



— SPRINGFIELD —  
**CATHOLIC**  
— SCHOOLS —

**FAMILY HANDBOOK PS-8**  
**2023-2024**

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



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**CATHOLIC**  
— SCHOOLS —

Springfield Catholic Schools welcomes you! We look forward to an engaging and prosperous school year. Everything that is offered to you in this handbook is meant to assist and lead you in reaching the goals that have been set by our faculty and school system. We are here to help you reach these goals in any way we can. We encourage students to be active learners and active participants in their educational experience. The following pages in this handbook explain what you will need to know to make this year a success. Parents and students need to take time to read and discuss the handbook together.

We would like to welcome our new families to the school system. Please know that we are here to serve you, and if we can help you in any way let me know. No question or concern is too small! We are excited to get to know you, and we encourage you to get involved in any way!

All parents, grandparents, family members and close family friends are welcome in our schools. We need adults as volunteers to accomplish the plans we have for your child, and we seek your time and talents. Working together, we will be able to reach and accomplish many wonderful life-long experiences for the benefit of our students. Please contact the specific school office for volunteer procedures.

In closing, we look forward to celebrating with you the spiritual growth and academic achievements of your child this school year. Please remember to communicate your thoughts and concerns with us throughout the year. The administration, staff and faculty of Springfield Catholic Schools are here to serve you. Thus, if you have questions or concerns, please contact us. May God bless you for your faith and commitment to Catholic education.

Respectfully,  
Sister Cecilia Ann Rezac, M.S.  
Director of Schools

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## MISSION STATEMENT

The mission of Springfield Catholic Schools is to prepare students, with God's help, to spread the Kingdom of God and to contribute to the world as responsible Christian citizens by providing a caring family environment where the Catholic faith is taught and modeled in an atmosphere of academic excellence.

Our school provides a safe, disciplined environment in which all students are active participants in the learning process that encourages academic excellence. Setting goals and solving problems together provide opportunities for each student to develop into responsible and productive citizens in accordance with individual needs, interests, and abilities. Our graduates will be prepared to accept responsibility and to perform service in a changing global society

## VISION STATEMENT

“Educating today’s youth for tomorrow’s discipleship.”

## ADMINISTRATION GUIDELINES

All local guidelines, policies and regulations contained in this student handbook are subject to the diocesan Catholic School Manual. During the year, Springfield Catholic Schools administration may need to revise, update and/or add to guidelines, regulations and/or policies included in this student guide. Parents will be given prompt notification.

**THE SCHOOL ADMINISTRATOR HAS FINAL RECOURSE OR CAN WAIVE ANY OR ALL REGULATIONS AT HIS/HER DISCRETION.**

## ACADEMICS

Students will be assessed in a variety of ways during the course of their studies at Springfield Catholic Schools. Progress reports for grades 1-8 will be available through the SIS Portal at mid-quarter, and report cards for grades K-8 will be provided digitally at the end of each quarter. The following Diocesan scales will be used to determine grades:

### Grades 4-8 (3rd gr. 2nd semester)

A = 93-100

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 68-69

D = 66-67

D- = 65

F = 64 and below

### Grades K-3 (3rd gr. 1st semester only)

E      Excellent

S      Satisfactory

P      Progressing but not yet Satisfactory

U      Unsatisfactory

### Kindergarten Academics

I      Independently performs the skill

P      Progressing toward, but not yet achieved

B      Beginning the skill

N      No skill observed

Blank   Skill not assessed this quarter

### Kindergarten Social Skills

E      Excellent

S      Satisfactory

P      Progress but not yet Satisfactory

U      Unsatisfactory

It is the responsibility of the parent to monitor their child's grades via the SIS online parent portal. Teachers will notify parents when they notice ongoing academic or social concerns that require more support.

## RECESS

All students are expected to take part in activities outdoors unless the weather is bad or the student has been asked to stay inside by a teacher. Students should come properly dressed for outdoor play.

## HONOR ROLL

Students in grades 5-8 receiving all A's or A/B's on any of the semester report cards will be considered for the school's Honor Roll.

## ACADEMIC EXPECTATIONS

Students are expected to do their best to reach their potential while allowing other students to do the same. To create an environment conducive to learning, teachers will implement their own rules and procedures due to the difference in age and maturity.

Students failing *at semester* will follow a recovery plan approved by the classroom teacher and principal for a passing grade. For example, a set number of tutoring hours, summer school, mandatory study hall for grades 3-8. Any cost is the responsibility of the family.

- Failing grade
  - Kindergarten- (B)
  - Grades 1-2- (N)
  - Grades 3-8- D/F (3rd grade 1st semester grade U)

## ACADEMIC PROBATION

The goal of Springfield Catholic Schools is to bring each student to a level of maximum achievement and readiness for promotion to the next grade level. We believe that both mastery of skills and accountability are necessary for success.

Students failing *at semester* will follow a recovery plan approved by the classroom teacher and principal for a passing grade. For example, a set number of tutoring hours, summer school, mandatory study hall for grades 3-8. Any cost is the responsibility of the family.

- Failing grade
  - Kindergarten- (B)
  - Grades 1-2 (U)
  - Grades 3-8 D/F (3rd grade 1st semester grade U)

A student whose academic performance indicates serious deficiencies will be placed on academic probation. Students on academic probation will be placed on an academic contract (length of plan to be determined on a case-by-case basis). The principal will provide the contract along with teacher input. The student's academic progress will be reevaluated at the end of the probationary period.

## CHEATING AND PLAGIARISM

Cheating and plagiarism are not tolerated. (Plagiarism is stealing the words, ideas, etc. of another and using them as one's own. Students who plagiarize do not give proper credit for the ideas or quotations of others.) Disciplinary measures will be left up to the teacher and administration on a case-by-case basis.

## ACCREDITATION

Springfield Catholic Schools is accredited through the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association. This association is composed of non-public schools in the states of Missouri, Minnesota, Michigan, Arkansas, and Georgia, and is recognized by the United States Department of Education, the Missouri State Board of Education, and the Missouri Department of Elementary and Secondary Education. Immaculate Conception, St. Agnes, and St. Elizabeth Ann Seton operate under the mantle of SCS and are fully accredited.

## ADMISSION

Springfield Catholic Schools System is part of the teaching ministry of the Catholic Church. We are a parochial school system committed to fostering the faith development of our students.

In recognition of the important role parishes have in fostering the full development of our youth, our admissions procedures require that our Catholic parents obtain written approval from their Pastor to complete the registration process. (Policy 1.11).

Immaculate Conception, St. Agnes, and St. Elizabeth Ann Seton Schools follow the policies and guidelines set forth by the school board for admission into Springfield Catholic School programs. The school system does employ a priority admission process. (Policy 1.13)

Requirements include, but are not limited to:

- Verification of Active Parish Affiliation/Stewardship (Catholic families only)
- Current Immunization Record (Policy 1.45)
- Baptismal Certificate (Catholic families only)
- Birth Certificate
- Release of Records from previous school, if applicable

All academic and behavioral records will be reviewed by school administration prior to admission to determine whether the programs available at Springfield Catholic Schools will meet the educational needs of the students.

All students are enrolled on a probationary basis. If during this probationary period there are any problems, a student may be asked to withdraw his/her attendance from Springfield Catholic Schools. The recommendation and decision of the school system is final. Springfield Catholic Schools is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible.

## TRANSFER STUDENT GUIDELINES

All internal and external transfer students will be admitted to Springfield Catholic Schools on a probationary basis. The transfer process begins with the building administrator at the school in which you wish to transfer. It is the family's responsibility to contact the building administrator.

Transfer student policy guidelines include the following:

- The Director of Schools, Building Administrator, Coordinator of Student Services, and other appropriate personnel may contact the former schools regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
- The building administrator may conduct an interview/tour with parents and the student.
- The Director of Schools and building administrator will make the decision regarding enrollment and grade placement.

The building administrator, under the direction of the Director of Schools, will create a probationary enrollment agreement, which will be placed in the student's permanent file. The administrator may: (1) remove the enrollment agreement of the student, (2) extend the enrollment agreement of the student and/or (3) dismiss the student from school.

The education of a student is a partnership between the parents and the educational staff. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **TUITION AND FEES**

Please refer to School Board policies 1.21, 1.22, and 1.23 for all information related to tuition or contact our Central Office at 417-865-5567. The SCS policy manual is posted on the Springfield Catholic Schools' home page <http://www.springfieldcatholicschools.org/>.

### **ARRIVAL AND DISMISSAL PROCEDURE**

The safety of Springfield Catholic Schools students is the first consideration when arrival and dismissal procedures are developed. To ensure the safety of students, we ask that all parents or designated drivers respect and comply with all procedures. Teachers have been directed to enforce procedures, so please cooperate with them as they carry out these responsibilities.

Children will not be released to anyone other than their custodial parent/guardian or approved adult on the SIS portal during the school day unless the school is otherwise notified. Custodial parent or guardian must provide notification to the office prior to any child being picked up during the school day. Custodial parents or approved individuals by the custodial parent MUST report to the office and sign their child out before taking him/her from school any time during the school day. The office must be made aware of any custodial changes and legal documentation must be provided. Students who return to school after an appointment should be accompanied by a parent/guardian to be checked in.

### **Guidelines for Arrival and Dismissal:**

- Please refer to the diagram for each school building included in the appendix section of the handbook, which will provide directions for traffic flow for our arrival and dismissal procedures.
- **No cell phones during the carline to ensure student and teacher safety.**
- Pull your car as far forward in the loading zone as you can before you stop.
- All passengers should remain inside of their vehicles at all times during the carline.
- If you are parking, rather than using the car line, you must accompany your child to and/or from the school building.
- For the safety of the children, we ask that parents not pass other cars in the carline at arrival and dismissal times.
- Parents are expected to make arrangements to have their children picked up by no later than 3:30 (or 15 minutes after dismissal on early dismissal days.) The teachers' supervisory duties normally end at 3:30. Parents who do not use the PrimeTime or Extended Care programs and who do not pick up their children on time, place a hardship on the staff. If for some reason children have not been picked up after school by 3:30 p.m., they will be taken into the building to wait for parents, who must come into the building to pick them up. After 3 (three) infractions of picking up children late, parents will be asked to register for Prime Time or make other child care arrangements.
- Students who either walk or bike to and from school must have written permission from a parent and a route provided. These students will be dismissed at the conclusion of the car line.
- For liability reasons, the diocese does not allow for booster/car seats to be left at school for installation in a vehicle by someone other than a parent/guardian.

### **ASBESTOS MANAGEMENT PLAN**

Asbestos-containing building materials are located within Immaculate Conception and St. Agnes schools. In their present condition they present no hazard to school occupants. An asbestos management plan has been developed to prevent the asbestos from becoming a hazard and is on file in the school office. This plan is available for inspection upon request and by appointment.

### **ATTENDANCE TARDINESS/ABSENTEES**

Regular school attendance and punctuality are conditions of enrollment at Springfield Catholic Schools. All parents are to call the school office by 9:00 a.m. if a student will be absent for the day. All healthy children are expected to be at school for the full school day. Parents are discouraged from taking their students out of school except for family emergencies or doctors' appointments. Tardy students must check in with the office upon arrival. Students are considered tardy if they are not in their assigned classroom by the tardy bell. Parents are requested to notify



the office if a student will be leaving for an appointment during the school day. Students gone for less than 1 1/2 hours anytime during the school day will be issued a tardy. Springfield Catholic Schools requires students to “maintain an attendance record of at least 90% each semester. Students falling below this percentage may be put on an attendance contract. If the terms of the attendance contract are not met, the student may be asked to withdraw from Springfield Catholic Schools.

- Students who fall below 90% attendance will be notified in writing. If attendance does not improve, the student may be placed on an Attendance Probation Contract by the building administrator. If the terms of the attendance contract are not met in a timely manner, students may be asked to withdraw from Springfield Catholic Schools.
- Attendance percentage is calculated per semester.
- Please advise the office, classroom teachers and principal if there are special circumstances, illnesses etc. that might keep a student from regular attendance at school.
- Vacations are not considered special circumstances but may be evaluated on a case-by-case basis.
- Variables such as a student’s academic performance, age, ability to make up and retain work, etc. may be considered prior to putting them on attendance probation.
- Makeup homework due to pre-planned absence will NOT be given ahead of time. All work will be given the same - One day for one day to make up when your child returns to school.

## **BIRTHDAYS/GIFTS**

### **INVITATIONS**

To prevent hurt feelings, we request that parents refrain from handing out invitations in the classroom for a party that is being held outside of school unless the ENTIRE CLASS or ALL THE BOYS or ALL THE GIRLS in the class are being invited; otherwise, they should be mailed to the student’s home address. Valentines distributed at classroom parties should include a Valentine for each student in the class.

### **GIFTS**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

## CLASSROOM TREATS

In accordance with Wellness Policy 3.57, preference is given to healthy food items. Please ask your child's teacher about dietary needs of the class prior to sending treats.

## **BUILDING LEVEL ASSESSMENTS**

Assessments are given in the classrooms throughout the year for all students in order to supervise their progress and evaluate programs within the school.

The iReady is administered three times throughout the school year in math and reading for grades 1-8 in order to provide instructional data. Kindergarten students will participate in assessments during the second semester.

## **CODE OF CONDUCT**

The philosophy of discipline of Springfield Catholic schools is based on the life and teachings of Jesus. These principles are the foundations for Christian learning. Springfield Catholic schools will strive to provide an education in a safe, disruption-free environment where each person is valued as a unique individual. Students are to show care, concern and respect for all individuals. Students at Immaculate Conception School, St. Agnes Cathedral School, and St. Elizabeth Ann Seton School are expected to act in a way that reflects the strong Christian values that have been taught by their parents as well as reflecting the philosophy of the school. "Students who engage in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, faculty, or staff may be disciplined by school officials." Positive reinforcement for good behavior and clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision. When occasions arise where students do not reflect those high values, teachers are expected to handle those situations appropriately and to communicate with the parents accordingly. Students have a responsibility to inform teachers or school administrators of inappropriate behavior directed toward them or any student or person as soon as possible. Repeated offenses, documented by the school, by the same person to another person could result in suspension or dismissal. If necessary, the principal and/or assistant principal will become involved to the extent that the teacher and/or parents believe it will be helpful or the administration feels it is necessary.

- Verbal teasing and threats will not be tolerated. (This includes cyber-bullying.)
- The possession and/or use of any potentially dangerous or lethal weapon is prohibited on all school campuses and at all school-related functions.

- “Threats of violence will be taken seriously.”

Diocesan guidelines are established that direct the administration in serious cases where suspension or expulsion might be considered. Students who are suspended from school may not participate or attend extracurricular activities when suspended from school. Corporal punishment is never an option; however, removal of student privileges or service work might be a consequence. Cooperation, communication, and a positive approach to the relationships between home and school will always be the key to happy and successful student life. “Students, coaches, parents and participants in or at any extracurricular event should demonstrate behavior that reflects the strong Christian values of Catholic education. Extracurricular events include academic and sporting events. Unsportsmanlike conduct will not be tolerated. Anyone displaying unsportsmanlike conduct will be asked to leave the event.” Making peace must start within us, in our homes, and in our school. Each of us, as members of the Springfield Catholic Schools community, commit ourselves to act as peaceful and respectful people:

- To Respect Self and Others: We will respect ourselves, affirm others, and avoid uncaring criticism, hateful words, physical attacks, and self-destructive behavior.
- To Communicate Better: We will share our feelings honestly, look for safe ways to express our unhappiness, and work at solving problems peacefully.
- To Listen: We will listen carefully to one another, especially to those who disagree with us, and consider others’ feelings and needs rather than insist on having our own way.
- To Forgive: We will apologize and make amends when we have hurt another, forgive those who have hurt us, and keep from holding grudges.
- To Respect Nature: We will treat the environment and all living things with respect and care.
- To Play Creatively: We will select activities and toys that support our school’s values and avoid activities that make violence look exciting, funny, or acceptable.
- To Be Courageous: We will reject inappropriate behavior in all its forms whenever we encounter it, whether at home, at school, or in the community, and we will stand with others who are treated unfairly.
- “Let us, then, make it our aim to work for peace and to strengthen one another.” Romans: 14, 19

### ON-CAMPUS CONDUCT

In accordance with the stated philosophy of the school system, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school system which are designed to foster mature development and personal

responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Items that detract from a learning situation are not allowed at school at any time:

- Please do not allow your child to bring toys from home unless it is for a special shared time in class, at which time it may be retrieved from their book bag.
- Electronic device cannot be used during the school day unless authorized by staff at appropriate times

### OFF-CAMPUS CONDUCT

The Administration of Springfield Catholic Schools reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to cyber-bullying, fighting, etc. by any means.

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

### PARTICIPATION AND REPRESENTATION OF SCHOOL

Participation in student activities is a privilege and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct that promotes the best interests of the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activity, the school and the community.

Student activities at other Springfield Catholic Schools provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a part of a group. Although student activities are important for the all-around development of students they must necessarily be of secondary importance. Regular classroom work must come first.

Students who attend Springfield Catholic Schools should model Christian conduct and decorum while at school, during all school-sponsored events, and/or when representing our school.

When students attend events/activities as representatives of their school, their conduct not only reflects on themselves and their families, but also on the entire school and Church community.

Hence, behavior outside of school which harms the image of our school or displays attitudes which are contrary to Catholic beliefs and practices may result in disciplinary action.

## COMMUNICATION

Springfield Catholic Schools follow a chain of command when parents and/or students have a concern or complaint. Please follow these procedures. See Appendix for specific details.

Consistent communication and cooperation between the home and the school is vital to the success of any school program. Teachers send the majority of their communications to the parents through their students' backpacks and/or digitally. We recommend that all parents check their child's backpack and parent email on file on a daily basis so that important information will not be missed. Some of the ways provided for communication are:

**School Email:** We send out much of the office communication in weekly newsletters. Please check your personal email on file weekly, if not daily.

**Website:** School information, Facebook link, and classroom web pages can be found at <http://www.scspk12.org> and clicking on your school building link. Please notify the office immediately if you do not have regular access to online sources.

**Assessment:** Student assessment is available online using our Student Information System portal (SIS). Parents will be provided a username and password to access grades, quarterly report cards, lunch accounts and other student information.

When areas of concern arise, parents are invited to communicate openly and honestly with the people who are most closely involved with the situation and can most likely help to resolve the situation. Teachers can be contacted at school during school hours at which time appointments can be arranged to discuss issues that relate to school concerns. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. The principal and assistant principal are available for conferences and appointments in the same way as teachers. Parents are encouraged to call ahead for an appointment with administrators.

The staff of Springfield Catholic Schools recognizes that parents are the primary educators of their children. Since the parents authorize the school to serve as an extension of the educational process of the home, the attitude of parents toward the school and educational process should be one of respect and support. Parents are encouraged to share their honest suggestions and feedback through the proper channels. Parents are expected to support the school (teachers & administration) with the consequences imposed upon your child due to the actions of your child.

## CONFERENCES

When concerns arise, parents are invited to communicate openly and honestly, first with the classroom teacher who is most closely involved with the situation and can most likely help to answer questions. Teachers can be contacted through the school office and an appropriate time to meet will be arranged. If the concern is not addressed or resolved, the building administration should be contacted.

Please Do Not “Pop In” or “Stop By” when you are dropping your child off or picking them up in the carline. All staff have duties first thing in the morning and after school during the carline. It is a matter of safety and fairness to all that you set up an appointment unless otherwise instructed by the teacher, principal or staff member.

A Parent-Teacher conference is scheduled for all students following the end of the first quarter. Additional conferences can be arranged at other times during the school year. The principal is also available for conferences. Parents are requested to call ahead for an appointment. Please do not use the carline as a conference opportunity, as it is not the appropriate time or place.

## CRISIS MANAGEMENT

Springfield Catholic Schools has a written Crisis Management Plan. This plan is on file in the school office and is available for parents upon request.

## CURRICULUM

Springfield Catholic Schools Curriculum Guides are available in the school offices.

Our curriculum fosters the tradition of faith development, service, and academic excellence. Our Catholic faith serves as the cornerstone of all curricular and instructional planning. National Content Area Standards, Missouri Learning Standards, and the Catholic Curriculum Standards guide curriculum development. Research-based teaching methods actively engage students in the learning process. Differentiated instruction is instrumental in meeting academic needs. Project-based and cross-curricular assignments help students to work collaboratively to learn and explore. Diagnostic testing is utilized at all grade-levels and iReady assessments are administered to students three times a year. Springfield Catholic Schools’ curriculum includes but is not limited to:

- **Religion**- Catholic doctrine and tradition, Bible Study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation and Eucharist will be modeled and taught. Students attend All-School Mass every week, with some grades attending a second weekly Mass, as well.

- **Language Arts-** Reading, English, Spelling, Vocabulary, Composition, Library Skills, and appreciation of Literature will be taught.
- **Social Studies-**History, Geography, Economics, State History and Current Events will be taught and discussed. We will establish an environment in which multiple viewpoints will be discussed and analyzed.
- **Mathematics-** Mathematics Skills, Pre-Algebra, and a strong Basic Math skills base will be taught.
- **Fine Arts-** Vocal Music, Visual Arts, Virtual Arts, and Band  
Note: Vocal music, and Visual arts are offered for students in K–Eighth grades.
- **Science-** General Sciences and Laboratory Experiences
- **Spanish-** Vocabulary, common expressions, grammar, conversation and culture will be explored. This class is intended as an exploratory class of the language and culture.
- **Physical Education-** Physical fitness programs and skills appropriate for each grade will be taught. We believe that a strong physical mind and body are imperative to a good education.

**Note:** All children will be required to participate unless a doctor’s excuse is presented. If on a particular day your child cannot participate, please send a signed note/email to your child’s teacher. A daily note will be satisfactory for up to three consecutive P.E. classes. After three (3) consecutive missed classes, a doctor’s statement is required. Physical education is graded according to a student’s participation, positive attitude, sportsmanship, and behavior. **All students are required to wear tennis/athletic shoes for P.E.**

- **Computer & Library Literacy-** Internet etiquette, social media responsibility, appropriate and ethical use of any electronic device, integration of technology into everyday subjects and life, and basic word processing skills will be taught. Library research skills, primary and secondary sources, as well as investigating the source of information in an effort to seek the Truth, will be taught.

## GIFTED PROGRAM PARTICIPATION

Students participating in a gifted education program in addition to their enrollment at Springfield Catholic Schools are involved in a shared home/school/gifted program center curriculum. This curriculum presents unique situations to the school's professional staff, participating students, and the involved families. Those students who are eligible to receive gifted services through local public school districts may voluntarily choose to access that programming. Because participation results in students being in another location one day each week, this presents unique challenges to our buildings and class schedules. As attendance days are determined and scheduled by the local public school districts without the input of Springfield Catholic Schools, student participation may result in unavoidable missed classes in PE, music, art, Spanish, or technology.

The gifted program student shall be excused from standard classroom assignments and activities missed on the day he/she participates in the program. The student is responsible for the concepts, principles, and strategies developed on the day he participates in the gifted program. The student is not excused from the accountability associated with these missed concepts and should access the teacher website for information on homework and daily activities.

## DISCIPLINE

The discipline philosophy of Springfield Catholic Schools is based on the life and teachings of Jesus. These principles are the foundation for Christian learning. Springfield Catholic Schools will strive to provide an education in a safe, disruption free environment where each person is valued as an individual. Students are to exhibit respect for all individuals. Students at Springfield Catholic Schools are expected to act in a way that reflects the strong Christian values that have been taught by their parents as well as reflecting the philosophy of the school. Clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision. Students who engage in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, faculty, or staff may be disciplined by school officials.

Our goal is to teach that each child is worthy and deserving of respect. With this in mind, we strive to teach children self-discipline. Children need adults who will consistently model values and actions that are in accord with our Catholic philosophy. The uniqueness of each child must be considered thus not all students will be treated the exact same but fairly and justly. Positive reinforcement for good behavior and clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision. When occasions arise where students do not reflect those high values, teachers are expected to handle those situations appropriately and to communicate with the parents regarding these things. Students have a responsibility to inform teachers or school



administrators of inappropriate behavior directed toward them or any student or person as soon as possible. Repeated offenses, documented by the school, by the same person to another person could result in suspension or dismissal. If necessary, the principal will become involved to the extent that the teacher and/or parents believe it will be helpful or the administration feels it is necessary.

Diocesan guidelines are established that direct the administration in serious cases where suspension or expulsion might be considered. Cooperation, communication, and a positive approach to the relationship between home and school will always be the key to happy and successful student life.

Students who are suspended from school may not participate or attend extracurricular activities when suspended from school. Corporal punishment is never an option; however, removal of student privileges or service work might be a consequence.

Students, coaches, parents and participants in or at any extra-curricular event should demonstrate behavior that reflects the strong Christian values of Catholic education. Extracurricular events include academic and sporting events. Unsportsmanlike conduct will not be tolerated. Anyone displaying unsportsmanlike conduct will be asked to leave the event.

Springfield Catholic Schools takes bullying and cyberbullying very seriously. Please see Policy 1.39 in the later section for more details on actions taken by the school.

Bullying and cyberbullying should be reported to the student's teacher or a staff member immediately. Supportive action for the victim will be taken. Teachers and administration will investigate the allegations to validate that bullying/cyberbullying did take place by questioning any witnesses and all involved. If bullying/cyberbullying is validated, the student who is doing the bullying/cyberbullying, his/her parents, and the teacher or staff member will meet as soon as possible to discuss the situation and the action plan to be developed as a result.

### **TOY, FIDGET SPINNERS, ETC. IN THE CLASSROOM**

Students are NOT to bring "collections, toys, cards etc. to school unless prior approval has been obtained from the Home Room teacher. These items can be a distraction in the classroom. The school staff retains the right to determine what is or may be a distraction. If your child needs an item to help with ADD or ADHD then the teacher will make the recommendation for an item to be brought to school that will address the concern.

### **ELECTRONICS**

In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to protect the integrity of the curriculum, Springfield Catholic Schools prohibit students from using and/or having cell phones or other electronic communication devices during

the school day, including carline. ***Cell phones and other electronic devices have the potential to disrupt instruction. They are not to be visible, on, or used during the school day unless instructed by a teacher or administrator.***

To ensure our students are engaged in the learning activities, students will not be allowed to wear headphones, earbuds, and air pods or have cell phones and any other electronic devices during classes or passing periods. Cell phones and any other electronic device must be kept **OFF** and/or in the student's backpack until the student leaves the school premises unless given permission. This includes the lunch periods, passing periods, the playground, carline, as well as on school sponsored trips. With cell phones, "using," refers to not only the making and receiving of calls, but texting messages and receiving text messages. Smart Devices including watches are not allowed at school.

**If a cell phone or smart watch is confiscated during a quiz, test or exam, the student may be subject to more serious disciplinary consequences. Springfield Catholic Schools is not responsible for any lost, stolen, or damaged devices. Parents should NOT contact students during the school day on their cell phones.**

Please see school specific appendix for a detailed consequence list for device violations.

Use of devices for emergency purposes or for the accommodation of a disability (ie., ISP, 504 plan) must be authorized by administration.

### **CLASSROOM PHONES**

Only in case of emergency will a teacher be called to the telephone during classroom hours, or a student be called to the telephone during the school day. Necessary messages will be delivered at designated times during the school day.

### **DRESS AND UNIFORM**

Students in grades K-8 are required to wear the school uniform. DeSales and Land's End are our official suppliers. The length of uniform skirts, shorts, and skorts are to be no more than 2 inches above the knee. T-shirts with no visible labels and/or designs worn under uniform shirts may be dark green, navy, or white. Only school-approved fleeces and Home & School sweatshirts may be worn in the classroom or in church during school hours.

- Hair bows must not be oversized and headbands must not extend above the head (no ears/horns/etc) and must be worn in the hair not on the forehead. No large headbands or headgear unless it is our uniform colors. Hair extensions and/or feathers are not permitted. Length of hair on the forehead must be at or above eyebrows. Boys' hair must be above the shirt collar. Hairstyles and cuts must not be dramatic or distracting. If you have a question about headgear, ask the classroom teacher or principal.
- Necklaces or ankle/arm bracelets are not considered part of the school uniform and are not to be worn. An exception to this would be a lightweight chain or cord with a cross or religious medal. Students may wear one ring per hand. Girls may wear one pair of stud

or small hoop earrings in the main earlobes, if desired. No multiple piercings please. Body piercing and tattoos are not permitted.

- Make-up (excessive), unnatural hair colors/highlights, and artificial nails (including dipped/acrylic) are not to be worn by any students.
- **Middle school students ONLY may wear nail polish (ladies only) and matching colored socks (ladies and gentlemen) as long as they do not distract from the educational process.**
- For safety reasons, sandals, flip flops, open toe, and/or open backed shoes are not to be worn at any time. Students must wear tennis shoes to participate in P.E class.

Other issues related to cleanliness or neatness of the uniform, hairstyles or color, or general appearance of students, although not specifically addressed in the school dress code, can be judged appropriate or inappropriate by the administration. If the administration determines that a student's appearance is distracting to the educational process or diminishes the reputation of the school, they will request that the student make modifications and will expect that the parents will cooperate with and help to enforce these requests. Exceptions must be pre-approved by the school administration. The detailed SCS uniform code is included in the appendix section of the handbook.

**\*NON-UNIFORM DAYS** (including uniform buy out) Students are expected to be in modest and appropriate attire on non-uniform days. Shirts, blouses, and tops must be long enough to cover the midriff when arms are extended upward. If wearing leggings, shirts must reach at least to the ends of the student's thumbs and must completely cover the torso. Tank tops, spaghetti straps, and tops with revealing necklines or those that allow undergarments to be visible are not to be worn. Clothing may not be torn or raveled. Skirt, skorts, and shorts must not exceed 2 inches above the knee. For safety reasons, sandals, flip flops, open toe, and/or open backed shoes are not to be worn at any time. At all other times, students are expected to comply with the requirements of the uniform. Students not complying will be asked to change. Special exceptions to this requirement must be arranged with the school administration prior to the non-uniform day.

If the administration determines that a student's appearance is distracting to the educational process at Springfield Catholic Schools or diminishes the reputation of the school, they will request that the student make modifications and will expect that the parents will cooperate with and help to enforce these requests.

## **PRESCHOOL DRESS CODE**

Students should wear comfortable play clothes and socks with their shoes (Please, no shoes that leave black scuff marks). For safety reasons, flip-flops or other open-backed shoes are not permitted.

## **EARLY DISMISSAL DAYS**

Students will be dismissed at noon on the second Friday of most months for faculty in-service. (See school calendar for more detail.) Only students enrolled in Prime Time or Extended Care (3:15-6:00) will have supervision from noon- 6:00. Students enrolled in these programs must bring a sack lunch/drink on noon dismissals.

There is no afternoon daycare, Prime Time, or Extended Care on 12:00 dismissal days before holidays/last day of school (Parent/Teacher Conferences, Christmas Break, Holy Thursday and the Last Day of School.).

Lunch will *not* be served on 12:00 dismissal days. Students need to be picked at noon if they are not enrolled in Prime Time or Extended Care Program (3:15-6:00)

Please check the calendar for early dismissal days & make prior arrangements for pick up.

## **EMERGENCY INFORMATION**

The school must have an emergency form on file for each student in the school. An Emergency Form should have been completed during the registration process in SISK12. If any information on the emergency form changes, it is very important that the school be notified immediately. It is also very important that one custodial parent or a designated responsible person be easily and quickly reached during the school day. If you are going to be out of town, we ask that you advise us of the procedure that we should follow in your absence. Please do this in writing so that it can be temporarily attached to the emergency form.

## **FINANCIALS**

Tuition schedules are posted on the Springfield Catholic Schools website. The Central Office manages all finances for the school system so please contact them directly with questions about tuition.

## **FIELD TRIPS**

Field trips are an important part of a child's educational experience. However, field trips are a privilege and no student has an absolute right to participate. Students may be denied

participation if they fail to meet academic and/or behavioral requirements. Volunteer drivers must follow the specified route to and from the destination without deviation. We request that drivers and chaperones do not bring younger siblings on field trips so that their full attention can be given to those students they are responsible for supervising. No student will be allowed to go on a field trip without returning an official copy of the field trip permission form signed by a custodial parent/guardian.

ANY Chaperone who “REGULARLY” helps in the school, classroom, or attends field trips MUST be VIRTUS trained. This is a requirement by the DIOCESE. Please see your classroom teacher or the office for further information on how to become VIRTUS trained.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that the trip has become a school tradition.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. A telephone call will not be accepted in lieu of the proper field trip permission slip.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home per parent request with the parent and will be marked absent for the day.
8. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
9. All monies collected for the field trip are non-refundable.
10. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
11. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Springfield Catholic Schools, under the Springfield Cape Girardeau Diocese risk management insurance company umbrella, ensures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official”

adults on the trip.

## HEALTH

All Springfield Catholic Schools students must comply with the health requirements determined by the Missouri and U.S. Department of Health with regard to immunizations and the Diocese of Springfield-Cape Girardeau. The school nurse will coordinate efforts to keep and upgrade health records of students, as well as to coordinate other health-related programs. The nurse has the authority to see that all students are compliant with health department laws and may determine, with the administrators, if action should be taken in cases of non-compliance. The nurse is available for advice related to health issues and will be on the premises daily.

Children should be kept home from school when they are not well enough to actively participate in the school day, both for their sake and the sake of other children in the school. Students returning to school after an illness should be free of flu symptoms, fever and diarrhea for a minimum of 24 hours without medication. If the school office personnel or the nurse calls to request that you pick up your child because of sickness or injury, we would expect the family to make whatever arrangements necessary to pick up the child in a timely manner.

Springfield Catholic Schools has a Medical Advisory Committee who reviews all health related system policies. Please refer to this policy section of the handbook for specific details on wellness policies.

The use or possession of tobacco, alcohol, illegal drugs or unauthorized prescription medications is prohibited on all school campuses and at all school-related functions. Springfield Catholic School System follows Missouri State law regarding mandatory reporting of possession of drugs. Penalties will be in accordance with Diocesan guidelines.

Healthy lunches from home are requested. Please do not bring/send fast food to school for your child as we are encouraging healthy eating habits.

## HOME AND SCHOOL

The Home and School Association exists because of the school, church and community. Home and School Association is an organization established to provide activities and volunteer programs that add to the success of our total school program and it works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are the goals of this association. The Home and School Association is governed by the Diocese of Springfield Cape Girardeau and its appointed persons. All parents are considered members of the Home & School. A Home & School Association is a means to develop mutual understanding between parents and the school staff and to assist parents in achieving their mission with the school as co-educators of their children. The Home & School meetings, which are held as needed

throughout the school year, provide parents and staff with opportunities to meet and discuss ways to work together for the benefit of the entire school community. Volunteer signup opportunities are provided at various occasions throughout the year and we encourage all to consider ways that they can become actively involved in their children's educational journey. For the safety of all students, the diocese requires that all regular volunteers have a background check and documentation that they attended the Virtus Safe Environment Training on file with the school.

## HOMEWORK

Homework is assigned to prepare students for class and to reinforce material already taught in the classroom. Parents are encouraged to arrange a specific time and place for their children to do homework in order to develop good study skills. Children should take responsibility for completing assignments and turning them in on time. Teachers will not be expected to provide homework assignments in advance for students who will be gone for reasons other than illness, family emergency, or school activities. Students are responsible for obtaining and completing assignments when they return to school after any absence. Parents are to call the school by 9:00 a.m. if they want to pick up a student's homework. Homework may be picked up at the school office between 3:15 or after the carline has ended. If your child is sick, they are allowed one day for every day they are sick to make up work. Extended illnesses will be addressed on a case-by-case basis. If your child is sick, we recommend they take care of assignments when they return.

On average, 10 minutes per night multiplied by a student's grade level gives parents a somewhat appropriate guide for time spent on homework, although this may vary according to the ability level of the student. Preparation for tests and redoing or fixing previous homework assignments are not included in the 10 minute time estimate. Effort should be put into doing all homework assignments correctly the first time. Doing well results in the overall homework load in the long run. Parents are encouraged to contact teachers if they notice their child is spending an excessive amount of time on homework. Communication with teachers is essential in addressing the situation effectively and promptly.

## HUMAN SEXUALITY

It is with the desire to provide an authentic Catholic education that the following policy (policy #5090) on human sexuality were adopted.

- A. All persons have inherent human dignity and are thus deserving of innate respect as a child of God.
- B. Catholic Schools shall provide for sequential and age-appropriate instruction. Sexuality

education provides not only the important biological and scientific information, but also incorporates corresponding religious values and moral formation.

- C. Theology of the Body will be incorporated into the religion/theology curriculum.
- D. All instruction will be guided by Catholic teaching.
- E. All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress and behavior.
- F. Students and staff may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events.
- G. All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex.
- H. No person is permitted to have on-site or distribute any medications for the purpose of gender reassignment.
- I. If an issue cannot be resolved to the mutual satisfaction of the parents and the school, whose goal must always be to uphold Catholic truths and principles, the school may decide that it is in the best interest of all parties for the student to seek enrollment in an environment that better reflects the family's views on human anthropology.

## JUNIOR HIGH SPORTS

The Springfield Catholic Schools organized athletic program at the junior high level consists of cheerleading, basketball, cross country, football, volleyball, softball, and track for 7th and 8th graders. The programs are governed by the Missouri State High School Athletic Association (MSHSAA) guidelines. Missouri State High School Athletic Association (MSHSAA) only allows one F per student per semester in order to be eligible for 7<sup>th</sup> – 12<sup>th</sup> grade sports. The prior semester is used to determine eligibility for the following sports season. To keep in line with MSHSAA policy, Springfield Catholic Schools will remove a student from participation in any sport or academic competition for the following grading period/quarter if the student has a failing grade in two or more core subject areas.

The use of tobacco, alcohol, and/or drugs will result in dismissal from the activity.

Junior high parents and students who are active in junior high sports/activities will be required to cooperate with the Springfield Catholic School's Code of Conduct. A doctor's physical is required for sports programs.

Students who are absent from school are not permitted to participate in after school sponsored activities on the day they are absent from school. Students who leave school early for unexcused



reasons during the school day are not permitted to participate in extracurricular school events.

## PARENTS

We at Springfield Catholic Schools consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Springfield Catholic Schools involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic/Christian morality and by an honest and personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Springfield Catholic Schools we trust you will be loyal to this commitment. During these formative years (Preschool to 8th grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us make a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## PARENTS AS PARTNERS

As partners in the educational process at Springfield Catholic Schools, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed per the school uniform code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day

To: Attend Sunday Mass regularly

To: Participate in the life of the Church by sharing Time, Treasure and Talents

To: Support the religious and educational goals of the school

To: Read school notes and newsletters and to show interest in the student's total education

To: Support and cooperate with the discipline policy of the school

To: Treat teachers with respect and courtesy in discussing student problems

To: Actively participate in school activities such as Parent-Teacher Conferences;

To: See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

To: Notify the school with a written note when the student has been absent or tardy

To: Notify the school office of any changes of address or important phone numbers

To: Meet all financial obligations to the school & system

To: Inform the school of any special situation regarding the student's well-being, safety, and health

To: Complete and return to school any requested information promptly

## **POLICIES**

The complete Springfield Catholic Schools Policy Manual is available online at <http://www.scspk12.org>. Click on 'School Overview' and then 'Policy Manual'.

## **CHILD PROTECTION AND CUSTODY**

“The Missouri Child Protection and Reformation Act (RSMo 210) requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report this information to the Missouri Department of Family Services.”

Springfield Catholic Schools “abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order.” Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Springfield Catholic Schools School follows the Diocesan policies and the Safe School Act for student behavior and discipline.

Springfield Catholic Schools abide by the Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected must report to the Missouri Department of Family Services.

## **CUSTODY AND RELEASE OF MINORS**

It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. No authorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parents or guardian. In order to cooperate with students and family needs, the school should be informed of custody arrangements. Parents may sign a Durable/Non-Durable Power of Attorney giving the school permission to discuss their child with a grandparent or another designated person. This document will be kept in the child’s file for one year. The school cannot intervene in custody matters unless court documents are provided to the Principal and reviewed/advised by the Springfield- Cape Girardeau Diocesan lawyer.

## **CHILD ABUSE LAWS**

Springfield Catholic Schools abides by the Child Abuse laws of the State of Missouri. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of the teacher's concerns. Parents in partnership with the school are expected to uphold these same standards of confidentiality.

## MANDATED REPORTING

### Reporting Violations

Any known or suspected abuse or neglect of a minor must first be immediately reported to the Missouri Child Abuse and Neglect Hotline at 800-392-3738.

Any known or suspected abuse or neglect of an adult must first be immediately reported to the Missouri Adult Abuse and Neglect Hotline at 800-392-0210.

In situations of immediate danger, call 911. Known or suspected abuse may also be reported to law enforcement in addition to making a report to the MO Child Abuse and Neglect Hotline or to the MO Adult Abuse and Neglect Hotline. • Failure to Report Abuse or Neglect is a Class A Misdemeanor for any person who is required under the law to report. • No supervisor may interfere with or impede the reporting of suspected abuse. • Filing a False Report is a Class A Misdemeanor.

All diocesan personnel are required to also report violations of The Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes and Schools to the Director of the Office of Child and Youth Protection at [childandyouthprotection@dioscg.org](mailto:childandyouthprotection@dioscg.org) or 417-866-0841, or through the TIPS online reporting system, which is available on the diocesan website [www.dioscg.org](http://www.dioscg.org). Violations involving the Bishop should be reported to the Catholic Bishop Abuse Reporting System at 800-276-1562 or <https://reportbishopabuse.org/>

## SMOKE-FREE POLICY #3.52

All Springfield Catholic Schools are smoke-free buildings. Smoking is not allowed in the building at any time. This includes cigarettes/cigars, e-cigarettes/cigars and vaporizers.

## STUDENT RECORDS PRACTICE/GUIDELINES

The principal only, as custodian of the records, is empowered to release personally identifiable information about students. Only the following persons may receive such information:

- A parent/guardian of the student, unless a court order determines otherwise;
- A parent not having custody of a student but having the right of visitation has a right commensurate with the parent having custody of the student to examine the school records of the student. Unless prohibited by court order, the school is required to review the record with the

non-custodial parent, as stated. In the event the staff has reason to believe that compliance with the request will be detrimental to the child, the Superintendent of Catholic Schools should be contacted to seek further legal advice concerning the specific case;

- If a parent does not have visitation rights, then s/he should not be given any information that might assist in locating the student;
- Students in foster homes may have been placed by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding the parent's request for, as well as their legal right to, the student's information;
- A person designated in writing by the custodial parent/guardian of such student;
- Those so authorized in compliance with court order;
- An officer of the United States, the state, the city, or the county seeking information in the course of duty, with appropriate warrant or subpoena (to be reviewed by Diocesan Counsel)

In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information with regards to the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**NOTE:** Student academic records do not include financial records. If tuition is paid by only one parent/guardian, the information relating to the account will be released only to the person who has set up the account, unless there is a court order to provide the information.

### **VIRTUS SAFE ENVIRONMENT #2.27**

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. Springfield Catholic Schools remain committed to being in compliance with Diocesan Safe Environment Policy and Procedures and other related policies. In accordance with the USCCB Charter for the Protection of Children and Young People, the Safe Environment training program, the VIRTUS Protecting God's Children – Teaching Touching Safety (commonly referred to as "VIRTUS") is used in the Diocese.

Students in grades Kindergarten through 12th grade participate in two safety lessons each school year; one in the fall and one in the spring.

The Safe Environment Procedures and other related policies of the Diocese include training on how to recognize, prevent and report abuse. All adult employees and volunteers who regularly work or volunteer with minors receive this initial training as well as ongoing training and background screening.

These documents are available at the Diocesan Child and Youth Protection page [www.dioscg.org](http://www.dioscg.org) or <https://dioscg.org/child-youth-protection/>. An overview of the children's training is available

on the diocesan website and copies of these documents and the children's lessons are available at the office.

We sincerely appreciate all of the efforts and your continued support for this mission and ministry of protecting all of our children, young people and vulnerable adults.

### **WEBSITE/MULTIMEDIA POLICY**

Springfield Catholic Schools reserves the right to use student pictures and names on the school's website and social media accounts. All students must have a media release form on file with the office. Any parents who do not wish his or her child's picture and/or name used in publications, on the website and/or on social media sites controlled by school officials must have made note of this request on the media release form included in the registration packet.

### **WELLNESS POLICY #3.57**

The Springfield Catholic School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. Springfield Catholic Schools will adhere to a set of wellness guidelines (see 3.57A, 3.57B, and 3.57C) of the policy manual, which are available online at [www.scsapk12.org](http://www.scsapk12.org) through the Central Office website) which incorporates the following goals:

- Provide a learning environment for developing and practicing lifelong wellness behaviors.
- Support and promote proper dietary habits contributing to students and staff health status, job performance and academic performance.
- Provide adequate time for students to engage in physical activity.
- Promote academic success by acknowledging and embracing the critical role that health plays in academic performance.

Birthdays are important and we want to recognize your child's special day. Please refer to each school's specific policies regarding Treats.

### **POSSESSION OF WEAPONS #1.35**

In order to provide a safe environment, the possession of firearms and/or weapons, including concealed weapons, by a student or an adult, in a vehicle, on the school's premises or property located, leased, or used by SCS is prohibited. This penalty shall not apply to duly authorized law enforcement or security officers. Penalties shall be in accordance with state and local law.

### **VAPING POLICY #1.33**

All students of Springfield Catholic Schools are prohibited from using, possessing, or being under the influence of alcohol, nicotine products, illegal drugs, or unauthorized prescription medications while on any Springfield Catholic School campus or at any school-related function or activity. Additionally, all students of Springfield Catholic Schools are prohibited from using or possessing tobacco or nicotine products (including vaporizers) while on any Springfield Catholic School campus or at any school-related function or activity. Penalties will be in accordance with Springfield Catholic Schools guidelines.

### **DIOCESAN POLICY #5500 - DISCIPLINE**

Discipline is not a form of punishment. Its purposes are:

- To help each student become more responsible to him or herself and to others.
- To educate and assist students in developing self-control.
- To promote classroom situations conducive to learning.
- To create a harmonious school and classroom atmosphere.

Discipline is attained when students in a classroom and school cooperatively work with the principal, teachers and companions toward the attainment of the class and school objectives.

### **DIOCESAN POLICY #5505 - SOCIAL NETWORKING**

Social networking websites and applications, including but not limited to Facebook, Snapchat, and Twitter, are an important and timely means of communication. Violations of these suggested guidelines may be considered inappropriate behavior and may be the basis for disciplinary action:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or that would be contrary to the teachings of the Catholic Church.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website. Or any entry that would be contrary to the teachings of the Catholic Church.

### **DIOCESAN POLICY #5508 AND 5508.1 - BULLYING/FALSE REPORTING**

Springfield Catholic Schools attempts to provide a safe environment for all individuals. Verbal or written threats made in any manner via any medium against the physical or emotional well-being

of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion. The complaint will be investigated in as confidential a manner as possible. More information found in Diocesan policy #5508 and #5508.1.

### **DIOCESAN POLICY #5535 - HARASSMENT**

Any person who believes that he or she has been sexually harassed or subjected to other unlawful harassment should immediately report the matter to his or her supervisor, pastor, principal, or to the Chancellor of the Diocese. Anyone who becomes aware of any possible sexual harassment should immediately advise the supervisor, pastor, principal, or Chancellor. The supervisor, pastor, principal should then report the complaint to the Chancellor of the Diocese, who will direct the investigation. The complaint will be investigated in the most confidential manner possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate action taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese.

### **DIOCESAN POLICY #5600 AND #5610 - SUSPENSION**

Every effort should be made to avoid suspending a student from school. The principal can suspend a student from school for a justifiable reason, but in so doing judges this to be a course of action that will be preventive and corrective. If, however, a suspension is warranted, parents are to be personally notified of the suspension of their child and also notified by mail.

#### **Possible causes for suspension include, but are not limited to:**

- Open defiance of school authority
- Striking a teacher or other school personnel
- Possession or consumption of an alcoholic beverage at school or a school-related function
- Possession or use of a controlled substance at school or a school-related functions
- Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)
- Any verbal threat, or physical threat of violence.
- Any violation of Missouri Safe Schools Act or any other state or federal law associated with school safety.

A student may not be suspended from school for the same offense for more than 10 consecutive school days. In a more serious matter, the principal, in consultation with the pastor of the parish school or president of the board in a consolidation, may take another action as they see fit.



### **DIOCESAN POLICY #5620 AND #5630 - EXPULSION**

The expulsion of a student by the principal from a Catholic school is very serious and this action should be evoked only as a last resort. Moral delinquency is a sufficient reason for expulsion if the delinquency is persistent or has a bad influence on the other students in the school. The following are additional causes for expulsion:

- Civil marriage
- Selling of a controlled substance at school or a school related function
- A second offense during the school year of either possession or use of a controlled substance or possession or consumption of an alcoholic beverage at school or school-related functions.
- For a violation for which there were two disciplinary suspensions during the school year.
- For any other conduct or activity of a serious nature that is considered harmful to the school's reputation, or is contradictory to Catholic moral teachings and principles.
- Any violation of Missouri Safe Schools Act or any other state or federal law associated with school safety.

### **DIOCESAN POLICY #5635 - PARENTS**

Springfield Catholic Schools recognize parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school.

In addition, the administration reserves the right to deny any future enrollment of a family member's acceptance to the school if a student or parent's behavior is deemed contrary to the expected code of ethics of the school.

### **DIOCESAN POLICY #5636 - PARENTAL NETWORKING**

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation.

### **STUDENT BEHAVIORS BULLYING, POLICY #1.39**

Bullying, cyber-bullying, or anything that would attack the physical, emotional, or moral character of a student will not be tolerated at Springfield Catholic Schools. Springfield Catholic Schools define bullying as unwanted, aggressive behavior that is targeted and repeated over time. These behaviors must be reported to the teacher or administrator as soon as possible so they can be addressed immediately. Every incident will be dealt with with confidentiality and with the

best interest of the students involved. Due to confidentiality and child privacy laws, consequences and actions taken will not be shared. (See Diocesan Policy #5508)

## **STUDENT BEHAVIOR GUIDELINES**

**Suspension** means that a student may not be allowed to attend school or any Springfield Catholic Schools in or out of school activity for a certain period of time. This would include any school sponsored sports or extracurricular activities. The student is responsible for the work missed during the suspension. It may also be necessary for students to serve an in-school suspension. This means that the student will not be allowed to enter the classroom and will do class work in the office under the supervision of the principal.

**Expulsion** may occur after all efforts had been made to resolve the problems and when in the opinion of the principal, the student's continued presence would be detrimental to the good of the whole.

In all cases, the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. Springfield Catholic Schools follow the Diocesan policies and Safe Schools Act for student behavior and discipline.

**Rite of Appeal** The student or parents have the right of appeal in the disciplinary actions of suspension and expulsion. The first appeal is to be made to the principal of the school. If the parents or student are not satisfied with the principal's decision of appeal, they may then appeal to the school board through the Director of Schools.

## **PROPERTY AND EQUIPMENT**

Students are expected to handle school property/equipment with care. Students and/or parents will be held financially responsible for any misuse, damage, or loss of school property/equipment. Students may not use school equipment without proper adult supervision. Administrators and teachers reserve the right to inspect desks, backpacks, gym bags and all items brought to school by a student at any time without notice. Parent's use of school property or equipment must be approved through the school office.

Administration has the authority to inspect all school or personal property. Items considered a hazard or a nuisance in the school or on the playground are subject to immediate confiscation and disciplinary action may be taken.

## CATHOLIC IDENTITY/SACRAMENTAL PROGRAM

### WORSHIP/PRAAYER

Our faith is at the core of our school day. Students, faculty, and staff participate in daily prayer and are given opportunities for regular Mass attendance, special prayer services, Stations of the Cross, devotion to the rosary, and special seasonal practices of Catholic Faith. The school staff and children will attend Mass weekly. The weekly Mass is not expected to take the place of your family's Mass times on the weekend. We ask that you add it in as an additional service. Your presence is always welcome and encouraged as a model to our young people. It not only enhances everyone's faith but it allows us to share our time and talent with God and our families in a very meaningful way.

### SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Springfield Catholic Schools. Preparations for two sacraments, Reconciliation and First Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition and will be celebrated at the student's home parish.

## SCHOOL BOARD

The Springfield Catholic School System School Board is an elected body with general policy-making authority. The School Board establishes and monitors policies regarding the operation of the schools in concurrence with policies of the Springfield - Cape Girardeau Diocesan School Office. The School Board meets every second Thursday of the month at 7:00 p.m. Meetings are held at Springfield Catholic High School. Meetings are open and parents are encouraged to attend. Persons wishing to address the Board should contact the Board President or Director of Schools at least two weeks before the scheduled meeting to be included on the agenda.

## SECURITY

Our God is a faithful and loving God, a protector, a provider, and a most merciful Father.

God, however, does ask us to do our part to provide a safe environment in which to

work and learn, and our Springfield Catholic Schools System takes this responsibility very seriously. Our security begins with covering our schools with daily prayer; Please join us in this endeavor. Our security covers a vast array of topics and procedures:

- -spiritual practices – Mass, daily prayers, sacramental instruction, and participation, etc...
- -safety drills and trainings
- -wellness and mental health awareness
- -responsible technology use/digital citizenship
- -physical plant safety/security
- -daily routines – carline, entering/leaving school sites, media releases, etc..

For the 2023-24 school year we have hired a security coordinator to assist us in building a greater infrastructure, including safety policies and procedures. We are also employing individuals and agencies to serve our four school sites as school protection officers to provide a heightened level of security for our students, families, faculty, and staff. Security is always at the forefront of our considerations and will continue to be updated, improved, and altered to meet the needs of our school community.

## SNOW DAYS/SCHOOL CLOSINGS

On days when unusual weather conditions exist, school closings will be announced on the school website, text system, SCS App, local radio and television stations. The Director of Springfield Catholic Schools will make the determination if the school will be closed. We do not usually close early during the school day because of weather; however, parents/guardians may pick up their children early if they are concerned about the weather. Please notify the school by phone.

## STUDENT SERVICES

### INDIVIDUALS WITH SPECIAL NEEDS

SCS Policy #1.42A The Springfield Catholic School System attempts to address the special learning needs of all students within the parameters of the system's human and financial resources according to guidelines. Students are considered for enrollment when educational

resources and programming are available which can address their specific needs and allow them to be successful.

The goal of educating students with special needs-whenver their need is academics or health, physical or emotional concerns-is successful mastery of the regular curriculum in the regular classroom setting.

The Springfield Catholic School System provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments (modifications and/or accommodations). The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools, the screening and diagnostic evaluation of students and the development of an Individual Service Plan. Direct special education services are provided by the public school district in which the child resides with input and support from the Springfield Catholic Schools System.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

Springfield Catholic Schools strive to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need, if an appropriate education requires more than the minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, Springfield Catholic Schools will assist families in finding appropriate alternatives so that the student's needs are ultimately met.

### SCHOOL GUIDELINES FOR 504 PLAN

“The system does not offer direct special education instruction.” (Policy 1.42A) The 504 Plan has been developed to ensure that a child who has a documented disability receives accommodations to the general curriculum, environment, assessment, and/or instruction to provide opportunities for increased achievement within the classroom setting with minimal adjustments. The plan is designed to help students with disabilities learn alongside their peers. Not all students with disabilities require accommodations for success; therefore, a student must have a parental request for the 504 Plan, must have a medical diagnosis to be considered for this plan, AND must be failing to thrive academically after documented interventions and tutoring have been unsuccessful. Once the request and necessary documentation is compiled, the team

consisting of the classroom teacher, the student services coordinator, and the school principal will compile all data for review and complete a plan for implementation if criteria are met. The team will meet with the parents to discuss the process and its outcome. If a 504 Plan is implemented, a review of the plan will occur annually involving the parents and the team identified above.

## TECHNOLOGY & INTERNET

Computer and electronic information services including the Internet are available to students at our schools. We strongly believe in the educational value of such electronic services and recognize the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. Springfield Catholic Schools will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will decide what appropriate use is. The administration of Springfield Catholic Schools may deny, revoke, or suspend specific user accounts at any time it deems necessary.

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to disciplinary action or prosecution. Parents and students in grades K-8 must sign an “**Acceptable Use Policy (AUP)**” to access the internet and use school devices. When signed by you and your guardian/parent, it becomes a legally binding contract. If any user violates these provisions, access to the computer/electronic information services may be denied and you will be subject to disciplinary action. The AUP can be found on the school website, <http://www.springfieldcatholicschools.org/schools/> under the About ~ Technology tab.

The use of computers at Springfield Catholic Schools is a privilege and carries with it, the responsibility for appropriate use. Students will be responsible for using Chromebooks, iPads, Desktop Computers and/or other devices following the instruction of teachers and reporting any accidental “hits” of inappropriate sites to the supervising teacher/staff. Students can and will be suspended from all devices and internet connections while at school if it is found they have violated any policies regarding student technology usage. Parents and students will be responsible to ensure any work that is required to be done via electronic device will be conducted and assumed off campus with parental supervision. Students who do not comply with usage rules will forfeit their usage privileges as follows:

- **1st offense ~ School technology restriction of three (3) school days**
- **2nd offense ~ School technology restriction of five (5) school days**
- **3rd offense ~ School technology restriction of ten (10) school days**

*\*Administration reserves the right to modify the restriction based on the seriousness of the violation.*

### **BLOGS/SOCIAL MEDIA**

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students, or other parents, or the parish even to the point that a “reasonable and prudent person” may infer the school, staff, family or parish that is being referred to in the post.

No parent should open a Facebook® or Twitter®, account under the name of the school, or a particular grade or club/group/organization associated with the school without the explicit permission of the school administration. The principal will be included as a page administrator of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school and possible legal action.

### **EMAIL ADDRESSES**

All Springfield Catholic Schools employees’ email addresses are: first initial, last name @scspk12.org. For example, jdoe@scspk12.org. All students in grades 3-8 have email addresses. They are first name, last name and graduation year @goirish.org.

### **TELEPHONE**

All school telephones are business phones and can be used only with the permission of the teacher, administrator, or office personnel. Only in the case of an emergency will a teacher be called to the telephone during classroom hours, or a student be called to the telephone during the school day. Necessary messages will be delivered at designated times during the school day.

### **VISITORS**

Parents, volunteers, and visitors are welcome to visit the school. All entrances to the school will be locked during the school day. Visitors are asked to enter through the front door and “sign in” at the office upon arrival. All visitors will be given a visitor name tag to be worn while on the

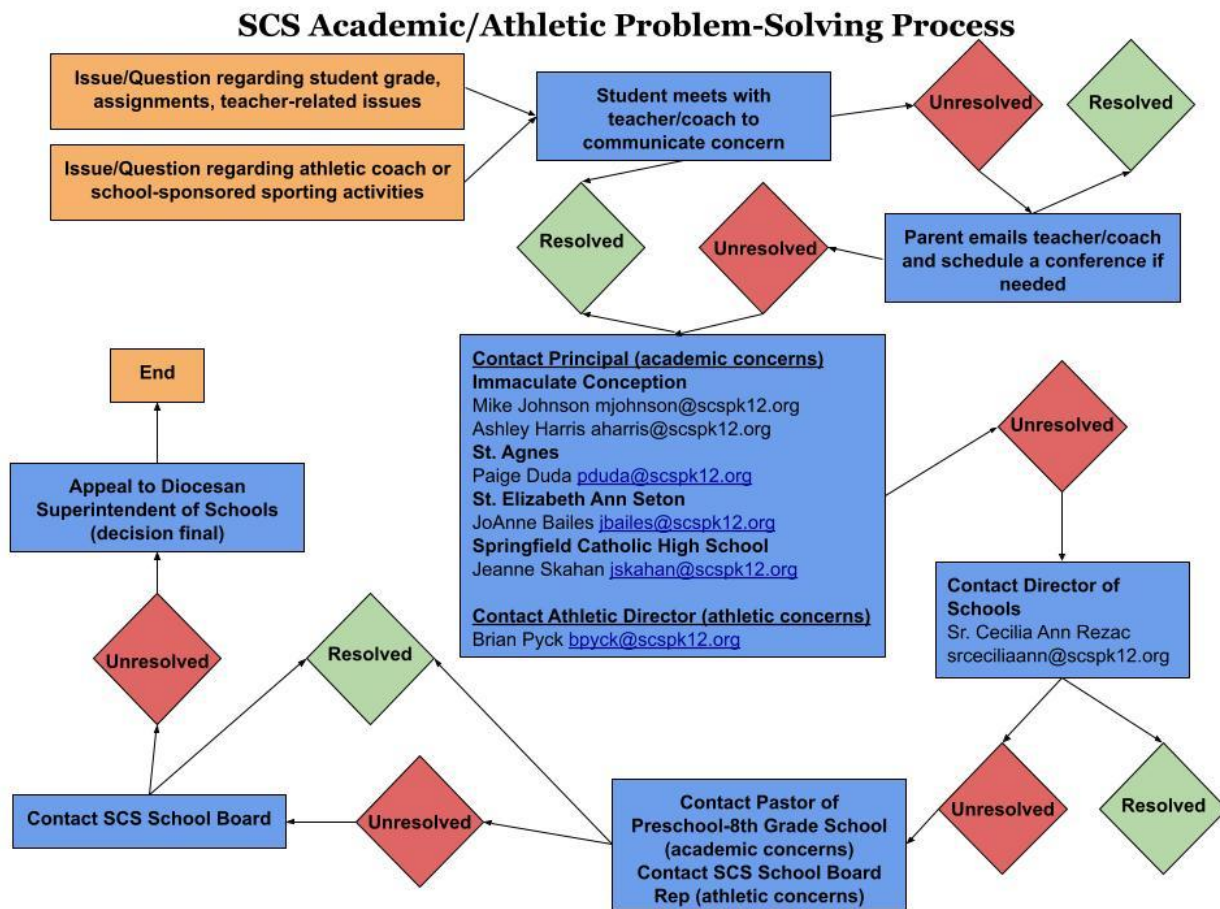
premises. Visitors are asked to “sign out” at the office when leaving the building.

To provide for the safety of all students and to limit classroom interruptions, any communication during the school day between parents and their children (such as dropping off books, homework, lunches, etc.,) must be conducted at the school office rather than the classroom door. School personnel will arrange for messages or deliveries to be made to classrooms at appropriate times. An adult must accompany children visiting the school who are not enrolled in the school.

It is imperative in today’s world that we remain vigilant regarding the safety of all our children and staff. We welcome volunteers and visitors but we simply ask that you stop in at the secretary’s office immediately upon entering the building. All “regular” volunteers must be VIRTUS trained in order to continue to volunteer on a “regular” basis. “Regular” basis is deemed more than once a month. Visitors should not be using any electronics that are owned and operated by the school or church without prior permission.



## APPENDIX A: SCS PROBLEM SOLVING CHART & UNIFORM CODE



## Uniform Code Springfield Catholic Elementary/Middle Schools

### Effective August 2023-2024

#### UNIFORM SUPPLIERS:

**DeSales Catholic Store, 210 E. Sunshine St., Suite #J, Springfield, MO**

**Hours: 9:30am-5:30pm Tues-Fri. 10am-4pm on Saturdays**

**(Memorial Day - Labor Day close at 2 p.m. on Saturdays)**

**Lands' End, [www.landsend.com](http://www.landsend.com),**

**Use your Preferred School Number:**

**Immaculate Conception**

**900143934**

**St. Agnes 900142597**

**St. Elizabeth Ann Seton**

**900143926**

**SCRIP is available for both retailers!**

#### SHOES

All students must have athletic shoes on the days they have P.E. class.

PLEASE, at all times, no black or red soled shoes that leave scuff marks!

For safety reasons, sandals, flip-flops, open toe, or open backed shoes are not permitted including out-of-uniform days.

Only school approved sweatshirts and fleece jackets may be worn in the classroom or in church during school hours. Please remember clothing with any type of visible labels is not part of the code. Wearing a t-shirt under the uniform shirt for warmth is acceptable as long as it is not visible. T-shirts must be white, navy, or green.

**Springfield Catholic School uniform suppliers are ONLY Lands' End and DeSales Catholic Store.** The listed items are in compliance with the uniform policy. You are not required to purchase every option, but should order the items that best fit your child's needs.

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

- Navy pants or shorts (shorts may be worn year-round). Two styles: flat or pleated front
- White oxford cloth shirt – short or long sleeve
- White or hunter green interlock knit shirt – short or long sleeve (No Logos and No Dri-Fit)
- Dark solid color belt (optional)
- Green or navy sweatshirts, purchased through Home & School
- **Solid white, black, or navy socks**
- **Green SCS Logo fleece**

## BOYS GRADES 6-8

- Navy or Khaki pants or shorts (shorts may be worn year-round). Two styles: Flat or pleated front
- White oxford cloth shirt – short or long sleeve
- White, hunter green or navy interlock knit shirts – short or long sleeve (No Logos and No Dri-Fit)
- Dark solid color belt
- Green or navy sweatshirts, purchased through Home & School
- **Matching socks of any color that do not cause a distraction**
- **Navy SCS Logo fleece**
- **Approved Irish Team Store Jacket (8th Only)**  
 Navy/Charcoal/Charcoal Gray Performance Pullover (½ zip or full zip)  
 Navy/Charcoal Full Zip Fleece



**\*8th Grade Only\***

## GIRLS GRADES K-3

All skirts and shorts should be no shorter than 2" above knee

- Navy Pants/Shorts (shorts may be worn year-round). Two styles: flat/pleated front
- Plaid drop waist Bib Jumper
- Plaid side kick pleated skort & 2 pleat skort
- White Peter Pan collar blouses – short or long sleeve
- White or hunter green interlock knit shirts-short or long sleeve (No logos or dri-fit)
- Navy cardigan sweater (logo optional)
- Dark solid color belt (optional)
- Green or navy sweatshirts, purchased through Home and School.
- **Solid white, black, or navy socks;** navy or white footed tights; or navy or white plain, hemmed, ankle length leggings
- Shorts, knit tights, or leggings must be worn under jumpers or skirts without built- in short.
- **Green SCS Logo fleece**



## GIRLS GRADES 4 & 5

All skirts and shorts should be no shorter than 2" above knee

- Navy Pants or Shorts (shorts may be worn year-round). Two styles: flat or pleated front
- Plaid drop waist Bib Jumper
- Plaid 2 pleat skort, Plaid Full pleat skirt, Plaid Stitch down pleat skort (khaki pictured)
- White Peter Pan collar blouses – short or long sleeve
- White or hunter green interlock knit shirts – short or long sleeve (No logos or dri-fit)
- Navy cardigan sweater (logo optional)
- Dark solid color belt (optional)
- Green or navy sweatshirts, purchased through Home and School.
- **Solid white, black, or navy socks;** navy or white footed tights; or navy or white plain, hemmed, ankle length leggings
- Shorts, knit tights, or leggings must be worn under jumpers/skirts without built-in short
- **Green SCS Logo fleece**



## GIRLS GRADES 6-8

All skirts and shorts should be no shorter than 2" above knee

- Navy or Khaki Pants or Shorts (shorts may be worn year-round). Two styles: flat or pleated front
- Plaid, Khaki, or Navy 2 pleat skirt, Full pleat skirt, Khaki Stitch down box pleat skirt, Khaki Double tab skirt
- White oxford cloth shirt, short or long sleeve
- White, hunter green, or navy interlock knit shirts – short or long sleeve (No logos or dri-fit)
- Navy cardigan sweater (logo optional)
- Dark solid color belt
- Green or navy sweatshirts, purchased through Home and School.
- **Matching colored socks**, navy or white footed tights; or navy or white plain, hemmed, ankle length leggings
- Shorts, knit tights, or leggings must be worn under jumpers/skirts without built-in short
- **Navy SCS Logo fleece (6-8)**
- **Approved Irish Team Store Jacket (8th Only)**
  - Navy/Charcoal/White Performance Pullover (½ or full zip)
  - Navy/Charcoal Full Zip Fleece



**\* 8th Grade Only Jackets\***

## APPENDIX B

### ST AGNES CATHEDRAL SCHOOL

Welcome to St. Agnes Cathedral School,

The staff and I are eager to welcome our students to St. Agnes Cathedral School for what promises to be a very productive and enlightening school year for all.

Communication is vital for a successful school year. Please feel free to contact me with your questions and concerns. After you have read this handbook and have reviewed this information with your child/ren, please be prepared to sign a confirmation form on parent information night.

First and foremost, students need to feel safe and welcomed at school and in the classroom. They need to know that all staff are interested in them as individuals, personally, academically and spiritually.

Second, it is important that all staff work to see that their students have a successful year while maintaining a level of academic rigor and faith formation that is appropriate at each grade level.

Finally, staff are reflective practitioners who continuously evaluate their best practices and student achievement to make daily informed, instructional decisions in the learning environment. These are my expectations for all staff at St. Agnes Cathedral School School.

Communication, as noted earlier, is vital. Please make sure you are reading the weekly newsletters from the office. Also, please establish a positive two-way, open relationship with your child's teacher beginning the first day of school. As the primary educator of your children, your support will make all of the difference in helping make this a successful school year!

Thank you for your support, and we look forward to an exciting and blessed school year!

*Paige Duda,*  
Principal

## St. Agnes Cathedral School Statement

We the faculty and staff of St. Agnes Cathedral School in a shared community with parents are dedicated in preparing our students to meet the challenges of the future based on the values and teachings of Jesus Christ and the Catholic Church.

It is our goal to incorporate the St. Agnes School mission statement into our everyday routine. Likewise, our teachers & staff will model and teach this mission resulting in a loving and peaceful environment.

## St. Agnes Cathedral Philosophy

St. Agnes Cathedral School, an integral arm of the Catholic Church's ministry, promotes spiritual and intellectual growth by instilling Christian attitudes and morals through Catholic doctrine, values and practices. Students have opportunities to become caring, giving people, recognizing that each individual has gifts from God to share with others in their community while acquiring wholesome attitudes, reverence toward God, all people and creation. Our students are prepared to fully participate in the world in which they learn to love Christ, live Christ and be Christ to all.

## St. Agnes Cathedral School Schedule

School begins at 8am every day. Students entering class after 8:00am at the beginning of the school day are considered to be tardy. Students gone from school for more than 1.5 hours but less than 3.5 hours are counted as 1/2 day absent. Students gone for more than 3.5 hours are considered one full day absent.

Office Hours 7:45-3:30 PM

Building Open 7:30 AM

K-8 Classes 8:00-3:00 PM

Pre-School Hours 8:00-11:15 AM

Pre-School Daycare 11:15-3:00 PM

PS-K Extended Care (programming depended on enrollment) 3:00-6:00 PM

Y Academy 3:15-6:00 PM (YMCA 417-862-7456)

Early Dismissal-School is dismissed at 12:00 PM. See annual calendar for dates.

Lunch will NOT be served on these early dismissal.

## Arrival & Dismissal Procedures

Students may be dropped off as early as **7:30 AM**. **Preschool/Pre-kindergarten through 6<sup>th</sup> grade** students should go to the **cafeteria** until they are released at 7:45 AM. Students in grades **7<sup>th</sup> and 8<sup>th</sup>** may go to their **classrooms** before school. Your child is expected to be **picked up between 3:00- 3:30 PM and 12:00-12:15 PM on early dismissal Fridays**. This ends the teachers' supervisory duties.

Please **DO NOT PARK ANYWHERE IN THE CARLINE, staff parking lot on the north side of the building or on the south side of Elm Street**. If you wish to park, we ask you to use the Catholic Center's parking lot, or along Jefferson, and walk over to meet your child.

**MORNING CAR LINE** - Enter the parking lot from Robberson Ave.

Please follow the flow of traffic on the east side of the island. Move as far forward as possible. **BE PATIENT IN THE CAR LINE AND NEVER PASS THE CAR(S) IN FRONT OF YOU.**

**AFTER SCHOOL CAR LINE**- Enter the parking lot from Robberson Ave alleyway. The car line will form on the east side of the island in two rows within the loading zone. The loading zone will be blocked off for safety purposes and cars will be released to exit out the robberson entrance once all of the cars have been loaded. Walkers will be released at the south end by supervising staff members. If you wish to park and pick up your child, please park in the Catholic Center's parking lot and walk over.

**PRESCHOOL 11:15 CARLINE**-Please enter the playground/carline from Elm St. and exit onto Elm via the small parking lot on the north side of the building.

## Student Behavior

St. Agnes' student behavior philosophy centers on the Catholic virtues as we all strive together to be more like Christ. In all areas, we strive for Faith, Hope, Charity, Justice, Prudence, Temperance, and Fortitude.

We also believe children learn best in an atmosphere of love, care, safety, respect, and discipline. All students are expected to show the utmost respect to all staff and to each other. Students who fail to follow the discipline plans of their classrooms will be given age-appropriate consequences with the goal that students will learn the virtue of self-discipline in a safe, loving environment. The St. Agnes School Student Behavior System is designed to teach students to have self-discipline and more closely model the love and respect of Jesus Christ.

- Always check with the classroom teacher **FIRST** before contacting the principal (Refer to Appendix A SCS Problem Solving Process)

- Each classroom teacher has clear behavior expectations and consequences for all students which are age-appropriate and enforced with patience, love, and consistency. These expectations are shared with students on the first days of school and with parents at the beginning of the school year at Parent Information Night.
- In all cases, the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. St Agnes School follows the Diocesan policies and Safe Schools Act for student behavior and discipline.
- Student and Parent will submit a copy of the Handbook and AUP stating they have read and understand all that is included within those documents.
- Every disciplinary incident will be dealt with confidentiality and in the best interest of the students involved. Due to confidentiality and child privacy laws, consequences and disciplinary actions will not be shared.
- Behavior, attendance, and academic agreement contracts created by administration may be implemented for students on an individual basis due to continued issues.
- Office referrals are used for repeated, inappropriate, and/ or dangerous behaviors. Parents will be notified by an administrator or teacher, if an office referral/visit is deemed necessary.
  
- Disciplinary Process Grades K-5:
  - First offense: Students will receive a warning from the principal.
  - Second offense: Parent/Guardian contacted and restorative, relevant consequences related to infraction. (i.e. apology letter, cleaning of school property)
  - Third offense: Parent/Guardian in-person conference.
  - If behavior continues, the student may be put on a behavior contract. If the contract is not upheld, consideration of the student being removed from St. Agnes will be an option.
  
- Student Behavior System Grades 6-8:
  - At the start of the semester each student begins with a new card.
  - Student Behavior cards are reviewed by the homeroom teacher. It is the student's responsibility to take care of his/her card and to make sure the teacher reviews it.
  - Merits and demerits may be given by all teachers and staff members.
  - Students may bring the behavior card to the office to receive a reward from the Principal when 5 merits are gained.
  - Only the Principal may take away a demerit.
  - Detentions will be served during the school day.
  - Parents receive a phone call if the student accumulates 3 or more demerits in one day.



- Consequences occur at the 5, 10 and 15 demerit mark. Parents will be notified as noted on the student behavior card.
- A copy of the behavior card is accessible to parents during the weeknights.
- Students who are serving an out-of-school suspension are not eligible for extracurricular activities during the duration of the suspension period.
- The student can set up an appointment with the teacher to discuss a concern or clarification about a demerit given that day.
- Any academic or behavioral problems not listed on the demerit card will be handled by the respective teacher or principal, and appropriate consequences assigned.
- Severe actions such as repeated occurrences of fighting, possession of firearms or any type of weapon or possession of cigarettes, alcohol, or drugs may result in **SUSPENSION** or **EXPULSION**.

## Dress Code Violations

**CONSEQUENCES** The following steps will be followed when a student is out of uniform:

1st Violation: Warning from Principal. (If it's a Mass Day, students may be asked to change.)

2nd Violation: Phone call home to parent. Students will be required to change into appropriate uniform clothing or shoes. We will have some donated items on hand, but a parent may be called if nothing is available or if the student refuses to change. Parents will be notified.

3rd Violation: Parents will be asked to come and pick up their child for the rest of the day. This will be considered defiance and will be given the due consequences ranging from ISS to OSS.

## Home and School Association

The St. Agnes Home and School Association is composed of parents of the school and the Principal. Meetings are once a month and focus on upcoming event planning and discussions on school issues. The executive team for Home and School is a four person team that is responsible for leading the whole group. Executive team positions are volunteer and have a two year commitment. Home and School by-laws are available upon request.

### The Goals of Home & School are:

- Strengthen the relationships among families and the school community

- School and campus beautification
- Improve communication between the whole school community for the betterment of the school
- Financially supplement the school based on the current needs and requests as defined by teachers, parents and parish partners
- Provide parent education on how to support our school through support of and participation in both school specific and system wide events

## St. Agnes Cafeteria/Irish Eats

St. Agnes participates in the Irish Eats Lunch Program. A nutritious lunch is available each regular school day. *We discourage outside lunches from restaurants or fast food establishments to be brought into the school cafeteria.*

Students proceed immediately to the cafeteria when dismissed from class for lunch. All students must eat in the cafeteria, seated at tables or in the classroom depending on class schedule. **Students may only leave the cafeteria during lunch with the permission of the cafeteria supervisor.**

Lunch menus are published monthly and will be posted online. **We strongly encourage families who qualify for free or reduced lunches to take advantage of this benefit.** Parents who wish to participate in the federal free and reduced lunch program may apply at registration or at any time in the school office, in accord with eligibility guidelines. The Springfield Catholic Schools Cafeteria Director determines the eligibility status of applications. The principal serves as the hearing officer if parents wish to contest the ruling. All federal free and reduced lunch program application information remains confidential.

### MEAL COSTS

#### **Breakfast:**

\$2.75- Student Breakfast (includes milk)

#### **Lunch:**

Student Lunch (includes milk):

Grades PS-8 lunch \$4.00

Extra Entree: \$1.75

\$.60 for extra milk or those who bring their lunch

### METHOD OF PAYMENT

Please either pay online via SIS or send all lunch/breakfast money to school in a sealed envelope with your child's NAME, GRADE, and the AMOUNT OF MONEY enclosed written on the front of the envelope. If paying for multiple children, please make sure that all of your children's names and grades are on the front of the envelope. If the last name on the payment check is

different from that student's last name please indicate the child's name in the memo section of the check. \*\*\**Checks should be made payable to St. Agnes Cafeteria.*\*\*\*

### STUDENT MEAL CHARGE PROCEDURES:

**Student balances can be viewed and verified online in the SISK12 parent portal.**

Once a month, the cafeteria will send low/negative balance reminder notices. **The student charge limit is \$20.00.** If the charge limit is met and students do not have funds to pay for the next lunch, an alternate meal will be offered. The alternate lunch will be the same cost as the regular school lunch. Therefore, it is very important to check your child's account balance frequently.

A la carte items will be available to students in grades 3-8 with **positive lunch balances**. Items may be purchased once the student's main lunch meal is finished.

## School Communication

- School correspondence will mostly be electronic. We ask that you check your e-mail often.
- Teachers will continue to post on Clever and Google Classroom and update grades online on SISK12 accounts. Please let the office know if you need a hard copy of any correspondence from the office due to lack of digital access.
- St Agnes also will be using the Flocknote system to send out text alerts about important reminders. Please let the office know if you would like to opt out of this communication.

## Telephones/Cell Phones/Smart Devices

- All school telephones are business phones and can be used only with the permission of the teacher, administrator, or office personnel.
- Only in case of emergency will a teacher be called to the telephone during classroom hours, or a student be called to the telephone during the school day. Necessary messages will be delivered at designated times during the school day.
- Students may have cell phones at school but they must remain in the off position and in the student's backpack or checked in with the teacher based on classroom policies. Smart Devices including watches with texting and/or internet capability must also follow these guidelines.
- Cell phone and Smart device usage by students is allowed only with permission from the classroom teacher or an administrator. If a student's phone/device is on, used, or removed from backpack during school hours (7:30-3:30) and/or extracurricular activities, the

following consequences will be enforced:

**1st offense- School personnel confiscates the cell phone/device giving it to the principal. The principal will return the phone/device at the end of one (1) school day.**

**2nd offense- School personnel confiscates the cell phone/device giving it to the principal. The principal will return the phone/device at the end of three (3) school days.**

**3rd offense- School personnel confiscate the cell phone/device giving it to the principal. The principal will return the phone/device at the end of five (5) school days.**

***\*Note: If the violation falls over a weekend, the device will be returned to the parent and the consequence will begin on Monday.***

## **School Library**

The library is a vital component of our program. It is used for research and to promote the love of reading. Students have weekly library sessions. It is the responsibility of the students/parents to pay the full cost of a lost or stolen library book. The current school year's exact schedule will be communicated the second week of school.

## APPENDIX C: ST. ELIZABETH ANN SETON

### School Prayer

*Lord God,  
 You blessed Elizabeth Seton with gifts of grace;  
 As wife and mother, educator and foundress,  
 So that she might spend her life in service to your people.  
 Through her example and prayers  
 May we learn to express our love for you  
 In love for our fellow men and women.  
 We ask this through our Lord Jesus Christ, your Son,  
 Who lives and reigns with you and the Holy Spirit,  
 One God, for ever and ever. Amen.*

### St Elizabeth Ann Seton School Statement

The St. Elizabeth Ann Seton School faculty and staff along with family, parish and community are committed to providing a Christ-centered education for our students. In the teachings of Christ and His Church, students will be invited to know, love and serve God.

We, the faculty and staff of St. Elizabeth Ann Seton School, are dedicated to preparing our students to meet the challenges of the future based on the values and teachings of Jesus Christ and the Catholic Church.

### St Elizabeth Ann Seton School Philosophy

St. Elizabeth Ann Seton School, an integral arm of the Catholic Church's ministry, promotes spiritual and intellectual growth by instilling Christian attitudes and morals through Catholic doctrine, values and practices. Students have opportunities to become caring, giving people, recognizing that each individual has gifts from God to share with others in their community while acquiring wholesome attitudes, reverence toward God, all people and creation. Our students are prepared to fully participate in the world in which they learn to love Christ, live Christ and be Christ to all.



ST. ELIZABETH  
 ANN SETON  
 SCHOOL

Welcome to St. Elizabeth Ann Seton, the newest addition to the Springfield Catholic School System. I, as well as the SEAS faculty and staff, are looking forward to a year filled with academic and spiritual growth. Our teachers, staff and I support every child at St. Elizabeth Ann Seton and value each of their individual talents and interests. We are committed to providing excellence and modeling Christ's love in a safe and welcoming environment.

Our faculty and staff integrate our Catholic faith within all academic areas. We offer extracurricular activities, service projects and leadership opportunities for our students to help them develop the necessary skills and attitudes to be leaders who will make a positive difference in God's world. This year our theme is "Let Your Light Shine." We look forward to seeing all the ways our students, faculty and staff shine bringing glory to God.

I am thrilled you have made the decision to send your child/ren to St. Elizabeth Ann Seton School. By working together and establishing a positive line of communication between home and school, I know we will all have a successful school year! This partnership is integral to the success of our students. Thank you for your ongoing support and always feel free to reach out to me or your child's teacher with any questions or concerns.

I look forward to a productive and blessed 2023-2024 school year!

Sincerely,  
JoAnne Bailes  
Principal  
[jbailes@scspk12.org](mailto:jbailes@scspk12.org)

### **"Let your Light Shine"**

#### **2023-2024 School Year Theme**

***In the same way your light must shine in people's sight, so that, seeing your good works, they may give praise to your Father in heaven. ~Matthew 5:16***

\*St. Elizabeth Ann Seton School is accredited by the National Federation of Nonpublic Schools State Accrediting Association

### **Hours of Operation**

Students entering class after 8:05 am at the beginning of the school day are considered to be tardy. Students gone from school for more than 1.5 hours but less than 3.5 hours are counted as 1/2 day absent. Students gone for more than 3.5 hours are considered one full day absent.

Office Hours 7:30-3:30 PM  
 Building Opens 7:30 AM  
 School Begins 8:00  
 Students entering the classroom **after** 8:00 am will be considered tardy  
 Pre-School Hours 8:00-11:15 AM  
 Regular School Dismissal- 3:05 PM  
 Daycare 11:15-3:00 PM  
 Extended Care (Pre/PK) 3:00-6:00 PM  
 Y Academy 3:05-6:30 PM (YMCA 417-862-7456)  
 Lunch will NOT be served on noon dismissals.

## After School Care

### Extended Care/Y Academy

SEAS offers extended care for students Pre 3, PK and kindergarten ages. Kindergarten age students are **only** allowed in the SEAS extended care program if there is room once all preschool and PK family extended care needs have been met or have a sibling in the extended care program. Fees for this program are paid directly to SEAS School and are **not** part of the system FACTS Grant and Aid payments.

Y Academy is an after-school care program provided by the YMCA located on the SEAS campus. This is for students in kindergarten-8th grade. Registration for Y Academy opens July 1st. Please call the YMCA at (417) 881-1599 for details or go to <https://www.orymca.org/locations/school-age-services/y-academy/>

Extended care has a cost associated either with SEAS school or with YMCA Y Academy.

## Cafeteria/Irish Eats

St. Elizabeth Ann Seton School offers a breakfast/lunch program as a service to our students. All students are required to eat lunch (either purchased or brought from home) in the dining room. Menus are published monthly in the principal's newsletter and a copy is sent home in your child's folder.

You are welcome to join your child for lunch. Parents and special guests will sit at designated tables with your student. Except in case of emergency, please do not send/bring "fast food" lunches. It causes disruption to the lunch time procedures. Soft drinks are strongly discouraged. Glass containers are prohibited.

**Breakfast \$2.75**  
**Lunch \$4.00**  
**Extra Entree \$1.75**  
**Extra Milk \$0.60**

\*\* We strongly encourage families who qualify for free or reduced lunches to take advantage of this benefit. Irish Eat's, our self funded in house lunch program, offers free and reduced meals

for families who qualify. Application forms are available online at <https://springfieldcatholic.org/seas-parents/parent-documents>. Scroll to the Free and Reduced Meal Application. Please complete and return to your child's teacher or the school office.

**Reduced Breakfast \$0.40**

**Reduced Lunch \$0.50**

A la Carte food is considered extra to the normal meal. A la Carte foods are NOT part of the Free and Reduced lunch menu. Parents/guardians of students in grades 3-5 are required to submit an A la Carte permission form. Go to <https://springfieldcatholic.org/seas-parents/parent-documents> and scroll to the Ala Carte permission form. Please complete and return to your child's teacher. A la Carte items will ONLY be available for students in **positive lunch balances**. *Items may be purchased once the student's main lunch meal is finished.*

**If you wish to join your child for lunch and would like a school lunch, please order ahead by 8:45 am.**

### Method of Payment

Please pay online via SIS or send all breakfast/lunch money to school in a sealed envelope. Please make checks payable to **SEAS Cafeteria**. Envelopes can be given to your child's teacher or left in the school office.

On the front of an envelope note the following information:

- STUDENT'S NAME/GRADE (Families with multiple children please note all names/grades)
- AMOUNT ENCLOSED
- PURPOSE

Please note that if your child's balance falls below \$5.00 you will receive a notification email from the school office. Please monitor your child's account regularly to avoid deficient funds. Parents can check balances online through the SIS parent portal.

### Carline Procedures- Arrival & Departure

- No cell phones during the carline to ensure student and teacher safety.
- Pull your car as far forward in the loading zone before you stop.
- For the safety of the children, **no** driver is allowed to pass other cars in the carline at arrival and dismissal times.
- If it is necessary to park, please park in the east parking lot and enter the building.
- For liability reasons, the diocese does not allow for booster/car seats to be left at school for installation in a vehicle by someone other than a parent/guardian.

### Arrival Procedure



- Arrival carline will proceed around to the west side of the new gym. Turn left (heading EAST) and pull up to the school entrance. Please come to a complete stop and put your car in PARK before allowing your child to exit your car. Depart out the EAST exit(s). See diagram below.
- Please **do not** pull into the parking lot and allow your child/ren to walk to the school entrance during morning carline. Cars driving in this area create a danger to staff and staff children walking to the school entrance. Please use the morning carline.
- DO NOT drive around other cars as STUDENTS will be getting out and walking around to come inside. Please wait your turn to leave the carline.
- Students must be in the cafeteria between 7:30 and 7:55 am unless requested to be in attendance in a classroom with a staff member for a club or activity. This time is free of charge. Students arriving before 7:30 am must wait in the car until doors are opened at 7:30 am.
- We work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.
- At **8:05 am** barriers will be put in place on the east and west side of the parking lot directly south of the school entrance to make the area connecting the playground and the school Car Free and a Kid Friendly Zone.
- Students arriving after **8:00 am** are to be checked in by parent/guardian at the office and will be marked tardy.

### Dismissal Procedure

- Dismissal carline will proceed around to the west side of the new gym. Turn left (heading EAST) and pull up to the school entrance. Cars will form two lines and come to a stop when directed. Please come to a complete stop and put your car in PARK before allowing your child to enter your car. Please watch the direction of school personnel directing the carline as well as all staff and faculty assisting. Safety is our priority. Students will load and the cars will drive out the EAST exits. See diagram below.
- Please clearly display your sign **throughout the duration** of the carline. The school will provide every family with multiple car signs at the beginning of the year. Additional signs are available upon request.
- Parents are to stay in their car during the carline. Students will remain in the classroom until called.
- Parents needing their child(ren) prior to the carline must arrive prior to **2:45 pm** and check their child(ren) out in the school office. Walk ups will not take place during the afternoon car line. After the afternoon carline is complete, parents are welcome to walk up for pick up. Any parents who accompany their child into the building must park their car in the parking lot.

### Special Circumstances

- Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who regularly violate the arrival and departure times may result in being placed on an attendance contract.
- The south side school doors will automatically lock at 3:30 and the school office closes at 3:30. Parents are expected to make arrangements to have their children picked up no

later than **3:30 pm** (or 15 minutes after dismissal on early dismissal days.) The teachers' supervisory duties normally end at **3:30 pm**. Parents who do not use the Y Academy or Extended Care program and who do not pick up their children on time, place a hardship on the staff.

- Students who arrive after 10:00 a.m. or leave before 1:30 p.m. will be counted as 1/2 day absent. Students gone from school or on the nurse's sick bed for more than 3 1/2 hours of the day are counted as a full day absent. **When your child is absent from school, please contact the office at [seasoffice@scspk12.org](mailto:seasoffice@scspk12.org) or 417-887-6056 to explain the reason for the absence.**
- When a child is absent, tardy, or released from school early, he/she is responsible for work assigned and the student should ask their teacher about make-up work.

### SEAS Carline Route



### SEAS Reunification Route



### Communication

- We ask that you check your email and our school's website <https://springfieldcatholic.org/seas> often.
- A newsletter and link will be emailed to all families from the principal every week. This newsletter will also be posted on the school website.
- Please let the office know if you need a hard copy of any correspondence from the office due to lack of digital access or if an interpreter is needed.
- St. Elizabeth Ann Seton uses the **Remind system** to send out text alerts about important reminders. **Text the message @e8e6be to the number 81010.**
- All school telephones are business phones and can be used only with the permission of the teacher, administrator, or office personnel.
- Only in case of emergency will a teacher be called to the telephone during classroom hours, or a student be called to the telephone during the school day. Necessary messages will be delivered at designated times during the school day.
- Teachers will post daily work, homework assignments and update grades in a timely manner on the SISK12 portal. Contact the office for login information.
- Progress Reports/Grade Cards will be emailed throughout the year. The final grade report will be mailed to families.
- Follow us on Facebook and Instagram.
- Allow teachers 24 hours to respond to your email.
- Teachers are not required to check their email over the weekend to respect their personal time.

- Please notify the school office in case of an emergency during the school day and the parish office after school. School office 417- 887-6056 Parish office 417-887-6472
- Phones roll over in the school office at 3:30 and during Holidays. Please leave a message.

### Electronic Devices

Students may have cell phones at school but they must remain in the off position and in the student's backpack. Smart Devices including watches with texting and/or internet capability are not allowed at school. Cell phone and Smart device usage by students is allowed **only** with permission from a teacher or an administrator. If a student's phone/device is on, used, or removed from backpack during school hours (7:30-3:30) and/or extracurricular activities, the following consequences will be enforced:

- 1st offense- School personnel confiscates the cell phone/device giving it to the principal. The principal will return the phone/device at the end of one (1) school day.
- 2nd offense- School personnel confiscates the cell phone/device giving it to the principal. The principal keeps the phone during the school day and returns the phone/device at the end of each school day for three (3) days. The student will turn in the phone to the principal each morning for the duration of the disciplinary period.
- 3rd offense- School personnel confiscates the cell phone/device giving it to the principal. The principal keeps the phone during the school day and returns the phone/device at the end of each school day for five (5) days. The student will turn in the phone to the principal each morning for the duration of the disciplinary period.

\*Note- If the disciplinary period falls over a weekend, the process will resume with the next school day.

### Home and School Association

St. Elizabeth Ann Seton Home and School Association is an organization of all SEAS school families which is established to provide activities and family events that add to the success of our school. Some events are Back to School Bash, Book Fair, Pastries with Parents. The executive board meets monthly with administration. All parents/guardians are members of this organization and encouraged to participate in its meetings and activities.

### The Goals of Home & School

- Strengthen the relationships among families and the school community
- School and campus beautification
- Improve communication between the whole school community for the betterment of the school
- Financially supplement the school based on the current needs and requests as defined by teachers, parents and parish partners
- Provide parent education on how to support our school through support of and participation in both school specific and system wide events.



## School Insurance

School insurance for injury or accident is available for families to purchase through the Schumacher Student Insurance for all families. Also, by request, applications are available for MC+ for Kids for families who qualify for Free/Reduced Lunches. All applications are available in the school's office. All students registered and attending must carry insurance either private or government sponsored at all times on the student.

## School Library

The library is a vital component of our program. It is used for research and to promote the love of reading. Students have weekly library sessions. It is the responsibility of the students/parents to pay the full cost of a lost or stolen library book.

## Specials Placement

Specials classes consist of art, band, music, physical education, Spanish (3-8 grade) and technology. Students are enrolled in elective classes for the entirety of the school year. The second Friday of the school year is the final day for middle school students to change their band/music option.

## Student Behavior

- St. Elizabeth Ann Seton School will implement the St. Ignatius discipline program. St. Ignatius is known for his prayerful decision-making and holistic worldview. This problem-solving method, based on the Collaborative and Proactive Solutions (CPS) model, is an evidence-based approach that requires a new mindset by teachers, students, and parents and will take time to develop. A shift from traditional discipline methods, to a more compassionate and effective method, will provide students with the skills to behave and solve problems using spiritual guidance and understanding that impacts their lives and the lives of others. Teachers and staff will use this model beginning in the 2023-2024 school year.
- Always check with the classroom teacher FIRST before contacting the principal (Refer to the chain of command chart)
- Each classroom teacher has clear classroom procedures and routines and behavior expectations for all students which are age-appropriate. These expectations are shared with students on the first days of school and with parents at the beginning of the school year at Parent Information Night.
- In all cases, the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. St Elizabeth Ann Seton School follows the Diocesan policies and Safe Schools Act for student behavior and discipline.
- Student and Parent will submit a copy of the Handbook and AUP stating they have read and understand all that is included within those documents.

- Every disciplinary incident will be dealt with confidentiality and in the best interest of the students involved. Due to confidentiality and child privacy laws, consequences and disciplinary actions will not be shared.
- Behavior, attendance, and academic agreement plans created by administration may be implemented for students on an individual basis due to continued issues.
- Office referrals are used for repeated, inappropriate, and/ or dangerous behaviors. Parents will be notified by an administrator or teacher, if an office referral/visit is deemed necessary.

### Uniform Code

See System Dress Code above in Appendix A. Scrip is available for both retailers.

#### **Uniform Suppliers:**

DeSales Catholic Store 210 W Sunshine St, Springfield, MO 65807

Hours: Tues.-Fri. 10 am-2 pm; Sat. 10 am- 2 pm [\(417\) 831-4630](tel:4178314630)

Lands' End [www.landsend.com](http://www.landsend.com)

Use your Preferred School Number

SEAS 900143926

#### **SHOES**

All students must wear athletic shoes for PE class.

PLEASE no black or red soled shoes that leave scuff marks.

For safety reasons, sandals, flip flops, open toe or open back shoes are not permitted including out-of-uniform days.

### Dress Code Violation

The following steps will be followed when a student is out of uniform:

1. First violation- Warning and a phone call home to parent. (Mass days a student will change into a school provided uniform.)
2. Second violation- Phone call home and student required to change into school provided uniform. If a student does not want a uniform provided or uniform not available, parent may be called.
3. Third violation- Parents will be asked to bring appropriate uniform clothing or take their student home to change. More significant disciplinary action may be considered.

### Volunteers

Many volunteer opportunities exist at St. Elizabeth Ann Seton School. Home and School events, homeroom parents, field trip chaperones, library readers, and lunchroom helpers are just a few opportunities available to get involved. All adult volunteers must complete the Safe Environment training course as well as annually provide a signed Code of Conduct. An initial background check will be conducted and renewed every three years.

**APPENDIX D: IMMACULATE CONCEPTION SCHOOL****Immaculate Conception School Prayer  
Memorare**

**Remember, most gracious Virgin Mary,  
that never was it known  
that anyone who fled to your protection,  
implored your help, or sought your intercession,  
was left unaided.**

**Inspired by this confidence,  
I fly to you,  
O Virgin of virgins, my mother.  
To you I come;  
before you I stand,  
sinful and sorrowful.**

**O Mother of the Word Incarnate,  
despise not my petitions,  
but in your mercy, hear and answer me.**

**Amen.**



**IMMACULATE  
CONCEPTION  
SCHOOL**

**A MESSAGE FROM THE PRINCIPAL**  
**IMMACULATE CONCEPTION SCHOOL 2023-24**  
**School Theme - “Let Your Light Shine”**

*Dear Immaculate Conception School Families,*

The Springfield Catholic Schools’ theme for the year is “Let Your Light Shine”. As we enter a new school year, my goal for all of our students and staff is to allow each to find their light and to let it shine for all to see. God created us to glorify Him in all that we do. Our goal here at IC will be to strive for excellence in all facets of our lives. This year will be a wonderful year full of joy, fulfilling experiences for our students, great learning and growth, and most importantly, spreading the love of Jesus Christ and our faith.

One of our primary responsibilities as educators is to make every effort to ensure that our students feel safe and successful while they are in our care. Developing a positive self-esteem and learning to love God, themselves, their family and their neighbors is part of our ministry. The most effective way to accomplish this goal is through a cooperative effort between the school and home. We look forward to working with you in a positive, mutually respectful manner where we support each other toward the accomplishment of this goal.

The purpose of this handbook is to acquaint you with the policies and procedures that are pertinent to accomplishing the mission of our school while creating a safe, healthy learning environment. Although this handbook is not all-inclusive, it is our hope that by providing you with this information, we will be able to serve you efficiently and effectively. We ask that you read and familiarize yourself with the policies and procedures stated here and further ask that you commit yourself to following these guidelines as a condition of enrollment. We also ask you to read and discuss this handbook with your child(ren).

It is our hope and prayer that you will have a positive experience as part of the Immaculate Conception School family. Please do not hesitate to communicate your thoughts or questions with us throughout the year. God bless you for your support and prayers this year as we work together to bring your child(ren) closer to God while we learn, live, and grow together.

God is Good, All the Time! All the Time, God is Good!

Blessings,  
Mike Johnson, Principal



## **SCHOOL STATEMENT**

**Immaculate Conception Catholic School is a vibrant, caring community of Christian families and individuals dedicated to the formation of young people who will be prepared to lead society into the future in a manner that will be pleasing to God.**

## **PHILOSOPHY**

**We believe that parents are vital partners in education.**

**We believe that every member of our school brings to the community unique gifts and talents that enrich the whole.**

**We believe that an effective community celebrates God's presence through worship, prayer, and service.**

**We believe that students should be prepared to take their place as citizens in the larger world.**

**We believe that Catholic values should be integrated in all subject areas.**

**We believe in academic excellence.**

**We believe in the importance of developing an appreciation for and an acceptance of cultural diversity.**

**We believe that the moral, ethical, and spiritual values, modeled by Jesus, should be reflected in the lives of the members of the school community.**

## **Immaculate Conception School Schedule**

7:30 Building opens/Supervision begins in Cafeteria, Gymnasium, and Fine Arts Room

8:00 School Begins

8:05 Tardy Bell followed School Prayer and Pledge

11:15 AM Preschool Dismissal (12:00 - Noon Dismissal Days)

10:50 -12:30 Lunch (Daycare, K-8)

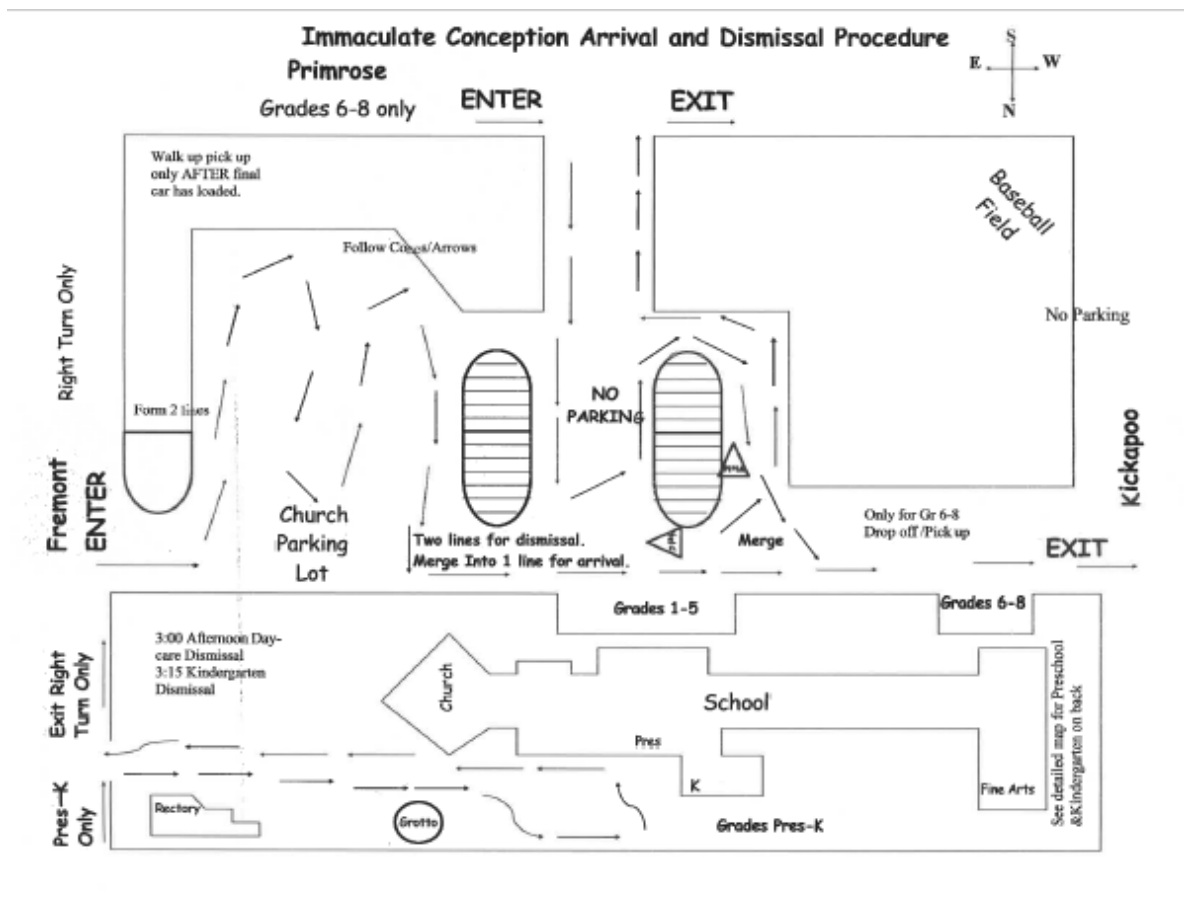
3:00 Daycare Dismissal

3:05 Dismissal (K-8)

## Arrival and Dismissal Procedures

Please refer to the diagram included below, which will provide directions for traffic flow for our arrival and dismissal procedures.

- Please clearly display your sign throughout the duration of the carline.
- No cell phones during the carline to insure student and teacher safety.
- Pull your car as far forward in the loading zone as you can before you stop.
- All children should enter and exit cars on the passenger side of the car for safety reasons.
- If you are parking, rather than using the car line, you must accompany your child to and from the school.
- For the safety of the children, we ask that parents not pass other cars in the carline at arrival and dismissal times.
- For liability reasons, the diocese does not allow for booster/car seats to be left at school for installation in a vehicle by someone other than a parent/guardian.



## Additional Arrival Information

- The school building will be open at 7:30 a.m. daily. Students in grades 6-8 may enter the school using the Middle School entrance between 7:30 a.m. – 8:00 a.m. Students in grades 6–8 arriving at school before 8:00 a.m. will go directly to the Fine Arts room where they will be supervised. Students in grades Preschool – 5 should enter using the main Elementary School/Gym entrances. Students in grades Preschool – 5th arriving before 8:00 a.m. will go directly to the gymnasium where they will be supervised.
- Preschool and Kindergarten students may use the Early Childhood Center entrances between 8:00 – 8:10 a.m.. Any student arriving after 8:10 a.m. should come through the south side main entrance to the school.

## Additional Dismissal Information

- For safety reasons, if parents must walk up at dismissal time, check out must occur before 2:45 PM in the office. Walk ups will not take place during the afternoon car line. After the afternoon carline is complete, parents are welcome to walk up for pick up. Any parents who accompany their child into the building must park their car in the church parking lot.
- Children in grades 1-8 will dismiss on the south side of the facility, grades 1-4 from the main gym doors and grades 5-8 from the Middle School doors. Only children in Kindergarten and Preschool will be dismissed from the Early Childhood Center doors.
- Students/Parents may not re-enter the building until the carline is complete.
- Parents are expected to make arrangements to have their children picked up by no later than 3:30 (or 15 minutes after dismissal on early dismissal days.) The teachers' supervisory duties normally end at 3:30. Parents who do not use the Prime Time or Pre-K after school care programs and who do not pick up their children on time, place a hardship on the staff.
- If for some reason children have not been picked up after-school by 3:30 p.m., they will be taken to the main office to wait for parents, who must come into the building to pick them up. After 3 (three) infractions of picking up children late, parents will be asked to register for Prime Time or make other child care arrangements.
- Students who either walk or bike to and from school must have written permission from their parents. These students will be dismissed at the conclusion of the carline.

## Cafeteria: Irish Eats

- Immaculate Conception School offers a breakfast/lunch program as a service to our students. All students are required to eat lunch (either purchased or brought from home) in the dining room. Menus are published monthly in the principal's newsletter.
- Except in case of emergency, please do not send/bring "fast food" lunches. It causes disruption to the lunch time procedures. Soda and sugar-filled drinks along with glass containers are prohibited.
- \*\* We strongly encourage families who qualify for free or reduced lunches to take advantage of this benefit. Irish Eat's, our self funded in house lunch program, offers free and reduced meals for families who qualify.
  - Breakfast \$2.75 (Reduced \$.40)
  - Lunch \$4.00 (Reduced \$.50)
  - Extra Milk \$.60
  - Jumbo (or extra entree) \$1.75
- A la Carte food is considered extra to the normal meal.
- A la Carte foods are NOT part of the Free and Reduced lunch menu. Parents/guardians of students in grades 3-5 are required to submit an A la Carte permission form to the school office for their student to purchase A la Carte. A la Carte items will **ONLY** be available for students in **positive lunch balances**. Items may be purchased once the student's main lunch meal is finished.

## Celebrations in the Classroom

- In accordance with our Wellness Policy, we would like to avoid unhealthy, sugary snacks/birthday/holiday treats.
- If your Preschool or Elementary (PS-5th Gr only) child wants to celebrate his/her special day with classmates, possibly a healthy, easy-to-distribute, individually prepackaged snack or a donation of a book or game to the classroom for all to enjoy would be a good way to do so.

## Classroom Placement

Classroom assignments are determined by the administration with input from the teaching staff. Parents are discouraged from making requests for specific placement for their child without a valid educational reason. If parents believe they have a valid reason for their child not to be placed in a particular classroom, they are required to submit the reason for that request in writing for consideration by the administrators. These requests must be received in the office by June 1.

Students are enrolled in elective classes for the entirety of the school year.

## Dress and Uniform Modifications

- Necklaces or ankle/ arm bracelets are not considered part of the school uniform and are not to be worn. An exception to this would be a lightweight chain or cord with a cross or religious medal. Students may wear one ring per hand. Girls may wear one pair of stud or small hoop earrings in the main earlobes, if desired. No multiple piercings please.
- Headbands must not extend above the head (no ears/horns/etc) and must be worn in the hair not on the forehead.
- Make-up (excessive), unnatural hair colors/highlights, and artificial nails (including dipped/acrylic) are not to be worn by any students.
- Middle school students ONLY may wear nail polish (ladies only) and matching colored socks (ladies and gentlemen), as long as they do not distract from the educational process.
- Out of Uniform Days: Please read “Non-Uniform Days” Guidelines in the main handbook prior to choosing clothing for these days.

## Home and School Association

Immaculate Conception Home and School Association is an organization established to provide activities and volunteer programs that add to the success of our total school program. Meetings are normally scheduled during the months of September and October. The executive board meets monthly with administration. All parents are members of this organization and encouraged to participate in its meetings and activities. Home and School provides many community building activities for families throughout the school year including the Back to School Ice Cream Social, Fright Night, Donuts with Dads, Muffins with Moms, Book Fair, Breakfast with Santa, Father/Daughter Dance, and Mother/Son Time for Fun to list just a few. Our IC school fundraiser will be a “Casino Night” this year.

## School Communication

Immaculate Conception School correspondence will continue to be electronic this year.

- We ask that you check your email and our school’s website <https://scspk12.org/schools/ic.html> often.
- Weekly newsletters will be sent out via smore.com - Follow Mr. Johnson’s smore profile to see all newsletters @ <https://www.smores.com/u/mjohnson-ic>
  - If you are not receiving these, please email Beth Mount at [bmount@scspk12.org](mailto:bmount@scspk12.org)
- Please let the office know if you need a hard copy of any correspondence from the office due to lack of digital access or if an interpreter is needed.

- Teachers will post work and assignments via Google Classroom, Class Dojo or another form of media. Teachers will also update grades in a timely manner on the SISK12 portal. Contact the office for login information if needed.
- Progress Reports/Grade Cards will be emailed throughout the year.
- Teachers will respond to emails within 24 hours upon receipt, unless the teacher is ill, out-of-town, or if the email is sent after 3:30 on the final day of the week or over the weekend. Call the office for emergencies.
- Follow us on Facebook: **Immaculate Conception School - Springfield, Missouri**
- Follow us on Instagram: **immaculate.conception.school**
- Text message system: **Flocknote**

## Student Behavior

- Immaculate Conception School practices Positive Behavior Intervention Supports (PBIS). Resources are available for parent-use if so desired. Please contact the administration for more information.
- Each classroom teacher has clear behavior expectations for all students which are age-appropriate and enforced with patience, love, and consistency. These expectations are shared with students on the first day of school and with parents at the beginning of the school year at Parent Information Night.
- Consequences again are classroom specific and provided as needed and are clearly communicated with students on the first day of school and with parents at the beginning of the school year at Parent Information Night.
- Office referrals are used for repeated, inappropriate, and/or dangerous behaviors. Parents will be notified by a think-sheet, an email, or a phone call from an administrator or teacher, if an office referral/visit is deemed necessary.
- Behavior, Attendance, and Academic agreement contracts created by administration may be implemented for students on an individual basis due to continued issues.
- In all cases, the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. Immaculate Conception follows the Diocesan policies and Safe Schools Act for student behavior and discipline.

## Telephones/Cell Phones/Smart Devices

- All school telephones are business phones and can be used only with the permission of the teacher, administrator, or office personnel.
- Only in case of emergency will a teacher be called to the telephone during classroom hours, or a student be called to the telephone during the school day. Necessary messages will be delivered at designated times during the school day.
- Students may have cell phones at school but they must remain in the off position and in the student's backpack. Smart Devices including watches are not allowed at school.

- Cell phone and Smart device usage by students is allowed only with permission from the classroom teacher or an administrator. If a student's phone/device is on, used, or removed from backpack during school hours (7:30-3:30) and/or extracurricular activities, the following consequences will be enforced:

**1st offense- School personnel confiscate the cell phone/device giving it to the principal. The principal will return the phone/device at the end of one (1) complete school day.**

**2nd offense- School personnel confiscate the cell phone/device giving it to the principal. The principal will return the phone/device at the end of three (3) school days.**

**3rd offense- School personnel confiscate the cell phone/device giving it to the principal. The principal will return the phone/device at the end of five (5) school days.**

## Volunteers

Many parent/family volunteer opportunities exist at Immaculate Conception School and Parish. Home and School Events (IC Parent Organization), Homeroom Parents, Field Trip Chaperones, Library Readers, Cafeteria Servers, St. Vincent DePaul Food Pantry Helpers, Gift Bearers, Mass Greeters, and Guardian Angels are just a few outlets available to get involved. All adult volunteers must be Virtus certified and must check in at the office prior to and at the conclusion of volunteering. Please contact the office to lend a helping hand today!