

# Saint Margaret of Scotland Family Handbook



In the **end** it's the  
**beginning** that counts.

Updated July 2025

*St. Margaret of Scotland Parish School shall maintain a School Handbook available online and in hard copy in the school office. The Handbook includes school policies, procedures, rules and other pertinent information. The Handbook is reviewed annually with changes communicated to all parents with each new school year. All families are required to sign an agreement to uphold policies and procedures outlined in the Handbook.*

**(School Board Policy, reviewed May 2024)**

**Family Handbook Disclaimer:**

**The St. Margaret of Scotland Family Handbook contains established policies and procedures as of August 2023. It is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner; this will include a statement about when the change will take effect.**

**Archdiocese of St. Louis**

**Catholic Education Office**

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## **SAINT MARGARET OF SCOTLAND PARISH AND SCHOOL**

### **St. Margaret of Scotland Parish Mission Statement**

St. Margaret of Scotland Church is a diverse urban Catholic parish. Inspired by the Holy Spirit and the example of our patroness, we are called to be a vibrant voice and beacon of the Catholic faith in our neighborhoods.

We proclaim the Gospel of Jesus Christ in word and action by:

- Praying and celebrating as a Eucharistic community,
- Educating children and adults to live a full Christian life in today's world,
- Serving others with unconditional generosity, and
- Living just lives and working for a more just society.

(Revised 2004)

### **St. Margaret of Scotland School Mission Statement**

St. Margaret of Scotland Parish School is a diverse, urban, vibrant, and inclusive Catholic community. We provide a challenging learning environment for children, prekindergarten through eighth grade, in which they realize their academic potential and giftedness in body, mind, and spirit. Our students embody the example of our patron saint as responsible leaders and caretakers of our community through works of service and social justice.

(Revised 2015)

### **St. Margaret of Scotland School Statement of Beliefs**

#### Faith is foundational.

- As a ministry of St. Margaret of Scotland Catholic Church, we proclaim the gospel of Jesus Christ in thought, word and deed.
- The Eucharist sources the Spirit of St. Margaret; we aspire to the summit of school life through our practice of the Sacraments and Works of Mercy.
- Catholic Social Teaching inspires our commitment to peace, reconciliation, dialogue and justice for all humankind.

#### Education is a family-school partnership.

- Parents are the primary educators of their children.
- Ongoing communication between family and school benefits student learning and whole-child development.
- Family and staff participation in school activities and organizations enhances the learning environment.
- Self-discipline is the base ingredient for virtue and academic progress; it can be learned and exercised at every grade level.

All are welcome.

- We provide a place of hospitality and inclusion as we live and learn within the body of Jesus Christ.
- Our school fosters and nurtures the community.
- The diversity of our student body creates a rich community of learners among and between students, teachers, and families.

We are “The Spirit of St. Margaret”.

- Our school serves as a catalyst for community and faith in our neighborhoods.
- Students become living heirs of St. Margaret, whose Christian values inspire our community’s charism.

(Revised 2015)

## ADMISSIONS

*Parents/guardians desiring to enroll their students at St. Margaret must understand and be willing to support the Mission and Statement of Beliefs for St. Margaret of Scotland School.*

*The Pastor, in consultation with the principal, will admit students to the school with priority given to siblings of currently enrolled students first, then second parishioners.*

*Given that Saint Margaret of Scotland School's mission is to be a diverse, urban, vibrant, and inclusive Catholic community – the principal and pastor are encouraged to consider race, ethnicity, and other factors when determining admission.*

### *Placement*

- *Preschool students need to be at least three years old by August 1st.*
- *Our full-day kindergarten program serves students at least five years old by August 1st.*
- *Exceptions to the age requirement could be made in the case that space is available and with the approval of the pastor and principal.*

(School Board Policy, Reviewed May 2024)

### **Criteria**

- The pastor, in consultation with the principal, will admit students to the school with priority given to parishioners.
- Parents desiring to enroll their children in St. Margaret of Scotland must understand and be willing to support the Mission and Statement of Beliefs for St. Margaret of Scotland School.
- St. Margaret of Scotland School parents must want a school where Catholic teachings and moral formation are integral to the curriculum, as well as a commitment by the parents to participate in the spiritual, social and financial life of the parish/school.
- St. Margaret of Scotland shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at St. Margaret of Scotland. St. Margaret of Scotland shall not discriminate on the basis of race, color, national origin or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

### **Procedure**

1. Parents/guardians of prospective students are invited to attend the annual Open House on the last Sunday in January or make an appointment to visit the school at another time.
  - The application form is not available until Open House, then collected and dated and timed according to when they are completed and returned to the school office.
2. Parents/guardians complete the application form and return it to the school office with the following information:
  - Copy of the child's Birth Certificate
  - Copy of the child's Baptismal Certificate (if applicable)
  - Copy of the child's Social Security Card

- An Up-to-date Immunization Record
  - Financial Commitment Contract & Registration Fee
  - Copy of the student's most recent report card or their preschool records
  - Copy of the student's most recent standardized test results (if applicable)
  - Check for the registration fee (can be found on the current tuition schedule)
3. In the case of a divorce, verification of the custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
  4. Acceptance of new students transferring into 1<sup>st</sup> through 8<sup>th</sup> will be based on the child's most recent report card, standardized test scores, and/or student assessment as determined by the administration of St. Margaret of Scotland School.

### **Timeline for Application and Registration**

1. Re-registration for current students and in-coming siblings are requested in mid-January.
2. Applications are accepted for new students as of Open House.
3. Assessment and registration of new students takes place during March and beyond.
4. Notification of acceptance by mail, email or phone takes place in March and beyond.

### **School Budget Development**

*The process of developing the annual school budget and setting tuition is led by the Pastor of the parish and school administrators. Input from the Parish Finance Council and School Board shall be prioritized in a way where members of both groups are able to review and understand the goals being set in the budget drafts presented to them. This process should begin early enough to give members of the Finance Council and School Board time to collaborate and provide useful guidance to the Pastor and administrators with the goal of having tuition set in time for registration.*

(School Board Policy, Revised, May 2024)

### **Tuition Payment Policy**

*St. Margaret of Scotland Parish School, in order to be fiscally responsible to the parish and school communities, holds each family accountable to their financial commitment contract signed yearly at registration. St. Margaret of Scotland Parish School accepts tuition payments from multiple sources.*

*In the event that the financial commitment contract is not fulfilled*

- *The family must contact the principal, pastor, or parish administrator to discuss their financial needs.*
- *The student's records may be withheld, and the student may be asked not to return until outstanding fees are current.*

(School Board Policy, Revised, May 2024)

**Tuition and Fees:** The tuition and fees are reviewed and established on an annual basis by the pastor in collaboration with the parish administrator, school board and parish finance committee each January. The tuition applies to all kindergarten students through grade 8. There is a special tuition rate set for preschool three and four year olds. All financial responsibilities are published at the time of re-registration for the coming school year.

**Application and Registration Fee:** The application form filled out by prospective families includes the registration fee. The registration fee either goes directly towards registration when the child is accepted or is refunded if the child is not accepted.

**Registration Fee:** The registration fee is paid directly to the school. One third is required at the time of registration / re-registration and the remaining amounts are due within 30 and 60 days of registration. The registration fee is non-refundable unless a refund is granted by the pastor or parish administrator. Requests for refunds must be submitted in writing and will be considered individually. An administration fee of \$10.00 is withheld in cases where a refund is granted.

### **School Sponsored Fundraising**

#### **Parent Involvement**

*St. Margaret of Scotland Parish School (SMOS) relies on parents/guardians to participate in school events, fundraisers, and extracurricular activities. Like many Catholic schools, tuition at St. Margaret of Scotland does not cover the annual operating cost of the school. Additional funds are recouped through parent participation in fundraising and support from St. Margaret of Scotland Parish. Additionally, parent/guardian service helps build a strong bond between home, community, and school and supports a vibrant school environment.*

*To facilitate involvement, school administration will publish a school calendar each academic year and regularly promote opportunities and events in school newsletters and other communications. School administration will ensure all school parents/guardians are compliant with the Safe Environment Program.*

*A variety of fundraisers occur every year and may vary by grade level. In addition to these fundraisers, every family must meet school requirements to sell \$100.00 of "Dragon Raffle" tickets or pay that amount towards the school's operating budget in addition to regular tuition.*

(School Board Policy, Revised, May 2024)

Throughout the school year, it is often necessary for grade levels (i.e. Halloween Fest, 8<sup>th</sup> grade end-of-year events, etc.) or individual committees (i.e. library, Yearbook, etc) to sponsor fundraisers.

- When food is included in a school-sponsored fundraiser care will be taken to include only non-allergen treats or to carefully and clearly mark those treats with allergens such as nuts, eggs or gluten clearly enough that even a preschooler with allergies will be forewarned.

#### **Dragon Raffle**

St. Margaret of Scotland Parish School requires each school family to sell \$100.00 of designated school raffle tickets or pay that amount toward the school's operating budget in addition to regular tuition.

Profits from the Dragon Raffle (the only mandatory fundraiser) go directly into the operation of the school and help to maintain tuition at a reasonable rate of increase each year.

### **Tuition Assistance**

Tuition assistance is available to all families in need with children in kindergarten through 8<sup>th</sup> grade. It is our hope that no family desiring a St. Margaret of Scotland education for their child will find our tuition unaffordable.

One application is used for all scholarships funded by the Catholic Education Office, the Roman Catholic Foundation of Eastern Missouri, and the Today and Tomorrow Educational Foundation. Jointly these scholarships are available to all school families – Catholic and Non-Catholic – of low and moderate incomes.

- The scholarship foundations jointly determine to whom and in what amount the grant will be given.
- All grants will transfer with the student if s/he transfers to another Catholic elementary school within the Archdiocese.

St. Margaret of Scotland School Assistance is offered upon request to those families who have already applied through the Archdiocesan foundations listed above:

- Requests for St. Margaret of Scotland grants must be renewed annually.

St. Margaret of Scotland School provides families with tuition assistance throughout the year should emergencies such as the loss of employment arise.

### **Mandeville Multicultural**

St. Margaret of Scotland Parish and School are committed to promoting economic and racial diversity. The Mandeville Multicultural Fund has been established to provide assistance to minority families who are not Catholic, who live in the city and who desire an education at St. Margaret of Scotland School. The scholarship fund is maintained by contributions from parish and school families.

## **ATTENDANCE**

*St. Margaret of Scotland School requires regular, prompt attendance of all students according to current Archdiocesan guidelines.*

(School Board Policy, reviewed, May 2024)

Regular attendance at school is mandatory for consistency of instruction and continuity for the students. Student attendance is recorded on the student's permanent record from kindergarten through 8<sup>th</sup> grade.

### **Full Day Absence**

- A student is considered absent for a full day when not at school for more than 4 hours.
- Parents are expected to call or email the school office before 7:45 a.m. to report student absences.
- During that communication, the parent should indicate with whom any school work should be sent for the sick child.
- In the case of absence due to a communicable disease a note from the child's doctor is required before the child returns to school.

### **Half Day Absence**

- A student is considered absent for a half day when the student arrives after 11:00 am or leaves before 1:00 pm, but is present at school for more than 4 hours.

- It is necessary upon arrival for a parent or guardian to come into the school to sign the student into or out of school.

### **Two-Hours Out of School**

- A student is considered “Two Hours Out” when not in class by 9:50 am, leaves school after 1:00 pm, or is away from school for two hours or more within the school day.
- It is necessary for a student arriving late to come into the office to get a late slip for entrance into class.
- It is expected when a student arrives later than 8:00 am for a parent or guardian to come into the school to sign the student into school.
- It is necessary for the parent or guardian to come into the office to sign a student out when the student is leaving for any portion of the day.

### **Tardy**

- A student is considered tardy when not in his or her classroom by the official start of the day as designated by the bell rung at 7:50.
- It is necessary for the student to come to the office to get a late slip for entrance into class.

### **Excessive Absences:**

A student who is absent more than 25 days in a school year is subject to withdrawal.

### **Excessive tardies (tardy, 2 hours out, half days):**

Being on time is a habit that will benefit a person for a lifetime, professionally and personally. As educators of the whole person we would be remiss if we did not teach the lesson of punctuality.

- Children who arrive late for school disrupt the learning environment by disrupting the flow of instruction for other students.
- Children who arrive late spend the rest of their day catching up.
- Children who arrive late often find that they leave their parents after a frustrated, even angry, exchange and carry that with them throughout the day.

### **When a student needs to leave school during the school day for an appointment:**

- The parent or guardian should advise the school secretary by note, phone, or email as to when the student will be picked up and by whom.
- The parent or guardian picking up the student must come into the office to sign the student out. At that time the student will be called to the office.
- If the student returns to school that day, the parent or guardian must come into the office to sign the student back in.

### **When a student becomes ill during the school day:**

- The school secretary or teacher will call the child’s parent to make arrangements to take the sick child home.
- If the parent is unreachable by phone, the next person on the emergency list will be called.

### **Vacation During the School Year**

- Parents are asked to avoid taking their children away from school for vacations during the school year. The learning that happens within the classroom cannot be duplicated by a textbook or worksheet.
- When pre-planned time away from school is unavoidable:
- A written note or email to the homeroom teacher and school office with the exact dates is necessary.
- The student is responsible for making up any school assignments missed during the time away.
- When possible, the teacher will send a packet of assignments with the student before s/he leaves. When not possible, the student will make up the assignments upon returning.

### **The School Year, Required Number of Days and Hours**

The chief consideration in setting the annual school calendar is to provide students with quality time for learning. The total number of instructional days/hours may exceed or be equal to 177 days or 1044 instructional hours as required by the Archdiocese of St. Louis. The calendar is developed by the principal and staff, and presented to the pastor and school board for approval. The school calendar for an upcoming year is published in the late spring of the current year. It is sent in paper form to all parents, and is available with updates on the SMOS website.

### **The School Day**

The school day is designed to optimize instruction for all students. An instructional day is defined as a day with a minimum of six hours of instruction.

7:30 am	Students may begin arriving at 7:30 am and go directly to their classrooms to unpack and organize their materials for the day. Preschool students are dropped off by their parents or siblings at the Lawrence door. Teachers will escort preschool students to their classroom.
7:50 am	Homeroom, attendance, morning prayer and announcements
8:00 am	Classes begin.
2:50 pm	Classes end followed by 10 minutes to prepare for going home.
3:00 pm	Kindergarten through 8 <sup>th</sup> grade students are dismissed:

### **Half Day Dismissal**

There are days in the school calendar where students will have a half day schedule and dismiss at 12:15. These days are indicated on the calendar as “Half Day” or “12:15 Dismissal”

### **Drop Off and Pick Up: Our Students’ Safety Comes First**

Between the times of 7:30 - 7:50am and 3:00 - 3:15pm – FOR THE SAFETY OF THE CHILDREN - no one is permitted on the dragon’s playground. At 3:15 the chain is put in place and children may run and play.

### **ARRIVALS:**

#### **Families of Preschoolers:**

- It is required that our little ones be walked to the Lawrence doors and be escorted from the door to classrooms by a school staff member.
- Vehicles may be parked on Lawrence or on the 4000 block of Castleman (west of Lawrence). (Please do not leave anything of value visible in your vehicle.)

- Please do not park on Castleman east of Lawrence.

### **Families of Kindergartners through Eighth Graders**

- Arrival time is between 7:30 and 7:50am for all students. When students arrive, they go directly to their homeroom.
- During that time SMOS faculty and staff will be scheduled to be present outside to ensure the safety of each child as they enter the school building.

### **Walkers**

- K through 8 families **who prefer to park and walk** their children to school may park on Lawrence, on the 4000 block of Castleman (west of Lawrence) or on Shaw but not on Castleman east of Lawrence/the school playground.
- Between 7:30 and 7:50am SMOS families may not park in the Castleman Circle or anywhere on the 3900 block of Castleman (east of Lawrence).

### **Vehicle Drop Off**

- Adults who prefer to **remain in their vehicles** using the Castleman drive through onto Shaw thoroughfare must follow these directives:
    - Heading west on Castleman Ave from 39 Street, vehicles will queue up at the curb at the playground. When the Castleman drive through thoroughfare is opened, vehicles will move forward towards Shaw Ave.
      - Faculty will be present to greet the children as they exit the vehicle from the driver's side.
      - Children exiting on the passenger side must walk in front of their own car – not in the back of their car – to get to the blacktop
      - Upon leaving their vehicles children will proceed directly to their homeroom.
    - At 7:50 when the queue of vehicles is finished the Castleman drive through will be closed off until dismissal at the end of the day.
- PLEASE DO NOT ALLOW YOUR CHILD TO EXIT YOUR CAR ON CASTLEMAN TO RUN ACROSS THE STREET.

### **DISMISSAL:**

#### **Families of Preschoolers**

- Parents will pick up their preschool students from the Lawrence doors.
- Parents will hold signs signaling their family name. These signs will be included in your family packet at packet pick up day.
- Teachers will bring preschool students to the door.
- Preschool pickup will be between 2:45 pm - 3:15 pm

#### **Families of Kindergartners through Eighth Graders**

- Dismissal time for all students is at 3:00 with pick-up between 3:00 and 3:15, during that time SMOS faculty and staff will be present to ensure the safety of our children.

### **Walkers**

- All students will exit out of the designated “exit” door of their building.
- Siblings who are walking home together or need to pick up a younger sibling will have a designated place on the black top to meet before walking home.
- K through 8<sup>th</sup> grade families who prefer to park and walk onto the playground to greet their children may park on Lawrence, on the 4000 block of Castleman (west of Lawrence) or on Shaw.
- Between 3:00 and 3:15 SMOS families may not park in the Castleman Circle or anywhere on the 3900 block Castleman (east of Lawrence Ave).

### **Vehicle Pick Up**

- Adults who prefer to remain in their cars using the Castleman drive through thoroughfare must follow these directives:
  - Heading west on Castleman Ave from 39 Street vehicles will queue up at the curb entering the playground. When the Castleman drive through thoroughfare is opened, vehicles will move forward.
  - Students being picked up in the drive through lane will remain in their classrooms until their name is called by a staff member via walkie talkie.
  - Each family will be required to post a sign in their car signaling their family name. These signs will be included in your family packet at packet pick up day.
  - All vehicles will move along the drive through.
    - Children will enter cars from the driver’s side unless the driver indicates that the child should cross over to enter the vehicle from the far side.
      - The child will walk in front of his / her car.
    - If the child has not come outside, the driver may be sent to the parking spaces next to Purcell hall towards Shaw to wait rather than hold up the entire line of cars.
  - At 3:15 when the queue of vehicles has ended, the Castleman drive through will be closed off until after 6:00pm for evening meetings.
    - At 3:15 when the Castleman “drive through” thoroughfare is closed the Dragon’s Playground is open; children and parents are invited to play.

### **School Closing for Special Events**

*The Principal establishes procedures for emergency school closings and schedule changes.*

(School Board Policy, revised, April 2025)

Whenever possible, it is the school’s desire to adhere to the published calendar for any days off school. If an event or special teachers’ meeting arises, parents will be notified through the Thursday Newsletter, FACTS, and the SMOS website so that appropriate arrangements for the care of the children might be made.

- School will be closed whenever the conditions are considered to be too hazardous for travel or if conditions present a threat to the students' and/or teachers' well-being. Many of the SMOS families and staff live near school, but some live quite far from school.
  - In the case of inclement weather when school is not closed, parents and staff are encouraged to use their best judgment as to the safety of traveling to school.

School closing due to inclement weather will be communicated before 7:00 am by way of FACTS, and television.

- Delayed opening of school, typically for snow, ice or extreme cold, indicates that school begins an hour later than normal. (9:00 am) There will be no staff supervision available before 9:00 am. Classes will begin at 9:25 am.
- Early dismissal of school indicates that school will end at 12:15 pm. If an alternate dismissal time is deemed necessary due to hazardous conditions, it will be communicated by way of FACTS.
  - SMOS Aftercare does not provide services if the school is closed early for inclement weather.
- School closing for inclement weather after the school day has begun will only happen on the rarest of occasions. If an early dismissal time is deemed necessary due to hazardous conditions, it will be communicated by way of FACTS.
  - As always, parents are encouraged to use their best judgment as to the safety of their children on those days when the inclement weather begins after the school day has begun.

### **Non-Weather Related Emergencies**

In the case of a severe emergency or natural disaster the school follows specific procedures. Parents will be notified through FACTS whenever possible concerning the emergency. Students will only be released to their parents or to those persons designated on the Child-Safe Release form or the emergency contacts listed in FACTS

NOTE: Please be sure that your emergency information on FACTS is accurate and up to date.

### **Archdiocesan Guidelines Related to Attendance**

**Absence:** Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities (e. g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written or verbal notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

**Truancy:** A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

**Tardiness:** A student is tardy who arrives at their classroom after the time fixed by school policy for the start of the school day.

**Release of Students from School:** A school should develop policies and procedures for the release of students, both for the normal course of events, as well as for unforeseen or emergency situations. These policies and procedures should be published in the faculty handbook and communicated to students and parents through the parent/student handbook and other appropriate means.

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

**Dual Enrollment:** Dual enrollment is a method of providing courses and programs to students that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and math services.

Archdiocese of St. Louis: Administrative Manual for Catholic Education, 2006

## **SPIRITUAL ENVIRONMENT**

### **Faith-based Learning Environment**

St. Margaret of Scotland School is built on a century of faith. Gospel values are the foundation for the formation of a faith-based, learning environment that is directed toward nurturing our community of believers.

- All students in kindergarten through 8<sup>th</sup> grade and all members of the faculty celebrate Eucharist as a reminder that they are bound together in love and faith. Parents and other family members are always invited to share in the weekly Mass celebration.
- An atmosphere of prayer and reverence is fostered within the St. Margaret of Scotland School. Each day begins with prayer as a whole school. Teachers pray frequently throughout the day with their students, always closing the day with prayer. Special opportunities for students to lead their peers in prayer are integrated into the school schedule reflecting the liturgical seasons and other important events.
  - Students learn to pray meditatively using the skills taught and learned in the practice of mindfulness.
- Service is an essential element of student formation from the very beginning of school life through the culmination of elementary school at graduation. Various programs and projects support the concept of serving others.
  - Within the classroom students are asked to provide service to their classmates by assuming various responsibilities.
  - A buddy system within the school encourages students to watch out for one another by linking older students with younger students.
  - Throughout the school year there are special times when the entire student body cooperates on a project of service to the larger community.

Whether a child is washing off lunch tables or bringing in non-perishable food items for someone less fortunate, these actions are service to another person.

- Teachers nurture a quiet and prayerful spirit of respect for God, self, others and nature within their classrooms.
- Each person is recognized and valued for their uniqueness. A habit of respect is cultivated in the classroom and in all other places in the building, on the playground and anywhere students gather.
- The school community strives to understand and accept others whether that be classmates, parishioners, neighbors, or people in far-reaching parts of the world.
- All adults connected with the school are encouraged to be mindful that their actions must model Christian attitudes and behaviors.

### **Religiously Centered Events and Activities**

- All students in preschool through 8<sup>th</sup> grade participate in daily religion classes. The classes are grounded in the Scriptures and Catholic Tradition.
- All students in kindergarten through 8<sup>th</sup> grade attend Mass weekly.
  - The students serve as lectors and cantors for our weekly Masses, as well as writing and reading the Prayers of the Faithful prayed during the Mass.
  - Non-Catholic children participate in all the planning mentioned above; during Communion they are invited to come forward for a blessing.
- Parents/guardians, teachers, coordinator of religious education, principal, assistant principal, and pastor share the responsibility for preparing children for the Sacraments of

Reconciliation and Eucharist. The preparation and first celebration for these sacraments occur in the second grade.

- Parent meetings precede the celebration of Reconciliation in the fall and Eucharist in the spring.
- All students in second through 8<sup>th</sup> grade are invited to participate in the Sacrament of Reconciliation during Advent and Lent. Non-Catholic students are invited to speak with the priest and request a blessing. Our students often speak of the feeling of reassurance and peace after this particular sacramental opportunity for prayer.
- The celebration of Confirmation occurs every year at St. Margaret of Scotland School for students in 7<sup>th</sup> grade. Preparation for this sacrament takes place during religion class, although there is a shared responsibility on the part of the parent, teachers, coordinator of religious education, principal, and pastor to guide our Catholic students to this sacrament.
  - A parent information meeting is held in a timely manner once the date for the reception of the sacrament has been confirmed with the archbishop's office.

While St. Margaret of Scotland is a Catholic school, it welcomes students of all faiths and is respectful of their beliefs and forms of worship. We believe that it is important for every child to develop a habit of prayer and worship. Therefore, we encourage weekly participation of all students and their families in the worship of their choosing.

### **Witness Statement**

Aware of the dignity of the holy call to parent, and with reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;
- Commit to speak more with my children about God and to include prayer in our daily home life;
- Participate in and cooperate with school programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school;
- Teach my children by word and example to have a love and concern for the needs of others;
- Meet my financial responsibilities in supporting our Catholic school.

(Archdiocese of St. Louis Manual for Catholic Education, 2006)

## ACADEMIC ENVIRONMENT

### **Creating a Learning Environment**

All students are unique; all students can reach their full potential if properly encouraged to do so. The faculty and staff respect and are challenged to meet and support the different learning needs and learning styles of each student.

Each student is challenged to develop self-discipline and a sense of personal responsibility in his or her own learning.

- The individualized approach of the Montessori and Theme-based preschool programs foster independent learning.
- In the Early Childhood grades of kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students are guided towards becoming self-reliant, independent learners. Early attention is paid to each student growing as a responsible learner through experiences and activities that provide students with basic knowledge, skills, values, attitudes and behaviors needed to be successful at the next level of learning.
- The solid foundation for essential organizational skills and effective study habits are emphasized in the intermediate grades of 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. These skills are accompanied by a personal sense of a growth mindset, allowing each student confidence in her or his eventual capability of grasping even the most challenging concepts and skills.
- The middle school students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> build on the skills and concepts learned in the younger grades as they take ownership in determining and assessing their own learning needs. Students in the upper grades must take the initiative
  - to seek advice and assistance from teachers and fellow students as needed,
  - to be critical, analytical thinkers in all subject areas,
  - and to be creative in the learning process.

Because St. Margaret of Scotland School is a learning community, it is crucial that each individual shares in the responsibility to maintain an environment in which all students can learn. The students are individually and collectively held accountable for maintaining an environment which:

- safeguards each individual, allowing all students a comfortable situation in which to learn.
- puts learning first, allowing students to take learning seriously.
- encourages learning as students cheer one another on to academic growth.

Fundamental facets of how a student at St. Margaret of Scotland School is encouraged to learn are:

- academic risk taking and a willingness to learn from one's mistakes,
- self-reliant independence and other-centered cooperation,
- metacognitive self-reflection and shared interaction,
- collaboration and consensus-seeking,
- a willingness to question and to listen,
- and to be creative, understanding that creativity is a share in God's own creativity.

The teacher is the facilitator of learning and, as such, relies heavily on the parent of each child to reinforce the skills, concepts and values taught on a daily basis. A student who experiences a partnership between school and home will be more successful. There should be a single set of

expectations for academic achievement and behavior jointly shared by the student, the parent and the teacher.

## **Providing for the Learning Needs of the Students**

- **Students with Special Needs**

St. Margaret of Scotland Catholic School will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. St. Margaret of Scotland will fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting. Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments the St. Margaret of Scotland's administration will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

- **Special Needs Records**

St. Margaret of Scotland will require current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents will be part of a student's cumulative record.

- **Differentiated Instruction**

In the course of each unit of instruction at all grades, teachers are responsible for designing lessons that challenge students at a variety of learning levels and with a variety of learning styles. Best practice instruction and assessment employed by each teacher respects the fact that students have different ways of learning.

- **Presence of Instructional Support**

There are circumstances in which student-learning needs, numbers of students in a class or the challenge of specific subject matter call for support in instruction. In these situations support is provided in the form of supplemental instructional resources, teaching assistants and volunteers.

- **Title I Program**

The Title I program, sponsored by federal government funding, provides a teacher to work on-site with students who consistently achieve below grade level in reading or math. The Title I agency provides the teacher who, with St. Margaret of Scotland teacher input, selects the students for the remedial program.

- **Learning Consultant**

The Learning Consultant will work directly with the teachers and parents of those students who struggle to be successful academically, as well as with the teachers and

parents of those students who are identified as “high-achieving.” The Learning Consultant will assist in researching and designing differentiated lessons, activities and assessments that accommodate the learning needs of these students to support and challenge them in continued learning.

- **Extra-Curricular Activities**

In order to participate in school-sponsored, extra-curricular activities sponsored directly by school, such as Bellarmine Speech League, 5th - 8th Grade Student Council, or Youth Choir, a student must have a passing average in all subjects. Appropriate effort and consistent behavior patterns on the part of the student must conform to the stated expectations for a student at St. Margaret of Scotland School.

### **Class Size and Organizational Structure**

- **Enrollment and Staffing**

*The Pastor and Principal will report to the School Board class size and staffing throughout the year*

(School Board Policy, revised, May 2025)

- **Reduction in Force**

*St. Margaret of Scotland Parish School recognizes that conditions could make it necessary to reduce the number of teaching positions due to declining enrollment, financial constraints or termination of a program. The Pastor and school administration, advised by the school board and finance committee, may terminate the employment of such teachers in accordance with Archdiocesan policies and procedures.*

(School Board Policy, reviewed, May 2024)

## SOCIAL-EMOTIONAL ENVIRONMENT

*St. Margaret of Scotland Parish School faculty and staff will utilize consistent, respectful, appropriate and positive discipline strategies that support the mission of the school and guide students to grow in self-discipline. Discipline strategies will be communicated to faculty, staff, students and parents/guardians through the St. Margaret of Scotland Parish School Family Handbook and other means.*

(School Board Policy, reviewed, April 2025)

*Violence is inconsistent with St. Margaret of Scotland Parish School Mission and Belief Statements. Students, parents/guardians, faculty and staff are expected to report to the principal concerns regarding acts of violence during school or at school sponsored events. Violence consists of words, gestures or actions that result in or have the potential to result in hurt, fear or injury. St. Margaret of Scotland Parish School will follow Archdiocesan guidelines and policies concerning violence.*

(School Board Policy, reviewed, May 2024)

*St. Margaret of Scotland Parish School, in its urban and Christian setting, is dedicated to guiding students to act justly, love tenderly and walk humbly with God (based on Micah 4:6). To this end we are charged by our mission to teach students to recognize their abilities to be agents of peace and change in a world much in need of their faith-based values. At all grade levels, St. Margaret of Scotland Parish School curriculum will include an emphasis on promoting peace.*

(School Board Policy, revised, May 2024)

*Bullying, like all forms of violence, is inconsistent with St. Margaret of Scotland Parish School's Mission and Belief Statements and is not to be tolerated. Bullying is defined as systematically and chronically inflicting or threatening to inflict injury whether physical or emotional on another person or group of persons. Students, parents/guardians, faculty and staff are expected to report to the principal concerns regarding bullying during school, at school sponsored events, and online. (Continued description of bullying and consequences for bullying are delineated in the St. Margaret of Scotland Family Handbook under Speak and Act with Care.)*

(School Board Policy, reviewed, April 2025)

## **The St. Margaret of Scotland Community Behavioral Discipline Plan**

- **Respect for God**
- **Respect for Self and Others**
- **Respect for Shared Spaces and Resources**

The entire adult community of St. Margaret of Scotland School – pastor, principal, assistant principal, faculty and staff, parents, volunteers – in keeping with:

- the Gospel values
- our patroness, St. Margaret
- Archdiocesan guidelines
- the St. Margaret of Scotland School Mission statement

are charged with the responsibility to lead “students to meet their potential and to recognize their giftedness in mind, body and spirit.” (SMOS Mission statement)

To that end, the entire community must dedicate itself to guiding students, pre-kindergarten through 8<sup>th</sup> grade, in their love and respect for God, love and respect for self and others, their respect for shared spaces and resources, and to internalize in attitude and externalize in behavior what it means to be a SMOS student.

**Like our patroness, whose piety, love of God, and love of the poor guided her life, our SMOS Students are expected to participate and embrace these behaviors:**

### **SMOS Accountability Actions**

Speak and act with care

Make sure you wear our uniform with pride

On time all the time

Stop, look, and listen

### **Speak and Act with Care**

St. Margaret of Scotland School is dedicated to guiding students to act justly, love tenderly and walk humbly with God (Micah 4:6); to internalizing and externalizing the profound belief that “each person is created in the image and likeness of God” (Genesis 1:1); and “called to act with respect for the dignity of all human life” (Catholic Social Teaching). From preschool through 8<sup>th</sup> grade there is a constant emphasis to speak and act with care in the classroom, in the hallways, at lunch and recess, and during school-sponsored events on-site and off-site.

### **Words and Actions That Have Positive Effects**

- Attitudes of respect, consideration, and patience
  - are guided through daily reminders and conversations in the classroom
  - and are modeled by faculty, staff and older “buddies”
- Attitudes of sharing, compassion, and helpfulness
  - are guided through classroom opportunities to collaborate in small group learning activities and projects
  - are expected and experienced through lunchroom behavior and play at recess
  - are encouraged through opportunities to do service within the school, the neighborhood, and beyond into the world.

## **Make Sure You Wear Our Uniform with Pride**

### **Uniform Code**

The St. Margaret of Scotland uniform signifies who we are as a school community. When students wear the school uniform with pride they deliver a clear message that St. Margaret of Scotland School is important to them and they are important to St. Margaret of Scotland School.

- The uniform code is the result of the collaborative work of parents and teachers
  - The uniform code is published in the Family Handbook and website
- Dressing in uniform and maintaining a neat appearance and appropriate hygiene is an act of respect towards St. Margaret of Scotland School and towards other classmates who have made the effort to wear our uniform with pride.

(See **Uniform Policy Matrix below** for specific dress code.)

## **On Time All the Time**

Being on time all the time is a habit when learned that will benefit SMOS students into their adult lives. St. Margaret of Scotland School has an obligation to hold students to an expectation of punctuality. Being on time demonstrates both the responsibility of living up to the expectation at hand and the respect for others involved.

### **On time all the time for school:**

- Arriving on time to school is an act of respect towards the teacher and towards the class; arriving late excessively is a disruption to the learning process for all.
- More than 5 Unexcused Tardies per trimester is considered excessive. These include tardies, and/or unexcused hours missed during the school day.

### **On time all the time with homework assignments:**

Doing homework on time all the time and doing it with care:

- Increases an individual student's chances of deep and meaningful learning
- Increases the overall learning environment for the entire class, causing each student to engage in deep and meaningful learning.

### **On time all the time with materials organized and ready for use:**

A student demonstrates a readiness to learn when the student arrives in the classroom with all the proper materials.

- This is especially true for middle school students who have just these three years to train for the departmental experience of high school and the course experience of college.

## **Stop, Look, and Listen**

SMOS School – faculty, staff, and students – takes very seriously its charge to build an outstanding learning environment in which each student is able to thrive. Such an environment is only possible when each student shares in mutual responsibility for it. All students benefit when each student takes learning seriously. The students benefit in the present as they build the SMOS learning environment, and they benefit in the future as they go off to high school and

college prepared to be academically strong students who take responsibility for their own learning and collaborate in creating a learning environment in which all students can thrive.

Students are taught to:

**STOP** what you're doing when an adult, especially a teacher, calls for your attention.

**LOOK** at the teacher or adult face to face making eye contact.

**LISTEN** to whatever it is the teacher or adult wants you to hear.

**The SMOS Accountability Actions and the evaluation of these Personal Work Habits and Social Interactions appear on the Report Card in the following manner:**

### **K-5 Accountability Grades**

- Speaks and acts with respect towards teachers and staff.
- Speaks and acts with respect towards other students.
- Speaks and acts with respect toward personal and school property.
- Speaks and acts in ways that support a positive learning environment during class discussions, activities, and quiet work time.
- Speaks and acts in ways that are appropriate to indoor and outdoor activities.
- Wears uniform at all times during the school day as required by the uniform guidelines.
- On time with all necessary materials organized and ready for use in learning.
- On time ready to learn.
- On time with in-class and homework assignments.
- On time with initial effort on an assignment and a willingness to grow through mistakes.
- Stops inappropriate behavior upon being reminded the first time responding with respect and self-control.
- Looks for opportunities to assist others, to improve one's self, and to demonstrate Christian kindness.
- Listens attentively to the teacher and others and responds appropriately to improve the learning environment.

### **Middle School Accountability Grades**

- Speak and acts with respect towards teachers and staff.
- Speaks and acts with respect towards other students.
- Speaks and acts with care toward personal property.
- Speaks and acts with care toward school property.
- Follows Chromebook, cell phone and smart watch usage policy.
- Speaks and acts in ways that support a positive learning environment during class discussions, activities, and quiet work time.
- Speaks and acts in ways that are appropriate for indoor and outdoor activities.
- Speaks and acts with academic honest.
- Wears school and PE uniform at all times during the school day as required by the uniform guidelines.
- On time with necessary materials.
- On time ready to learn.
- On time with demonstrating initial effort on an assignment and willingness to grow through mistakes.

- On time with in-class assignments.
- On time with homework assignments.
- Stops inappropriate behavior upon being reminded the first time and responds with respect and self-control.
- Looks for opportunities to assist others, to improve one's self, and demonstrates Christian kindness.
- Listens attentively to the teacher and others. Responds appropriately to improve the learning environment.

## **Cell Phone Policy**

### **Personal Electronic Devices**

- While it is occasionally necessary for a student to bring a cell phone or other electronic device to school, items such as cell phones, smartwatches, and earbuds (e.g., AirPods or similar devices) can disrupt the learning environment. Additionally, the ability to record audio, photos, or video without consent can contribute to a potentially distressing atmosphere. **As such, the use or visible display of cell phones and smartwatches is prohibited during regular school hours (7:30 a.m. – 3:15 p.m.), including transition periods, lunch, and recess.** All devices must remain turned off or silenced for the duration of the school day. The school is not responsible for any lost or stolen devices.
- **Smart watches** of any kind are **NOT** allowed to be worn at school.
- **Airpods/Earbuds** of any kind are **NOT** allowed to be worn in school.
- **Wired Headphones** are permitted when directed by the teacher for an assignment.
- **If any device is removed from the backpack/locker by the student or a classmate at any time on school property, the device will be confiscated and the student can retrieve the device at the end of the school day.**
- When an electronic device is confiscated, the student forfeits all rights to privacy concerning that device.
- A student who needs to make a phone call may use the school phone with the teacher's permission either using the classroom phone or the phone in the main office. Families wishing to contact their child will do so through our main office: (314) 776-7837.

## **Uniform Policy**

### **Dress and Personal Appearance Code**

*St. Margaret of Scotland Parish School students are required to wear uniforms daily unless otherwise specified by the Principal. Specific uniform requirements are listed in the St. Margaret of Scotland Family Handbook.* (School Board Policy, reviewed, June 2023)

We are re-committing ourselves to our SMOS handbook standards and procedures. The following code establishes the necessary standards to enhance an appropriate academic atmosphere. While St. Margaret of Scotland School does not dictate what is a suitable appearance outside the school setting, a student's appearance within the school setting should reflect their pride in our school. Uniforms are to be worn daily, except on special occasions specified by the principal. A note must accompany the student if there is a reason for not wearing a uniform.

**Uniforms should be clean, wrinkle-free, and in good repair.**

<b>For all students</b>	
Pants / shorts	<p>Solid navy uniform pants or shorts with belt loops and belt required for grades 2-8</p> <p>Pre-school, kindergarten and 1st grade students are encouraged to wear pants with an elastic waistband; no belt is required for those grades.</p> <p>Solid Navy Uniform pants/shorts may be purchased from the uniform department of any store but must be similar in style to those sold through Just Me Apparel (denim and cargo pants are not part of the uniform)</p>
Belt	solid navy, red, black, or brown
Shirt	<p>solid white or solid red (please note the light blue shirts are being phased out)</p> <p>a regular or button-down collar knit polo-type shirt without logos and turtlenecks may be worn anytime (Shirts tucked in at all times unless at recess or PE class.)</p>
Socks	solid navy, black, red, or white, one matching pair at a time, solid navy, black, red, or white tights or leggings
Shoes	<ul style="list-style-type: none"> <li>• Durable, practical shoes are strongly encouraged as the children play outside daily.</li> <li>• Athletic shoes accepted and encouraged</li> <li>• No sandals or backless shoes- ex: “Ugg slides”, “heelies”, or “cros”</li> <li>• Snow or rain boots may be worn outside, but students must change into school shoes during class time.</li> </ul>
Sweater	navy or red cardigan, pullover or sweater vest without logos; no hoodies
Sweatshirt	St. Margaret of Scotland sweatshirt or fleece – purchased through school or sweatshirt, fleece or jacket purchased through PTA or Athletic Association and must have a SMOS logo. (other sweatshirts or sweaters are not acceptable to wear in the school building)
Underclothes	Should not be visible at any time.
Personal Hygiene	<ul style="list-style-type: none"> <li>• Hair is expected to be kept clean, and neatly groomed</li> <li>• Hair color is expected to be natural (except with principal’s permission for special events)</li> <li>• Hair highlights should be minimal and non-distracting</li> <li>• Hair accessories must be small and non-distracting</li> <li>• Makeup should be worn minimally or only to cover blemishes.</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>• The following are permitted (school will not be responsible for loss or damage): <ul style="list-style-type: none"> <li>○ Watch (No SMART watches of any kind, or watches that make noise)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Earrings: small stud-type earrings (no larger than earlobe)</li> <li>○ For safety purposes, no hoop or dangling earrings</li> <li>○ Necklace to be worn inside shirt</li> <li>○ Minimal rings</li> </ul> <ul style="list-style-type: none"> <li>● Any piece of jewelry found to be distracting must be removed.</li> </ul>
PE Uniform	<p><b>PreK - 3rd Grade:</b> Regular School Uniform shorts/pants and shirt.</p> <p><b>4th - 8th Grade:</b> <b>Worn ONLY on Scheduled PE days:</b></p> <ul style="list-style-type: none"> <li>- SMOS mandated PE shorts from South City Sporting Goods.</li> <li>- SMOS T-shirt</li> </ul> <p><b>All students must wear tennis shoes on PE days.</b>  <b>*Only Solid Navy or Black Leggings underneath PE shorts.</b>  <b>*In colder weather, only SMOS jogger sweatpants from South City Sporting Goods are allowed.</b></p>
	<b>FOR GIRLS</b>
Girls' Jumper	<p><b>PreK - 3rd Grade:</b> Blue plaid SMOS Jumper</p>
Girls' Skirt/Skort	<p><b>4<sup>th</sup> – 5<sup>th</sup> grade:</b> May wear SMOS Jumper while transitioning to SMOS Skirt/Skort</p> <p><b>4th - 8th Grade:</b> Blue Plaid SMOS Skirt/Skort          *Waistbands of skirts are not allowed to be rolled.          *Students wearing jumpers or skirts should wear shorts underneath.  <b>*Only Solid Navy or Black Leggings underneath on cold days.</b></p>
Optional Friday Wear	<p>SMOS Related T-shirt with regular school uniform bottoms: shorts, pants, jumper, skirt          SMOS related T-shirts include any SMOS musical, club, sports or class shirts</p>
Dress Down Days	<p>No crop tops          No spaghetti straps          No muscle shirts          Length of Shorts/Skirts must follow uniform guidelines</p>

Non-Uniform items must be removed while in the school building.

**Parents are encouraged to see that all uniform items and jackets, and coats are clearly labeled with the child's name.**

**\* Uniform suppliers:**

- **MAGGIE'S CLOSET** - used uniforms located above the SMOS gym
- **Just Me Apparel** - located at 232 Old Sulphur Spring Road, 636-391-3551

[www.justmeapparel.com](http://www.justmeapparel.com)

- School Uniforms by Tommy Hilfiger - [www.globalschoolwear.com/school/STMA36](http://www.globalschoolwear.com/school/STMA36)

## **PE Uniform - Physical Education Uniform Policy**

### **New for 2025 - 2026:**

**All 4th - 8th Grade Students are required to wear SMOS PE shorts purchased only through South City Sporting Goods:**

4916 Hampton Ave, St. Louis, MO 63109

(314) 832-5454

[bit.ly/smosspirit](http://bit.ly/smosspirit)

**PE uniforms are required ONLY for 4th - 8th grade students:**

- **4th - 8th grade students:**  
SMOS t-shirt and school-mandated shorts from South City Sporting Goods.
- **PreK - 3rd grade students:**  
regular uniform shorts/pants and shirt.

### **When a student is OUT OF UNIFORM:**

The student will be asked to find the appropriate uniform pieces from Maggie's Closet and change into the school uniform. See General Discipline Matrix First Tier Consequence Guidelines.

## **Restorative Discipline Overview**

In following our school's mission, the discipline policy consists of a tiered disciplinary approach that seeks to involve the student, teacher, parents/guardians, and school administration. We intend to create a safe, faith-based, academic environment that allows all who enter to belong, learn, and grow.

We intend to use the plan to build the foundations of relationship, respect, responsibility, repair and reintegration to help our students develop positive choices, actions and behaviors that show respect for all, take accountability for self, restore harmed relationships, and to increase communication between school and home. [Restorative Practices vs. Punitive Practices Chart](#)

[Best practices indicate](#) that using solely punitive techniques not combined with other restorative methods has either no long-term impact or a negative long-term impact. This is due to the fact that purely punitive techniques do not take into account that a child may not possess the skills to change his/her behavior. ***Restorative Practices, when working in synergy with fair and equitable consequences***, can help all involved to focus on understanding and addressing the root causes of a defined behavior. When a consequence is utilized, it should be coupled with an investigation into the cause of the behavior and then matched with restorative techniques that will help the student learn how to act in a more productive and socially acceptable manner.

## **Culture of Respect Statement**

- **Respect for God**
- **Respect for Self and Others**
- **Respect for Shared Spaces and Resources**

As a school, we will be conscious of our words and actions. We will learn and show respect for God, Self, Others, Shared Spaces and Resources. We will commit to caring for every student, faculty and staff member within our community. We will not tolerate racism, discrimination, or hate speech in our school.

**SMOS strives to be:**

**Free from slurs, demeaning comments or biased “jokes”:** Insults, whether in person or online, related to ability, appearance, culture, gender, language, race, ethnicity, religion, sexual orientation, or social class, will not be tolerated. Even in a joking manner, and even among friends, biased jokes contribute to the normalization of hurtful behavior and consequently will not be tolerated - we will choose kindness over hurtful humor.

It is our expectation that each student and staff member will be accepting of others' opinions and beliefs.

Please understand that both discriminatory verbal comments in addition to online/social media posts can have long-term/permanent consequences in middle school, high school and beyond. The comments and/or digital presence that you or your student create now has the potential to follow him/her through college and eventual career. More so than a consequence, however, we will take a collective stand because it is the right thing to do.

Together we will stand for respect, empathy, and inclusion - a place where all are welcome and appreciated.

### **Statement of Affirmation: *A Collective Responsibility***

At SMOS we recognize our collective responsibility to model growth and acceptance as we build a community of trust and courage. Each day we will strive to practice empathy through meaningful experiences and appreciation for each student, staff member and family to create a sense of belonging for **everyone** in the SMOS community.

**Administrators have the authority to apply the following behavior matrices for inappropriate behavior. The General Discipline Matrix, The Bullying Consequence Matrix, and the Technology Use Matrix are guides only and is not binding on Administrators – each disciplinary case will be evaluated specifically before a restorative consequence is applied.**

## General Discipline Matrix

<b>First Tier Offenses – These offenses will be handled initially by the classroom teacher or grade level team. These offenses will not be referred to the office unless a student fails to change their behavior despite teacher intervention/consequences</b>
<b>Classroom Disruptions</b> – Any behavior or action that interrupts/disrupts the orderly operation of the classroom. Some examples include moving around the classroom without permission, continuously blurting out in class, making inappropriate noises, etc.
<b>Horseplay</b> – Unnecessary “playing” that risks the safety of others.
<b>Eating in the Classroom</b> – Students are not permitted to eat in the classroom outside of the regularly scheduled lunch period or snack times.
<b>Gum - No gum</b> is allowed in class or other indoor or outdoor spaces of the SMOS campus at any time.
<b>Class Preparedness</b> - The Student does not have appropriate classroom materials.
<b>Disrespect/Inappropriate Comments</b> - Directed at another student or the course content.
<b>Neglecting Shared/Personal Space and Resources</b> - Purposefully littering on campus, in the classroom, leaving lunch debris in assigned lunch areas.
<b>Uniform</b> - Non-compliance with SMOS school and/or PE uniform policy
<b>First Tier Consequence Guidelines</b>
<b>K-3</b> <ul style="list-style-type: none"> <li>• Restorative Conversation between Teacher and Student</li> <li>• Parents may be contacted by the Teacher with a phone call, email, or conference</li> <li>• Referral to administration</li> </ul>
<b>4-5</b> <ul style="list-style-type: none"> <li>• Restorative Conversation between Teacher and Student</li> <li>• Student may be issued an <u>Accountability Ticket</u></li> <li>• Parents may be contacted by the Teacher with a phone call, email, or conference</li> <li>• Referral to administration</li> </ul>
<b>6-8</b> <ul style="list-style-type: none"> <li>• Restorative Conversation between Teacher and Student</li> <li>• Student will have <u>Accountability Card</u> signed in student planner</li> </ul>

- Parents may be contacted by the Teacher with a phone call, email, or conference
- Referral to administration

**Second Tier Offenses –These offenses are initially handled by the classroom and grade level team and then referred to school administration.**

**Theft/Possession of Stolen Items** – Taking or attempting to take others’ property without their knowledge.

**Damaging other People’s Property** - This includes, but is not limited to, computers, cell phones, backpacks, lunches, earbuds, water bottles, clothing, etc. If a computer is damaged by a second party’s action, the 2nd party may result in a technology damage charge.

**Profanity/Vulgarity** – Use of vulgar or indecent language, pictures, drawings, or gestures.

**Academic Dishonesty (Cheating)** – Giving or receiving another student’s work, either partly or the whole assignment, allowing another student to copy your work, use of generative AI, plagiarism, or using unauthorized notes or other information on a quiz or test. No credit will be given for the assignment or assessment.

- *The student’s parents/guardians will be contacted.*
- *Preferred activities will be limited/forfeited until work is completed.*
- *The student is referred to the administration with the possibility of ISS.*
- *Possible Incomplete on Report Card.*

**Skipping School/Class or leaving class without permission** - The student willfully skipped class or left class without the permission of the teacher.

**Unsafe Behavior** - Any behavior that jeopardizes the safety of another person. For example, purposefully tripping, spitting on, jumping on, or shoving.

**Teacher In-Charge** - Inappropriate behavior or comments while a substitute teacher is serving in a classroom.

**Insubordination** – Defying reasonable requests or directives from any teacher or staff member, in a classroom or on campus.

**Falsifying Signatures** - Signing another person’s name to a document or form

### **Second Tier Consequence Guidelines**

#### **K-3**

- Restorative Conference between Teacher and Student
- Administrative Conference with Student
- Administrative Conference with Parents, possible implementation of a behavior plan

#### **4-8**

- Student is issued an Accountability Ticket, Restorative Conference between Teacher and Student
- Administrative Conference with Student
- Administrative Conference with Parents
- In-School Suspension (1-3 days)

**Third Tier Offenses – These offenses are referred to and handled by school administration. These are potential issues that could be reported to the Police.**

**Fighting** - Any physical exchange between two or more individuals.

**Sexual Harassment** – Unwelcome sexual attention, rumors, offensive sexual remarks about looks, orientation, and behavior, and sexual images being shown. This includes cyber, digital, verbal, or written communications or behaviors.

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions.
- Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Touching an individual's body or clothes in a sexual way.

**"Pantsing"** - Pulling down another person's pants under any circumstances will result in disciplinary action and may be treated as sexual harassment.

**Leaving Campus** - Leaving campus unsupervised for any reason without a parent/guardian signing the student out at the main office.

**Vandalism** - The malicious or willful damaging or destroying of school property or others' property.

**Racial and/or demeaning comments, pictures, drawings, gestures, and/or acts** – we expect that each student and staff member will be accepting of others' opinions, beliefs, attitudes, appearance, dress, color, religion, and/or sexual orientation.

**Blatant Disrespect/Profanity towards a teacher** – Blatant disrespect or profanity aimed at any staff member at SMOS.

**Directed or Extreme Profanity** - Profane or vulgar language aimed at another student or staff member.

**Drugs, Alcohol, or Weapons** - The possession and/or use.

**Vapes / Tobacco / E-Cigarettes** - The possession and/or use. The detailed tobacco / Vapes policy is found at the end of this document.

**Photographs, videos, or audio of other students or teachers without their permission** - taking, sharing, or posting to any social media platform, email, or any digital messaging, any photo or video of another person without their permission.

**Communication of a Threat** - Willfully threatening to physically injure a person or willfully threatening to damage the property of another. The threat is communicated to the other person orally, in writing, or by any other means.

### Third Tier Consequence Guidelines


#### K-3

- Immediate Restorative Conference with Student
- Administrative Call to Parents/Guardians
- Some of the third-tier offenses may be eligible for a possible recommendation for long-term suspension or withdrawal for cause

#### 4-8

- Immediate Restorative Conference with Student, Student is issued an Accountability Ticket
- Administrative Call to Parents/Guardians
- 1-10 days In-School Suspension/Out of School Suspension at discretion of administration
- Potential Police Intervention
- Some of the third-tier offenses may be eligible for a possible recommendation for long-term suspension or withdrawal for cause

### Accountability Ticket for Grades 4-8

 <b>ST. MARGARET OF SCOTLAND SCHOOL</b> <b>ACCOUNTABILITY TICKET</b> Respect for God, Respect for Self and Others, Respect for Shared Spaces & Resources Student Name _____ Date _____ Issuing Teacher _____	
<b>Tier 2 and Tier 3 offenses</b> <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying <input type="checkbox"/> Intent to Injure <input type="checkbox"/> Leaving Campus <input type="checkbox"/> Other	<b>Reason:</b> <input type="checkbox"/> Disrespect <input type="checkbox"/> Leaving Assigned Area <input type="checkbox"/> Bad Language <input type="checkbox"/> Playing Unapproved Game <input type="checkbox"/> Pushing/Hitting <input type="checkbox"/> Unsafe Behavior <input type="checkbox"/> Uniform <input type="checkbox"/> Using Equipment Improperly <input type="checkbox"/> Cellphone/Smartwatch <input type="checkbox"/> Other <input type="checkbox"/> <b>Check if referral to office is needed</b>
<b>Notes:</b> _____ _____ _____ _____ _____ Student Signature _____ Grade _____	

Card # ____	Trimester ____														
<b>SMOS Accountability Card Grades 6-8</b>															
I, _____, am a member of St. Margaret of Scotland Catholic School, where I am accountable for my actions.															
1	Violation of Dress Code	5	Disrespectful Behavior												
2	Unprepared for Class	6	Disruptive Behavior												
3	Gum or Eating at the Wrong Time	7	Misuse of Technology												
4	Not Following Directions	8	No Planner/Unable to Provide Card												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 55%;">Violation number &amp; Explanation</th> <th style="width: 30%;">Staff Signature</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				Date	Violation number & Explanation	Staff Signature	_____	_____	_____	_____	_____	_____	_____	_____	_____
Date	Violation number & Explanation	Staff Signature													
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### **In School Suspension (ISS)**

The in-school suspension (ISS) is assigned by the administration and is an alternative to students being suspended from school. During this time, students will be removed from their regular educational setting without being removed from school. Students will be able to complete schoolwork under the supervision of a staff member. A student who does not comply with all rules of ISS will be assigned an Out-of-school suspension. Students serving ISS are not allowed in regular classes or allowed to attend school-sponsored extracurricular activities, including, but not limited to, practices, games, field trips, and performances. The suspension does not end until midnight of the last day assigned.

### **Out of School Suspension (OSS)**

Out of School Suspension (OSS) will be assigned by the administration if we believe that the student's actions warrant complete removal from the educational setting. A student serving OSS is not allowed on campus for any reason during the suspension, including, but not limited to, school-sponsored extracurricular activities such as field trips and performances. The suspension does not end until midnight of the last assigned day.

### **Tobacco and E-Cigarettes**

Tobacco and E-Cigarettes are banned from campus. No individual should be in possession of tobacco or an e-cigarette. If a student is caught in possession of either, the student will receive

In-School Suspension for the remainder of the day and Out of School Suspension the following school day, and a reflection assignment about the use of Tobacco and e-Cigarettes.

### **Bullying Consequence Matrix**

SMOS is committed to implementing methods and strategies for promoting school environments that are free of bullying, harassment, and/or intimidating behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communication, or any physical act, or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus. Behaviors include, but are not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical development, sensory disability, or by association with a person who has or is perceived to have one more ore of these characteristics.

This policy will apply, including but not limited to, the following circumstances:

- While at school or on school grounds before, during, and after school hours
- While being transported to or attending any school activity.
- During any and all school functions, extracurricular, co-curricular, or other school activities or events.
- Any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

<b>Type of Bullying</b>	<b><u>School Consequence</u></b>
<p><b><u>Repeated and Targeted Verbal/Social Relational Bullying:</u></b> direct insults, put downs, name calling, spreading rumors/lies about someone to damage their reputation or punish them socially. Verbal, Non-Verbal Threats.</p> <p>AND/OR</p> <p><b><u>Cyber Bullying:</u></b> verbal and social using social media/technology</p>	<p><b><u>1st Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parents of both offender and target</li> <li>● 1-3 Days ISS or OSS at discretion of admin.</li> <li>● Referral to counselor for follow-up and support/mediation</li> </ul> <p><b><u>2nd Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parents of both offender and target</li> <li>● 1-5 Days ISS or OSS at discretion of admin.</li> <li>● Offender and target referred to counselor</li> </ul> <p><b><u>3rd Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parents of both offender and</li> </ul>

	<p>target</p> <ul style="list-style-type: none"> <li>• 3-10 Days ISS or OSS at discretion of admin.</li> <li>• Offender and target referred to counselor</li> </ul>
<p><b><u>Physical:</u></b> intentional, imbalance and <i>repeated</i> hitting, punching, and pinching, etc.</p>	<p><b><u>1st Offense:</u></b></p> <ul style="list-style-type: none"> <li>• Discipline Referral</li> <li>• Contact parents of both offender and target</li> <li>• Offender and target potentially referred to counselor for individual intervention and support</li> <li>• 1-5 Days ISS or OSS at discretion of admin.</li> </ul> <p><b><u>2nd Offense:</u></b></p> <ul style="list-style-type: none"> <li>• Discipline Referral</li> <li>• Contact parents of both offender and target</li> <li>• 1-10 Days ISS or OSS at the discretion of administration</li> <li>• Offender and target referred to counselor for follow up and support</li> </ul> <p><b><u>3rd Offense:</u></b></p> <ul style="list-style-type: none"> <li>• Discipline Referral</li> <li>• Contact parents of both offender and target</li> <li>• 5-10 Days ISS or OSS at the discretion of administration</li> <li>• Possible Police Involvement</li> </ul>
<p><b>Sexual Harassment/Sexual Discrimination:</b> Verbal or Cyber: continued, unwanted attention of a sexual nature</p>	<p><b><u>1st Offense/2nd Offense</u></b></p> <ul style="list-style-type: none"> <li>• Discipline Referral</li> <li>• Contact parents of both offender and target</li> <li>• 1-10 Days ISS or OSS at the discretion of administration</li> <li>• Referral of both parties to counselor</li> </ul> <p><b><u>3rd Offense:</u></b></p> <ul style="list-style-type: none"> <li>• Discipline Referral</li> <li>• Contact parents of both offender and target</li> <li>• 1-10 Days ISS or OSS at discretion of admin.</li> <li>• Referral of both parties to counselor</li> <li>• Possible Police Involvement</li> </ul>

## Technology Matrix

### Misuse of School Technology

<p>Use of any unauthorized web or gaming site</p> <p>Use of unapproved devices</p> <p>Use of any Unauthorized Chat Features in email, google classroom etc.</p> <p>Unauthorized use of school technology (SmartBoard, printer, copier, etc.)</p>	<p><b>First Tier or Violation Consequences</b></p> <ul style="list-style-type: none"> <li>● Student will receive mark on Accountability Card; Restorative Conference with Teacher</li> <li>● Parents may be contacted by Teacher - Phone call, email or conference.</li> <li>● Referral to Administration.</li> </ul>
<p>Accessing/Viewing any YouTube video not linked in Teacher's Google Classroom</p> <p>Inappropriate use of generative AI (ex: ChatGPT) (*Please see Academic Dishonesty for further consequences)</p>	<p><b>Second Tier or Violation Consequences</b></p> <ul style="list-style-type: none"> <li>● Student is issued an Accountability Ticket; Restorative Conference with Teacher</li> <li>● Teacher will take students chromebook for remainder of class</li> <li>● Parents contacted by Teacher - Phone call, email or conference</li> <li>● Referral to Administration</li> </ul>
<p>Photographs, videos, or audio of other students or teachers without their permission - taking, sharing, or posting to any social media platform, email, or any digital messaging, any photo or video of another person without their permission.</p> <p>Vandalism - any intentional attempt to harm or destroy property/technology.</p> <p>Any misuse of Security/Privacy issues - using another student's password or chromebook, posting another student's photo or video.</p> <p>Hacking and Unauthorized Access to any system, network or account.</p> <p>Bypassing Content Filters or Restrictions.</p> <p>Use of Exploits or Malicious Tools.</p> <p>Encouraging or Instructing Others to engage in prohibited or illegal digital behavior.</p>	<p><b>Third Tier or Violation Consequences</b></p> <ul style="list-style-type: none"> <li>● Student sent to Administration.</li> <li>● Chromebook taken for the day</li> <li>● Parents contacted by Administration</li> </ul> <p>After 3rd Violation will be considered Insubordination - see Consequences for Insubordination above</p>

### **COST Breakdown For Damaged Chromebooks:**

- Prices listed are estimates and may vary based on supply and demand.
  - Screen Replacement \$42
  - Keyboard Replacement \$47
  - Touchpad Replacement \$31
  - Outer Casing Replacement \$49-\$89
  - Total Device Replacement plus \$33 for Chrome License
- 

## **ARCHDIOCESAN GUIDELINES RELATED TO THE SOCIAL-EMOTIONAL ENVIRONMENT**

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

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

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

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

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

### **Descriptions of Violence**

- Violence consists of words, gestures and actions that result in, or have the potential to result in, hurt, fear or injury. Violence includes:
  - threats of injury, harassment;
  - assault, possession and/or use of a weapon;
  - and theft or vandalism of property.
- Bullying consists of words and/or actions directed by one or more persons toward others with the intent of harm, humiliation and/or intimidation.
  - Bullying can be physical, verbal, emotional, gender, cyber, etc.
- Weapons of any sort are never permitted on school premises, nor at any school-sponsored event on- or off-school property.
- Internet or electronic violence/bullying are words, actions or pictures which violate the privacy, safety, or good name of another member of the St. Margaret of Scotland School community.
  - This includes all communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity or through private communications.

- Drug, alcohol, and substance use includes the possession, use, or transfer of un-prescribed or illegal drugs on the school premises or at school-sponsored functions and are not permitted.
  - The use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions is not permitted.

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

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

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

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

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

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

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

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

**Tobacco/Vaping** products are prohibited at school as we are smoke-free environment.

**Search and Seizure:** School officials with sufficient reasons to do so may search a student's locker or desk.

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

**Suspension** is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

**Probation** is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

**Withdrawal** for cause is the permanent end of enrollment of a student from a school.

(Archdiocese of St. Louis: Administrative Manual for Catholic Education, 2006)

## **CURRICULUM AND INSTRUCTION**

*St. Margaret of Scotland Parish School's curriculum consists of all the learning experiences that are planned, guided and sponsored by the school. The curriculum is designed to further the mission of the school and its purpose, and is aligned with the Archdiocesan framework. The school's curriculum will have a review process that will consist of assessment of current curriculum, assessment data, research, consultation of other schools, etc. and will happen on a bi-annual basis. The principal will select a committee of administration, staff, and the School Board, when appropriate, that will review the curriculum. This committee will report findings and recommendations transparently to the school community when the review is finished.*

(School Board Policy, revised, May 2025)

### **Standards-based Grading Purpose and Process**

Standards-based grading, as its name suggests, is grounded in the learning standards determined by a particular school or school district. Standards are those statements within a school's curricula that describe exactly what it is that a student should know or be able to do at the end of the lesson.

- Standards-based grading is less dependent on the text book being used and more dependent on the curricula determined by a school for each grade level and for each subject area.
- Standards-based grading is less dependent on the average of a series of assignments and tests and more descriptive of just what a student knows and is able to do.
- Standards-based grading communicates more accurately and more fully to the student and the student's parents at what level of proficiency a student has working knowledge and understanding.

With Standards-based grading, there are two essential sets of learning skills being evaluated.

- The cognitive, academic mastery – what a student knows and is able to do.

- The affective, personal work habits and social interaction – how hard a student works to learn and how much a student adds to the overall learning environment.

Both are essential to a student's success at St. Margaret of Scotland School and to his or her future.

### **Curriculum Standards**

St. Margaret of Scotland School utilizes the Unified Standards written by the Archdiocese of St. Louis. The Unified Standards align with the Missouri Learning Standards and the religion requirements of the Archdiocese of St. Louis. Assessment based upon those standards are created by teachers to assess student progress toward mastery.

### **Student Assessment and Evaluation**

- Crucial to any student's learning progress is careful observation by the teacher of the manner in which a student is able to perform a learned skill or understand a new concept.
  - Observation is foundational in guiding students toward established learning goals and desired behavioral expectations.
- Projects, quizzes, tests and worksheets allow students to demonstrate their understanding and/or misunderstanding of a skill or concept as well as their work effort.
  - Rubrics are used to communicate to the student the learning expectation before beginning an assignment.
  - Rubrics are used upon completion of the assignment in order to communicate to the student the level to which the student has accomplished the learning goal.
- Pre-testing is utilized by teachers in order to evaluate the student's level of knowledge and understanding before the lesson is taught so that lessons can be designed to challenge and support each student according to each student's need.
  - Formative assessments enable the teacher to evaluate what a student knows and is able to do within the St. Margaret of Scotland curricula, allowing the student opportunities to return to the assignment to improve and provide demonstration of increased knowledge and understanding.
  - Summative assessments are the final evaluations of what a student knows and is able to do.
    - Teachers utilize end of unit/quarter tests and projects to evaluate each student's level of mastery of skills and concepts within the learning goals set out by the curriculum.

*All students in grades 2-8 are given standardized tests annually. The Principal will provide a summarized report about standardized testing to the school community and a detailed executive report about standardized testing to the School Board each academic year.*

(School Board Policy, review, April 2024)

**Proficiency Scale used by St. Margaret of Scotland For Standards-based Grading**

The purpose of this report is to communicate the level of student progress toward mastering St. Margaret of Scotland School's specific goals for academic learning, social interaction, and personal work habits. This report identifies the student's areas of strength and opportunities for growth.

PRE KINDERGARTEN - 8TH GRADE PROFICIENCY SCALE

PROFICIENCY SCALE	PERFORMANCE DESCRIPTOR	EXPLANATION
<b>4</b>	<b>MASTERY</b>	The student <b>CONSISTENTLY</b> demonstrates an understanding of the learning goal and applies the information, concepts, and skills at an <b>independent level</b> .
<b>3</b>	<b>ACHIEVING</b>	The student <b>USUALLY</b> demonstrates understanding of the learning goal and applies the information, concepts, and skills at an <b>independent level</b> .
<b>2</b>	<b>DEVELOPING</b>	The student <b>SOMETIMES</b> demonstrates an understanding of the learning goal by applying the necessary information, concepts, and skills. The student <b>needs teacher support</b> in order to meet the learning goal.
<b>1</b>	<b>INSUFFICIENT PROGRESS</b>	The student <b>INFREQUENTLY</b> demonstrates understanding of the learning goal by applying the necessary information, concepts, and skills. The student needs <b>reteaching and extra support</b> in order to meet the learning goal.
<b>L</b>	<b>INCOMPLETE / LACK of EVIDENCE</b>	Assessment of student learning is not possible due to lack of evidence, e.g. missing work, absence, etc.

Note: St. Margaret of Scotland teachers expect that most, in some cases all, students will attain achieving (3) by the time the lesson is completed and students are ready to move on to the next learning standard.

## **Homework**

Homework is an extension of the learning process begun at school. Homework allows a student time to:

- practice a skill or process introduced in the day,
- reflect on and further consider a concept introduced within a lesson,
- investigate or discover on one's own thoughts or resources significantly connected to a specific subject area, and/or
- come prepared for learning the next day.

The parent's role in doing homework:

- Always support a child's efforts in doing his or her homework by:
  - making it a priority to create a space and time conducive to learning and
  - having materials available for the completion of an assignment.
- No learning is accomplished when a parent gives a son or daughter the answer!  
Always be willing:
  - to ask just the right question
  - to guide your child to just the right resource, and
  - to encourage a positive and responsible attitude.
- The Tools for Being on Time and Ready to Learn
  - An assignment notebook is given to each student in 3<sup>rd</sup> through 8<sup>th</sup> grade.
    - Students are guided through the process of utilizing this organizational tool by their homeroom and subject area teachers. The Assignment Notebook is used at the end of each day by younger students and at the end of each period by older students. The Assignment Notebook is used by:
      - the student to record homework assignments, test dates and reminders in 3<sup>rd</sup> through 5<sup>th</sup> grade; in middle school the Assignment Notebook is a tool for expanding on or adding to what is already posted in Google Classroom.
      - Parents are strongly encouraged to look over their children's assignment notebook nightly.
- For students in middle school the Google Classroom Calendar holds all assignments (longer than overnight), projects, testing dates, rubrics, study guides and resources.
  - Students check their Google Classroom Calendar daily, if not more often. Parents have access to their children's Google Classroom calendar.
  - Parents are notified weekly via email through Google Classroom of any missing assignments.
  - Parents are encouraged to support their soon-to-be-high schooler and college student in growing in the organization and self-discipline of attending to assignments, projects and tests on time, all the time.

Doing one's homework and doing it well is a habit builder that will serve any student for a lifetime of learning.

### **Approximate Time Allotments for Homework**

#### **Kindergarten**

Be sure to read or be read to every night.

Homework is optional, it is more about building a strong habit early.

No homework on weekend

#### **First Grade**

no more than 10 minutes per evening

Be sure to read or be read to nightly

Be sure to practice math facts nightly

Homework is optional with a continued emphasis on building a strong habit early.

No homework on weekends

#### **Second Grade**

no more than 20 minutes per evening

Be sure to read nightly

Be sure to practice math facts nightly

Homework assignments allow a student to practice skills learned in the day, are recorded by the classroom teacher,

No homework on weekends

#### **Third Grade**

no more than 30 minutes per evening

Be sure to read nightly

Be sure to practice math facts nightly

Homework assignments allow a student to practice skills learned in the day, and are recorded by the classroom teacher.

No homework on weekends, except long range projects

#### **Fourth and Fifth Grades**

no more than 40-50 minutes per evening

Be sure to read nightly

Be sure to practice math facts nightly

Homework assignments extend the learning process, are recorded by the classroom teacher

#### **Sixth Grades**

no more than 60 minutes per evening

Be sure to read nightly

Homework assignments extend the learning process, encourage and practice independent thinking, are recorded by the classroom teacher

#### **Seventh Grades**

no more than 70 minutes per evening

Be sure to read nightly

Homework assignments extend the learning process, encourage and practice independent thinking, are recorded by the classroom teacher

#### **Eighth Grades**

no more than 80 minutes per evening

Be sure to read nightly

Homework assignments extend the learning process, encourage and practice independent thinking, are recorded by the classroom teacher

**Long-term assignments** (book reports, research-based essays, projects, etc).help students learn how to budget their time, as well as reflect on concepts within the subject area in order to synthesize and analyze multiple ideas and develop new ideas.

- Long term assignments are posted on Google Classroom.

### **Correcting and Grading Homework**

A variety of techniques are employed by teachers for evaluating homework varying by grade level and subject area. Each teacher's practice is communicated to students in the classroom and to parents at the September "Back to School Night."

### **Making Up Assignments Due to Absences**

Six hours or more of instruction is missed every time a student is absent. It is very important for the student's academic well-being that the work be made up in a timely manner. The best time to make arrangements for a sick child's work to be sent home with another student is when the parent or guardian calls or emails the school to report the absence.

- Typically, students are granted as many days to make up missed work due to an absence as the number of days missed from school.
  - After a one-day illness, students should be able to complete all missed assignments within the next 24 hours.
  - In the case of an extended, more serious illness the student, parent and teacher will collaborate to determine the best course of action for making up work.
- When a student in the 1<sup>st</sup> through 3<sup>rd</sup> grade is absent from class, the teacher will arrange for any necessary work to be made up.
- Students in 4<sup>th</sup> through 8<sup>th</sup> grade are responsible for meeting with their teacher(s) to determine what work was missed and what assignments need to be made up. Parents may need to assist when the student is unable to accomplish this on his or her own.

### **Promotion Procedures**

To pass a subject for the year a student must earn an average of two (2) credit points or better during the three trimesters. The credit point evaluation for standards based grading is the following:

Standards-based 3 or 4 = 3 points

Standards-based 2 = 2 points

Standards-based 1 = 1 point

### **Graduation**

To graduate from St. Margaret of Scotland, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

### **Financial Requirements for Graduation**

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

## **Communicating to Parents Concerning their Child(ren)'s Strengths and Opportunities for Growth**

### **End of Trimester Report Cards**

Report Cards are issued three times each year, please see the calendar for exact publication dates. The end of trimester report card is intended “to communicate the level of student progress toward mastering St. Margaret of Scotland School’s specific goals for academic learning, social interaction and personal work habits. This report identifies the student’s areas of strength and opportunities for growth.” Equal emphasis is placed on the student’s effort and behavior for the trimester; both impact a student’s ability to learn as well as the learning environment for the whole class.

- Students in 1<sup>st</sup> through 8<sup>th</sup> grade receive end of trimester report cards at the end of each of the three trimesters.
- Kindergarten and preschool students receive their end of trimester report cards at the end of second and third trimesters.

End-of-Trimester Reports are published through FACTS, the school communication system.

### **FACTS Teacher’s Grade Book**

Parents of 3<sup>rd</sup> – 8<sup>th</sup> grade students are able to monitor their children’s grades throughout the trimester by accessing the teacher’s on-line grade book through FACTS.

### **Parent-Student-Teacher Conferences**

Conferences are an essential means for communication between parents and their child’s teacher(s). Parent-Teacher Conferences are always held in the fall and spring. Dates are posted on the school calendar, on the SMOS website calendar, and in the Thursday newsletters. The student’s Iowa Assessment scores are given to parents at the fall Parent-Student-Teacher Conference. Students, especially those in third through eighth grade, are strongly encouraged to attend the conference with their parents.

### **Student Planners**

A Student Planner- used by each student in 3<sup>rd</sup> through 8<sup>th</sup> grade is a common tool used by teachers as a means of communicating with parents. Teachers write notes to parents in the Student Planners and hope to receive notes back from parents. In grades 6-8, students should always have their Accountability Cards attached.

### **Email, E-messages and Phone Calls**

Email and personal phone calls are an available means of communication between parents and teachers. Teachers will respond within 24 business hours. Teachers can be reached via their SMOS email addresses or through FACTS. The individual addresses can be found on the website or simply use the formula: first initial and last name@stmargaretstl.org for example: cstephens@stmargaretstl.org.

### **St. Margaret of Scotland Website**

- The school calendar and athletic association calendar are published on the St. Margaret of Scotland website and can be downloaded to personal devices.

### **Student Records**

St. Margaret of Scotland Parish School keeps cumulative records on all students. These records are maintained and transferred in strict confidence in accordance with Archdiocesan guidelines. Parents / guardians have the right to review official records, files and data related to their children.

All tuition and other financial obligations must be current before student records will be released to parents or to another institution.

#### **Access to Student Records**

Student records are the property of St. Margaret of Scotland School. Parents/guardians have the right to inspect and review the official active file of their children.

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

There must be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student who is eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

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

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

(Archdiocese of St. Louis Administrative Manual for Catholic Education, 2006)

### **Instructional Use of Copyrighted Materials**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyrighted materials for

any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

## **EXTRA-CURRICULAR EXPERIENCES**

### **Extracurricular Activities**

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

### **Student Publications**

Student publications will be the work of students under the leadership and careful supervision of faculty. These publications will meet the requirements of good journalism and should reflect the Mission of St. Margaret of Scotland Catholic School.

### **Sportsmanship**

St. Margaret of Scotland Catholic School will be an exemplary model of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators will consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans. Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

## **SHARED SPACES AND EXPERIENCES**

### **Cafeteria**

The cafeteria provides a clean, safe and healthy place for students to enjoy their lunches. It is a place to encourage positive social skills for students of all grades, kindergarten through 8<sup>th</sup> (preschoolers enjoy lunch in their classrooms).

- Parents can choose to purchase lunch through the provided catering service.
  - Catered lunches offer a choice between a hot lunch and a cold/salad lunch
  - Catered lunches are purchased for the month, the parent/student selects hot or cold in advance of the month based on the menu of items offered.
- Catered lunches are ordered by returning the completed printed menu and order form to the school office. Order forms are sent home in the Thursday Newsletter.
- Parents who send their children with a packed lunch are strongly encouraged to take great care to select healthy foods that provide the child with the energy needed to finish the school day.
  - Sodas and other caffeinated, sugary drinks are not allowed.
  - Fast foods, pre-packaged lunches and other high fat foods are strongly discouraged for the health of the child and the environment.
  - Desserts should be kept at a minimum: fruit snack/roll-up, goldfish and a cookie might each be an acceptable dessert – all three could mean that the sandwich or soup will not be eaten by the child.
- 1% white milk, fat-free chocolate milk and 100% orange juice are available daily for those children who have purchased a beverage.

- Parents can choose to purchase drinks by the year or by the day.

### **Playground**

The playground is an extension of the learning environment. Students have an opportunity to join in cooperative games and learn the give and take of fair play.

- Primary supervision during this time falls to teachers.
- Parents and volunteers are always encouraged to join in this service.

### **Recess**

- All students are allowed 20 minutes of free-play time, weather-permitting, outside at lunch.
  - Children are not kept from recess as a consequence for misbehavior or missing assignments except in the rare case that a child is a danger to another child.
- In the elementary grades, students enjoy an extra morning and/or afternoon time for outdoor, free-play.
- In the middle school grades, a breaktime is enjoyed in the morning and recess is combined with their lunch period.

### **Playground Rules**

Playground rules and expectations are defined by grade-level teachers. Please refer to teacher websites for more information regarding cafeteria and playground rules and expectations.

- Children are not to bring toys to school for recess time; play things are provided by the school. Occasionally with teacher permission students may bring balls from home for recess always to be shared with other students.
- Children are not to leave the play area, as defined by the wrought iron fencing and the circle drive except with specific permission from a teacher or the adult playground supervisor.
- Games are to be cooperative and no one is to be excluded from a game or team.
- Students are expected to join their classmates in games.
- Students return to the building only with the teacher or parent-supervisor's permission.
- Proper clothing is to be worn outside in cold weather.
- For safety reasons students are not permitted to play on the stairs, climb the gates, or the large cement planters.
- The built-in playground is reserved for preschool through second graders.

### **When Recess is Over**

From kindergarten through eighth grade:

- When the bell rings, students are expected to stop playing and line up quickly, quietly, and calmly.
- The classroom teacher or adult on duty indicates when it is time to proceed to the classroom.

### **Personal Property**

### **During- and After-School Activities that Enhance Learning**

St. Margaret of Scotland School offers a wide, and always changing, variety of extra-curricular activities and experiences that are integral to the total learning and developmental process for the whole child.

### **Leadership Opportunities**

- Leadership is encouraged and valued at every level in the school program. In the primary grades, students assume responsibilities within the classroom.
- Students at every grade level are offered the opportunity to lead others in prayer as lectors and cantors at Mass or by being prayer leaders for all-school prayer.
- Participation in the middle school Student Council offers students the opportunity to speak and act on behalf of the school, to lead peers and younger students in service opportunities at school, in the city and beyond, and to interact with adults interested in our school as Service Corps students act as tour guides for Open House.
- 7<sup>th</sup> grade Safety Patrol provides students with an opportunity to experience leadership through their service of seeing that all students safely cross streets between church and school.
- 8<sup>th</sup> grade Leadership Council mentors incoming 6<sup>th</sup> graders, represents the student body as they plan activities throughout the school year and works closely with the principal and assistant principal to suggest possible changes that will enhance the learning environment.

### **Mindfulness Practice**

Students practice the art of mindfulness at all grade levels. Students and teachers under the guidance of a certified teacher in mindfulness train in mindful breathing, attending to thoughts and returning to breathing, attending to sound and sight, focusing on the present moment. These skills are utilized by students daily as they prepare for tests, find themselves in anxious situations, or work through conflicts with other students.

- Mindfulness is used in and out of the classroom daily.
- Mindfulness class meets every other week.

In keeping with mindfulness practice, it is often the practice of teachers to take “brain-breaks.”

- Brain-breaks are 2 to 5 minutes dedicated to physical movement to regenerate blood flow through the body and to the brain after a period of intent focus.

### **6th Grade Camp**

Early in their middle school, departmental learning experience, 6<sup>th</sup> graders enjoy three days and two nights away from the urban environment. During their three days in a rural setting, the students participate in team-building activities, explore their own capabilities, and enjoy community life. Their homeroom teachers and other school staff join them. The cost is covered by the students’ parents with generous scholarships available as needed.

### **St. Margaret of Scotland School Library**

The school library is staffed by a host of parent, parishioner, and grandparent volunteers who give their time and talents so that our students will have access to a top quality learning facility filled with books of every sort: young children's literature, novels, biographies, non-fiction, reference, and more. All students in preschool through 5<sup>th</sup> grade are scheduled to visit the library at least once each week; middle school students use the library as needed. The library is supported by generous donations and a yearly fundraiser.

### **Field Trips**

*St. Margaret of Scotland Parish School promotes field trips as a means of enriching classroom curriculum. Field trips will comply with Missouri Law and Archdiocesan policies concerning field trips and safety guidelines. All drivers and chaperones must have completed Protecting God's Children requirements.* (School Board Policy, reviewed, May 2024)

Field Trips provide another way of extending and integrating learning. Field trips are a privilege. Students may be excluded from attending field trips based on previous disciplinary concerns. All school rules apply in addition to any rules of the travel company and or location. If your child does have a known, challenging behavior that would create a risk to himself or to others outside of the structured setting of the school, a parent or guardian may be asked to attend and chaperone their child. If a child is unable to attend a field trip due to a discipline issue or a school suspension, we will not be able to refund the cost of the trip. The school's close proximity to cultural institutions allows teachers to utilize these valuable assets in a variety of ways.

- The "Walking Field Trip" permission form must be completed for each student at the beginning of each school year. The Walking Field Trip permission includes the walk between church and school and any local neighborhood excursions, such as Tower Grove Park, the Missouri Botanical Garden, and more.
  - Teachers will most often forewarn parents via email when a walking field trip is planned (other than between school and church).
- For any student to participate in field trips that require transportation away from the St. Margaret of Scotland campus the Field Trip Permission form is provided with details concerning date, time and type of transportation.
  - The field trip permission form must be completed and signed by the parent / guardian, and returned to the teacher organizing the field trip prior to leaving.
- Parent/ guardian chaperones must have completed or be in the process of completing the Archdiocesan sponsored Protecting God's Children Program. (See Organizations and Opportunities for more information)

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle should have a valid registration and meet safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
- Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Every person in the private vehicle must wear a seat belt.
  - Children younger than four years of age, regardless of weight, are required to use an appropriate car seat.
  - Children weighing less than 40 lbs but less than 80 are required to use an appropriate car seat.
  - Children who are between the ages of 4 and 8 and weigh more than 40 lbs but less than 80 are required to use an appropriate car seat or booster seat.
  - Children required to use a car seat or booster seat may travel only in his or her parent's car.

(Archdiocese of St. Louis Administrative Manual for Catholic Education, 2013)

### **SMOS Aftercare**

- A team of St. Margaret of Scotland teachers provide child-care from 3:00 pm to 6:00 pm on-site throughout the school year..
- Included in the aftercare program are a variety of activities intended to be age-appropriate and engaging.
- All registration and payments are handled through the St. Margaret of Scotland School office.

### **Athletic Association Opportunities**

- The active sports program offers athletics for boys and girls at every grade level.
- Parent volunteers coach these young athletes in good sportsmanship and knowledge of the different sports
- All coaches are fully certified through Protecting God's Children.
- Soccer, volleyball, basketball, track, baseball, softball, tee-ball, lacrosse, golf and chess teams are available.
- Teams are made up of St. Margaret of Scotland students as well as a host of students from other school
- Registration for sports teams is available through the <https://www.stmargaretstl.org/school/> website and is announced through Thursday newsletter and in the Parish Sunday bulletin.

## COMMUNICATIONS

### **School and Home**

Education is a family-school partnership.

- Parents are the primary educators of their children.
- Ongoing communication between family and school benefits student learning and whole-child development.
- Family and staff participation in school activities and organizations enhances the learning environment.
- Self-discipline is the base ingredient for virtue and academic progress; it can be learned and exercised at every grade level.

(St. Margaret of Scotland Statement of Beliefs)

### **Methods for Communicating Information**

- The Thursday Newsletter provides a source of weekly information, listing of schedule changes, source of consolidated reminders of events, forum for communicating expectations and a means of asking for feedback.
- The principal, assistant principal, and all staff maintain an open door policy welcoming all parents and guardians to discuss any concerns about a child's growth in mind, body and spirit.
- The St. Margaret of Scotland School and Parish website is a quick and easy format for viewing the Thursday Newsletter, the school calendar, PTA events, School Board activities, Athletic events, sign-ups, and information, alumni information, perhaps most importantly, teachers' pages and a window into Google Classroom.
- FACTS is a secure on-line communication tool used daily for ongoing communications between parents and the office, their children's teachers, and each other.
  - The Thursday Newsletter is published weekly and sent to parents emails
  - Parents of 3rd through 8<sup>th</sup> graders are invited to monitor their child's academic progress by viewing their child's teacher's electronic grade book.
  - All end of Trimester Reports (cards) are published through FACTS.
  - The teachers' pages on Google Classroom is the system used by teachers at all grade levels to inform parents of learning and behavioral expectations and upcoming events.
  - In the case of an emergency or school day cancellation, parents will receive a message via FACTS.
- The St. Margaret of Scotland PTA publishes a newsletter monthly filled with pictures, information and upcoming events. It is published in the parish Sunday bulletin and on the parish website.

### **Electronic Communication**

*St. Margaret of Scotland Parish School communicates electronically.*

*School emails, newsletters, and social media accounts are restricted to parish and school information and limited to appropriate use. Any school or parish organization may submit information to be considered for distribution by contacting the communications coordinator.*

**(School Board Policy, revised, May 2024)**

**Maintaining School Privacy**

St. Margaret of Scotland School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

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

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

**Methods for Decision-Making and Communicating Decisions**

Decision-making occurs at various levels and by various leaders within the parish and school community and always with the guidance of the parish and school mission and beliefs.

- The pastor is the final decision-maker on all matters concerning policies, personnel and finances of the parish and school.
- The principal and assistant principal support the pastor's decisions and direct curriculum, personnel, behavior codes and day to day operations of the school.
- The School Board formulates and recommends policies to the pastor for approval. The principal and assistant principal are responsible for developing administrative procedures for implementing policies. The staff collaborates in that effort and in the implementation of policy within the classroom.
  - Clear and consistent communication and implementation of policy helps everyone to work as a community for the good of the student and the school.
  - School Board policies are published throughout the Family Handbook (note the policies printed in italics).
- If and when the School Board revises and writes a new policy it is first authorized by the pastor and principal and then published in the Thursday Newsletter for parent approval. It is only after those steps are accomplished that the policy goes into effect and is once again published in the Thursday Newsletter and included in the Family Handbook.
- The School Board works closely with the Parish Finance Committee, principal, and assistant principal to advise the pastor in setting the tuition for each school year.
- The instructional leaders of the school are the principal and assistant principal who work with the staff to develop and maintain a curriculum appropriate for the learning, emotional, and spiritual needs of all students within the school.

- The principal, assistant principal, and staff, with input from parents and students, design behavioral and academic expectations appropriate for each level of instruction intended to enhance the learning community.
  - These expectations are communicated verbally to both students and parents at the beginning of each school year, and throughout the year.
  - The expectations are also listed in this handbook

### **Christ-like Collaboration Among School Community**

*At St. Margaret of Scotland Parish School, we believe that every member of our community – students, parents, guardians, faculty, and staff – is called to treat one another with dignity, compassion, and respect., reflecting the love of Christ in all interactions. Rooted in our Catholic faith and inspired by our mission to act justly, love tenderly, and walk humbly with God (Micah 6:8), we strive to create a school environment grounded in peace, understanding, and shared purpose.*

*When questions, concerns, or disagreements arise between parents/guardians and school personnel, all involved are expected to hold a spirit of open, honest, and respectful dialogue.*

*We believe that resolving conflicts with empathy and fairness best serves the needs of all members of our school community, especially our students.*

*Parents and guardians are expected to approach concerns in a collaborative and solution-focused manner, beginning with the individual most directly involved and following the procedures outlined in the St. Margaret of Scotland Family Handbook. Through thoughtful communication and a shared commitment to our mission, we can model for our children the values of reconciliation, mutual respect, and Christian love.*

**(School Board Policy, revised, April 2025)**

If there is a concern over a student's behavior or academic performance, that concern should first be addressed to the teacher most closely involved in the situation.

- If the concern is not settled the principal or assistant principal might be invited to be involved. The parent or teacher will request a meeting at which the parent(s), teacher, principal, assistant principal and possibly the student are able to discuss the problem.
- Older students should be included in discussions that affect them directly.
- If the concerns are not settled after speaking with the teacher and the principal, or the assistant principal then the parent is then encouraged to seek assistance from the pastor.

### **Improvement with Stakeholder Input**

*We believe that continuous improvement and transparency for our community relies on insights from all different types of stakeholders. In order to accomplish this, annual surveys, enrollment, re-enrollment, departures/transfer, and other data will be updated regularly by the administration and school board. The data will be shared and reviewed to identify strengths and opportunities for growth within the community. Data shared will include items such as student or family demographics information (gender, race/ethnicity, age, grade-level, religion, years of involvement, etc...) parent feedback, teacher feedback, or demographic characteristics. Ideally, these priorities will be incorporated into the school improvement plan.*

**(School Board Policy, revised, May 2024)**

## HEALTH, WELL-BEING AND SAFETY

*St. Margaret of Scotland Parish School follows school health guidelines recommended and required by the St. Louis Archdiocese and the Missouri Department of Health.*

**(School Board Policy, reviewed, May 2024)**

### **Children with Food Allergies or Chronic Health Conditions**

The role of the parent in keeping his or her child safe:

- Parents are responsible for providing St. Margaret of Scotland School with current records regarding their child(ren) with food allergies/sensitivities or chronic health conditions. Records are kept on file and shared with staff. Records include:
  - The child's diagnosis
  - Accommodations necessary for maintaining the safety and well-being of the child.
  - An emergency care plan that explains how to care for the child in an emergency situation, including needed medications.
  - Appropriate medications on hand such as an epi-pen or Benadryl.

The role of the school/homeroom teacher in keeping each child safe:

- All homerooms with students who have food allergies or sensitivities will have posted visible "allergy awareness" signs outside the classroom door with clear instructions concerning foods that are not allowed, i.e. nuts, eggs, etc.
- At all grade levels with students who have food allergies or sensitivities, teachers will take time to educate the entire class about the importance of looking out for each other's well-being and safety.
  - Children will be instructed not to share snacks or lunch foods without specific permission from the teacher or the allergic child's parents.
  - Teachers will rely on resources such as FARE (Food Allergy & Anaphylaxis Emergency) when designing lessons to educate the class on the importance of understanding food allergies.
- The role of the parents whose children share a homeroom with children with food allergies:
  - Parents will make an effort to safe-guard each child in the homeroom by not bringing/sending snacks for the whole class that put a child with food allergies at risk.
  - Room Parents will take responsibility for reminding parents of the necessity for "safe-foods" when planning a party.
  - Parents will consider non-food treats when celebrating birthdays and other special events.

### **Children Who are Injured or Complain of Illness**

When an injury occurs at school, either in the building or on the playground, the child is brought to the office and an assessment is made concerning the child's condition and the action needed.

- All cuts and scrapes, bumps and bruises are attended to with bandages and/or ice.
  - The school is not permitted to administer any medication in the case of an injury.
  - Parents are notified in the case of injuries to the face and head.
  - If the situation is serious the parent is notified immediately and a decision made concerning the next step to be taken.
  - In the case of serious accidents, an incident report is written, a copy is kept in the school office and one sent to the rectory office.

Generally, when a child is not feeling well, he/she is sent to the office by the teacher and a general assessment is conducted by the office personnel.

- Depending on the complaint, the child might return to the classroom or remain in the office to be monitored for a period of time.
- In the case of greater pain, the parent/guardian is contacted and the next step is jointly decided.
- In the case of vomiting or a fever, the parent is contacted in order to come for the sick child.

Any child that requires emergency actions, the parent will be contacted to determine if EMS is necessary. In the case that the parent cannot be contacted, EMS will be called.

### **Children with Communicable Disease**

In the case of a highly communicable illness, the child may not return to school until the doctor determines that he or she is no longer contagious. Please contact the office or homeroom teacher so that they may monitor the other students in that homeroom.

- Reddened eyes with drainage (clear or yellow)
- Lice, Chicken Pox and other Communicable Diseases
  - When a child is diagnosed with lice, all evidence of nits and lice must be removed from the child's hair before the child can return to school.
- **A child with a fever will not be allowed to return to school until the fever subsides for a minimum of 24 hours without the need for fever-reducing medications. If the child is sent to school before the minimum 24 hour window, parents will be called and asked to come pick up their child.**
- Prevention measures will always be taken when dealing with any communicable disease. It is important that any communicable disease be reported to the principal or her assistant, who will see that the necessary prevention steps are taken.
- If it is deemed unsafe by St. Margaret of Scotland Administration, local health leaders, and/or local government officials in-person school will be canceled and all academic instruction will be moved to Distance Learning.
- In the event of Distance learning, the St. Margaret of Scotland Distance learning plan will be communicated to all St. Margaret of Scotland families.

**General Guidelines for Sending a Child Home for Illness**

- Fever (100.4 or above)
- Rash with fever
- Difficulty breathing (asthma not relieved by medication)
- Vomiting in school or stomach cramping and history of vomiting before school or the previous evening.
- Sore throat with difficulty swallowing, especially if the child requires more care than staff can provide.
- Diarrhea and lethargy.
- Mouth sores with inability to control saliva.
- Children who shows symptoms of upper respiratory illnesses

**Emergency Information**

It is the responsibility of each parent to ensure that the emergency information posted on FACTS is always accurate and current.

- In the case of an injury or illness parents are contacted according to the emergency information data-base held on FACTS as updated by the parents.
- Should there be an emergency and the parent(s) are not responding to the numbers listed on FACTS, the next person on the emergency information list will be called.
- Should a child need immediate medical care and the persons listed in the FACTS emergency information are not responding, EMS will be called.
  - Such an emergency-situation decision will be made by the principal or assistant principal.

**Weapons Prohibition**

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

**Buildings and the Political Process**

St. Margaret of Scotland Catholic School will adhere to the following concepts in making decisions related to the use of school buildings in the political process:

1. St. Margaret of Scotland Catholic School facilities, assets, materials, equipment, mailing lists, or personnel will not be made available for partisan political activity.
2. St. Margaret of Scotland Catholic School will not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
3. St. Margaret of Scotland Catholic School will not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
4. St. Margaret of Scotland Catholic School will not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.

## **HEALTH AND MEDICAL CONCERNS**

### **Health Records**

St. Margaret of Scotland School is served by the St. Louis Health Department which maintains all health records for the students. The school abides by the guidelines established for the city of St. Louis.

If a child has severe allergies or other chronic health conditions, it is the responsibility of the parent(s) to provide the school with all pertinent medical records, detailed information concerning accommodations, and necessary on-hand medications (epi pen).

### **Physical Examination**

Students are required to have a comprehensive physical examination regularly. Physical exams are required for students entering kindergarten, grade 4 and grade 7 and all students new to the school.

### **Immunizations**

Immunization records must be up-to-date for all students entering the school, this is the responsibility of the parents or guardians.

Immunizations: Consistent with MO Statute 167.181 students are required to be immunized against diphtheria, tetanus, pertussis, measles, rubella, mumps, polio, and hepatitis. These records are kept accordingly.

(Archdiocesan Policy 4501)

### **Health Screening**

Annual screening for height, weight, sight and hearing is performed by the school health nurses of Cardinal Glennon Hospital. Parents are informed prior to screening and are notified when more detailed testing is recommended.

### **Medication Policy in Accord with Archdiocesan Guidelines**

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

- The direct order/consent signed by a licensed physician, licensed physician's assistant or nurse practitioner is required and will be kept on file in the school office.
  - The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.
  - The medication must be held in the original container.
- Written consent of the parent/guardian must be on file for school personnel to administer the medication.
- Proper training of personnel on medication administration.

- The office secretary, the administrative assistant, the principal and the SMOS Aftercare directors are trained in administering medication.

All medications sent to the school are to be secured in a locked cabinet under the supervision of the administration.

- Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school.
- A trained staff member is assigned to administer medication.
- Proper documentation is to be kept on every dose given.

A student enrolled in a Catholic school who has a significant or potentially life-threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Archdiocese of St. Louis  
Administrative Manual for Catholic Education, 2006

## EMERGENCY PREPAREDNESS

*St. Margaret of Scotland Parish School has a comprehensive emergency preparedness plan in place, which is communicated to faculty, staff, students, and parents/guardians. Plans for emergency situations are developed and updated by the school administration in accordance with current Civil and Archdiocesan guidelines.*

(School Board Policy, reviewed, March 2024)

### **Emergency Procedures and Plans**

- Emergency procedures are posted in all areas that are used by the students. Plans are reviewed annually and include:
  - A class roster for easy roll call should evacuation ever be necessary.
  - A roster of parent phone numbers for each child on the class roster.
  - A Safety Manual specific to the St. Margaret of Scotland Campus with clear directions in the case of an emergency including directions as to which door and staircase to use when exiting the building or where to find shelter in the case of a tornado.
  - Emergency Operations Plan specific to the Archdiocese of St. Louis with directive and phone numbers.
  - Regular drills are held in order to provide readiness for emergencies.
- Teachers have all been educated in how to proceed in the case of a malicious intruder.
  - Age-appropriately, teachers help their students understand what to do in the case of a malicious intruder.

- In the case of emergencies that require evacuation from the buildings, students gather by grade with their classroom teachers on the school parking lot adjacent to the designated area.
- In the case of extreme emergencies that require evacuation from the premises, students will walk in grade levels with their teachers to a safe destination: St. Margaret of Scotland Parish Hall, Missouri School for the Blind, Tower Grove Christian School.
- Parents will be notified by FACTS where children have been taken to seek safety.
- Parents will be directed where to reunite with their children by FACTS.

### **Parent Communication in Emergency Situations**

- **SECURED BUILDINGS**

- St. Margaret of Scotland buildings are secured at all times. A secured school means the school building remains locked at all times. To gain entrance to schools, all visitors must enter through the main entrance on Castleman Avenue. Once access to the building is gained, visitors must report to the main office and sign in. School staff may ask for a valid ID if you are picking up a child from the school.

- **SCHOOL SHELTER IN PLACE**

- School Shelter in Place is used to minimize student/staff exposure to a potential threat. For example, this procedure may be used when the police warn the school of an issue in the neighborhood or when a threat has been received by the school. In the event of a school shelter in place, all exterior doors and windows will be locked and no one aside from emergency personnel is permitted to enter or exit the school facility. During this time, no outside activities, field trips or outside activities will occur. The students will be kept safe in individual secure classrooms in the building during the event and are not permitted to go outside. In the event of a shelter in place, families will be notified through FACTS. Families are advised NOT to go to the school during a School Shelter in Place.
- During a School Shelter in Place, students are trained to: 1. Move out of sight and maintain silence Teachers are trained to: 1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off 2. Move away from sight and maintain silence 3. Wait for First Responders to open the door or the “All Clear” message “The School Shelter in Place has been lifted” followed by specific directions. 4. Take attendance and account for missing students by contacting main office
- If a situation is not resolved prior to dismissal, students and staff will remain in the building until the situation is cleared by the local Police Departments. Families will receive ongoing communication from the school. Students will receive accommodations such as food, water and comfort while remaining in a building after dismissal.

- EVACUATION/REUNIFICATION

- St. Margaret of Scotland will issue an evacuation of students and staff when leaving the building is the safest alternative. Evacuations may occur in the case of a threat, fire or when the school building is deemed unsafe. Attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. St. Margaret of Scotland has a designated evacuation site, or reunification site. School evacuation sites are not publicly available in an effort not to compromise school safety plans. In the event of a school evacuation, St. Margaret of Scotland will inform parents of the school evacuation site through FACTS. Please make sure your contact information is up to date.
- We understand that school evacuations are stressful for students and their families. To quickly reunite students and their families during an evacuation at the school's evacuation site, families will be notified through FACTS. In the event of an evacuation, St. Margaret of Scotland will follow a standard reunification plan to ensure all students are safely returned to their families. During a reunification, families are directed to:
  - Bring a valid form of Identification (ID)
  - Follow signage and parking directions of the reunification location.
  - Choose the check-in line that corresponds to your student's grade.
  - Provide school personnel at the check-in table with a valid form of photo ID and sign out your child(ren).
  - Wait patiently as a St. Margaret of Scotland staff member retrieves and escorts your student to you.
  - Please note that only approved adults with valid photo identification will be allowed to pick up students from the evacuation location.

## **General Safety of the Students per Archdiocesan Guidelines**

### **Media**

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

### **Distribution of Materials to Students**

The school will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agencies, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

### **Mailing Lists**

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

Schools should not make available on the school website any information that enables a student or students to be identified individually by name and picture. This includes information about students that appears in school newsletters which are posted on the school's web site.

### **Questioning of Students**

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

Archdiocese of St. Louis Administrative Manual for Catholic Education, 2006

## **ROLES, ORGANIZATIONS AND OPPORTUNITIES TO BE INVOLVED**

### **Pastor**

The pastor is the spiritual leader and chief administrator of the parish. He both supports and collaborates with the principal in matters pertaining to the spiritual direction and overall administration of the school.

### **Principal/Assistant Principal**

The principal/assistant principal is responsible for the day-to-day operation of the school, providing spiritual and educational leadership for the school community which includes ensuring that the policies and procedures outlined in the Family Handbook are understood and adhered to.

### **Parish Administrator**

The parish administrator works closely with the pastor and principal maintaining the business details of the parish and school, including, but not limited to, determining and collecting tuition, monitoring expenditures and income, and organizing maintenance.

### **Administrative Assistant**

The Administrative Assistant works closely with the principal, the parish administrator and the school secretary to ensure the smooth running of the school. The role includes, but is not limited to, collecting and tracking in-school fees, ordering textbooks and resource materials, maintaining accurate attendance records and student cumulative files, school registration and working closely with parents and teachers to see that all needs are met.

### **Coordinator of Religious Education**

The Coordinator of Religious Education (CRE) is responsible for the organization and administration of the religious education and Catholic formation program for all young people in St. Margaret of Scotland parish from the pre-kindergarten level through eighth grade.

### **Parents**

As primary educators of their children, parents and guardians are an invaluable resource to the principal and staff as they plan for the educational needs of the children. Parents are asked to volunteer their time and talents by serving as School Board members, officers of the Parent-Teachers Association, assisting classroom teachers with specific instructional needs, and supporting the operation of the school in a host of different ways.

### **School Board**

The School Board has been established according to archdiocesan guidelines for the purpose of advising the pastor in matters of policy for the school. The principal as the educational leader of the school serves as the executive secretary to the Board. New School Board members are elected from among the school families and parishioners in the spring of each school year.

- Responsibilities of the School Board:
  - To establish the philosophy and goals for the educational program of the school consistent with the vision and mission of the Catholic Church;
  - To interpret and apply the policies of the Archdiocesan Board;
  - To formulate additional policies which may be necessary;
  - To evaluate the implementation of policies;

- To collaborate with the parish finance committee in developing the annual budget to be recommended to the pastor;
- To recommend to the pastor the employment of a new principal;
- To develop long-range planning and community relations.
- Addressing the School Board
  - Fifteen minutes before the start of each regularly scheduled meeting of the Board, The Secretary of the Board may allow any person wishing to address the Board to sign up to address the Board.
  - Before the monthly meeting begins the President of the Board will then determine whether to grant permission to the person or persons wishing to address the Board at that meeting, at a later meeting or not at all.
  - The President of the Board will have discretion to determine how much time will be allotted to any person wishing to address the Board.
  - Before any regularly scheduled meeting, a person wishing to address the Board may make a written request to the Board President to be allowed to address the Board.
  - The Board may also vote to allow any person to address the Board for an amount of time the Board specifies in its vote.
- Observers at Regular Board Meetings
  - All regular school Board meetings are open to parents, guardians and parishioners to attend as observers.
  - An observer is welcome at any regular meeting without prior reservation or notice to the School Board.
  - Once the meeting has begun, additional observers will not be admitted.
  - Observers are invited to these meetings but may not participate by engaging in discussion, offering an opinion or interrupting the proceedings. It is important that a friendly and respectful atmosphere prevails at Board meetings.
  - Observers are free to leave the meeting quietly at any time.
  - The secretary of the Board will record the names of observers in the official record of the Board meeting.
- Executive Board Sessions
  - Any executive Board sessions held by the School Board are not open to observers. An executive Board session is a meeting in which the members of the Board are engaged in internal matters or discussions which are not ready for public presentation.
  - The school Board President or the administration may, at their discretion, designate any School Board meeting as an executive session.
  - School and parish communities will be notified of any such executive sessions.
- Submitting Issues to the Board For Consideration
  - Any person wishing to present an issue to the Board may do so by contacting the President at least 1 week prior to the meeting.
  - If the topic is within the scope of the Board's responsibilities, then the President will allot time on an agenda for the visitor to present his or her topic.
  - If the topic is not within the scope of the Board's responsibilities, the President will refer the individual to the appropriate contact
- Procedures for Visitors Addressing the Board
  - Prior to the meeting, visitors should review the "Procedures for Visitors Addressing the Board."
  - Procedures for Visitors Addressing the Board:

1. Visitors should arrive prior to the scheduled Board meeting time and will be given a copy of the visitor procedures to review. They will be asked to abide by these protocols during the session. The secretary of the Board will record the names of visitors in the official record of the Board meeting.
2. Visitors observe the Board while it is in session. They can only address the Board during their allotted time on the agenda. They do not engage in discussion, offer their opinions or comments on any topic being discussed during the meeting.
3. When it is time for the visitor to address the Board, they will be recognized by the Secretary of the Board. Each visitor may speak for up to 3 minutes on his or her topic as identified by the President prior to the meeting. Visitors may not present any new or additional topics.
4. There is no discussion or debate between visitors and Board members.
5. All members will listen to the visitor's presentation and, if necessary, the President or someone designated by the President, may ask a question to clarify a point or issue.
6. The Board may vote at that time, if motioned and seconded, to allow the person to address the Board for an additional amount of time as specified by the motion.
7. At the end of the visitor's presentation, the President will thank the visitor for the comments and indicate what follow-up to the topic may be provided.

School Board By-Laws  
Article V Conduct of Meeting Session III  
Amendment, winter 2014

### **Parent-Teacher Association - PTA**

The purpose of the Parent -Teacher Association is to encourage communication among parents, teachers and administrators in order to support the ongoing improvement of the quality of education and to promote a strong Christian community.

- PTA meetings are held monthly.
- The PTA sponsors a variety of activities for both students and families, including but not limited to: Pizza Fridays, Back-to-School Barbecue, Trivia Night, Family Dance Events, and events throughout the school year to honor and support teachers. Volunteers are always needed for events.
- Room parents, under the auspices of the PTA, provide support for teachers by extending communications among parents and getting volunteers ready to help with field trips and classroom activities.

## **Volunteers**

As in all viable organizations, the assistance of volunteers is critical to the success of St. Margaret of Scotland School. Volunteers support student learning activities and the smooth operation of the school. In short, we couldn't do it without you!

### **School**

Recess and Lunch  
Library  
Tutoring students  
Special academic events

### **PTA**

Pizza Lunches  
Room Parent  
Trivia Night  
Maggie's Closet  
Mentor Family  
Parent-Child Events  
Outreach and Inclusion Committee

### **School Board**

Open House  
Development  
Marketing Committee  
School and Parish Picnic  
Auction

### **Other Opportunities**

Girls on the Run  
Lego Robotics  
Boy Scouts/Cub Scouts  
Girl Scouts  
Coach (Athletic Association)  
Bellarmine Speech  
Chess Club

## **Protecting God's Children**

All adult employees and volunteers in the Archdiocese of St. Louis who work with or near minors and/or vulnerable adults are required to comply with the requirements and policies set forth by the Archdiocese Safe Environment Program, part of which includes the Protecting God's Children training program.

*St. Margaret of Scotland Parish School will comply with all Archdiocesan policies and procedures concerning Protecting God's Children Program. All St. Margaret of Scotland Parish School faculty and staff are mandated by Missouri law to report all suspected child abuse or neglect.*

(School Board Policy, reviewed, March 2025)

All employees and volunteers of the Archdiocese, and therefore, St. Margaret of Scotland Parish & School (including the Athletic Association, Scouts, PTA, School Board, and any other ancillary volunteer organization or position), are required to follow the Archdiocesan policy and procedures concerning child abuse.

In particular, St. Margaret of Scotland School policy dictates:

**It is MANDATORY that school families must have ALL parents/guardians in compliance with Protecting God's Children BEFORE the start of each School year.** Parents and/or

guardians will be given ample opportunity to obtain compliance prior to the start of each year. Any exceptions regarding this policy must be cleared by Safe Environment Coordinator, Carmela Garza, in the Parish office and must be documented in both the Parish & School office.

**Proof of compliance is required and must be on record in the Parish Office before any adult (parent and/or guardian) will be allowed to volunteer or work with or near minors.**

Please visit the [Protect and Prevent STL website \(preventandprotectstl.org\)](http://preventandprotectstl.org) to register and create an account to access the database. Enter the passcode “**stlprotect**” when prompted. Instructions for user registration are also below.

After creating an account in the Prevent and Protect STL system, there are five components of compliance with the Archdiocese’s Safe Environment Program:

1. Attend “Protecting God’s Children” live workshop and complete online updates every three years (workshop schedule available online).
2. Complete "Mandated Reporter" training online.
3. Complete "Code of Conduct" training online.
4. Understand and sign the Archdiocese’s Code of Ethical Conduct for Clergy, Employees, and Volunteers Working in Ministry.
5. Submit a national criminal record screening and agree to regular updates.

Registration for a workshop is done online whether attending at St. Margaret of Scotland or elsewhere in the Archdiocese. Please see the Parish/School website for links and additional instructions.

The Protecting God’s Children training program is intended to teach those who interact with children how to recognize the signals of child abuse and how to maintain healthy physical and emotional boundaries when working with young children. When everyone is knowledgeable and actively watches out for all of the children, all of the children will be safe.

If you have questions regarding St. Margaret of Scotland’s Safe Environment Program, please contact Carmela Garza at [cgarza@stmargaretstl.org](mailto:cgarza@stmargaretstl.org) or 314-776-0363.

## **GUIDELINES FOR THE USE OF BEVERAGE ALCOHOL**

The following guidelines regarding serving beverage alcohol have been developed for all parishes, parish organizations, agencies, and entities of the Archdiocese of St. Louis.

1. All federal, state and local laws and ordinances must be observed. This includes regulations required for the sale of alcohol, prohibiting the distribution of alcohol to minors and not serving alcohol to intoxicated persons.
2. The group or organization sponsoring an activity or event at which alcoholic beverages are to be served must have permission from the pastor of the parish or the director of the agency that hosts the event or activity.
3. Alcoholic beverages and food containing alcohol must be clearly labeled or identified as such.
4. Alcoholic beverages that are designed to facilitate rapid alcohol consumption, including grain alcohol and shots are prohibited.
5. Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal accessibility.
6. The serving or use of alcoholic beverages at events should not be 'actively marketed' during the event.
7. Alcohol is not to be served to anyone or brought in by someone, including adults, at any event directed primarily to and for minors. This includes elementary and high school events, CYC events, Scouting activities, etc.
8. All adults should be mindful of their Christian responsibility to drink in moderation and to give a good example to our youth. "Clergy, employees and volunteers should never be involved with the illegal possession and/or illegal use of drugs and/or alcohol. They must never supply such substances to minors nor may they consume alcohol while functioning in an official capacity with minors. This includes those who are involved with children as coaches or managers of sports teams." (Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors § 4.5)
9. Parish and agency leaders are responsible for ensuring these guidelines are made known and observed.

Approved by the Presbyteral Council on September 19, 2013  
and Promulgated by Archbishop Robert J. Carlson on November 1, 2013

**Student Technology Acceptable Use Policy K - 8**  
**and**  
**Student Chromebook Take Home Policy 6-8**  
**2025 - 2026**

Every student in K - 8 at St. Margaret of Scotland School will be issued on loan for the 2025 - 2026 school year the following personal SMOS devices equipped with technological tools to assist each student in the learning process:

- K - 2 - ipads used and kept at school
- 3 - 5 - chromebooks used and kept at school
- 6 - 8 - chromebooks used at school and home

Teachers and students at St. Margaret of Scotland School have the privilege to use these technological tools to broaden and deepen the learning process. Technology permits access to a wealth of information from a multitude of global resources. With the privilege of using this technology comes responsibility. The same moral and ethical principles that apply to the non-computing environment apply to the computing environment. The following is our Student Agreement for Digital Citizenship and the Use of Technology at St. Margaret of Scotland School.

**I hereby agree that while using the devices and internet, I WILL:**

- Ask permission to use the internet, chromebooks, ipads, etc.
- Use the devices and internet for school work only.
- Keep my password safe and use only my account.
- Use only programs, websites, and apps authorized by my teacher.
- Promptly report any messages/communications that are inappropriate.
- Understand that faculty may view accounts.
- Obtain permission to download information.
- Obtain permission to print.
- Obtain permission to use the internet outside of designated class time.
- Obey copyright laws, and not reproduce any materials as my own without giving proper credit, including those related to computer software.
- Respect the rights and privacy of others.
- Handle all school devices with appropriate care. This includes but is not limited to carrying devices with two hands, returning my Chromebook to the cart, and attaching power adaptors.
- Request and complete a damage report immediately after recognizing a concern.
- Only use school-assigned Chromebook, accounts, and any other device for the assigned educational purpose.
- Only use my school Google account to access 3rd-party educational applications as assigned by my classroom teachers.

**I hereby agree that while using the devices and internet, I WILL NOT:**

- Engage in any behavior that does not comply with policies in the family handbook.
- Willfully disconnect, damage, or vandalize any electronic equipment.
- Allow anyone else to use my account or tamper with another student's or faculty member's device or account(s).
- Tamper with any device settings, programs, or apps.
- Attempt to bypass security.
- Post inappropriate messages or images that threaten, abuse, or harass a teacher, student or St. Margaret of Scotland School whether using a school or personal device.
- Access personal email, gaming sites, or any social media accounts.
- Disclose any personal details: name, home address, and telephone numbers of myself or others.
- Use anyone else's chromebook.

I understand that if I do not abide by the above rules, the Faculty and Administration of St. Margaret of Scotland School may suspend my access to such devices and related privileges. Other disciplinary action may be determined. ***See SMOS Discipline Guidelines and Behavioral Plan including the Technology Matrix in the Family Handbook.***

This agreement is entered into between St. Margaret of Scotland School, the student and the parent(s)/guardian(s) of the student.

**1. Introduction:**

St. Margaret of Scotland School will provide each student in grades **6-8** a Chromebook, which the student is to use as a positive learning tool in coordination with the School's curriculum. Although this Agreement authorizes the student's use of the device at ***school and home*** for the school year, the device is the property of St. Margaret of Scotland School and must be returned upon the School's request or on the last day of the student's attendance for the school year.

**2. Prerequisites:**

To receive the right to take a school-owned Chromebook home, the student and his or her parent/guardian must sign and submit to this St. Margaret of Scotland Take Home Policy.

**3. Applicable Policies:**

In using the device, the student is subject to and must comply with St. Margaret of Scotland policies, the included Acceptable Use Policy and the Family Handbook Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology. A violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline decided by the administrative office. I understand that my child will use their school Google account to access 3rd party websites and the privacy policies of these sites are on file in the school office. ***See SMOS Discipline Guidelines and Behavioral Plan including the Technology Matrix in the Family Handbook.***

## **Expectations:**

### **1. Students should:**

- a. protect the device by purchasing a case/sleeve for transporting to and from school;
- b. insert and remove cords and cables carefully to prevent damage to connectors;
- c. not write or draw on the device or apply any stickers or labels that are not property of the school;
- d. handle the device carefully and ensure others do the same;
- e. not leave the device in places of extreme temperature, humidity, or limited ventilations (i.e. in a car) for an extended period of time;
- f. secure the device when it is out of their sight.

### **2. Daily Use of Device:**

Unless otherwise instructed, the device is intended for use at school EVERY day.

***Students are responsible for bringing it to and from school every day FULLY charged.***

### **3. No Right to Privacy:**

The devices are St. Margaret of Scotland property therefore, the School may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects.

## **Loss and Damage Terms**

Damage to or Loss of Device: Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the School Administration, but will not be greater than the full replacement value of the device, which is approximately \$250.

**a. Accidental Damage:** In the event of accidental damage to the device the parent(s)/guardian(s) is responsible for the replacement cost or the cost of repair, if repair is possible.

**b. Loss or Theft:** In the event that the device is lost or stolen, the parent(s)/guardian(s) is responsible to cover the replacement cost.

**c. Hardware or Functionality Problems:** If a problem arises with the functionality of a student's device, the student must notify his or her classroom teacher of the problem within 24 hours or on the next school day. Under NO circumstances may the student or his or her parent(s)/guardian(s) attempt to fix or allow anyone but school staff to attempt to fix suspected hardware faults or the device's operating system. Do NOT take the device to any repair shop; the student should report the issue to his/her classroom teacher or the Technology Coordinator.

**d. Failure to Return the Device:** If a student fails to return the device and any assigned accessories as directed, the school may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), hold records until the device is returned or the full amount of \$250 is paid by the parent(s)/guardian(s).

**e. Internet Filter Outside of School:** Although the School employs Internet filters and monitors students' Internet activity at school, it may not filter or monitor students' Internet access at home or off school grounds. By signing this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child's use of the Internet on the device at home or off school grounds is at the discretion of and should be monitored by the parent(s)/guardian(s). Some sites accessible via the internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the School. When using the device outside the School, students are bound by the same policies, procedures, and guidelines as in school.

### **Waiver of Device-Related Claims**

By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the school-issued device is in good working order and acknowledge that it must be returned to the School in good working order. By signing this Agreement, you waive any and all claims you may have against St. Margaret of Scotland School, its Board of Education, and its individual board members, and any employees, and from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

The use of devices on the St. Margaret of Scotland Network is a privilege that supports school-appropriate learning. The consistent operation and maintenance of the computer network and equipment rely on users adhering to established guidelines. Therefore, signing this agreement, users understand the School's expectations and the student's responsibilities.

### **6th-8th Grade:**

I acknowledge by my signature that I adhere to the policy as stated above and give permission for my child to take their school-issued student Chromebook home on a daily basis to be used for school-appropriate learning.

### **K - 5th Grade:**

I acknowledge by my signature that I adhere to the policy as stated above and understand my child will not be taking a school-issued student Chromebook home on a daily basis. I understand a device can be taken home with permission for school-appropriate learning in case of an unforeseen reason.

I acknowledge by my signature that I adhere to the policy as stated above and give permission for my child to take their school-issued student Chromebook home in the event of an emergency school shutdown.

## **2025-2026 TECHNOLOGY ACCEPTABLE USE AGREEMENT FORM**

**One form per family**

Family Last Name (please print): \_\_\_\_\_

- K - 8th Student First Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

- K - 8th Student First Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

- K - 8th Student First Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

- K - 8th Student First Name \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### **Attached Cost Breakdown for Damaged Chromebooks**

Prices listed are estimates and may vary based on supply and demand.

- Screen replacement \$42
- Keyboard replacement \$47
- Touchpad replacement \$31
- Outer casing replacement \$49-\$89
- Total device replacement \$250 plus \$33 for Chrome license

## Parent/Guardian and Student Agreement

The St. Margaret of Scotland School community understands that an open line of communication within the St. Margaret of Scotland community – pastor and administrator, faculty and staff, parents and students – is to be maintained by all members of the St. Margaret of Scotland community. We also understand that at the foundation of worthy communication is respect: respect for one another and respect for the community as a whole.

As parents and/or guardians you have been invited to be an active participant in the St. Margaret of Scotland School community. As such, it is now your responsibility to read and understand the policies and procedures included in the St. Margaret of Scotland Family Handbook (revised during the summer of 2023).

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As a family we agree to uphold to the best of our abilities the policies and procedures outlined in the St. Margaret of Scotland Family Handbook.

Student Family Name (please print)

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Child(ren)'s Signature(s) - if age-appropriate

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**Please print this page from your handbook and return it to the school office or scan to [cstephens@stmargaretstl.org](mailto:cstephens@stmargaretstl.org) before the first day of school**

