



St. Gertrude Catholic School

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“Forming Future Saints As We Welcome Disciples Home”

2025-2026

Parent/Student Handbook

Faculty and Staff

Pastor: Rev Jim Holbrook
Senior Associate Pastor: Rev Jim Foster
Principal – Mrs. E. Anne Hanneken
Pre K - Ms. Monica Jarvis (Director), Mrs. Tanya Lebish, Mrs. Madyson Broadbent
Kindergarten - Mrs. Jill Rees
First Grade - Ms. Debbie DeGreeff
Second Grade - Mrs. Jamie Desmond
Third Grade - Mrs. Amanda Skornia
Fourth Grade - Mrs. Alicia Warden
Fifth Grade - Mr. Joe Marquart & Mrs. Rachel Jacquin
Sixth Grade - Mrs. Stacie Newbanks
Seventh Grade - Mrs. Mary Wooley
Eighth Grade - Miss. Emily Frick
P.E./Art – Mrs. Cathy Peterson
Computer/STEM/Library – Mrs. Amanda Forget
Music – Mr. Steve Leslie
Resource – Mrs. Pam Scheible
Teacher Aide – Miss. Avery Marquart
Teacher Aide/Substitute Teacher – Mrs. Missy Nobel
Secretary – Mrs. Tina Van Booven
Medical Assistant – Mrs. Molly Prince
SKIP (Aftercare) – Mrs. Jenniffer Coomes, JoAnn Rankin, Nichole Apprill
Morning Care – Ms. Kelly Brueggemann
Cafeteria: Mrs. Stephanie Lane & Mrs. Brenda Voss
Maintenance: Mr. Matt Bourne & Mr. John Lause
Business Manager: Mrs. Brenda Hellmann
Counselor: Marcy Krausch

Introduction

St. Gertrude School has been providing a quality Catholic education to the people of the Krakow community for over 150 years. It is our goal to continue this tradition of quality and spirit of community for years to come.

This handbook is issued for your convenience in seeking information about St. Gertrude School. The policies contained in this handbook are general policies. The administration retains the right to amend the handbook and school policies as situations warrant. Parents will be given prompt notification of such changes.

Parents and students are asked to carefully read and discuss the handbook in order to become familiar with the philosophy, goals, and policies of St. Gertrude School. It is the responsibility of the parents to become familiar with the rules and policies by which you and your children will be governed in your association with St. Gertrude School.

We look forward to working with you in the partnership that we share. It is our hope that this handbook will be of service to you as we work together for the growth of all of our children in knowledge, wisdom, and faith.

Vision Statement

Catholic elementary schools, in the Archdiocese of St. Louis, reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values, and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith, and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow.

Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs which enable children to grow to their full potential. They empower the children to meet the challenges of living in an ever-changing racially, culturally, and technologically diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable, and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

Mission Statement

St. Gertrude Catholic School seeks to form future saints as we welcome disciples home.

Philosophy of St. Gertrude School

St. Gertrude Catholic School is a ministry of St. Gertrude Catholic Church. The school is an integral part of the parish. It enhances the spiritual, intellectual, aesthetic, moral, social, emotional, and physical needs of our full and part-time students. Its distinctive purpose is to relate all human culture and knowledge to the Good News of Salvation.

Our endeavor is to help each other become aware of God's presence. We strive to be a Christ-centered community where everyone feels needed and loved as children of God.

We believe that education is the enabling of persons to reach the fullness of their potential as individuals created in God's image, and assisting them to direct their gifts toward the building of a better world now and in the future.

We believe that education should include instruction and experience in peace and justice.

It is our belief that the home environment is the crucial factor in determining the children's overall performance. The impact of parents is primary in the educational process. We build on the early foundations and habits set at home.

The children of St. Gertrude School are required to follow school policies and rules, as well as exercise the self-discipline necessary for Christian living.

The priorities of our education are: The **Message** revealed by God, **Community** in the Body of Christ, and **Service** to the Catholic community and mankind.

It is our endeavor to provide a quality education which prepares our students for life.

Admission

Policy of Non-Discrimination

St. Gertrude School 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.

The school 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. (Elementary Administrator Manual 4101)

Requirements for Admission

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goal of St. Gertrude School. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in St. Gertrude School must understand and agree to the purposes of Catholic schools.

Admission to St. Gertrude School at any point of entry is contingent upon:

1. The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. Evidence of any family's desire to be part of this type of school includes:
 - a. participation in the spiritual and social life of the parish and school;
 - b. support of the concepts upheld in the Witness Statement;
 - c. agreement to follow the policies and procedures of the school;
 - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children;
2. The child's fulfillment of the age requirements listed below:
 - a. for admission to kindergarten, the child should be five years of age before August 1;
 - b. for admission to first grade, the child should be six years of age before August 1; children who fulfill the age requirement for kindergarten or grade one but whom after sufficient examination are found lacking in maturity or readiness for kindergarten and primary one, may not be admitted. In such a case the principal will recommend readiness activities or some other program for the further development of the child.
3. The school's ability to meet the student's education needs; Determination of this ability is based upon:
 - a. the student's performance in another educational setting;
 - b. successful completion of the previous grade level;
 - c. successful completion of the entrance evaluation process.

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

4. The parent's willingness to accept the financial responsibilities of attending the school.
5. The parents provide 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.) (Elementary Administrator Manual 4103)

New students must present a birth certificate, social security number, Baptismal record, and records from their previous school before enrolling.

Maximum enrollment for grades K-8 shall be determined by the school board and school administration on a yearly basis.

Transferring from Another Catholic School

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

Transferring from a Merged/Consolidated Catholic School

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

Transferring from a Non-Catholic School

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

Transferring from a School District under Court Ordered Desegregation Plan

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

Admission of Students under Special Circumstances (Elementary Administrator Manual 4102.6)

Admission of Students on a Conditional Basis

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

Admission of Home Schooled Students

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

1. by providing the following records which they are required to keep by state law:

- a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
- b. a portfolio of samples of the student's academic work;
- c. a record of evaluation of the student's academic progress;
- d. other written or credible evidence equivalent to the points listed above.

2. by providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.

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

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

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

Admission of Students from Other Countries

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

Registration/Enrollment Policy

The following policy applies for all students grades K-8. This policy is to be applied equally for the members of St. Gertrude Parish, St. Ann Parish, St. Gerald Parish and Holy Family Parish in addition to any other parishes when they sign school agreements with St. Gertrude Parish.

Priorities and preference for St. Gertrude School

1. **Returning students** will have the opportunity to register for the next school year prior to all others. This policy applies to those currently in grades K-7.
2. **Younger siblings of currently enrolled students** will have the next opportunity to register for the next school year prior to all others with the exception of those indicated in #1. This policy will apply to all younger siblings of children enrolled in either K-8.
3. **Children of families who are members of St. Gertrude Parish, St. Ann Parish, St. Gerald Parish and Holy Family Parish** then have an equal opportunity to register for the next school year prior to all others with the exception of those indicated in #1 or #2.
4. **Children of Catholic Families** from other parishes than those listed in #3 then have the next opportunity to register for the next year.
5. After the above four steps are completed, then enrollment is **open to all applicants** as space permits.

This plan will be implemented by allowing each group #1 through #4, prior rights to registration. Thus, returning students will have the opportunity to register for the coming year prior to others. Then, the opportunity for younger siblings will follow, and so forth.

Should there come a time when registration is filled prior, members of that group will receive spots for registration on a first-come, first-served basis within that group.

Appointments

It is recommended that appointments be made outside of class time; however, if it is necessary to make appointments during the school day, a written note or email should be sent to school the day prior to the appointment. Students must be signed in and out of school at the front office. The homeroom teacher must be notified when the student leaves and returns.

Athletics and Other Extracurricular Activities

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities. (Elementary Administrator Manual 5202.9)

The objective of St. Gertrude School's athletic and extracurricular programs is the enrichment of the overall school experience of our students, within the context of the Catholic educational mission of the school. These programs are, in a sense, an extension of the classroom.

As such, school sports should be educational and contribute to the overall education of our students. Sports present a further opportunity to teach and reinforce important values, such as teamwork, sportsmanship, and citizenship. Our elementary school sports program should be a positive experience for everyone who participates, with an emphasis on developing these important values.

The athletic director, who reports directly to the school principal, is responsible for developing and managing all aspects of St. Gertrude School's athletic programs, including managing the athletic uniform inventory, the development of athletic schedules, the recruiting and securing of coaches, arranging for facility use as appropriate, and the scheduling of game officials. The athletic director is supported in this endeavor by the Athletic Association. Final approval of all athletic activities and schedules rests with the pastor.

Since athletics are one more means by which we can instill Catholic values and principles, encouraging our students to strive for spiritual maturity in all areas of their lives, practices and games are not to be scheduled on any holy day of obligation (to include all Sundays of the year), Ash Wednesday, or during Holy Week. Additionally, in those instances when a sacramental or liturgical event conflicts with the athletic schedule, the sacramental or liturgical event shall be given priority. Exceptions may be made for tournaments hosted at other schools, but only upon the recommendation of the athletic director and with the approval of the principal and the pastor.

The St. Gertrude Athletic Association is not a regulatory or policy making board but exists to support the educational mission of the school, especially through the school's athletic programs.

When school has been canceled due to inclement weather, all after-school activities are also canceled. Recognizing, however, that weather conditions can change throughout the day, the principal may make exceptions, taking into consideration the availability of maintenance staff to have the campus adequately prepared for the activity.

All extracurricular activities, including those which take place outside of the regular school day, must be approved by the principal. All activities must have an evident educational purpose that contributes to the overall formation of our students. A member of the faculty or another qualified and responsible adult should act as the moderator of the activity and should be present at all times during the activity. Students may not participate in athletics or other extracurricular activities without the permission of the parent or guardian.

All students are encouraged to participate in extracurricular activities, which afford the students valuable opportunities to develop many skills. Students are cautioned, however, not to overextend themselves, possibly neglecting their primary responsibilities as students. All students and parents are reminded that as they attend and participate in extracurricular events, they are representing the St. Gertrude community.

Extracurricular activities may include:

Boys and Girls Basketball (5-8)

Cheerleading (5-8)

Student Council (5-8)

Boys and Girls Volleyball (5-8)

Various Contests

Requirements for participation in extracurricular events include:

1. If the activity is on a school day, the student must be in attendance at least a half day (3.5 hours) or have an excused absence.
2. Students are not allowed to participate in extracurricular activities while serving in-school or out-of-school suspensions. This includes weekend activities if suspension is in effect over a weekend.

3. Students should be in good academic standing and conduct.
4. Permission of parent/guardian.

Attendance

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

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (Elementary Administrator Manual 4201)

If a parent/guardian does not report a student's absence by 9:00 a.m., the school may contact the parent/guardian concerning the absence.

Each student is responsible for making up his/her work. A student is allowed one day for each day of absence to make up the work.

Report cards will not be issued for any student absent more than 10 days in a quarter unless work has been made up.

If a student must miss school due to a family vacation, it is important that the parents, student, and teacher meet prior to the vacation to discuss work that will be missed and a plan for making up the work is formulated.

Children may never be sent home or leave the school grounds for any reason without the approval of the principal, secretary, or nurse and only with previous permission of the parents.

Tardies

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (Elementary Administrator Manual 4202)

Classes begin at 7:45. When the bell rings, students are expected to be at their desks, prepared to begin class. For the benefit of the child and the learning environment, it is extremely important that all students are at school on time and ready to begin homeroom at 7:45.

All students arriving after 7:45 should go directly to the school office where the secretary will mark them tardy.

A written explanation or other verifiable evidence, such as a phone call, is required for each tardy from the parent.

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. (Elementary Administrator Manual 4201.1) Truancy is a serious offense. Any student found to be truant must attend a conference with the parents and principal to gain re-entrance to school and will be placed on probationary status. Repeated trancies could result in withdrawal for cause.

Birthday Celebrations

Students are permitted to bring an approved treat to school or order a treat from the cafeteria to celebrate birthdays and ½ birthdays. Students must check with the teacher beforehand so there is no more than one treat per day. Due to the potential for spillage, no soda or drinks should be sent for treats. ***Due to health department regulations, no homemade items are allowed. Items must be store bought and prepackaged only.*** According to the school health plan, all food served at classroom parties should meet healthy nutrition standards. Birthday books for the library may be purchased to honor your child's birthday.

Students will not dress down on their actual birthday. The final Friday of each month (except December) is the birthday dress down day.

The following days have been designated as Birthday Dress Days for the 2025-2026 school year:

- August birthdays- August 29
- September birthdays- September 26th
- October birthdays- October 24th
- November birthdays- November 21st
- December and June birthdays-December 12th
- January and July birthdays- January 30th
- February - February 27th
- March birthdays- March 27th
- April birthdays-April 24th
- May birthdays- May 15th

Books

As you are aware, books are extremely expensive and represent a large part of our educational budget. For this reason:

1. Students may not mark or deface a book in any way.
2. If a book is accidentally torn, it should be repaired as soon as possible.
3. If a book is lost, or damaged to the point that it is not usable, the student/parent will be responsible for the replacement cost of the book.

Buildings and the Political Process

The following concepts should be adhered to in making decisions related to the use of school buildings in the political process:

1. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.
2. Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
3. Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.

Further guidance regarding the involvement of schools with the political process in light of the church's tax-exempt status is available through the Office of Catholic Education and Formation. (Elementary Administrator Manual 6203)

Cafeteria

The St. Gertrude School cafeteria personnel keep track of all cafeteria accounts through the FACTS system. Report cards and other records will not be released or forwarded if an account is delinquent.

Students may purchase milk if they bring their lunches or if they wish to have an additional carton of milk.

If your student has any food allergies, please notify the nurse and the cafeteria staff prior to the first day of school.

Good table manners and proper behavior while in the cafeteria are required. The following is a general list of expected dining room behaviors:

1. Students must enter the cafeteria in a single file line and sit at the assigned table in a quiet manner.
2. When eating, students must stay seated and talk only in a reasonable voice.

Students will be dismissed by tables by supervising faculty or staff. The table will be dismissed when it is determined that the table is clean and all students are sitting in a quiet manner. When dismissed, the students must line up quietly in a single file line. No food or drink should leave the cafeteria.

Cafeteria Fees/Payment

Cafeteria fees are determined with input from the principal and cafeteria director in consultation with the school board and parish council.

At this time, meal costs will remain the same as last year: Preschool/Kindergarten: \$2.50; Grades 1-4: \$3.50; Grades 5-8: \$3.75; additional entree only: \$1.00; Adults: \$4.00; Extra Milk: \$.50.

All families who use the St. Gertrude School Cafeteria hot lunch program are expected to pay through the FACTS system.

Celebration of the Eucharist

Participation at Mass is an important aspect of St. Gertrude School. Students are prepared so that they are able to participate as fully as possible. All students attend Mass weekly according to the schedule determined by the principal and pastor.

The Reception of Communion

In Holy Communion, we receive Jesus Christ, who gives Himself to us in His body, blood, soul, and divinity. This intimate union with Christ both signifies and strengthens our union with Him and His Church. Jesus speaks of the importance of Holy Communion when He states, “unless you eat the flesh of the Son of man and drink His blood, you have no life in you.” Because Holy Communion unites us to Jesus, it also strengthens us against sin, helps us to live a Christian life, and prepares us for the heavenly banquet.

Because Holy Communion is one of the most precious things that Jesus has given to us, it is important to prepare ourselves properly before receiving. In the Roman Catholic Church, once a child is old enough to understand that the Eucharist is the gift of Jesus’ own life, they receive careful preparation so that he may receive his First Holy Communion. In addition to learning the truths about the Eucharist, the child prepares himself spiritually, receiving the Sacrament of Reconciliation, so that he might receive Holy Communion with a pure heart.

For adults, too, careful preparation is necessary before receiving Holy Communion. Because Holy Communion is a sign of unity with the Catholic Church, one should only receive Holy Communion if he believes what the Catholic Church teaches, and is living as a member of the Church, following the way of life that she sets out for her children. If one is conscious of serious sin, he should receive the Sacrament of Reconciliation before approaching Holy Communion.

For Catholics Who Have Made Their First Holy Communion

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (canon 916). A frequent reception of the Sacrament of Penance is encouraged for all.

For Our Fellow Christians

We welcome our fellow Christians to the celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in the Eucharist will draw us closer to one another and begin to dispel the sad divisions which separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one" (Jn 17:21).

Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (canon 844 §4). Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own Churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of Communion by Christians of these Churches (canon 844 §3).

For Those Not Receiving Holy Communion

All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

For Non-Christians

We also welcome to the celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.

Communications

Communication and a spirit of partnership are important for the total growth of each child. We feel it is important to keep parents, students, and the parish at large informed of school events and business as often as possible.

Most importantly, we encourage parents to maintain good communication with the student. Daily discussions about their school day and events that have happened or are planned for their classroom are most rewarding for the student. These discussions emphasize the partnership that exists between home and school, and also reinforces your involvement in their daily education. Please feel free to contact your child's teacher at any time to discuss your child's progress or to arrange for a conference.

Process of Expressing Concern

If there is a concern, of any type, parents are asked to contact, as soon as possible, the faculty or staff member most directly involved with the issue. It is always most helpful if these conversations are conducted with an open mind and in a positive attitude, as our shared goal is improvement for the student's sake. If the parent does not feel satisfaction, the parent may contact the principal and set an appointment to discuss the matter. If after discussion with the principal you feel the concern is not addressed to your satisfaction, the pastor may be contacted to discuss it further.

Folders containing newsletters, student work, and other important information are sent home every Thursday. It is important that parents/guardians read the information in the folders, then sign and return the next day.

Information is often available through the school's web-based school information system, FACTS, Facebook page, and weekly school newsletter. Families are encouraged to check their account often. Additionally, we encourage all families to check emails, and student progress on a daily basis. Parents who want to send out a message to all school families and staff through FACTS must get permission from the school principal

SGS will also use an automated voice calling system to make school announcements, school closings, reminders, emergency announcements, etc.

We as a school endeavor to communicate through:

1. Newsletters
2. Home and School meetings
3. Bulletin announcements
4. Automated calling system
5. Calendars
6. Thursday folders
7. Various other communications sent home
8. Keeping parents apprised of the child's progress:
 - a. Parent/teacher conferences
 - b. Phone calls
 - c. **FACTS gradebook and report cards**
 - d. Sending home papers

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." (Elementary Administrator Manual 5202.5)

Discipline

In guiding the child's growth in Christian attitudes, values, and behavior, it is better to emphasize the positive.

The essence of Christian behavior is self-discipline. The child should be helped to see clearly the consequences of various behaviors and to realize that choosing certain behavioral patterns means choosing the consequences of that behavior. The child must be directed to choose one form of behavior over another because it is the right thing to do. **Discipline and self-control are very important elements in the teaching/learning process. They are also important in the development of healthy life skills.**

No teaching or learning can happen in an undisciplined environment. The discipline at St. Gertrude School is based on Two Basic Principles: the rights of the student, and the rights of the teacher. Both must be rooted in the ideas of Christian love, sharing, and cooperation.

The following are specific and general expected behaviors and consequences outlined in our discipline policy. The principal reserves the right to handle all discipline situations on an individual basis, based on what (s)he has determined is best for the student and the school population as a whole.

Grades 5-8**Whole Brain Classroom Rules**

1. Follow Directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Make your team stronger.
6. Keep your eyes on the target.

Grades K-4

1. I will treat others with respect, care, and concern by:
 - a. using appropriate language;
 - b. being a good sport;
 - c. keep hands, feet and belongings to yourself.
 - d. being respectful to teachers and others;
 - e. completing work on time;
 - f. listening quietly while others are sharing; and
 - g. lining up in a quick and quiet manner.

*** In addition to the behaviors listed above, the following apply to:**

Grades 5-8

- a. Treat others with respect in words and actions.
- b. Raise your hand and wait to be acknowledged before speaking.
- c. Keep your hands, feet, and belongings to yourself.
- d. Respect other students' property and space.
- e. Stay seated until dismissed by the teacher.
- f. Be prepared for class
- g. Work to the bell.
- h. Use an assignment notebook; write down homework when it is assigned.
- i. Keep shirts tucked in.
- j. No gum at school.
- k. In the hallway, stay in a single file on the right with no talking.
- l. Bring water bottles; do not stop for drinks between classes.
- m. Verbal, written, and physical abuse of others is strictly prohibited

A demerit (note home)/detention system will also apply to grades 5-8. The system allows for ongoing updates of your child's conduct and we feel improves communication between school and home in matters of discipline and responsibility.

A basic outline of the 5-8 *Middle School Discipline Policies* will be sent home with the students during the beginning of school year; it can also be found here: [PDF 25-26 MIDDLE SCHOOL DISCIPLINE POLICIES \(2\).pdf](#). The *Middle School Discipline Policies* address behaviors, late homework and dress code violations. Policies for serious disciplinary consequences are outlined thoroughly in the handbook.

Disciplinary consequences (demerits, notes home, lunch detentions, etc) can be given on a weighted basis due to the severity of the infraction and may be given by any faculty or staff member for:

1. Any infraction of our current discipline policy
2. Unchristian or disrespectful behavior toward teachers or peers
3. Lack of responsibility, such as late assignments and failure to get tests signed
4. Dress code violations, or violation of specific classroom rules, etc.....
- 5.

Automatic detentions can be given for:

1. Severe disrespectful behavior towards teachers or peers
2. Fighting
3. Destruction/defacing school or personal property, etc.

A student's unacceptable conduct both during the school day and at athletic and academic events outside of school represent St Gertrude to the wider community. Therefore, such conduct that affects the school community will be addressed.

Bullying: Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups.

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including teasing, insulting someone, shoving, hitting, excluding someone, or gossiping about someone. name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense: Principal/Student conference, parent notification. Possible: demerit, detention, in-school suspension, out of school suspension.

Subsequent Offense: Principal/Student conference, parent notification, parent/conference. Possible: demerit, detention, in-school suspension, out of school suspension or withdrawal for cause. *At this time, a "Behavior Contract" will be written and presented to the parents and the student who is bullying. The parents as well as the student must complete the steps in the timeline provided by the Behavior Contract. Failure to meet the steps of the timeline will result in further disciplinary action up to and including withdrawal for cause.*

Serious Disciplinary Consequences

The principal in consultation with the pastor has the responsibility of administering serious disciplinary consequences upon a student. The following conduct may lead to serious disciplinary consequences:

1. an individual infraction of a major school rule;
2. disrespect of authority;
3. repeated truancy;
4. repeated infractions of school rules;
5. disruption of the learning environment;
6. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
7. harassment, threats, or physical acts against others;
8. out of school conduct which seriously detracts from the reputation of the school or threatens the safety or reputation of others.

Suspension

Suspension is the removal of a student from all classes for a specified period of time. (Elementary Administrator Manual 4302.1)

The decision to use suspension as a disciplinary action is made by the principal in consultation with the pastor.

Suspension can be either in-school or out-of-school. In-school suspension requires that the student be isolated from his/her class for a given period of time; the length of time to be determined by the principal with input from the teacher.

Out-of-school suspension requires that the student be removed from school for a given amount of time, during which supervision of the child is the responsibility of the parents. During a suspension, a student cannot participate in school activities for a given length of time.

If a student is placed on suspension, the following procedures will be followed.

1. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
2. A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and conditions of the student's return to school and the procedure for the student making up class work. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension.

Probation

Probation is the continued enrollment of a student, but with specified conditions. (Elementary Administrator Manual 4302.2)

The decision to use probation as a disciplinary action is made by the principal in consultation with the pastor.

If a student is placed on probation, the parents/guardians and student will be informed in writing. This communication will indicate; the reason for the probation; the period of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended. The parents/guardians and student will be required to sign a statement indicating that they understand and accept the terms and conditions of the probation.

The administration, with the approval of the pastor, may determine specific reasons for placing a student on probation. The following may generally lead to probation:

1. multiple infractions of school rules;
2. an individual infraction of a major school rule;
3. a single suspension for an infraction of a major school rule;
4. multiple suspensions for infractions of school rules;
5. pre-existing circumstances carried from a previous school;
6. behavior outside of school that may have effects on the school climate and community.

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from a school. (Elementary Administrator Manual 4302.3) Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of St. Gertrude School.

The decision of withdrawal for cause is made at the local level by the pastor with the recommendation of the principal. This decision will only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and will be undertaken with the utmost Christian charity, caution, and prudence.

Serious conduct violations which may lead to withdrawal for cause can include but are not limited to:

1. engaging in public behavior or taking a public position contrary to Church teachings;
2. membership in organizations which espouse positions contrary to Christian values;
3. serious violations of the Archdiocesan Violence Policy;
4. possession of a weapon;
5. assault, with or without a weapon;
6. possession or distribution of controlled substances;
7. serious acts of harassment;
8. inappropriate conduct of a sexual nature.

Dismissal Procedure

At the 3:00 p.m. bell, students are asked to leave in an orderly fashion. The students are dismissed in the following order:

1. Group 1: students being picked up in the Parish Center parking lot.
2. Group 2: students being picked up in the parking lot across Highway YY.
3. SKIP program attendees meet in the East hallway and wait for the program supervisors to walk them to the Old Hall.
4. Walkers must make arrangements with the school administration to ensure proper safety procedures are being followed. **(Due to safety and liability issues, students are not allowed to walk to Krakow Store to meet rides.)**

In order to ensure safety and smooth flow of traffic, our parking lot dismissal is based on a simple rule:

You must make a right hand turn onto Highway YY when leaving the parking lots.

Group 1 (those cars going East toward Highway A):

Pickup will be in the parking lot by the Parish Center. Cars are asked to drive around the circle and form one line with the first car by the steps coming down from school. All other cars will line up behind the first car in a single line. **All cars should be in place by 3:00 p.m.** The students will be led out and will wait under the covered entranceway to the Parish Center until all cars are stopped and in place. Students will be dismissed by the teacher in charge when he/she determines that there is no moving traffic. Students will then walk to their respective cars. If their ride is present, students are not to wait on the entranceway for their ride to come to them.

Parents who arrive late should pull in off the highway, and form a second line on the far West side of the parking lot. After the students are in cars and the line of cars has been dismissed, late drivers may pull in front of the Parish Center to pick up students. Late drivers should pull up as far as possible in front of the Parish Center so that more than one car may be loaded at the same time. No students are allowed on the driveway or parking lot while cars are moving. No cars should be moving while students are in the driveway or parking lot.

Group 2 (those cars going West toward Clover Bottom):

Pick up for students will be in the parking lot across from school. Cars should form two or more lines. **All cars should be in place by 3:00 p.m.** Students will be dismissed by the teacher in charge when he/she determines that there is no moving traffic.

Parents who arrive late should pull in off the highway, but wait by the firehouse until the cars have cleared the lot. After the loaded cars have left the lot, latecomers should pull up so students can be loaded. Late drivers should pull beyond the steps so more than one car can be loaded. No students are allowed on the driveway or parking lot while cars are moving. No cars should be moving while students are on the driveway or lot.

Distribution of Materials to Students

St. Gertrude School prohibits the distribution of information to our students and parents, in any form, regarding programs, products, or services that are available from sources other than the school, parish, or other Catholic or non-profit agency, except those with whom the school has a formal contract or agreement. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

In any case, no distribution of information to St. Gertrude School students or parents shall take place without the prior approval of the pastor or the principal. (Elementary Administrator Manual 4402.5)

Dress Code

Bold Type is new for the 2025-2026 school year.

An emphasis is placed on Christian conduct, academic achievement, and discipline at St. Gertrude School. A uniform allows us to lessen society's emphasis on appearance; thus, students can focus on what is important in our educational setting. It is our hope that a student's identity as an individual is based on true indicators such as performance and spiritual growth.

Students are expected to dress and present an appearance consistent with the standards of good taste and that is 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 is not allowed.

Shirts:

- Polo or Oxford style, white or light blue, must have a collar and short or long sleeves, no decorations other than SGS.
- Solid white undershirts (short or long sleeved) may be worn under a uniform shirt.
- Shirts must remain tucked in, Grades K-3 suggested.

Sweatshirts & Sweaters:

- Sweatshirts must be solid navy or gray, or SGS uniform logo sweatshirts.
- Sweatshirts may not be tied around the waist or worn inside out.
- Hooded pullover sweatshirts are acceptable with the school logo or solid navy or gray.
- No **unapproved sweatshirts**/zip-up sweatshirts/jackets are to be worn in class, but can be worn as coats.
- Sweaters must be cardigan style and be navy, gray, or white.
- There must be a collared uniform shirt underneath with a collar visible.

Pants:

- Solid navy blue docker style uniform pants with pockets that are worn at the natural waist (no low cut pants).
- Pants (or leggings under skirt or jumper) must be worn in the months of December, January and February.

Skorts, Skirts, & Jumpers:

- Navy blue skirts, skorts, and jumpers must be worn at the waist and **must be fingertip length (no shorter than the student's longest finger standing with their arms at their side)**
- Shorts must be worn under all skirts and jumpers.
- Solid leggings/tights, blue or black in color, and not sheer or transparent, may be worn only underneath skirts and jumpers.

Shorts:

- Plain navy blue walking shorts with no more than 4 pockets are to be worn at the natural waist and **must be fingertip length (no shorter than the student's longest finger standing with their arms at their side)**
- Shorts may be worn August, September, October, November, March, April and May.

Belts:

- Belts must be worn in Grades 4-8 if you have belt loops. Belts must be solid black, brown, or navy.

Shoes:

- Students must wear athletic shoes and shoes must be non-marking.
- No backless shoes, heels, sandals, boots or rubber shoes should be worn to school.

Socks:

- Socks must be visible.
- Socks must be solid white, black, or navy.
- Socks may have a small and inconspicuous logo.

Jewelry and Make-Up:

- Female students may wear one pair of small stud earrings.
- One bracelet, one ring, and one religious necklace are acceptable to be worn.
- Students may not wear **noticeable make-up including eye shadow, blush, mascara, etc**
- No nail polish of any kind including gel and acrylic nails.
- No Apple watches, Fit Bits, or any other type of SMART watch or device that receives email, texts, snap chats or any other type of digital communication.
- No tattoos or body piercings other than ears.

Grooming/Hair:

- Length or style, for girls and boys, should be appropriate for the learning environment in the classroom.
- The **recommended** length for boys is to be above the collar.
- Hair must be clean and well-groomed.
- Hairstyles that draw undue attention to the students and unnatural colors are not allowed.
- **Hairstyles should allow eyes to be seen.**
- Students must be clean-shaven.

Other:

- Students may not wear head coverings, including hats, hoods, or headscarves of any kind in classrooms.
- Clothing with holes is not permitted, even when leggings, tights, or other garments are worn underneath

Spirit Wear Fridays:

- On Fridays students may wear SGS Spirit Wear (volleyball, basketball, cheerleading, golf, archery attire, field days t-shirts, sweatshirts, polos –anything SGS).
- This does not mean dressing down on Fridays. They must wear their uniform bottoms.
- All other days of the week they must wear white or light blue polo or oxford style shirts, SGS logo uniform sweatshirt apparel or plain navy or gray sweatshirts.
- **Additional spirit days will be announced (holidays, pep assemblies, etc) where students can wear specific tops, socks etc but always with uniform bottoms.**

Dress Down Days 2025-2026**Birthday Dress Days**

- Students may dress down during the designated birthday dress day for their birthday or half birthday month. Students will not dress down on their actual birthday.
- The final Friday of each month (except December) is the birthday dress down day.
- The following days have been designated for the 2025-2026 school year:
 - August birthdays- August 29
 - September birthdays- September 26th
 - October birthdays- October 24th
 - November birthdays- November 21st

- December and June birthdays-December 12th
- January and July birthdays- January 30th
- February - February 27th
- March birthdays- March 27th
- April birthdays-April 24th
- May birthdays- May 15th

Monthly Dress Down days

- Monthly dress down days will occur each early out Friday of the month.
- The following are monthly dress down days:
 - September 5th, October 3rd, November 7th, December 5th, January 9th
 - February 6th, March 6th, April 10th, May 1st

● Dress Down Day Guidelines

- 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. (Elementary Administrator Manual 4303.6)
 - Clothing should be tasteful and appropriate for the Catholic school environment.
 - Students should always be attired in a respectful and modest manner. Sleeveless tank tops or exposed midriffs are not allowed. All shirts must have sleeves.
 - Shorts, skirts, skorts, jumpers, dresses **must be fingertip length (no shorter than the student's longest finger standing with their arms at their side).**
 - No leggings, yoga pants, or ripped jeans.
 - Jewelry and make-up rules apply unless other prior permission is given by the principal.

Any unlisted actions distracting to the learning environment will be addressed.

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. (Elementary Administrator Manual 4204)

1. Dual enrollment is possible only in another accredited school.
2. The Catholic school is the primary educational provider. The other school is a supplemental provider.
3. The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).
4. A student is not marked absent from the Catholic school when in attendance at the other school.
5. In determining whether dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the impact of the student's physical absence to attend the supplemental program on the student's learning the core curriculum in the Catholic school.
6. A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:
 - a. the educational purpose the dual enrollment arrangement is intended to achieve;

- b. the amount of time the student will be away from the Catholic school;**
- c. the mechanism by which the Catholic school will receive information from and provide information to the supplemental program, including attendance/absences;**
- d. transportation to and from the Catholic school.**

Parents who are considering the dual enrollment of a student in St. Gertrude and another school must consult with the St. Gertrude principal prior to any such enrollment. Parents should not assume that dual enrollment is always a viable option. Serious consideration must be given to the student's physical absence from the St. Gertrude campus and the potentially negative consequences of that absence on the student and the educational program. In any case, St. Gertrude School remains the primary educational provider and is responsible for delivering instruction in the core curriculum as long as the student is enrolled at St. Gertrude School. The principal of St. Gertrude School reserves the right to disallow any dual enrollment when it has been determined by the principal, in consultation with the pastor, that dual enrollment would negatively impact the student's overall education on the St. Gertrude campus and/or the dual enrollment would interfere with or usurp St. Gertrude School's role as the primary educational provider.

Early Morning Drop Off and Supervision

Students are to be dropped off in front of the Parish Center. Drivers should enter from the driveway to the West. If there is a back-up of cars on Highway YY, please drive around through the lower lot so cars do not have to stop on the highway. Students should exit the car and go directly to the sidewalk. Drivers should not pull away until they are sure all students have safely exited and are off the driveway.

Students arriving before 7:30 must report to the parish center as supervision is not available in school. The SGS staff will come to the gym at 7:30 to escort the students to their homerooms. Students are not allowed in the school building prior to 7:30 unless prior permission has been arranged.

Students being dropped off after 7:30 can come directly into school using the entrance outside the teacher's lounge and report to their homeroom.

Morning Care Program

Early morning supervision is available in the parish center from 6:30-7:30 a.m. Supervision and activities are provided by employees of the parish. Families dropping off between 6:30-7:15 must pay a supervision fee set by the administration. Students arriving after 7:15 but before 7:30 do not have to pay a supervision fee and must report immediately to the gym.

Elevator

St. Gertrude School has a full service elevator located across from the teachers' lounge. The elevator is not for general student use. It is reserved for use by the disabled, maintenance and other employees, and guests. Students are not allowed to use the elevator without an adult present or without permission from a SGS staff member.

Fees and Tuition

St. Gertrude School is a private, Catholic school that is operated by the parish and relies upon the collection of fees and tuition. Tuition and collection procedures are established by the principal in consultation with the parish Finance Committee. Tuition payment is expected to be kept current by all families with children enrolled in our school. Families who are 60 days or more delinquent in the payment schedule at the end of the first semester will be denied enrollment for the remainder of the school year, unless acceptable payment arrangements are made with the principal prior to the start of the second semester. If such a family wishes to enroll children at St. Gertrude School the following year, they must pay any delinquent amount and must also make a written commitment to apply for financial assistance as the applications become available.

Families in arrears with their payments at the end of any school year will not be permitted to register or enroll a student for the following school year; **parish administration should be contacted to make financial arrangements.**

Special requests for alteration in the tuition payment rate and schedule, regardless of reason, are directed to and decided upon by the **parish administration**.

Transcripts, report cards, and other school records will not be released to any party if a family has any outstanding debt or financial obligation to St. Gertrude (Elementary Administrator Manual 5301.7). Additionally, eighth-grade students may not be permitted to participate in any school or parish sponsored promotion or graduation activities unless acceptable financial arrangements have been made with the **parish administration** (Elementary Administrator Manual 4502.1).

St. Gertrude School uses FACTS Tuition as its primary means of tuition collection. This has proven to be an effective tool in reducing the amount of bad debt the school has to absorb. ***All families are required to register with FACTS Tuition to make tuition payments.***

The registration fee is due at the time of enrollment.

Participation in the sale of **Educators' Lottery** tickets is mandatory for all school families. The sale of the tickets should be complete at least one week prior to the first day of school. All profits from the lottery help to support teacher salaries and curriculum programs. The Educator Lottery is intended to keep the cost of school tuition as affordable as possible and also make valuable curriculum options available to our students.

Returned Check Policy

In the event a check is returned to St. Gertrude Parish due to Non-Sufficient Funds, the party who presented the check will be responsible for the amount of the check and for any bank service charges incurred. Transcripts, report cards, and other school records will not be released to any party if a family has any outstanding debt or financial obligation to St. Gertrude.

Refunds

Generally, St. Gertrude does not issue refunds of any kind, including in those instances when a student withdraws from St. Gertrude for any reason, either voluntarily or involuntarily. Families should carefully monitor their account balances.

In those rare instances when, at the end of a school year or fiscal year, an account may have a credit balance and the pastor has authorized a refund, the amount of the refund shall be less any financial aid or scholarship assistance previously awarded for that school year. No refund will be authorized when the amount of financial aid or assistance awarded for the school year is equal to or exceeds the amount of the credit balance. So, for example, if an account has a credit balance of \$200.00, but the student received \$200.00 in financial assistance, no refund check will be issued.

Scrip Fundraising

Scrip is a fundraising program for our school. Essentially, the program enables St. Gertrude School to purchase gift cards at less than face value. The difference between face value and what St. Gertrude paid is our school's earnings. As a courtesy and as an incentive to participate in this important school fundraising program, St. Gertrude School allows Scrip credit to be applied to a designated St. Gertrude student's tuition and fees.

Effective July 1, 2020, for those families who have paid their tuition in full prior to scrip credits being processed at the end of the school year, their credits will be transferred to the following school year's tuition balance due as long as the family still has students at St. Gertrude School. If not, the credit will remain as part of the school earnings.

Scrip purchases and credits will not be refunded.

Financial Aid

St. Gertrude School is committed to making Catholic education available and affordable for as many students as possible. Tuition assistance is available (deadlines may apply) to all students of St. Gertrude School whose families, based on reported income, cannot afford full tuition. Any family applying for local tuition assistance, such as the Pat Ruegg Scholarship Fund, must first apply for the Alive In Christ Scholarship. All families are required to apply for appropriate financial aid as directed by the principal. No student may be registered or may continue enrollment until acceptable arrangements with the principal and/or application for appropriate financial aid has been made.

Field Trips and Guest Speakers

Field trips and guest speakers are arranged to enhance and broaden the curriculum being taught. Field trips are privileges, and thus a student may be denied participation if they fail to meet behavior or academic requirements.

No student may participate in a field trip unless a permission form signed by the student's parent/guardian for the specific event has been received by the school. ***The permission form must be the school issued form. A note or other parent-created form giving permission to attend a field trip may not be accepted.***

Anytime students travel off campus for a school event it presents the administration and staff with many safety and logistical concerns. Chaperones should be informed in advance by the teacher what the chaperones role and responsibilities will be during the event.

Because of safety concerns, discipline and behavior are at a heightened awareness. Students may be required to wear school uniforms during some off campus experiences. Because all students, staff, and parents are representing the St. Gertrude School community, respect toward teachers, chaperones, hosts, guest speakers, group leaders, and property is expected at all times.

Field Trip Chaperone Guidelines

When students of St. Gertrude School attend a learning experience off of school property, our number one priority is the safety and accountability of our students. Because of legal, moral, and safety issues, the guidelines and parameters of a field trip are much more detailed and stringent than if you were taking your child's friend on a family trip. When students attend off-campus experiences, they are the responsibility both legally and morally of the St. Gertrude staff. Because we need volunteer parent help to make off campus experiences successful, it is important that our volunteers follow the same stringent guidelines as the St. Gertrude staff.

The following are guidelines that must be followed by all chaperones while on a field trip.

1. No younger children may accompany a chaperone. When you agree to chaperone, you agree to help supervise and support the children on the field trip. Smaller children brought along distract the chaperone from this responsibility. If you are only acting as a driver for transportation, smaller children may accompany the driver.
2. All riders must wear seatbelts or use other safety restraints in accordance with the law. If there is a passenger side airbag, the manufacturer's recommendation must be understood before a child is allowed to ride in the front passenger seat.
3. Drivers must follow the predetermined route outlined in advance by the SGS staff member supervising the trip. No extra stops or deviations from the route are allowed unless authorized by the principal. (If an accident would occur during a deviation from the predetermined route, the chaperone could be held personally liable for their actions.)
4. When you agree to chaperone a field trip, you agree to chaperone all children assigned to you, not just your own child. Chaperones are expected to be proactive in matters of safety and discipline and should contact the SGS staff supervisor immediately in case of trouble.
5. When at the field trip location, the chaperone and his/her group should follow the itinerary of the group. Groups should not go off on their own or without notice to the supervisor.

6. Gifts, food, and drink cannot be purchased or brought on a field trip unless outlined in the permission form. Souvenirs cannot be purchased unless prior permission was granted.
7. Chaperones should not consume alcohol or smoke during their activities as chaperones.
8. Never be alone with a child that is not your own.
9. All chaperones must have completed the Protecting God's Children workshop, read and sign a code of ethical conduct, and complete a child abuse/neglect/criminal record background check.

Transportation of Students

Whenever possible St. Gertrude School will use bus transportation by an insured carrier for off-campus, school-sanctioned events. There are circumstances when school administration may determine that 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 \$100,000 per person, \$300,000 per occurrence;
 4. drivers should be experienced and demonstrate the maturity necessary to provide for the safety of those they are transporting;
 5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
 6. Adults should not be permitted to smoke in the vehicle. (including "e-cigarettes" and other vapor systems)
- (Elementary Administrator Manual 5202.8)

Safety Seat Footnote:

Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system for 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)

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents will be kept on file by the school. The school will also maintain a record of each event and date when each volunteer driver transports students. (A form for providing this information is included in the summer packet or may be picked up at the school office.)

Drivers who volunteer to transport students **MUST** complete the Prevent and Protect program and meet all compliance requirements including a Child Abuse Background Check, Protecting God's Children workshop, a Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors and Prevent and Protect video series.

Fund Raisers

Fund raising is done by the Home and School Association and other parent groups. (See school related Organizations). If a fund raiser is necessary for Student Council, Grade 8 activities, or other classes/organizations, it must be done only with the permission of the principal.

Grading Policy

Grades are obtained through daily work, testing, teacher observations, and other means of evaluation, both formal and informal. Keep in mind that all students achieve at different levels and progress at different rates. Students are expected to do their best and work at their unique God-given ability level.

The St. Gertrude grading scale is an unweighted 4 point system.

LETTER GRADE	PERCENTAGE	GRADE POINTS
A+	98-100	4.0
A	95-97	4.0
A-	93-94	3.7
B+	91-92	3.3
B	87-90	3.0
B-	85-86	2.7
C+	83-84	2.3
C	79-82	2.0
C-	77-78	1.7
D+	75-76	1.3
D	72-74	1.0
D-	70-71	0.7
F	0-69	0.0

Additionally, the following may also be used for certain subjects or grade levels, with the recommendation of the teacher, subject to the approval of the principal:

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement

St. Gertrude School desires that every child succeed. If challenges exist or arise, it is very important for home and school to work together. Parents will be informed as soon as a problem is evident. Follow-up meetings will take place to discuss progress of the student or possible retention. A final decision on remediation, tutoring or special testing will be made as soon as possible with the respective student parent/guardian, and teacher. The final decision will consider each child on an individual basis and his/her individual needs.

If a student has not met minimum requirements and a student has failed in any major subject, the student must be tutored or attend a remedial program/summer school. The teacher will work with the tutor to set objectives of tutoring. **If a student fails two major subjects, he/she can be considered for retention.**

In Grades 4-8 major subjects are: religion, reading, math, English, science, and social studies. Eighth grade report cards may be withheld by St. Gertrude School until summer school or tutoring, if required, has been successfully completed.

In Grades K-3, reading and math must be passed in at least two of the four quarters for promotion to the next grade.

Students who miss ten days in any quarter must meet with the principal, teacher, and parent/guardian for a conference concerning the reasons for the absence and plan for making up work.

Grade Classification

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

Promotion

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

Retention

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

Graduation

To graduate from St. Gertrude School or otherwise be promoted, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and satisfied all financial obligations.

(Elementary Administrator Manual 4502)

Financial Obligations – Graduation

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

(Elementary Administrator Manual 4502.1)

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.

To celebrate the graduation ceremony and events, a Eucharistic liturgy with students, parents, and staff should be central to celebrating these events.

A Graduation Mass is celebrated followed by a dinner hosted by the 7th grade parents.

Harassment

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student at St. Gertrude 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.

St. Gertrude 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.

(Elementary Administrator Manual 4303.7)

Health/Medication

State law requires all students to have all needed immunizations and dates recorded on health records in the school.

Immunization records must be on file by the first day of school; a student can be kept from school until immunization records are submitted. Exemption forms are available from the local health department.

Upon initial registration and reregistration, all students are also required to have on file a completed emergency form, a registration form indicating special needs (if applicable), current immunization records and a physical exam form. (Educator Administrator Manual 4401.2)

All students entering Kindergarten, 3rd Grade, and 6th Grade are required to receive a complete physical examination. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. (Elementary Administrator Manual 4401.3)

Eye, ear, and scoliosis screening may be provided on campus, depending upon the availability of resources.

If a student has a special health problem, including but not limited to diabetes, asthma, severe allergies, or contagious disease, it is the parent/legal guardian's responsibility to notify the school nurse, in writing. A school medical plan must be on file for special health conditions. Contact the school nurse or the student's doctor for more information.

Communicable diseases

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

Lice

Lice are tiny parasitic insects that live in human hair. The presence of lice and nits is not an indicator of poor hygiene. Lice tends to affect children more often than adults, because lice can spread through close person-to-person contact and shared objects such as hats. Lice outbreaks are possible whenever and wherever children gather. Parents are expected to screen their children regularly and notify the school immediately if lice or nits are detected. We ask families to do their part at home with routine screening, early detection, accurate identification, and the thorough removal of lice and nits.

If the school nurse (or, in the absence of the nurse, another school staff member) identifies the presence of what is believed to be lice or nits, the parent, guardian, or designated emergency contact will be contacted and is to immediately retrieve the student from school. Students on whom what is believed to be lice or nits are visible will not be permitted to attend school until they are nit-free. Students who have been sent home from school due to the presence of what is believed to be lice or nits must be accompanied by a parent or guardian when returning to school and before they will be admitted to class.

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 medication during the school day, the following must be in place:

- 1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician and Parental Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);**
- 2. written consent of the parent/guardian for school personnel to administer the medication (Appendix 8: Physician and Parental Consent for Medication Administration);**
- 3. the medication in the original container;**
- 4. proper training of personnel on medication administration.**

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

Students with Significant Conditions

A student enrolled in St. Gertrude School who has a chronic, significant, or potentially life threatening medical condition may require special consideration. St. Gertrude will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments, treatment plans, or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (Elementary Administrator Manual 4401.6)

When a student or potential student has health or medical needs that are determined by the principal, after consultation with the school nurse and the pastor, to be beyond the school's limited resources and ability to meet, the school reserves the right to prohibit or end the student's enrollment at St. Gertrude School.

Medical Records

In order to meet or attempt to meet a student's health and medical needs, it is important that communication be open between students, parents, school personnel, and professional healthcare providers, especially if the student has a chronic or life-threatening condition which may require ongoing or emergency care while at school or at school activities. St. Gertrude School will take steps to obtain the information necessary to understand a student's health and medical condition, its manifestations in the school setting, and any specific adjustments, treatment plans, or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

The school respects a family's right to privacy concerning medical records. Parents and guardians should realize, however, that a refusal to share such information may seriously hamper the school's efforts to adequately provide for the student and meet the student's needs.

When the parent or legal guardian chooses to withhold or limit the school's access to records or information that, in the determination of the principal, seriously impedes the school's ability to meet or attempt to meet the student's health or medical needs, the school reserves the right to prohibit or end the student's enrollment at St. Gertrude School.

Illness – Release of Student Due to Illness

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by the school office by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached are kept on file in the office. Parents/guardians are responsible for providing transportation for the student.

The school administration has the responsibility to send home any student who shows signs of carrying a communicable illness. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying an illness or that the student's presence does not constitute a threat to the health of others.

In the best interest of all concerned, parents are asked to keep children home if they are sick. **If a child is running a fever or sent home from school with a fever your child must be fever free for 24 hours without the use of medications before returning to school. In addition, students should be vomit and diarrhea free before returning to school.**

Homework

Homework is a very important part of the learning process, because it reinforces skills being taught. Students in grades 3-8 are required to have an assignment notebook, which is purchased by the family. Students, teachers, and parents/guardians all share a responsibility in this area.

Teachers:

1. Write assignments on the board so students have sufficient time to copy.
2. Communicate openly with parents.

Students:

1. Write assignments in notebook.
2. Complete assignments on time, with accuracy.
3. Make up any incomplete assignments due to illness. Students are allowed one day for each day of absence to make up work. **Families are asked to pick up homework between 2:15 and 3 when a student is absent.** Homework will be left in the front lobby and will be marked with your student name. Homework will not be available before 2:15 for pick up. We ask parents to please contact the office to let us know who will be bringing the homework home.

Parents/Guardians:

1. Provide a time and space for students to do homework.
2. Check that homework is complete.
3. Keep open lines of communication with the teachers.

The following is a suggested guideline of time students should spend on homework. If they have no written work, students should be encouraged to spend time studying or reading.

Grades 1-2	15-20 minutes
Grades 3-4	20-45 minutes
Grades 5-6	45-60 minutes
Grades 7-8	60-90 minutes

Homework Policy (grades 5-8)

- All assignments will be completed as assigned.
- Students are responsible for making up missed assignments. One day for each day absent will be given to complete work. All tests will be made up within two days of absence. Exceptions for extenuating circumstances will be allowed at the teacher's discretion.
- Homework must be turned in on time.

Missing/Late Homework Assignments

If the student chooses not to follow the homework policy, the following actions are taken on a quarterly basis:

In each subject, the **first late assignment** is excused if received the next day. If not turned in the next day the following will apply:

In each subject, **the additional late assignments** receive **an automatic 10% reduction** and must be turned in the following day.

Failure to turn the late assignment into the subject area teacher **will result in a lunch recess detention** that day and more days until the assignment is complete. The demerit/note home **will be emailed home through FACTS** to make the family aware of the infraction.

Three lunch recess detentions in a quarter will result in **an after school detention** from 3-4. During after school detention, students will review their study habits and create a plan to end late assignments. The gradebook will reflect as a zero until the assignment is completed and graded. The end of the unit will be noted in FACTS.

Tests

Cheating on tests and homework will not be tolerated at St. Gertrude. It will result in a zero and a detention.

Student Publications

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school. (Elementary Administrator Manual 5202.91)

Honor Roll

The St. Gertrude grading scale is an unweighted 4 point system.

LETTER GRADE	PERCENTAGE	GRADE POINTS
A+	98-100	4.0
A	95-97	4.0
A-	93-94	3.7
B+	91-92	3.3
B	87-90	3.0
B-	85-86	2.7
C+	83-84	2.3
C	79-82	2.0
C-	77-78	1.7
D+	75-76	1.3
D	72-74	1.0
D-	70-71	0.7
F	0-69	0.0

GPA is not weighted by course or subject area. To obtain A Honors, a student must have a GPA of 3.7 or higher. To obtain B Honors, a student must have a GPA of 3.0 to 3.6. Art, music, PE, Keyboarding, and Spanish are not calculated in GPA. Students with a D or F in *any* subject, regardless of GPA, are ineligible for the honor roll that quarter. Additionally, if a student is suspended for any reason during a quarter, the student will be ineligible for the honor roll that quarter.

Only students in grades 5 through 8 are eligible for the honor roll.

Human Sexuality/Theology of the Body

St. Gertrude School fully realizes that this aspect of a child's development is primarily the responsibility of the parents, but the school is here as a help. Information will be sent home to 5th grade families to help present information to their children regarding Human Sexuality.

Students in Kindergarten through eighth grade will be taught Theology of the Body in Religion class. Information will be sent home when the program is taught so families are aware of the content.

Internet Use/Acceptable Use Policy

The Internet provides students and teachers with unprecedented resources of information, ideas, and materials to enhance learning. In order to ensure that both students and teachers make use of the resource appropriately, St. Gertrude School has developed an Internet Acceptable Use Policy which is presented to the students in class and sent home in the Thursday folders. It should be read over carefully, signed, and returned to school by the second week of school.

Monitoring Internet Activities

Schools should develop and implement clearly written local policies and procedures regarding the access to and use of Internet resources by teachers and students. These policies should be communicated to teachers, students, parents, and any others who make use of a school's Internet access capabilities, and administrators should establish an expectation of adherence to these policies and procedures.

These policies should address:

1. Internet safety and protecting individual identity
2. Copyright protections and individual responsibilities
3. Appropriate uses of communications technology
4. Inappropriate conduct and disciplinary consequences

Note: All school AUPs must include the following provision:

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences. (See 4303.4, Internet and Electronic Communications Conduct) (Elementary Administrator Manual 5202.61)

Chromebooks

Purpose: Chromebooks are provided to support learning in the classroom and help students develop digital skills. This policy outlines the expectations for appropriate use of school-issued Chromebooks and online tools.

1. General Use Expectations

- Chromebooks are school property and should be used for educational purposes only.
- Students are expected to bring their Chromebooks to class charged and ready for use each day. ● Only the assigned student should use the device—do not share devices with others unless instructed by a teacher.

2. Proper Handling & Care

- Handle Chromebooks with two hands when carrying.
- Keep food and drinks away from the device.
- **Do not write, draw, or place stickers** on the Chromebook.
- If the device is damaged or not working properly, report it to your teacher **immediately**.

3. Internet & App Use

Students will have access to:

- St. Gertrude Student Network
- Google Workspace (Docs, Slides, Drive, Meet, Forms etc.)
- YouTube (for educational content only)
- Other approved educational platforms

Students must:

- Use only websites, apps, and tools approved by teachers.
- Avoid streaming music, playing games, or visiting entertainment sites unless part of a lesson.

4. Digital Citizenship

Students are expected to be responsible digital citizens by:

- Using respectful and appropriate language online.
- Not engaging in cyberbullying, harassment, or any form of inappropriate communication.
- Not accessing or attempting to access inappropriate, harmful, or blocked content. •
- Respecting others' privacy—never share someone else's personal information. •
- Not using another person's login or account.

5. Consequences for Misuse

Failure to follow this policy may result in:

- Loss of Chromebook privileges
- Disciplinary action in line with school policies
- Parents/guardians being notified
- Financial responsibility for any intentional damage or loss

Internet and Electronic Communications Conduct (4303.4)

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

This policy applies to communications or depictions through 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. (See 4302, Serious Disciplinary Consequences)(Elementary Administrator Manual)

The St. Gertrude administration will investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct. Students, parents/guardians, and members of the school staff are expected to promptly report to the administration all suspected or observed instances of Inappropriate Electronic Conduct. The administration will seriously consider all reported or observed violations and address them in a timely and appropriate manner according to school and Archdiocesan policy, applicable state or Federal laws, and accepted administrative practice.

Students, families, and visitors should have no expectation of privacy when utilizing the school's technology assets.

The school utilizes filters in an attempt to block access to inappropriate content. Any attempt to bypass, disable, or alter the filters is prohibited. Even with the use of filters, however, parents must acknowledge that it is impossible for the school to completely "police" the internet. The school assumes no responsibility for content over which it has limited or no control. All users shall assume full liability – legal, financial, or otherwise - for their actions.

Interruptions

In order to maintain the most conducive learning environment, we strive to keep classroom interruptions to a minimum. All parents and visitors are required to report to the office before proceeding into the school building. The administration will then approve a classroom visit or use the phone system to contact the classroom if necessary.

If a non-urgent message needs to be delivered to a student, it will be announced during afternoon announcements at 2:45.

Library

SGS library books are issued on a weekly basis. If a book is lost or damaged, the child who has checked out the book is responsible for the cost of that book. Reference books should be used in the library when possible.

Lost and Found

Parents are asked to please put the student's name on all clothing tags to avoid unclaimed items. Lost items may be claimed at the lost and found collection point. A student should never leave money or anything of value in his/her desk. The school is not responsible for lost or stolen items. Valuable items should not be brought to school.

Mandated Reporting of Child Abuse and Neglect

Missouri state law requires that certain persons report instances and situations in which there is reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect:

REPORTING REQUIREMENT (210.115. RSMo)

"When any...teacher, principal or other school official, minister as provided by section 352.400, RSMo, peace officer or law enforcement official, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of sections 210.109 to 210.183.

"Reasonable cause to suspect" means a standard of reasonable suspicion, rather than conclusive proof. A report may also be made to any law enforcement agency or juvenile office, although this does not take the place of making the required report to the Children's Division of the Missouri Department of Social Services.

Maintaining School Privacy

Schools understand that students and parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in the school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/ parents has the express written permission from the school to do so. This includes but is not limited to online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recordings of staff members unless the student's parent has the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications. (Elementary Administrator Manual 4402.4)

Mailing Lists

Names, addresses, and e-mail addresses of students and their parents/guardians are not released by St. Gertrude School to any unauthorized person or agency, especially to salespersons or commercial enterprises.

St Gertrude School will acquire annual parent permission through the *Media Authorization Form* for use of photos on the school website. This includes information about students that appears in school newsletters which are posted on the school's web site. The *Media Authorization Form* is included in the online registration.

Media

Members of the media may come to school property only as invited guests and will not be allowed to interview students on matters unrelated to the purpose for which they were invited. If the media wish to interview or photograph a student, St. Gertrude School must have written permission for this to occur. A *Media Authorization Form* is included in the online registration.

Newsletter/Bulletin

A newsletter is published weekly by the school office. Teachers, parents, and organizations are asked to contribute items whenever possible. School news is also shared by the pastor and principal in the church bulletin. If you have an item of interest that can be shared with the school community, please feel free to contact the principal.

Teachers may also publish classroom newsletters periodically.

Non-Custodial Parent

St. Gertrude School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to 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.

All divorced parents are required to furnish the school with a copy of the custody section of the divorce decree at the time of enrollment.

To facilitate communication with non-custodial parents, we ask that the parent provide St. Gertrude School with postage paid envelopes in which newsletters, progress reports, and report cards can be mailed in a timely manner. Please contact the office as to the size and amount needed.

Parental Witness Statement

Catholic schools are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. We assist parents in fulfilling their responsibility as the primary religious educators of their children.

In light of this partnership, parents are required to read and sign the *Archdiocese of Saint Louis WITNESS STATEMENT: For Those Seeking to Enroll Their Children in a Catholic School or a Parish School of Religion* provided in the online registration which states their intentions and efforts to assist the school in witnessing to the person and life of Jesus Christ and his teachings.

Parent/Teacher Conferences

Parent/Teacher conferences are an excellent means of fostering cooperation and a spirit of partnership between the parent and teacher. This is a time of open communication for the continued growth of each student. Informal conferences may be initiated at any time by parents or teachers. *Mandatory formal conferences are held at the end of the first quarter and third quarter.*

Parish Center

St. Gertrude has one of the finest Parish Centers in the entire Diocese. We are very proud of its appearance and strive to maintain it to the best of our abilities. This is the responsibility of all St. Gertrude families. The Parish Center is available to SGS students during the school day for PE, indoor recess, assemblies, etc., and after school hours with adult supervision for athletic practices, games, and other extracurricular activities.

When the Parish Center is used by the students for athletic events and other extracurricular events, the following rules will apply:

1. Students must remain inside the building. **(No one is allowed to go outside and come back into the building.)**
2. Students and other children may not play or loiter in the bathrooms.
3. Food and drink is permitted only in the dining area. Students and other children should be seated when eating and drinking.
4. Students and other children are **not** permitted in the kitchen.
5. Good sportsmanship is required at all times.
6. No children, other than players, are allowed on the court.
7. During games or other competition, all persons, including students (except those participating in the competition), must be seated in the bleachers or in chairs in the cafeteria/dining area. Sitting on the floor is not permitted. Running is not allowed. Students and others may not run around the gym, the cafeteria/dining area, the lobby, or any other part of the parish center. Running up and down the bleachers or otherwise playing on the bleachers is not permitted. No one is allowed underneath the bleachers. No one may climb bleachers that are not fully and properly extended from the wall for seating. **Additionally, no one is allowed on the preschool playground or on the landscaping around the playground and building.**

The Parish Center Committee rules for using the gym are:

1. Contact the rectory for use of the building. An adult parishioner must be present at all times to supervise any children or young adults who are using the gym.
2. Report any breakage or accidents immediately to the pastor or parish center coordinator.
3. Kitchen and store room are off limits.
4. No one is allowed to use the sound system without permission.
5. Thermostats may not be adjusted.
6. Only volleyball, basketball, or other approved activities are permitted in the gym; no roller blades, baseball, or football. No dunking or grabbing the basketball rims.
7. No smoking in the building at any time.
8. No standing, sitting, or climbing on the stacked/folded bleachers.
9. When playing on the gym floor, please wear tennis/athletic style shoes.

It is the responsibility of parents to supervise their children adequately and appropriately during athletic games and other extracurricular activities. Anyone who violates the rules may be ejected from the campus.

Additionally, school students who violate the rules are subject to disciplinary consequences including but not limited to detention, suspension, or withdrawal for cause, as determined by the school principal.

Play Equipment

Play equipment is kept in classrooms under the supervision of the teachers and is the shared responsibility of each class. To assure the fact that equipment is not lost, an inventory of equipment is kept by the classroom teachers. Equipment is not to be used by students after school hours.

Playground

Teachers, administrators, and volunteers have the responsibility to supervise playground activities. In order that proper supervision can be provided, students are assigned to play in certain areas and are expected to follow the activities and behaviors outlined by the teachers, administration and volunteers.

As in all aspects of our school and Church community, we expect Christian behavior. No foul language, hitting, or fighting of any kind is permitted. Exclusion of any child from the game or activity by other students is not permitted. Students are expected to keep all playgrounds and outdoor activity areas free of trash.

Prayers

Religious education is our first priority. We strive to keep Christ as our center; therefore, prayer is a very important part of our day.

All classes are asked to pray the prescribed prayers throughout the day according to the ability of the students in the classroom. Teachers should ensure that classes begin and end with prayer. There are various prayer opportunities throughout the day. All students are required to attend and participate in all school Masses and other liturgies. Various prayer services and other liturgical events are held throughout the year.

Principal

The principal is available and wishes to be of assistance to students, parents, and teachers. If a parent cannot contact the principal during the day, the parent may contact the principal via email or may send a note with the student requesting an appointment. Appointments may be set-up before or after school.

Questioning of Students by Government Agencies

Law enforcement authorities may question students only with a parent/guardian or deputy juvenile officer present. The principal will make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member will be present during the entire questioning.

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. In these cases, investigations are conducted primarily by the state-assigned caseworker. In these situations the principal will:

1. ask the caseworker to share appropriate identification;
2. request permission to contact the parent/guardian prior to questioning the student;
3. if permission is denied, document this request and then request permission for school personnel to be present for questioning;
4. cooperate with the decision of the caseworker in regard to this request. Based on the nature of the investigation, the DFS caseworker may determine that the principal's presence is not appropriate.

Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with the parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school. (Elementary Administrator Manual 4402.2)

Release of Students During the School Day

Students can be released from school during the school day only with the permission of a custodial parent. This permission should be granted in writing by the custodial parent. When requesting this permission the guardian should state at what time the student will be leaving, the reason for leaving and who will be picking the student up. If the person picking up the student is someone other than the legal guardian of the student this individual should make himself/herself known to school officials upon arrival at school.

Students will not be sent home or to any destination off school property for any reason without the knowledge of their parents/guardians. Faculty members may not send students off school premises during the school day for any reason.

Report Cards

Parents are encouraged to communicate frequently about the progress of their student(s). St. Gertrude School does not issue progress reports, since parents have the ability to check their child's grades online at any time. **Progress reports will be sent home if a student is at or below a 77% at midterm each quarter.**

Report Cards are issued on a quarterly basis. **Report cards will be sent home in an envelope; the envelope should be signed and returned each quarter to ensure the report card has been received.**

Room Parents

Volunteer room parents are a valuable asset to St. Gertrude School in helping with room parties, field trips, field day, and various other school activities. A volunteer form on which you can express your desire to be a room parent is included with the summer packet or sent home the first week of school. **Room parents must complete the steps and be in full compliance with the Prevent and Protect program to serve in this position.**

Sacramental Programs

The solemn reception of the *Sacrament of Reconciliation* and the *Sacrament of the Holy Eucharist* takes place in the second grade. *Confirmation* is conferred in the eighth grade every year.

Parents of children receiving these sacraments are expected to attend special meetings during the preparation period. Sponsors and candidates for Confirmation must also attend preparatory meetings.

School Doors

Because supervision is not present, students are not allowed in the school building prior to 7:30 a.m. Any student arriving before 7:30 a.m. should report to the Parish Center. School doors close at 3:30 p.m.

Students who are not picked up at 3:00 p.m., will be escorted back to school and will wait for rides in the hall by the office until 3:15 p.m. **At 3:15 p.m., any student still in the building and not under the direct supervision of a teacher or other staff member, will be sent to SKIP.**

School Related Organizations

St. Gertrude Athletic Association:

The Athletic Association supports St. Gertrude's athletic programs.

St. Gertrude Home and School Association:

The Home and School Association supports student education, especially by raising additional funds. It serves as a medium for the on-going development and enhancement of parents and teachers as partners in our students' education. Each year the Home and School Association has a budgeted financial goal, to reach as a collective group of parents. Meetings are typically held four times during the school year.

St. Gertrude School Board:

The St. Gertrude School Board advises the principal and the pastor in establishing policies which concern the operation of the school. Each member serves a set term. Meetings are typically held monthly.

Student Council

The Student Council exists in order to develop leadership and help students feel more a part of the school community. No activity is put into practice without the approval of the staff and principal. All students in grades 5-8 are invited to attend and an executive board will conduct the meetings each month. One faculty member serves as moderator.

Search and Seizure

School officials may search a student's locker or desk. (Elementary Administrator Manual 4303.5)

Lockers, desks, etc. are school property provided to the students for their use and are subject to search by school officials with proper reason. A student's jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reason, school officials may request that a student empty the contents of pockets, purse or backpack. If the student refuses, the item in question will be removed from the student and placed in the office. The parent/guardian will be called to acquire permission to search the item. If permission is not granted by the parent/guardian, disciplinary action such as suspension could be taken based on that refusal.

Service

Service to others is a central part of religious formation. Students, as part of our school and parish community, are expected to take advantage of and participate in many service opportunities that are offered or requested of them on a daily basis.

SKIP After-School Program

Parents, who have the need for child care after school hours, have the option of enrolling students in the SKIP after school care program. SKIP hours are from the time of dismissal until 5:30 p.m.

Snow and Emergency Dismissal

In the event of snow during the night, a decision about opening or closing school is made as early as possible. The decision to close school is announced, as soon as possible, utilizing automated phone calls, automated e-mails or texts, and announcements on radio and television stations.

In the event of heavy snow or ice during the school day, school will generally not be dismissed early, but parents may come to pick up their children at any time. The safety of the students, teachers, and parents is the primary concern in these decisions. It is always left to the parent's discretion as to the student's transportation to and from school during times of inclement weather.

In the event that we have a late start due to inclement weather school will begin at 9:00 a.m. For the safety of school families and staff morning care will not be available.

When school has been canceled due to inclement weather, all after-school activities are also canceled. Recognizing, however, that weather conditions can change throughout the day, the principal may make exceptions, taking into consideration the availability of maintenance staff to have the campus adequately prepared for the activity.

Special Events

Seasonal Projects:

Projects for Lent and Advent are intended to make children more aware of the meaning and purpose of the season. Families are asked to participate in these projects to enable the child to develop a more in-depth faith life.

Contests

Contests are sponsored by various organizations throughout the school year. Students are encouraged to enter various contests in which they can use their individual skills. Some of these contests include: poster contests, essay, drawing, spelling bee, geography bee, math bowl, etc.

Catholic Schools Week:

During this special week, activities are planned according to the yearly theme to help us celebrate and express our uniqueness as a Catholic faith community.

Speech

St. Gertrude School belongs to the Bellarmine Speech League. Students in Grades 6-8 may try out for the speech competitions as individuals or duets. Speech meets are held on Saturdays at various schools during the year.

Student Records**Access by Parents**

Parents/guardians have the right to inspect and review the official active file of their children. (Elementary Administrator Manual 4601.2)

A written request to the principal is required to view student files. Student files are the property of St. Gertrude School and therefore cannot be removed from the premises.

Access to Student Records by Others

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. (Elementary Administrator Manual 4601.3)

If any person other than the parent or legal guardian of the student wishes to view or obtain a copy of grades or permanent records a written signed request must be made by the parent or legal guardian. Student records may be released without prior guardian consent to the courts when subpoenaed.

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. (Elementary Administrator Manual 4601.4)

St. Gertrude School may withhold the transfer of all school records to any party if there is an unpaid tuition or fee balance due to the school.

Student 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 the school is presented with a subpoena.

Guidance Information

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. (Elementary Administrator Manual 4601.5)

Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information. (Elementary Administrator Manual 4601.6)

Students with Special Needs

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

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

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

When a student or potential student has needs that are determined by the principal, after consultation with the school nurse, the St. Gertrude teachers at the student's grade level, and the special education teacher or learning consultant, to be beyond the school's limited resources and ability to provide, the school reserves the right to disallow or end the student's enrollment at St. Gertrude School.

Challenge Program

St. Gertrude students may be permitted to participate in the Washington School District gifted program known as Challenge. ***St. Gertrude's dual enrollment policy applies.*** To minimally qualify for the Challenge program, a student must be referred by the student's St. Gertrude teacher(s) and the child's parents. Additionally, other qualifications may be required by the school district prior to participation in the program.

Supplies

A list containing all necessary school supplies is provided to the parents. Students should possess the necessary supplies needed throughout the school year.

Technology

St. Gertrude utilizes instructional technology as one way of enhancing our mission to teach students the skills they need to be responsible digital citizens in the global community. Chromebooks and iPads are used to advance and enhance the classroom curriculum. Each classroom in grades 2-8 is one to one with Chromebooks. Students in kindergarten and first grade share a class set of Chromebooks and iPads. All teachers are encouraged to integrate technology with instruction.

In addition to the Chromebooks and iPads St. Gertrude has been fortunate to develop a STEM lab with a 3D printer, robots, and a green screen for video production.

The Acceptable Use Policy is sent home for students and parents/guardians to sign each year.

Cell Phones / Personal Devices

Students are not allowed to use cell phones on parish property or any school sponsored events (including field trips) during school hours. They should remain in a student's book bag, and not on their person. Cell phones that are seen or heard will be confiscated and turned in to the office.

- Students should not have a personal device on them. This includes any devices that can receive notification or messages of any kind.
- Students are not to use any electronic device for anything other than academic purposes while they are at school. Violations include, but are not limited to, texting, taking photos, making phone calls, using social media, sending emails, sharing images, playing games, using various applications etc.

Telephone/Cell Phone

Telephones are available in the school office and in all classrooms. The telephones are available for emergency use and school business only. No teacher or student will be called to the phone unless there is an emergency or urgent business. Business should be handled at home if at all possible. Messages for both teachers and students will be passed via the faculty mailboxes or afternoon announcements.

Testing

Students in third through eighth grade will complete the NWEA Map Growth required by the Archdiocese of St. Louis three times a year. Students in kindergarten through third grade will complete the NWEA Map Reading Fluency assessment three times a year.

Subject tests for students Grades 1-8 serve as a guide for parents and teachers. They assist in assessing the needs of the child so remediation can be provided if necessary.

The standardized testing for Grade 8, along with academic records and grades, may serve as the basis for St. Francis Borgia High School scholarships and placement, and placement in the public school district of the student's residence.

Assessment for special education services is available through the public school district.

Semester Exams/Projects

Comprehensive semester exams/projects will be administered to all students in each of the subject areas in grades 7 and 8. Teachers of 7th and 8th grade students are expected to administer semester exams to those students that relate to the work and learning objectives of the entire semester. Because exams assess students' mastery of content, knowledge, and skills acquired over the course of the semester, no student in grades 7 and 8 shall be exempt from semester exams.

When calculating the semester exam, teachers shall ensure that the semester exam constitutes 10% of the student's semester grade in each subject area. Additionally, extra credit may not be added to an exam grade.

Students are expected to take semester exams at the scheduled time. Any exceptions regarding the administration and calculation of semester exams may be made only with the approval of the principal.

Tobacco, Drugs, Alcohol & Substance Use and Abuse

The use and abuse of tobacco, 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 unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs or tobacco products, 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. **(Elementary Administrator Manual 4303.2)**

Violence and the Threat of Violence

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

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

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

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

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

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

If a student engages in serious, threatening, or violent behavior the following steps will be followed:

1. Removal of the student from any contact with school;
2. Contact the parent/guardian to inform them that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself and to others.
3. Notify the police of the threat. Police will be notified of and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Confiscated weapons will be turned over to the police. Parents of the student who made the threat will be informed that the police have been notified.

Concealed Weapons

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Gertrude School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (Elementary Administrator Manual 6202.1)

Volunteers

Volunteers are a valuable asset of our school. Any adult wishing to volunteer time and talent should contact the school office. Volunteers are not limited to parents. Volunteers assist with recess supervision, library supervision, field trips, parties, photocopying papers, making phone calls, serving as teacher's aides, cafeteria supervision, Scrip Program, Grandparent program, guest speakers and many other activities.

Students should show respect to volunteers. Adult volunteers may receive authority from the principal to discipline students in accordance with the school discipline policies.

Anyone who volunteers to be room a parent or wants to attend a field trip **MUST** complete the **Prevent and Protect** program and meet all compliance requirements.

- Go to preventandprotectstl.org
- Click register below the LOGIN button
- Enter the **passcode stlprotect** when prompted
- Select the type of location where you are a volunteer (Parish School)
- Select the specific location by name (St. Gertrude Parish and School)
- Click the roles associated with your service at the parish
- Complete your personal information. Please enter your **legal first name** for the purposes of the background screening
- Create a username, password, and password clue
- Agree to the Terms and Use and click SUBMIT

You will then be prompted to submit information for a background screening, register for a Protecting God's Children Workshop, view two online training modules, and agree to the Code of Ethical Conduct. If you have previously attended a PGC workshop, the system will find and/or ask you to confirm your previous record of attendance. You will not be prompted to register for an upcoming workshop. If, for some reason, it does not match your previous training to the account and you are prompted to register for a class, please register for "PREVIOUSLY ATTENDED-DATE NOT LISTED" and send an email to this address: ocyp@archstl.org

Student/Parent Handbook Disclaimer Statement

This Student/Parent Handbook contains established policies and procedures for the 2025-2026 school year. Since it is not possible for a Handbook to address every situation that may arise during the 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 changes will take effect.