

St. Gabriel School K-8th Grade Handbook

2016-2017



ST. GABRIEL SCHOOL
4737 N. Cleveland
Kansas City, Missouri 64117
(816) 453-4443

Educating children 2 years old – 8th Grade

School Hours: 8:00 A.M. - 3:15 P.M.

Pastor: Joseph Sharbel
Principal: Amy Hogan

Dear Families,

At St. Gabriel School, we are privileged to cultivate attitudes, approaches, and policies that reflect the principle of Catholic identity. The primary purpose of Catholic education is to lead souls to a vital relationship with Christ. This handbook will help set clear guidelines to maintain a positive, caring atmosphere and a safe learning environment. As members of the Catholic community, we believe that the development of our learning and faith community must be based on compassionate, responsible, fair, and respectful treatment of each other as members of the Body of Christ.

Please contact the school office if you have any questions or concerns throughout the school year. Together, as parents and educators, we will build a successful partnership for your child's academic advancement and spiritual growth.

Blessings,

Amy Hogan

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MISSION STATEMENT

At St. Gabriel School our mission is to serve God through faith, respect, and achievement.

PHILOSOPHY

Working hand in hand with parents in fulfilling their baptismal role as the primary teachers of the faith, St. Gabriel School fully subscribes to prepare our students to learn and live out the teachings of the Church which we pass on faithfully in our school curriculum. Working in tandem with parents in achieving this goal, it is the belief of our school that the work of Jesus Christ will begin to be seen in the lives of our children who live out the sacramental life of the Church in their daily lives.

As professional Catholic educators, we believe that all people are created in God's image and likeness. We treat each person with respect and honor their potential as we challenge them to learn and grow, not only spiritually, but through a rigorous educational experience which spans a wide range of topics, preparing them to enter the world. The St. Gabriel community dedicates itself to instilling faith, embracing families, challenging minds and feeding souls.

Our Core Values are:

- Learning is best accomplished in a faith filled, Christ centered environment that is loving and supportive.
- The Holy Spirit is at the center of our life; guiding our actions and strengthening our will.
- The purpose of academic learning is to build God's Kingdom on Earth, spread the Gospel of Jesus Christ, and mold students into good and productive citizens.

Our Core Beliefs:

- Students learn in a variety of ways
- Students learn by being positive risk-takers in an environment that is safe, clean, respectful, caring and fair.
- Students learn best in a secure physical, emotional, and spiritual context
- All students can learn from a relevant curriculum and experiences beyond the classroom
- Students learn best when provided with clearly articulated expectations and goals.
- Student motivation and assumption of responsibility are keys to student learning.

PARENTS ARE PRIME EDUCATORS

Children emulate their parents and follow what is done more than what is said. Therefore, the greatest single factor in building a child's intellectual, emotional, spiritual and moral attitudes is the example parents provide in the home.

Parents can assist the school and their child by:

Providing proper diet and balance of sleep and exercise -

Providing proper facilities for home study and encouraging conscientious completion of assignments-

Insisting that children obey the regulations and principles of good behavior and manners -

Encouraging the development of your child's individual talents and interests -

Building religious traditions and establishing a family prayer life style -

Keeping the school informed as to the special needs of child(ren) and reading carefully all communications sent home from school -

Attending P.T.E. meetings. Taking advantage of conference times and requesting additional times as needed -

Attending Sunday Mass and contributing to parish support through stewardship -Voicing concerns through the proper channels, the teacher first, the principal, a conference, then the pastor-

Reading and supporting the regulations of this Handbook.

In addition, the principal, teachers and staff have the following responsibilities:

Principal – under the direction of the Kansas City-St. Joseph Diocese, takes leadership role in the daily operation of a school. He/She provides leadership when they:

- Demonstrate care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- Hold everyone, under their authority, accountable for their behavior and actions;
- Communicate regularly and meaningfully with all members of the school community.

Teachers and school staff, under the leadership of the principal, maintain order in the school and are expected to hold everyone to high standards of respectful and responsible behavior.

ATTENDANCE POLICY/PROCEDURES

Compulsory Education is the Law

Attendance and promptness are important. Attendance records are in each student's permanent file. Students are expected to participate in all school sponsored educational programs.

Missouri Revised Statutes – Chapter 167 defines conditions for compulsory school attendance, home school requirements, and penalties for violating compulsory education law. The parent/guardian is clearly responsible for their child's enrollment and attendance in an educational program.

Absences

If a student will be absent from school, parents should notify the school office before 9:00 A.M. Excused absences include: illness or injury, a death in the family, health care appointments and court appearances. We discourage family vacations that remove students from regularly scheduled class time. Teachers will not be required to prepare lessons in advance of a planned vacation. All make-up work will be completed upon the student's return.

Students arriving after 11:00 A.M. will be recorded as a half-day absence. Excessive absences can result in the repletion of a grade.

Tardiness

Students arriving in the classroom after 8:00 in the morning must check in at the reception desk for a tardy slip. Excused tardies include: illness or injury, health care appointments, or court appearances. All others will be unexcused.

As stated in the above plan, consistent or habitual tardiness or absence is considered serious. Excessive tardies will warrant a call to the parent and a plan established to increase punctuality. Subsequent tardies will necessitate a meeting with the Pastor. A continued lack of cooperation on the part of the parent or student may result in a report to Juvenile Authorities, Children's Division or the Clay County Children's Justice Center.

Excused Participation

Students will be allowed to stay indoors during recess by written request from a parent or doctor. Students may be excused from participating in physical education for a particular day with a note from a parent. Longer periods of absence from P.E class require a note from the family physician.

ARRIVAL

Students arriving prior to 7:30 A.M. must report to the Angel Care area and will be charged accordingly. **Pre-registration is required for any Angel Care.** School doors will be opened at 7:30 A.M. Please do not arrive before 7:30 a.m. as there is no supervision provided. Students arriving between 7:30 and 7:50 must report to the library. At 7:50, K-5 students are to go directly to the classroom, check in and follow morning procedure. Middle school students go to lockers and then directly to homeroom classes, check in and follow morning procedures.

DISMISSAL

Students must leave the grounds at dismissal time with the exception of those who have made prior arrangements to work with a given teacher, attend a teacher sponsored activity, have detention to serve, or attend the Angel Care. Students remaining after must go directly to the assigned room, avoiding unsupervised time in the hallway.

Grades K-3

Students will follow the teacher to the back parking lot where parents are to line up according to our pick-up policy. The student is to wait with the teacher until the parent's car is in a pick-up zone. Students are to walk to the car and will not be allowed to cross traffic.

Grades 4-8

Students will follow the teacher to the main entry. Those students who have a sibling in kindergarten, first, second or third grade will meet parents in the back parking lot. The remaining students will follow the teacher downstairs and exit through the front door.

Early Dismissal

If a student needs to leave school before the time of dismissal, a written request or phone call must be submitted to the school office. The student is to wait in the classroom until the parent arrives and signs him/her out.

Noon Dismissals

Professional learning days are scheduled throughout the school year often requiring a 12:00 (noon) dismissal. The same pick-up policy will be in place. There will also be other Diocesan area planning sessions which will require a full day of in-service. Please check your monthly calendar for these dates.

PARKING/PICK-UP

No parking is permitted in the back parking lot during school hours. If parents are visiting or picking a child up early, please park in the front of the building, honoring the no parking/parking guidelines and reserved parking signs.

STUDENT CODE OF CONDUCT

With the cooperation of students, teachers, parents, and administrators, St. Gabriel School fosters positive behavior in a Christian setting. Order and self-discipline are essential elements of an atmosphere conducive to learning. Moreover, the safety and well-being of all members of the school community must be the first consideration. The students should show respect for the needs, rights, and property of others through Christian caring, cooperation, sharing, and sacrifice.

As a Catholic school which holds Jesus Christ as the ideal for human behavior, St. Gabriel Catholic School sets before its students as their code of conduct the teachings of Jesus contained in the Gospel. All students at St. Gabriel School are expected to exercise self-control and conduct themselves as Christian young men and women at all times. The behavior of students should reflect the standard of good citizenship and the Christian way of life.

St. Gabriel Catholic school students are taught that their behavior has consequences and they must accept responsibility for their behavior. Consequences for inappropriate behavior are issued as a teaching method; the system of discipline seeks to be educational, not punitive.

STANDARDS OF BEHAVIOR

St. Gabriel School is dedicated to providing and enhancing a Catholic community of learning in which students will be afforded reasonable opportunities to achieve their potential in spiritual, moral, intellectual, physical and social development. It is the expectation that students will respond positively to this policy and act accordingly.

A. Rights of Students

1. To be respected in both person and conscience as a child of God;
2. To learn in a safe, orderly and stimulating Catholic environment;
3. To have reasonable access to facilities and equipment of the school;
4. To participate in appropriate programs offered by the school;
5. To be conscientiously instructed by the teaching staff

B. Responsibilities of Students

1. To participate fully in the religious life of the school, including the celebration of liturgy, religious education courses, and related activities.

2. To develop personal skills and talents to serve God, and thereby his/her neighbor.
3. To contribute positively to the Catholic climate of the school and exhibit the responsibility of citizenship.
4. To respect themselves as well as the person and the rights of all members of the school community and community-at-large.
5. To respect, obey and cooperate with all adults in positions of authority in the school community.
6. To comply with all school expectations and regulations respecting student behavior.
7. To use language that is appropriate to their dignity as Catholics.
8. To adhere to the school dress code.
9. To respect the school property and property of others at all times.
10. To be in attendance and punctual at all classes and scheduled activities, ready to learn with the materials required for full participation.
11. To refrain from bringing anything to school that may compromise the safety of others.
12. To exercise self-discipline and be accountable for their actions based on age and individual ability.

Unacceptable Behavior

It is the responsibility of the entire school to model acceptable behavior. Classroom teachers will define acceptable and unacceptable behavior as it pertains to individual classrooms. Certain behaviors qualify as serious unacceptable behavior and will not be tolerated within the school. Among the behaviors but not limited exclusively to these, are the following:

1. Disrespect for principals, directors, teachers, aides, or other adults or peers
2. Abusive or unacceptable language
3. Fighting
4. Bullying
5. Bringing onto school premises or concealing illegal substances, pornographic material, laser pointers, or weapons of any sort or facsimiles thereof.
6. Willful destruction of school or personal property
7. Stealing, cheating or plagiarism
8. Making threats regarding the safety of students or staff or regarding the destruction of property
9. A pervasive attitude of generalized disregard for school policy, personnel or property
10. Sexual harassment
11. Harassment of any nature towards another person; or group of people

Violence

Our school will not tolerate violence. **School violence includes, but is not limited to, any action, word or object that is intended to, or has the effect of, hurt or intimidation toward another person.** Examples include: threats, intimidation, belligerence, assault, battery, stalking or conflicts that turn into fights, bringing any type of weapon into the school and harassment (verbal, physical and sexual). In the event of violence, the school will initiate an appropriate response according to the Diocesan policy.

RANGE OF CONSEQUENCES

The development of the Code of Conduct for St. Gabriel School includes a clear outline of realistic and effective consequences for failure to meet the expectations. Interventions to help students develop self-discipline will be administered to meet their individual needs.

Parents, students, school staff and administrators are strongly encouraged to invest themselves in collaborative approaches to the resolution of behavior concerns and to comply with the Diocesan Policy on Ethics and Integrity established August 1, 2013.

The following are basic interventions and strategies that may be initiated by a teacher and/or administrator. This list is not inclusive nor does it imply that each consequence must be exercised before moving to subsequent consequences. In some cases, in-school suspension may also be considered a useful progressive discipline approach.

1. Informal interview with the student;
2. Verbal or written explanation of behavior by the student (Think Sheet);
3. Formal interview with the student;
4. Parental involvement: phone call, correspondence, interview;
5. Detention of student as appropriate;
6. Removal of the student from the classroom to an alternate setting within the school with supervision;
7. Referral to Student Intervention Team;
8. Removal of privileges
9. Removal of privileges to attend school-related activities or programs;
10. Utilization of a behavioral, attendance or performance contract;
11. Expectation that the student/parent make restitution;
12. Involvement of, or referral to, outside agencies (e.g. Division of Family Services);
13. In-school or out-of-school suspension
14. Expulsion in accordance with the Diocese of Kansas City-St. Joseph policies.

Notwithstanding the above, the principal will take immediate and appropriate action in any situation involving the welfare of others. St. Gabriel School will practice the use of suspension and expulsion, as outlined in the Kansas City-St. Joseph Administrative Manual.

Mitigating Factors and Other Factors

Before imposing a suspension or expulsion, the principal will consider any mitigating factors as set out in the Student Discipline Procedures.

When a student's behavior is deemed serious by supervision, the student may be assigned a detention, an in-school suspension, an out-of-school suspension, or expulsion (Diocesan policy will be followed).

Students serving an in-school suspension must complete all class work. Normally, no credit will be given to those students serving an out-of-school suspension.

Any student serving a detention or suspension may not participate in in-school or after school social activities during the time of suspension.

Minor violations of conduct will be resolved by an adult in charge and will include age appropriate disciplinary action coinciding with the Range of Consequences.

DETENTION

Noon recess detentions or after school detentions will be given for inappropriate behavior. After school detentions will be served at the discretion of the teacher.

Parents will be notified of an after-school detention and the reason for it prior to the detention time. Parents may be asked to sign a detention form and return it with the student.

Each student receiving a detention will report immediately to the assigned place on the assigned day. Failure to serve the detention, or to report for detention, may result in an additional detention, and or in-school suspension.

Students with chronic behavioral or academic issues will be referred to the Student Intervention Team to explore avenues of support.

PERSONAL ITEMS

Students are permitted to bring personal electronic devices to school. Cellphones, iPads, tablets, and laptops etc. must be kept in the students' backpack or locker between 8:00 am–3:15 pm. If a student uses these devices during the above times the device will be taken and the student must pick up at the end of the day. St. Gabriel School is not responsible for any devices that are brought to school.

Large amounts of money should not be brought to school. Students bringing in monies for field trips, lunch, extended care, book orders, etc., must turn it into the classroom teacher immediately upon arrival at school. Please be sure these amounts are sent in an envelope marked accordingly.

St. Gabriel School is not responsible for any items or money brought to school.

Inappropriate items will be confiscated. Items will be kept in the office until a parent is able to pick up the items.

OTHER SCHOOL EXPECTATIONS

Students are expected to take care of school property. If property is broken or damaged by students through carelessness or malevolence, it will be required that the students pay the repair costs.

Students are expected to follow Diocesan policies regarding the use of Technology resources.

Invitations to private parties **may not be handed out in the school unless there is an invitation to every student** in the class. Likewise, individual gifts from one student to another should not be exchanged at school.

Gum is not allowed in school. Candy is allowed on a limited basis only.

Respect for others' right to learn must be shown by passing through hallways quietly. No running is allowed. Displayed work on hallway walls is not to be touched. If a middle school student is leaving a classroom during regular class hours, students must sign in and out.

DRESS CODE

It is our policy to avoid extremes in appearance. While we cannot predict every fad or fashion that may be in style for the coming school year, appearance must be appropriate. The principal and pastor will ultimately determine appropriateness. Your cooperation with these policies is expected and appreciated.

Catholic Schools choose for their students to wear uniforms for several reasons. It levels the playing field for everyone because everyone wears the same clothing. Also, we can spend less time thinking about clothing and focus on more important issues. It reduces competition based on what children have or do not have.

Uniform - Students must be in uniform unless it is an “Jeans” day. The school uniform is to be worn appropriately (**shirts and blouses tucked in**). **The length of skirts and jumpers should be no shorter than two and a half inches above the center of the back of the knee. Two skirt length violations will result in a request that the student wear slacks or shorts for the remainder of the year.**

Girls in Kindergarten through Grade 4 wear the plaid uniform jumper or navy skirt with white tailored blouse, no trim. Girls in Grades 5 through 8 wear plaid uniform skirt or navy slacks or shorts with white tailored blouse, no trim or white turtlenecks. Printed or colored t-shirts are not to be worn under uniform shirts. No jeans appearing trousers are allowed.

Boys in Kindergarten through Grade 4 wear light blue dress or knit shirts (long or short sleeves) and dark blue dress trousers. No jeans-appearing trousers are allowed. Shorts and slacks may be cargo style, but must be navy blue twill. Boys in grades 5 through 8 may wear white polo style shirts.

Shorts - Uniform shorts are allowed during the months of August, September, October, April and May. These shorts must be appropriate in length (no more than 4 inches above the knee). Modesty must be observed. Shorts may be “cargo” styled as long as they are blue twill. Skorts must be no more than 4 inches above the knee. Navy blue capri length pants are also allowed during the above mentioned months.

Sweatshirts & Sweaters –When the weather dictates long sleeves, the students cannot wear a long sleeved shirt under the short-sleeved uniform shirt, but may choose to wear **A solid navy, red, or white pullover, cardigan sweater or school sweatshirt.** **No hooded sweatshirts or sweaters** will be allowed in the classroom with the exception of the 8th grade class sweatshirts. Sweatshirts may not be used as belts (tied around the waist or shoulders).

St Gabriel Athletic Wear- is not allowed outside of PE class.

Belts - When loops are provided on any item of clothing, a belt is required. Belts should be black, navy, or brown (no glitter belts.) Kindergarten students are not required to wear a belt.

Socks - Solid white or black socks are to be worn at all times. Socks must be visible. Students may wear white or black footed tights, leggings with skirts or shorts. No navy leggings may be worn as pants.

Shoes – Athletic shoes, either lace-up or Velcro, are the required shoe and should be in the colors of white, gray or black and relatively undecorated. No clogs, slip-ons, Sperrys, sandals, or platforms are to be worn. Sandals are not allowed in any grades. The shoe should be sturdy so as to prevent injury during recess or PE. Boots may be worn on “Jeans Days”.

Body Markings – No body markings, piercing or tattoos are allowed.

Jewelry - Students may not wear inappropriate jewelry (such as heavy chains and trinkets, dangling earrings or choke collars.) Boys may not wear earrings.

Make-up & Nail Polish – Only clear nail polish may be worn. No strong eye makeup is allowed. Foundation and light blush may be worn. Lip gloss is acceptable but no lipstick.

Hair - Students are to be well groomed. Boys’ hair should be cut in a traditional style, above the collar, ear and eyebrow. Any highlights must look natural with no excessive color contrast. No tails, shaved or partially shaved heads, unusual braiding or hairstyles will be allowed. Hair accessories are not allowed with the exception of barrettes and hair bands. Headbands and barrettes must be simple with no extremely large, distracting attachments.

Students should be dressed for weather and prepared for outside recess when weather permits. Sweaters, hats, scarves, sweatpants to pull on over or under the uniforms are suggested in cold weather. Jackets and hoodies are not permitted in classrooms. Safety patrol students may wear solid color sweatpants under skirts.

Jeans Days - On a “Jeans Day”, children may choose to wear:

- Modestly fitting jeans with no holes or tears. Jeans may be blue or black and must have pockets. No leggings.
- Shorts of appropriate length or Capri’s (Aug.-Oct. and April and May)
- Shirts must have sleeves with appropriate insignia and no inappropriate artwork
- No bare midriffs
- No jean skirts or cut-off jeans, sweat pants, camouflage clothing, athletic shorts or leggings.

All dress must be modest and appropriate for school. At no time is a student allowed to wear clothing advertising a product that children cannot use or buy.

HOMEWORK ASSIGNMENTS

Regular homework is a necessary part of the education process. Homework is a tool that provides practice and helps develop consistency, responsibility, and planning. Study and reading are important parts of the homework process.

Assignments not handed in on the day assigned will receive an Unsatisfactory (U) grade

If your child is spending too much time on homework routinely, please contact the teacher to see if the student may be using time at school poorly or if there is a problem that needs to be discussed.

Parents are encouraged to take an interest in their child(ren)'s work. However, this does not mean doing the work for them.

Students have one day to make up homework for each day of absence.

The school discourages family vacations during school time. Homework for such absences will be provided upon the return. Teachers are not required to provide homework prior to the vacation.

Assignment Book

The assignment book is a communication tool between the classroom and the home. Students in grades 3-8 are expected to have and utilize the assignment book. The assignment book should be signed by a parent daily as requested by the teacher.

REPORT CARDS/PROGRESS REPORTS

Grades are based on written work, participation in class, and test results.

Progress reports are issued mid-quarter and are to be signed by a parent and promptly returned to school.

Report cards are issued quarterly, one week after the quarter ends. The grade card may be kept but the envelope is to be signed and returned promptly to school. A Grading Key is shown on the report cards.

Policy for Unsatisfactory Quarter Grades

Students who receive an unsatisfactory grade in one subject for two quarters during the school year will be required to attend summer school or be tutored before returning to St. Gabriel School in the fall. Students must present proof of attendance in an approved summer school or a statement from a reputable tutor indicating the number of sessions attended and the length of time the student received tutoring.

If a student receives an unsatisfactory grade in two core classes four quarters, the student will not be placed in the next grade until satisfactory tutoring or summer school attendance is completed. In addition, the student must pass an entrance examination in the classes in which the student did not receive a satisfactory grade. If the student passes the examination and has proof of having attended an approved summer school or having received acceptable tutoring, the student will be allowed to move to the next grade, but will remain on probation through the first quarter.

CURRICULUM REQUIREMENT

All students are expected to take the courses offered at St. Gabriel School. No parent shall ask that a child be exempt from a class except for health reasons or extremely extenuating circumstances.

All eighth graders are required to take a high school placement test or Iowa Assessment as an exit exam.

P.E./ RECESS

All students will participate in outside recess and P.E. unless there is a note from the parent. A doctor's excuse is required for more than two days.

LIBRARY

Classes are scheduled in the library time weekly. Students may use the library at other times when it is available for special projects or reports.

Students are allowed to check out books, but it is important that they return them on or before the due date. There will be an overdue fine for any book not returned by the due date. A charge amounting to the cost of the book will be made if a book is lost or damaged.

Students are expected to follow the checkout procedures outlined by the librarian.

MASS

An All-School Mass will be held each Wednesday at 8:15 A.M. Mass may be adjusted to accommodate special holy days, or special events. All students are required to attend and participate.

Baptismal anniversaries are celebrated the first mass of the month.

Parents are encouraged to attend whenever possible, especially when their children's class is planning the Mass or a baptismal anniversary is being recognized.

Parents and children are expected to participate in Worship Services at their parish church. The Pastor may request a response from children regarding the homily.

COMMUNICATIONS

Home-school communication will consist of classroom newsletters, principal newsletters and notices that may be sent home by way of backpack or may be sent electronically through Sycamore classroom newsletters, e-mail, or pass-a-note. Office communication will use the same means of communication: Sycamore News, e-mail, or pass-a-note and additionally will communicate through School Reach and local television stations in case of bad weather.

A yearly calendar will be given out during the summer months for the upcoming school year. Each classroom teacher may also send home monthly calendars.

Field trip/event information will be sent home in a timely manner. Please sign the portion indicated and return it with any monies ASAP so that your child will not miss something special.

It is recommended that you check every student's book bag daily to be sure you have received all the information provided to you by the school.

Phone Procedure

Messages for students will be delivered to the classroom as quickly as possible without disrupting teaching. However, it is important that if you are calling about a subject relative to dismissal, that you call the school office no later than 2:40 p.m. to allow time for the message to be delivered.

Phone calls may be made by students, out of necessity only, for such reasons as forgotten lunch (before 9:00), transportation needs, schedule change, etc. They may not use the office phone for personal plans, after school activities, etc.

Phone calls may only be made by students before school, during recess, class break, or lunch period. Students must be sent by the teacher to the office with permission to use the phone.

CONFERENCES

Parent/Teacher Conferences will be scheduled after the first nine weeks. It is expected that both parents attend the first conference and any additional conferences requested thereafter. Teachers are also available for conferences by appointment throughout the school year. If a teacher and/or principal feel a conference is necessary, parents will be notified by phone. Messages for teachers may be left in the office and will be delivered at the end of the school day. It is important that teachers not be disturbed during the school day.

The chain-of-command should be used. Parents should express concerns at the first level, the teacher. The teacher will try to resolve questions and perceptions. If the concern is not resolved, then the parent can talk with the principal next. The principal will attempt to resolve the issue with the help of the parent and teacher. Often, the teacher, parent, and principal will conference to resolve the issue, if it cannot be done by earlier discussion.

If the concern persists, then the pastor, the principal, teacher, and parent may have a conference to address the concern.

RUMOR POLICY

Perhaps the fastest means of miscommunication is by way of rumor. Sharing gossip or rumors should be avoided as it leaves in its path "side effects" of false information, soiled reputations, mistrust or confusion. In a Catholic school setting, rumors impede the mission of the school. It is recommended that all issues follow the chain of command. Talking to others who are not directly involved leads to false information, mistrust or confusion. Remember that each person is a masterpiece of God. As Christians, we are called to bring out the best in each other by mutual care, support, and concern. That really eliminates rumors, making the truth the faster means of communication.

SCHOOL VISITATION

All visitors must sign in at the reception desk and receive a visitor's badge to wear during the duration of their visit no matter how short or how long the visit may be. Do not assume that all staff members know you. Anyone without a visible visitor's pass may be stopped by a staff member and referred to the school office. Your cooperation is necessary for the safety of our children.

We are eager to share with parents the activities and projects of individual students and groups of students. However, this does not invite unplanned visits to a classroom. A visitor should not expect teachers to interrupt their presentation for a greeting or hold a parent/teacher conference during times scheduled for instruction.

Please contact the principal prior to visiting the school in order to schedule a visitation that will not interfere with the instructional program.

PARENT/TEACHER EXCHANGE (PTE)

This organization is comprised of parents and guardians of children and other interested members of the parish, the pastor, principal and teachers. P.T.E. meetings are three times each year. Advance notice will be sent via Sycamore and email.

FUNDRAISING ACTIVITIES

Fund raising activities are sponsored and promoted by our P.T.E. These are held to a minimum of 2-3 major events per school year. (i.e. Walk-a-thon, Spaghetti Dinner; weekly Bingo; Auction.)

Every family must make the required service commitment for the current school year. Parents will have the choice of serving time helping with the fund raising events or buying out at a set fee. The service hour commitment or buyout of service hours must be completed in order to enroll your student for the next year.

ADMISSIONS AND TRANSFERS

Registration for all students will be held in the spring and will be publicized in the Parish Bulletin. A copy of the child's legal Birth certificate and Baptism certificate, your child's Social Security number, and their up-to-date Immunization record must be provided before enrollment can be completed.

PARISHIONERS who participate in the stewardship of the parish may benefit from all the ministries of the church.

NON-PARISHIONERS and Parishioners who choose to pay tuition instead of using the Stewardship Model have a choice of three annual fee payment options. If the amount is paid in full by August, they will be given a 5% discount. A two-payment plan (due August and December) is available as well as a monthly automatic bank withdrawal through F.A.C.T.S. They will also be responsible for registration and curriculum fees.

The admission priority for admittance to St. Gabriel School will be as follows:

1. Registered parishioners with children presently enrolled in the school.
2. Parishioners with no children currently enrolled.
3. Families with children who have been enrolled in the Early Childhood Learning Center during the past year.
4. If all ECLC families cannot be accommodated by number three, the following will take place.
Families will be admitted into kindergarten from the ECLC by the date order of ECLC registration. This method will be used for patrons who express a desire to enroll their child in kindergarten.
5. Catholics from other parishes.
6. Non-Catholics.

Families are expected to register by the end of March. All financial obligations should be met, including PTE fundraising hours. If a family chooses not to register, they are giving up their child's space, and that student space may be filled. Ordinarily, new students at the seventh and eighth grade levels will not be allowed to register unless they are transferring from outside the metropolitan area. The school administration reserves the right to make all decisions regarding the registration of transfer students.

STATEMENT OF NON-DISCRIMINATION

Both faculty and students in true ecumenical spirit will welcome all students into the Christian educational community of the school or center. We admit students of any sex, race, color, ethnic origin, or religion to all the rights, privileges, programs and activities accorded to students of the school or center.

SEXUAL HARASSMENT

Care should be taken to ensure that students, staff members and volunteers are informed of what constitutes sexual harassment. Please check page 41 in the Catholic School Diocese of Kansas City-St. Joseph Administrative Manual for complete details to any item in question.

ACCIDENTS

In case of a serious accident, the school will make every effort to contact the parents immediately. If this is impossible, we will contact the nearest relative or friend whose name is designated on the Emergency Information Sheet. A call will be made to 911 and an ambulance requested if there is any doubt as to the severity of the injury.

INSURANCE

School accident insurance is carried on every child in the event of an accident on school grounds or when involved in a school event. This insurance acts as a secondary insurance to supplement insurance carried by parents.

EMERGENCY INFORMATION

Completed Emergency Information is required and should be in the school office no later than the first day of each new school year. It is important that home, cell and work numbers for both parents be accurately provided. You must provide at least two other numbers of people who are able to provide transportation from school and care for your child in the event your child becomes ill and we cannot reach you.

Students who do not have Emergency Information on file will not be permitted to participate in any event that takes the child from the physical school area. (This includes Field Trips even though you may have signed the permission form.)

HEALTH ROOM NURSE

Students who become ill or injured are to be sent to the office. If a parent volunteer is on duty in the health room, the student will be directed to that area. If a volunteer is not on duty, the school secretary will attend to them.

Students who are running a temperature or who have symptoms of a communicable disease must be picked up by their parents immediately to be taken home. They must not return to school until at least 24 hours after the symptoms have passed. In addition, they must not return to school until at least 24 hours after a fever has returned to normal range without fever reducer.

Parents will be notified of any injuries which might result in swelling, bumps, or bruises, so that they can make the decision as to whether or not to allow the student to remain at school.

We abide by the state legislation of the Child Protection and Reformation Act (RSMo 210) which requires school personnel having reasonable cause to believe that a child known to them in their professional capacity to be an abused or neglected child, to report to the Missouri Division of Family Services.

The School follows all Diocesan policies regarding health. Parents are encouraged to contact the office to receive a copy of any health-related guidelines affecting their child.

IMMUNIZATIONS

State law requires that all students be immunized. Immunization records for every student will be checked annually. **Children who do not meet state immunization requirements will not be permitted to attend school until immunizations are complete and proof of such is furnished to the office.**

ILLNESS

Students, who have evidence of a sore throat, fever, nausea, swollen glands, abdominal pain, watering eyes, etc., should be kept at home. Parents may pick up make-up work for a sick child at the office at dismissal time. Students will be able to pick up work for another child from the teacher at the end of the day.

Students will be allowed the same number of days to complete their missed work as they missed with their illness.

If a child is unable to participate in Physical Education for more than two days, a note signed by the medical doctor must be provided to the office.

MEDICATIONS

Students on “Maintenance Medications” must have their prescriptions sent to the office in the original prescription container and instructions from the doctor must be kept on record. We must have a doctor’s notification of a prescribed drug renewed every year. Prescription medication is dispensed only if medication is in the original prescription container, exhibiting current date, with students name and dosage, and written authorization from the parent on when to dispense the medication.

Students, who are on other prescription medications for colds, allergies, etc., must follow the same procedure as above. All medications need to be brought to the office. Over the counter (non-prescription) medication cannot be dispensed by the school unless accompanied by written authorization from both the parent and the physician.

HEAD LICE

Students will be screened if cases of head lice are reported to the office. If a student has live lice, he/she will need to leave school immediately.

All students with nits or lice will receive information regarding the treatment. Students may return to school when the hair is nit free.

WEATHER POLICY

If you suspect that school may be closed due to snow or other severe weather, please check your email.

St. Gabriel School will be closed when it is announced that St. Gabriel Catholic School is closed.

The closing information will first be on KMBC-TV 9. Channel 9 will put out the closing notification to other channels, but tune into Channel 9 first. Also, check the Sycamore Website or your email for the announcement. In addition, a recorded message may be sent to your phone via School Reach.

Once school has begun for the day, we **normally do not dismiss**. You always have the option of signing your child out early if the weather should appear threatening. If weather appears to be principal may cancel Angel Care.

FIELD TRIPS/SPECIAL EVENTS

Written notices will be sent home regarding upcoming field trips and special events. Please read the information sent home very carefully as it will contain information regarding dress, lunch, transportation, and cost, as well as the educational benefit of the planned activity.

It is important that you complete the permission form and return it to school prior to the event.

Students not participating in the trip or event will be kept at school under the supervision of a non-participating teacher.

Field trips are a privilege, and any student who misbehaves may not be allowed to go on future field trips.

SCHOOL BOARD

The School Board is established by the pastor, in accordance with Diocesan policy, to assist the principal in the governance of the parish school. It is comprised of eight voting members.

The Board functions in an advisory capacity only, consulting with and providing expertise in supporting the decision making process. When the Board meets as pastor, principal, and members and agrees on policy matter, the decision is binding upon the school community.

The Board is required by the Diocesan School Office to develop long-range plans based on the self-study process required to establish and maintain accreditation.

The Board meets as a whole five (5) times a year – August, October, December, February and April.

School parents are invited to observe or present concerns to the Board, as long as their concerns are added to the Board Agenda at least one week prior to the next scheduled meeting.

SCHOLARSHIPS

Area Catholic high schools award a limited number of scholarships based on students' records and scores on the High School Entrance Examination.

St. Gabriel's P.T.E. awards the PTE Academic Scholarship to one student each year entering St. Pius X High School based on the highest score earned by the top student. The amount of that scholarship is \$500.00.

St. Gabriel P.T.E. awards two other scholarships of \$500.00 to any student who answers a series of essay questions about what Catholic education has meant to them. The pastor judges the top essays, and two winners are selected. These scholarships may be used at any Catholic high school in the Kansas City area.

ANGEL CARE

Care before and after school is provided to those students whose parents are not able to provide transportation home at the regular arrival and dismissal times. No student may arrive before 6:30 A.M.

The Angel Care charges are set by the Early Childhood Learning Center. Please contact them to determine charges for before and after care as well as holiday care. **Children must be pre-registered in order to attend extended day activities.** Registration takes place at the Back to School Night.

If a child attends Angel Care, he/she is expected to obey all school rules, and act in an appropriate way. If the child has discipline problems in Angel Care, he or she may not be allowed to attend Angel Care.

On Noon Dismissal Days, students may bring a sack lunch to school that day or purchase a lunch using the family account.

If the school has to close due to weather, the parent is expected to pick up his/her child or make arrangements. There will be no Angel Care when the school is closed for inclement conditions. The Early Childhood Learning Center will not provide care for these unexpected days.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are secondary to learning and are considered a privilege. Students are expected to maintain academic work while participating in these activities. Notices will be sent home regarding Scouting, athletic, or other programs available.

ATHLETIC ELIGIBILITY

Athletics is an extracurricular activity under the auspices of the school administration and Diocesan guidelines. Academic eligibility should be used to ensure that every child is working to his/her ability during sport seasons. It is intended to help the student athletes balance their time and their talent in the classroom as well as on the court/field to ensure a quality educational experience. Eligibility determination is a weekly check of academic performance and not an arbitrary disciplinary action. It is a check of the student's work for that week only, not preceding weeks. If a child has no grades for a particular week, then he/she is eligible. The previous weeks grades are not carried over.

For athletic eligibility, the minimum grade average in each class, each week, should be a C- or above. If the weekly grade average for any class is below a C-, the student and his/her parents/guardians will be warned but not made ineligible. If the weekly average is below a C- in the same class(es) for the second week, then the student is ineligible for that week. However, if the teacher determines that the student is working to the best of his/her ability and the weekly average for any class is still below C-, then the teacher and the principal should allow that student to participate in the athletic competition for the week.

Eligibility should run weekly from Tuesday to Tuesday. Teachers should notify the Principal of ineligibilities on Mondays and coaches should be informed on Mondays regarding students' eligibilities for that week. A notice should also be given the players and parents at this time as well.

LOST & FOUND

To alleviate the problem of lost uniforms, sweaters, coats, etc., please be sure to mark all clothing items with a Laundry Marker. All items found should be put in the Lost & Found box kept outside the gym entrance. Items not claimed at the end of each quarter will be sent to Goodwill.

LUNCH/MILK PROGRAM

Students may bring money to purchase either hot lunch or milk. Hot lunches will be \$3.25 which includes milk. The cost of milk only is \$.50. The money will be placed in a family account. The account will be debited as the students choose hot lunch or milk. **Please keep a minimum of \$12.00 in the account at all times.** If several children are using the same family account, the balance diminishes very quickly. Should the account fall below the \$12.00 minimum, parents will be notified. If the account continues to be below the minimum, students will be asked to bring a cold lunch or a snack will be provided.

In addition, St. Gabriel School participates in the federal free and reduced lunch program. Forms are available in the school office and provided in the summer packet. Please read them carefully to understand the qualifications. Participation in the program benefits families as well as the cafeteria program.

Lunch will begin with prayer in the classroom. Students will proceed to the lunchroom with their teacher in an orderly manner. They are to keep their hands and feet to themselves and remain in their assigned line placement. Students will be expected to place themselves in alphabetical order to facilitate the use of the computer program managing the lunch accounts. Teachers may assign seating in the lunchroom.

After lunch is concluded, lights will be turned off and all students will join in prayer. Once lights are turned back on, students are to throw away trash, make sure their immediate table and chair has been wiped clean, and await dismissal by the teacher on duty. Middle school students are expected to place the chairs on the tabletops in a quiet orderly manner.

The state requires that milk be taken with a hot lunch. A doctor's notice is required if the child is allergic to milk. If the student has a sack lunch an opportunity to buy milk will exist. In keeping with the Diocesan Wellness Program, students will **not be allowed to bring soft drinks to drink with his/her lunch.** A juice drink or water is acceptable. Parents are encouraged to bring healthy lunches for students instead of fast food with soft drinks to school for their children.

WELLNESS

St. Gabriel School complies with the diocesan wellness standards. Therefore our school lunches, ala Carte items, and food served in the after school program are in compliance with federal standards. The school provides nutritional education and physical activity to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle. We collaborate with agencies and groups conducting nutrition education and encourage family involvement by supporting parental efforts to motivate and help children maintain and improve their health, prevent disease, and avoid health-related risk behaviors. Outdoor air quality is monitored and meal times follow diocesan guidelines. Drug use prevention is taught in all grade levels with particular focus on grades four through eight. The wellness plan is available in the school office and can be made available upon request.

A successful St. Gabriel Student will be:

- **A discerning believer** formed in the Catholic Faith community who celebrates the signs of God's presence through word, sacrament, prayer, and moral living.
- **An effective communicator**, who speaks, writes, and listens honestly and sensitively, responding critically in light of gospel values.
- **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential to learn for a lifetime.
- **A collaborative contributor** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- **A caring family member** who attends to family, school, parish and the wider community.
- **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice, and the sacredness of human life.

APPENDIX

TELECOMMUNICATIONS AND ELECTRONIC INFORMATION SOURCES

As telecommunications and other new technologies shift the ways in which information may be accessed, communicated and transferred, those changes may also affect instruction and student learning. The Diocese generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly affect the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened--prior to use--by staff intent on subjecting all materials to reasonable selection criteria. Telecommunications, because they provide access to any publicly available files server in the world, will open classrooms to electronic information resources which have not been screened by staff for use by students of various ages.

Electronic information research skills are now fundamental to the preparation of students as citizens and future working adults. Staff should blend thoughtful use of such information throughout the curriculum and provide guidance and instruction to students in the appropriate use of such resources. Staff will consult guidelines for instructional materials contained therein.

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Cell phones are not normal and customary devices to be used in a network setting. Catholic Schools provide adequate and monitored computer network services for students to use for academic purposes only. Students are not allowed to engage in specific e-mail, download, texting or any other form of electronic communication that is not approved for academic use.

Student use of telecommunications and electronic information resources shall be permitted upon submission of permission forms and agreement forms by parents/guardians and by the students themselves.

Access to telecommunications enables students to explore the thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. Ultimately, parents/guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Diocese supports and respects each family's right to decide whether or not to grant permission for independent access by their children.

Network Rules for Students

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.

Parent/guardian permission is required. Network access is a privilege, not a right, which entails responsibility by the users.

Individual users of the computer networks are responsible for their behavior and communications over those networks. Users shall comply with school and diocesan standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system responsibility and integrity. Users should not expect that files stored on school servers will be treated as private or confidential.

During school, teachers shall guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with respect other information resources such as television, telephone, movies, and radio.

The following are not permitted:

1. Sending or displaying offensive immoral messages or images of any nature, especially of a sexual nature, e.g. sexting, pornographic images, images from a cell phone of a sexually explicit nature, etc.
2. Using obscene language that is implicit and explicit, e.g. acronyms, language referring to the human body, racial language, etc.
3. Harassing, insulting, bullying, spreading malicious rumors, e.g. cyber-bullying or attacking others via pictures, images, and language electronically.
4. Violating copyright laws.
5. Using others' passwords.
6. Trespassing in others' folders, work or files.
7. Intentionally wasting limited network resources.
8. Employing the network for commercial purposes.
9. Using the network for social networking unrelated to educational purposes, such as Facebook or MySpace, or otherwise.

Sanctions

1. Violations of this policy and these procedures may result in loss of electronic or networking access.
2. Additional disciplinary action may be determined at the school level.
3. When appropriate, law enforcement agencies may be contacted.

Parent/Guardian Permission Letter

A student must submit a signed permission form prior to obtaining independent access to any electronic information source or network on school premises.

