



Lighting the Way of Learning . . .

Parent–Student

Handbook

2013–2014



“We Can Make a Difference”

CHRIST, LIGHT OF THE NATIONS SCHOOL

PARENT/STUDENT HANDBOOK

1650 Redman Rd.
St. Louis, MO 63138
Phone: 314-741-0400
Fax: 314-653-2531

Fast Direct: www.fastdir.com/cln

School Reach Message Retrieval at:
1-855-955-8500

Website: christlightofthenations.org
christlightofthenations.net

E-mail: sr_mary@charter.net

Revised June 2013

Table of Contents

Mission Statement	I
Philosophy	I
Parent Witness Statement	II
Faculty & Staff	III

Policies

Academic Potential		1
Admission		1
Attendance		2
	Absences	2
	Truancy	3
	Tardiness	3
	Release of Students from School	3
	Release from School - Illness	3
	Dual Enrollment	4
Birthdays		4
Building Access		4
Communication Procedures		4
Cell Phones		4
Computers		5
Discipline		5
	Discipline Policy	5
	Definition of Suspension	6
	Definition of Probation	7
	Withdrawal for Cause	7
	Tobacco	8
	Drug, Alcohol & Substance Abuse	8
	Search & Seizure	8
	Violence	9
	Harassment	9
Electronic Communications & Internet Conduct		10
	Computer Internet Use Policy	11
Extended Care (Before & After School Care)		12
Extracurricular Activities		12
Faculty Meetings		13

Fast Direct		13
Field Trips		13
Financial Obligations		14
Friday Envelopes		17
Fundraising		17
Grading and Reporting		18
	Student Evaluations	18
	Parent/Teacher Conferences	18
	Promotion	18
	Retention	19
	Graduation	19
	Grading System	20
	Honor Roll	20
Health		20
	Physicals	20
	Administration of Medication	21
	Significant Medical Conditions	21
	Additional Health Guidelines	22
	Communicable Disease	23
Homework		23
Human Sexuality Program		23
Inclement Weather		24
Instructional Use of Copyrighted Materials		24
Lost and Found		24
Lunch		24
Mass Schedule		25
Newsletter		25
Non-Admitted Items		25
Physical Education		25
Parties		25
Recess		26
Registration		26
Sacraments		26
Safety		27
	Bicycles	27
	Doors	27
	Emergency Drills	27
	First Aid	27
School Pictures		27
Snacks and Water		27

Students		28
	Student Records	28
	Supervision of Students	28
	Questioning of Students	29
	Media and the School	29
	Distribution of Materials to Student	29
	Mailing Lists	30
	Student with Special Needs	30
Telephone Calls		30
Testing		30
Transfer of Students		31
Uniform Policy		34
	Uniforms	34
	PE Uniforms	35
	Miscellaneous Regulations	36
	Non-Uniform Days	36
Vacations		36
School Privacy	Video/Voice Recording & Posting	37
Scholarships and Recommendations		37

MISSION STATEMENT
CHRIST LIGHT OF THE NATIONS CATHOLIC SCHOOL

Christ Light of the Nations Catholic School is a center for Catholic worship, service, community and education in the Northeast corner of St. Louis County. In a safe, secure Christ-centered environment our parish communities, parents, teachers and students partner in the educational process. We are committed to providing an academic foundation that spiritually, intellectually, and physically empowers our diverse student population to achieve their greatest potential.

PHILOSOPHY
CHRIST LIGHT OF THE NATIONS CATHOLIC SCHOOL

Christ Light of the Nations Catholic School is a center for Catholic worship, service, community and education in the Northeast corner of St. Louis County. Our school community is welcoming and joyful. The education at our school focuses on the teachings of Jesus and on nurturing Gospel values and attitudes in our students. The relationships among all members foster the child's growth, positive self-concept and respect for others. The responsibility of Christian education is based in the family with the parents being the primary educators. As partners, the parents, the teachers and the students participate in the educational process. Our parish communities also join in the education of our students by their generosity and witness.

In our child-centered program, we strive for academic excellence and religious development through a variety of learning experiences. Our teachers use various learning styles and differentiated instruction to meet the needs of our students. We offer a safe and secure environment in which children can grow and learn. We foster an appreciation of cultures and their contributions to a global society. Our curriculum encourages the growth of the whole child. Our goal is to empower each child to develop as a confident individual. This enables the student to learn how to make good decisions and choices, which better prepares each child for the future. A vital part of the curriculum is our use of technology to enhance student learning and to prepare our students to live and work in a technological society. Each student emerges from Christ Light of the Nations Catholic School as a person who lives a Christ-centered life, aware of his/her relationship with God, oneself and others. Every student will be able to function in higher learning situations and life using the talents and abilities that each has received from God. Students will have a desire for life-long learning and have a sense of fulfillment in what they have accomplished.

PARENT WITNESS STATEMENT

For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor. You will be the first teachers of your child in ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

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

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, I word and

deed, the first and best teacher of my children in the 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 or Parish School of Religion 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 any financial responsibilities in supporting the Catholic School or Parish School of Religion

FACULTY AND STAFF

<u>Teacher</u>	<u>Position</u>	<u>Voice Mailbox</u>
Sister Mary Lawrence, SSND	Principal	23
Mrs. Gerri Gardocki	Secretary	21
Mrs. Kim Buchanan	Bookkeeper	22
Mrs. Grace Lohman	Together We're Better	26
Mrs. Amy Hogan	PK-3 & PK-4	
Miss Katie Ferkel	PK Aide	
Mrs. Stephanie Horan	Kindergarten	
Mrs. Jamie Welby	First Grade	
Mrs. Sara Prince	Second Grade	
Mrs. Barb Steimel	Third Grade	
Mrs. Jennifer Fite	Fourth Grade	
Mrs. Melissa Mroz	Fifth Grade	
Mr. Josh Kelly	Sixth Grade	
Mrs. Jane Zappia	Seventh Grade	
Mrs. Mary Beth Akers	Eighth Grade	
Miss Lisa Delise	Physical Education	
Mr. Randy Budd	Music	
Mrs. Whitney Compas	Art	
Mrs. Terry Grabowski	Computer	
Mrs. Marissa Majia	Spanish	
Mrs. Karen Dafflitto	CRE/Resource	
Miss Alicia DuHadway	Teacher Aide	
Mrs. Toni Thompson	Librarian	
Mrs Judy Krenn	Youth Minister	

POLICIES AND ADMINISTRATIVE RULES

ACADEMIC POTENTIAL

Teachers, under the guidance of the school principal, should be responsible for assessing each student's academic ability. Efforts should be made for each student to achieve his/her full potential.

ADMISSION

Policy of Non-Discrimination (4101)

All Catholic schools of the St. Louis Archdiocese admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools do not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school-administered programs.

Admissions/Registration (4103)

The Principal, with proper consultation with the Pastors and Board of Education, will admit students to Christ Light of the Nations Catholic School according to the norms by the Archdiocesan Board of Education, Christ Light of the Nations Catholic School Board and accepted educational procedures.

Criteria

Families enrolling their child(ren) in Christ Light of the Nations Catholic School must:

1. Want to provide an education with a strong religious emphasis for their children.
2. Follow the Parent Witness Statement and School Handbook.
3. Pledge parental/guardian involvement in their child(ren)'s education.
4. Parents are expected to discuss any known mental, emotional or physical disability, or learning disability to ascertain whether the School can meet the needs of the child. If needs cannot be met, other educational alternatives will be recommended. If information is withheld, the School is under no obligation to honor the enrollment.
5. Provide the student's birth certificate for verification, immunization records, Baptismal certificate and any previous school records.
6. Verification of custody arrangements in cases which the parents of the student are divorced. (A copy of the Parenting Plan of the divorce decree, which verifies custody arrangements, must be provided.)
7. Pay tuition and assist with fundraising.
8. Parents and students will be expected to conduct themselves in a respectful manner in all interactions with all members of the School community.
9. A child may be admitted to Kindergarten who is five (5) years of age by August 1, and who has passed a Kindergarten screening.

10. If a student is unable to progress in our School curriculum by reason of physical, emotional or learning disabilities, after a probationary period, a conference will be held with the parents to explore the educational resources of the area which might better meet the child's individual needs.
11. Students transferring from another school will be screened before placement in any grade and/or acceptance into the school.

Order of Admissions

The order of preference for admissions will be:

1. All students registered in the previous school year.
2. Children of parishioners from either of the two sponsoring parishes, if the parents live within the parish boundaries, are registered in the parish and abide by the Parish Witness Statement.
3. Children with brothers and sisters already enrolled in Christ Light of the Nations Catholic School.
4. Families moving into and joining either of the two sponsoring parishes.
5. All others will then be considered for enrollment.
6. When a class is full, families wishing to register will be placed on a waiting list. Another class will be opened when a sufficient number of students are met.

New applicants at all grade levels will be notified of acceptance after all registration papers have been returned, the child has shadowed for a day at CLN, the student has taken a placement test, the screening form has been returned from the previous year's teacher, and records from previous school(s) have been reviewed according to the established admissions procedure.

ATTENDANCE

The Principal and staff shall have the responsibility to plan and implement a procedure to verify and report absence and tardiness.

Absence (4201)

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 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.

Punctual attendance is important for a child's progress in school. When a child is absent, parents are required to call the office by 9 AM stating the reason for absence and homework requests. This is to be followed by a signed, dated, written excuse the day the student returns to school. These written excuses are kept on file until the last day of each school each year.

Any child reporting to school after 11 AM or leaving prior to 12:30 PM is considered absent for a half day.

After 5 absences in a quarter, the homeroom teacher will call the parent to discuss the importance of school attendance. After 10 absences in a quarter, Sr. Mary will meet with the student and parent. Chronic absence (except in cases of serious illness) is educational neglect.

When a pupil has been absent ten (10) days or more, consecutively or non-consecutively during a quarter, his/her report of progress is not complete until he/she has fulfilled the required work for that period.

We greatly discourage taking children out of school for family vacations. If your child will be absent due to a vacation, he/she will be marked absent and the student should make up the missed assignments when he/she returns to school.

If a child is absent thirty (30) or more days in one school year, the student may be required to repeat the year or employ a tutor for the summer. By law, too excessive or unexplained absences must be reported to the St. Louis Juvenile Department.

Truancy (4201.1)

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 (4202)

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

A student is considered tardy if he/she arrives after the 7:45 AM bell. Tardy slips must be obtained at the front door. A record will be kept of all tardies. After every 5 accumulated tardies, the student will serve a detention on the next Wednesday morning from 6:30-7:30, Student does not return to school Thursday until the detention is served if they miss their scheduled detention. Sr. Mary will call parent to let them know that they cannot return and arrange for the detention to be served. If this becomes a recurring issue a meeting with Sr. Mary will be arranged and other privileges may be revoked such as field trips, field day etc. Reminder note (Tardy letter) sent home on Tuesday night to remind parent-done by homeroom teacher.

Release of Students from School (4203)

No student will be dismissed early from school without prior notification from the parent/guardian. An adult must sign the student out of school in the School Office at the time of the early dismissal. Students will only be released after 2 PM with prior notification or only in the case of an emergency.

Release from School Due to Illness (4203.1)

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 (4204)

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

BIRTHDAYS

Students may have a free dress day for their birthday, and if desired, bring a snack for the class. The snack should be store bought individual treats. (Please do not bring cakes; large cookie treats need to be cut and served.) These will be passed out at recess, lunch, or at the teacher's discretion. Soda is a treat reserved for Grades 5-8. Students with summer birthdays may celebrate during the year on their half birthday (e.g., June 15 celebrates on December 15).

BUILDING ACCESS

All students, parents and visitors who arrive after 7:45 AM must use the front door and report to the School Office when entering or leaving the building.

Parents/visitors never proceed directly to classrooms, but **must obtain a visitor's pass in the office.**

Parents bringing forgotten books or lunches **MUST** bring them to the office. Classes are not to be disturbed any time during the school day.

Appointments with teachers can be arranged by calling the School Office and leaving a message for the teacher.

COMMUNICATION PROCEDURES

A communication procedure is necessary to allow parents to communicate with school administrators or teachers any questions, misunderstandings, complaints, and/or concerns in the most effective and efficient manner.

Communication with teachers will take place in the following manner:

- A. Teachers may not receive phone calls during instructional time. Any issue that needs to be discussed should be addressed to the teacher(s) involved first, in writing or by phone. You will receive a response within 24 hours. A conference may be set up if needed.
- B. If an issue is not mutually resolved after initial attempts to do so, the Principal should be contacted for further review of the issue.
- C. If after meeting with the Principal the issue is still not mutually resolved to everyone's satisfaction, those involved may elect to contact the Pastor for further review and discussions.

CELL PHONES

Cell phones and text messaging have proven to be a significant distraction and interfere with instruction in school and a smooth dismissal procedure at the end of the day. Since there are sufficient means of

outside contact should an emergency arise, all parents will be asked to inform the school if their child is carrying a cell phone and those cell phones will be turned off and handed in at the beginning of the day to the homeroom teacher and returned at the end of the day. Unless the student is walking to or from school or attending an event off property after school, it would be better to leave their cell phones at home.

First offence: Cell phone will be confiscated and returned to the parent when a \$25.00 fine has been paid.

Second offence: Student will be suspended out of school for a day.

COMPUTERS

Computers are an integral part of the curriculum. Christ Light of the Nations has two computer labs, one with 32 computers and the other with 12 computers. There is also a lap top lab with 30 computers which is used by the junior high students. All of our computers have internet access. Additionally, all classrooms have at least two computers which are used for a variety of activities. Students attend computer class twice a week and work on a variety of skills suitable to their grade level. The Electronic Communications and Internet Conduct Policy (4303.4) is on page 9 of this handbook

DISCIPLINE

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning environment. The Catholic school, as a faith community, encourages an atmosphere conducive to learning not only academic skills but also Catholic values.

The primary goal of Christ Light of the Nations is to provide a learning environment that fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher-student relationship. We also hold our teachers and parents to the same standard of conduct as our students. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline policy is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the Code of Conduct of Christ Light of the Nations School. Should infractions occur, students will be held accountable for violations, and disciplinary measures will be taken.

Parents are expected to support the staff and cooperate with the school in its efforts to provide a safe and respectful environment for each and every student and staff member.

Discipline Policy

Level One Offenses:

Most minor disciplinary matters that arise will hopefully be resolved simply and quickly between the student and the teacher. Such behaviors usually include disrespectful or disruptive talking or actions, unkind behavior toward other students, chewing gum, violations of handbook rules, etc.

Consequences for inappropriate behavior may include time out, minor suspension of student privileges, or making restitution (e.g., an apology to an individual, replacement of a damaged item, etc.). No child will be kept after school as a consequence until the parent has first been contacted.

Serious Disciplinary Consequences (4302)

The administration and/or local school board, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

Level Two Offenses:

1. Vandalism and/or destruction of other's property
2. Vandalism and/or destruction of school property
3. Use of profanity
4. Fighting or continuous "rough play"
5. Blatant disrespect to or harassment of a teacher:
Continuous refusal to follow a request
Continued arguing
Continued pattern or disruptive conduct
6. Excessive teasing or harassment of another student, including, but not limited to subtle looks, gestures, comments, and intended acts of exclusion
7. Comments of a sexual or derogatory nature
8. Stealing
9. Cheating
10. Violating the Internet Acceptable Use Policy
11. Note passing or possession of pictures and/or drawings of a lewd, violent, threatening or prejudicial nature
12. Out-of-school conducts which seriously detracts from the reputation of the school.

In the event that any of the above types of offenses occur, an immediate assessment of the situation will be held with the individual teacher, student and principal. If necessary and appropriate, the following procedure will occur:

First Offense

Teacher-student-principal conference (Parent will be notified by phone of conference. Depending on the severity of the offense, the parent may be requested to attend.)

Second Offense

Teacher-parent-student-principal conference

Third Offense

Same procedure as the second, with the pastor included

Consequences for the above behavior will be determined at the time of the conference by the principal and teacher and may include but are not limited to: making restitution, loss of privileges such as field trips or parties, remaining after school, in-or out of school suspension*

** In the event of an in-school suspension, it will be necessary for the parent to sit with the child or to pay \$70.00 for a substitute.*

Level Three Offenses:

Infractions involving drugs, alcohol, weapons, smoking, truancy, leaving school grounds or any other more serious misconduct will be handled directly by the principal and pastor. Examples of more serious conduct include, but are not limited to:

1. Any actions dealing with drugs, alcohol, weapons or explosives
2. Serious and/or repeated disrespect to persons in authority: faculty, staff or volunteers
3. Serious or repeated harassment or violence
4. Serious disruptive, immoral or indecent behavior
5. Serious violation of the Internet & Electronic Communications Policy

Definitions which have to do with the Discipline Policy:

Suspension (4302.1)

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 (4302.2)

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. Local policies and written procedures governing probation should be communicated to parents and student in the appropriate manner.

Withdrawal for Cause (4302.3)

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

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

When considering the decision regarding a withdrawal for cause, the principal and pastor need to realize the potential effect, if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

Specific Conduct Policies (4303)

Tobacco (4303.1)

As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, schools should prohibit tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves smoke free environments.

Christ Light of the Nations is a smoke-free environment. Therefore, there can be no smoking at school-related and non-school related functions in the building.

Drug, Alcohol & Substance Use and Abuse (4303.2)

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

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or 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.

Search and Seizure (4303.5)

School officials with sufficient reasons to do so may search a student's locker or desk.

Desks and lockers are school property provided to the students for their use and are subject to search by school officials with proper reason.

A student's jacket, purse, backpack and the like are personal property, and as such, are not subject to search. With good reason, school officials could request that a student empty the contents of their pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

VIOLENCE

Violence and the Threat of Violence (4303.3)

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

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

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession,

and/or use of a weapon; and theft or vandalism of property.

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

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.

Christ Light of the Nations Catholic School is here to provide a safe learning environment for all members of the school community. This environment shall reflect the gospel values, including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community and the rights and responsibilities of all persons which are the foundation of justice.

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

Definitions

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

Harassment (4303.7)

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

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

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

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

Weapon is defined as 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.

Procedures

1. All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.
2. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.
3. Police will be notified if an assault or battery occurs resulting from use or threatened use of firearms or weapons by a student.
4. Confiscated weapons will be turned over to the police.
5. If a student needs to be questioned by the police, it must be done in the presence of the principal or pastor.
6. Parents of the student committing the act of violence will be notified by the principal or pastor of the alleged violent behavior.
7. The right to confidentiality of both the complainant and of the accused will be respected with regard to the necessity to investigate the allegations of misconduct, except when police will be notified as in Procedure #3.
8. If a student engages in serious threatening or violent behavior, before the student can continue to attend school or be readmitted to school, the administration must receive reasonable assurance from a competent licensed mental health professional that the student does not pose future danger to others. In addition, the student and his/her parent/guardian must comply with the recommendations of the professional evaluation. Appropriate releases of information must be signed to allow communication between school officials and the mental health professional.
9. There will be an automatic expulsion for in-school possession of a firearm.
10. Possession of other weapons could result in suspension or expulsion at the discretion of the principal and/or pastor.

ELECTRONIC COMMUNICATIONS AND INTERNET CONDUCT (4303.4)

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

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

Computer Internet Use Policy

We are fortunate to be in a position to offer the students at Christ Light of the Nations access to the world through the internet. By providing our students with electronic access to information, and the ability to communicate with people throughout the world, they will be better able to compete in today's workforce. Electronic research skills are crucial to preparation of citizens and future employees.

It is our intent to make internet access available to further educational goals and objectives. Students will be provided with guidelines and lists of resources particularly suited to learning objectives of their present environment. Students' access will be structured and monitored so that education resources will be beneficial for them. Students will be instructed in appropriate research and citation practices and will be expected to follow all copyright laws. Any questions concerning copyright laws can be directed to the computer teacher.

Families should be warned that some materials accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Students may find ways to access other materials as well as educational ones. **Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.** Students also bear responsibility to self-govern and to protect their privileges. This **Acceptable Use Policy** includes parents and students so that both may realize and understand what we are offering to the students.

As part of this policy, the following **are not permitted** and infractions will be dealt with seriously:

- Harassing, insulting, or attacking others (**including from home computers**)
- Communications or depictions through e-mail, text messages, or website postings (**whether they occur through the school equipment or connectivity resources or through private communications**) that are sexual in nature or threaten, libel, slander, malign, disparage, or embarrass members of the school community
- Sending, displaying or willfully obtaining offensive messages or pictures
- Using obscene language
- Obtaining and sending personal contact information about others. This includes address, telephone numbers, school address, or any identifying information
- Damaging computers, computer systems, or computer networks
- Adding, copying, modifying, or pirating software
- Violating copyright laws
- Trespassing in another's folders, work, or files or trashing another's work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Intentionally changing any pre-established settings on the computers in school

- Using the network for illegal activities
- Impersonating someone
- Accessing inappropriate locations
- Blogging and other anonymous posting of information to the web
- Subscribing to news groups, chat lines, or bulletin boards
- Posting chain letters or engaging in spamming

The use of the internet is a privilege and **inappropriate use will result in cancellations of those privileges. Ultimately, the teacher and the principal will deem what is appropriate and their decision will be final.** Appropriate computer usage is expected. Serious offenses may result in the need for restitution. Student files are not considered in the strictest sense private property, but can be accessed for search or for monitoring. This makes any student accessing the internet responsible for online activities.

Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Teachers must have on file a signed agreement stating that parents and students have read the CLN Acceptable Use Policy and that they will adhere to its regulations. Both parents and students must sign this agreement. The agreement will be kept on file in the school office.

EXTENDED CARE (Before and After School Programs)

Before and After Care will be available each day. Before Care will begin at 6:30 AM and After Care will end at 6:00 PM. Teachers and staff will supervise the students. (See the Extended Care Booklet for more detailed information.) Registration for Extended Care is \$30.00 a family. The cost per hour is \$2.50 per child. Before and After Care are extensions of the school day. All policies and procedures carry over to the Extended Care Program.

EXTRACURRICULAR ACTIVITIES

Extracurricular Activities (5202.10)

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 (5202.101)

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

Sportsmanship (5202.102)

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should 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.

FACULTY MEETINGS

Most faculty meetings are scheduled as a whole day off of school, so that the faculty can meet in their own school in the morning and meet with the teachers from the other Federation of Catholic schools teachers in the afternoon. On scheduled half days, children are dismissed at noon. No lunch will be served. Please consult calendar for exceptions.

FAST DIRECT

Fast Direct is a secure web-based school information system for faculty, parents and students to use. School information is available on-line 24 hours a day. You can access school newsletters, calendars, your students' grades and report cards. There are no special programs to purchase or download. Fast Direct also provides a secure messaging system so parents can contact staff members and other parents. Parents will be trained on the Fast Direct system each fall and tech support will be available through the school office. Parents will each have their own secure password to enter the school site. If a family does not have a computer/internet connection at home, a computer will be provided at school during the school day, so parents will be able to get on-line.

Fast Direct Website address: www.fastdir.com/cln

FEES

The following are the Fees collected by the school:

- | | |
|--------------------------|---|
| Registration Fee: | This \$100.00 fee per family is collected at the time of registration and is <i>non-refundable</i> . |
| Book Fee: | A \$75.00 per child book fee is collected each year. This fee helps defray the cost of books, classroom supplies and other instructional materials. (This fee is included in your tuition.) |
| Activity Fee: | This \$40.00 fee is collected per child to cover the cost of field trips, class parties, student planners and other incidentals during the year. (This fee is included in your tuition.)
Activity fees must be used in the school year for which they were charged. Activity fees may not be carried over to the next school year. Sixth and eighth grade parents, in conjunction with their teachers, may decide whether the activity fee will be used with fund raising to cover the cost of all activities for the year. |

FIELD TRIPS

Field trips are planned for the purpose of providing instructional or cultural enrichment and/or providing a wholesome group experience.

Field trips should supplement/reinforce what is taught in the classroom. Therefore, all field trips should be subject related.

Prior to each field trip, Christ Light of the Nations Catholic School children will provide a Permission Slip containing all pertinent information. The written consent of the parent/legal guardian is required before any student is allowed to participate in a field trip. *No exceptions can be made.*

Ordinarily the school uniform is worn on field trips.

All parents attending a field trip must have attended the *Protecting God's Children* program, have a record check by the State of Missouri, and to read and sign the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors.

Field Trips are a student privilege, not a right. A teacher may object to a student going on a field trip if the student is failing a course due to lack of effort, inadequate attendance or poor behavior. In addition, a student may be barred from attending future field trips if s/he has exhibited inappropriate behavior on previous trips in a given school year.

Transportation of Students (5202.09)

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.

For those students who are required to be transported utilizing a child passenger restraint system, the school must either hire a school bus to transport the students or the parent of each student must be responsible for transporting his/her own child to and from the event.

The following policy outlined below applies only to transporting students who do not require a child passenger restraint system.

If a private passenger vehicle must be used, the following criteria are recommended:

1. A valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. Since our school is a non-smoking facility, we request that drivers refrain from smoking while children are in their car.

FINANCIAL OBLIGATIONS

Fees, Tuition and Check Policy

The following policy is reviewed and issued each year at registration. Please refer to the current school year's policy for tuition costs.

Christ Light of the Nations School is supported through the tuition payments of the school

families and the contributions of the parish families. Tuition is not a contribution. Tuition is a payment for educational services received from the parish. It should also be understood that tuition covers only a portion of the actual cost of educating our school children. The generosity of our non-school parish families contributes to the quality education provided at Christ Light of the Nations School.

Annual Costs

Tuition schedules are published each school year. Christ Light of the Nations has two plans available, each with three levels - one child, two children, and three or more children. The Parishioner rate applies to families who are registered members of Holy Name of Jesus and Our Lady of the Rosary parishes, whose children are baptized Catholics and being raised as Catholics. The non-Parishioner rate applies to school families who do not participate in the Catholic faith.

Payment Plans

Christ Light of the Nations offers 3 payment plans for tuition:

Annual Payment: Full tuition and applicable fees are due by August 15. Full payments will be accepted until September 1st. If full payment has not been made by September 1st, the family will be contacted and will need to be enrolled in the FACTS Management Program.

Quarterly Payments: Quarterly payments are made thru the FACTS Management Program for August, October, January and April.

Monthly Payments: Monthly payments are made thru the FACTS Management Program.

Late Fees for Tuition

It will be the responsibility of each school family to keep the school informed of the need to make any changes in the preferred tuition payment plan or adjustments in the amount of tuition to be paid. Changes in withdrawal amounts must be communicated to the school **5 business days prior to the regularly scheduled withdrawal date.**

Fundraising Fee

As tuition does not cover the cost of educating your child(ren) at Christ Light of the Nations School, we have many fundraisers for which we seek the support of our school families. Each school family (parishioners and non-parishioners) is responsible to raise \$300.00 in profit. If you choose not to participate in the fundraisers, you may opt to “buyout”. The “buyout” must be paid in full by October 1st or it can be added to the monthly tuition payment.

The fundraising profit will be billed in July and your account will be credited with your fundraiser profit at the end of each fundraiser.

Together We're Better gift certificates are included towards your fundraising profit. This is credited to your account 4 times a year.

School will issue statements to families in May with the amount of fundraising profit that is still

outstanding. Any outstanding profit is due by June 30th.

Any fundraising overages will not be applied to tuition, fees and/or fines.

If fundraising profit is not fulfilled by the due dates, school records/transcripts will be held until obligations are met.

Eighth grade parents must have their fundraising paid by graduation.

Delinquent Tuition & Materials Fee

(Non-Admission Policy)

All financial obligations from the previous year must be met before a student can be re-admitted on the first day of class for a new school year. Any accumulated fees from the previous year must also be paid in full at this time. This applies whether the fees are owed to Christ Light of the Nations School or any other private or parochial school. If full payment is not possible, suitable arrangements must be made with the school.

When Christ Light of the Nations School is notified that two payments have been missed, the family will be informed that they have ten (10) business days to make payment or contact the school. If the family does not contact the school within this time frame, the student(s) will not be able to attend classes until missed payments are made or when suitable alternative arrangements are made with the school.

For 8th Grade parents only:

In order to send high school applications with transcripts/test scores in mid-November to the high school of your choice, tuition and accumulated fees from the previous year must be paid in full.

In order for graduating students to participate in graduation activities, tuition and accumulated fees must be paid in full and current as of this day.

Refunds

Registration fee is non-refundable.

For families who choose to withdraw from school, tuition refunds will be as outlined below:

- 1) For families who pay in full or by the quarter, tuition will be pro-rated by the number of days in the school year. Tuition will be refunded accordingly.
- 2) For families who pay monthly, refunds will be based on the withdrawal date. If a family withdraws, the tuition will be pro-rated and refunded for the days not used.

Christ Light of the Nations Check Policy

For the convenience and record-keeping of our school families, Christ Light of the Nations Catholic School welcomes personal checks as a form of payment for tuition, hot lunch, Extended Care and/or any fees that may occur with school. Listed below are the guidelines and service

charges/fees that may apply:

Please make the check payable to **Christ light of the Nations School**.

In order to ensure the correct family account is being credited for payment, please use the following guidelines when writing the check:

Indicate on the check the intended service it is to pay for. An example would be hot lunch or stay care.

If the child's name is different than the responsible party, please indicate that as well. This will insure that the correct account receives the credit.

Separate checks must be written for each fee: lunch, stay care, tuition, book fines, etc. One check per family may be written for each fee, but each type of fee must be separate.

Please make check payable for the exact amount.

The following fees apply:

There is a \$20.00 fee per returned check. CLN will notify the family thru the Friday Folder in writing the amount of the returned check and the fee associated with that check. There will also be a copy of the check attached to this information.

The returned check and fees are to be paid by cash to the school the following Monday after receiving the notice.

If the returned check and fees are not paid and a second notice is sent, a \$5.00 administrative fee will be added.

No check will be accepted from the family if an outstanding check is owed. All payments will need to be made in cash or money order until the outstanding check is satisfied.

If a family has 2 checks returned within one school semester for lack of funds, CLN will no longer be able to accept checks from that family. All payments will have to be made in cash or money order.

This not only protects and saves CLN from acquiring large bank fees; it protects and saves the families who are in financial crisis from having to pay the fees as well.

FRIDAY ENVELOPES

Friday envelopes will include any information which you can not receive by way of the FAST DIRECT weekly Newsletter. Some teachers will include corrected student work and tests. Please return the envelope each Monday to school. Anything being returned to school (hot lunch order and money, field trip forms, sign-ups for activities etc.) can be sent in the Friday envelope on Monday.

FUNDRAISING

School Fund Raising

CLN requires parents to participate in fund raising activities throughout the year to raise additional funds for expenses not covered in our ordinary operating budget as well as contributing \$300.00 per family in fund raising profit to ordinary operating expenses of the school. While parents are only required to raise \$300.00 in fund raising profit to help with ordinary operating expenses, it is the hope

of the school board that families will raise beyond that \$300.00 to help fund things that are outside the normal budget (the extras that can't be afforded but would be enhancements to our school instructional program). Therefore, any overage in a family's fund raising will only be used for the general operating budget deficit or to fund any extras needed for instructional programs. School Wide Fund Raising may not be used for special fund raising for camp or graduation.

Fund Raising for Sixth Grade Camp & Eight Grade Graduation

Parents have the option of paying or fund raising to cover the cost of 6th grade camp & 8th grade extra activities. The parents are responsible for this fund raising, calling meetings, planning, organization and publicity needed for their events. The principal will call the first meeting at which time a coordinator will be chosen to take over the committee. Any parent choosing to fund raise will only receive profit from the fund raisers worked by either parent in the family. All money will be turned over after each event to the school finance officer with all bills and receipts. All bills will be paid by the office. The committee is responsible to keep an accounting of all money spent and received. A fund raising calendar for the events you've planned should be given to the fund raising committee to be approved.

GRADING AND REPORTING

CLN's comprehensive program includes progress reports, quarterly report cards and a scheduled parent/teacher conference to be held at least once per year. Additional conferences may be requested by parent, teacher, or principal on an as-needed basis.

STUDENT EVALUATION

1. Grades will be available within a week's time to parents through the Fast Direct system.
2. Report cards for Grades 1-8 are issued quarterly. Kindergarten students receive their first report card at the end of the second quarter. The final report card will be released when all tuition, fees, fundraising, and Extended Care payments are made.
3. If a child is unable to progress in a regular school curriculum by reason of physical, emotional or learning disabilities, a conference will be held with the parents to explore the educational resources of the area which might better meet the child's individual needs.

PARENT-TEACHER CONFERENCES

1. Parent-Teacher conferences are scheduled once a year at the end of the first quarter.
2. Other times throughout the year a parent, teacher or the principal may request a conference at a time convenient for all concerned.

Promotion (4501.1)

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. Schools should develop and publish policies regarding the necessity of passing all required subjects in order to be promoted and of making up failing grades through methods such as summer programs or tutoring on particular concepts and skills specified by the school.

Retention Policy (4501.2)

A child may be retained in a grade if he/she has not successfully completed the work required and/or has not demonstrated sufficient maturity at a particular level. Retention will be determined by the principal and the child's teacher in conference with parents.

If retention is determined to be a real possibility, the following steps will be taken:

1. The parent will be notified by the homeroom teacher at the end of the first semester. Parents and teachers will meet to discuss possible alternatives, such as remediating, tutorial programs, and recommended testing through the Special Education Office at the Archdiocesan Catholic Schools Office, the Special School District, or other available testing services. (In some cases retention may be discussed in the third quarter.)
2. At the third marking period, parents, teachers and principal will meet to evaluate the progress of the students.
3. If the student's progress shows sufficient improvement, summer school may be recommended along with conditional promotion. The child will be placed on academic probation for the first quarter of the next school year.
4. If sufficient improvement has not taken place during the third marking period, the student will be retained at the current grade level with parental agreement. In addition, the recommendations of the formal evaluation will be considered in determining the best possible placement for the child.

GRADUATION (4502)

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, 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.

1. Parents of eighth graders who are in danger of failing are formally notified as soon as an unsatisfactory performance becomes apparent.
2. Students will not receive a certificate until they have met class requirements, and will not be allowed to participate in the ceremonies unless their parents are current in all of their financial obligations. Final transcripts will only be sent when tuition is paid in full, or arrangements have been made with the principal.
3. Even though acceptance by a high school may be secured in February of the eighth grade year, this acceptance will be revoked until course requirements are completed. Summer school may be required to meet course requirements.

Financial Requirements (4502.1)

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

If a student at the time of graduation has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled.

Grading System

According to St. Louis Archdiocese Policy, the following Grading scales are used:

Grades 1-8

A+ = 98-100
A = 95-97
A- = 93-94
B+ = 90-92
B = 87-89
B- = 85-86

C+ = 83-84
C = 81-82
C- = 77-80
D+ = 74-76
D = 72-73
D- = 70-71
F = Below 70

Grade - Kindergarten

O = Outstanding
S = Satisfactory
U = Unsatisfactory

Honor Roll

Christ Light of the Nations Catholic School recognizes scholarship in Grades 4-8 through its Honor Roll published at the end of each quarter. Students will be recognized at Mass at the end of each quarter. Dates of this recognition assembly will be posted on your monthly calendar.

Principal's List

All "A's" and 1 "B" in major subjects
No checks in conduct or effort in any area

"B" Honor Roll

All "A's" and "B's" and one "C" in major subjects
No checks in conduct or effort in any area

HEALTH DOCUMENTS (4401.2)

As a part of the registration process, appropriate medical information should be collected on each student and maintained in a secure area. All students should have:

1. A completed emergency form
2. A registration form indicating special needs

Physical Examination of Students (4401.3)

Students should have a complete physical examination upon entrance to kindergarten, third grade, sixth grade, and ninth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months.

Administration of Medication (4401.4)

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

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: *Physician Consent for Medication Administration*), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. Written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: *Parental Consent for Medication Administration to their Child*);
3. The medication in the original container
4. Proper training of personnel on medication administration. All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

Students with Significant Medical Conditions (4401.6)

A student enrolled in a Catholic school that 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.

Administration of Prescription and Non-Prescription (Over-the-Counter) Medication

Special Note: *School personnel will not administer the first dose of any medication.*

1. An Emergency Authorization Form must be on file in the school, listing the name of the child's physician and phone numbers.
2. Written orders from a physician should detail:
 - A. the name of the student
 - B. the name of the medication
 - C. dosage
 - D. time interval the medication is to be given (if "as needed," a plan must be Provided)
 - E. diagnosis or reason for medication
 - F. a current prescription label or container may serve as a physician's order and physician's orders may be faxed or mailed to the school.
3. Written permission must be provided by the parent or guardian requesting that the school comply with the physician's order.

4. Both the physician's order and the parent permission must be kept on file.
5. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy. Non-prescription medication should be in the original container. Ideally the parent will have two containers, one for home and one for school. For medications that will be given for the entire school year, the child needs a new prescription container each school year.
6. One member of the staff must be designated to dispense medication, ideally a health professional if one is available. Staff members have been trained on medication administration.
7. A locked cabinet is provided for the storage of medication.
8. A record is kept of all medications to be given and the time they were dispensed, with the office person's initials.
9. If there is any change in the dose or timing of medication, the physician must submit the change in writing. This note may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.
10. The school may request from the parent the right to call the physician to clarify a medication order.

Additional Health Guidelines

The health policy is as follows:

1. In the event of minor illness, injury or accident, if needed, the principal and/or a member of the school staff will contact a parent, guardian, relative or whoever is indicated on the Emergency Contact Card, to take the child home.
2. In the event of serious illness or injury, the parents will be notified and the student shall be taken to the hospital of the parents' choice unless stated otherwise by the paramedics.
3. Immunization must be current and comply with Missouri Department of Health regulations. State law regarding immunization of school children requires children to be appropriately immunized by the **first day of school**. Therefore, by the Missouri Division of Health Statute, any child not properly immunized, in the process of completing immunizations or appropriately exempted will not be allowed to attend school as of the first day of school. Exemptions must be signed by a physician or a parent/guardian and filed with the school by the **first day of school**.

Communicable Diseases

Christ Light of the Nations Catholic School follows the policies and procedures on communicable diseases established by the Missouri Department of Health.

1. No child should come to school and no child will be allowed to remain at school with the following symptoms: fever of 99.6 degrees or greater, diarrhea and/or vomiting. These are symptoms that should be under treatment at home. **PLEASE DO NOT SEND CHILDREN TO SCHOOL UNLESS THEY HAVE BEEN FEVER FREE FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATIONS.**
2. Bacterial infections such as impetigo, strep throat, and ear infections need antibiotic treatment. Generally, 24-48 hours of treatment will be enough to allow a child to return to school. However, please provide a statement from your doctor indicating when your child may return.
3. Head lice must be reported to the principal as soon as diagnosed. Your child will be excused from school until no nits (eggs) are found in the hair by authorized personnel.
4. Scabies also must be reported to the principal. The School Office will want to see that your child has received proper treatment before he/she returns to school.
5. Children with chicken pox may return to school seven days after the eruption of the rash. Children with mumps may return to school nine days after the onset of swelling.
6. Christ Light of the Nations Catholic School follows Archdiocesan Policy regarding AIDS.

HOMEWORK

Homework will be determined by the teacher and will be grade level appropriate. Parents are to contribute to the learning process by encouraging the children to accept his/her homework as part of the school curriculum.

Homework is given to students in order to reinforce what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects, and/or to provide for the exploration of additional sources of information.

Homework is thought of not only in terms of written work, but also in terms of study, reading and research.

Parents can contribute to the process of learning in a supervisory capacity by: **a)** being interested in the child's work; **b)** setting up proper study conditions; **c)** helping a child develop good study habits; **d)** providing a quiet time for reading or study each night, even if no specific assignment is due.

HUMAN SEXUALITY PROGRAM

The Human Sexuality Program is designed to help students develop health attitudes and values. Our Human Sexuality Program is approached holistically, considering the whole child, not just one particular aspect. Christ Light of the Nations Catholic School uses the Archdiocesan approved program during the fourth quarter. Parent permission slips are required.

The eighth grade also participates in the Right Start Program.

INCLEMENT WEATHER

In the event of severe weather, school may be canceled or altered and:

Parents will be notified of schedule changes by TV, radio, Fast Direct and School Reach.

In the event of severe winter weather, school may be canceled, or school may begin later in the morning. Channels 4 and 5, as well as radio station KMOX (1120 AM) will carry information about Christ Light of the Nations Catholic School. ***Do not call the school or rectory!*** Announcements can be expected in listings that begin about 5:30 AM or as soon as a decision can be made.

If a Snow Schedule is indicated, doors will be opened at 9:15 AM and classes will begin at 9:30 AM. No morning care will be available on snow schedule days.

Once school is in session for the day, children will not be dismissed early because of inclement weather. Parents are free to come to school to pick up children if hazardous conditions cause concern. When extreme heat or severe weather occurs, the administration has the right to dismiss early for the safety of the children.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS (5202.6)

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

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

LOST AND FOUND

Articles found in and around the school will be turned in to the office. The school will keep these articles for a period of time. If not claimed, they are given to anyone who wishes them, or to a non for profit organization that accepts clothes. **PLEASE: MARK EACH PIECE OF YOUR CHILD'S CLOTHING AND OTHER ITEMS** (Example: lunch boxes, crayon/pencil cases, calculators, shoes) **WITH HIS/HER NAME.** You do not need to sew anything; simply use a permanent black marker.

LUNCH

There will be a hot lunch served each day for \$3.00. The menu will be sent home each Friday attached to your weekly Newsletter on Fast Direct. Students may order by the week or by the day. The lunch menu is also posted on Fast Direct under the icon of the sandwich and milk carton. This menu should be filled out and returned each Monday. Please remember to completely fill out the order form for each day your child is eating. This includes the full name, whether or not they are eating an extra entree and making a selection if there is one. The cafeteria workers will make the choice if you have not made a choice yourself when one is given. Please write which days you child has ordered lunch on a calendar at home. The students who bring their lunch to school each day may purchase milk or water for 25 cents each. **Credits are not given for hot lunches if your student is absent for any reason.**

Students or parents may not bring the following items for lunch:

- 1. Fast food**
- 2. Drinks in glass bottles**
- 3. Soda (except on birthdays – Grades 5-8 only)**

Neither refrigeration nor a microwave is available for student use except in the case of soda as a birthday treat for grades 5-8.

MASS SCHEDULE

Children attend Mass once a week. The children attend the Parish Mass on Wednesdays at 8:00 AM. Parents are invited to participate in these Masses.

NEWSLETTER

In order to keep the families adequately informed of all school events and activities, the principal will send a newsletter every Friday. If you wish to include pertinent school/parish related news in the weekly newsletter, please submit the information in written form to the office by Tuesday. Please take the time to read the weekly newsletter.

NON-ADMITTED ITEMS

The following items are not to be brought to school unless designated for a specific class project and permission is given:

- Beepers/pagers
- Laser pointers
- Lighters or matches
- Game Boys, hand-held games
- CDs, CD players, tapes, radios or similar music devices
- I-Pods
- Toys
- Collectables

PHYSICAL EDUCATION

All children must participate in PE classes. No one is excused unless there is a physical disability, and a note explaining the problem is sent by a physician. The school PE uniform or the regular school uniform and tennis shoes must be worn. (See Uniform Policy.)

PARTIES

Classroom parties for K-6 will be held to celebrate Halloween, Christmas and St. Valentine's Day. Seventh and eighth grade will celebrate Halloween and Christmas. The parties will be 60 minutes in length, with an additional 15 minutes to set up and clean up.

RECESS

Outdoor

Recess is usually outside, weather permitting. Students should come dressed appropriately for the weather (coats, hats, and gloves for winter weather). The following is not an attempt to list all rules of the playground, but a clear statement of expectations:

1. Students are expected to stay in their assigned play areas.
2. Students must remain outside for the entire recess.
3. K-6 students will not kick balls on the blacktop.
4. Students should not climb on the backstops and fences.
5. Students should use the playground equipment appropriately.
6. Students will not take food outside at recess.
7. Students should not bring any equipment from home.
8. Students will not fight, roughhouse, push, kick, or pick up other students.
9. Students will never leave the school playgrounds during recess.

Indoor

When it is raining or when temperatures are extremely cold, students will remain in their classrooms for recess. The following is not an attempt to list all rules of inside recess, but a clear statement of expectations:

1. Students should remain in their homeroom.
2. Students will remain seated for the duration of recess.
3. Students will not write on the chalk/white boards.
4. Students will not bring toys or electronic games from home.
5. Students will speak with inside voices.
6. Students will clean up after themselves.

REGISTRATION POLICY

Registration will be held in February for the following school year.

- A.** A non-refundable registration fee must be paid at the time of registration. At the discretion of the school board this fee may be split and collected in two payments.
- B.** Dates for registration are to be published in the Parish bulletins, as well as in newsletters sent home from school.

SACRAMENTS

During the elementary school years, three sacraments are received by the children. Children in 2nd grade receive the sacrament of First Reconciliation and First Communion. Students in 8th grade receive the sacrament of Confirmation. This sacrament is conferred every year.

Priests, teachers, and parents work together in a cooperative effort to prepare the children for these important steps. Special meetings are held to acquaint parents with roles in preparing the children for the sacraments.

All of the students in Grades 2 through 8 have an opportunity to receive Holy Communion weekly and to receive the Sacrament of Reconciliation twice a year, during Advent and Lent.

SAFETY

The principal will establish safety procedures to be implemented in the following areas; bicycles, doors, emergencies, fire drills, first aid, medicines, tornado drills, fire alarms, bomb threats, earthquakes and safety on school property.

Bicycles:

Bicycles may be ridden to school but must be walked on the driveways and playground to prevent accidents to the rider and to other students. The school is not responsible for damaged or stolen bicycles. Skateboards, scooters and in line skates are not allowed to be operated on school property.

Doors:

All school doors are kept locked at all times during the day in order to protect the children from unwelcome intruders.

Drills:

The following drills are practiced during the school year:

1. Fire drills
2. Tornado drills
3. Earthquake drills
4. Intruder drills

First Aid:

School personnel will assist with minor injuries such as cuts and scrapes. Injuries determined to be serious in nature will be reported to the parents.

SCHOOL PICTURES

School pictures are taken yearly, usually in September. No child is obligated to purchase pictures, but each child is asked to have a picture taken for school records, class group pictures and yearbook.

Uniforms need not be worn on picture days. Dress clothes are appropriate.

Special arrangements are made later in the year to take pictures of the First Communion class and of the 8th grade graduation class.

SNACKS AND WATER

Students in all grades are allowed to bring a nutritious snack and water to school each day. Candy is *not* considered “nutritious” and therefore may not be eaten for a daily snack. Please do not send chocolate; it melts and gets messy. Classroom teachers will determine when the snack may be eaten. Students may have water with them each day as long as it is in an athletic bottle. (Screw off caps are unacceptable.) If your bottle is not insulated, please enclose it in a sock to keep sweating to a minimum. Some suggested health snacks might be: fresh fruit, raw vegetables, pretzels, vanilla wafers, animal crackers, graham crackers, popcorn, Goldfish crackers, Cheez-its.

STUDENTS

Student Records

Parents or legal guardians have the right to inspect and review any/all official records, files and data directly related to their child/ren.

1. Records include identifying data, academic work completed, level of achievement, aptitude and psychological test results, family information, teacher or counselor observations and ratings.
2. There shall be no release of student records without the prior written consent of the parent. Records are not released to parents, but transferred directly from one school to another. No records will be transferred unless and until all financial obligations are satisfied.

Access to Student Records by Parents (4601.2)

Parents/guardians have the right to inspect and review the official active file of their children.

Access to Student Records by Others (4601.3)

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

Transfer of Records (4601.4)

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

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

Release of Student Discipline Information (4601.6)

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

Supervision of Students (4402.1)

1. Normal school hours are 7:25 AM through 3:00 PM. Students may arrive between 7:25 and 7:45 and to wait in the Cafeteria until 7:40. School is dismissed at 3:00. Students will exit the school

building and go directly to their cars. During these hours the school will provide appropriate supervision of the students.

2. The following are procedures for the safe arrival and dismissal of students:

Arrival of Students:

Parents will drop off students in a single file line behind the School building. The children will exit the cars and proceed to the walkway on the left of the driveway. Cars will then be allowed to move on by the parking lot supervisor, and the next line of cars will pull up and stop, continuing the procedure.

Dismissal of Students

CLN front parking lots are striped with lanes. Cars arriving to pick up at the end of the day will pull in to a lane, bumper to bumper, and stop. At the dismissal bell the teachers will bring the students to the parking lot and the students will go directly to their cars. When all classes have been dismissed, and all children are in their cars, the teachers on duty will allow the cars to leave lane by lane.

All students not picked up in this dismissal procedure will wait by the front door until 3:10. At that time the students will be sent to After Care so they are properly supervised. **Parents will incur Extended Care fees for supervision after 3:10.**

3. Ending times of school extra curricular activities will be published in the weekly newsletter. Students who are not picked up at the conclusion of the activity will be signed in to After Care and parents will incur Extended Care Fees for supervision after the activity. Teachers will supervise the students during the activity and dismissal procedure.
4. If parents are unable to regularly abide by the published times, school officials should require that the student's parents arrange for a designated adult to take responsibility for the student.

Questioning of Students (4402.2)

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

Media and the School (4402.3)

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

Distribution of Materials to Students (4402.4)

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

Mailing Lists (4402.5)

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. The elementary school will not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools. The school will not make available on the school web site any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which are posted on the school's web site.

Students with Special Needs (5204)

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

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

Special Needs Records (5204.1)

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

TELEPHONE CALLS

Due to the fact that students may not have their cell phones during school, the students may make a phone call in the school office in an emergency situation.

TESTING

1. In compliance with the Catholic Education Office, Grades 4, 6, and 8 will be tested with the Iowa Test of Basic Skills and the accompanying cognitive skills test.
2. Standardized testing will also be given to Grades 3, 5, and 7 in the area of achievement. No cognitive skills test will be given.
3. Standardized testing will be given once a year during the third week of September.
4. Kindergarten and all new students to the school, fulfilling admission requirements, will be tested prior to admission.

TRANSFER OF STUDENTS

When a child transfers to another school, it is necessary to make a formal withdrawal at the School Office. Information needed will include the name and grade of the child, the name and address of the school to which he/she is transferring, and the reason for the transfer. A release form for all records must be signed at the school being entered, thereby allowing the administration to issue the necessary request. Records will be held until payment of all fines and fees.

TUITION, FEES AND CHECK POLICY

The following policy is reviewed and issued each year at registration. Please refer to the current school year's policy for tuition costs.

Christ Light of the Nations School is supported through the tuition payments of the school families and the contributions of the parish families. Tuition is not a contribution. Tuition is a payment for educational services received from the parish. It should also be understood that tuition covers only a portion of the actual cost of educating our school children. The generosity of our non-school parish families contributes to the quality education provided at Christ light of the Nations School.

Annual Costs

Tuition schedules are published each school year. Christ Light of the Nations has two plans available, each with three levels - one child, two children, and three or more children. The Parishioner rate applies to families who are registered members of Holy Name of Jesus and Our Lady of the Rosary parishes, whose children are baptized Catholics and being raised as Catholics. The non-Parishioner rate applies to school families who do not participate in the Catholic faith.

Payment Plans

Christ Light of the Nations offers 3 payment plans for tuition:

Annual Payment: Full tuition and applicable fees are due by August 15. Full payments will be accepted until September 1st. If full payment has not been made by September 1st, the family will be contacted and will need to be enrolled in the FACTS Management Program.

Quarterly Payments: Quarterly payments are made thru the FACTS Management Program for August, October, January and April.

Monthly Payments: Monthly payments are made thru the FACTS Management Program.

Late Fees for Tuition

It will be the responsibility of each school family to keep the school informed of the need to make any changes in the preferred tuition payment plan or adjustments in the amount of tuition to be paid. Changes in withdrawal amounts must be communicated to the school **5 business days prior to the regularly scheduled withdrawal date.**

Fundraising Fee

As tuition does not cover the cost of educating your child(ren) at Christ Light of the Nations School, we have many fundraisers for which we seek the support of our school families. Each

school family (parishioners and non-parishioners) is responsible to raise \$300.00 in profit. If you choose not to participate in the fundraisers, you may opt to “buyout”. The “buyout” must be paid in full by October 1st or it can be added to the monthly tuition payment.

The fundraising profit will be billed in July and your account will be credited with your fundraiser profit at the end of each fundraiser.

Together We're Better gift certificates are included towards your fundraising profit. This is credited to your account 4 times a year.

School will issue statements to families in May with the amount of fundraising profit that is still outstanding. Any outstanding profit is due by June 30th.

Any fundraising averages will not be applied to tuition, fees and/or fines.

If fundraising profit is not fulfilled by the due dates, school records/transcripts will be held until obligations are met.

Eighth grade parents must have their fundraising paid by graduation.

Delinquent Tuition & Materials Fee

(Non-Admission Policy)

All financial obligations from the previous year must be met before a student can be re-admitted on the first day of class for a new school year. Any accumulated fees from the previous year must also be paid in full at this time. This applies whether the fees are owed to Christ Light of the Nations School or any other private or parochial school. If full payment is not possible, suitable arrangements must be made with the school.

When Christ Light of the Nations School is notified that two payments have been missed, the family will be informed that they have ten (10) business days to make payment or contact the school. If the family does not contact the school within this time frame, the student(s) will not be able to attend classes until missed payments are made or when suitable alternative arrangements are made with the school.

For 8th Grade parents only:

In order to send high school applications with transcripts/test scores in mid-November to the high school of your choice, tuition and accumulated fees from the previous year must be paid in full.

In order for graduating students to participate in graduation activities, tuition and accumulated fees must be paid in full and current as of this day.

Refunds

Registration fee is non-refundable.

For families who choose to withdraw from school, tuition refunds will be as outlined below:

- 1) For families who pay in full or by the quarter, tuition will be pro-rated by the number of days in the school year. Tuition will be refunded accordingly.
- 2) For families who pay monthly, refunds will be based on the withdrawal date. If a

family withdraws, the tuition will be pro-rated and refunded for the days not used.

Christ Light of the Nations Check Policy

For the convenience and record-keeping of our school families, Christ Light of the Nations Catholic School welcomes personal checks as a form of payment for tuition, hot lunch, Extended Care and/or any fees that may occur with school. Listed below are the guidelines and service charges/fees that may apply:

Please make the check payable to **Christ light of the Nations School**.

In order to ensure the correct family account is being credited for payment, please use the following guidelines when writing the check:

Indicate on the check the intended service it is to pay for. An example would be hot lunch or stay care.

If the child's name is different than the responsible party, please indicate that as well. This will insure that the correct account receives the credit.

Separate checks must be written for each fee: lunch, stay care, tuition, book fines, etc. One check per family may be written for each fee, but each type of fee must be separate.

Please make check payable for the exact amount.

The following fees apply:

There is a \$20.00 fee per returned check. CLN will notify the family thru the Friday Folder in writing the amount of the returned check and the fee associated with that check. There will also be a copy of the check attached to this information.

The returned check and fees are to be paid by cash to the school the following Monday after receiving the notice.

If the returned check and fees are not paid and a second notice is sent, a \$5.00 administrative fee will be added.

No check will be accepted from the family if an outstanding check is owed. All payments will need to be made in cash or money order until the outstanding check is satisfied.

If a family has 2 checks returned within one school semester for lack of funds, CLN will no longer be able to accept checks from that family. All payments will have to be made in cash or money order.

This not only protects and saves CLN from acquiring large bank fees, it protects and saves the families who are in financial crisis from having to pay the fees as well.

UNIFORM POLICY

Dress and Grooming (4303.6)

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

Parents are responsible to see that the students come to school dressed according to the school uniform policy. Please do not let your children leave the house before checking to see that they are following the uniform guidelines.

All clothing must be clean, neat, hemmed and in good condition, with no rips or tears.

Consequences for Being Out of Uniform

Teachers will send a letter stating what the infraction is. The students will sit out at recess and must be in uniform the next day. Girls with skirts that are too short will be given a set of PE or uniform shorts to wear until skirt is lengthened. This must be done within two days.

Regular uniforms, sweatshirts and PE uniforms will all be purchased at Fisher's Uniform Store for the 2013-14 school year.

Fischer's School Uniforms
69 Florissant Oaks Shopping Center,
Florissant, MO 63031
314-921-8972

Girls:

Uniform jumpers and skirts

K-3 girls: Plaid Jumper (length: no more than 2 inches above the knee)

4-8 girls: Plaid skirts (length: no more than 2 inches above the knee)

When you go to purchase your uniform, tell them you are from Christ Light of the Nations School so they direct you to purchase the right uniform. **Skirts and jumpers must be no shorter than 2 inches above the knee and may not be rolled at the waist. Skirts must be buttoned at the waist. Girls must have shorts under their uniform skirts or jumpers.**

Uniform shirts: Polo knit shirts (short or long sleeve) in **hunter green, red, or white.**

No monograms or logos are permitted. One solid white t-shirt (no screenings of any kind) may be worn under the polo shirt. **Shirts must be tucked into the girl's skirts, slacks, shorts or capris.**

Uniform dress slacks, walking shorts or capris in navy blue may be worn all year long. (No skorts, outside patch pockets, or cargo pants may be worn.) Students 4-8 must wear a solid color belt in navy, brown or black or parents may remove belt loops. Students in grades K-3 do not need belts.)

CLN Sweatshirts in navy blue or red may be purchased at **Fischer's School Uniforms**.

Socks: Solid white socks must be worn. (No colored socks, trims, emblems, leggings or character socks may be worn.) **Girls may wear navy blue tights.**

Shoes: A matched pair of simple tie or Velcro ATHLETIC shoes. (**regular , mid top and high top athletic shoes are acceptable**) Shoes must be tied or the Velcro securely fastened at all times. (No moccasins, rollers, light-up shoes, flip flops, sandals, crocs, clogs, high heels, boots, Birkenstocks or backless shoes.) This applies to non-uniform days as well.

During the winter months if the girls are wearing skirts and jumpers, the only pants they may wear under their uniform is their sweat pants.

Boys:

Uniform shirts: Polo knit shirts (short or long sleeve), with three buttons in **hunter green, red, or white**. No monograms or logos are permitted. **Shirts must be tucked into their slacks or shorts.**

Uniform dress slacks or walking shorts in navy blue may be worn all year long. (No outside patch pockets or cargo pants may be worn.). Students 4-8 must wear a solid color belt in navy, brown or black or parents may remove belt loops. Students in grades K-3 do not need belts)

CLN Sweatshirts in navy blue or red may be purchased at **Fischer's School Uniforms**.

Socks: Solid white or black socks must be worn. (No colored socks, trims, emblems or character socks may be worn.)

Shoes: A matched pair of simple tie or Velcro ATHLETIC shoes. (**regular, mid top and high top athletic shoes are acceptable**) Shoes must be tied or the Velcro securely fastened at all times. (No moccasins, rollers, light-up shoes, flip flops, sandals, crocs, clogs, high heels, boots, Birkenstocks or backless shoes.) This applies to non-uniform days as well.

Girls & Boys P.E. Uniforms

The PE uniform will be purchased through Fischer's School Uniforms in Florissant.

The PE uniform includes:

- Red t-shirt with logo
- Navy blue gym short with logo
- Navy blue sweat pants with logo
- Athletic shoes as listed above

The Athletic Association tee shirt is not part of the school uniform.

Miscellaneous Regulations

The following guidelines apply to all students:

- Hair color must be a human hair color. Hair should be neat and clean and out of their eyes. Boys' hair should not touch their collars. (no sculptures, fohawks or mohawks)
- Students may wear **one small matched set of button-post type earrings** that may not extend below the ear lobe.
- NO piercings of any kind are allowed. If any piercings are worn to school, the student will be asked to remove them.
- Students may wear one watch. (No other jewelry may be worn.)
- Boy Scouts and Girl Scouts may wear their scout uniforms on their meeting day.
- No make-up
- No nail polish
- NO fake finger nails
- NO caps, hats, head coverings or sunglasses may be worn in class
- NO tattoos
- NO drawing or writing on the body or on clothes
- ONE solid white t-shirt may be worn

Non-Uniform Days

Students are expected to comply with all dress code guidelines including days when the regular uniform is not required. Clothing should be modest, non-revealing, in good condition and clean.

The following items may not be worn:

- Shirts with inappropriate wording or graphics
- Tank tops or spaghetti strap tops
- Tube tops
- Midriff shirts and blouses
- Net shirts
- Short shorts
- Muscle shirts
- Clothing that is too tight or too short
- Hats
- Any other shoes than tie or Velcro athletic shoes

VACATIONS

Vacations taken during school times are strongly discouraged. Make-up work is the responsibility of the students, by request, and can only be given after the student's return due to the unpredictability of how far the class will be by the time of the student's return.

SCHOOL PRIVACY (Approved June, 2011) (Video/Voice Recording and Posting

Christ Light of the Nations 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 “You Tube”, Facebook or similar applications.

Additionally, in order to insure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers’ express written permission. Likewise, 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 “You Tube”, Facebook or similar applications.

SCHOLARSHIPS AND RECOMMENDATIONS

Scholarship recommendations and recommendations for other programs will be mailed to the appropriate party and will not be given to the student for hand delivery. There may be exceptions to this when appropriate. The student or parent may bring all the other accompanying material to school to be mailed with the recommendation.