

OUR LADY OF PROVIDENCE SCHOOL FAMILY HANDBOOK

TABLE OF CONTENTS

- I. SCHOOL OVERVIEW
 - School Information
 - Administration & Organization
 - Faculty & Staff
 - Mission Statement & Philosophy
 - History of the School
- II. ADMISSION & ENROLLMENT
 - Policy of Non-Discrimination
 - Admission Requirements
 - Transfers
 - Enrollment
 - Enrollment Policy
 - Custodial and non-custodial parents
- III. TUITION & FEES
 - Tuition
 - Books & Supplies
 - Fees
 - General Parish & School Support
- IV. INSTRUCTION
 - Grading Scale
 - Reports & Conferences
 - Testing
 - Homework
 - Access to Student Records
 - Transfer of Records
 - Students with Special Needs
 - Instructional Use of Copyrighted Materials
 - Monitoring Internet Activities
 - Transportation of Students
 - Completion of School Programs
- V. ATTENDANCE/SUPERVISION OF STUDENTS
 - School Hours
 - Arrival
 - Tardiness
 - Restraining/Protective Orders
 - Dismissal
 - Absences
- VI. DRESS CODE
 - All Students
 - Rules Applicable to Boys
 - Rules Applicable to Girls
 - Non-Uniform Days
- VII. STUDENT CONDUCT
 - Acceptable Behavior
 - Discipline Policy
 - Suspension
 - Probation
 - Withdrawal for Cause
 - Release of Student Discipline Information
 - Violence and Threat of Violence
 - Internet and Electronic Communications Conduct
 - Student Internet Contract
 - Harassment
 - Search and Seizure
 - Cell Phones and Electronic Devices
 - Middle School Behavior Rules
- VIII. HEALTH & SAFETY
 - Physical Examination Policy
 - Emergency Cards
 - Illness
 - Administration of Medication
 - Students with Significant Medical Conditions
 - Communicable Diseases
 - Wellness Plan
 - Policy on Child Abuse
 - No Smoking Policy
 - Weapons Prohibition
- Questioning of Students
- Media
- Distribution of Material
- Mailing Lists
- Faculty Meetings
- Snow Schedule

Internet and Photograph Consent

IX. IMPORTANT REMINDERS

Cafeteria
Communications
Library & Bookmobile
Playground Supervision
Recess
Telephone Messages
Treats
Emergencies
Use of School Facilities
Visitors
Emergencies
Field Trips

X. ORGANIZATIONS & ACTIVITIES

Volunteers
Protecting God's Children
Parish School of Religion
School Board
Parents of Providence
Youth Activity Association
Girl Scouts
Boy Scouts
Children's Choir
OLP Men's Club

XI. APPENDICES

Parent Witness Statement
Student Witness Statements
Field Trip Participation Form

I. SCHOOL OVERVIEW

SCHOOL INFORMATION

Father David Rauch, Pastor

Mrs. Laura Clark, Principal

Phone Numbers

Rectory 843-3570
School 842-2073

Incoming telephone calls cannot be received and delivered to students unless an emergency is involved. Messages will be given to teachers, who will return your call as soon as possible.

Mailing Address

Our Lady of Providence School
8874 Pardee Road
St. Louis, MO 63123

E-Mail Address

Mrs. Clark – lclark@olp-school.org

Mrs. Schwartz – cschwartz@olp-school.org

School Website

www.olpstl.com/school

Principal's Office Hours

The Principal is usually available in the office from 7:30 a.m. until 3:45p.m. Please feel free to drop in or call for an appointment at anytime.

Please note:

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

ADMINISTRATION & ORGANIZATION

Pastor

The Pastor is the spiritual leader of the Catholic Parish Community. He is the chief administrator of the parish. By virtue of his office, the Pastor is responsible for those matters within the school that affect worship, ministry of the Word and spiritual welfare of the students.

Principal

The Principal is the director of the school. The Principal is to work closely with the Pastor and faculty to achieve a climate and programs that foster Christian growth and formation within the total school community. The Principal is responsible to the Pastor, to the Archdiocesan Superintendent and to the community for all school matters.

School Board

The School Board acts in an advisory capacity to the Pastor in making policy for the Parish School. The School Board is made up of 7 parents from the school and/or parishioners, elected by the Parish community, 2 appointees, the Pastor, and the Principal.

Faculty

All faculty members are responsible to the Principal. Members of the faculty will be accountable to the Principal in upholding the philosophy and goals of education of Our Lady of Providence.

Appointments

Parents are encouraged to talk directly with the Faculty member involved about any problem or situation which might arise during the course of the school year. If you wish to talk to or schedule an appointment with a teacher, please call the Office and leave a message or send a message via FastDirect. The teacher will contact you at his/her earliest opportunity. If you request, the Principal will arrange to attend the conference.

If, after speaking with the teacher, the parents wish to speak with the Principal or Pastor, they may call the school or rectory office to make an appointment.

FACULTY & STAFF

Father David Rauch	Pastor		
Rev. Mr. Dave Amelotti	Deacon		
Rev. Mr. Jerry Prives	Deacon		
Mrs. Laura Clark	Principal		
Mrs. Mary Mallette	Grade 8 homeroom	Mrs. Jan Inman	Learning Consultant
Sr. Janet Vietor	Grade 6/7 homeroom am	Mrs. Mary Lynch	Technology
Mrs. Lisa Whetstine	Grade 6/7 homeroom pm	Mrs. Jane Heffernan	Art
Mrs. Linda Dalton	Grade 5	Ms. Linda DiFranco	Music
Mrs. Karen Cannon	Grade 4	Mrs. Karen Ganey	Physical Education
Ms. Mary Kay Higgins	Grade 3	Mrs. Teresa McIntyre	Preschool Director
Mrs. Pat Mueth	Grade 2	Mrs. Coleta Schwartz	School Secretary
Mrs. Patti Loehnig	Grade 1	Mrs. Lynn Holler	Cafeteria Manager
Mrs. Jeanette Aioldi	Kindergarten	Mr. Rich Yates	Custodian
Mrs. Kristin Fueurbacher	Aide		

MISSION STATEMENT

We, the educational community of Our Lady of Providence, embrace the mission of creating and sustaining a learning environment where: God is truly first; decisions are guided by gospel values; individual needs, talents, and contributions are respected; strategies for life-long learning are acquired; and growth is cherished and celebrated.

PHILOSOPHY

Our Lady of Providence School Community is dedicated to helping students develop and maintain the self-confidence and spirituality to meet the challenges of life. We believe that our faith is inseparably intertwined with the diligent and thorough pursuit of academic excellence, enabling our students to solve problems, dream dreams, achieve success, and grow in wisdom and grace to reach their fullest potential.

We support parents as the first teachers and foremost catechists of their children. As teachers, we amplify these lessons through word and example. In addition, we challenge these same children to grow as self-teachers, life-long learners, and proclaimers of the gospel. Indeed, we recognize that our entire parish community, in the generosity and witness of its members, is the wide classroom in which these lessons come to be learned.

As a community, we accept our responsibility to provide an atmosphere conducive both to scholastic achievement and the realization that Christ is the perfect model for living daily life.

We have a vision of graduates who:

- love God and accept His unconditional love for them
- respect all of God's creation
- respond to God's call within their community
- face the realities of society with compassion
- use faith principles to facilitate social justice
- welcome and show appreciation for diversity of religion, race, gender, physical condition, culture and experience
- seek to realize their greatest potential
- enjoy the satisfaction of a job well done
- view failure and criticism as opportunities for growth
- apply independent decision-making skills
- implement technology with efficiency and wisdom
- cooperate with others in achieving worthwhile goals

Our Lady of Providence School...Where every child is known by heart

**Known in Faith
Known as Family
Known for Excellence
Known through Service
Known for a Lifetime of Learning**

HISTORY OF OUR LADY OF PROVIDENCE SCHOOL

On April 12, 1954, the late Cardinal Ritter established the new parish of Our Lady of Providence on Pardee Road in south St. Louis County. Father Vincent Duggan was the first pastor. The first Mass was celebrated in the parish on Mother's Day, May 9, 1954.

The school opened on September 6 of the next year with an enrollment of 123 and staffed by the Sisters of Divine Providence of St. Mary-of-the-Woods, Indiana. Sister Charles Ellen Turk became the first principal. Additions were made to the school in 1958 and again in 1960 to accommodate the increasing enrollment.

After twenty-three years as pastor, Father Duggan retired in 1977. Monsignor Nicholas Schneider became the second pastor, followed by Monsignor Charles Forst and Father Robert Johnston. The current pastor, Father David Rauch, was appointed pastor of Our Lady of Providence in January, 2003.

Principals of the school following Sister Turk included Sister Kathleen Therese O'Connor, Sister Florence Norton, Sister Joseph Clare McCarthy, Sister Joan Mary Schaefer, and Sister Maureen Sheahan. After twenty-five years of service, the Sisters of Divine Providence withdrew from the school. In 1980, Mrs. Mary Ellen Libera was appointed the first lay principal, followed by Mrs. Judy Talleur and Mrs. Mary Jo Masterson. Ms. Clare Ortmeier was hired as the principal in 2005.

The School Improvement Process, required by the St. Louis Archdiocese every eight years, was completed in 1994, 2002 and will take place again in 2011. Its resulting Plan of Action continues to give direction for growth and improvement.

The 2004-05 school year brought a year-long celebration of the parish's 50th Jubilee. The school kicked off the 2005-06 year with its own 50th anniversary. In addition to the classroom teachers, the school employs a full-time Learning Consultant and Technology Coordinator, and part-time music, art, and physical education teachers, as well as a part-time librarian. The school is proud of the educational program offered and looks forward to the challenges of the next fifty years!

A parish pre-school program was established in the school building in 2005 to provide a seamless approach to our mission to keep God first, live by the Gospel and learn for a lifetime.

II. ADMISSION & ENROLLMENT

POLICY OF NON-DISCRIMINATION

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)

GENERAL ADMISSION

The principal, with proper consultation with the Pastor, will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedure. Cooperation of parents with their Church and School can be an important criteria in determining the acceptance of the application for admission.

ADMISSION REQUIREMENTS

Children will be admitted into Our Lady of Providence School who meet the specified age requirements of the Archdiocese and who demonstrate sufficient maturity and academic and social skills consistent with the grade level.

1. For admission to Kindergarten, the child must be five years of age by August 1.
2. The date of birth may be certified by a birth certificate or baptismal certificate and other sacramental celebrations.
3. Verification of custody arrangements in cases in which the parents of the student are divorced. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.
4. Emergency forms must be presented.
5. Forms indicating special needs must be completed.

TRANSFERS - Catholic Student

From a Catholic School A family desiring to transfer from another Catholic school in the Archdiocese may be accepted after OLP receives the necessary information from the pastor/principal of the sending parish.

From a non-Catholic School A family desiring to transfer from a public or private school may be accepted after a thorough inquiry regarding the religious motivation for the request for admission.

For Catholic students wishing to transfer from public or private school, the family must demonstrate to the pastor/principal a desire for a special kind of school where Catholic teaching and moral formation are an integral part of the school.

Some evidences of this desire are the following:

- Previous enrollment in the parish school of religion.
- Participation in the social and spiritual life of the parish.
- Agreement to the concepts upheld in the Parent Witness Statement.
- Registration in and financial support of a Catholic parish.
- Demonstration of a new interest in and commitment to living the Catholic faith.

TRANSFERS - Non-Catholic Student

For non-Catholic students wishing to transfer from public or private schools, the family must express to the pastor/principal a desire for this special kind of school where Catholic teaching and moral formation constitute an integral part of the school. Some evidence of this is the following:

- The family with religious affiliation participates in the services of their congregation.
- The family with no formal affiliation agrees to participate in some religious activities designated by the school.
- The family agrees to concepts upheld in the Parent Witness Statement that pertain to non-Catholic parents.
- The family agrees to financial support of the Catholic school.

Any family wishing to transfer to Our Lady of Providence School must be able to indicate through an interview that they are not attempting to escape efforts related to desegregation of schools. (School Board Policy, Approved January 15, 1991; Revised February 18, 1997)

ENROLLMENT

Enrollment and re-enrollment are held each year in early spring. A non-refundable enrollment fee is required at that time.

Enrollment for new students is held at the same time as re-enrollment. The dates are published in the parish bulletin for several weeks prior to enrollment. An enrollment and re-enrollment late fee will be assessed after May 15. Enrollment for new students will be taken at any time, if room is available in the class requested.

Order of Precedence of New Student Registration

1. Students who have older siblings currently enrolled in or who have graduated from the school.
2. Catholic students whose families participate in the faith life of the parish, but who do not have older brothers/sisters in the school.
3. Catholic students living outside the parish whose families participate in the parish they reside and who have permission from the pastor of the parish in which they reside. Tuition for these students will be at the discretion of the pastor.
4. Non-Catholic students whose parents give evidence of a desire for a religiously-oriented education.

ENROLLMENT POLICY

1. Class size will not exceed 30 students per class for all grades, kindergarten through eighth grade. Any class that teaches the maximum of 30 students will be considered “filled”. A waiting list may be established for students above that number.
2. The hiring of a teacher’s aide will be based on the specific needs of the class and at the discretion of the principal and pastor.
3. There will be an annual open enrollment period announced by the principal for the new and existing families.

(Approved: December 11, 2007)

Other Considerations for Enrollment:

1. Any student applying for the purpose of avoiding court-ordered desegregation must be denied.
2. When classes are filled, a waiting list will be established. As openings arise, students will be placed in classes according to the chronological order of their name on the waiting list.

3. Parents are expected to discuss any known mental, emotional, or physical handicap or learning disability to ascertain whether the school can meet the needs of the child. If needs cannot be met,

other educational alternatives will be recommended. If information is withheld, the school is under no obligation to honor the enrollment.

4. Families will be notified of acceptance after March 1. Failure for new or existing families to register during the open enrollment period could jeopardize their acceptance. Non-parishioners and Non-Catholics will be notified of acceptance after July 1.
5. The presiding Parish Pastor may, at any time, allow an exception to this policy.

(Approved: January 25, 1994; Revised: March 20, 2001)

III. TUITION & FEES

TUITION

Tuition will be paid monthly, July 1 through May 31.

Arrangements can also be made to pay annually or semi-annually. Payment in full must be made for all financial obligations to the school before the day of graduation.

BOOKS AND SUPPLIES

Textbook Policy

Each student is responsible for the proper care and maintenance of his/her textbooks. A method for record keeping shall be devised by the faculty and communicated to parents and students verbally and/or in written form. Any student who fails to maintain a book shall be liable for the full replacement cost of the book. Students will not be allowed to re-enroll, nor shall records be forwarded, if a book replacement bill is outstanding.

(School Board Policy, Approved: March 17, 1987; Revised February 18, 1997)

Textbooks

Students in Grades 3 - 8 will receive a form at the beginning of each year on which they and their parents will note the condition of all textbooks issued to them. A comparison of the book with that form at the end of the year will determine whether any fines or replacement costs will be charged. Any student who loses or ruins a textbook shall be responsible for the full replacement charge. Any student who damages a textbook shall be assessed part of the replacement cost, using the following general criteria:

<u>Hardcover</u>	New	Good	Fair
Writing on outside edges	\$5.00	\$3.00	\$1.00
Broken binding	\$3.00	\$2.00	\$1.00
Writing inside book that cannot be erased	\$2.00	\$1.00	.50

Paperback

Writing on outside edges	1/4 the cost of the book
Torn pages, writing in book	1/4 to 1/2 the cost
Broken binding or ruined cover	1/2 the cost of the book
Missing pages	entire cost

Textbook Rules

1. All hardcover and non-consumable soft cover books shall be covered with an appropriate book cover at all times.
2. No writing or marking in any books except consumable workbooks.
3. Students are to use their own textbooks only. If a book is forgotten or lost a replacement is to be borrowed from the teacher. Teachers are to keep a written record of borrowed books.
4. Parents are encouraged to make a note of the condition of their children's textbooks at the beginning of the school year and to monitor the care given to the books throughout the year.

Supplies

Students are given a list of needed supplies prior to the beginning of the school year. They are expected to have those supplies at the start of school. Parents and students are asked to be conscious of supplies that may need to be replenished or new things purchased. Teachers will do their best to limit such materials and to inform parents/students in advance of their need.

Students are discouraged from borrowing supplies unless absolutely necessary.

FEES

An Instructional Fee is assessed per child for the school year. The payment is due in full in June.

GENERAL PARISH AND SCHOOL SUPPORT

The Sacrificial Giving Program is a way of life at Our Lady of Providence. It is giving according to God's plan as stated in the Scriptures. According to this program one returns to the Lord 10% of one's income -- 5% to the parish and 5% to other charities -- in thanksgiving to God for His good news to us. Although the School Board has recommended a monthly tuition for families who have children attending our parish school, many families have generously gone beyond the set amount. Please consider, as you review your situation and prepare for the next school year, that the tuition covers only about 61% of the cost of maintaining the school, and nothing at all for the maintenance of other parish programs and buildings. Conversely, if you feel that for some reason you are not able to commit to the full tuition, it is necessary that you contact the Pastor to negotiate an amount you are able to contribute.

Tuition records will be checked regularly. If amounts are not at the expected level, a reminder will be sent to the parents. Report cards will be held until tuition is at the expected level or the Pastor has been contacted.

IV. INSTRUCTION

The normal progression through Our Lady of Providence School is nine years with a student being classified in grades kindergarten through grade eight in successive years.

GRADING SCALE

Student progress is indicated by quarterly grades reported during Parent-Teacher conferences in the first quarter, and in the second, third, and fourth quarter report cards.

Academic progress is indicated in the following manner:

A+	99 - 100%	C+	83 - 84%
A	94 - 98%	C	78 - 82%
A-	92 - 93%	C-	76 - 77%
B+	90 - 91%	D+	74 - 75%
B	87 - 89%	D	72 - 73%
B-	85 - 86%	D-	70 - 71%
		F	69% and below

REPORTS & CONFERENCES

Progress Reports

If a student has an average below a C, or if the teacher feels he/she is not doing satisfactory work based on ability and previous progress, or if conduct is not satisfactory at the middle of the quarter, a special notice will be sent to the parents. This gives students and parents the opportunity to catch the problem and bring the grade up before report cards are issued.

If progress falls below acceptable levels after mid-quarter, parents will also be sent a notice, or receive a phone call for their information, even if there is no longer enough time to remedy the situation in that quarter.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled each year, after the first quarter. Parent(s) of each child are expected to attend the conference in order to meet the child's teacher and discuss the child's progress.

Conferences at times during the year may be arranged at the request of the parent, student, or teacher whenever anyone feels that it is necessary. An optional conference during the second semester will be announced.

TESTING

Testing of various kinds will be conducted each year.

- Pre-Kindergarten - Students entering Kindergarten will be screened by the Kindergarten teacher with the Missouri KIDS test.
- Kindergarten - Students will take the Metropolitan Readiness Test at the end of Kindergarten, or prior to entering Grade 1.
- Grades 3-8 - Students participate in the Archdiocesan Achievement Testing program.
- Grades 1-8 – Students participate in a Cognitive Abilities Test.
- Grades 5 & 8 - Students take ACRE test of knowledge of Religion to help evaluate the effectiveness of the Religion program.

- Grade 1, 3, and 6 - Students will be evaluated with a Learning Style Inventory to determine preferences in learning styles and environment.

Parents receive the results of these tests as soon as they are available. In addition, students are regularly evaluated in all subject areas throughout the year.

HOMEWORK

Homework assignments are given regularly to reinforce or enrich concepts and/or skills presented in class, or to allow the student to prepare for the next day's classwork. Homework includes written work, reading assignments, and study. Assignment notebooks are provided by the school and should be used daily.

Teachers will discuss their expectations about homework with students during the first week of school, and with parents at the Back to School program held each September. Parents are encouraged to contact the teacher if a change in homework patterns is noticed--for example, if the child suddenly seems to have an unexpectedly large amount or has very little or no homework.

Long-Range Assignments

Students may be given long-range assignments such as reports, book reports, or projects. These types of assignments allow students to plan ahead and to work independently. Your child may need your help in organizing time and materials, but this assistance should lessen as the child progresses in school. Please allow your child to do as much of this type of assignment independently as possible.

Teachers will give written instructions and due dates to the students. Please respect these dates.

Assignments During Absences

Illness All class work and assignments given to the class must be completed by absent students. It is the child's responsibility to check with his/her teacher on returning to school to make sure all assignments have been received and completed. If the child is absent more than one day, arrangements should be made by the parents to have someone pick up the child's books and assignments. Arrangements should be made with the teachers for due dates for assignments in the case of prolonged absence. Generally, the students will be given the same number of days to complete homework as the number of days they were sick.

Trips or Voluntary Absences We encourage families to schedule trips and appointments at times when school is not in session. If, however, children are away from school for a reason other than illness, they will be given a packet of make-up work upon return with dates when this work is due. Ordinarily, work will not be sent home ahead of time. The teacher(s) will give a reasonable amount of time for assignments to be completed and for tests to be made up. If a child needs help to understand concepts covered during the absence, it is the parents' responsibility to make arrangements for private tutoring.

ACCESS TO STUDENT RECORDS

Parents/guardians have the right to inspect and review the official active file of their children. The records are available for parent viewing in the School Office at any time. Parents wishing to see their child's records should come to the office during school hours.

Final grades, academic testing results, and attendance records are kept in the permanent record. Health records are kept in a separate file.

Our Lady of Providence School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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

TRANSFER OF RECORDS

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former 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.

Students' records may be released without prior consent in the following circumstances:

1. to school officials, including teachers and counselors within the school or school system who have legitimate interest.
2. to the courts when subpoenaed.

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 this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information.

STUDENTS WITH SPECIAL NEEDS

Our Lady of Providence School has a Learning Consultant who, along with the principal and faculty, will attempt to address the special learning needs of students to the greatest possible extent within the parameters of our financial and human resources. We will fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address the 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 will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

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

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

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

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

(Archdiocesan Policy)

MONITORING INTERNET ACTIVITIES

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

(Archdiocesan Policy)

TRANSPORTATION OF STUDENTS

Our Lady of Providence School will take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities. When fiscally feasible, buses will be used for transport. At times transportation in private passenger vehicles is appropriate. If a private passenger vehicle must be used, the following criteria must be followed:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,00 per person, \$300,00 per occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a set belt or use an appropriate passenger restraint system.
6. Adults should not be permitted to smoke in the vehicle.

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

COMPLETION OF SCHOOL PROGRAMS

Kindergarten Graduation

At the end of kindergarten, students participate in a Mass to celebrate. After Mass, a celebration is held in the school to commemorate the occasion. Families are invited attend.

Eighth Grade Graduation

To graduate from Our Lady of Providence School, students must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct, and completed all financial obligations. Payment in full must be made for all financial obligations to the school before the day of graduation. If a student at the time of graduation has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled.

An eighth grade celebration ceremony is held at the end of the school year. The celebration includes Mass and a dinner. Plans for this celebration must be discussed with the Principal and must have administrative approval. The students and parents use fund raisers to pay for the festivities. The school provides \$10 per student for the dinner. All members of the family and parish community are invited to attend the liturgy, at which all scholarships will be awarded. Guests for the dinner will be the student and his/her parents and the faculty.

V. ATTENDANCE AND SUPERVISION OF STUDENTS

SCHOOL HOURS

The class day runs from 8:00 am until 3:15 pm.

ARRIVAL

Parents can drop their children off at school beginning at 7:30 am for the early drop-off program. Children will be supervised in the cafeteria from 7:30 to 7:45 am before they are allowed to go to their homerooms. Children dropped off after 7:45 am should proceed quietly to their homeroom. The school day begins at 8:00 am.

Parents who are dropping students off are asked to drive into the lower lot using the Sunray Drive ramp, proceed to the School door along the fence, and drop off children close to the side school door. Please be aware that many of the children who walk also enter the lot by the ramp or the steps from Sunray near the side door. Please wait in line to leave and do not pass cars that are dropping children off at the door.

Children are not to be dropped off nor enter the building from the upper lot.

TARDINESS

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

- A child who arrives at school after 8:00am will be considered tardy.
- A student who is absent for two hours or less in either the morning or afternoon is marked accordingly on the attendance and report card.
- A student who arrives later than 10:00am will be considered absent one-half day. A student who is absent for the majority of morning and afternoon is marked absent for one day.
- A written note from the parent stating the reason for the tardiness must be brought to the School Office before the child goes to his/her homeroom. A child who arrives later than 10:00 am will be considered absent one-half day.
- For excessive excused or unexcused tardiness, appropriate action will be taken in dealing with the students and/or parents/guardians.

DISMISSAL

Students are dismissed at 3:15 pm from the gym door or Sunray door and are to wait in the designated area until they see their car or driver. Drivers are asked to enter the lot from the upper Pardee Road entrance before 3:15 pm, and all are asked to exit the parking lot by the lower Pardee exit. For the sake of safety, walkers will leave the building by the Sunray doors.

Please assist us by not waiting for your child on the upper lot or below on Sunray Drive.

All children should be picked up or, if walking home, leave the school grounds promptly at 3:15pm, unless they are staying for a supervised activity such as Speech or Scouts or are formally enrolled in the school's aftercare program. Students may not stay to play on the playground, field or the gym. We do not wish to be insensitive to the needs and schedules of parents, but the safety of our students is our first responsibility.

Please be aware that many children will be crossing the parking lot and that no matter what we say or how many times it is said, children will occasionally be careless and run or not pay attention. Take your time for the safety of all!

Early Dismissal

A written request from parent or guardian is required for a student to leave school prior to dismissal. The note must state the reason for dismissal, the name of the adult who will pick up the child, and the time the child will be picked up.

The adult must pick up the child at the School Office, not the classroom. No child will be dismissed directly from the classroom for any reason. This is for the safety and protection of the child.

A child who misses more than two hours of school for an appointment will be considered absent one-half day, and more than four hours will be considered absent a full day.

Release of Students From School

A custodial parent may pick up a child from school. A non-custodial parent may also pick up a child from school in accordance with visitation rights. The school may require a copy of the court order which sets the respective custody and visitation right of parents. A child may be released to another individual upon the signed written authorization of the custodial parent or of the non-custodial parent, consistent with that parent's visitation rights.

RESTRAINING/PROTECTIVE ORDERS

Our Lady of Providence School may require a certified copy of any restraining/protective order which affects a student, and which does not allow the student to have contact on school property with any person(s) bound by the order. The terms of the order will dictate the limits of the order. Only those persons specifically set forth in the order are bound by its terms.

ABSENCES

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

A child's regular attendance at school ensures a basic condition for growth through learning. Students are expected to attend classes on all regular school days, unless poor health or other excusable causes prevent their attendance. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

To ensure the safety of our students, a parent/guardian is required to call the school office before 8:45 am to notify the school of a child's absence. If we have not been notified by 8:45, a call to the parent(s) will be made. Upon returning to school the student must present to the teacher a written excuse containing the child's name, days of absence or tardiness, reason for absence or tardiness, and signature of parent or guardian, even if the parent has called school. These notes are kept on file during the school year.

Excellent/Perfect Attendance

At the end of the year, students will be recognized for excellent attendance if they have been absent no more than two times (whole days, part days, tardies). Perfect attendance requires no absences or tardies.

Truancy

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Consequences for truancy will include conferences with the parent/guardian with a possible probationary status. Repeated truantries could result in dismissal.

Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law 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. Dual enrollment is possible in another accredited school. Our Lady of Providence School is the primary educational provider. The other school is a supplemental provider. A student is not considered absent from school when in attendance at the other school.

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 the school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present. Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hot line" report.

(Archdiocesan Policy 4402.2)

MEDIA AND THE SCHOOL

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

(Archdiocesan Policy 4402.3)

DISTRIBUTION OF MATERIALS

The school will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school. The school may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.

(Archdiocesan Policy 4402.4)

MAILING LISTS

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

FACULTY MEETINGS

A faculty meeting is held each month, usually on the second or third Friday of the month. Any change in the date will be included in the monthly calendar. Students will be dismissed at 12:00 PM on the days of faculty meetings. Faculty meetings are held to enable the entire Faculty to meet to discuss policies and procedures necessary for the smooth running of the educational program.

SNOW SCHEDULE

If it is necessary to close school or start late because of the weather, parents will receive a phone call informing them of the closing or late start. The information will also be announced on KMOX radio and channels 2, 4, and 5. Please DO NOT call the rectory for information concerning school closings.

In the case of a late start, school will open at 10:00 am and close at 3:15p.m.

VI. DRESS CODE

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

(Archdiocesan Policy)

Uniforms at Our Lady of Providence School are to be worn by all students from Grades K-8. Full uniforms are to be worn throughout the year with the exception of picture day and specially designated dress-up or dress-down days. Parents are asked to cooperate by seeing to it that their children always wear only the regulation dress. If any deviation from the uniform is necessary, a written note from the parent must be presented by the student to the homeroom teacher.

The uniform policy has been developed over the years by the parents, with the input of the faculty and Principal, who must administer the policy.

ALL STUDENTS

Socks/tights: Solid color, white or navy blue only. Socks must be visible.

Shoes: School type dress shoes may be worn. Athletic type shoes may be worn. They may be canvas, leather or vinyl. Either high tops or low top, tie or velcro closures are allowed. No clogs, sandals, hiking, or sports boots are allowed. Shoes requiring shoe strings must have shoestrings, and they must be tied. Shoes must be clean and in good repair. If boots are worn to school because of weather, they will have to be changed into regular shoes upon arrival.

Sweatshirts: "Our Lady of Providence" approved logo long-sleeved sweatshirts, red short zippered fleece pullover or the light blue sweatshirt with OLP logo, or plain navy sweatshirt, may be worn over the uniform instead of a navy blue sweater, which is also optional. No hooded sweatshirts.

Jewelry: No jewelry except a watch, small close-to-the-ear lobe earrings (not dangling), a ring, or a simple chain. The appropriateness of jewelry is left to the discretion of the homeroom teacher.

Shorts: From the beginning of the school year through October 15 and from April 15 until the end of the school year, navy blue only walking shorts may be worn in place of slacks, jumpers, and skirts. Middle School students may wear tan walking shorts. Denim shorts are not allowed.

Gym Class: O.L.P. approved logo gym shorts or plain navy blue shorts of modest length. No Umbros or other product logos, etc. Athletic or tennis shoes must be worn. Plain white shirts without buttons or gray O.L.P. T-shirts are required. No denim is allowed.

Hair: Clean and neat at all times.

Girls--Hair not hanging into the eyes.

Boys--not hanging into the eyes or below the ears.

Back can be no longer than collar length on the shirt.

Shirts: Must be tucked in at all times and not bloused. The students may not wear a shirt under the school shirt other than a plain white tee shirt. Any shirt with writing on it, which is visible through the school shirt, will be asked to be removed.

RULES APPLICABLE TO BOYS:

- Slacks: Navy blue Uniform dress slacks--cotton or cotton blend. Baggy pants, or pants with large pockets, or with rolled cuffs are not allowed. Middle School students may wear Uniform code tan pants.
- Shirts: White cotton or cotton blend, long or short sleeve, which button down the front; white or forest green short sleeve, knit polo-style shirts, with NO logo; long-sleeve white or forest green knit turtleneck shirt with NO logo.
- Sweater: Navy V-neck pullover, sweater vest, or navy cardigan.
- Belts: Must be worn with all slacks/shorts having belt loops.

RULES APPLICABLE TO GIRLS:

- Jumper: Navy plaid, available from Famously Yours Uniform Co.
- Skirts: Plaid pleated skirts or cullottes available from Famously Yours Uniform Co., may be worn by students in grades 6, 7, and 8. The skirts may be no shorter than two inches above knee cap.
- Slacks: Same as boys.
- Blouses: White cotton or cotton blend, long or short sleeve, which button down the front; white or forest green short-sleeve knit polo-style shirts, with NO logo; long-sleeve white or forest green knit turtleneck shirt with NO logo, lace, or trim.
- Sweater: Plain navy cardigan, pullover sweaters, or sweater vests are allowed with skirts, pants, or jumpers.
- Make-up: No make-up (this includes all nail polish and acrylic nails)

DRESS CODE FOR NON-UNIFORM DAYS

Out of Uniform

- Days: Must follow dress up or dress down code designed by the Student Council for non-uniform days or parents will be called to bring uniform.

Dress-Up

- Code: Slacks, stirrup pants, skirts, dresses; NO sweats or jeans

Dress Down

- Code: Nice jeans, nice sweatpants and sweatshirts, nice walking shorts, umbros or jean shorts. Shorts must be finger-tip length or longer. Baseball caps are permitted. No other head-gear, please.

Make-up codes for out-of-uniform days will be the same as regular uniform days.

On any Dress-Down Day, clothes from the Dress-Up Code are also permitted. However, Dress-Down Code clothing may not be worn on Dress-Up Days.

Clothing Never Allowed at School

Torn or ripped pants or shirts; bikers; clothing promoting rock groups, alcohol, immorality, or profanity; tank tops, spaghetti straps, or midriffs.

VII. STUDENT CONDUCT

ACCEPTABLE BEHAVIOR

The conduct and deportment of all students at Our Lady of Providence School shall be of a Christian nature and in keeping with their age and maturity. All staff members share the responsibility for supervising student behavior. All staff members and supervising adults should be obeyed and treated with respect by students.

General School Rules

1. Follow directions the first time they are given.
2. Stay in assigned areas.
3. Keep hands, feet and objects to yourself.
4. Use respectful language.
5. Follow uniform dress code.
6. Be courteous.
7. Bring needed materials to class.

Cafeteria

1. Follow directions first time given.
2. Be courteous.
3. Eat with consideration.
4. Clean up area and be seated until dismissed.

Playground

1. Follow directions first time given.
2. Use equipment according to school rules.
3. Stay within playground boundaries.
4. No fighting, name calling, using bad language or teasing.
5. Be courteous.

DISCIPLINE POLICY

A procedure for dealing with unacceptable behavior in the school will be developed by the principal and faculty. This procedure will include provisions for due process for the student and parent(s), and for suspension and withdrawal for cause of students.

This procedure will be communicated to the parents and students through the school handbook and through discussion with the students.

(School board Policy, Approved: November 18, 1986; Revised and Amended, April 1994)

Discipline

To discipline literally means to educate or to train. It comes from the same base word as “disciple”. As adults we are called on daily to make decisions which affect ourselves and others. If we believe in the ideal of responsible decision-making, we will take an intelligent part. In our society, a person should have self-direction and self-discipline, which are needed to make prudent decisions, and to abide by laws made by the majority. The child must learn to be responsible for his/her decisions. If he/she knows what is expected but deliberately acts contrary to those expectations, he/she should be ready to accept the logical consequences. It is important that all parents understand that when a child is disciplined by a faculty member, it is done to strive to fulfill the goals of our philosophy. **It is expected that parents will support the faculty and administration in these matters.**

If a disagreement arises, the matter should not be discussed within range of the child, but rather should be brought to the teacher or, if necessary, the Principal.

Disciplinary Action

Class and school rules will be discussed in each homeroom at the beginning of the school year. Children will be asked to help formulate these rules and will discuss reasons for each rule.

Teachers will inform the students of the consequences for not following the rules. Within the classroom the type of discipline will be left to the discretion of the teacher with the guidance of the Principal.

Corporal punishment will not be used in this school. If further disciplinary action is needed, the child will be sent to the principal.

Unacceptable behavior includes, but is not limited to, such things as:

1. Disruption of class.
2. Hallway/restroom misconduct
3. Being out of class without permission
4. Insolence toward authority—the use of obviously disrespectful language or attitude or defiance toward school. This includes volunteers, playground supervisors, maintenance workers, and cafeteria workers.
5. Disrespect shown to other students—name calling, any degrading word, gesture, or mannerism; profane, disrespectful or harassing language.
6. Lying
7. Stealing—from the school, teachers/staff, or other students.
8. Cheating, including giving answers to another student or knowingly allowing another student to copy work.
9. Intentionally hurting or intending to hurt another person.
10. Bullying

SUSPENSION

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

In-school suspension is used for the following situations but is not limited to these:

1. Fighting
2. Continuation of the behaviors listed above.
3. Abuse of parish or school property, or the property of others.
4. Smoking or possession of cigarettes and/or matches or lighter.

Parents/guardians will be notified as soon as possible if a suspension is warranted. A substitute teacher will be hired at the current substitute rate at the parents' expense to supervise a student during an in-school suspension.

In extreme situations students may be suspended from school.

PROBATION

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the school principal in consultation with the pastor. Certain circumstances may warrant a written contract, requiring counseling and other interventions, before a student is eligible to return to school.

WITHDRAWAL FOR CAUSE

Withdrawal for cause is the permanent end of enrollment of a student from school. The decision of withdrawal for cause is made by the pastor of the parish, with the recommendation of the principal. Withdrawal for cause is the most serious means of dealing with a discipline problem. If a student's behavior presents a severe threat to the physical and/or moral well-being of another student or the school community, the student is subject to withdrawal for cause. A student is particularly subject to withdrawal if found in possession of, selling or using drugs or alcohol, displaying violent behavior or sexual abuse, or if found in possession of a firearm or weapon or anything that can be construed as a firearm or weapon.

Drug, Alcohol and Substance Use and Abuse

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

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

Instruction in the classroom and other outside sources are provided to educate the children about drugs, alcohol and substance abuse. Our Lady of Providence School is a drug free school.

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 this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian.

VIOLENCE AND THREAT OF VIOLENCE POLICY

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

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

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

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

(Archdiocesan Policy 4303.3)

Our Lady of Providence School will provide a safe learning environment for all members of the school community. This policy applies to all persons, children and adults, present on school or parish property.

Violence is defined as any words, gestures, or actions that have the potential to result in or actually result in hurt, fear, or injury. Violence also includes harassment, threats of injury, assault, possession and/or use of a weapon, and theft or vandalism of property.

Weapons are considered to be anything used or intended to be used to threaten, intimidate, and/or harm any person. The possession or use of firearms, other weapons, or explosive devices on school or parish premises is not permitted at any time.

All reported or observed instances of violence will be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and administrative guidelines. Reporting of incidence of violence will be consistent with the guidelines established by the Archdiocese and the Our Lady of Providence School administration.

To keep safety paramount, the Our Lady of Providence School administration will develop and implement strategies and guidelines to prevent violence, deal with emergencies and address situations resulting from violence. The School Handbook reflects these strategies and guidelines.

(School Board Policy, Approved: November, 1998)

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident. If a student engages in serious, threatening, or violent behavior he/she will be removed from any contact with the school and the parents will be contacted for a meeting which will be held regarding the consequences.

If a student engages in threatening or violent behavior, before that student can continue to attend Our Lady of Providence School, the Principal must receive reasonable assurance from a competent, licensed, mental health professional that the student does not pose future danger to others. In addition, the student and his/her family must comply with the recommendations of the professional evaluation. Appropriate releases must be signed to allow communication between school officials and the mental health professional. The Principal determines whether or not the student will be readmitted and what conditions and limitations may be in place.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

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

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

(Archdiocesan Policy 4303.4)

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

Parents and students must sign an annual Acceptable Use Policy.

STUDENT INTERNET ACCEPTABLE USE CONTRACT

All users who access the Internet through Our Lady of Providence School are required to adhere to strict ethical, legal and safety guidelines. If Our Lady of Providence students violate any of these guidelines, their access to the Internet via school connections may be terminated and future access may be denied.

The use of the Internet is a privilege, not a right, and inappropriate behavior may lead to penalties including termination or complete denial of access. The primary purpose of the Internet connection at Our Lady of Providence School is educational. The following guidelines are required:

1. No attempt to gain unauthorized access to any other system.
2. No use of inappropriate language or disrespect on-line.
3. No use of other student's written materials without giving proper credit.
4. Use of the school Internet access only for educational purposes.
5. Respect for the rights of copyright owners and no reproduction of any work protected by copyright.
6. Obey the safety rules. No posting of any personal contact information.
7. Prompt reporting of any messages/communications that are inappropriate.

The administration will investigate and act upon all reported or observed instances of inappropriate electronic conduct.

HARASSMENT

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

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

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

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

(Archdiocesan Policy 4303.7)

SEARCH AND SEIZURE

School officials with sufficient reasons to do so may search a student's locker or desk. With good reason, school officials may request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal. The school may use this method of search and may employ it without prior notice to parents or students.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to have cell phones, blackberries, pagers, etc., during hours of instruction or during sponsored programs. The item(s) must be turned off and placed in the locker immediately upon arrival in the classroom. If this rule is not followed, the item will be confiscated, an automatic detention given and the item will need to be picked up by a parent. Students are not permitted to borrow an adult's cell phone to make a call or send a message. All calls must be made and received in the school office with the permission of the administration for approved reasons. Inappropriate use of the cell phone or other electronic devices may warrant a suspension.

MIDDLE SCHOOL BEHAVIOR RULES

EXPECTATIONS:

- Respect should be shown to all adults and students in language and manner.
- There will be no physical or verbal abuse (Hands off!)
- Students will adhere to the uniform policies.
- Students will respect their own property and that of others.

DEMERITS:

- One demerit
 - Uniform violation
 - Unexcused tardy (to school or class)
 - Chewing gum
 - Inappropriate socializing
 - Inattentive behavior
- Two demerits
 - Inappropriate behavior (in or out of classroom)
 - Bullying (first offense)
- Three demerits
 - Disrespect
 - Lying
- Automatic detention
 - Damaging property
 - Cheating (will also receive a zero)
 - Bullying (second offense)
 - Misuse of electronics (see VII-6)

1. Demerits can be given by any teacher, supervisor or the principal.
2. If a student accumulates **four** demerits per quarter that student receives a detention. The parents will be called by the teacher and a conference scheduled with the child and parent. Detentions will be served on Wednesday mornings from 7:00-8:00a.m.
3. An automatic detention will also warrant a conference with the teacher, child, and parent.

4. After the first detention an accumulation of **four more** demerits (or automatic detention) will result in a one day in-school suspension. A substitute will be hired at the current substitute rate at the parents' expense to supervise the student.
5. A total of, or equivalent to, 12 demerits within one quarter will place a student on probation.
6. Continuous disruption may cause the student to be removed from the classroom and sent to the office. This will be followed by parent contact.
7. When a suspension is warranted a conference will be scheduled with the student, parents, teacher, and principal. Subsequent suspensions within the year will be of longer duration, possibly including a Saturday.
8. Students who cannot produce an R and R card when needed will receive two demerits.
9. Fighting, dangerous offenses, or verbal abuse can warrant immediate suspension.
10. A student may be placed on probation with a written contract which is the continued enrollment of a student but with specified conditions. The decision to use probation as a disciplinary action is made by the school principal in consultation with the pastor.
11. Certain circumstances may warrant a written contract requiring counseling and other interventions before a student is eligible to return to school. If the behavior continues parents may be asked to withdraw their child from school.

BULLYING: GUIDING PRINCIPLES

I. Bullying occurs when:

- There is intent to harm
- There is intensity and duration
- There is abuse of power
- The target is vulnerable
- The target is unsupported
- The target experiences significant consequences

II. There are five kinds of bullying:

- **PHYSICAL:** any use of the body or objects to assault someone
- **VERBAL:** any use of words, sounds or language to demean someone
- **EMOTIONAL:** any non-verbal actions or exclusion to reject someone
- **GENDER:** any form of harassment, discrimination, sexual pressure or sexual language
- **CYBERBULLYING:** a current form of bullying involving the Internet to cause verbal and emotional pain.

ASSIGNMENTS AND HOMEWORK POLICY

Assignments are a means to help students review, comprehend, and enrich subject matter taught in class. Students attending Our Lady of Providence School will have assignments and homework as a normal part of their education. Students should come prepared to class with materials and assignments. Class work and homework assignments should be completed neatly, carefully and promptly.

CONSEQUENCES:

- Students not having assignments will receive a missing assignment mark on his/her Respect and Responsibility card and receive a 10% reduction in grade each day up to three days.
- An assignment not turned in within three days, a score of zero percent will be recorded.
- If a parent signature is missing or the assignment is incomplete, a phone call will be made to the parent by the student in our school office.
- Students will be given the same number of days they were absent to complete work for excused absences (i.e. illness, funeral).

ACADEMIC GRADING CODE:

A+ 99-100	B+ 90-91	C+ 83-84	D+ 74-75
A 94-98	B 87-89	C 78-82	D 72-73
A- 92-93	B- 85-86	C- 76-77	D- 70-71
	F 0-69		

VIII. HEALTH & SAFETY

PHYSICAL EXAM POLICY

Physical examinations are required of students entering Our Lady of Providence school at any age, and prior to entering kindergarten, third, and sixth grades. Evidence of this examination shall consist of the form, which is provided by the school, completed and signed by the examining physician.

Failure to provide the school with this form by the opening day of school will result in the exclusion of the child from school until such form has been turned in, or evidence given to the Principal that an examination has been scheduled.

Any parent who objects to this requirement must submit his/her objections in writing to the Principal, which will be placed in the child's health records in lieu of the examination form.

(School Board Policy, Approved: November 21, 1989; Revised February 21, 1997)

A physical given any time within the previous school year will be valid for this purpose. A medical form will be given to the parents for this purpose. This form must be signed by the physician and returned to the Office by the opening day of school. Immunizations must be up to date. Failure to return the form or complete immunizations by this date will result in the exclusion of the child from school until such time as the form is returned or a doctor's appointment is verified.

EMERGENCY CARDS

On the first day of school, you will receive an emergency form for family for release in case of illness, and designating to whom the child(ren) may be released in case of extreme emergency. This form should be returned by the end of the first week of school. Efforts will be made to contact a parent if at all possible before the child is released to any other person.

It is very important that we have current phone numbers for both home, work, and cell phones that alternate names appear on the card in case we cannot reach the parents.

Please notify the school immediately of any changes.

ILLNESS

Illness During the Day

Parents of students who become ill during the day will be contacted if possible. Parents are expected to pick up or make arrangements for someone to pick up a child who is ill. We have no facilities to keep a sick child. If it is not possible to contact a parent, one of the two persons listed on the Emergency form will be called.

Screenings

Students are screened annually for hearing and vision at parent cost.

Head Lice

The child will be excluded until he/she has a doctor's prescription or medicine container to prove that treatment has been given, and no evidence of lice or nits (eggs) are found in the hair. The child will be sent home until nits are no longer found.

Head lice should be reported to the Principal as soon as diagnosed to prevent their spread to others.

Contagious Illnesses

No child should be sent to school and no child will be allowed to remain at school with the following:

1. Fever of 100° or greater. (Children must be free of fever for 24 hours before returning to school).
2. Diarrhea
3. Vomiting
4. Bacterial infections, such as impetigo, strep throat, or ear infections, unless the child has undergone 24-48 hours of treatment and has a doctor's permission to return to school.
5. Unidentified skin rash.
6. Chicken pox where blisters are still present.

ADMINISTRATION OF MEDICATION

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

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. The name of the drug, dosage time interval the medication is to be taken, and diagnosis or reason for the medication to be given. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school);
2. Written consent of the parent/guardian for school personnel to administer the medication;
3. The medication in the original container;
4. The medication and forms are to be brought to the school office, and will be administered by the school secretary, principal, or her designee.

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS

A student enrolled in Our Lady of Providence School who has a significant or potentially life threatening medical condition may require special consideration. Our Lady of Providence School 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.

Health Practices

All classrooms will be equipped with appropriate materials necessary to safeguard the health of students and personnel. Appropriate procedures will be developed and communicated to all building personnel. These procedures will be included in the faculty handbook.

Peanut/Tree Nut Allergies

The first priority of Our Lady of Providence School is to ensure the safety and well being of our students. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if we work together to minimize risks and provide a safe educational environment for food-allergic students. The staff and faculty will be knowledgeable about food allergies, most especially allergies to peanuts and tree nuts.

Together with the parent, principal, parish nurse and physician, a written action plan will be in place before the beginning of the school year for each child with peanut/tree nut allergies.

COMMUNICABLE DISEASE POLICY

The school community of our Lady of Providence shall follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health and the Archdiocese of St. Louis.

Education

Students in grades 4-8 at Our Lady of Providence School will participate in an Archdiocesan-approved family life program each year. The eighth grade will participate in the Right START program.

Within this program students in grades 6, 7, and 8 will receive specific instruction on AIDS, as proposed in Archdiocesan guidelines of October 30, 1988.

School personnel shall receive information on AIDS, in moral and Gospel values, in infectious control and in specialized skills to fulfill their roles. This information shall be included in the faculty handbook, and given to other staff members at the time of their employment.

Enrollment and Admission

At initial enrollment and every year at re-enrollment, parents will be advised in writing of their moral and legal responsibility to inform the Administration (Pastor and/or Principal) if their child has contracted a communicable disease. Such information will be kept absolutely confidential by the Administration. When it becomes known to the Administration that a child has been infected, the Administration will follow the procedures set forth in the Archdiocesan policy of October, 1988.

If there is no danger to others, the child will be enrolled.

Public Awareness

Should the presence of the HIV infected child in the school become known to the broader parish community, the Administration will follow procedures set forth in the Archdiocesan policy.

AIDS-infected School Personnel

When it becomes known to the Administration that a member of the school personnel has been infected with HIV, the Administration will follow procedures set forth in the Archdiocesan policy.

(School Board Policy for students and staff with communicable diseases, Approved: February 21, 1989)

WELLNESS PLAN

Our Lady of Providence School has developed a wellness plan that encompasses four goals:

- Students will have access to a variety of affordable nutritious and appealing foods that meet the health and nutrition needs of students and meet the nutrition requirements of the U.S. Dietary Guidelines for Americans.
- Students will have a clean, safe, and pleasant environment and will be provided with an adequate amount of time to eat.
- Students will be given opportunities, support, and encouragement to be physically active on a regular basis while in the school setting.
- Students will be provided with health and nutrition education and physical education to foster lifelong healthy eating and physical activity.

POLICY ON CHILD ABUSE

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

In keeping with the above policy, all volunteers and employees at Our Lady of Providence School who have contact with children are screened for child abuse. They are required to complete the Worker Registration form and participate in the *Protecting God's Children for Adults* program. All of these employees and volunteers are also required to read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers working with Minors*.

According to the state Child Protection and Reformation Act (RSMO 210), 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.

NO SMOKING POLICY

No Smoking in the School Building. Smoking shall be prohibited on the School premises at all times. (School Board Policy, Approved: October 17, 1989; Revised March, 2000)

Due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, Our Lady of Providence School is a smoke free environment.

WEAPONS PROHIBITION

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

PARENT INTERNET AND PHOTOGRAPH CONSENT

Our Lady of Providence School believes the benefits to students having access to the Internet, in the form of information resources and opportunities for collaboration, far exceed the disadvantages of not having access to the Internet. Ultimately, you as parents are responsible for setting and conveying the standards your child should follow.

It is important that parents understand that while the school will make every effort to guide and monitor students' access to the Internet, it does not have control of the information or content.

Our Lady of Providence may feature photographs of students on the school web site. Photographs will have two or more children. Children will not be identified by last name.

A form giving Our Lady of Providence School permission to feature student pictures on the Archdiocesan web site, the school/parish websites and newspapers will be given to parents/guardians to sign at the beginning of each school year.

IX. IMPORTANT REMINDERS

CAFETERIA

A lunch program is provided for the convenience of parents and students. Lunches must be pre-ordered on FastDirect by the 25th of the previous month. A menu is posted monthly on FastDirect for this purpose and the orders can be placed on the family's home page. A recommended amount of \$50 should be sent to the school office on the first day of school to be placed in the family's account. After lunch, once orders are verified, the system automatically charges the family the appropriate amount for that specific day, per child. There will be no loose change in the cafeteria. Parents can check on a daily basis how much is in the account. When the account dwindles to \$10 another payment to the office should be made.

Students are not allowed to bring cans of soda or chemically enhanced beverages from home. Parents are not allowed to bring "fast food" to school for the child's lunch.

Forgotten Lunches

If you need to bring a lunch to school, please leave it in the School Office and we will see that it is given to your child prior to lunchtime. If the child has no lunch, a turkey sandwich lunch will be provided. Parents are expected to reimburse the cafeteria for the price of the lunch.

Going Home for Lunch

Students may be allowed to go home for lunch only if the parent comes to pick up the child and if we have on file a note giving permission for him/her to leave the school premises at lunchtime. You must come to the Office and sign out the child. A student is not allowed to go to another child's home for lunch.

COMMUNICATIONS

A school folder is sent home with each child on Friday or the last class day of the week. This folder will contain important notes, reminders, etc. Important notices are only sent home on another weekday if absolutely necessary. If only one notice is sent to a family, it is sent with the youngest child in the family. Please check your child(ren)'s Friday folder each week, and send notes and forms back to school in the same folder, which the teachers collect on Monday morning.

A sincere effort will be made to keep parents informed of the happenings of the school through many means:

1. FastDirect e-messaging, bulletin boards, and calendars are some of the main sources for information. Parents of Providence Newsflash (POP) is posted on the school FastDirect. A paper copy will be sent home with any child whose household does not have Internet access. The Our Lady of Providence School Yahoo! group will send a weekly reminder via e-mail.
2. Church bulletins are sent home weekly.
3. Report cards are issued on FastDirect. No paper copies will be sent home.
4. Prepared notes or bulletins - occasions arise when these are sent home by way of the child, in the Friday folder if possible. Each homeroom teacher has a portal on FastDirect which gives information regarding classroom activities, homework, long term projects, etc.
5. Parent-Teacher conferences - after the first quarter for all parents, optional conference during the second semester, or at any time requested.
6. POP meetings are held periodically throughout the year.

7. School Board meetings - held the third Tuesday of each month, September – May, with the exception of December. Any parent and/or parishioner is welcome to attend.
8. Notes or phone calls from or to teachers.
9. E-messages on FastDirect from or to teachers.
10. The family handbook, curriculum guide and school board minutes are on FastDirect.

LIBRARY AND BOOKMOBILE

The library is open several afternoons for the benefit of our students and teachers. It is staffed by a team of very dedicated and competent volunteers. Books are checked out weekly. Fines for overdue books are 5 cents per school day. Please be sure your child is responsible for the care and return of books. Book charges not paid at the end of the year will result in the holding of the final report until those fees are paid.

The St. Louis County Library Bookmobile comes to OLP approximately once each month. Dates are noted on the monthly calendar. Students must have St. Louis County Library cards to check out books. Fines for overdue books are 10 cents per month per book. Students who live outside the county Library District may apply for a card through school to use at the Bookmobile.

PLAYGROUND SUPERVISION

Our playground is supervised by “paid volunteers”, who come for approximately one hour to help maintain the safety of our children. They are paid \$5.00 per hour. Any parent is welcome to volunteer for this service.

RECESS

If a child is at school he/she will be expected to go outdoors at recess if weather permits. If the child has a note asking for special exception to that rule, the note should be given to the teacher who will send it to the Office. The student will report to the Office at recess time. Such a request should be for very serious reasons only. A child who is ill should not be in school.

TELEPHONE MESSAGES

No student will be taken from class to speak on the phone unless a real emergency occurs. Students will be allowed to use the phone only after receiving permission from the Principal or secretary. Student cell phones ipods, or any other electronic items must be turned off and in the child’s locker at school.

Teachers will be given messages and will return calls at their earliest convenience.

TREATS

According to County Health Department guidelines, treats sent to school must be commercially prepared and individually wrapped. Please send only one treat per child per occasion. (Donuts, cookies, etc. that are not commercially wrapped will not be served.) Only water may be used for classroom parties. The birthday and half-birthday treat will be a dress down day. A certificate will be given before the date.

USE OF SCHOOL FACILITIES

Groups wishing to use school or parish facilities after school or in the evening must make scheduling arrangements through the Parish Office (843-3570). After school activities in the school building must be authorized and scheduled by the Principal.

VISITORS

Parents are always welcome to visit the school or the classrooms. Please report to the School Office to get a "visitor" tag before going to a classroom.

EMERGENCIES

Fire, Tornado, Earthquake Drills

Fire, tornado, and earthquake drills are conducted throughout the school year. These drills are worked out with the faculty and the students to ensure safe and orderly evacuation and precautionary measure.

Serious Illness or Accident

The Principal or secretary will follow the instructions given on the Emergency Form handed in the first week of school. If phone numbers change during the year, please notify the Office as soon as possible. If you have a cell phone, please give the number to the school office as another means of communication.

Emergency Procedures

Please read the yellow-covered "Emergency procedures" booklet carefully, to familiarize yourself with the procedures. This book is given to each school family. Please contact the Office if you need a copy of the booklet.

FIELD TRIPS

Each class participates in at least one planned field trip each year. Participation is a privilege, not a right, of the student. Students whose behavior has been less than expected or students who are not caught up with assignments may not be permitted to participate in a field trip, at the discretion of teachers or Principal.

All activities planned must be approved by the Principal. Bus transportation is normally used. A signed permission slip from parents is required of all students leaving the school grounds. Only this form is acceptable, for reasons of liability. For your convenience, a copy of the format for the permission slip is reproduced in the appendices. Faxed forms or verbal permission are not acceptable.

X. ORGANIZATIONS & ACTIVITIES

VOLUNTEERS

Our school is greatly enhanced by the presence of our generous volunteers, who have taken on many jobs which would not be done if we had to hire someone to do them. These include room parents, librarians, teacher aides, playground supervisors, clerical aides, nurses, and Cafeteria workers. If you find you have time to volunteer, please fill in the Volunteer form sent home at the beginning of the year or contact the Principal.

PROTECTING GOD'S CHILDREN

In order to protect our children from harm, all volunteers and employees must attend the *Protecting God's Children for Adults* program. This program instructs and informs adults about child abuse. This program is used in conjunction with a Highway Patrol screening process which will give us reasonable assurance that our children will be safe.

SCHOOL BOARD

The School Board acts in an advisory capacity to the Pastor in making policy for the Parish School. The School Board is made up of seven parents from the school and/or parishioners, elected by the Parish community, two appointees, the Pastor, and the Principal. The School Board meets on the third Tuesday of each month during the school year, except in December. Please call the school principal for more information (314) 842-2073.

PARENTS OF PROVIDENCE (POP)

All Parents are members of the Parents of Providence which promotes community among parents, faculty, and staff to improve the relationship, communication, and cooperation between school and home. It assists parents, children, and teachers by holding special activities and by holding fundraisers for specific needs. Meetings will be held periodically throughout the year. All parents are encouraged to attend. Please call the school office for more information (314) 842-2073.

PARISH SCHOOL OF RELIGION (PSR)

The OLP Parish School of Religion focuses on the spiritual education of parish children attending public school. Classes are held each Monday night for children in grades one through eight to learn the Catholic faith. Preparation for sacraments of the Eucharist and Reconciliation takes place in the appropriate grades. All classes participate in liturgies and service activities to complete the PSR ministry. Please call Peggy Krupp for more information (314) 849-4418.

YOUTH ACTIVITIES ASSOCIATION (YAA)

This group assists the youth of the parish by supporting various athletic, social, and academic activities, both in the parish school and through extracurricular programs such as baseball, basketball, soccer, and volleyball; the supply and maintenance of the athletic fields and gym; parish school parties for holidays and other school related projects as the need arises, YAA meets the second Thursday of each month. Please call the school for more information (314) 842-2073.

GIRL SCOUTS

Girl Scouts is a national youth program that contributes to steering girls in a positive direction. The program is divided into 3 age levels: Brownies (grades 1-3), Juniors (grades 4-6) and Cadettes (grades 7 & 8). Please call the school office for the current leader and for more information (314) 842-2073.

BOY SCOUTS

Boy Scouts is a national organization with the mission to instill leadership, tempered with responsibility, independence and self-esteem in our youth. The scouting adventure begins in 2nd grade through 5th grade with Cub Scouts. Scouts advance to the Boy Scout level in 6th grade and beyond into a young man's future. Please call the school office for the current leader and for more information (314) 842-2073.

CHILDREN'S CHOIR

The children's choir is made up of boys and girls from the third through eighth grades. The children lend their voices to the celebration of the sacred liturgy at our All School Masses during the week and every other Sunday at 11:00 am Mass from September through May, and on other special occasions. Rehearsal is once a week from September through May after school until 4:30pm in the Church. Please call the school office for more information (314) 842-2073.

OLP MEN'S CLUB

The OLP Men's Club is an organization open to all men, both current and former members, of the parish 21 years of age or older. Its purpose is to promote the spiritual, cultural, and social life of the men in the parish. The Men's Club meets the third Thursday of every month. Please call the parish office for more information (314) 843-3570.

The School Board or Principal reserves the right to amend this handbook for just cause. Parents will be given written notification if changes are made.

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

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

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student cost:

Lunch:

Please return by:

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

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

If I/we cannot be reached in the event of a medical emergency I/we give consent for the school to obtain such medical care as is reasonably necessary or the welfare of my son/daughter.

(Print Parent's Name)

(Parent's Signature)

(Date)

Student _____

Phone number where mother/guardian can be reached during the time of this event: _____

Phone number where father/guardian can be reached during the time of this event: _____

Name of student's Physician: _____ phone # _____

Medical insurance: _____

Allergies: _____

Parents, please retain for your records.

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student cost:

Lunch:

Please return by:

