staff, volunteers and chaperones. This is an Archdiocese-wide program aimed at preventing sex abuse of children. Anyone who will have contact with any Valle student must attend one of these workshops. To sign up, you must register on the Prevent and Protect St. Louis website at <https://www.preventandprotectstl.org/>. A passcode will be given by the Parish or School.

This handbook contains established policies and procedures. Since it is not possible for a handbook to address every situation that may arise, the administration reserves the right to amend or revoke the policies and procedures in this handbook at any time circumstances may require. When changes are made to the handbook, parents and students will be informed of the changes in a timely manner, and this will include a statement about when the change will take place.

## **OUR PHILOSOPHY**

Every child, every day is the foundation of the Valle Catholic Grade School philosophy. We love, respect and treasure each child as a gift of God made in His image. We strive to educate the whole child: spiritually, intellectually, socially, emotionally, physically, morally and aesthetically. Curiosity is valued and encouraged, as we work together to develop lifelong learners.

Valle Catholic Grade School partners with parents, who are the first educators of their children. The gift of faith is nurtured in each child as we strengthen relationships with God and one another. We incorporate Catholic values while following in the footsteps of Jesus.

Rooted in tradition and committed to maintaining the rich heritage of our community, Valle Catholic Grade School promotes service which will enable students to take their place as well-rounded Christian citizens in an ever-changing world.

## **WITNESS STATEMENT FOR THOSE WHOSE CHILDREN ATTEND CATHOLIC EDUCATION PROGRAMS**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of 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 call from God to evangelize their children, as here summarized:

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

-Stl Archdiocesan Handbook

The Church understands the home to be the domestic church. It is in the intimate environs 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 are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teachers of my children in the faith. This means I should:

- Regularly participate in the Sunday Eucharist
- Commit to speak more with children about God and include prayer in daily home life
- Participate in and cooperate with school programs that enable me as parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children
- Support the moral and social teaching 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

## **ADMISSIONS**

### **Policy of Non-Discrimination**

Valle Catholic Schools is a faith-based learning community shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. Valle Catholic Schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. (4101)

## **Requirements for Admission**

Parents/guardians wishing to enroll their children in a Catholic elementary school must apply for admission at the local school.

Admission to Valle Catholic Schools at any point of entry is contingent upon: (4102.1)

1. the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this type of school includes:
  - a. participation in the spiritual and social life of the parish or religious congregation;
  - b. support of the concepts upheld in the Witness Statement (Appendix 1: Witness Statement for Those Whose Children Attend Catholic Education Programs and Appendix 2: Witness Statement: Called to Be Catholic For Students Who Attend Catholic Schools and Parish Schools of Religion);
  - c. agreement to follow the policies and procedures of the school;
  - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. the child's fulfillment of the age requirements listed below:
  - a. for admission to kindergarten, the child should be five years of age before August 1;
  - b. for admission to first grade, the child should be six years of age before August 1.

Children who fulfill the age requirement for kindergarten or grade one but whom after sufficient examination are found lacking in maturity or readiness for kindergarten and primary one need not be admitted. In these cases the principal can recommend readiness activities or some program for the further development of the child.

For those children who do not fulfill the age requirement for kindergarten or grade one see Admission of Students Not Meeting the Age Requirement (4102.64).

3. the school's ability to meet the student's educational needs; Determination of this ability is based upon:
  - a. the student's performance in another educational setting;
  - b. successful completion of the previous grade level;
  - c. successful completion of the entrance evaluation process.

The decision to admit a child will be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any. Parents are required to sign the "exchange of information" form (Appendix 3: Authorization to Exchange Information Regarding Special Needs) to enable the school to obtain all necessary information from professionals or agencies that have made diagnoses and prescribed adjustments for students who have a known special need. If parents will not provide complete information and/or will not cooperate in ensuring that professionals who provide diagnostic, prescriptive, or therapeutic services to their child provide complete information, the school shall postpone any further consideration of admission.

4. the parent's willingness to accept the financial responsibilities of attending the school.

## **Transferring Schools**

### **Transfer from Another Catholic School**

A student transferring from one Catholic school in the Archdiocese to Valle Catholic Schools for reasons other than geographical relocation may be accepted after Valle Catholic Schools obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission (4102.1) would apply at any transfer point. (4102.2)

### **Transferring from a Merged/Consolidated Catholic School**

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish. (4102.3)

### **Transferring from a Non-Catholic School**

A student transferring from a public or private school may be accepted into Valle Catholic schools after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission (4102.1) would apply at any transfer point. (4102.4)

### **Transferring from a School District under Court Ordered Desegregation Plan**

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Valle Catholic schools. (4102.5)

## **Admission of Students under Special Circumstances**

### **Admission of Students on a Conditional Basis**

If Valle Catholic Schools intends to accept a student on a conditional basis, it is essential that the decision be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school will communicate the conditions of the acceptance in writing. (4102.61)

### **Admission of Home Schooled Students**

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

1. by providing the following records which they are required to keep by state law:
  - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
  - b. a portfolio of samples of the student's academic work;
  - c. a record of evaluation of the student's academic progress;
  - d. other written or credible evidence equivalent to the points listed above.
2. by providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location. (4102.62)

In addition, parents/guardians of Catholic students must demonstrate that the student has been receiving regular religious instruction by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable. (4102.62)

The student's placement will be determined by a review of the above records and evidence provided, student work samples and by an interview with the child and/or parents/guardians. If the records are not sufficient to determine placement, the student can be given appropriate end of grade or other appropriate assessments and student work samples can be evaluated for equivalence of grade level achievement. (4102.62)

Enrollment in Valle Catholic Schools and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in Valle Catholic Schools. (4102.62)

### **Admission of Students from Other Countries**

Updated information regarding the admission of students from other countries may be obtained by contacting the Office of Catholic Education and Formation. (4102.63)

### **Admission of Students Not Meeting the Age Requirement**

Students not meeting the age requirement, but who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted. The following criteria are determining factors:

1. Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity. These tests are to be decided on by the principal and the primary coordinator or kindergarten teacher;
2. observations of the student in a learning situation;
3. recommendations of pre-school or kindergarten teacher;
4. sufficient room in the school for this student;
5. approval by the pastor to accept this student (4102.64)

## **Registration**

To register, all new students are required to complete a registration form, present a birth certificate, Baptismal record, verification of dates of other sacramental celebrations, an immunization record, and a current examination by a physician. In cases in which the parents of a student are divorced, a copy of the portion of the divorce decree, which verifies custody arrangements, must be provided. (4103) There is a \$25.00 registration fee.

ECDC: A child must be two years old to enroll in the program. Parents may choose to enroll their child full or part-time based on space availability. Registration is completed through our Admissions Office (573-883-2403).

Kindergarten: A child must be 5 years old before August 1. Participation in Valle's, or similar kindergarten screening process, is highly recommended. Immunizations must be up to date. The child should be physically, psychologically, cognitively, and socially capable of successful interaction at this grade/age level.

New students: Contact the admissions director. Student records will be requested from the prior school for review. Parents/guardians must complete a written "Request for Records" form. New students have a one semester probation period.

Non-Catholics: Contact the admissions director. Student records will be requested from the prior school for review. Parents/guardians must complete a written “Request for Records” form. Participation in all religion classes and activities, except for the sacraments is required. In addition to tuition and fees, non-Catholics are required to pay an additional fee of \$275. The Parish of Ste. Genevieve and all Catholic parishes bear a good deal of the financial burden of education. Actual per-pupil costs are much greater than tuition.

Registration for the upcoming school year begins in the spring. The registration fee is due and payable at the time of enrollment/registration. Staying current with tuition and fees is good stewardship. (Records will only be transferred to other schools if tuition is current and not in arrears.) It is understood that by enrolling a child, a parent/guardian agrees to accept financial responsibility. Some financial aid and scholarships are available.

As part of the enrollment/registration process, the following forms must be completed and on file annually: an updated profile and medical release, media release, internet agreement and walking trip release. These forms are signed upon enrollment and kept on file throughout the student’s years at Valle Catholic Schools. If there is a change to any of the forms listed above, it must be documented through the grade school office. Families can now register their children on our website at [www.valleschools.org](http://www.valleschools.org).

### **Placement in the Elementary School**

The principal, after reviewing the child’s academic records and in consultation with the parents/guardians and teachers, will place the student at the grade level appropriate to the student’s maturity and academic and social skills. (4104)

### **Tuition/Financial Aid**

Those interested in applying for financial aid must apply online with the St. Louis Archdiocese Today and Tomorrow Educational Fund (TTEF). This free application encompasses all possible funding available, including the Catholic Family Tuition Assistance Endowment Fund and the Ste. Genevieve Parish Aid Fund. The online application is available on February 1. Please contact the Parish Center at 883-2731 or visit [www.ttef-stl.org](http://www.ttef-stl.org) for more details.

Tuition and fees for Valle Catholic Grade School students are determined each spring prior to engaging in the registration/enrollment process for the following year. Current charges/fees are communicated in writing to new and current families as they begin the registration process. **Tuition is managed through SMART Tuition. The enrollment process will be in the summer for the following school year. Payment options are available on the online program.** Financial accounts must be kept balanced or the online student portal (TeacherEase) will be locked and parents will not have Web/Records Access to view grades. All financial obligations must be paid in full by the end of the school year.

Payment in full must be made for all financial obligations to the school before the day of graduation. Within 10 days prior to graduation, the local administration has the right to require a specific method of payment. (4502.1)

## **Tuition Policy for Divorced, Separated, and Blended Families**

### **Divorced and separated families:**

The children are still seen as a part of a family and **both** natural parents are responsible for the tuition unless court documents state otherwise.

### **Blended families:**

When a divorced parent remarries, the parents will be responsible for the members that are living in their household. This will also be based on court documentation.

**Each case may need to be reviewed with all parties involved. Court documents may be required to show who the financially responsible party is.**

## **SCHOOL DAY – LOGISTICS and SUPERVISION**

The grade school day for Valle Catholic is **7:50 a.m.–2:50 p.m.** (*Supervision of students; 4402.1; #5*) Students are considered tardy after 7:50 a.m. Classes begin at 7:50 a.m.

### **Student Arrival**

Valle Catholic Schools and Ste. Genevieve Church are not responsible for children dropped off prior to 7:20 a.m. (unless prior arrangements have been made through the Before School Care program). In the morning, vehicles will enter the Desert from Jefferson Street and drop off grade school students at the second gym door during inclement weather or near the pavilion when weather allows. Parents will then exit the Desert onto Merchant Street. During this time, traffic in the Desert will be one way only.

Please do not drop students off in front of school on North 4<sup>th</sup> Street because this is the drop off area for school buses.

New Valle students arriving after 7:50 a.m. should report and sign into the elementary office and make lunch arrangements. Old Valle students will be signed in at Old Valle and report to their homerooms.

Students will not be considered tardy due to bus problems or extenuating traffic circumstances. Teachers will write down the time the student arrived to their homeroom on the absent report.

Classes end at 2:50 p.m. All students are expected to leave the school grounds upon dismissal. Parents are to wait outside the building for children. Designated student crossing guards and teachers assist students crossing streets in the crosswalks. (*Supervision of students; 4402.1; #6*) For your child's safety, students will be escorted to the office if not picked up by 3:00 pm. (*Supervision of students; 4402.1; #5*) If a child is engaged in an extracurricular activity after school hours, a permission form, written notice of dismissal time, and location of the supervised waiting area should be on file with the supervising teacher and/or school office. (*Supervision of students; 4402.1; #s 7 & 8*)

When a student arrives at school before the above published time or remains after the published time, effort will be made to contact parents or other parties designated on the emergency form. If no one can be contacted, school staff/officials will take reasonable action to ensure the safety of the student. If parents are unable to regularly abide by the published times, school officials will contact parents to arrange for a designated adult to take responsibility for the student. (*4402.1; #s 9 & 10*)

## **Student Dismissal**

There will be NO VEHICLE ENTRANCE (except for daycare vans) on the desert from Jefferson Street. This will be used as an EXIT only from 2:30-3:05 p.m. Daycare vans will be parked on the desert by the gym entrance for loading and will leave the desert first. Parents/guardians may park on the desert in one of three designated parking rows. Parking spaces will also be available west of the cage by the chapel entrance.

There is NO PARKING on North 4th Street (in front of the Parish Center and New Valle) nor in designated handicap zones. The north side of Merchant Street is a 'no parking' area from Third Street to North 4th Street. There is a yellow line indicating 'no parking.'

After picking up your child, please return to your vehicle promptly.

### **New Valle (Kindergarten and Grades 1-5 dismissal procedure)**

Teachers will dismiss bus riders to the New Valle lobby for pick up. Buses will pick up riders on North 4<sup>th</sup> Street in the front of New Valle. Then teachers will escort their remaining students outside to the desert between the cafeteria and the cage for parent/guardian pick up. Students who have arrangements for after school care will be dismissed from their class lines to the After School Care line.

When the Merchant Street gate has been closed and all cars are parked, teachers will dismiss students to their parents/guardians or cars/vehicles parked on the desert. Parents/guardians may walk up to the lines to pick up their children at any time. Students that have not been picked up by 3:00 p.m. report to the office. Calls will be made as needed.

### **Old Valle (Grades 6-8 dismissal procedure)**

When dismissed, OV bus riders will walk to the front of New Valle via the sidewalk on Merchant Street to board buses. Students who are parent/guardian pick up may go to their cars in front of Old Valle, the "flags" parking lot, the desert or other downtown areas they have pre-arranged as meeting spots. All students must cross at street corners and crosswalks with crossing guards. The handicapped access crosswalk will not be used during bus loading/afternoon dismissal. Students may use the sidewalk around Church and the crosswalks at Merchant and North 4th Streets. Please do not park in the 'no parking' zones.

### **DuBourg (Band dismissal procedure)**

Band students will exit the DuBourg and walk in front of the car lines to be picked up by a parent/guardian or walk to board the buses.

### **Students Dismissed to After School Care**

A designated Early Childhood staff member will meet K-5 students on the steps beside the handicapped entrance to the cafeteria. Students will line up and be checked in to the after school program.

During inclement weather, After School Care staff will meet with students inside New Valle (first floor) until all students have checked in and then walk to the early childhood classrooms in the DuBourg. If Valle Catholic Schools closes early due to inclement weather, the ECDC will make every effort to be open as scheduled. If the ECDC remains open, after school care will be offered at early dismissal.

## **Dismissal/Release of Students from School**

When a student needs to leave early, he/she must bring a signed note from the parent/guardian stating the reason for the early dismissal, and/or the parent/guardian should email the grade school office as well as the student's homeroom teacher. Please do not rely on email to convey this message after 8:30 a.m. In the event a note or email could not be sent prior to 8:30, please call the office. Teachers are not authorized to release students to anyone coming to the classroom except school personnel. For a student in New Valle, call the office when you arrive and your student will be sent out to you. A member of the staff will be with your student to ensure safety. The parent/guardian of a student in Old Valle should ring the doorbell, but not enter the building. Your student will be sent out to you.

Students in 7<sup>th</sup> grade or under must be accompanied by a parent/guardian or designated adult if walking to dental or other appointments. Students in 8<sup>th</sup> grade are allowed to walk to appointments with the parent's/guardian's written permission. Students shall not be released from school without the knowledge and consent of parents/guardians. This same procedure will be followed when remaining after school for additional assistance, participating in school sponsored activities, if a child becomes ill at school, or emergency situations. (4203, 4203.1)

## **School Closing**

### **Announcements**

As a general rule, announcements concerning school closing or early dismissal will be sent home with the students or announced in the newsletter.

In the case of severe weather conditions or other emergencies, parents will be notified via School Messenger. Local radio and television stations will also announce the situation of no school, late starts, early dismissal of students, or other changes in school schedules. Parents are advised to listen to the local stations (KBDZ 93.1, KTJJ 98.5 Channels 2, 4, 5, 11, and 12) in the event of reasonable questions concerning weather and road conditions that affect the operation of school.

### **School Messenger Automatic Calling System**

Valle Catholic Schools have an automated calling system which will simultaneously call all students' families in the event of a school closing. It is a computer-generated call. When you pick up the phone and say hello, stay on the line and wait for the message. Your caller ID will display Valle High School. There is a five second delay before the message. Repeating "hello" during the delay will cause the machine to reset. There will be an additional delay. On some winter days, if the roads are bad enough to not have bus service, Valle may be in session. There are instances when only the more remote roads are treacherous and the main thoroughfares are passable. The parent decision is respected in the event the child is kept home.

Should there be a snow storm or other serious weather situation during the time that school is already in session, every effort will be made by the school administration to keep the school building as a safe refuge for children whose parent/guardian is unable to provide immediate transportation to the child's home. This supervision will be provided until the child is picked up. Parents should be aware of the need of faculty members to get themselves and their family members home safely.

## **School Bus**

Fallert Bus Company provides services for students who request the company's service. There is a fee attached to bus privileges that is separate from any tuition or other charges from Valle Catholic Schools. Students are expected to behave in a manner that is commensurate with safety requirements. Policies established between the Fallert Bus Company, the parents, and the school administration are to be observed.

Students who are not regular bus riders may not ride the bus from Valle to Ste. Genevieve Public School without permission of the Fallert Bus Company and the sending school. Only one guest per student is permitted. In order to bring a guest on the bus, the regular bus rider and his/her guest must bring a parent/guardian signed note granting permission for the date. Both of these notes are to be signed by the homeroom teacher and principal, copied, and returned to the students by the end of the day to present to the bus drivers. The school will keep the copies on file and the bus company will file the originals.

No animals (including reptiles & fish) may be transported on the bus.

No glass bottles or jars are permitted on the bus.

Students are also asked not to eat on the bus.

Students are to go directly to the bus upon dismissal. Students are not allowed to travel on foot to Ste. Genevieve Public School instead of riding the bus.

### **Before and After School Care**

Before and After School Care is available to our Valle Catholic school-aged students in grades K – 5 through our Early Childhood program. Supervised care is available from 6:30 a.m. to 7:25 a.m. and from 2:50 p.m. until 5:15 p.m. Before School Care students can be dropped off in the Gross Motor Room of the ECDC. Students will be dismissed on to the desert at 7:25 a.m. In the case of inclement weather, students will be escorted to New Valle. After School Care students will be escorted from New Valle to the ECDC at dismissal. At that time, they will be divided into groups, given a snack, and offered time to do their homework. Planned activities are provided to our After School Care students. Parents will pick up their children from the ECDC.

No outside food is to be brought into the ECDC for breakfast or snack. No outside toys are allowed. Registration must be received prior to attendance. Contact Amy Drury at [drurya@valleschools.com](mailto:drurya@valleschools.com).

### **Cafeteria**

#### **Lunch**

Students may purchase a hot lunch each day or bring lunch from home. Milk is provided with the hot lunch or may be purchased by those bringing food from home. Water will be substituted for milk-allergy students who have a physician's restriction with documented note from a physician. Super lunch (an extra serving of the main entrée) is available for an additional fee. Discuss with your child and/or monitor their need for/use of super lunch privileges. Current price information is provided in the summer information packet sent prior to each school year.

All lunch accounts should have a positive balance. When a student's lunch account becomes negative, the parents/guardians will be notified by email on Thursday or Friday of that week. Parents/guardians will be notified by email for two weeks. After two weeks, a handwritten notice will be given to the child's classroom teacher and he/she will send it home with the student. However, there may be exceptions to this. It may be necessary to send only one email and then a paper notice with the student if the balance due is a large amount. When the negative lunch account reaches \$5.00, the student will not be allowed to purchase a super entrée or an extra milk until the account is replenished. Any questions are directed to Melissa Grein at [greinm@valleschools.org](mailto:greinm@valleschools.org).

Behavior in the cafeteria is to be respectful of self and others. All students are to eat their lunches in the cafeteria, listen and take direction from lunch duty faculty or staff, and to sit at their assigned places until they are dismissed.

## **Breakfast**

Breakfast will not be served.

## **Recess**

Playground and cage rules are discussed with the students and are available upon request. Soft play articles such as rubber footballs, rubber kick balls, wiffle balls, and volleyballs may be used when the students are at recess. Snacks may be eaten on the playground at the early morning recess time. All food and drink from the cafeteria is to be consumed in the cafeteria during lunch period. Students may not leave the playground without official permission.

Being outside in cold weather for a short time is reasonable, if properly dressed. Proper dress is considered a coat (not a hoodie), hat/cap/scarf and gloves as weather conditions warrant. Wind chills and temperatures of 27 degrees or below or heat index of 95 degrees or above will warrant a change in the before school drop off procedure (Appendix A of Handbook). Recess modifications may also be made to indoor options or reduced amount of outside time, per principal's discretion.

## **Field Trips**

### **Planning, Supervision, and Funding**

Field trips are planned and scheduled at the discretion of the homeroom teachers to places that have educational relevance and give enrichment to classroom lessons, and approved by administration. (5202.8 & 5202.81) Faculty members are responsible for arranging transportation, securing funds, providing supervision, and enlisting the appropriate number of chaperones. No student may attend a school-sponsored field trip without a signed parental permission form on file at school. (5202.73) Teachers will determine proper attire for field trips.

For trips with children K-4, one supervising adult for every five children is required. In grades 5-8 one supervising adult for every ten (5202.82) is the minimum required. The principal can set the supervisory number higher depending on the group needs, place to be visited, and activities undertaken.

When funds are available, partial funding for class field trips is provided by the Patron's Club and the CAC organization.

### **Transportation of Students**

Appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus activities are taken. Whenever possible, bus transportation by an insured carrier for off campus school sanctioned events will be used. The principal may determine that transportation in private passenger vehicles is appropriate. If a private passenger vehicle must be used, the following criteria apply:

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

15 passenger vans are unacceptable for all events. When transporting children in a car or van, Valle Catholic Schools must be in compliance with all Missouri seatbelt and car seat laws and regulations. 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 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*) (5202.9)

### **Visitors**

For the safety and security of students, staff, and guests, visitors are required to enter Valle through the front doors (North 4th Street) and report immediately to one of the school offices. Visitors are to register and have a Visitor Pass while in the school. All school policies, procedures, regulations, guidelines and rules apply to all visitors. Trespassers will be prosecuted.

### **ATTENDANCE**

Attendance is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

### **Absence**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g., field trips, enrichment, and remedial programs, annual Pro Life March in Washington, DC, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

- Any time a student is absent and the parents have not contacted the school by 9:00 a.m., the secretary or designee will contact the parent by phone or in person. When reporting an absence, arrangements should be made for homework to be sent home with someone or picked up at the grade school office. Homework will not be ready for pick up until after 2:30 p.m.
- When a student has accumulated **ten** absences in a quarter, there may be an impact on grades such as an incomplete grade for the quarter until work can be made up.
- The School System will determine whether there is a reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the school system will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions. Students will be expected to make up all work regardless of whether an absence is excused or unexcused. Faculty is not expected to automatically provide work in advance for planned absences (i.e. vacations/trips). Actual assignments missed will be kept by the teacher and made available upon the student's return. In general, work will need to be made up before or after school or during recess in order not to miss more class time. When a student is absent from school, that student will be expected to make up any scheduled test missed within two (2) days of returning. Exceptions may be granted. Students are considered absent for a half (1/2) day if they miss more than two (2) hours of the a.m. or the p.m. session. This includes doctor and dental visits.

## **Truancy**

A student is truant if he/she is absent from school for a day or portion of a day without the knowledge and/or consent of the parent/guardian and school officials. (4201.1). Consequences will be determined by the principal. See Handbook section - *Policies, Prohibited Conduct, and Major Disciplinary Consequences*.

## **Tardiness**

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (4202). Students are expected to be at school on time. They are considered tardy after 7:50 a.m. Classes begin at 7:50 a.m. New Valle students arriving after 7:50 a.m. should sign in at the grade school office. Old Valle and DuBourg students will report to their designated teachers, who will notify the office and record the time the student arrives on SchoolSpeak. Tardy slips will not be issued due to bus problems or extenuating traffic circumstances. After 8:00 a.m., the student will be counted as absent for less than 2 hours.

Punctuality during the school passing periods is every bit as important as punctuality for the start of each day. For students who change classes during the day, the same punctuality guidelines will apply as outlined in start of school tardy procedures. All tardy expectations apply for each class period. The administration understands that there may be extenuating circumstances that prohibit a child from being punctual at times. Each situation will be evaluated on its own merit, but it is the parent's responsibility to inform the school if a student is going to be tardy. Consequences will be determined by the principal. See Handbook section - *Policies, Prohibited Conduct, and Major Disciplinary Consequences*.

## **ACADEMIC STANDARDS, INSTRUCTION & ASSESSMENT**

### **Evaluation Key, Academic Scoring, Social Key, and Effort Code**

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years. (4501)

#### ***Evaluation Key (Kindergarten)***

P = Proficient

D = Developing

E = Emerging

X = Not yet shows understanding

T = Taught, not assessed

NI= Not introduced

\* = Modified Instruction

/ = Not taken

#### ***Academic Code (Grades 1-8)***

A+ = 96.67-100%

A = 93.33-96.66%

A- = 90-93.32%

B+ = 86.67-89.99% D+ = 67.67-69.99

B = 83.33-86.66% D = 65.33-67.66%

B- = 80-83.32% D- = 63-65.32%

C+ = 76.67-79.99%

C = 73.33-76.66%

C- = 70-73.32%

D+ = 67.67-69.99%

D = 65.33-67.66%

D- = 63-65.32%

F = 0-62.99%

\* = Modified instruction

/ = Not taken

I = Incomplete

T - Taught, not assessed

### ***Social Key (Grade 1)***

E = Excellent

S = Satisfactory

N = Needs more time to develop

### ***Effort Code (Grades 2-8)***

1. Works/participates without asking

2. Works/participates when asked

3. Works/participates when enforced

4. Refuses to work/participate

5. Creates an unhealthy environment

## **Honor Roll**

To recognize those students in grades 6-8 who have achieved a level of outstanding academic performance, Valle Catholic Schools has established a quarterly system for “High Honors” and “Honors”.

**High Honors** – The student earns a cumulative average of 3.6-4.0 in all graded subjects. The student may not have any academic grade lower than a B in any graded subject. The student must pass all other subject areas.

**Honors** – The student earns a cumulative average of 3.2 -3.59 in all graded subjects. The student may not have any academic grade lower than a C in any graded subject. The student must pass all other subject areas.

## **Assessment and Homework**

### **Progress Monitoring and Reporting**

Assessment provides an evaluation of the progress of individual student’s demonstration of the Archdiocesan Unified Standards. Both formative and summative assessments will be used to gauge student progress towards mastery of grade-level concepts. (5300)

Report cards are available for viewing on Teacher Ease at the end of each grading period (quarterly) to inform students and parents/guardians of both academic and behavioral progress. (5301 & 5301.6). Final report cards will not be mailed. Parents/Guardians can discuss student progress at any time by contacting the teacher and by attending scheduled parent/teacher conferences.

If an outstanding balance exists at the end of a grading period, TeacherEase Web/Records Access will be locked. You will not be able to view your child’s grades. Contact the Parish Center at 573-883-2731 or Patty Shuh at [shuhp@valleschools.org](mailto:shuhp@valleschools.org) to schedule payment or to set up a payment plan. (5301.7)

Teachers will update grades on Teacher Ease by 3:30 p.m. every Friday.

For students having academic difficulties, the teacher will collect student work samples and inform the school administration. By mid-quarter, parents/guardians of students performing below satisfactory levels will be informed. Teachers may seek out assistance from the CARE TEAM (student’s current teacher/s, learning consultant, guidance counselor and principal) to discuss areas of concern regarding the student’s progress and create a plan for improvement to address the student’s needs. (5301.1 & 5301.2)

If students should fail a subject, the teacher, parents, & principal (and CARE TEAM members as deemed appropriate) will determine what is necessary for successful completion of the minimum subject or grade level requirements. (5301.3)

If a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete (“I”) is reported until the student has fulfilled the required work for that grading period. (5301.5)

Students with special needs requiring major adjustments to curriculum, instruction, and/or assessment may have grades recorded on the report card or cumulative record with an asterisk denoting modifications that have been made. (5301.4)

### **Tests/Exams**

In an effort to align the curriculum and to better evaluate the progress of students and facilitate placement in classes, the testing program at Valle Catholic Grade School includes:

- The iReady assessment program: Beginning-of-Year, Middle-of-Year, and End-of-Year assessments will be used to measure student growth over time related to English Language Arts and mathematics concepts and skills. Teachers will communicate individual student progress with parents/guardians.
- Iowa Test of Basic Skills (ITBS) - Grades 4, 6 & 8
- Developing Cognitive Ability Test (ITBS/Cogat) – Grades 4, 6 & 8
- ACRE – Grades 5 and 8
- Iowa Algebra Aptitude Test (IAAT) - Grades 7

Standardized testing is necessary to provide the most accurate representation of individual, class, school, and archdiocesan student achievement. (5302.1) Therefore, students with a special needs diagnosis should not be excluded from standardized testing. (5302.3)

Testing for students to determine placement in the resource program will be administered on an as-needed basis, in collaboration with the learning consultant, the parent, the classroom teacher and the administration. Some of the diagnostic testing may be serviced by the Ste. Genevieve R-II School District.

To better prepare our eighth grade for their high school experience, the students will be scheduled for cumulative exams at the end of second semester. No more than 2 exams will be scheduled per day. Subjects to be tested may include: religion, language arts, science, social studies, math and fine arts. (5302.2)

### **Homework**

Work assigned for completion outside the normal school day is an integral part of Valle Catholic Schools. It is useful for broadening the understanding of concepts introduced in school, practicing those skills, and for instilling self-discipline and responsibility in our students.

Each classroom teacher determines the amount, frequency and grade impact of homework as it applies to his/her subjects taught. Homework can have many benefits for students at all grade levels. The amount of homework depends on the age and skill of the student (approximately 5-10 min. per grade level).

In grades K-5, late, incomplete or missing homework may result in the loss of unstructured time. The date that missing/incomplete homework is due is at the discretion of the classroom teacher.

In grades 6-8, late, incomplete, or missing homework must be turned in to the appropriate teacher the next school day. The highest amount of credit earned for such work is 90% of the total given. The first late day, 10% will be deducted. An additional 10% will be deducted for the second late day. Any day after that will result in a 50% deduction of grade. Any late assignment can be turned in to the appropriate teacher through the end of the quarter.

## **Conferences**

Parent-teacher conferences are strongly encouraged for everyone for the first quarter. Additional conferences may be requested throughout the year by parent or teacher, if necessary. Requested conferences will be scheduled in a timely fashion at a mutually agreed upon time.

## **Instructional Materials**

### **Textbooks**

All basic textbooks are for student use during the school year. Textbooks must be kept covered, clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books.

### **Supplies**

Supply lists are sent home in the summer for the next school year. A copy of the supply list will be emailed to all families and a copy will be posted on the Valle Schools website.

Students are not to bring I-pods, CD players, radios, headphones, gaming systems, or other electronic games or devices to school. Cell phones may be brought, but must be turned off and kept in student's locker or backpack until the school day has ended. Kindles or E-readers are allowed, but for reading purposes only. A parent consent form must first be signed.

## **Electronic Devices, Software, Internet Usage, and Digital Communication**

Students are responsible for the care of the issued device, the network, and classroom devices. Any equipment failures are to be reported to the director of technology immediately. An assessment of damages to Chromebooks and cords will be made and parents charged the cost of repair.

General Guidelines for Use and Care of Chromebooks:

1. No food or drink should be used close to the device.
2. Chargers and other external devices should be plugged in carefully.
3. While not in use and while being transported the Chromebook should be in its provided case. Devices outside of the case in inappropriate areas will result in disciplinary action.
4. No decorations, stickers, or markings are allowed on school devices or cases.
5. Devices should never be left unsupervised.
6. Lost/Stolen devices must be replaced at cost to the family and may result in disciplinary action.
7. Special attention should be given to screen care:
  - a. Avoid precarious placement that could result in a fall—screen breakages are often the result of mishandling.
  - b. Do not lean or lay on closed devices.
  - c. Do not place items on your device, such as books or bags.
  - d. It is not a touch screen, fingers and hands should not be placed on the screen.
  - e. Please ensure that nothing is trapped between the keyboard and screen when closing the lid.
  - f. Gently clean the screen with a soft, dry cloth. Do not spray any liquid cleaners on the screen. Significant issues can be brought to the technology director.

8. Desktops and screensavers will conform to Valle's standards under all circumstances. Anything deemed inappropriate by faculty or staff will result in disciplinary action.
9. ONLY valleschools.org accounts are to be used on student devices. Any student logged on to their Chromebook under a non-Valle account may be subject to disciplinary action.
10. Students will have access to printers, but may only print when instructed by their teacher.
11. Sound should be muted at all times unless instructed otherwise. Students are encouraged to keep a pair of in-ear ("earbud") headphones for use if sound is needed. No over-the ear headphones are permitted unless otherwise directed by a healthcare professional.
12. Chromebooks should only be used for school work or research during school hours and fall under the Acceptable Use Policy document.

#### Software and Data:

1. Only the installed software on the device is allowed. Attempts to install other software or unapproved software may result in disciplinary action.
2. Additional software may be installed on an as-needed basis by the technology department. This process will be mostly automatic. Students should not attempt to install software on their own. Games, downloaded files, or other unapproved materials, if discovered on the device, may be removed and discipline may result.
3. If the software becomes irrevocably damaged, a complete reformat will be performed. Most data should be safe, but Valle will not be responsible for lost data in this scenario.

#### Communication:

Words, actions or depictions which violate privacy, safety or good names of others are inconsistent with our goal of forming Christian community. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to Gospel values they can be subject to disciplinary action by the school.

*Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences. (See 4303.4, Internet and Electronic Communications Conduct)*

#### Standards of Use:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. Use should be consistent with the values, morality, and teaching of Valle Catholic Schools, the Ste. Genevieve Parish, and the St. Louis Archdiocese.
3. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. Access to personal email, messaging, or social media is prohibited unless otherwise authorized.
4. Users should not use the Internet, e-mail or other technology for the purpose of transmitting obscene, inappropriate, or bullying messages, images, etc. Bullying of any kind, no matter the circumstance, will result in disciplinary action.
5. Users will not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music.
6. Users will not use the Internet, e-mail or other technology for the purpose of plagiarism or academic dishonesty.

7. Users will not attempt to gain access to resources belonging to others. This includes: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Valle and legal standards.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards. Devices can be inspected at any time and actions taken to resolve problems without consultation.
9. The student understands that their internet and computer use is not private and can be monitored for compliance at all times while on the school's network, device, and property. Parents and guardians are responsible for monitoring usage while at home.
10. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
11. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.
12. "Acceptable use" can be determined by administration, faculty, or staff on an as-needed basis, potentially covering areas and behaviors not specifically mentioned in this document.

Signature of parent/guardian and student indicates agreement to abide by these standards of usage. See Handbook section - *Student Conduct*, for information regarding misconduct and disciplinary consequences.

### **Instructional Use of Copyrighted Materials (5202.5)**

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

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

Students and teachers should be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to prosecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws.

The primary purpose of copyright is to protect the right of authors or artists to benefit and profit from their work and to control how their work is used. Literary works, musical works and lyrics, dramatic works and music, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works are protected by copyright. Under current law, almost everything created privately and originally after April 1, 1989, is considered copyrighted. Copyright protection extends to both published and unpublished works in any print, audio, electronic, or digital format, including material on the Internet.

Use of copyright materials, known as "fair use", is allowed for educators. It permits a limited amount of copyrighted material to be used for a specific educational purpose without obtaining the prior permission of the copyright holder. It is considered "fair use" when:

1. the copyright material is used by a teacher for research or class preparation.
2. to achieve a specific educational purpose.
3. with direct instruction of students in the school setting.
4. only portions of the work relevant to the educational objectives are used.

The law requires educators to obtain permission of the copyright owner, if there is repeated use of the same copyrighted material.

When using copyrighted material of any nature, students and teachers should credit the sources and include the copyright ownership information that is shown in the original work.

Making copies of copyrighted material can never be used to:

1. substitute for the purchase of books or materials, or to create anthologies.
2. replace consumable materials, such as worksheets, standardized tests, or answer sheets.

See Handbook section - *Student Conduct*, for information regarding Copyright Infringement and disciplinary consequences.

### **Backpacks/Bookbags/Purses**

Backpacks, book bags, gym bags or oversized purses are not allowed in the classroom. They must be kept in cubbies/lockers. Valuables should be left at home. Valle is not responsible for lost or stolen items.

### **Lockers/Cubbies**

Each student will have a locker or cubby assigned to him/her at the beginning of the school year. Students are responsible for the area around lockers/cubbies. Inappropriate, tasteless and/or obscene material will not be permitted on or in lockers. Such material will be immediately removed and destroyed. Each student will be held financially responsible for any damage to his/her locker. No tape is allowed on the lockers.

Students are strongly urged to leave excessive amounts of money and other personal belongings at home.

Students are expected to remain in each class for the duration of the period. Students needing to use the restroom, or to get materials from their locker, should do so between classes. Only under unusual circumstances should a student ever be in the hall during class time, and, in that situation, the student should have a pass from the teacher.

Lockers, desks, and computers are school property provided to students for school use and are subject to search by school officials. *School officials with sufficient reason to do so may search a student's locker or desk. (4303.5)* See Handbook section – *Search and Seizure*.

### **Students with Special Needs**

Catholic Schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both a student's special needs and their own capabilities of addressing those needs. The goal of all efforts to address the student's special learning needs should be successful mastery of the regular curriculum in the regular setting. (5204)

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if with minor adjustments the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments\*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. (5204)

\*“adjustments” is the preferred terminology for non-public schools in regard to accommodations or modifications used in laws that apply to public schools

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

## **Sacraments**

A major priority at Valle Catholic Schools is the spiritual growth of faculty and students. Throughout the year students attend weekly liturgies, special liturgical services, and Stations of the Cross and they pray the rosary. They receive the Eucharist and have the opportunity to receive the Sacrament of Reconciliation.

Service projects, support of the Church’s mission efforts, and involvement in parish social justice activities are also a part of the students’ school year.

Students in second grade will be prepared for the reception of the Sacrament of Reconciliation and First Eucharist. Parents, teachers, and students work together with the school administration in the preparation.

Students in eighth grade receive the Sacrament of Confirmation in the spring of their 8<sup>th</sup> grade year. Parents, teachers, school administrators, and students work together to prepare for this special time.

## **Promotion and Retention**

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. (4501.1)

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level. (4501.2). The decision to retain a student at the current grade level or to retain a student in a particular subject at the current grade level is made by the school after thorough consultation with all appropriate members of the faculty and after extensive communication with the parents.

## **Graduation**

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. (4502)

## **Financial Requirements**

Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment. If a student at the time of graduation has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled. (4502.1)

## **Ceremonies**

In order to be eligible to participate in the commencement exercises, a student must have fulfilled all graduation requirements and must not have any outstanding disciplinary consequences. (4502.3)

## **Scholarships**

When funds are available, there are several scholarships available for 8<sup>th</sup> grade students entering VHS:

- VCGSAA (Valle Catholic Grade School Athletic Association) – \$250 renewable Valle Patron's Club - \$250 non-renewable
- Earl & Rita Haug Memorial Scholarship - \$500 renewable
- Art Schwent Memorial Scholarship - \$2000 renewable
- The St. Louis Archdiocesan Pro-Life Office - Pro-Life creative writing scholarship contest \*Applications for these scholarships are distributed by the high school office second semester.

## **Extracurricular Activities**

All school sponsored 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. Parent's/guardian's permission must be obtained for a student to participate in any extracurricular activities. (5205.10)

Valle Catholic Schools' program of extracurricular activities is designed to help meet the leisure, recreational, social, cultural, vocational, and religious needs of the students. Offerings should be based on student need and interest. Participation in such activities is a privilege. It is fully expected that those participating will maintain a high level of academic and social standard as they represent our school and belief system. No activity in the school may restrict membership on the basis of race. The following are examples of Valle Grade School extracurricular activities that may or may not be offered each year based on staff supervision availability: Bellarmine Speech League, Middle School Student Council, National Junior Honor Society, Spanish Club, STEM Club, Drama, Book Fair Ambassadors, Art Show Ambassadors, Middle School Ambassadors and CAC sports such as soccer, football, volleyball and basketball.

## **Student Publications**

See distribution of materials/posters. (5202.101)

Student publications should be the work of students under the leadership and supervision of the faculty. These publications should meet the requirements of good journalism and should reflect Catholic philosophy and mission of the school. (5202.101)

## **STUDENT CONDUCT**

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. Valle Catholic Schools implement specific disciplinary procedures in keeping with our mission and philosophy of Catholic education and consistent with accepted educational practices to ensure high standards of moral, intellectual, and spiritual formation of our students.

In guiding a student's growth in Christian attitudes, values, and behavior, it is desirable to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. (4302)

## **Grades K-5**

The teachers in grades K - 5 determine their own discipline system that best meets the needs of the students in their rooms. This can be, but is not limited to: a clip chart, strike system, behavior chart, class dojo, etc.

## **Grades 6-8**

In order to better monitor minor discipline issues of our middle school students in grades 6 - 8, we use a behavior log system. Students and parents will be given notification with information about the type and severity of infraction. Students will be required to complete a restorative practice in line with the severity and nature of their infraction. This will be based on Virtue Based Restorative Discipline Practices.

### For Minor Infractions

5 Behavior Logs

10 Behavior Logs

15 Behavior Logs

20 Behavior Logs

### Consequences

Lunch detention

Lunch and recess detention  
Parent conference with teacher/s

Week lunch and recess detention  
Student conference with principal and teacher/s

In-school suspension  
Student and parent conference with principal and teacher/s to discuss future repercussions

The following list is a guide but is not limited to examples of behaviors that warrant behavior log notification at the discretion of teachers and administration:

### Examples of Minor Infractions:

- Dress code violation
- Unprepared for class
- Improper use of school materials
- Failure to follow instructions
- Chewing gum
- Eating food/Chewing gum in the lab
- Not keeping hands/feet to self (horseplay)
- Classroom disruption
- Talking when quiet is expected
- Misuse of cellular phone or physical possession
- Inappropriate language
- Inappropriate use of technology/computers (minor)
- Disruption/inappropriate behavior at school activity
- Leaving classroom without permission
- Taking someone's belongings without permission (minor)
- Acting in an un-Christian way
- Disrespecting peers (verbal or written)
- Talking or playing in Church/Chapel
- Lying
- Defiance/insubordination
- Sent to the office for misbehavior in class/removal from classroom

## **Policies, Prohibited Conduct, and Major Disciplinary Consequences**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building, within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and school policy.

### ***Academic Dishonesty***

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

### ***Arson***

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or withdrawal for cause. Restitution if appropriate.

### ***Assault***

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or withdrawal for cause.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	Withdrawal for cause
----------------	----------------------

### ***Bullying and Cyberbullying***

**Bullying** –In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The school has jurisdiction over cyberbullying that uses the school's technology resources or that originates on school property, at a school activity or on school transportation. Even when cyberbullying does not involve school property, activities or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

First Offense:	Principal/parent/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or withdrawal for cause.

### ***Copyright Infringement***

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

Individuals that knowingly violate copyright laws are liable to prosecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws.

First Offense:	Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***Disrespectful or Disruptive Conduct or Speech***

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***Drugs, Alcohol & Substance Use and Abuse***

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates obstacles 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. (4303.2)

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 withdrawn for cause from school. In addition, civil authorities may become involved. (4303.2)

Students should understand fully that they are expected to uphold the high standards of Valle Catholic High School at all times. Because we all know that the use of drugs and the consumption of alcohol by minors are illegal and violates school rules, the following regulations regarding drugs and/or alcohol will be enforced:

A student caught using drugs or suspected with just cause will be required to undergo testing from a certified, drug-testing agency or facility. The school assumes no financial liability for this or follow-up testing. Drug testing will be at the expense of the parent/guardian. The school reserves the right to require mandatory substance abuse counseling or programming should a student test positive for substance abuse. The expense of that programming will rest with the parent/guardian. Failure to undertake such a program after a positive test will result in withdrawal.

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or withdrawal for cause.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or withdrawal for cause.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or withdrawal for cause.

Subsequent Offense: 11-180 days out-of-school suspension or withdrawal for cause.

### ***Electronic Devices (personal)***

Use of personal electronic devices including, but not limited to, cell phones, music devices, headphones, laser pens/pointers, game systems, etc. and all other personal electronic devices is forbidden upon morning drop off until 2:50 p.m. Use of such devices will result in confiscation of the device. Use is defined as having the device on during the school day. It is recommended that these devices be left at home or secured in the student's backpack, and placed on silent during specified school hours. The school is not responsible for lost or stolen electronic devices. These electronic devices are also forbidden on field trips. Confiscated items will be returned to the parent, not the student.

An exception to this policy applies to students in grades 6 – 8. Kindles, E-Readers, or other electronic devices designed to accommodate the reading of books are allowed. As Valle Catholic Schools strongly encourage reading, devices designed for the reading of books will be allowed, as long as the student and student's parents/guardians have signed the appropriate form and have agreed to the terms specified. Teachers will provide forms to the students.

First Offense: Confiscation and returned to parent. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation and returned to parent. principal/parent/student conference, detention, in-school suspension, or 1-10 days out of school suspension.

### ***Electronic and Internet Communications Policy and Misconduct***

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

This policy applies to communications or depictions through e-mail, text message, social media or web site postings, whether they occur through the school's equipment or connectivity or 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 as described in (4302; *Serious Disciplinary Consequences. Administrative Manual for Catholic Education* 4303.4; 5402.71)

Before students may use the Internet in their classrooms and computer lab, Valle Catholic Schools must have on file an Acceptable Use Policy agreement signed by both parents/guardians and students. These agreements are distributed to the parents during the back-to-school Open House and to students on the first day of school. Students not returning the signed agreement will not be allowed to use the Internet at school. Students in kindergarten through 8<sup>th</sup> grades will be assigned a valleschools.org email address. All students will need a signed parent user agreement. (5202.7)

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or withdrawal for cause.

### ***Extortion***

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***False Alarms (see also "Threats or Verbal Assault")***

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***Fighting (see also, "Assault")***

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***Harassment, including Sexual Harassment***

Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subject 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. (4303.7)

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. (4303.7)

Each Catholic School investigates/reports 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. (4303.7)

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. (4303.7)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

Subsequent Offense: 1-180 days out-of-school suspension or withdrawal for cause.

### ***Hazing***

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or withdrawal for cause.

### ***Incendiary Devices or Fireworks***

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out of school suspension.

### ***Nuisance Items***

Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

### ***Public Display of Affection***

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension, or withdrawal for cause.

### ***Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Materials***

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***Sexual Activity***

Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause n.

### ***Tardy Policy***

Students are expected to be at school and in class on time. Teachers have the discretion to require students to be in their seats when the bell rings/instruction begins. Once a student is tardy to a class or school for the third time, they will be referred to the office for disciplinary action. Tardies will reset each semester.

First Offense:	Teacher/student conference. Parental contact.
Subsequent Offense:	Principal/student conference, detention, in-school suspension

### ***Theft***

Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or withdrawal for cause.

### ***Threats or Verbal Assault***

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***Tobacco/Nicotine delivery devices***

As an educational institution dedicated to the promotion of the growth and well-being of every aspect of a student's life, Valle prohibits tobacco and vaping use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco and nicotine products, Valle declares themselves a smoke free/nicotine free environment. (4303.1)

- 1.** Possession of any tobacco products or nicotine delivery device (e-cigarettes, nicotine gum or lozenge) on school property, school transportation or at any school activity.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention or in-school suspension.

Subsequent Offense: Confiscation of tobacco product/device. Detention, in-school suspension, or 1-10 days out-of-school suspension.

- 2.** Use of any tobacco products nicotine delivery device (e-cigarettes, nicotine gum or lozenge) on school property, school transportation or at any school activity.

First Offense: Confiscation of prohibited products. Counseling and punishment at the discretion of the building principal.

Second Offense: Confiscation of prohibited products. Parent contacted, two (2) days in-school suspension.

Third Offense: Confiscation of prohibited products. Parent contacted, three (3) days out-of-school suspension.

Fourth Offense: Confiscation of prohibited products. Mandatory parent meeting, discipline at discretion of the Principal and Father.

### ***Truancy***

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the school.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

### ***Unauthorized Entry***

Entering or assisting any other person to enter a school facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a school facility through an unauthorized entrance; assisting unauthorized persons to enter a school facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or withdrawal for cause.

### ***Vandalism***

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or withdrawal for cause.

### ***Weapons***

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Valle Catholic Schools is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (6202.1)

First Offense: Confiscation. Local authorities contacted. 1-180 days out-of-school suspension or withdrawal for cause.

Subsequent Offense: Confiscation. Local authorities contacted. Withdrawal for cause.

## **Bus Conduct**

### **Minor Misconduct:**

1. Not following the directions of the driver
2. Destruction of property (writing on bus, sticking gum, etc.)
3. Failure to keep objects to self
4. Throwing of objects without harmful intent
5. Not staying in seat/extending arm or head out window
6. Eating, drinking, littering
7. Unacceptable talk (loud, obnoxious, etc.)
8. Pushing, tripping

### **Major Misconduct:**

1. Not following the directions of the driver (severity of misconduct)
2. Destruction of property (restitution required)
3. Fighting or injuring another person
4. Throwing objects that could cause bodily harm
5. Use of tobacco products/controlled substances
6. Use of profanity/obscenity (oral, written or gesture)
7. Defiance, disrespect, or threat to another person

Other actions more serious in nature than described above will result in immediate suspension of all bus privileges of the student involved. Problems arising other than the ones listed in the bus discipline code are to be considered very serious in nature. Consequently, these instances will be reviewed independently with the possibility of more severe disciplinary action.

Loss of bus riding privileges will be at the discretion of the bus company, in consultation with the school administration. Questions involving disciplinary procedures on the buses should be addressed to Fallert Bus Company.

## **Bus Disciplinary Consequences**

Bus disciplinary actions will be taken regarding individual situations. Bus misconduct will be reviewed by the administration and discipline will be appropriate to infraction.

## **Violence and the Threat of Violence**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. (4303.3)

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. (4303.3)

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. (4303.3)

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. (4303.3)

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. (4303.3)

## **Search and Seizure**

School Officials May Search a Student's Locker or Desk (4303.5)

The purpose of this policy is to establish guidelines for conducting searches and seizures of students and their belongings on school property and during school-sponsored events. This policy applies to all students enrolled at Valle Catholic Schools.

Authorized school personnel, including administrators and designated staff members, possess the authority to conduct searches when they have reasonable suspicion to believe that a student possesses an item or engages in behavior that violates school policies, threatens safety, or disrupts the learning environment. Searches will be conducted based on reasonable suspicion that a student has violated school policies or poses a potential threat to the safety of others. Reasonable suspicion may arise from direct observation, credible information, reports from other students or staff members, or other reliable sources.

Searches may include, but are not limited to, the following:

- Personal searches of a student's clothing, belongings, or personal property.
- Searches of lockers, desks, and storage areas provided by the school.

Searches will be conducted with the utmost respect for the student's dignity and privacy. Whenever possible, searches will be conducted by a staff member of the same gender as the student, and a witness may be present during the search. Physical contact will be minimized and restricted to the search of outer clothing and personal belongings.

Whenever possible and appropriate, the school administration will attempt to notify the parent/guardian of a student who is the subject of a search. However, situations involving imminent danger or the potential destruction of evidence may require immediate action without prior notification.

If contraband items, such as weapons, drugs, or other prohibited items, are discovered during a search, these items will be confiscated and handled according to school policy and local laws. Law enforcement may be involved as deemed necessary.

All searches and seizures will be documented, including the reason for the search, the individuals involved, and the outcome of the search. This documentation will be maintained in a confidential and secure manner. Searches and seizures will be conducted in accordance with applicable federal, state, and local laws, as well as relevant constitutional protections.

## **Suspension**

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the school principal in consultation with the Head of Schools and Pastor. Parents will be notified orally, followed by a written statement outlining the reasons, length of suspension, and process/procedure for the student's return to school and making up missed work. Suspension may be in-school or out of school at the discretion of the administrator. Parents/guardians are to sign the written notice to be kept on file. (4302.1)

### **In School Suspension (ISS)**

Students serving ISS are expected to do his/her class assignments. All work must be completed in order to leave ISS. Students will not be allowed to talk or to sleep.

### **Out of School Suspension**

Any student serving an out of school suspension is not permitted on school property, may not attend school activities and may not participate in extracurricular activities.

## **Probation**

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is also made by the principal in consultation with the Head of Schools and Pastor. If a student is placed on probation, the parents/guardians and student will be informed in writing. This notice will include the reason for probation, the period of probation, the conditions of the probation, and when or under what circumstances the probation will be reviewed, continued, or ended. Parents/guardians and the student will sign the statement to be kept on file and retain a copy for themselves. (4302.2)

A student will be placed on principal's probation or probation level one under the following circumstances for any offense deemed inappropriate by the principal. Probation results in the following restrictions upon a student:

- A. he/she may not represent the school by participating in any extracurricular or school-related activity/office for a period determined by the principal
- B. he/she will be ineligible for selection to any school office, honor, or nomination

## **Withdrawal for Cause**

Withdrawal for cause is the permanent end of enrollment of a student from school. In extreme circumstances a student may be separated from school (withdrawn for cause). Withdrawal for cause is reserved for those behaviors, which are considered to be extreme violations of the discipline policy. In most circumstances, a student would have to have served time on probation before being withdrawn for cause. This occasion may result from behavior taking a position contrary to Church teaching, membership in organizations which espouse positions contrary to Christian values, possessions of weapons, assault with or without a weapon, felonious activity, harassment, hazing, possession or distribution of controlled substances, inappropriate behavior of a sexual nature or other extreme behavior. (4302.3)

## **Due Process Involving Discipline Board**

1. The Discipline Board will consist of the principal and not more than four and not less than two faculty members. A Discipline Board may be called by the principal for one or more of the following reasons:
  - a. A student who is on disciplinary probation is involved in a serious disciplinary situation.
  - b. The possibility of withdrawal for cause exists.
  - c. The student has failed to cooperate with the principal in the resolution of the disciplinary situation.
  - d. A student has exceeded the number of allowable detentions.
2. Parents may request to address the Discipline Board.
3. The Discipline Board may request to interview the student and/or parents individually.
4. The Discipline Board members will be advised of the following:
  - a. as much background on the student and the particular case as possible
  - b. the fact that they are serving in an advisory capacity
5. The counselor of the student will be notified that the student is going before a Discipline Board.

The parent/guardian of the student facing a disciplinary board hearing will always be notified of that fact before the hearing is scheduled to take place. Rulings involving the discipline board are not immediately discussed with the parties involved.

## **Conflict Resolution**

When problems arise, there is an appropriate means of resolving them. First, try to deal directly with the person involved. If the problem involves another student, it may be prudent to enlist the help of an advisor or another faculty member. If the situation persists, speak to the principal about an alternative means to resolve the situation.

## **Sportsmanship**

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 the importance to participants and spectators, including parents and other fans. (5202.102)

**Valle Catholic Grade School**  
**DRESS CODE**  
**(Revised 2023-2024)**

**Dress and Grooming**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate nature for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the belief of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. (4303.6) Any student who violates this expectation will be sent to wait in the office until his/her parent/guardian brings proper clothing. Time missed from class will be unexcused.

Out of respect for the educational setting and as an expression of the student's own personal self-respect, each student accepts the personal responsibility to look clean and neat in accordance with school policies. The following dress code applies from the moment the student sets foot on campus during the regularly scheduled school day. Administration will address any appropriate or inappropriate student dress code issues. Parents of students in violation of the dress code may be sent a notice/reminder of the current dress code. Modesty, neatness, and cleanliness are concerns of our dress code. The administration has final approval of the dress code. To clarify what is allowed for daily wear at school and on out of uniform occasions, the following guidelines were developed:

<b>Shirts</b>	Long or short sleeved; solid white, light blue, royal or navy blue polo, oxford or turtleneck. No teal- or turquoise-colored shirts. Only a solid white short-sleeved t-shirt may be worn under shirts. Shirts are to be tucked in. Emblems must be smaller than a quarter.
<b>Pants</b>	Khaki or navy blue. No stretch pants, yoga pants, leggings, sweat pants, low-risers, short zippered, wide legged fashion pants or jeans. Pants must be hemmed with no frayed bottoms or holes. Cargo style pants are not allowed; flat front or pleated pants only.
<b>Jumpers and skirts</b>	Uniform style and fingertip length; khaki or navy blue. No plaid. Tights, leggings or shorts must be worn underneath. Tights and leggings must be white, gray, navy blue or black.
<b>Polo style dresses</b>	Long or short sleeved; solid white, light blue, royal or navy blue. Emblems must be smaller than a quarter. Navy blue or black tights, leggings or shorts must be worn underneath.
<b>Shorts, skorts, or capris</b>	Uniform style and modest in length; khaki or navy blue. No nylon, biker (stretch), or jeans. No leggings.
<b>Belts</b>	Leather or canvas type; khaki, brown, black, blue. No sashes, ropes, cords, neckties or other fashion belts.
<b>Sweaters and cardigans</b>	Solid white, gray, black, or blue worn over polo, oxford or turtleneck
<b>Crewneck sweatshirts</b>	Grey, navy or royal. Must be worn over polo, oxford or turtleneck. Valle Catholic Schools' approved left chest or full front imprint is permitted in the classroom. Emblems must be smaller than a quarter.

**Hooded Sweatshirt  
(6th grade - 8th  
grade only)**

Approved grey or royal blue sweatshirt with white, grey, navy, royal or black t-shirt underneath. Valle Catholic Schools' approved left chest or full front imprint is permitted in the classroom. Hoods are not to be worn up while walking on campus or in the classroom except with express teacher permission. This is a safety issue. Students are encouraged to keep a polo in their locker, just in case they accidentally grab a non-uniform approved Valle-themed hoodie in the morning.

**1/4 Zip Pullover**

Approved ¼ zip sweatshirt or performance shirt with white, grey, navy, royal, or black t-shirt underneath. Valle Catholic Schools' approved left chest is permitted in the classroom.

**Socks and tights**

Solid white, gray, royal, navy blue, or black. Mismatched socks are not allowed. Emblems on socks must be smaller than a quarter.

**Shoes and laces**

Closed-heels and toes; no sandals or boots, even on dress down day. Slip-on flats must be solid colored. Birkenstocks, Crocs, flip flops or sandals are not permitted. This is a safety issue. Loose fitting shoes present a tripping hazard on the stairs. Socks must be worn and must be predominantly –white, gray, royal or navy blue.. All shoes and socks that show above the top of the shoe must coordinate with the uniform. Please try to remain conservative in color choices. Shoes must be fastened for safety. A separate pair of tennis shoes (any color) is to be kept for P.E. classes. Velcro fasteners are preferred for grades K/1.

**Hair**

Clean and neatly groomed; acceptable length bangs above the eyes and boys' hair cannot extend below the bottom of the shirt collar. Only natural colors and highlights. No unusual styles or colors.

**Jewelry, Tattoos**

In moderation; post/plug earrings for girls only; no dangles longer than 1 inch. Please consider daily activity for personal safety. No other facial or body piercing. Students with existing tattoos must have them covered by a sleeve, wrap, bandage, or other covering while attending Mass, out of respect for our older population who attend daily Mass.

**Make-up**

In moderation for girls in grades 7-8.

**Hats, purses, cell  
phones, music  
players or cosmetic  
cases**

None of these items are allowed in the classroom (see Internet/Electronic Devices Policy in student handbook).

**Outerwear, non-  
uniform items**

Students are not permitted to wear nor carry coats, jackets or blankets to or in class unless there is a heat outage in the school. Outerwear must be stored in the student locker.

**Approved Logos and Special Dress Days**



**Out of uniform days:**

Students may wear jeans, sweatpants, skirts, capris, dresses, shorts, athletic shorts/pants and appropriate tops without offensive images or wording. Shorts and skirts should be of an appropriate and modest length. Flip-flops and shoes without a secure back are a safety issue and cannot be worn at school, even on dress down days.

Leggings may be worn only if covered by shorts, a skirt or tunic/dress of an appropriate length (at least to the end of your fingertips when your hands are at your side). No yoga pants.

**Friday Spirit Days - blue and white days:**

Any blue or white top or Valle spirit shirt with uniform bottoms is appropriate. Every Friday is a blue and white day unless otherwise communicated.

**Warrior days:**

Any Valle shirt without uniform bottoms. See “Out of uniform days” for appropriate bottoms.

**Birthdays:**

Students may dress down or up on their birthdays. Please see the dress code for “Out of uniform days” above. If a child has a summer birthday, then he/she may have the out of uniform day on his/her half birthday. If a child’s birthday falls on a weekend, he/she may choose the out of uniform day one day the week before or after his/her birthday.

**Field trips:**

Students may wear jeans, sweat pants, skirts, capris, dresses, shorts, and appropriate tops without offensive images or wording. Final decision rests with the teacher based on the field trip.

**Special events:**

For events that take place in church, girls must cover sleeveless or strapless tops and dresses with a light jacket or shawl. The reason is to show respect in a sacred place.

**Scouts:**

All scouts may wear their pack/troop shirt/vest with uniform bottoms on meeting days.

**Band:** Band shirt/sweatshirt with uniform bottoms is for special band days. Sandals and flip-flops are not appropriate for any out of uniform days.

Spaghetti straps, bare midriffs, low risers, etc. are not appropriate for any out of uniform days. For any activity in church, halter tops, bare midriffs, bare backs, bare shoulders, and short skirts are never acceptable. Strapless dresses and spaghetti straps must always be covered with a light jacket or shawl.

The school administration will serve as the final authority on any questions concerning dress code policy.

## **HEALTH POLICIES**

All Catholic Schools of the Archdiocese of St. Louis shall follow the policies and procedures on communicable diseases established and made known by the Missouri Department of Health. It is unlawful for any student to attend school unless they have been immunized as required under the rules and regulations of the Division of the Public Health Department of Missouri. (4401)

This act does not apply to any child whose parents/guardians state their objection to immunizations for religious reasons in writing and send this statement to school each year, or to any child whose physician sends a statement to school exempting them for medical reasons. An appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school and extracurricular activities when outbreaks of vaccine-preventable diseases occur. Amount of time spent out of school for unimmunized children will depend on the disease itself, but can be up to 21 days per Missouri Law 19 CSR 20-20.030.

Immunizations must be completed before the first day of school. A timeline for immunization requirements is on file in the grade school office.

### **Health Personnel**

The Ste. Genevieve County Health Department assists Valle Catholic Schools with the student health records, health screenings and programs. Certain full-time staff are certified in First Aid, CPR, and AED, as well as Medication Administration trained by the St. Louis Archdiocese nurse partnership with St. Louis Cardinal Glennon Hospital.

### **Health Documents**

As part of the registration process, appropriate medical information will be collected on each student and maintained in a secure area. All students are required to have on file: a completed emergency form, a registration form indicating special needs, immunization records, and a physical exam form.

Students may also have an action/care plan, and/or a medication administration form on file. (4401.2)

### **Physical Examination of Students**

The general practice in the St. Louis Archdiocese is that students have a complete physical examination by a licensed physician or a physician's assistant or nurse practitioner working under a collaborative practice agreement with a licensed physician upon entrance to Kindergarten, 3<sup>rd</sup> grade, 6<sup>th</sup> grade and 9<sup>th</sup> grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. (4401.3)

General health screenings will be provided for the following:

Dental: K – grade 8

Vision, hearing, height and weight: K – grade 3 and grade 7

Scoliosis: Grades 6 and 8

Concussion baseline testing: Grades 5 - 8

Conditions warranting further examination will be referred to the Health Department, which will report any findings to the parent/guardian.

## **Administration of Medication**

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

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix: Physician and Parental Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. written consent of the parent/guardian for school personnel to administer the medication (Appendix: Physician and Parental Consent for Medication Administration);
3. the medication in the original container;
4. proper training of personnel on medication administration. (4401.4)

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the school. Life saving medication should be kept in a secure place, but not locked. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given. (4401.4)

The following medications may be administered by school personnel without parent permission: antibiotic ointment, calamine lotion, hydrocortisone 1%, sunscreen, cough drops and plain petroleum jelly. If, for any reason, a child doesn't have permission to receive one of these medications, please contact the grade school office.

School personnel may not administer the first dose of any medication. A parent may not give permission to administer medication differently than the physician's order. (4401.4)

## **Communicable Diseases**

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. (4401.5)

[https://health.mo.gov/living/families/schoolhealth/pdf/Communicable\\_Disease.pdf](https://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf)

## **Sick Child Policies**

Students becoming ill during the school day will be reported to the office where further actions to be taken will be determined. Any student with an above normal temperature will not be returned to the classroom and must be picked up from school by a parent/guardian. Serious injury to a student will be reported to the health staff and/or the principal's office. Parents/guardians will be notified. A physician's note is required for an excused P.E. class.

- Children must be fever free for 24 hours before returning to school.
- Children must be kept home for at least 48 hours after last diarrhea or vomiting episode.
- Children must be kept home for at least 24 hours after medication for pink eye or strep throat is started.

Parents are asked to frequently check their child's head for head lice. In the event of any indication of the presence of this hair infestation, parents should notify the school and keep the child at home until treatment has been administered. If an infestation is found at school, the parent will be notified. The student will need to be checked by Health authorities before being admitted back into school. Parents should regularly check their child for the presence of lice, scabies, and other serious hair/skin ailments.

## **General Guidelines for Sending a Child Home**

- Child requires more care than staff can provide
- Any child that requires emergency action
- Fever ( $>100.0$  F) or 1 to 2 degrees above child's normal temperature
- Rash with fever
- Rash that has not been evaluated by a physician with a note stating rash is not contagious
- Difficulty breathing (especially an asthmatic not relieved by medication)
- Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- Vomiting at school or stomach cramping with history of vomiting in prior 24 hours
- Diarrhea, lethargy and abdominal cramping
- Mouth sores with inability to control saliva
- Chickenpox or other communicable disease

## **Students with Significant Medical Conditions**

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

## **Reporting Suspected Child abuse**

Valle Catholic Schools abide by the State Child Protection and Reformation Act (CRSMO210) 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.

## **Wellness**

Valle participates in the Individual School Wellness Plan as prescribed by the Archdiocese of St. Louis and directed by law. For complete guidelines consult the school office.

Room parents are directed to avoid high fat and sugar content treats for classroom parties or special events. Offer stickers, pencils, books or book marks, erasers etc. in place of candy treats.

## **SAFETY OF STUDENTS**

Safety of students and staff is a high priority for all staff members, including clerical and maintenance staff, substitute teachers, and volunteers.

To ensure the safety of students, the school takes the following steps:

### **School entrance (6202)**

1. All entrances to the school are secured throughout the school day.
2. The main entrance to the school is equipped with a video/audio or intercom system, monitored by the school staff. Visitors will be identified and permitted entrance to the school electronically.
3. A visitors' badge is provided to all visitors and required to be worn while on school grounds.

4. All classrooms are numbered in such a way that the numbers are visible to first responders from the inside and the outside of the buildings.
5. All classroom doors are fitted with appropriate security locks.
6. All exterior windows on the first floor or any window providing a view of the classroom (i.e., windows in the classroom doors) are covered with blinds, shades, tinting, etc. to prevent a view into the room.
7. Areas of the school facilities that pose potential safety hazards for students are clearly identified as off limits to students, and students are directed not to enter these restricted areas.

#### Equipment and facilities (6202)

1. All maintenance rooms and custodial closets are locked at all times when not in use.
2. All vacant lockers are secured.
3. Student use of school materials and equipment is regulated, and necessary precautions are taken to ensure their safe use. Equipment is kept in good working order.
4. All chemicals and other potentially hazardous equipment and materials used in science or other classes is secured in designated cabinets. Chemicals are stored in appropriate containers, and labeled with information about the contents and handling directions. A current and accurate inventory of chemicals used in science and other classes is documented. Any chemicals that are determined to be unneeded or beyond expiration are disposed of properly.
5. As required by state law, students and teachers in science and other classes use appropriate protective equipment, including industrial quality eye protective devices, when activities involve exposure to hazardous materials or situations. Eye wear is be designated for individual student use. If eye wear is shared, it is cleaned after each use.
6. The use of candles is strictly limited. Fire resistant materials for holiday and special event decorations are used when possible.

#### Training (6202)

1. All administrators, faculty, and staff members participate in active shooter training.
2. On-going training is provided to all students, parents, and staff on the proper procedure for allowing visitors entrance to the school facility.
3. Training that focuses on the location and use of safety equipment and fire extinguishers, and basic first aid materials and procedures is provided to all appropriate personnel.
4. For classes and activities that pose potential safety risks for students, safety rules and procedures have been developed and are communicated to students and their parents. Steps are taken to ensure that these rules and procedures are understood, as are the consequences for failing to follow them.

### **Safety Procedures**

#### **Fire Drill**

Regular fire drills and evacuation drills are required by law and are an important safety requirement. When the first signal sounds it is essential for everyone to obey promptly and clear the building by the prescribed routes as quickly as possible. This will be done in absolute silence. There must be silence on the way out, outside, and on the way back in. Because this could be a life or death situation, anyone setting off a false alarm will automatically be subject to disciplinary action or withdrawal.

#### **Tornado Drill**

When the signal is given the students are to proceed to the designated areas in silence. Students must be in a crouched position covering their heads with their hands.

### **Earthquake Drill**

Students should stay where they are to cover their heads or get under a desk. They are not to run out of the building.

### **Shelter in Place**

When the emergency signal is given students will remain in the classroom. Students should assume a position against the wall with the door, away from the windows. Complete procedures are outlined in the faculty *emergency preparedness manual*.

### **Emergency Dismissal**

Should it become necessary to evacuate the building, The Catholic Church of Ste. Genevieve will offer shelter prior to dismissal. Should that building be unsafe, emergency procedures outlined in the emergency manual that call for evacuation to the Knights of Columbus Hall will be followed. That location is contained, fenced and safe.

### **Building Access**

Building access is restricted during the school day. All visitors must enter through the front doors and report to the office.

All faculty and staff have an *emergency preparedness manual* that specifically outlines emergency procedures and lock-down and shelter-in-place policies. Emergency evacuation and shelter-in-place drills are held throughout the year.

### **Safe Touch**

As a caring Catholic community and as part of our on-going commitment to provide a safe and healthy environment for our children, the Archdiocesan Child Safety Committee has developed a school-based curriculum for grades K-8 that contains practical, helpful information to help children protect themselves from dangers that exist today.

Now that adults who work with our children have participated in the “Protecting God’s Children” program, the next step is to equip our students with the skills necessary for them to participate in their own personal physical safety.

The objective of this curriculum, entitled, “Safe Touch” is to teach our children self-protection skills. Children will learn body safety rules in an age-appropriate and non-threatening manner. This curriculum will be presented by a trained lead teacher/volunteer from our school/parish. It will consist of one class period. Parents will be notified prior to the presentation and materials will be available for review. If a parent feels strongly that their child should not participate, then they must sign an opt-out form to be filed with the school and archdiocese.

## **PRIVACY and INFORMATION ACCESS**

### **Questioning of Students**

Except at the discretion of a caseworker from the Division of Family Services, (as mandated by law) no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present. (4402.2)

## **Media and the School**

Members of the media should be on school property only as invited guests, and will not be allowed to interview students without specific permission or on matters unrelated to the purpose for which they were invited. (4402.3)

## **Maintaining School Privacy**

Valle Catholic Schools understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff. Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing, posting photos to social media, and posting videos to YouTube or similar applications. Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing, posting to social media, and posting videos to YouTube or similar applications.

## **Distribution of Materials/Posters and Mailing Lists**

Posters or notices regarding non-school or non-parish activities will be permitted at the discretion of administration. Any poster must be approved. The school will not distribute information to parents or students about programs, products or services which are available from sources other than the school, parish, or other Catholic agencies and which are not sanctioned by the school without approval by administration. (4402.5)

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies. (4402.6)

## **Student Records and Transfer of Records**

### **Access to Student Records by Parents (4601.2)**

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

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

In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

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

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

#### **Access to Student Records by Others (4601.3)**

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

An individual who is not a school employee has no automatic right to access student records, simply because the person is providing services to the school or its students. Either the individual must be denied access to all student records and information, or expressed written consent of the parent/guardian must be obtained for each student whose record is to be accessed by the individual.

EXCEPTION: In the case of a public school district requesting information in order to verify that a student's family qualifies under Federal economic deprivation guidelines for the purpose of determining the allocation of Federal education funds for the Catholic school, the following information may be released to the district without expressed written consent of the parents:

- the address of a family reported by the Catholic school as living in that district;
- the grade level of the student(s) living in the household; and,
- the economic deprivation status of the household.

#### **Transfer of Records (4601.4)**

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

Requests for record transfers to other schools will not be completed if an outstanding account balance exists. Contact the Parish Center for details. Records will only be transferred to other schools if tuition and any other fees are current and not in arrears.

#### **Guidance Information (4601.5)**

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

### **Release of Student Discipline Information (4601.6)**

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

## **STUDENT, PARENT, COMMUNITY, AND SCHOOL PARTNERSHIP**

### **Responsibilities of the student**

**Attend school to receive an education.** Schools cannot educate students who do not attend school.

**Be on time.** Punctuality is a habit that students must develop if they are to succeed in the world of work.

**Be prepared.** A teacher should not have to delay instruction because a student has come to class without the necessary materials.

**Complete all assignments and meet deadlines.** The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.

**Obey school rules and school personnel.** No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.

**Respect the person and property of others.**

**Respect school property.** Our school is a parish investment and resource for young people. People who damage school property will be held responsible.

**Give parents all school correspondence.** Education is a partnership between home and school. Students must do their part by taking home and giving to parents/guardians all notes, letters, progress reports, etc. sent by the school.

### **Volunteers**

Like other schools, Valle relies heavily on volunteers to help with special duties and fundraising. There is also a great need for volunteers for recess duty, lunch duty and the libraries. All volunteers and parents must have attended the "Protecting God's Children" workshop. To sign up, you must register on the Prevent and Protect St. Louis website at <https://www.preventandprotectstl.org/>. A passcode will be given by the Parish or School.

### **Classroom Parties**

Parent volunteers are asked to assist in the planning of holiday parties or other celebrations/events for the students. Please work with your child's classroom/homeroom teacher or room mom to prepare for any special events celebrated at a particular grade level. Supplies and supervision needs are at the teacher's discretion. Please keep in mind our wellness policies regarding food and drink. Also, check with the teacher to determine if there are any students with dietary restrictions. Any parent who wishes to volunteer at parties, must take the one time Protecting God's Children workshop.

## **Parent Requests for Classroom Assignments**

Classroom assignments will be made based on the best practices of education. Valle employs qualified, dedicated teachers and staff members. Parents are invited to have input describing the educational conditions under which an individual child learns best. It is not necessary for parents to name specific teachers, students or request specific homerooms.

## **Use of Buildings/Facilities**

Parish and school approved activities according to Archdiocesan guidelines must be scheduled through the high school office.

The following concepts will be considered in making decisions related to the use of school buildings in the political process: (6203)

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

Note: "Town Hall" meetings requested by already elected officials may be held on school/parish property as a service to the community. Further guidance regarding the involvement of schools with the political process in light of the church's tax-exempt status is available through the Catholic Education Center.

## **Patron's Club**

All parents with children in Pre-K through grade 12 are automatically members of this organization. Besides sponsoring fund-raising activities that support many of the school's programs, the Patron's Club often serves as a forum for presentations on subjects of interest to parents.

## **School Board**

The Valle Catholic School Board is composed of the Pastor, high school principal, grade school principal and Early Childhood director as ex-officio members, and 9 lay members appointed or elected as stipulated by the constitution. The school board serves in a strictly advisory capacity to the Pastor and is responsible for policy making rather than administrative acts, as stated in the constitution.

## **Sponsors and Partners**

As the operation of Valle Catholic Schools is a part of the Ste. Genevieve Parish mission, all parishioners are encouraged to participate in the voluntary gifting program called “Sponsors and Partners”. Because of the generous contributions of our parish family, many children are able to attend Valle who financially might not be able to do so. For more information contact the Parish Center 883-2731.

## **Release/Authorization Letters**

In an effort to reduce paperwork for Media Authorization, Walking Tour permission slips will be included in each student's permanent record and will remain active throughout the years of attendance at Valle Catholic Schools. If there is a change to any of these forms, please notify the school office.

## **VALLE VOCABULARY**

Over the years the unique culture of this town and school has caused certain words to creep into the vocabulary. This ‘glossary’ may be useful.

**Best Choice and Box Tops:** Do not be alarmed if your neighbors ask if you are saving these. The bar codes from all Best Choice Labels and the pink Box Tops for Education Coupons found on food and paper products are sent in for cash returns that are sent directly to the school.

**CAC:** The Christian Athletic Conference is the controlling organization that organizes athletics in grades K-8. The CAC offers support for many activities – not just athletics.

**The Desert:** This one is sometimes confusing to newcomers. There is no sand, no camels. The vast parking lot behind New Valle (see below) bordered by Jefferson St. on the north and Merchant St. on the south is referred to as the Valle Desert or Desert. You will even see this term in official documents.

**The DuBourg Centre:** The space houses the Early Childhood Development Center for Pre-School, Pre-Kindergarten, the Valle Band room, the Valle Drama Performing Arts space, Valle Weight room, Ste. Genevieve Parish Banquet Center, and the St. Vincent DePaul store.

**Liver Dumplings:** Don’t ask anyone to explain; just know that liver dumplings are a tasty side dish and part of the unique culture of this community.

**New Valle:** It is hard to believe that any building erected in 1954 is still considered ‘new’, but it is. The buff-colored brick building that faces Fourth Street is New Valle. It houses grades K-5 and 9-12.

**Old Valle:** It is the charming stone building next to the church. Old Valle faces DuBourg Street and provides classroom spaces for grades 6-8. It is also called the Middle School.

**Parish Center:** This buff-colored building that faces Fourth Street looks like it is part of New Valle. At one time it was the convent. Now it serves as the parish business office and meeting rooms. There is a Eucharistic adoration chapel in the Parish Center.

**Patron's Club:** All Valle families are members of the Patron's Club. This is the parent/school organization. The Patron's Club offers financial and moral support to the school.

**Scrip:** The parish scrip program is a fundraiser that benefits all. With the purchase of gift cards from major chains or local merchants, the purchaser gets a dollar-for-dollar exchange. The local merchants and major chains offer these cards to the parish at a discount. A portion of the sales go into the general operating budget of the parish and another can be applied toward an elected tuition rebate.

**Valle Athletic Club:** The name is deceiving. The members of this club do not participate in athletic events. They are supporters of high school athletics and other activities. Through their fundraising efforts they are largely responsible for the maintenance of Father John Dempsey Field and Field house and the purchase of uniforms, equipment, and other school activities.

**Valle Auction:** Like all other schools, we have a fundraising dinner auction every spring. Help and donations are greatly appreciated from parents, alumni, friends, and supporters.

**Valle Schools Foundation:** Through annual gifting the Foundation provides significant financial support. The Foundation receives funds from gifts, bequests, estate planning and more. The money from the Foundation for the support of Catholic education helps to keep Valle tuition affordable for all.

## **APPENDIX**

Appendix 1

***Witness Statement for Those Whose Children Attend Catholic Education Programs***

Appendix 2

***Witness Statement: Called to Be Catholic Students***

Appendix 3

***Emergency Information/Authorization Record***

Appendix 4

***Authorization for the Release of Student Discipline Information***

Appendix 5

***Physician and Parental Consent for Medication Administration***

Appendix 6

***Media Authorization Form***

Appendix 7

***Request for Student Records***

Appendix 8

***Authorization to Exchange Information Regarding Title I Services***

Appendix 9

***Authorization for Release of Disabilities Census Information***

Appendix 10

***Permission Form for Field Trip Participation***

Appendix 11

***Authorization to Exchange Information Regarding Special Needs***

Appendix 12

***Valle Catholic Grade School Technology Handbook and Usage Agreement***

## *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 the teachings of the Church and help my children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in the faith.
- Commit to speak frequently with my children about God and to include prayer in our daily home life;
- Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;

- Teach my children by word and example to have a love and concern for the needs of others;
- Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion.
- Practice stewardship in support of the school and parish.

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

\_\_\_\_\_

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

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

Signature of the pastor/Administrator \_\_\_\_\_

Date \_\_\_\_\_



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

**Guidelines for application**

*The witness statements for students who attend Catholic Schools and Parish Schools of Religion are intended to help strengthen the Catholic Identity of these programs, in conjunction with the witness statements for parents/guardians and for educators. They call forth and celebrate the emerging Catholic identity of the students, leading to growth in awareness and commitment. They could be adapted and incorporated into the life of the Catholic school and PSR in a variety of ways. Following are some suggestions:*

1. Age appropriate education should precede the implementation of the witness statements, explaining the beliefs/promises and their implications. This includes all teachers, not just religion teachers.
2. Each school/parish school of religion may supplement the witness statements for their particular situation, or have students personalize them with additional promises. When adapted for non-Catholic students, the fullness of the Catholic witness statement for Catholic students should not be compromised.
3. Children of each age level could proclaim the witness statements at morning prayer or at special all school Eucharistic celebrations, such as the patronal feast of the parish/school, vocation week, Thanksgiving, Catholic Schools Week, etc.
4. The witness statements could be linked to the school/PSR theme for the year and posters of the witness statements could be printed and hung in classrooms and/or hallways.
5. Copies of the witness statements could be given to each student to keep, and short versions could be printed for students to wear or carry on cards, buttons or bookmarks.
6. The witness statements could be explained at parent meetings, included in the student/parent handbook, and posted on the school/parish website.
7. An option could be to have students and parents sign the student witness statement.





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

**PRE-KINDERGARTEN AND KINDERGARTEN**

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

**GOD LOVES ME.  
I LOVE GOD.**

**GOD MADE EVERYTHING GOOD.  
I WILL PRAISE AND THANK GOD.**

**GOD MADE ME SPECIAL.  
I WILL ACT AS A CHILD OF GOD.**

**GOD MADE ME PART OF HIS FAMILY.  
I WILL BE KIND TO ALL OF GOD'S FAMILY.**





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

**GRADES 1-2**

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

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.





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

**GRADES 3-4-5**

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

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.





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

**GRADES 6-7-8**

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

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE. • WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND PARISH A BETTER PLACE.



*Emergency Information/Authorization Record***Emergency Information/Authorization Record**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Grade: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell phone: \_\_\_\_\_ Pager #: \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_ Student's SS# \_\_\_\_\_

Preference on which parent to call first: Mother \_\_\_\_\_ Father \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Siblings: 1) \_\_\_\_\_ Grade \_\_\_\_\_

2) \_\_\_\_\_ Grade \_\_\_\_\_

3) \_\_\_\_\_ Grade \_\_\_\_\_

4) \_\_\_\_\_ Grade \_\_\_\_\_

In case of illness and parent cannot pick up student from school, parents must give telephone permission for person(s) listed below to pick up child:

1. \_\_\_\_\_  
(Name) (relationship) (phone number)

2. \_\_\_\_\_  
(Name) (relationship) (phone number)

*(front)*

In case of emergency and parents are not available, contact:

1. \_\_\_\_\_  
(Name) (relationship) (phone number)

2. \_\_\_\_\_  
(Name) (relationship) (phone number)

Physician's Name: \_\_\_\_\_ Number: \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Number: \_\_\_\_\_

Hospital preference: \_\_\_\_\_

Medical Conditions of Student:

☐ Allergies ☐ Asthma ☐ Diabetes ☐ Seizures  
☐ Heart Problems ☐ Taking Medications ☐ Recurring Illness ☐ Other:

Explain:

\_\_\_\_\_  
\_\_\_\_\_

In case of accident or serious illness, and we and the people I designated are unable to be reached, I hereby authorize the school to call the physician listed and to follow his instructions. If this physician is unable to be contacted, the school may make whatever arrangements are deemed necessary.

\_\_\_\_\_  
(parent/guardian signature) (print name) (date)

*(back)*

**Authorization for Release of Student Discipline Information**

The undersigned hereby authorize(s) and request(s) \_\_\_\_\_  
[Name of School]

School to forward to the registrar of \_\_\_\_\_ School/District  
[Recipient School]

or to \_\_\_\_\_ located at \_\_\_\_\_  
[Other Person or Entity] [Address]

\_\_\_\_\_ the discipline information pertaining to  
[City, State, Zip Code]

\_\_\_\_\_  
[Student Name]

In consideration of the School forwarding the information requested herein, the undersigned hereby releases and holds harmless the School, the Archdiocese of St. Louis, and any of their employees, agents or representatives from any liability that may arise from the release of the information released pursuant to this Authorization.

NOTE: If the student identified is 18 years old or older on the date of this authorization and still enrolled in the school, BOTH the student and the parents are required to authorize release of this information. If the student is 18 years old or older and no longer enrolled in the school, the student has the sole right to authorize or withhold release of this information; however, the school following its established policy may choose to withhold the transfer of information if there is an unpaid tuition balance.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
Signature of 18 Year Old Student

\_\_\_\_\_  
Printed Name of 18-Year-Old Student

\_\_\_\_\_  
Date of Authorization

## APPENDIX 5

### Authorization for Medication Administration in School

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

#### TO BE COMPLETED BY PRESCRIBING PHYSICIAN

Medication: Prescription ☐ Over the Counter ☐

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time(s) to Be Taken</u>
_____	_____	_____	_____

Diagnosis or reason for medication: \_\_\_\_\_

If given PRN, specify the **minimum** length of time between doses: \_\_\_\_\_

Possible medication side effects: \_\_\_\_\_

Restrictions or Special Instructions: \_\_\_\_\_

I request and authorize the above-named student be administered the above medication in accordance with the instructions indicated above from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed current school year).  
(date) (date)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Name (please print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Physician's Signature

**OFFICE  
STAMP:**



---

#### TO BE COMPLETED BY THE PARENT / GUARDIAN

- ☐ I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.
- ☐ I understand and acknowledge that any medication administered to my child during school will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.
- ☐ All medication supplied must be brought to school in its **original container** with instructions as noted above by the physician.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

**Please ask the pharmacist for an extra-labeled bottle for school. Thank you!**



## MEDIA AUTHORIZATION FORM

For marketing and publicity purposes, there may be times when the school / parish / archdiocese wishes to use your and/or your child/ren's image, name, recording, or academic work in various media for marketing and/or publicity purposes. You may choose the appropriate level(s) of authorization. For your convenience, this one form covers all members of your family on one form.

### LEVELS OF AUTHORIZATION

**Archdiocese of St. Louis:** I grant permission to use my or my child/ren's image, name, recording, or academic work in communications that include, but are not limited to, archstl.org, *St. Louis Review*, *Catholic St. Louis* magazine, archdiocesan social media, and any publication(s) by agencies administered by the Archdiocese of St. Louis.

☐ Yes ☐ No

**Parish/School:** I grant permission to use my or my child/ren's image, name, recording, or academic work in communications that include, but are not limited to, parish bulletin, school newsletter, student newspaper, admission videos, parish/school website and social media.

☐ Yes ☐ No

**Sponsoring organizations:** I grant permission to use my or my child/ren's image, name, recording, or academic work in websites, videos, and publications created by independent foundations and corporations that support Catholic education but are not legally connected to the Archdiocese of St. Louis, including, but not limited to, Today and Tomorrow Educational Foundation, Roman Catholic Foundation of Eastern Missouri, Access Academies, English Tutoring Project, and United Way.

☐ Yes ☐ No

**Secular media outlets:** I grant permission to use my or my child/ren's image, name, recording, or academic work in secular media communications including, but not limited to, print, radio, TV and internet (Examples: *St. Louis Post-Dispatch*, KMOX radio, and KSDK-TV).

☐ Yes ☐ No

### FAMILY AUTHORIZATION (Please print clearly.)

Full Name:
Phone:
Email:
School Name:
Parish (if applicable):
Parent 1 Name:
Parent 2 Name:

Child/ren's Name/s:	Grade:	Age:

Parent / Legal Guardian Signature:	Date:
Notes (for staff only):	

***Request for Student Records*****STUDENT INFORMATION**

DATE OF REQUEST \_\_\_\_\_

STUDENT LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME/INITIAL \_\_\_\_\_ GRADE \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH - CITY \_\_\_\_\_ STATE \_\_\_\_\_

CURRENT ADDRESS - STREET NUMBER AND NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**PARENT / LEGAL GUARDIAN INFORMATION (SEE NOTE)**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

CURRENT ADDRESS - STREET NUMBER AND NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

CURRENT ADDRESS - STREET NUMBER AND NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

I/WE HEREBY REQUEST THAT RECORDS FOR THE STUDENT IDENTIFIED ABOVE BE PROVIDED TO THE SCHOOL IDENTIFIED BELOW. I CERTIFY THAT AS PARENT/LEGAL GUARDIAN AND/OR STUDENT, I HAVE THE LEGAL RIGHT TO AUTHORIZE THE RELEASE OF THIS INFORMATION. NOTE: THE AUTHORIZATION OF BOTH THE PARENT/GUARDIAN AND THE STUDENT ARE REQUIRED FOR A CURRENTLY ENROLLED STUDENT WHO IS 18 YEARS OLD OR OLDER. A PERSON WHO IS 18 YEARS OLD OR OLDER AND NO LONGER ATTENDING THE SCHOOL HAS THE SOLE RIGHT TO AUTHORIZE RELEASE OF RECORDS.

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**THE RECORDS REQUESTED INCLUDE THE FOLLOWING:**

- CUMULATIVE RECORD OF GRADES, ATTENDANCE, AND STANDARDIZED TEST SCORES
- SPECIAL NEEDS EVALUATION, DIAGNOSTIC REPORT, AND CURRENT PRESCRIPTIONS FOR ADJUSTMENTS
- IMMUNIZATION RECORD, VISION AND HEARING SCREENING, AND SPECIAL HEALTH CARE NEED INFORMATION

**RECORDS REQUESTED FROM:**

SCHOOL NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**SEND RECORDS TO:**

SCHOOL NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**THE SCHOOL, FOLLOWING ITS ESTABLISHED POLICY, MAY WITHHOLD THE TRANSFER OF INFORMATION IF THERE IS AN UNPAID TUITION BALANCE OR OTHER FINANCIAL OBLIGATION.**

### *Identifying Students Eligible for Title I Services*

Policies regarding the release of and access to student records apply to the release of student information or records to other schools, agencies, and individuals who are not custodial parents.

Only school personnel with a legitimate reason may have access to a student's records without specific written permission of the custodial parent(s). In general, this includes the principal, other school administrators, the school counselor, learning consultant or resource teacher, the student's classroom teachers, and staff members responsible for updating and maintaining student records and files.

Employees of private or public agencies, such as Title I teachers, or self-employed individuals, such as private consultants and counselors, do not have an automatic right of access to student information, even though they may be providing services to students. Archdiocesan policies require that schools obtain parental permission when any individual not directly employed by the school or any other school or agency requests copies of student records or access to student information. (Note: The release of information and records requested by a court subpoena does not require parental permission.)

A by-pass corporation with a contract from the U.S. Department of Education provides Title I services to students who attend many of the schools in the Archdiocese. For other schools, Title I services are provided by the public school district in which the students live.

Eligibility for Title I services is determined by a review of standardized test and classroom performance in reading, mathematics, and language. This review must be done by school personnel, using the criteria provided by the by-pass contractor or the local public school district. Once school personnel identify eligible students, the school will need to obtain written parental permission, in order to provide this information to the by-pass contractor or the local public school district on a Title I referral form.

A sample permission form is enclosed that includes an explanation for parents about the Title I services. This permission will also allow Title I teachers to have on-going access to information on the students they are serving.

## ***Sample Title Release Form***

Dear Parents,

After reviewing your child's school records and classroom performance, we have determined that your child may be eligible to receive educational services through Title I. This is a federally funded program designed to provide additional academic support in the areas of mathematics, reading, and language.

Your permission is required in order to provide eligibility information to the agency that provides Title I services for students in our school. Please complete the form below, and return it within the next five school days. If you have any questions, please contact me.

Principal

### ***Authorization to Exchange Information Regarding Title I Services***

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

As parent(s)/legal guardian(s) of the student identified above, I (we) authorize that:

the school may provide copies of student records to the Title I agency for the purpose of determining eligibility for services; and if eligible,

the school may provide and the Title I teacher/agency may have access to my child's record of school performance; and,

the school and Title I teacher/agency may exchange other pertinent information required for planning or monitoring progress in school and the Title I program.

This authorization shall continue for the duration that my child is eligible for Title I services or until I/we notify the school that we withdraw this permission.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address / City / State / Zip

### *Annual Disabilities Census*

Under federal law, public school districts are required to conduct an annual census of students who are suspected of having or who have been diagnosed with a disability. The purpose is to identify the number of students eligible for services. That number is the basis for allocating federal funds to states and districts for special education services. In Missouri, ONLY those federal funds (IDEA Part B) are used to provide special education services to students who attend private and religious schools.

The "official" date of the annual census is December 1st. During October and November, public school districts send the disabilities census request to all private and religious schools located in their districts.

The census seeks to obtain identifying information about the following categories:

1. students diagnosed with a disability by the public school district and currently receiving special education services from the public school district;
2. students diagnosed with a disability by the public school district, but NOT currently receiving special education services from the public school district;
3. students diagnosed with a disability by some other individual or agency and NOT currently receiving services from the public school district;
4. students suspected of having a disability, but not yet diagnosed by any individual, agency or district.

Release of any and all information for the census requires parental permission, including those students who were diagnosed by a public school district or the Special School District. For all students diagnosed with disabilities by the public school district, there should already be a form signed by parents giving permission to exchange information with the district. In such cases, census information for these students may be included on the form without any additional parent permission.

For students diagnosed by a private individual or agency, those not yet diagnosed, or those diagnosed by the public school district but for whom the school has no signed release, parent permission is required. Parents may withhold their permission, and if they do, the student's name and other information CANNOT be included on the census form.

The sample release form allows the school to provide both the demographic information requested and the diagnostic report, if required. Make copies on school letterhead of this form and explanation for collecting the information.

In order to provide the annual census information, parent permission is only required once as long as the student attends your school. Therefore, it should only be necessary to obtain parent permission for those students new to your school each year or who are being evaluated and diagnosed for the first time.

Census information should be sent to the public school district that provides the student with special education services. Parent permission forms should be kept in the student's file.

## ***Annual Disabilities Census Release Form***

State and federal laws require that public school districts conduct an annual census of students with diagnosed and suspected disabilities who attend private and parochial schools. The purpose of this census is to identify the number of students who are eligible for special education services.

This information is used each year to determine the amount of money that will be available for special education services to children who attend private and parochial schools. Therefore, it is important that all children with diagnosed or suspected disabilities be identified, even if they do not make use of the public school services. This information is kept confidential and only used for purposes of this census.

Permission of parent or guardian is required in order to release disabilities census information to public school districts. The following information is required for the disabilities census:

student name, date of birth, and age  
parent/guardian name and address  
type of disability  
services provided to the student

If the student's disability was diagnosed by a private individual or agency other than the public school district, it must be determined if the diagnosis meets federal and state guidelines. In order to do this, the evaluation and diagnostic report must also be provided to the public school district for their review.

Your signature on the form below will allow this information to be included in the disabilities census for the public school district in which you reside.

### ***Authorization for Release of Disabilities Census Information***

The undersigned parent(s)/legal guardian(s) of \_\_\_\_\_(student) authorize  
\_\_\_\_\_(school name) to release the above information required for the annual  
disabilities census to the public school district in which we live, each year that my student attends this school.

\_\_\_\_\_  
(PARENT SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PARENT NAME - PRINT)

### *Field Trip Permission Form*

Dear Parent/Guardian:

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

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

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

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

\_\_\_\_\_  
(PRINT PARENT/GUARDIAN NAME)

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE) DATE

Please return this entire form by \_\_\_\_\_.

***Authorization to Exchange Information  
Regarding Special Needs***

**(SCHOOL NAME)**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

As parent(s)/legal guardian(s) of the student identified above, I (we) authorize that:

(name of specialist or agency) release a copy of my/our child's evaluation report, IEP/ISP or similar plan, and/or other pertinent information concerning my/our child's special need to the school named above.

(name of specialist or agency) request and the school provide information required for diagnostic evaluation, educational planning, or monitoring progress.

the school request and (name of Specialist or agency) provide information required for educational planning or monitoring progress; and

a representative of the school participates in evaluation or IEP/ISP and or similar conferences.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
Date

Name of specialist or agency \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## APPENDIX 12

### Valle Catholic Schools Technology Handbook and Usage Agreement 2023-24 School Year

#### Rationale

Technology is an essential educational tool, and its use must be grounded in the values and mission of Catholic education.

#### Caring for your Chromebook

Students are responsible for the care of the issued device, the network, and classroom devices. Any equipment failures are to be reported to the director of technology immediately. **An assessment of damages to Chromebooks and cords will be made and parents charged the cost of repair.**

#### General Guidelines for Use and Care

1. No food or drink should be used close to the device.
2. Chargers and other external devices should be plugged in carefully.
3. While not in use and while being transported the Chromebook should be in its provided case. Devices outside of the case in inappropriate areas will result in disciplinary action.
4. No decorations, stickers, or markings are allowed on school devices or cases.
5. Devices should never be left unsupervised. Unattended school devices will be confiscated by staff, returned to the student (when possible) and discipline will be administered.
6. **Lost/Stolen devices must be replaced at cost to the family and may result in disciplinary action.**
7. Device batteries should be fully charged at the beginning of each school day. An uncharged device may result in disciplinary action.
8. Special attention should be given to screen care:
  - a. Avoid precarious placement that could result in a fall—screen breakages are often the result of mishandling.
  - b. Do not lean or lay on closed devices.
  - c. Do not place items on your device, such as books or bags.
  - d. It is not a touch screen, fingers and hands should not be placed on the screen.
  - e. Please ensure that nothing is trapped between the keyboard and screen when closing the lid.
  - f. Gently clean the screen with a soft, dry cloth. Do not spray any liquid cleaners on the screen. Significant issues can be brought to the technology director.

## **School Use of Devices**

Your Chromebook and charger should be with you each day, all day, unless otherwise instructed by your teacher or administrator. You will be required to use your Chromebook in class to access schedules, receive communications, and more.

1. If you do not have your Chromebook, you may be able to acquire a loaned unit for a day. Students who fail to bring their Chromebook to school may be subject to disciplinary action. Any device loaned to a student **MUST BE RETURNED** by 3:00 P.M. on the day it was checked out.
2. In the case of device failure and warranty repair, a loaner device will be issued. Loaned devices must be returned by 3:00 P.M. unless otherwise arranged.
3. Chromebooks should be fully charged each day. Charging stations and outlets may be available if a Chromebook needs charging throughout the day.
4. Desktops and screensavers will conform to Valle's standards under all circumstances. Anything deemed inappropriate by faculty or staff will result in disciplinary action.
5. **ONLY** valleschools.org accounts are to be used on student devices. Any student logged on to their Chromebook under a non-Valle account may be subject to disciplinary action.
6. Students will have access to printers, but may only print when instructed by their teacher.
7. Sound should be muted at all times unless instructed otherwise. Students are encouraged to keep a pair of in-ear ("earbud") headphones for use if sound is needed. No over-the ear headphones are permitted.

## **Software and Data**

1. Only the installed software on the device is allowed. Attempts to install other software or unapproved software may result in disciplinary action.
2. Additional software may be installed on an as-needed basis by the technology department. This process will be mostly automatic. Students should not attempt to install software on their own. Games, downloaded files, or other unapproved materials, if discovered on the device, may be removed and discipline may result.
3. If the software becomes irrevocably damaged, a complete reformat will be performed. Most data should be safe, but Valle will not be responsible for lost data in this scenario. Back up all work!

## **Acceptable Use Policies**

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. Use should be consistent with the values, morality, and teaching of Valle Catholic Schools, the Ste. Genevieve Parish, and the St. Louis Archdiocese.
3. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. Access to personal email, messaging, or social media is prohibited unless otherwise authorized.
4. Users should not use the Internet, e-mail or other technology for the purpose of transmitting obscene, inappropriate, or bullying messages, images, etc. Bullying of any kind, no matter the circumstance, will result in disciplinary action.
5. Users will not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music.
6. Users will not use the Internet, e-mail or other technology for the purpose of plagiarism or academic dishonesty.

7. Users will not attempt to gain access to resources belonging to others. This includes: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Valle and legal standards.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards. Devices can be inspected at any time and actions taken to resolve problems without consultation.
9. The student understands that their internet and computer use is not private and can be monitored for compliance at all times while on the school's network, device, and property. Parents and guardians are responsible for monitoring usage while at home.
10. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
11. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.
12. "Acceptable use" can be determined by administration, faculty, or staff on an as-needed basis, potentially covering areas and behaviors not specifically mentioned in this document.

Academic dishonesty encompasses any action that compromises the integrity of the learning process, misrepresents individual achievement, or violates the trust of teachers and fellow students. This includes, but is not limited to, plagiarism, cheating, unauthorized assistance, and using AI inappropriately.

### **Academic Dishonesty involving AI**

The academic integrity of our school is of utmost importance to foster a fair and equitable learning environment for all students. With the advancement of technology, including Artificial Intelligence (AI), it is necessary to establish guidelines to ensure that students use AI tools responsibly and ethically. This policy aims to outline the expectations for students when using AI in their academic work and to emphasize the importance of originality and honesty in all aspects of their learning.

#### **Definition of AI in Academics:**

For the purpose of this policy, AI refers to any software, algorithm, or tool that is capable of processing data, interpreting information, and generating responses or outputs that can assist students in their academic assignments and assessments. This includes, but is not limited to, language models, text generators, question-answering systems, and automated content creation tools.

#### **Acceptable Use of Artificial Intelligence (AI):**

1. Familiarization: Students are encouraged to become familiar with AI technology and its potential applications in their studies under the guidance of their teachers.
2. Learning Purposes: Each individual teacher will determine the extent to which AI is allowed for class/coursework. If the teacher allows the use of AI, students may use AI tools as part of their learning experience to gain insights, understand concepts, and improve their knowledge in subjects. However, the use of AI should be supplementary and not a replacement for genuine learning and critical thinking.
3. Collaboration: Students may work collaboratively with AI tools, provided that the final work presented is a result of their own understanding and effort.
4. Citing Sources: If students use AI-generated content or information from AI tools, they must appropriately cite the source and acknowledge the use of AI-generated work to maintain academic honesty.

#### Unacceptable Use of AI:

1. **Plagiarism:** Submitting AI-generated content, whether directly or with minimal modifications, as one's own work without proper attribution is considered plagiarism and is strictly prohibited.
2. **Cheating:** Using AI tools to access unauthorized information or answers during tests, quizzes, or examinations is considered cheating and will result in disciplinary action.
3. **Unauthorized Assistance:** Employing AI tools in assignments or assessments where their use is explicitly disallowed by the teacher is considered a breach of academic integrity.
4. **Creating or Sharing Unauthorized AI:** Students are not allowed to develop, share, or use AI tools specifically designed to facilitate academic dishonesty, such as generating fake citations or altering plagiarism-detection systems.

#### Consequences of Violations:

Violations of this policy will be taken seriously and may result in one or more of the following consequences:

- A warning and counseling session about academic integrity.
- Loss of credit for the assignment or assessment in question.
- A grade penalty, depending on the severity of the offense.
- Parent/guardian notification.
- Referral to school administration for further disciplinary action.

## Valle Catholic Grade School Student/Parent Technology Agreement /2023-2024 School Year

### For Students:

I have read and understand Valle Catholic School's Technology Acceptable Use Policy and agree to follow all stated rules. I understand that if I break any of the rules or misuse technology resources, I will be subject to disciplinary action and potential revocation of network and device access. I also understand that I will have to pay for any damage I may cause.

**Student Name:**

**Grade:**

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:**

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

### For Parents/Guardians:

I have read Valle Catholic School's Technology Acceptable Use Policy and discussed it with my child. I understand violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of my child's access to the school's technology resources.

I understand that my child's technology usage is not private and the school reserves the right to monitor my child's use of technology resources on school devices or property. I consent to the school's access to all communications sent, received or stored by my child while using the school's technology resources, knowing that Valle Schools is attempting to provide the safest computing environment possible. I take responsibility for use at home.

I agree to be responsible for any unauthorized costs arising from my child's use of the school's technology resources. I agree to be responsible for any damages incurred by my child.

**Parent Name:**

\_\_\_\_\_

**Parent Signature:**

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

### **Student/Parent Handbook Disclaimer Statement**

This Student/Parent Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

### **Student/Parent Acknowledgement**

This is to acknowledge that we have received and reviewed the 2023-24 Valle Catholic Grade School Student/Parent Handbook with our children.

\_\_\_\_\_ **Parent Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Parent Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Student(s) Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Student(s) Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Student(s) Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Student(s) Signature** \_\_\_\_\_ **Date**