

# **St. Gabriel the Archangel School**

Parent Handbook  
Revised 2020



## **Policies and Procedures**

For St. Gabriel the Archangel School  
4711 Tamm Avenue  
St. Louis, Missouri 63109  
314-353-1229

[www.stgabschool.org](http://www.stgabschool.org)

**Archdiocese of St. Louis**

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**DISCLAIMER**

This Parent Handbook contains established policies and procedures for the 2019-2020 school year. Since it is not possible for this Handbook to address every situation that may arise during a school year, the 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.

## Prayer for Parents

**O, God, make me a better parent.**

**Help me to understand my children, to listen patiently to what they have to say and to respond to their questions kindly.**

**Keep me from interrupting them, talking back to them and contradicting them.**

**Make me as courteous to them as I would have them be to me.**

**Give me the courage to confess my sins against my children and ask them for forgiveness when I know I have done wrong.**

**May I not vainly hurt the feelings of my children.**

**Forbid that I should laugh at their mistakes, or resort to shame and ridicule as punishment.**

**Let me not tempt a child to lie or steal.**

**Guide me hour by hour that I may demonstrate by all I say and do that honesty produces happiness.**

**Reduce, I pray, the meanness in me. May I cease nagging; and when I am out of sorts, help me, O Lord, to hold my tongue.**

**Blind me to the little errors of my children and help me to see the good things they do.**

**Give me a ready word for honest praise.**

**Let me not expect my children to have the judgment of adults.**

**Do not allow me to rob them of the opportunity to wait upon themselves, to think, to choose, to make their own decisions and face the consequences of their choices.**

**Give me the courage to withhold a privilege which I know will do them harm.**

**Make me so fair and just, so considerate and companionable that they will have genuine esteem for me.**

**Let me be loved and worthy of imitation by my children.**

**Finally, Lord, give me calm and poise and self-control.**

**Through Christ, our Lord, Amen.**

## **PHILOSOPHY OF CATHOLIC EDUCATION IN THE ARCHDIOCESE OF ST. LOUIS**

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

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

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

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

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

(Archdiocesan Policy #1100)

**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.

**Parent Witness Statement**

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 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.

### **MISSION STATEMENT**

St. Gabriel the Archangel School seeks to provide excellence in elementary education (K-8). As part of St. Gabriel the Archangel Parish, we strive to enrich our students spiritually and academically so they will be, like our patron saint, messengers of the Good News wherever they go.

### **PHILOSOPHY OF ST. GABRIEL THE ARCHANGEL SCHOOL**

We, the St. Gabriel School community, strive to develop and deepen our knowledge and love of God. We dedicate ourselves to academic excellence and provide students the means to attain it.

Recognizing parents as the primary educators, we work together to foster the full potential of each student...spiritually, emotionally, aesthetically, physically, and socially.

In so doing we...

- foster Catholic values by offering faith building experiences in knowledge, prayer, service, and liturgy;
- encourage students to practice stewardship by returning time and talent to their parish and community;
- devote a variety of resources to serve students with special academic needs;
- create and uphold an atmosphere of honesty, dignity, self-discipline, belonging, and tolerance of individual differences;
- cultivate the whole person both during and after school by providing students opportunities in art, music, athletics, scouting, and other pursuits.

Believing this philosophy, we hope to enrich our students so they will be, like our patron saint, messengers of the Good News wherever they go.



**ST. GABRIEL THE ARCHANGEL SCHOOL  
FACULTY AND STAFF  
2020-2021**

<b><u>Teacher's Name</u></b>	<b><u>Grade Level</u></b>
Mrs. Jill Croft	KC
Mrs. Andrea Laposha	KL
Mrs. Jennifer Pollihan	KP
Ms. Elizabeth Chambers	1C
Ms. Michelle Krajacic	1K
Ms. Robin Mills	1M
Ms. Elizabeth Mitchell	2E
Mrs. Stephanie O'Dekirk	2O
Mrs. Barbara Belcher	3B
Mr. Glenn Grothaus	3G
Mrs. Erin Puzzella	3P
Mrs. Stephanie Minor	4M
Mrs. Megan Potts	4P
Ms. Jenn Schmitt	4S
Mrs. Ashlee Glass	5A
Mrs. Catharine Golomski	5G
Ms. Gloria Seper	5S
Mrs. Robyn Doenges	6D
Mr. Bryan Jones	6J
Miss Virginia Mahfood	6M
Mrs. Katie Adams	7A
Mr. Greg Buechter	7B
Mrs. Laurie Evans	7E
Mrs. Mary Scheipeter	8M
Mrs. Jennifer Ronshausen	8R
Mrs. Lisa Slama	8S
Mrs. Susan Heins	Literacy Coordinator
Mrs. Debbe DaLay	Coord. of Religious Ed.
Mrs. Anne Pingel	Tech. Director
Mrs. Rosie Abramczyk	Art
Mrs. Linda Morris	P.E.
Mrs. Molly Seiler	Music
Ms. Jule Panus	STEM Coordinator
Mrs. Elaine Favazza	Learning Consultant
Mrs. Danise Baker	Instructional Assistant
Mrs. Kellie Postawko	Instructional Assistant
Mrs. Fran Boyer	Instructional Assistant
Mrs. Michelle Keim	Counselor
Sr. Gail Buckman	Band Director
Mrs. Melissa Ciegel	School Nurse

## **FACULTY AND STAFF (Continued)**

Mrs. Tonya McEnery	Principal
Dr. Daniel Winkeler	Assistant Principal
Mrs. Gail Italiano	Secretary

## **RECTORY STAFF**

Msgr. John Shamleffer	Pastor
Fr. Mark Madden	Associate Pastor
Mrs. Joan Miller	Parish Accountant
Ms. Eileen Garavaglia	Parish Secretary
Miss Mary Beth Wittry	Parish Music Director
Mrs. Judy Hunter	Parish Nurse

## **MAINTENANCE STAFF**

Mr. Mike Pingel	Maintenance Manager
Mr. Todd Hoffmann	Maintenance

## **PARISH BOARD OF EDUCATION**

<b>PRESIDENT:</b>	Patrick McGinnis	910-7019	pmcginnis@gmail.com
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<b>SECRETARY:</b>	Jennifer Heithaus	324-1375	heithaus@gmail.com

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## **BOARD OF EDUCATION POLICIES**

### **ADMISSIONS POLICY OF ST. GABRIEL THE ARCHANGEL SCHOOL**

#### **PHILOSOPHY**

The St. Gabriel the Archangel School Admissions Policy should first and always reflect the teachings of the Catholic Church. St. Gabriel is a parish school mindful of striving to meet the needs of all its school families, for we all share the oneness of Christ. All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. (Archdiocesan Policy #4101)

#### **DEFINITIONS**

**PARISHIONER:** is a family not restricted to residing within St. Gabriel the Archangel Parish territorial boundary, but has been accepted by the Pastor as registered member of St. Gabriel Parish.

**NON-PARISHIONER:** is a family who has not been accepted by the Pastor as a registered member of St. Gabriel Parish. Non-Parishioners can be further separated into the following groups:

1. **CATHOLIC NON-PARISHIONER:** a family who is a member of a different Catholic parish.
2. **RCIA PARTICIPANT:** a family who is in, or has agreed to enroll in St. Gabriel Parish RCIA program.
3. a. **CHRISTIAN RESIDENT:** a Christian family who resides within St. Gabriel Parish boundaries.

b. **CHRISTIAN NON-RESIDENT:** a Christian family who does not reside within St. Gabriel Parish boundaries.

4. a. **NON-CHRISTIAN RESIDENT:** is a family who is not a member of a Christian church, but resides within St. Gabriel Parish boundaries.

b. **NON-CHRISTIAN NON-RESIDENT:** is a family who is not a member of a Christian church and does not reside within St. Gabriel Parish boundaries.

#### **NOTICE**

No student who has been suspended from a public school or withdrawn for cause from a parochial or private school will be considered for admission to St. Gabriel School.

#### **CLASS SIZE**

When considering admission of Non-Parishioner students, efforts should be made to limit class size to the optimum number, not the maximum number. The optimum class size for Kindergarten through Eighth Grade is 22 students per room and the maximum size is 25 students. The number of the homerooms is at the discretion of the Principal, within the confines of the physical limitations of the building. It is paramount that registration be completed in a timely fashion, so as to have accurate class size numbers

for arranging homerooms. The administration may decide on the best utilization of classroom space, based on academic needs, when more than one grade approaches the maximum size. In the interest of keeping school families intact, the maximum number may exceed 25 students at the discretion of the administration.

**REGISTRATION**

Registration will open for current families on the last Sunday of January. Open Enrollment for new families will begin following registration for current families. A registration fee will be set by the Board of Education each year. To encourage early registration, fees may increase after April 1st.

**PARISHIONERS AND NON-PARISHIONERS**

Children of parents and legal guardians who are Parishioners of St. Gabriel Parish shall be given preference over all other children for admission, as qualified in the list of admission priorities.

Before admission to St. Gabriel School is allowed from another school, a letter of recommendation from the previous parish and a copy of the report card must be provided to the school with pre-registration. This form letter is given to the family at the time of school registration. A meeting with the Pastor/Principal is required for admission to the school.

**FINANCIAL OBLIGATION TO THE SCHOOL**

- a. The Principal shall publish the approved schedule of tuition and fees for the following school year as early as possible. The Parish Accountant shall monitor collection of outstanding tuition and fees. Parishioners who are unable to pay the scheduled tuition should contact the School Principal and/or Parish Pastor to develop a reduced schedule of tuition in accordance with their means.
- b. All Non-Parishioner families are expected to pay the full tuition and fees plus an out-of-parish fee for each student they have attending St. Gabriel School.
- c. Any fees applying to special programs, such as Band or Gabriel Club, that are uncollected by the last day of school prohibits a student from participating in that program the following year until such fees are paid.
- d. The following chart will outline the payment options and the dates that payments are due.

<b>Annual Payment</b>	<b>Semi-Annual Payment</b>	<b>Electronic Withdrawal</b>
Pay in full by July 15	Pay half by July 15 and half on December 15	Pay in eleven monthly installments from July thru May. (plus annual fee set by FACTS Tuition Management)

Tuition can be prepaid at any time.

If tuition or other school fees are due and owed for the current or past academic year, the grades of the students shall not be released, unless the person responsible for payment has reached an agreement with the Pastor or his

representative on the payment of the balance due. On-line grades will be disabled and report cards will be held in the school office at the end of the second trimester or any following trimesters, until compliance has been met or arranged. Transcripts for students of families who are delinquent will not be issued at any time without written authorization from the Pastor.

Families who are delinquent on tuition, registration or other fees from the current school year will not be allowed to enroll students in St. Gabriel School for the following school year.

### **SCHOOL READINESS POLICY**

- a. The requirement for Kindergarten is 5 years of age before August 1. The requirement for First Grade is 6 years of age before August 1. (Archdiocesan Policy #4102.1) Birth certificate and baptismal certificate must be presented at the time of testing.
- b. Every eligible child who applies for admission to Kindergarten will be tested individually to assess academic, physical, social, and emotional maturity. Chronological age will not be the sole criteria; other aspects of a child's development will be considered. This testing is generally performed in May, preceding the entrance to school.
- c. The results of testing, together with pre-school screening and recommendation will be evaluated by a team comprised of faculty members and administration. Placement in St. Gabriel will depend on the findings of the evaluation team. The Principal shall have final discretion in determining a child's readiness for school as defined above.

### **ADMISSION PRIORITIES KINDERGARTEN THROUGH GRADE 8**

Children who meet the school readiness requirements and who attended St. Gabriel School the previous year or who have a sibling who is a current or past student at St. Gabriel will be given priority during registration. Parishioners not included in the previous statement shall follow in priority. All other children will be admitted by the following combination of factors as applicable: date of registration, current class size and appropriateness of placement as determined by the Principal.

### **REGISTRATION FEES, TUITION, and TECHNOLOGY FEE**

REGISTRATION: The registration fee is due at the time of registration and is non-refundable.

TUITION AND TECHNOLOGY FEE: Tuition and technology payment begins in July.

If a family registers in the parish prior to the start of school, they are responsible for the full tuition. If a family registers after the start of school, they will be charged on a pro rata basis.

## ST. GABRIEL THE ARCHANGEL SCHOOL RULES AND POLICIES

### ATTENDANCE, ABSENCES, TARDINESS, AND TRUANCY

Students are considered absent whenever they are away from school during school hours, except for a school sponsored or school sanctioned co-curricular activities (for example, field trips, enrichment, and remedial programs). 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 or guardian stating the time, length, and reason for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in a school. (Archdiocesan Policy #4201)

Regular, punctual attendance relates in a positive way toward school achievement and the student's self-worth. Absence requires a period of readjustment, which may slow down learning. Students should be strongly encouraged to attend school on a consistent basis.

When illness does occur, we ask that you adhere to the following:

1. A written excuse, email, or phone call is required for all absences. Parents must notify the main office and homeroom teacher of any absences. Parents may email the main office at [office@stgabschool.org](mailto:office@stgabschool.org). Parents are encouraged to contact the homeroom teacher as well. Please contact the school between 7:15 a.m. and 8:30 a.m. (314-353-1229, Ext. 240)
2. For your child's safety, the school will contact parents who do not report an absence.
3. If for any reason a student cannot take part in physical education classes, a parent must so indicate in writing to the school office.
4. We strongly discourage students missing school for vacations. Teachers will not be required to prepare materials for a student who is absent for a vacation. Work must be made up on return to school.
5. It is the responsibility of an absentee to find out what work has been missed and to make-up that work.
6. Students should be prepared to take tests that were missed during their absence within two days of their return to school unless other arrangements have been made.
7. If a parent needs to take a student out of school during the school day, the parent must send a written notice or email in advance stating the time, length of absence, and reason for absence. Parents must pick up and sign out the student at the school office. Upon return, the student must report to the school office.
8. A student is considered tardy if the student is not in the building when the 7:50 a.m. bell rings. The student must report to the office to get a tardy slip. (Archdiocesan Policy #4203)

Students will be marked according to the following:

TARDY:	arrival between 7:50 a.m. – 9:00 a.m.
½ DAY ABSENCE:	arrival or departure between 9:30 a.m. – 1:30 p.m.
FULL DAY ABSENCE:	absent the entire day or going home before 9:30 a.m.

If a student leaves for a doctor's appointment and will return within one hour of departure, there will be no marks on the attendance. Any student leaving after 1:30 p.m. will not be marked for any of the above.

Student's attendance will be reviewed each trimester with the report cards. The parents of any student with excessive tardies and/or absences will be contacted by the counselor or administration to discuss the matter.

Arriving at school on time is important for each child. Students are able to get settled, organize themselves for the day, listen to announcements and start the day with prayer.

During the school day, no student will be sent home alone. Students are not permitted to leave alone or to be sent from the school alone for any reason, unless the parent gives permission by phone or written note. If the student is sent home or to a doctor's appointment alone, he or she is to call the school office upon arrival at the destination as well as when leaving the destination if returning to St. Gabriel School.

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

A student is tardy who arrived after the time fixed by school policy for the start of the day. (Archdiocesan Policy #4202)

### **BAND**

St. Gabriel School offers band for students in Grades 4-8. There is an additional band fee for those students. Students have lessons during the regular school day and with the full band before school. Students are responsible for any class work that they miss during band lessons.

### **BAPTISMAL MASS**

The St Gabriel community will commemorate the baptisms of students during their anniversary months at an 8:00 a.m. all-school Mass. Parents, grandparents, and godparents are invited to attend and sit with their child. Please refer to the monthly calendar for specific dates.

### **BEHAVIOR CHOICE CODE**

#### **PURPOSE OF ST. GABRIEL SCHOOL BEHAVIOR CHOICE CODE**

**† TO INSTILL CATHOLIC CHRISTIAN BEHAVIOR**

**† TO SHOW RESPECT FOR OTHERS AND SELF**

**† TO SHOW RESPONSIBILITY**

Parents, faculty and the administration must work cooperatively to develop the Christian principles of self-discipline. For this reason, fostering self-discipline is a vital and integral element of the curriculum at St. Gabriel the Archangel School. Students need support with developing skills to be successful as well as understanding how behavior choices affect themselves and others. Each level (primary, intermediate, and middle) has developed expectations and support plans to address organization, homework, and behavior.



## **Middle School Student Success Plan**

### **Organization:**

\*If a child forgets a needed supply in any combination of classes more than 3 times in a ten day period, the following process will begin:

- A meeting is set up with the homeroom teacher or the teacher who has given the most marks/infractions and student using the House homeroom study hall time (or another agreed upon time) to develop strategies for success. This meeting could include the counselor and/or learning consultant. After an intervention meeting, a parent will be notified of the meeting, outcomes, and its plan.
- Over the course of the following 15 days, the student will be evaluated based on their progress and a follow-up meeting will occur to assess progress. Parents will be invited to attend this follow-up meeting, if progress is not made and additional support is needed. .
  - a. If during this 15 day evaluation period, progress has been made, the student will continue with the strategies set up in the prior meeting.
  - b. If the student continues to not meet the plan criteria after the second intervention, the student would be referred to the Care Team and Assistant Principal or an after school study program.
  - c. Any teacher that has an intervention meeting with a student will fill out the intervention form. The intervening teacher will make 3 copies of the intervention form and distribute them to the following people: the parent via the Wednesday Envelope, the homeroom teacher, and the intervening teacher.
- NOTES: Students will be allowed to return to homeroom to get any homework or needed supplies so the student's learning can continue, but it will be documented.
- Prior to receiving 3 marks/infractions, if a teacher feels that a student has an issue that is not allowing the student to be his/her best self, the teacher can begin the organizational process as outlined above.
- The co-curricular teachers will use a similar process, but if the student's organization infractions occur in a co-curricular class 2 consecutive class times or 3 times in a trimester, the co-curricular teacher will meet with the student at an agreed upon time and email the parents to let them know that the student has been losing points for not having the needed supplies for class.

### **Homework:**

\*\*If a child does not complete the homework for a class, the following policy will be used:

1. A child will receive the mark for the homework being not completed. The mark will be used as a reminder to the student of the number of infractions. The student has until morning homeroom on the next day to turn the assignment to the teacher. The parent will be emailed about the missing assignment on the day it was due. It is the student's responsibility to meet with the teacher to make up any missing assignments.
  - a. Lunch testing should take precedence over leadership jobs, Book Battle, lunch band class, yearbook, etc.

\*\*If a child forgets homework in any combination of classes more than 3 times in a ten day period, the following process will begin:

- A meeting is set up with the homeroom teacher or the teacher who has given the most marks/infractions and student using the House homeroom study hall time (or another agreed upon time) to develop

strategies for success. This meeting could include the counselor and/or learning consultant. After an intervention meeting, a parent will be notified of the meeting, outcomes, and its plan.

- Over the course of the following 15 days, the student will be evaluated based on her/his progress and a follow-up meeting will occur if the plan is unsuccessful. Parents are invited to attend this follow-up meeting.
  - a. If during this 15 day evaluation period, progress has been made, the student will continue with the strategies set up in the prior meeting.
  - b. If the student continues to not meet the plan criteria after the second intervention, the student would be referred to Care Team and the Assistant Principal or an after school study program.
  - c. Any teacher that has an intervention meeting with a student will fill out the intervention form. The intervening teacher will make 3 copies of the intervention form and distribute them to the following people: the parent via the Wednesday Envelope, the homeroom teacher, and the intervening teacher.
- Prior to receiving 3 marks/infractions, if a teacher feels that a student has an issue that is not allowing the student to be his/her best self, the teacher can begin the process as outlined above.

## **Behavior**

The expectation is to be respectful of people, community, things, places, ideas, and feelings. If this expectation is not followed, then a behavior mark will be given. Serious infractions are at the discretion of administration.

The number of behavior marks given to the student throughout the year will affect the student's participation in various activities throughout the year, including but not limited to Mystery Day (8th grade only; 10 total behavior marks), Reindeer Games (5 total behavior marks), and House Olympics (6-8; 10 total behavior marks). The student would be expected to report to school on that day and serve an in school detention.

When a student receives 3 behavior marks, the following process will be used:

- A meeting is set up with the homeroom teacher or the teacher who has given the most marks/infractions and the student using the House homeroom study hall time (or another agreed upon time) to develop strategies for success. This meeting could include the counselor and/or learning consultant. After an intervention meeting, a parent will be notified of the meeting, outcomes, and its plan.
- Over the course of the following 15 days, the student will be evaluated based on her/his progress and a follow-up meeting will occur if the plan is unsuccessful. Parents are invited to attend this follow-up meeting.
  - a. If during this 15 day evaluation period, progress has been made, the student will continue with the strategies set up in the prior meeting.
  - b. If the student continues to not meet the plan criteria after the second intervention, the student will be referred to Care Team and Mrs. DaLay or an after school study program.
  - c. Any teacher that has an intervention meeting with a student will fill out the intervention form. The intervening teacher will make 3 copies of the intervention form and distribute them to the following people: the parent via the Wednesday Envelope, the homeroom teacher, and the intervening teacher.
- Prior to a student receiving 3 marks/infractions, if a teacher feels that a student has an issue that is not allowing the student to be his/her best self, the teacher can begin the process as outlined above.

## **Cheating Policy**

- Plagiarism is defined as 5 or more consecutive words directly copied from a source without quotation or attribution and is considered cheating.
- Using another student or person's work is also considered cheating.
- All forms of cheating will result in an automatic detention and a zero on the assignment/assessment. The parents will be notified of the infraction.

## **Technology Use**

- Any student that is found using technology inappropriately or off task by looking at any other sites other than what has been assigned will follow the following policy:
  - 1st offense: Student will be given a behavior mark for inappropriate technology use.
  - 2nd offense: Student will be given a behavior mark and not be allowed to use technology for a period of time as determined by the teachers (1-3 days, depending on the infraction).
  - 3rd offense: Student will be given a behavior mark and referred to administration for any further discipline.
- More serious infractions could result in referral to administration before the 3rd offense.

## **Detention Notice**

If a student fills a choice card, the teachers will review the choice card to determine what type of infractions have taken place. With that information, the teachers and administration can review options for any consequences. Any combination of 7 marks on a choice card will result in a detention being assigned for the student. Detention will be held on Wednesday afternoons from 3:10-4:00. Parents will be notified of the assigned detention via a detention card that is issued by the office staff and be asked to return the signed detention card promptly to the office staff. A new choice card will be issued by the office staff once the 7th mark is given.

- If a student loses her/his card, a replacement card will be issued by the office staff. The homeroom teacher will put the previous infraction marks onto the new card.
- The student is expected to complete any homework or silently read during the detention time. Any student that is causing a disruption will be referred to the office and administration will determine the course of action.

## **Grades 3-5 Student Success Plan**

### **Organization:**

\*If a child forgets a needed supply in any combination of classes more than 3 times in a trimester period, the following process will begin:

1. A meeting is set up with the homeroom teacher, school counselor, and the student to develop strategies for success. A parent will be notified of the meeting, outcomes, and its plan. A date will be set for a follow-up meeting.

2. Over the course of the following 10 days, the student will be evaluated based on their progress and a follow-up meeting will occur. Parents are invited to attend this follow-up meeting.
  - a. If during this follow-up meeting, progress has been made, the student will continue with the strategies set up in the prior meeting.
  - b. If progress has not been made, i.e. 3 more incidents, and teachers are still seeing problems, the student would be referred to Care Team and Mrs. DaLay or an after school study program.
3. NOTE: Students will be allowed to return to homeroom to get any homework or needed supplies so the student's learning can continue, but it will be documented.
4. If a teacher feels that a student has an issue that is not allowing the student to be his/her best self, the teacher can begin the organizational process as outlined above.
5. If a child forgets her/his PE clothes 3 times within the course of the trimester, the PE teacher will deduct participation points from the student's grade (grades 4 and 5 only).

### **Homework:**

\*\*If a child does not complete homework for a class, the following policy will be used:

1. A child will receive a mark for the homework being not completed. The mark will be used as a reminder to the student of the number of infractions. The student has until morning homeroom on the next day to turn the assignment to the teacher. The parent will be emailed about the missing assignment on the day it was due.
2. If the student does not complete the assignment by the second day, the student must stay in at lunch with their homeroom teacher to complete the assignment. The teacher will review to see that the work presented shows the students best work before allowing them to attend lunch. If the student actively chooses to not complete the assignment, they will receive additional one-on-one support in the office. The parent will be emailed about the missing assignment letting the parent know that the assignment was not completed the second night and so the student completed the work with his/her teacher.
3. If a student does not turn in homework in any combination of classes more than 3 times in a trimester, the following process will begin:
  - A meeting will be set with the homeroom teacher, school counselor, and the student to develop strategies for success. A parent will be notified of the meeting, outcomes, and its plan.
  - If a student receives a total of six marks for not having homework, the student will receive a lunch detention to be served on the Friday following the 6th mark. The process will then start over again.
  - Lunch detention will be served in the homeroom of a grade 3-5 teacher during the entire recess and lunch period.
  - After 3 detentions in a trimester, a meeting will be held with the teacher, the student, a member of the administration, the learning consultant, and the parents.

### **Behavior:**

\*\*If a student does not meet one of the school's expectations, the following policy will be used:

1. The student will receive a mark on her/his choice card. The mark will be used as a reminder to the student of the number of infractions incurred. The student will meet with the teacher to discuss the

infraction. They will discuss how the infraction hurts the student and the other person or persons involved.

2. The student will write a letter of apology to the person or persons that were affected by her/his infraction to the school's expectations. This will be done in order for the student to work to repair the relationship with that person or persons.

\*\*If a student receives 3 marks for behavior, the following policy will be used:

1. A meeting is set up with the homeroom teacher, school counselor, and the student to develop strategies for success. A parent will be notified of the meeting, outcomes, and plan.
  - If a student receives an additional 3 marks for behavior, the student will receive a detention to be served on the Wednesday following the 6th mark. The process will then start over again.
  - Detention will be served in the homeroom of a grade 3-5 teacher from 3:10 pm to 4pm.
  - After 3 detentions in a trimester, a meeting will be held with the teacher, the student, a member of the administration, the school counselor, and the parents.

### **K-2 Student Success Plan**

The primary grades are an opportunity to begin a positive and successful school experience for our youngest students: The following are goals that each teacher has for their students.

#### Organization/Time Management

- Unpack backpack
- Put away all supplies away in the morning
- Put books in correct book bin
- Keep folders organized
- Finish tasks in a timely manner

#### Social/Emotional

- Speak positively and kindly to others
- Solve my problems by myself
- Treat others the way I want to be treated
- Use empathy to understand others feelings

#### Behavior

- Keep body to self
- Respect all people, places, and things
- Follow the rules and take turns in all games
- Take turns while in line or waiting for an activity
- Take turns while others are talking

**Kindergarten** - Each student will have an individual stop light on their desk. Each child will start on green. If they need a warning, they will move their clip to yellow. If the parents need to be contacted, they will move their clip to red.

**First Grade** - Each day the student will begin with a green card on her/his desk. For the first warning, the student will lose his/her green card. The student will get a yellow card for the second warning. For the third warning, the student will get an orange card. A red card will be given for the last warning. If a student receives a red card, the student and the teacher will have a private meeting to discuss the behavior. If a private meeting occurs with the teacher to discuss the behavior, this will be followed by an email or phone call to the parent from the teacher.

**Second Grade** - Each homeroom will work on three class goals. These goals may change or stay the same. These goals will be evaluated every four weeks by the students and teacher. If these goals and other standard classroom expectations are not met the student will receive a yellow card as a warning along with discussions with the child about how to improve the behavior to meet the goal or expectation of the classroom. If the goal and or expectation continues to not be met, the student will receive a red card. The teacher will discuss with the child ways to meet the goal and will communicate this with the parents via the assignment book. A phone call and or a meeting with the parents will take place.

The teacher will communicate with parents daily via the assignment book the goals that the student is meeting and the goal(s) that he/she has not met.

### **Cafeteria Expectations**

Lunch is an opportunity to eat and interact appropriately with others.

If a student is disrespectful to students, adults, or school property and a warning has been issued, the following procedure will be utilized:

1. The student may be moved to a different seat in the lunchroom or to the office
2. An administrator will meet with the student about their behavior before returning to class.
  - a. Consequences, in addition to a behavior mark, may include the following:
    - i. If food is thrown, the child will assist in cleaning up the cafeteria at the end of the following lunch period.
    - ii. If property is destroyed, the child has to make restitution for the property damage with consequences guided by administration.
    - iii. If a student is disrespectful to an adult or another child, the child will have a restorative meeting with the other party.
    - iv. If a student continues to have incidences in the cafeteria, appropriate consequences will be determined by the administration.
3. Other interventions for classes could be made based on student behavior, including seating charts or not being allowed to have various cafeteria privileges.

**Automatic detention or other consequences may be invoked at the discretion of the Administration or Pastor for more serious choices. Some examples of more serious choices are:**

- ◇ Inappropriate Catholic Christian behavior
- ◇ Inappropriate use of the elevator
- ◇ Inappropriate behavior during detention
- ◇ Inappropriate use of technology
- ◇ Profanity
- ◇ Defiance
- ◇ Fighting
- ◇ Stealing
- ◇ Cheating
- ◇ Drugs, alcohol, cigarettes
- ◇ Weapons, firearms, explosives

Continued blatant disrespect toward staff members, teachers, administration, students, or others will result in suspension, counseling or dismissal.

Any student possessing drugs, alcohol, cigarettes, weapons, firearms, or explosives is subject to dismissal from St. Gabriel School. *See Violence Policy in Handbook.*

Any 8th Grader with repeated violations of any serious infractions or continued blatant disrespect is subject to home study and will not participate in any 8th Grade activities. (Archdiocesan #5301.6)

### **BICYCLES**

Bicycles are to be parked and locked in the rack at all times. For safety reasons, bicycles are not to be ridden on the school grounds from 7:00 a.m. – 3:15 p.m. Bikes must be walked when crossing the parking lot. The school will not be responsible for loss or damage done to any bike.

### **BIRTHDAY TREATS**

Due to health concerns and recommended best practices by the State of Missouri, students are not allowed to bring treats for their classmates to celebrate their birthday or for any other reason. Students may dress out of uniform on their birthday. If the birthday falls on a non-school day, or it is otherwise determined that day is inconvenient, the student may dress down on another day chosen with the teacher's permission.

### **BOARD OF EDUCATION**

The Board of Education meets on the third Thursday of each month (August-June). Members are elected to the Board of Education for a three-year term with one-third being elected each year. There is an open forum at the beginning of each meeting that a parishioner/parent can utilize to bring a matter to the board. If a parent would like to have some topic discussed at the meeting, please submit the topic to the President of the Board before the meeting. This will allow time for the topic to be placed on the agenda.

### **BUZZ BOOKS**

The Buzz Book contains the class lists including names, addresses and phone numbers of the students. A statement giving the school permission to include a parent's name, address, phone number, cell number, and email address in the Buzz Book is included on the Emergency Form. Contact information can also be found by logging into EduConnect and selecting the School Directory.

### **CAFETERIA WORKERS**

Parent volunteers are asked to collect drink money, wash tables, and assist students in the cafeteria. There is a volunteer sign-up form included with the registration packet. Volunteers who cannot make the assigned time are required to find a substitute. A monthly calendar is available on the school website [www.stgabschool.org](http://www.stgabschool.org).

### **CELL PHONES AND ELECTRONIC DEVICES**

The use of personal communication devices, including but not limited to cell phones, other cellular or wifi capable devices/other electronics by students in St. Gabriel the Archangel School during school hours is prohibited.

If a student must carry a cell phone or other electronic device for use outside of school time, the device must be kept in the student's backpack in the off position. The school is not responsible for any damage to the device or loss of the device.

If a student is using a cell phone or other device during the school or it rings or vibrates in his or her backpack, the teacher will take possession of the phone and an email will be sent to the parent(s). The student can pick up the cell phone from the teacher at the end of the day. For any future offenses, the device will be sent to the office, the parent will be notified, and the parent must pick up the device from the main office.

### **CHANGE OF CONTACT INFORMATION**

Any change of street address, email address or telephone number of the parent or guardian to be notified in an emergency, should be promptly updated in EduConnect by the parent or guardian. The parent or guardian is responsible for keeping family information updated in the student information system.

### **CHILD ABUSE POLICY FOR VOLUNTEERS**

In order for St. Gabriel the Archangel Parish to be in compliance with the guidelines set forth by the Archdiocese of St. Louis, anyone who volunteers with children or may volunteer with children must complete the three requirements listed below. This includes field trip drivers, cafeteria volunteers, holiday party volunteers, coaches, and others. These requirements must be met before signing up to volunteer.

1. Attend Protecting God's Children Workshop. A listing of workshops can be found at [www.archstl.org](http://www.archstl.org).
2. Have signed "Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors." This booklet is available at the Rectory Office or on-line at [www.archstl.org](http://www.archstl.org).
3. Have a completed "Workers Registration" form, which authorizes the parish to run periodic criminal background checks on each volunteer. The State of Missouri requires a copy of your Social Security Card with this form. Anyone completing this form will be notified whenever a check is performed, through a copy in the mail. Only one set of forms is necessary to volunteer for any organization or function sponsored by the parish or school.

### **CHILD PROTECTION AND REFORM ACT**

St. Gabriel the Archangel School abides by the state Child Protection and Reformation Act (RSMO210) that requires that 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. School employees are mandated reporters.



## **CLASS INTERRUPTIONS**

Parents are requested not to disturb classes during school hours. All parents and visitors must sign in and out at the office. The only item that will be delivered to a child will be a forgotten lunch. Homework, books, PE clothes, band instruments, and other items will not be delivered during the day.

## **COUNSELOR**

St. Gabriel School has a full-time counselor who is available for students. Teachers may refer students based on observations made in class concerning academic and behavioral performance. Parents may request that their children be referred. Students may also request to see the counselor.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

### **Registration**

At the time of registration parents must verify the custody arrangements in cases in which the parents of the students are divorced. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided. (Archdiocesan Policy #4103)

### **Release of Students from School**

The school is to obtain parent permission to release a student from school. The parent giving permission for a student to be released must have the custodial authority to do so. If there are any restraining orders, the school must be made aware of this in writing.

### **Release from School Due to Illness**

The parent who is the main contact on the emergency form will be the first one contacted if a student is ill. The parent may communicate to the school who will have the authorization to pick the student up if the primary custodial parent is not able to do so.

### **Access to Student Records**

Parents and guardians have the right to inspect and review the official active file of their children. In the event the parents are separated, divorced with joint legal custody of the student, or divorced 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.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her child's records or 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.

## **DUAL ENROLLMENT**

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

## **EMERGENCY PLANS**

In accordance with Archdiocesan guidelines, the school will have regular emergency drills. These drills include fire, tornado, earthquake, lockdown, and intruder drills. An emergency notification will be sent as soon as possible to alert parents and guardians of any emergency situation.

## **EMERGENCY FORMS**

Parents must complete an emergency form indicating where they can be contacted during school hours and whom to contact when a parent is unavailable.

## **EXTRACURRICULAR ACTIVITIES**

All school-sponsored extracurricular activities that occur 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 and responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents' or guardians' permission must be obtained for a student to participate in extracurricular activities. (Archdiocesan Policy #5202.10)

## **FIELD DAY**

The students traditionally participate in Field Day. This is a school day therefore the attendance policy applies.

## **FIELD TRIPS**

Field trips are privileges offered to students. Field trips are to be educational in nature relating to the course of studies being presented. Students shall wear their uniform unless otherwise directed.

The official school form signed by the parent or guardian is required for a student to participate in the field trip. If a student does not have a signed permission slip the day of the field trip, the student will not be allowed to attend. The student will remain at the school while his or her class is on the field trip.

Parent and guardian chaperones will assist the teacher in supervising the trip. The chaperones will be informed of their responsibilities and the rules governing the trip before departure.

St. Gabriel School follows Archdiocesan policy concerning field trip transportation. Whenever possible, bus transportation by an insured carrier is provided. If there is not a sufficient number of students attending an off-campus school sanctioned event or if the location is not far away enough to warrant a bus, a private passenger vehicle may be used.

If a private passenger vehicle is utilized, the following criteria applies:

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 must have 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. Copies of each drivers' license and insurance card will be made and kept in the main office. All copies will be shredded after the field trip is over;
5. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
6. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system. Refer to note in Archdiocesan Policy manual regarding weight and height guidelines according to Missouri State Law. (Archdiocesan #5202.9)
7. Smoking is prohibited.

The cost of the annual class field trip is included in the registration fee paid at the beginning of the school year. Students may be asked to provide money for other field trips, such as band trips, 6th grade camp, 8th grade Mystery Day.

If meals are being provided on the field trip and a student prefers to bring their own lunch due to allergies or dietary preferences, the teacher will coordinate a plan for where that student will eat if the venue doesn't allow for food to be brought in and for the student to be supervised during that time.

### **GABRIEL CLUB**

Gabriel Club is an after school care program. The hours are from 3:00 P.M. to 6:00 P.M. Gabriel Club provides students with a snack, time for homework, and games. Gabriel Club takes place on school grounds and at Francis Park. On early dismissal days, Gabriel Club will begin at the time of dismissal. Fees and enrollment are separate from St. Gabriel School and subject to availability.

### **HEALTH SERVICES**

St. Gabriel is served by a registered nurse.

### **ALLERGIES/ASTHMA/CHRONIC ILLNESSES**

All students diagnosed with severe allergies, asthma or chronic illnesses (i.e. diabetes, seizures) should have an "action plan" from a physician on file in the nurse's office. All emergency medications should be kept in the nurse's office. A second set of these medications can be kept in the classroom at the discretion of the parent. For students who attend Gabriel Club after school, a second (or third) set of these medications should be sent with the child and turned in to the Director.

### **HEAD LICE**

All cases of head lice should be reported to the school nurse. If multiple cases are reported the nurse will identify the population of students most likely to have been exposed and examine that group. A letter will be sent home to all the students in the classroom, if there are any confirmed cases. If a student is discovered to have head lice, the parent will be notified, and the student will be sent home. A student may only return to school following appropriate treatment. There will be a reexamination by the school nurse upon arrival unless the student has a signed statement from a physician stating the student has been examined and found free of lice. Parents should check their children's heads thoroughly for any signs of head lice and continue to check every 3-5 days even if they do not have any evidence of lice on the day of the initial notification from school.

### **HEALTH CONDITIONS**

A student who has a significant or potentially life threatening health condition may require special consideration. St. Gabriel 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. (Archdiocesan Policy #4401.6)

### **ILLNESSES/INJURIES**

Students should be kept home from school if they are suffering from fever, vomiting, diarrhea or other contagious illnesses. This protects the other students and prevents the spread of the illness. It also supports the well-being of the sick child as they need time to rest and recover. Significant symptoms impact their ability to learn and participate in the school day.

Students should be kept home until they are fever free for 24 hours without the use of fever reducing medications. They should be free from vomiting and diarrhea for 24 hours, or they have written permission from a physician that they may return to school.

Students who become ill or are injured while at school are to report to the nurse’s office. When the nurse is not available, the student should report to the office. If the student is sick or warrants immediate attention, the school attempts to contact the parents. If the parents cannot be contacted, the school will call the people identified on the Emergency Form..

A parent will be contacted and the student will be sent home when:

1. The student has an elevated temperature of 100 or above.
2. The student has a rash with a fever.
3. The student has a rash of unclear cause and has not been evaluated by a physician.
4. The student has difficulty breathing, especially asthmatic not relieved with rescue medications.
5. The student has a sore throat with a fever or difficulty swallowing.
6. The student exhibits symptoms of conjunctivitis (pink eye) including but not limited to eye drainage, redness to the sclera (white of the eye) or eye pain.
7. The student has vomiting or diarrhea at school.
8. The student is suspected of having a contagious condition or communicable disease as outlined by Missouri DHSS. Information can be found at:

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

### IMMUNIZATIONS AND PHYSICAL EXAMS

Immunizations are required for all students as mandated by Missouri State law. It is against the law for any child to attend school unless the child has been properly immunized or the parent/guardian has a written exemption from a licensed physician on file with the school nurse. A complete record showing up-to-date immunizations must be submitted prior to the start of school. A student may not be allowed to attend school if found to be vaccine deficient or an immunization record or exemption is not on file at the start of school. It is the responsibility of the parent to keep the school informed as to updates on immunizations.

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

Physical exams are required by the State of Missouri for all students entering kindergarten, third, and sixth grades and for all students new to St. Gabe’s. The physical exam must be completed by a physician within the last 12 months. (Archdiocesan Policies #4401.2, #4401.3)

## MEDICATIONS AT SCHOOL

Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school and bedtime). The school will not administer the first dose of any medication. No medications will be given on early dismissal days. If a medication (prescription or over-the-counter) must be given at school, the following must be completed.

1. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval for the medication to be given and a diagnosis or reason for the medication. A current prescription label on the medication may serve as a physician's order.
2. Written permission from the parent requesting that the school comply with the physician's order.
3. Prescription medications must be brought to school in a container appropriately labeled by the pharmacy. Non-prescription medication should be in the original container. Ideally, the parent will have two containers, one for home and one for school.
4. Any changes in dose or timing of the medication must be submitted in writing from the physician.
5. All medications, prescription and over-the counter must be turned in to the nurse's office. The student shall report to the nurse's office when it is time to take the medication. Please inform the student's homeroom teacher about routine medications, so that they can help remind the student when to report to the office.
6. The school reserves the right to contact the physician's office to clarify a medication order.
7. If it is medically necessary for a student to carry certain medications (i.e. asthmatic's bronchodilator), a signed statement from the child's physician is required. In such instances, the school assumes no responsibility for the medication or the student's use of it.

All required paperwork can be found on the school's website.

## PEANUT/TREE NUT AND OTHER FOOD ALLERGIES [\(Please see the updated nut-free policy in the Pandemic Plan this year.\)](#)

Our aim is to provide a safe learning environment for all students in our school community. As we have more and more students with peanut, tree nut and other food allergies, the faculty and staff of St. Gabriel the Archangel want to take every precaution to ensure the safety of our students.

The following are the cafeteria guidelines.

1. A nut free table is available for all students with peanut, tree nut and other food allergies. All students eating at this table should have a lunch that is peanut and tree nut free.
2. The student with the allergy may invite one friend to eat with him or her for the whole week. The parent of the child with the allergy should be in communication with the friend's parents as to what is appropriate food for them to have the nut free table. The parent should be in contact with the homeroom teacher as to which friend will be at the table for the week. If these steps are not followed, the school may disallow the friend at the table to ensure the safety of the other students sitting at the nut free table.
3. There is a separate bucket and washcloth for this table with which to be cleaned during lunch.
4. A basket will be available for the students in which to put their lunch boxes to keep them separate from others.

5. All students are instructed to eat the food that they have either brought from home or purchased in the cafeteria; no food swapping.

Students with life-threatening allergies **MUST** have an allergy action plan from a physician and all appropriate medications on file in the nurse's office.

Parents of children with food allergies should send alternative snacks to have available for their child.

Faculty and staff have been in-serviced on the signs and symptoms of anaphylaxis and the use of epinephrine auto-injectors and the emergency chain of command.

All classrooms are equipped with phones with 911 access.

### **HIGH SCHOOL SHADOW POLICY**

**Eighth Graders will be allowed to schedule one high school shadow day in the fall during a St. Gabriel school day. Every effort should be made to schedule any subsequent shadow days when school is not in session.**

**Seventh Graders may shadow a high school second semester on a day when St. Gabriel School is not in session.**

**Students who choose to shadow during a St. Gabriel school day will be marked absent and will be expected to make up any missed work.**

### **HOME-SCHOOLED STUDENTS' ADMISSION**

Prior to accepting a student who has been home schooled, parents or 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 reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consistent with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.

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

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

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

## **HOMEWORK**

The students ordinarily have homework. This may be written or study work. The approximate time that should be devoted daily to homework is provided in this guide:

<b>Grades K-1</b>	<b>5-15 minutes</b>	<b>Grade 4</b>	<b>30-45 minutes</b>	<b>Grades 7-8</b>	<b>60-90 minutes</b>
<b>Grade 2-3</b>	<b>20-30 minutes</b>	<b>Grades 5-6</b>	<b>50-70 minutes</b>		

Homework should be completed on time and turned in to the teacher when requested. This helps students to be responsible.

Please realize that homework time will vary according to the nature of the assignment and the ability of the student. Parents are requested to see that homework is done in an atmosphere conducive to study. Each student in Grades 2-8 will have an assignment notebook provided by the school.

When a student misses school due to illness he or she is required to make up work that the teacher has assigned. It is the student's responsibility to have someone pick up his or her homework assignments from the homeroom teacher. Homework assignments will also be available on the teacher corner of the school website. This site can also be accessed by going to St. Gabriel School's Website [www.stgabschool.org](http://www.stgabschool.org)

For extended absences, due to illness, parents should contact the school office and make arrangements to pick up needed textbooks and assignments. Any student who is or will be ill for more than a few weeks due to serious illness or hospitalization is eligible to obtain private tutoring through the public school system. Please call the school office for further information.

All students are required to have a school bag or backpack to protect their textbooks, papers, notebooks, and other items.

## **HONOR ROLL AND GABRIEL ANGELS**

The Honor Roll is for students in Grades 3-8. Students must maintain an A or B average on the trimester report card. If a student has a D or F in any subject, they are not eligible for the honor roll. Grades from all major subjects, Art, Music, PE, Computer, Spanish, and Band (if applicable) are calculated to determine the average. Students will receive a certificate to acknowledge their academic excellence.

High Honors = 97%-100% GPA

Honors = 91%-96% GPA

Gabriel Angels is an honor for students in Grades K-8. The purpose of Gabriel Angels is to recognize students who are working to the best of their ability by putting forth effort, living out Christian values, and displaying good conduct. Students are eligible for Gabriel Angels if they receive no marks on their Choice Card for the trimester. Each trimester begins with a clean slate.

## **INCLEMENT WEATHER**

Due to inclement weather (ice or snow), the school must sometimes be closed. If the forecast is threatening, parents can tune their radios to KMOX (AM 1120) or check the station's website [www.kmox.com](http://www.kmox.com). Also, announcements are made on KSDK. Our school will be announced as ST. GABRIEL THE ARCHANGEL. Each family will receive a call and/or an email through our SCHOOL MESSENGER communication system. Please do not call faculty or staff at their homes or the rectory for this information. If snow begins falling during the school day, it is of utmost importance that parents listen closely to the stations listed above. Each

family will be notified through the SCHOOL MESSENGER system, if an early release from school is required. Please do not call the school office regarding school closing because of weather conditions. This will allow the school phone to be kept clear for emergency calls. Parents are always allowed to pick up their child if they deem it necessary.

### **INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed materials, 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 copyrighted materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations. (Archdiocesan Policy #5202.6)

### **INTERNET USE POLICY**

All students must sign an Internet Acceptable Use Policy (AUP) at the beginning of each school year. Any student who does not have an AUP signed may not use computers or tablets until one is on file. Any student misusing the Internet, computers, or other school technology, may lose access to technology use at the school.

Communication or depiction through email, text messages or website 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 Archdiocesan Policy #4302.3, Serious Disciplinary Consequences.

### **LIBRARY**

St. Gabriel School teachers may schedule opportunities to visit Buder Library. A general permission slip will be sent home at the beginning of the school year and kept on file.

### **LOCAL AND NATIONAL DISASTER PLAN**

If there is a local or national disaster that occurs, the administrative staff of the school will gather as much information as possible from television and radio newscasts. The students will be addressed as groups, in a central location, for instance the cafeteria or the gym. The students will meet in the following groups: K-2, 3-5, and 6-8. The administrative staff will be the ones responsible for informing the students of what is happening and will do so in a manner and at a level appropriate for that group of students. The students will not view or listen to news updates or reports of the events that are taking place.

If needed, teachers will cover each other's classrooms, so that if the teachers need to contact family, or have time to themselves, they will be allowed to do so.

In case of an emergency, if you feel the need to take your child home, please come to the school office. Students may only go home with a parent or another adult listed on the emergency contact form. .

### **LUNCH PROGRAM AND RECESS**



Our school provides a hot lunch program that is managed by Chris' Pancake House. The students will be able to purchase a plate lunch that includes one entrée, one side, a fruit or vegetable, and a drink for \$4.00. **Students may purchase an extra entrée for \$1.00.** The orders will be taken in advance and the lunches will be a pre-pay. **Menus are available on the school website.** Students can purchase any day they wish. The one order form is sent back to the school with the payment included. Students receive a chip on the day that they purchase. If your child is absent, you can use the credit for the next month. Parents are responsible for keeping track of credits. If a child brings a lunch from home, he or she may buy a drink separately (milk, chocolate milk, juice, water) for 40¢.

Students also have the choice of buying a grilled cheese or corn dog without preordering for \$4.00. Orders and money for a grilled cheese or corn dog are due first thing in the morning to the homeroom teacher.

Parents may authorize their child to receive a grilled cheese lunch instead of cheese sticks by contacting the school cooks at [stgablunch@gmail.com](mailto:stgablunch@gmail.com). Payment will be due the following day.

Students may not bring soda to school for lunch.

**On Fridays, students have the option of buying dessert for an additional cost.**

Prior to lunch, students have a recess period. Teachers supervise at recess. All students are expected to exhibit appropriate behavior at all times including lunch and recess.

In case of inclement weather, students will have an indoor recess period supervised by staff members. During these times, students remain in their grade level. They may talk quietly or play quiet games.

### **MAILING LISTS**

Names, addresses, and email addresses of students and their parents and guardians are not released to any unauthorized persons or agencies, including Catholic high schools. (Archdiocesan Policy #4402.6)

### **MAINTAINING SCHOOL PRIVACY**

St. Gabriel the Archangel understands that students and 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 or parents have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to Facebook, 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 and discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student or parents have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to Facebook, YouTube or similar applications. (Archdiocesan Policy #4402.4)

### **MEDIA AND THE SCHOOL**

Media Authorization Forms

For marketing and publicity purposes, there may be times when the school, parish or Archdiocese wishes to use a parent or a child's image, name, recording, or academic work in various media for marketing or publicity purposes. A parent you may choose the appropriate levels of authorization. For a parent's convenience, one form will be sent home at the beginning of the year to cover all members of her family. Please return the form during the first week of school.

### News Media

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

If the media wish to interview or photograph a student, the school will seek permission of the parent. In addition, the permission of the parent will be sought if a student's photo is to be used in marketing materials.

All families will be required to sign a "Media Authorization" form. (Archdiocesan Policy # 4402.3)

### Social Media

The school will have one authorized and official Facebook and Twitter account that is monitored and managed by authorized school personnel. School organizations should designate one contact person who may propose submissions to the Principal and technology teacher. One email submission should be sent to both the Principal and the technology teacher. Please allow 48 hours for approval and posting. Class pages or accounts and any other school organizations' pages or accounts are not authorized or supported by the school.

### **NEWSLETTER**

**A newsletter is electronically distributed on a weekly basis, The communication is typically sent on Wednesday afternoon. If an organization would like something to be included in the newsletter he/she should email their submission to the Principal no later than Monday at noon during the week in which it should appear. Submissions will be included at the discretion of the Principal.**

In addition to finding information in the newsletter the school website will also reflect the school calendar, cafeteria duty schedule, and school communications. If you do not have access to the Internet, please call the office and a printed version will be sent home with your youngest child.

### **PARENT-FACULTY ASSOCIATION (PFA)**

The PFA is organized for the purpose of:

1. supporting the faith development and religious growth of the students in the school;
2. promoting communication among parents, teachers, and administration;
3. providing parents with information to aid in education, growth, and development of their children;
4. supporting St. Gabriel the Archangel through hospitality, fundraising, social events, and volunteer activities.

The PFA meets at least three times during the school year. The general meetings are open to all parents. At these meetings the focus is to have a speaker relevant to education and children.

### **PARENT-TEACHER COMMUNICATION**

Parents should communicate with the teachers by either:

1. Sending a note or email to the teacher requesting that the teacher contact the parent; or
2. Contacting the school office and request that the teacher call or contact the parent.

Teachers will do their best to return calls within 24 hours.

Teachers are required to stay at school until 3:15 p.m. Parents may come at this time by requesting an appointment. Parents are required to come to the office to sign-in before proceeding to the teacher's classroom before, during, or after school.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled during the first trimester. At least one parent should come to this conference to discuss his/her child's progress. Parents or teachers can initiate conferences at other times as the need arises.

Parents of Kindergarteners should attend the first conference even though the students do not receive a report card until the second trimester.

Student-led conferences are held in the spring and are a time for students to share and reflect on their goals and work with their parents. At least one parent should attend this conference with their child.

### **PARKING LOT RESTRICTIONS**

When dropping off or picking up your children at school, parents should not block the alley between the school and rectory. Parents are not permitted to park behind the rectory.

### **PARKING LOT SAFETY & PROCEDURES**

For the safety of our children during morning drop-off and afternoon pick-up, pets are not allowed on the school grounds.

The following plan is designed to protect the students by creating a one-way traffic flow.

The alley between the church and the school will be barricaded from 7:15 am. - 7:50 am. and again from 2:50 p.m. until the "all safe" signal.

#### **Student Drop Off**

Drivers may drop off students at the following locations:

1. East Gate on Murdoch. Parents may drive east on Murdoch and drop students off at the east gate. Parents are to please be mindful of students crossing Murdoch.
2. In front of School on Tamm Avenue. Drivers are not permitted to use the alley. Parents are to be mindful of students crossing Tamm, especially near the convent where band classes are held before school.
3. At the intersection of the church driveway and the alley. Drivers may enter the church driveway on Nottingham and exit through the alley that leads to Childress. Parents are to remain in a single file line in the driveway. Parents are not permitted to park in the handicap spots by the church doors. When the vehicle is located between the "Drop Off Zone" signs students should exit the car on the right.

## **Student Pick Up**

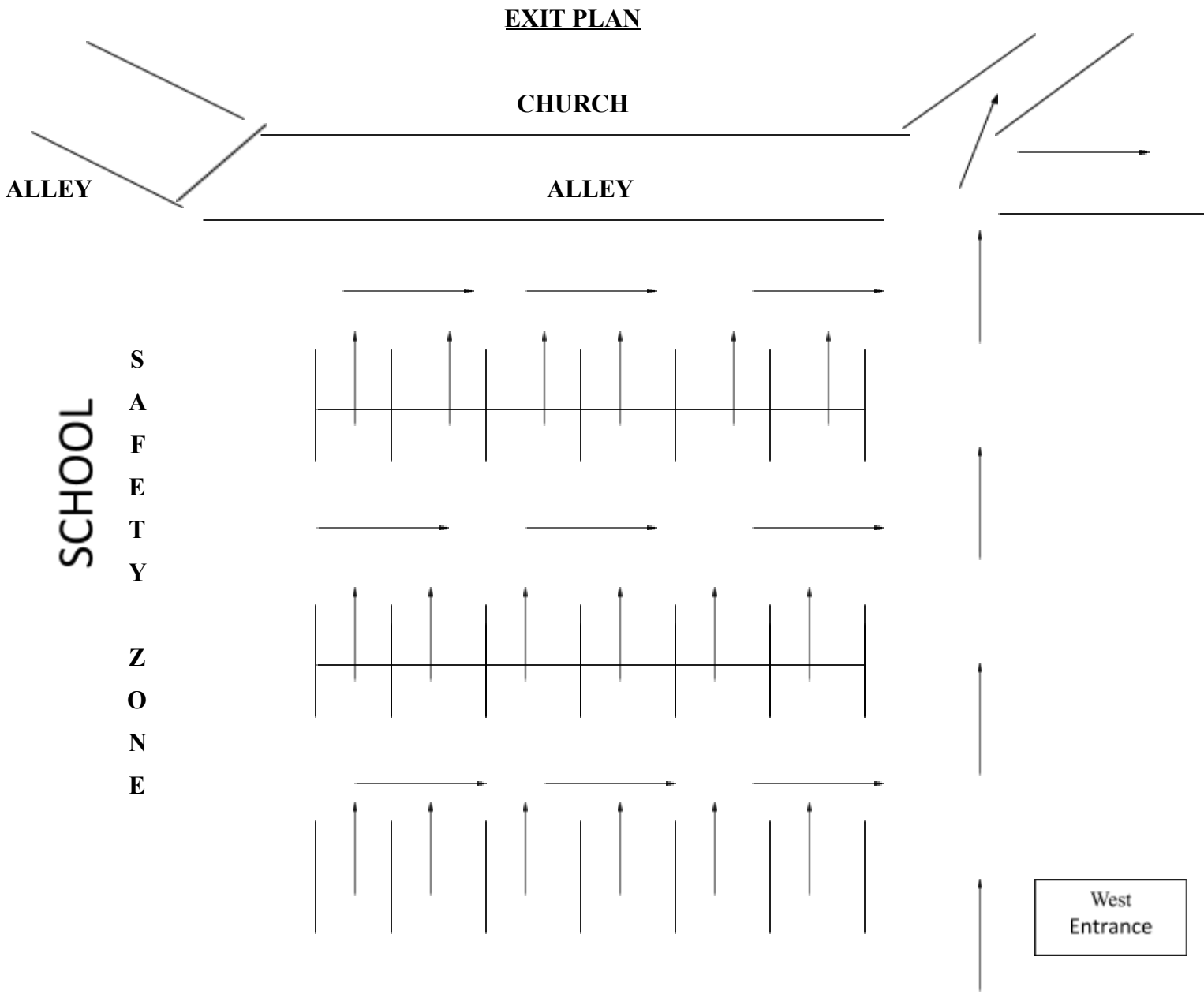
1. All drivers utilizing the parking lot to pick up students must enter the lot from the west Murdoch entrance. The east Murdoch entrance is blocked to create a Safety Zone for the students. Parents may not use the church driveway or the alley that leads to Childress to enter the parking lot.
2. All vehicles entering the lot must park in a “marked” parking space and position their vehicle facing the church (south). Unauthorized parking in the handicap spaces or alley will not be permitted.
3. At 2:55 p.m., the gate to the west Murdoch entrance will be closed to prevent late arriving vehicles from entering the lot while students are dismissed. The church driveway and alley will also be blocked at this time. Once the gates are in place, no vehicles may enter the parking lot and all engines must be turned off until the “all safe” signal.
4. Once the students are dismissed, vehicles are not permitted to reverse.
5. Drivers who plan to stay at school for after school events must make sure that they are not blocking another driver’s path and are encouraged to utilize the spaces along the fence by Murdoch.
6. After the students are secure in their cars or in the safe zone, an “all safe” signal will alert drivers that the gates may be opened. Drivers must exit the parking lot via the church driveway onto Nottingham or the alley that leads to Childress. Drivers will be dismissed by rows, beginning with the row of parking spaces closest to the church. Please follow the flow of traffic when exiting the parking lot.
7. Any driver who needs to leave before the “all safe” signal, should park on Nottingham, Tamm or Murdoch and walk his/her child through the safe zone and crosswalks to the car.
8. Any child who is not in a car must be in the safe zone before the signal should remain in the safe zone until the cars exit. All students who walk home may only exit the lot through the safe zone.

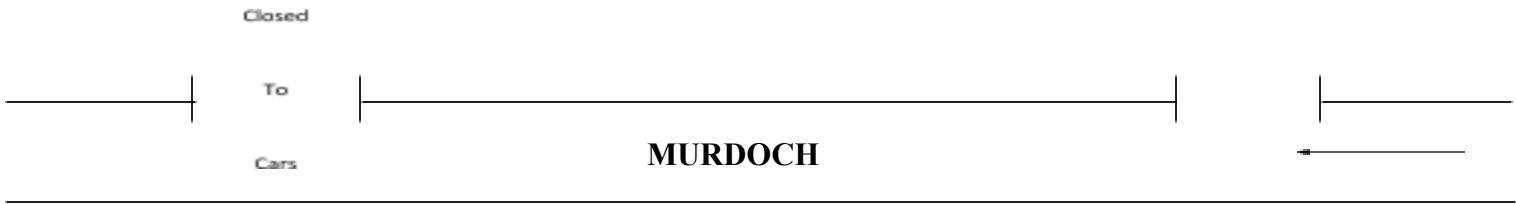
## **Additional Safety Procedures**

1. Students walking to and from school should always cross the street at the crosswalks.
2. Parents are to be mindful of the 5 mile per hour speed limit.

### Parking Lot Exit Plan Diagram

This illustration reflects the manner in which traffic should flow.





## **PHYSICAL EDUCATION**

All students must participate in the physical education program. Students who cannot participate in physical education must bring a note from their parents or physician, if applicable, stating the reason to be excused from PE class. Students receive daily points for having their PE uniform. Students are expected to bring their PE uniform, including tennis shoes, on Out of Uniform Days.

## **PLAYGROUND MONITORS**

The teachers supervise lunch recess. There are staff members on duty for each lunch period.

## **POUCHES FOR CHAIR BACKS and ART BAGS**

Each student in Grades 1-5 is required to have an art bag and a chair back pouch. A nylon drawstring sports backpack can work great for as an art bag.

The instructions for making both types of pouches can be found in Addendum A of this manual.

Parishioner Joyce Ortwerth is available to fabricate the chair back pouch or art bag. Please call Joyce Ortwerth (314.323.3168) or email her at [jbook\\_vb@yahoo.com](mailto:jbook_vb@yahoo.com). Order forms are available on the school website [www.stgabschool.org](http://www.stgabschool.org) under the Parent/Student tab.

## **PROMOTION**

In order for a student to be promoted to the next grade the student must attain a passing grade in major subjects (math, English, reading, science, social studies, and religion) as indicated on the final report card. If a student receives a failing grade in one of those subjects for the year, tutoring could be recommended. Close communication with parents will be maintained in order to provide the proper support and reinforcement needed by the student. (Archdiocesan Policies #4501, #4502)

## **QUESTIONING OF STUDENTS**

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

## **RECESS GUIDELINES**

### **WINTER**

32 degrees to 90 degrees -- Students shall play outside as it is considered comfortable for outdoor play  
 10 degrees to 32 degrees – St. Gabriel shall use caution and it may be necessary to decrease outdoor time.  
 10 degrees or below -Students should not go outside.

The temperature plus wind-chill may impact decisions

## **SUMMER**

32 degrees to 90 degrees – Students shall play outside as it is considered comfortable for outdoor play

90 degrees to 100 degrees – St. Gabriel shall use caution and it may be necessary to decrease outdoor time..

100 degrees or above - Students should not go outside.

The temperature plus heat index may impact decisions.

Children should be clothed appropriately for the weather and have access to fluids and sunscreen. Students will be closely observed for signs of becoming too hot or too cold.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards can be found on-line. Parent-teacher conferences are scheduled mid-way through the first trimester. **Progress reports are available in the student information system by parents logging in with their own family ID and password.** If parents do not have access to the Internet, teachers will send home a progress report on the dates indicated on the school calendar. It is the parent’s responsibility to let the teacher know that a hard copy needs to be sent home. **Parents can access the student information system to review student grades (Grades 1-8) throughout the year.** Teachers will update grades every week. Parents must access the report card by logging on to the grade portal. The portal closes for the year on or before June 30th. The student information system will be closed and grades and will be held for any family with outstanding tuition or fees.

### **Grading Scale – Grades 1-8**

A+	98-100	B+	91- 92	C+	83-85	D+	75-77
A	95- 97	B	88- 90	C	80-82	D	72-74
A-	93- 94	B-	86- 87	C-	78-79	D-	70-71
					F		69 or below

Kindergarteners do not receive a report card for the first trimester. Students in Grades 1-8 will receive a report card each trimester. (Archdiocesan policies #4502.1, #5301, #5301.7)

## **RESOURCE TEACHER/ LEARNING CONSULTANT**

St. Gabriel School has a learning consultant who works with students who have special academic needs. The resource teacher also assists teachers in working out alternative strategies for these students and completing the proper papers for evaluation at the St. Louis Archdiocese Special Education Office or the St. Louis Public School Education Program.

## **ROOM PARENT VOLUNTEERS**

Parents may sign-up as Room Volunteers at the beginning of the school year.

Duties may include

1. Assist in supervising field trips
2. Assist with the classroom treats and parties for Grades K-5
3. Assist in other planned classroom or school activities

Parent volunteers should strive to be inclusive of all students and families when planning events and recruiting other volunteers.

## **SACRAMENTAL PROGRAM**

This program is designed to help parents prepare their children for the reception of the Sacraments of Eucharist, Reconciliation, and Confirmation. It is a time of spiritual growth for both parents and children who, together, prepare for and are invited to receive the Sacraments.

### **SCHOOL HOURS**

The school day begins at 7:50 a.m. and ends at 3:00 p.m.

Students are not permitted to enter the building before the 7:35 a.m. bell. If the weather is inclement, the students will be permitted to wait in the school cafeteria. A staff member is on duty from 7:25 a.m. to 7:50 a.m. at the back door to supervise students. Please note that there is no supervision prior to 7:25 a.m. Students are not permitted to be in the building after the school day without authorized adult supervision.

#### Early Dismissal

School hours on early dismissal days will be: 7:50 a.m. – 12:00 p.m

No lunch will be served; students should bring a healthy snack.

### **SCHOOL PICTURES**

A professional photographer who visits the school takes pictures of our students. A notice is sent home announcing the visit of the photographer and the price of the pictures. Parents are under no obligation to purchase these pictures but may avail themselves of this service if they wish to do so.

#### Fall Pictures

The photographer takes pictures late September or early October. These pictures need to be paid for at the time the portrait is taken. If you are not satisfied with the pictures, a picture retake is scheduled sometime in October or November. This is also the time to purchase a class composite.

#### Spring Pictures

The photographer takes pictures in March or April, Every student can have a portrait taken. Parents have the opportunity to preview the packet and purchase all or parts of the package. A class composite is not available during the Spring Pictures. This program is a fundraiser for the school as the school receives \$1.00 for every portrait taken. Again, parents are under no obligation to purchase the packets.

### **SECURITY CAMERAS**

Surveillance cameras shall be utilized to maintain a safe environment at the school as the Pastor and Principal see fit. Any recordings made by the cameras are automatically deleted in accordance with the camera's settings. No footage may be saved without the written order of the Pastor or Principal. No one shall be permitted to view the surveillance camera recordings without the permission of the Pastor or the Principal.

### **SENDING MONEY TO SCHOOL**

All money sent to school should be in a sealed envelope, clearly marked with the student's name, homeroom, and reason for the money (for example, "John Smith – 4A – Book Bill").

### **SERIOUS DISCIPLINARY CONSEQUENCES**

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

Probation is the continued enrollment of a student, but with specified conditions.

Withdrawal for Cause is the permanent end of enrollment of a student from a school.  
(Archdiocesan Policies #4302.1, 4302.2, and 4302.3)

### **SPECIFIC CONDUCT POLICIES**



### **Tobacco** (Archdiocesan Policy #4303.1)

As educational institutions dedicated to the promotion of the growth and well-being of every aspect of a student's life, schools should prohibit tobacco use at all times. Tobacco use prohibitions should apply to all school properties and all school sponsored events. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves smoke free environments.

### **Drug, Alcohol & Substance Use and Abuse** (Archdiocesan Policy #4303.2)

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

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

In addition, preventive approaches through counseling and other educational methods should be used. Schools should have a policy requiring intervention, assessment for chemical dependency, and treatment if professionally indicated for students found in violation of drug and alcohol policies are part of the conditions for readmission.

### **Violence and the Threat of Violence** (Archdiocesan Policy #4303.3)

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

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

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault, possession or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, or harm persons. The possession or use of firearms, other weapons, or explosive devices on school or parish premises is not permitted. (Archdiocesan Policy #6202.1)

Schools shall develop and implement strategies to prevent violence and to address situations resulting from violence. Schools shall implement effective supervision and security procedures.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents and guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and pertinent information regarding specific students to the school administration promptly.

Schools should have a plan in place for dealing with emergencies, including acts of violence. Schools should publish policies regarding violence in their handbooks.

Guidelines:

1. A safe learning environment requires more than the absence of physical conflict or the toleration of others who are perceived to be enemies. Violence prevention includes both reducing the risk factors that lead to violence and strengthening the protective factors that resist violence. Schools should include the following among their prevention strategies: identifying the Christian response to situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self-esteem and sense of belonging; teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, maximizing students' academic achievement, promoting appreciation of differences, digital literacy, and providing parent education related to violence prevention.
2. The faculty and school and parish community should be made aware of the causes and signs of possible violent behavior.
3. Schools are encouraged to use Care Teams to assist with addressing possible problems before violent behavior occurs.
4. All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent and guardian conferences, mandatory counseling suspension, withdrawal for cause, and legal action depending on the severity of the incident.
5. If a student engages in serious, threatening, or violent behavior the following steps should be taken:
  - a. Remove the student from any contact with the school, and inform the parents a meeting will be held regarding the consequences.
  - b. Contact appropriate diocesan officials (staff of the Catholic Education Office).
  - c. Review the student's behavior to determine if it is grounds for "withdrawal for cause." If so, follow the procedures described. (see 4302, *Serious Disciplinary Consequences*)

If a student is not going to be withdrawn for cause, before a student can continue to attend or be readmitted to a school or PSR, the administration must receive reasonable assurance that the student does not pose a future danger to self or others. In this case, the following steps should be taken.

- a. Contact the parents and inform them that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself or herself and to others. Appropriate forms for the release of information must be signed to allow communication between school officials and the mental health professional.
- b. Notify the police of the threat as appropriate, after consultation with the Catholic Education Center. Police should be notified of an/or involved in the handling or any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons should be turned over to the police. Parents of the student who made the threat should be informed that the police have been notified.

- c. Communicate with any staff or students (and their parents or guardians) who may have been the target of the violent threat. Inform them of the threat and the actions taken to deal with the threat. Counseling or other needed support should be provided to assist these individuals in coping with the threat.

#### **Internet and Electronic Communications Conduct (Archdiocesan Policy #4303.4)**

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

This policy applies to communications or depictions through email, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the Principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (See Archdiocesan Policy #4302, *Serious Disciplinary Consequences*)

#### **Search and Seizure (Archdiocesan Policy #4303.5)**

##### **School officials with sufficient reasons to do so may search a student's locker or desk.**

Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials. A student's jacket, purse, backpack, and the like are personal property which may be searched upon reasonable grounds to justify the search. Reasonable grounds to search exist when the school has knowledge of specific and describable conduct leading a reasonable person to believe the student has engaged in prohibited conduct. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal, or if the school remains convinced of the reasonable grounds for a search of the student's personal property, the school official may conduct a reasonable search notwithstanding the student's refusal.

#### **Harassment (Archdiocesan Policy #4303.7)**

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

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

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

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

### **Social Activities** (Archdiocesan Policy #4303.8)

#### **Social activities sponsored by a school should be consistent with Christian values and Catholic teaching.**

Dances and mixers raise many concerns regarding the safety and security of the students. There are significant challenges in supervising large numbers of students at such an event. In addition, parishes and schools could face legal and liability issues in sponsoring such a dance or mixer. In light of these concerns school should not sponsor dances and mixers and instead find alternative social activities.

### **STANDARDIZED TESTING**

The complete testing program for the elementary school child in the Archdiocese of St. Louis consists of the following:

1. A screening assessment is administered to incoming Kindergartners in the spring before acceptance into the school.
2. The Comprehensive Assessment Program tests are administered to all students Grades 3-8 in the fall of each year:

Iowa Assessments (IA)	Grades 3-8
Cognitive Abilities Test (CogAT)	Grades 4, 6, 8

### **STUDENT RECORDS**

#### **Content of Records**

The cumulative active file of students currently in the school includes the following:

1. a cumulative record that contains the following: date of entrance, social security number, identification data, profiles of all standardized ability and achievement tests, annual final grades for each subject and name of the teacher, records of Baptism, First Communion, First Reconciliation, and Confirmation, date of graduation, withdrawal placement for the next educational experience;
2. attendance record care;
3. results of educational, speech or language, behavioral, social, emotional, and physical evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting, and current prescriptions for adjustments.

(Archdiocesan Policy #4601.1)

#### **Access to Student Records by Parents**

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

(Archdiocesan Policy #4601.2)

#### **Access to Student Records by Others**

The right of school personnel to access the records of students are 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 specific individual students or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special educational personnel. (Archdiocesan Policy #4601.3)

#### **Transfer of Records**

There should be no release of a student's records to other schools, institutions, agencies, or individuals without the prior written consent of a parent or guardian, or of 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. (Archdiocesan Policy #4601.4)

### Guidance Information

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. (Archdiocesan Policy #4601.5)

### Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making the 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 oral information. (Archdiocesan Policy #4601.6)

### **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 students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

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

### Special Needs Records

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

### **SUPPLIES**

Supplies needed for school by homeroom and subject teachers are itemized at the end of the year. The lists are available on the school website [www.stgabschool.org](http://www.stgabschool.org) under the Parent/Student tab. If needs arise during the school year, teachers will communicate with the parents as to the fee or item required.

### **TRANSFERS**

It is the responsibility of the parents to notify the school when a student transfers from St. Gabriel the Archangel School. This should be done in writing or direct contact with the Principal. The receiving school should provide release forms for records. The records are then mailed directly to the new school.

For students transferring to a Catholic parochial school in the St. Louis Archdiocese, we will send the copies of the cumulative records and any testing reports completed by the Archdiocesan Special Education Department. For students who are transferring to a public school or a Catholic school outside the St. Louis Archdiocese, a copy of the cumulative record is sent. Parents are responsible for giving the new school any reports of

diagnostic evaluations for their child. Records are only sent upon receipt of a signed parent request form from the new school.

## **TREATS**

The PFA and Home and School will provide the same treat for the whole school. The parents in Grades K-5 can assist the teacher in the classroom.

The teachers have established the following guidelines for holiday parties:

- Parents must contact the teacher about the party
  - who is coming; who is in charge; what is planned
  - need to have the teacher approve the activities
- Only two room parents per event with parents rotating for each event
- No siblings are to attend the event
- Parents must stay in the classroom

Invitations to parties that take place outside of school are not allowed to be given out to students at school. Parents must find some other means of distributing these invitations.

## **UNIFORM CODE**

The appearance and dress of the student is the primary responsibility of the student and his or her parent or guardian.

**The board shall establish a policy that students wear designated uniforms.** It will be up to the discretion of the teacher, Assistant Principal, Principal and Pastor to determine if students meet the expectations established in this uniform code. If a student's attire or appearance is not acceptable, the student and his or her parent or guardian will be notified. The student will be required to wait in the main office until acceptable clothing is brought to the school by the parent or guardian. Should additional notifications be necessary, consequences may result and will be determined by the school administration.

**Logos:** School uniform shirts, sweatshirts, sweaters, PE shirts and PE shorts may be embellished with the St. Gabriel the Archangel crest logo:



**All other/former logos on the above noted uniform items are not permissible.**

**Suppliers:** Catholic Supply provides items available for St. Gabriel's school uniform.

**Accessories:** Only minimal wearing of jewelry is allowed. Pierced earrings must be small posts. Hoops or dangling earrings are not allowed. No more than 2 earrings per ear. A maximum of one ring, one non-electronic watch, one bracelet, and one necklace may be worn.

**Nail polish and Make-up:** Nail polish and make-up are not allowed unless there is express permission from the Principal or Pastor. Only natural hair colors given by God are allowed for hair dye.

Please mark all uniform items with the student's last name.

### **GIRLS K-5**

**Plaid Jumper:** Jumpers come in two options: drop-waist or v-top jumpers. All jumpers must be no more than 2" above the knee.

**Note:** girls in grade 5 may wear uniform skirt or jumper (beginning 2020-21 school year.) Beginning with 2021-22 school year, 5th grade girls will wear skirt only (4th grade will become the last grade for jumpers.)

**Shirts:** Long-sleeved or short-sleeved white or red blouses, turtlenecks, oxfords, or polo shirts are acceptable. Logos, as discussed above, are optional. Only plain white shirts are allowed under the uniform shirt.

**Pants:** Navy only. No jeans or corduroys. No cargo pants. Belts must be worn if pants have belt loops.

**Shorts:** Navy walking shorts, no more than 2" above the knee. Belts must be worn if shorts have belt loops.

**Leggings:** Leggings may be solid white, red, navy or black. No capri leggings, please; ankle length leggings only. These may be worn under the jumper or skirt, but may not be worn alone or under shorts.

**Tights:** Tights may be solid white, red, navy or black. Tights may be worn under the jumper or skirt, but may not be worn alone or under shorts.

**Socks:** Solid white, red, navy, or black sport or dress sock. If a student wears the Elite Sport socks, the colors must be a combination of the school colors (red, black, navy, and white).

**Shoes:** Dress shoes or tennis shoes. No heels higher than 1" and no open toes or open heels permitted. Boots and moccasins are not to be worn in school. If students wear boots or snow boots to school, they must change to a dress or tennis shoe. Tennis shoes are required for gym class.

**Sweatshirts:** Solid navy or red. Logos, as discussed above, are optional. No hoodies.

**Sweaters:** Solid navy or red. Logos, as discussed above, are optional. No hoods on sweatshirts.

### **GIRLS GRADES 6-8**

**Same as girls Grades K-5 with the following additions.**

**Plaid Skirt instead of Jumper:** Box pleat or culottes style. The skirt must be no more than 2” above the knee.

**Shirts:** In addition to red and white shirts, girls in Grades 6-8 may wear navy polo shirts. Logos, as discussed above, are optional.

**Pants and Shorts:** In addition to the navy pants and shorts, girls in Grades 6-8 may wear khaki pants or shorts. Belts must be worn if pants or shorts have belt loops.

### **BOYS GRADES K-5**

**Shirts:** Long-sleeved or short-sleeved white or red turtlenecks, oxfords, or polo shirts. Logos, as discussed above, are optional. Only plain white shirts are allowed under the uniform shirt.

**Pants:** Navy only. No jeans or corduroys. No cargo pants. Belts must be worn if pants have belt loops.

**Shorts:** Navy walking shorts, no more than 2” above the knee. Belts must be worn if shorts have belt loops.

**Socks:** Solid white, red, navy, or black or sport or dress sock. If a student wears the Elite Sport socks, the colors must be the combination of the school colors (red, black, navy, and white).

**Shoes:** Dress shoes or tennis shoes. No heels higher than 1” and no open toes or open heels. Boots and moccasins are not to be worn in school. If students wear boots or snow boots to school, they must change to a dress or tennis shoes. Tennis shoes are required for gym class.

**Sweatshirts:** Solid navy or red. Logos, as discussed above, are optional. No hoodies.

**Sweaters:** Solid navy or red. Logos, as discussed above, are optional. No hoods on sweaters.

### **BOYS GRADES 6-8**

**Same as boys K-8 with the following additions.**

**Shirts:** In addition to red and white shirts, boys in Grades 6-8 may wear navy polo shirts. Logos, as discussed above, are optional.

**Pants and Shorts:** In addition to the navy pants and shorts, boys in Grades 6-8 may wear khaki pants or shorts. Belts must be worn if pants or shorts have belt loops.

### **GYM UNIFORM GRADES K-8**

**Shirts:** Plain gray, navy, or white t-shirts may be worn. Logos, as discussed above, are optional.

**Shorts:** Modest-length navy, royal blue or black sports shorts. Logos, as discussed above, are optional. Brand logo acceptable.



**Pants:** Navy, royal blue or black sweatpants. Leggings are acceptable only with shorts worn over them.

**Shoes:** Tennis shoes are required.

## OUT OF UNIFORM DAYS

Out of uniform days may be at the administration's discretion, and may be any of the following. Please pay attention to the out of uniform date announcement for the correct type of out of uniform day:

- FULL DRESS DOWN DAYS

The uniform is not required but the criteria for tops, bottoms, socks and shoes must be followed.

- ADD-ON DAYS

Students must wear uniform bottoms (pants, shorts, skirt or jumper), but non uniform tops may worn instead of (or over) uniform tops, following the criteria for tops below.

Certain out of uniform days may be themed (for a holiday, to celebrate the Cardinals or the Blues, etc.) and on those days there may be additional criteria relating to that theme, so make note to the announcements regarding those days.

The administration may, in its discretion, announce "St. Gabe's Spirit" Add-On days. On these days, students may wear tops:

1. Related to any St. Gabriel the Archangel school sponsored club (such as Band, Chess team, but **not** "club" teams such as AJAX and SGAA team uniforms (per SGAA policy on uniform use.)) or
2. With any St. Gabriel the Archangel School or Parish logo or design, including Spirit Wear items available from our supplier.

St. Gabriel's teams and clubs may request permission to have a special Add-On day on which only their student members may be allowed to wear a team or club jacket, shirt or other item as a way to celebrate a particular accomplishment.

Students are required to bring their PE uniforms on Out of Uniform Days.

As always, the appearance and dress of the student is the primary responsibility of the student and his or her parent or guardian. It will be up to the discretion of the teacher, Assistant Principal, Principal and/or Pastor to determine if students meet the expectations established in this uniform code.

If a student's attire or appearance is not acceptable, the student and his/her parent or guardian will be notified. Teachers will complete uniform checks during homeroom. If they are uncertain if a student meets the uniform code, they should send the student to the office immediately. Should additional notifications be necessary, consequences may result and will be determined by the school administration.

### Tops

- Long-sleeve, short-sleeve, and sleeveless tops are acceptable.
- Tops with images of or reference to gang membership, hate groups, sexual innuendos, drugs, alcohol, and/or tobacco are **not** allowed.
- Tops with anti-Christian messages or other offensive language should **not** be worn.

- Spaghetti straps and strapless shirts are **not** allowed.
- Tight fitting and low cut tops are **not** allowed.
- Bare mid-drifts are **not** allowed.

### **Bottoms**

- Capris, jeans (see note), shorts and tennis skirts (no more than 3” above the knees) and sweatpants are acceptable. Note: Tattered or torn jeans are not allowed.
- Pajama bottoms are not allowed.
- Leggings and tights may not be worn alone as pants.
- Leggings under a dress/skirt are permissible.
- Shorts or pants with lettering across the derriere are not allowed.
- Sagging pants or shorts are not allowed.

### **Socks and Shoes**

- Sandals, flip-flops, crocks, clogs and open-backed shoes are acceptable.
- Shoes with heels greater than 1” may **not** be worn for safety reasons.
- Socks do not have to be worn.
- **Tennis shoes must be worn on PE days.**

### **Dress and Grooming**

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

The appearance and dress of the students is the primary responsibility of parents and guardians. However, St. Gabriel School has established policies, guidelines and regulations for students’ appearance. Because students are perceived as representatives of the school, the school has a reason and a right to expect students to dress appropriately and groom themselves.

(Archdiocesan Policy #4303.6)

Due to evolving trends the final decision regarding what is acceptable for the uniform is left to the discretion of the Principal and Pastor.

### **VISITORS**

All visitors must use the front doors on Tamm. In order to welcome all visitors and provide for the safety of our children, we ask that you check in at the school office before you report for your volunteer assignment or whenever you visit the school. All visitors are required to wear a visitor’s badge.



## **Addendum A**

### **Fabrication Instructions for Art Bag and Chair Back Pouch School Supply Item for Students in Grades 1-5**

#### ***Art Bag Instructions:***

Please use dark fabric, preferably denim.

1. Cut a piece of material 24 inches long and 12 inches wide.
2. Turn under  $\frac{3}{4}$ " seam allowance on the 12" edges. Press. Top stitch  $\frac{1}{2}$ " from each on  $\frac{3}{4}$ " seams.
3. With right sides together, fold material in half, now leaving only 11  $\frac{1}{4}$ " pouch depth.
4. Sew  $\frac{1}{2}$ " on each side seam allowance. You might want to sew over this row of stitching a second time to prevent the pouch seams from opening from daily use throughout the year.
5. To reinforce bottom of pouch edge, stitch a  $\frac{1}{4}$ " seam. (Do not trim this seam.) This leaves and 11" depth. Turn pouch right side out and press.
6. Put a heavy-duty snap, zipper or Velcro strip on top for closure.

#### **Strap Instructions (for pouch)**

1. To make the strap, cut a piece of material about 33" long and 3" wide. Depending upon your child's height, you might have to lengthen or shorten the strap. The pouch should not extend below the hip.
2. Press under  $\frac{1}{4}$ " on each long side.
3. Fold wrong sides together and sew open end together close to the edge.
4. To finish strap, top stitch other side of strap with a  $\frac{1}{2}$ " seam line.
5. Attach strap to side seam, stitching back and forth to reinforce.

#### ***Chair Back Pouch Instructions:***

Needed: 1 heavy-duty piece of material measuring 36" by 45"

1. Fold material in half lengthwise right side out.
2. Fold seam under all the way around so material measures 17" by 43" and then top stitch on all four sides to keep seams in place.
3. Fold material down 9  $\frac{1}{2}$ " and up 12" on opposite sides of material and then sew down the sides to hold in place.
4. Reinforce sides at openings with additional stitching to keep from coming loose.

## **Addendum B**

Please use this link to access St. Gabriel: Re-Engaged for Learning. This is the pandemic plan that we are using to keep students and staff as safe as possible while providing an education this year. Please use the pandemic plan for specific information due to our unique circumstances that may not be covered in the regular handbook. For the 2020-2021 school year, information in the pandemic plan supersedes procedures in the handbook (for example: the nut-free procedure and health-related guidance).

[St. Gabriel: Re-Engaged for Learning](#)