

Saint Joseph Catholic School
Westphalia, Missouri
Founded 1838



Parent and Student Handbook



School Hours:

Doors open at 7:30 A.M.

The school day begins at 8:00 A.M.

Students are dismissed at 3:12 P.M.

All parents/visitors must sign in and out at the school business office.

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March 9, 2010

Dear Parents and Students,

This student/parent handbook has been written as a general guide for our families to use in understanding the general school rules, operational procedures and requirements of St. Joseph Catholic School students. These are all rooted in our school's Mission Statement.

Our school views parents as the first and primary educators of their children. The school's role is to assist the parents in forming their children in Christ Jesus. The school focuses on developing all aspects of the child: the spiritual, physical, intellectual, emotional, artistic, social and moral. The faculty and staff are sensitive to the needs of the children. They work together with the parents especially through organizations such as the Advisory School Board and Home and School Association.

The handbook will cover most of the areas you may be concerned with as parents and students. It is impossible to address every possible detail of the school's operation in this handbook. For more details on specific policies, rules, or procedures, please contact your child's teacher, school office or school administration. They will be happy to assist you.

The faculty and staff join me in our dedication to you and your children as an educational community based upon the Gospel message of Jesus. We are very favored to have you as a part of this community.

I remain,

In His service,

Rev. Mr. James E. Skahan

Rev. Mr. James E. Skahan
Principal



Saint Joseph Catholic School Mission Statement

To foster Catholic identity,
promote educational excellence,
and
encourage students to be responsible citizens.

Saint Joseph Catholic School Philosophy Statement

Saint Joseph Catholic School endorses the call of the Roman Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christ-like values. This commitment extends to building a Christian community and to fostering faith service to the whole human family.

The objective of personal spirituality urges parents, students, administration, faculty, and staff to be witnesses of Jesus Christ-His words and His work. Social justice impels us to foster respect for the human dignity and the uniqueness of each individual. A strong academic program is evidenced by excellence in teaching and by continued professional growth of our faculty and staff.

These three objectives reflect the intense commitment of all engaged in the work of Saint Joseph Catholic School.

History

St. Joseph School is the oldest school in the Diocese of Jefferson City. Though families were here in 1835, the first school did not begin classes until the spring of 1838. Father Meinkmann served as the school teacher. The children of early settlers were taught by priests and lay teachers. September, 1866, marked the arrival of the first of many School Sisters of Notre Dame. Over the next, 129 years, a total of 151 S.S.N.D. would teach at the school. Enrollment reached 125 students the first year, in two rooms, with many of the students boarding or living with the Sisters so that they might attend the school. This practice was to continue until the 1940's.

In 1886 Father Diepenbrock built a two-story limestone school replacing the two-room log structure to accommodate more students and additional teaching staff. A two-year high school curriculum was added at the time. This building was used until 1927 at which time the present school was built by Father John C. Melies and later enlarged in 1932, and again in 1995 by Monsignor Charles Patterson. A new Middle School with six classrooms, computer lab, and gym was opened in August, 2007. The building was the gift of the Schwartze Foundation.

The School Sisters of Notre Dame, while commuting from Loose Creek, continued teaching here after the convent was razed in 1989. The last Sister departed in 1995, ending a 129-year relationship between the school and the School Sisters of Notre Dame. St. Joseph was the first mission, outside of the immediate St. Louis area, of the School Sisters of Notre Dame.

Today the faculty and staff of Saint Joseph Catholic School are comprised of lay women and a permanent diocesan. The enrollment continues to increase each year. Students from the surrounding parishes Folk, Argyle and Koeltztown-are also enrolled at Saint Joseph Catholic School. There is a very strong parent and parish support of the school.

ACCREDITATION

The Missouri Chapter of the National Federation of Non-Public Schools State Accrediting Associations accredits St. Joseph Catholic School. The school makes annual progress reports to this association. It participates in a Self Study, which is verified by an outside Visiting Team of educators and develops a plan of action based upon the Self Study and Visiting Team recommendations once every six years. The accreditation process examines every aspect of the school's operation including, student services, professional staff, curriculum, administration, physical facilities, school finances and long-range planning.

ORGANIZATION

St. Joseph Catholic School is a ministry of the St. Joseph parish and the Catholic Diocese of Jefferson City. The school operates under the direction of the Diocesan Catholic School Office. The principal directs daily activities of the school. The pastor and principal form the local school administration. An advisory school board recommends general policies and finances.

PROFESSIONAL MEMBERSHIP

St. Joseph Catholic School is a member of the National Catholic Educational Association Elementary Department (N.C.E.A.), the Missouri Chapter of the Council on American Private Education (MO-CAPE), and the Parochial Athletic League (PAL).

Superintendent

The diocesan superintendent of Catholic Schools, whose offices are located in Jefferson City, Missouri, is responsible for the overall administration of all diocesan schools. The bishop serves as the chief administrator of the diocesan schools.

Pastor

The pastor is the spiritual leader of the parish community. He is responsible for these matters within the school that affect worship, the ministry of the Word, and the spiritual welfare of students, teachers and staff. It is his duty to see that the teachings of the Church are clearly presented.

The pastor delegates the immediate direction of the school and its instructional program to the principal. The pastor is the final decision-maker concerning local school policy.

Principal

The school principal is responsible for the overall operation of the school and the professional support staff. Issues involving the school, students, or the teachers are to be discussed with the classroom instructor first before contacting the principal. This is because the teacher has the most direct knowledge of the student and situations that transpire in the classroom. The principal is available to parents by appointment to discuss issues or exchange ideas. Parents are always welcome in the school office.

Teacher-In-Charge

A senior teacher is appointed by the principal to serve as a teacher-in-charge in the absence of the principal. A teacher-in-charge may make limited on-site emergency administrative decisions when the principal cannot be contacted.

Teacher

The classroom instructor is the heart and soul of the teaching art. St. Joseph is proud of its university-trained Christian educators that comprise our faculty. Teachers are state certified by education certification from the Diocesan Religious Education Office.

Librarian

The school part-time, volunteer librarians are in charge of the school library. The librarian administers the library budget, catalogs, and keeps track of all library books, textbooks and materials, and recommends purchase of needed books and materials to the principal.

Athletic Director

The athletic director supervises the school's athletic program under the direction of the principal. This person is in charge of all extra-curricular sports teams representing the school. The athletic director serves as the chairperson of the athletic committee and is responsible for the selection and supervision of all coaches. The person recommends and administers the sports budget for the principal. The athletic director notifies student athletes if they become academically or behaviorally ineligible to participate in the athletic programs, even advised by the school administration.

Technology Coordinator

The volunteer technology coordinator serves as the director of the school's computer labs, administers the technology budget, serves as the chairperson of the technology committee, does in-service teacher and staff training, inventories all items of a technological nature in the school, advises the principal concerning technology needs of the school, and recommends purchase of technology items.

Advisory School Board

The St. Joseph Catholic School Board serves as an advisory board to the school administration (pastor and principal). Six board members are elected to three-year rotating terms. The principal and pastor serve as non-voting, executive members of the board. The principal serves as the chief executive officer of the board. The advisory school board formulates local school policies, recommends and monitors the annual budget, serves as a public relations body for the school, and recommends tuition/fees rates and professional staff salary scales. All local school board policies must have the approval of the pastor.

The advisory school board normally meets monthly on the second Tuesday at 7:00 P.M. in the teacher conference room except during the month of July. The meetings are open to the public. If anyone wishes to appear before the advisory school board or have an item added to the monthly agenda, he/she is to contact the principal or school board president, at least, a week in advance of the scheduled meeting. The advisory school board does not deal with individual student, faculty, or staff personnel issues. **These situations need to be referred to the school administration.**

Home & School Association

St. Joseph School has an active and vital Home & School Association that fosters mutual understanding and cooperation between parents and teachers. General meetings are held on the third Thursday of October, February, and April at 7:00 P.M. in the school cafeteria. The executive board composed of elected officers (president, vice-president, secretary and treasurer) meets with the principal and pastor to develop and coordinate a vast variety of activities and projects as needed.

The Home & School Association assesses an annual family fee due on January 31st in order to fund many of its activities within the school community such as technology, start-up funds for teachers, library books, physical education equipment, playground equipment, principal's attendance at the annual N.C.E.A. convention, and numerous other areas outside the scope of our limited school budget.

Office Hours:

The school business office is open each school day between 7:30 A.M. and 3:30 P.M., unless there is an early dismissal. The office hours begin in August a couple of days before the first day of school and end a couple of days following the last class. Summer hours are normally maintained on a weekly basis and are published in the church bulletin and the summer-activity calendar.

School Hours

Classes in grades K-8 are held each school day between 8:00 A.M. and 3:12 P.M. Early dismissal dates and times are published in the yearly calendar, monthly calendar, weekly principal's letter, parish bulletin, and daily school bulletin.

School Closing

Any emergency early dismissals or closings of the school will be announced over Jefferson City and Columbia area radio and television stations. Please listen to the radio or television stations for closing information. **DO NOT CALL** the school business office during inclement weather conditions to learn if the school is closing early. *This unnecessarily ties up our phone lines for emergency communications.*

The following television and radio stations will normally board cast early emergency school dismissals.

TV Stations: KOMU, Channel 8; KMIZ, Channel 17; KRCG, Channel 13
Radio Stations: KATI-FM, 94.3; KLIK-AM, 950; KTXY-FM, 106.9; KWOS-AM, 1240; KJMO-FM, 100.1; KCLR-FM, 99.3; KCMQ-FM, 96.7; KTGR-AM, 1580; KLSC-FM, 93.9

School Telephone Number

(573) 455-2339

Messages may be left on the voice mailbox of individual faculty or staff members at any time. School phones may be issued by students with the permission of a teacher, staff member or principal when deemed necessary.

Cell-Phones

Cell phones, I-Pods, and pagers are not allowed to be used by students until after school hours. They need to be kept turned off in the student's backpack. Students are responsible for cell phone and pager security.

Right to Amend

It is essential for the welfare of the child that an open line of communication be established and maintained between the home and school. If a school related concern or question arises, the following procedure is to be followed:

1. Parent contacts the teacher, or the teacher contacts the parent.
2. If necessary, conference with parents, student, teacher, and principal.
3. Conference with the pastor if needed.
*** Student might be asked to be a part of the conference.
4. All parents and visitors must sign in at the business office when entering the school building.

Diocesan VIRTUS Program

All employees and volunteers working with minors must attend a Virtus training session and participate in the ongoing education provided by the diocese.

Statement of Non-Discrimination

Saint Joseph Catholic School does not discriminate on the ability of a family to meet the financial obligations for attending Saint Joseph School. It is the parents' responsibility, however, to contact the pastor or principal if there are financial difficulties.

Saint Joseph Catholic School respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

Admission

Students are admitted to St. Joseph Catholic School by the principal upon the completion of required registration forms and the verification of records from previous attended schools. Parents are required to present a state certified birth certificate, baptismal certificate, health records, social security number, and current immunization records.

Transferring students are admitted only after receipt of past academic and behavioral records to assure a good chance of success in the school.

The principal, in consultation with the pastor of St. Joseph Church, reserves the right to deny a child's admission, including, but not limited to, circumstances where admission could:

- exceed available capacity, or
- reasonably be expected to create a disruptive environment, based on demonstrated behavioral deficiencies, or
- create safety or security concerns, or
- be inappropriate for the special needs of a child, when those needs cannot be met by current resources of the school.

In order to be admitted to kindergarten, a child must be 5 years of age by July 31st. In addition, a screening procedure will take place for each kindergarten applicant prior to class placement. If the screening indicates the child might not be ready for kindergarten, the decision on admission will be made in consultation among the kindergarten teacher, principal, and child's parents.

Admission – Special Cases

If a child is admitted into the school, a written academic or behavioral agreement with specific conditions is made between the school and the parents. If the child does not fulfill the terms of the written agreement, the enrollment of the student at Saint Joseph School will be terminated.

Guardianship:

The school assumes that each parent has the authority to enroll a student, grant permission to participate in special school events, have custody of the student, or discontinue enrollment of the student.

In the case that there is a custody agreement between separated parents, the parents need to notify the school and present a copy of the court agreement. If changes in custody occur, it is the parent's responsibility to again notify the school and present a current copy of the court's custody decree.

Any non-parent having custody rights must provide the school with appropriate court documentation.

Registration

Registration for admission to the kindergarten class normally occurs in the late January prior to the new school year beginning in August. A date is set for registration by the principal in consultation with the pastor and advisory school board. Parents or guardians of incoming kindergarten students will provide copies of a state certified birth certificate, baptismal certificate, social security number and current immunization records at the

time of registration. Parents of new kindergarten students also pay a registration fee determined by the advisory school board each year. An enrollment form will be completed.

Parents of students new to the school in grades 1-8 will complete enrollment forms, present copies of the state certified birth certificate, baptismal certificate, social security number, current immunization record and complete and sign a diocesan Release of Records form. Student records are mailed from one school office to the next, not hand carried.

Participation in Religious Activities

Parents are the primary educators of their children. Parents are the child's role models so it is very important that their faith is shared and sacraments received. Attending and participating in the parish weekend Masses and events, as a family, is vital. Students have the benefit of religious education courses, daily prayer, and the opportunity to participate in Mass on various days during the week. Students, under the guidance of their teachers, plan the liturgy to be meaningful and appropriate for the day's celebration. Basic school expectations for student participation apply to all students, Catholic and non-Catholic.

Catholic students are given the opportunity to receive the Sacrament of Reconciliation, especially during Advent and Lent. Students in grade two receive the Sacraments of Reconciliation and First Eucharist after sufficient preparation with parents, teacher, and pastor.

Supervision

The school provides supervision of students between the hours of 7:30 A.M. and 3:30 P.M. on regular school days. Students are not to be on campus prior to 7:30 A.M. and need to leave by 3:30 P.M. unless they are enrolled in the After School Care program. At 7:30 A.M. students may enter the elementary building and report directly to the school cafeteria. At 7:45 A.M. students are dismissed to report to their individual homeroom classrooms by the cafeteria supervising teacher. Students who arrive between 7:45 A.M. and 8:00 A.M. are to report directly to their homeroom classroom.

Students may be on campus during non-school hours only with the expressed permission of a faculty or staff member who is directly responsible for the student's supervision. Students, who are participating in a school-sponsored sports program, must be under the direct supervision of a parent or sports coach in order to remain on campus after school hours.

Stewardship

The cost of educating a child at St. Joseph School is approximately \$4,200.00. This amount tends to grow each year. The operational expense of the school is directly subsidized by the generous contributions of the parishioners of St. Joseph School. Approximately 80% of all ordinary Sunday donations are used to support the parish school.

Each school family, who claims membership in St. Joseph Parish, is expected to be registered in the parish, consistently making use of the week church envelope according to the family's financial circumstances. School families are to make a weekly/yearly pledge for the financial support of the parish each spring through the completion of the annual Covenant Letter. The Covenant Letter is reviewed annually by the pastor as an contribution to the church. This is a serious moral obligation. The Diocese of Jefferson City suggest families Contribute 5 percent of their adjusted gross income to the parish, 1 percent to the Diocese (Catholic Stewardship Appeal) and the remaining 4 percent to charities of the donor's choice. Families, who are not able to contribute to the parish on a consistent basis, need to contact the pastor to make appropriate arrangements to remedy the matter.

School families from St. Anthony of Padua, Folk, Missouri; St. Aloysius, Argyle, Missouri; and St. Boniface, Koeltztown, Missouri, have their Catholic school tuition paid for in total by their respective parishes. These school families are requested to tithe directly to their parishes.

Tuition

Tuition is charged to all non-Catholic, out of parish Catholic families (except those from St. Anthony, St. Aloysius and St. Boniface Parishes) and non-active parishioners with students in grades K-8. The tuition is based upon the actual per pupil cost for the current school year. Tuition may be paid on a monthly basis in either nine or ten payments if necessary. Tuition payments are arranged through the school principal. The current tuition is determined by the advisory school board annually and is based upon the actual per student cost.

The school is tuition free for those active Catholic families who are registered in St. Joseph (or St. Anthony, St. Aloysius or St. Boniface Parishes), complete and fulfill an annual stewardship pledge through the Covenant Letter, volunteer in parish and school activities and regularly participate in weekend liturgies. The pastor will make any final determination if registered Catholic families fail to meet the requirements of the annual Covenant Letter. Non-active, registered families will be assessed a tuition.

Non-Payment of Financial Obligation

Parents are responsible to pay all financial obligations owed the school such as book fees, bus fees, registration fees, bus fees, registration fees, tuition, cafeteria charges, library fines, book fines, for excessive damages or loss, etc., in full before a final progress report is released for the current school year. School records are normally not released until such charges are paid in full. Students with outstanding debts from the previous school year cannot be considered registered for the next school year until all such obligations are paid in full.

If a serious financial problem exists within the family that prevents the payment of such obligations, the parent with the school principal and/or the parish pastor must make payment arrangements acceptable to the school.

FEES

The advisory school board sets the fees for school on an annual basis. Fees are charged for kindergarten registration, sustaining fees, cafeteria school lunch, after school care, and bus fee. Fees are determined each spring for the following school year.

After School Care

After School Care program operates each regular school day from 3:12 P.M. to 5:30 P.M. and is located in the middle school building on the lower floor. The monthly care fee is due the first school day of each month. All program fees are eligible for federal children tax credits or company cafeteria plans. Checks should be made payable to St. Joseph After School Care program.

Absence

Parents are to call the school by 8:00 A.M. if a student is absent or late that day. An absence of more than two hours shall be recorded as one-half day absence. *It is the student's responsibility to see that any assignments or test missed during an absence is made up in an appropriate amount of time.* Dismissal from school for a student who becomes ill or injured is made with the approval of the principal. Parents will be notified of the illness or injury, and they are to sign out their child in the business office or make arrangements to have the child signed out before leaving the building.

Tardiness

The morning session begins at 8:00 A.M. Any student is considered tardy if he/she arrives after this time except in the event of a late bus arrival.

It is the **parents' responsibility** to see that their children arrive in the classroom by 8:00 A.M. Children are considered tardy if they arrive after 8:00 A.M. Tardy students must report to the school business office to sign in, before going to the classroom. Any child accumulating three unexcused tardies in a quarter will have a parent, child and administration conference. Reasons for the tardies will be assessed and administration will decide on what action will be taken.

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect warrants reporting in compliance with child abuse laws of the State of Missouri.

Written Excuses

A written excuse from a parent/guardian is needed when a student returns to school. The excuse is to include the date and reason for the absence. All notes concerning absences are kept on file during the school year. All written excuses are to be signed by the parent.

Parents requesting a student's early dismissal are to send the written request to the classroom teacher, who in turn sends it to the business office. Students must be signed out at the business office by a parent or parent-approved person before leaving the school.

A student is allowed to leave school premises only with a written notice from the parents and the knowledge and permission of the principal and teacher. The school accepts no responsibility for any child who leaves the school premises without permission of the principal.

Late Arrival or Early Dismissal

Students who arrive late for school or who leave school before the end of the regular school day are to report to the school business office. They are to be checked out of the business office by the parent/guardian or approved/authorized person designated by the parent. Person checking students out of school must sign them out of the school business office.

General Health Information

The following information is provided to help parents regarding certain conditions that require exclusion from school.

Students will be excluded from school for:

- Fever of 100 degrees or over
- Undiagnosed rashes
- Vomiting
- Diarrhea
- Fainting
- Red, inflamed eyes (pink eye) until diagnosed and treated, if necessary
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Ringworm
- Head Lice (excluded, until proper medicated treatment has been initiated, and **all nits removed**)
- Scabies (excluded until appropriate medical treatment)
- Common childhood diseases – **State Regulations**
- Chickenpox (**excluded for seven days** from onset of rash)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)

Students sent home ill, with elevated temperatures, vomiting, or diarrhea are to be kept home until they are symptom-free for twenty-four hours. Many children are sent home ill one day, return the next, and need to be sent home again because they have not recovered.

We appreciate parents sharing the diagnosis and treatment of children sent to physicians so we can alert to possible problems in other children (pink eye, head lice, strep throat, worms, etc.)

Immunization

All parents of students new to the school must provide the school office with a copy of their child(ren)'s immunization records. Parents are to update their children's immunization records as booster shots are administered. The immunization records are reviewed annually by the school nurse to assure that students have received all the immunizations required by law for attendance at school. Immunizations guidelines are updated and released annually by the Missouri State Department of Health.

Students Drug/Medication

The drugs/medicines at Saint Joseph Catholic School are stored in a locked file cabinet. Parent/guardian will send written instructions with his/her child's medicine. Instructions are attached to the medication. A written log is kept in the office when a child receives medication. Parents are asked to send labeled prescription medicines in an original container from the pharmacy. Pharmacies will make two labeled containers available to parents upon request.

Blood-Borne Pathogens Policy

In complying with OSHA Blood-borne Pathogens Standard, 29 CFR 1910.1030 Saint Joseph Catholic School, Westphalia has on file a written blood-borne pathogens exposure control plan on file.

All provisions of the standard (and contained in the sample plan) are to be implemented prior to the beginning of each academic year. Compliance means that the policy is reviewed and updated annually, employees receive annual training, and personal protective supplies (i.e. non-allergenic rubber gloves, antiseptic wipes, masks, bleach, towels, garbage bags, etc.) are in place.

Local Funds and Foundations

Because the Catholic school is an integral part of the parish, a reporting of all income and expenditures from funds and foundations is made to the parish council.

Gifts, Wills and Memorials

The school, parish and diocese welcome gifts of wills and memorials at any time.

Saint Joseph School Memorial Fund Policy

Our desire is to establish a permanent memorial fund for the use and benefit of St. Joseph School, Westphalia, Missouri.

All donations received will be deposited into a passbook savings account or CD at Legends State Bank at the Westphalia facility. The following names will be on the passbook: current pastor of St. Joseph Church, and current President and Vice-President of the St. Joseph School Board. Two signatures are required for transfer of funds from the savings account or CD. Funds removed from the savings account will be deposited into the parish checking account for distribution.

All money will be used at the discretion of the St. Joseph Advisory School Board. Recommendations made by the contributors and school faculty will be taken under consideration by the advisory school board.

Federal Lunch and Milk Programs

All students are strongly encouraged to participate in the federal hot lunch program provided by the school. Lunches are paid for on a monthly basis with the months of August and May combined. The monthly fee is due the first school day of each month in the school business office. Checks should be made payable to St. Joseph School Lunch. Parents are encouraged to take advantage of the federal free and reduced lunch program if eligible. Applications are furnished to all families at the beginning of the school year. Parents may apply at any time for this federal benefit. Additional applications are available year around in the school business office.

Students who participate in the hot lunch program, receive a nutritious meal which meets federal guidelines for health.

All funds collected and spent in connection with the federal lunch and milk programs are to be kept in a special checking account, completely separate from either the school or the parish account.

Students' Cumulative Records

Cumulative records are maintained on each student. These records include basic information such as student birth date, address, and telephone number, family data, school(s) attended previously, testing results, and academic progress.

When a student transfers to another school or graduates, a copy of the permanent record is sent to the new school. The original is kept in the inactive files.

Basic Privacy Policy

All student records are kept secure in a file in the principal's school office and accessible to authorized persons upon request to the principal.

Student Transferring Out

When a student transfers prior to the final year of the school's program, parents sign a release form before the student's cumulative record, including records of educational testing is forwarded to the other school. The school sends directly to the receiving school a copy of the student's cumulative record. The original cumulative record and attendance record are retained in the inactive file at St. Joseph School.

Discipline Policy

Students at St. Joseph School will obey the policies and procedures stated in the Parent Student Teacher Handbook, classroom rules posted in room(s), and rules made by the administration to ensure student safety and respect.

Chronic and/or serious inappropriate behaviors will result in parent notification, age-level appropriate consequences, and/or behavior(s) marked on the student's quarterly progress report.

Christian Self-Discipline

The goal of St. Joseph Catholic School is to help in the process of developing behavior, which reflects Gospel values. We encourage students to develop into **Christian leaders** who know proper behavior for specific situations, are responsible for themselves, and work to the best of their ability.

Parents are seen as initiators and reinforces of this type of behavior. In the event or repeated failure of a student to cooperate in this regard, parents/guardians will be notified and asked to come with the student for a conference. In insisting on proper behavior, the school is looking to the best interest of all student sand persons who are part in a friendly, peaceful and secure Christian environment. It is impossible for teaching and learning to take place unless good order is maintained.

Any school discipline policy reflects the knowledge that a particular climate is necessary for children to learn. At St. Joseph Catholic School, our discipline policy is rooted in the teachings of our Lord, Jesus, who taught us to learn, grow and thrive by His example of respect for all humanity. It is, therefore, our policy that discipline be one of many means by which we teach our children to recognize and choose those behaviors that demonstrate an awareness of respect for one's self, respect for others and the self-discipline necessary for respect to grow from within. The particular discipline methods chosen shall be consistent with this overall guiding philosophy. Likewise, all disciplinary methods shall be adapted as necessary or age-appropriate, within the context of this philosophy.

Although our entire school community of parents, volunteers, teachers, staff and students share responsibility for shaping our school climate, it is the classroom teacher who is charged with initial responsibility for the behavior, attitudes and conduct of his/her students. It shall be his/her responsibility to determine the appropriate method for establishing an atmosphere of mutual respect and self-discipline within the context of this guiding policy. An individual teacher's requirement(s) for specific student and class behavior will be communicated to all concerned at the beginning of the school year. As a general rule, it shall be our guideline that inappropriate behavior be normally most effectively addressed as follows:

1. On an individual basis.
2. Immediately after the behavior occurs.
3. Consistently, by student, by class, by school.
4. Within the context of teaching about the example of Jesus, our children's choices, and mutual respect.
5. Teachers will inform parents of any serious classroom behavior problems.
6. Students will be referred to the principal for further disciplinary action when inappropriate behavior cannot be resolved at the classroom level. The principal will contact parents concerning serious behavior problems referred to the school office.

All parents are to support our commitment to create a climate in which all of our children can thrive and grow in Jesus' example. We ask you to commit to these principles of mutual respect by your example in your daily interactions with your own children and in your interactions with the larger school and parish community.

Statement of Philosophy

Our school exists primarily to provide opportunities for students to mature in faith. "Disciple" is a very apt way to describe both the process and goal of our educational efforts. As they guide their students, teachers, as ministers, can draw strength and support from their faith, the Gospel, and the Church.

In this context, discipline is essentially a positive experience. The goal is not just to change or control behavior, but to help in the process of developing behavior that reflects Gospel values by accepting consequences for behavior that is chosen. Discipline is to reflect the goal of eventual self-discipline as a personal response to the call of Jesus.

We believe the area of personal growth and discipline is important, both at school and at home. A family is a strong influence on developing responsibility, conviction, courage, and faith. The school cannot substitute for a lack of family leadership in these areas. Home and school must work cooperatively in fostering these virtues to have the best chance for success with children.

Behavior Code

A Christian student treats others as they wish to be treated. This includes; but is not limited to, the following:

1. Playing fairly and refraining from fighting at all times.
2. Complimenting others and using good, positive comments, not vulgar or profane language.
3. Walking quietly to and from church and becoming silent and respectful during church services.
4. Being orderly in the classroom, hallways, restrooms, cafeteria and playground.

5. Acting respectfully toward teachers, staff, and volunteers, guests and other students.
6. Treating all school property (buildings, furniture, books, etc.) and other people's property with respect and not defacing property or littering.

A Christian student is honest and truthful, by doing at least the following:

1. Doing his or her best work, not cheating or copying.
2. Encouraging others to do their best.

A Christian student demonstrates responsibility for by doing at least the following:

1. Doing work assigned on time and to the best of his or her ability.
2. Having all necessary materials with him or her in class and at school.
3. Obeying and respecting others assigned to duties (bus drivers, cafeteria helpers, custodians, playground supervisors, etc.).
4. Following the rules of the classroom and school.

A Christian student acts safely by refraining from at least the following:

1. Bringing anything that might be considered a weapon to school.
2. Using any illegal drugs or misusing legal drugs.
3. Distributing any drugs to others.
4. Leaving school or assigned areas without permission.
5. Bringing radios, toys, etc.
6. Throwing snowballs, rocks, or any type of dangerous objects.
7. Playing games that involve tackling, pulling, and knocking others down.

Bullying

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him/herself.

Bullying can take many forms such as: hitting or punching, (physical bullying); teasing or name-calling (verbal bullying); intimidation through gestures or social exclusion, (nonverbal bullying or emotional bullying); and sending insulting messages by e-mail, (cyber bullying).

We strongly encourage children or parents to bring any type of bullying to the attention of the school administration. It is our goal to alleviate any type of this behavior.

The Normal Procedures for Handling Bullying Cases Include, but Are Not Limited to the Following:

1. Child who receives the bullying (victim) is spoken to, finding out what happened, when, by whom, and how long it has been going on.
2. Child who is accused (bully) is spoken to, verifying that the incident took place. If the incident is Serious the child will be asked to write a letter to their parents making them aware of what took place, return it signed by their parents and the principal follows up with a letter or phone call to discuss the incident.
3. If the incident is severe, parents are called and a discipline notice is mailed to them on that day.
4. If it is a first offense, the child admits to doing the action; the child is told that this is a warning. If the action continues, parents are called and consequences will be given. Consequences could include detention, in-school suspension, or out of school suspension, all depending on the severity and if the child had been previously warned.
5. If the incident is severe, and the student will not take responsibility for the action a teacher, principal, parent and student conference will be called.

Cheating

This includes homework and tests. If a child chooses to copy homework, the child who gives the assignment and the child copying the assignment may both receive a zero as determined by the supervising teacher. All children are to do their own work. Cheating on schoolwork will not be tolerated. Cheating on a test as determined by the supervising teacher may result in a score of 0 with no chance to retake the test.

Controlled Substances

This policy is an effort by St. Joseph Catholic School Board to respond effectively to the potential and current use and abuse of alcohol a drug by members of its school population. Drug and alcohol use by students at St. Joseph Catholic School is prohibited at all times.

As an extension of this policy, the following school guidelines will be used when responding to alcohol and drug-related situations:

1. Parents/guardians will be notified by principal and or pastor if alcohol or drug abuse is suspected/or identified.
2. Law enforcement officials might be notified after consultation wit the Catholic schools office.
3. Upon notifications, the pastor, principal, teachers, parents/guardians, and student will have a conference.
4. As a result of conference, referral follow-up will be made on an individual basis.
5. Disciplinary action will be up to the discretion of the principal and pastor. (Could result in recommendation for counseling, suspension, or dismissal or expulsion from school.)

Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity.

Students who violate this policy will meet with the pastor, principal and parents/guardians to review the facts of the case. The pastor and principal shall determine the outcome of each case. The outcome could result in: recommendation for counseling, suspension, or dismissal or expulsion from school. In addition, law enforcement officials may be contacted after consultation with the superintendent of Catholic schools.

Student Harassment

All students at St. Joseph Catholic School are to treat others with dignity and respect. Harassment in any form is prohibited. The prohibition applies to all students. Behaviors that may be undesirable include, but are not limited to the following.

1. Derogatory comments, jokes and slurs.
2. Unwelcome physical touching, contact assault, deliberate impeding or blocking of movements.
3. Any intimidating interferences with normal school movement.

Any of the above may be undesirable in and of themselves or because they are of a sexual nature.

All forms of student harassment are prohibited including sexual, verbal, physical, psychological, racial and visual.

Students who have been harassed are to report the incident immediately to the supervising teacher.

No teacher shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

Suspension

A student may receive an “in-school suspension” form the principal for consistent or serious disobedience and misconduct. This requires that the student be present in school but will be separated from the student body. The length of the in school suspension, not to exceed five (5) school days, will be reported immediately to the parents along with a full statement of the reason for the suspension. At the principal’s discretion, a conference between the parents, pastor, principal, and teacher will precede the student’s return to class. The student is responsible for all assignments. Should there be a need for suspension from school; the principal shall first have a conference with the parents and the student. A written record of the reason for the suspension with the date and a summation of the parent conference shall be kept on file.

Student behaviors that could lead to suspension include; but are not limited to the following:

1. Repeating a misbehavior or negative attitude for which three or more consequences/detentions have previously been assigned.
2. Bringing a controlled substance to school, including alcohol, tobacco or an illegal drug, or inappropriate use of a prescribed or over-the-counter drug.
3. Bringing to school any object that’s intended to be used to harm, frighten or intimidate another person.
4. Engaging in angry, assault-type fighting.
5. Engaging in repeated pushing, shoving or smaller-scale fighting.
6. Participating in any vandalism of school, teacher/staff property at school. In addition to suspension, the student will be required to pay for the damage.
7. Harassing or assaulting (verbal or physical) behavior, which is perceived by the teacher or principal as significantly emotionally or physically harmful to another student or staff member.
8. Demonstrating deliberate obscene gestures or language.
9. Bringing to school any pictures or written material that is considered obscene by the teacher or principal.
10. Displaying deliberate, disrespectful outburst or interaction with another student, faculty member, staff member or volunteer.

A second or more suspension from school within the same school year will result in, at least, a two-day suspension following a conference with the student, parent/guardian, teacher, and principal. The pastor is invited to participate in these conferences.

Suspensions may be either an in-school or out-of-school suspension as determined by the principal. Most suspensions will be served in school.

Expulsion

In cases of serious misconduct that could lead to dismissal or expulsion, the parents are advised immediately and urged to take advantage of assistance from school, parish, or social service agencies that could help the student with his or her difficulties.

In extreme cases of incorrigible behavior or when conduct threatens the physical, moral or educational welfare of anyone in the school community, the principal, in consultation with the pastor and superintendent of schools, may dismiss or expel a student.

Student behaviors that could lead to dismissal or expulsion include:

1. Two or more suspensions.
2. Any of the misbehaviors listed under the rules of suspension if their severity and other circumstances warrant dismissal or expulsion as deemed necessary by the principal and pastor.

Classroom Rules

Classroom rules are posted in each classroom.

St. Joseph Catholic School rules include but are not limited to the following rules, which apply to all students at all times.

1. Be considerate of others: no loud talking in hallways, cafeteria or classrooms.
2. No running in school. Walk in hallways and classrooms.
3. Walk single-file in the hallways and stairways. Stay to the right.
4. Sitting on tables and desks is NEVER allowed.
5. Help open doors when someone is coming in.
6. Stop at the stairways to see if someone is coming down before you make a sharp turn to go upstairs.
7. Take one step at a time going up and down the stairs.
8. Be quiet in the restrooms.
 - Individual nutritious snacks (no drinks) may be brought to school for morning snacks. No gum, candy, or soda may be brought on school premises to be consumed or sold. Treats given by the teachers at class parties and/or school field trips will be the exceptions. No audio equipment is allowed on field trips unless permission is given by the teacher. Chaperones will be provided lunch/snacks if necessary. Please do not bring extra snacks, candy, gum, etc. unless permission is given by the teacher.
 - Fines will be assessed for gum chewing. The fine will be \$1.00 for each infraction.
 - Students may not bring audio/video equipment to school.
 - Parents are asked not to call students during the school day unless it is an emergency. A message may be left with the secretary. Students may not use the phone until the secretary or principal has been contacted and permission given. Telephones in the building are for school business only.
 - Students shall not bring toys, trading cards, athletic items, electronic equipment, cell phones, or any nonessential personal items onto school property unless authorized by a faculty member. St. Joseph School is not responsible for lost or stolen items.

Indoor Recess:

1. Students are expected to play indoor games.
2. Unruly behavior is not permitted such as: shouting, loud talking, arm wrestling, throwing objects, running, standing/sitting on desks, etc.
3. Students are to stay in the classroom unless permission is granted by the teacher on duty.
4. No student is to be in the classroom unless he/she is being supervised by an adult/teacher.

Playground Regulations

Each child's safety and well-being is the primary focus of the faculty and staff of St. Joseph's Catholic School. Playground rules include but are not limited to the following rules:

1. The front gate will be closed when students are using the parking lot.
2. All students will go outside unless they have a written permission from a parent or guardian.
3. If playground balls go into the street, the teacher on duty will retrieve the ball.
4. Balls or sport equipment are not to be thrown or kicked deliberately towards any building or parked car(s).
5. Students may not sit on, walk on, or jump over the walls or metal railings.
6. Students may not jump/hang on the basketball rims, soccer goals, or volleyball net.
7. Bats and balls are to be used only on the grass playing field.
8. Smear, tackle football, rough keep-away games are not allowed.
9. Food, gum, candy, or soda is not to be consumed on the playground.
10. Student injuries on the playground are to be reported immediately to the teacher-on-duty.
11. Any windows broken are to be paid for by those involved. The parents will be informed of the costs.
12. When the whistle blows or bell rings, students are to stop playing, and quietly go to the designated areas to line up.
13. Students are responsible for equipment used during recess. They are responsible for returning balls, bats, mats, etc. to proper place.
14. Students must obtain permission of the teacher-on-duty to re-enter the school during recess.

Cafeteria Rules

Cafeteria Rules include but are not limited to the following rules:

1. Students are to use restroom facilities including washing their hands with soap, before entering the cafeteria for lunch.
2. Play equipment should be put in designated areas.
3. Coats will be hung up before eating.
4. Students should remove trash and crumbs from the tables and benches before returning tray.
5. Students are to remain seated until dismissed by the principal or assigned supervisor. Older students (5-8) line up when finished eating.

Library Rules

Library rules include but are not limited to the following rules:

1. Whisper only in the Library.
2. You may check out only 1 book at a time (Exceptions are made with Librarian approval.)
3. Lost books must be paid for before another book is checked out. If paid for the later found, money will be refunded.
4. If no adult is present, you may not be in the Library.
5. Students are not to touch the Library computer.
6. All normal classroom rules apply.

Computer Use Rules

The rules/procedures below, while not inclusive, apply to the use of the school's computer labs, library and classroom computers.

General Lab Behavior

- Students must be accompanied and supervised by an adult in the computer lab.
- When conversing, students may use no more than a two-foot voice level.
- Food, candy, gum, and beverages may not be consumed in the computer lab.
- Workstation area must be cleared of all student materials and refuse at the end of the class period.
- All computer programs are to be closed and CD-ROMS put away after use.

Internet

- Students wishing to use the Internet must have permission from their teacher and be supervised by an adult.
- Out of courtesy to fellow teachers and students, Internet activity outside of normal class time is limited to the availability of the computer lab and adult supervision. This alleviates unnecessary distractions.

Printing

- Students may print ONLY class-related items. If in doubt, the student must check with the teacher.
- Teachers may randomly check printed items for appropriateness.

Rules include but are not limited to the following:

- No writing on or otherwise marking on tables, computers, mouse pads, etc.
- No eating or drink in the computer lab.
- No unauthorized changes to the computer. If changes are needed, please contact the technology coordinator. This includes the screensaver, the computer menu, or other computer settings. Report any error messages or malfunctions of the computers or printers to the technology coordinator, teacher or computer aide.

- No installation of software on the workstations, either from CD, diskette, or the Internet. If software needs to be installed, contact the technology coordinator.
- Students are not to remove disks from classroom or bring in outside disks because of potential damage from viruses.
- Students are not to access the Internet without the technology coordinator, teacher or computer aid present.
- Students are to use proper etiquette and language when using the computer.
- Students are not to change other student's work.

Bus Rules

The transportation of students is a vital part of the education program of St. Joseph Catholic School. Since a majority of students are transported daily, it is imperative that rules be implemented to insure the safety and welfare of each student. Thus, bus rules and discipline procedures for buses shall be the same as listed in the Student Discipline Code and those regulations for student conduct and safety for bus transportation listed below.

Bus rules include but are not limited to the following rules:

1. Recognize and obey all school rules while riding the bus.
2. Board bus promptly and carefully.
3. Respect the bus driver and other students at all times.
4. Remain seated for the entire bus ride.
5. Use windows for viewing and never place body parts or objects out of window.
6. Use polite, quiet voices when talking on the bus so as not to interfere with the driving ability of the bus driver.
7. Report problems to the driver.

Suspension of Bus Privileges

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the right to warn students, conference with students, and assign specific seats. Violations, which are deemed hazardous while riding the school bus, or situations where problems persist or escalate, will be written up on a discipline referral and turned in to the office. The bus driver informs the parent(s) of the student's behavior.

These acts of misconduct are offenses that could warrant a Bus Suspension (suspension of the privilege to ride the bus for a specific period of time). Bus contractors have the right to suspend riding privileges of students as well. The administrative staff will handle violations.

Examples of misconduct include, but are not limited to the following:

1. Violations of the Student Discipline Code.
2. Out of seat, standing up, and moving around the bus.
3. Heads, hand or other body parts extended out of the window.
4. Throwing objects within, onto, or at the bus.
5. Opening or pulling at doors, tampering with bus equipment, or tampering with steering wheel.
6. Fighting on bus or at the bus stop.
7. Disrespect and/or disobedience directed toward the driver.

Respect for Property

A student is responsible for any property that is willfully or negligently damaged. The parent, student, or legal guardian will be required to either repair or replace the damaged property. The school principal will be authorized to enforce the property policy with appropriate action within administrative range of options.

Dress Code

It is primarily the responsibility of the parents to see that their son/daughter comes to school in the appropriate attire.

General Points Applicable to All Students

1. No dress code can possibly cover all situations. The administration will ultimately decide what is or is not acceptable.
2. All clothing should be of proper fit, neat, clean, in good repair and worn as designed at all times.
3. The dress code applies during school hours. Students should be dressed according to the dress code during this time unless approved in writing by the administration.
4. If an item of clothing is not mentioned in the dress code, it should not be worn.

Slacks/Capris/Cargo Pants/Shorts

Dress slacks, capris, cargo pants and shorts must be solid Navy or Khaki (tan). A belt **must** be worn if there are belt loops for all students grades K-8.

Shorts and capris may be worn during the August, September, October, April and May. The length of the shorts should measure no shorter than 6 inches above the floor (when kneeling) for grades 5-8 and no shorter than 4 inches above the floor (when kneeling) for grades K-4.

Jumper/Skirts/Skorts

Girls may wear jumpers, skirts or skorts in navy or khaki fabric of any type except denim. The length of the jumper, skirt or skort must follow the same guideline for uniform shorts. Dresses may be worn but they must adhere to the same color and length guidelines as shirts, skirts and shorts. Shorts must be worn under skirts, jumpers and dresses.

Shirts

Shirts may be solid or patterned in white, light blue, or navy. Shirts must have a collar, crew or turtle neck. No v-neck or scooped necklines are allowed. **Shirts must have sleeves and are to be tucked in at all times.**

Sweaters, Vests and Sweatshirts

Navy, white or light blue cardigans, vests, pullovers, sweatshirts or sweaters may be worn. An approved guideline shirt **must** be worn and tucked in with the above.

St. Joseph Bulldog Spirit Attire

Spirit attire may only be worn on designated days. All attire must adhere to dress code guidelines.

Socks/Tights

White or navy socks/tights must be worn and socks shall be visible above shoes.

Shoes

No shoes or boots that make black marks on the floor may be worn. **No sandals, open-toed shoes, or open-back shoes are allowed.** Tennis shoes **must** be worn on PE days.

Hair

Not tails, shave designs or unusual hairstyles or hair colors are allowed.

Dress-Down or Casual Days

Shorts and shirts must follow the same sleeve, length and neck guidelines as the uniform. Shirts do not have to be tucked in and belts are not required on these days.

Inclement Weather

We suggest students wear a cap/earmuffs, gloves and a warm coat/jacket for outdoor recess.

Other

Small post earrings and watches may be worn. No dangling earrings may be worn. Other jewelry will be left up to the discretion of the principal. **No nail polish or make-up is permitted.**

Casual Dress Day

Casual dress days are scheduled from time to time during special events such as holidays, Catholic Schools Week, field day, etc. All casual dress days must be approved in advance by the principal. Such days will be noted on the monthly activity calendar and in the principal's weekly newsletter to parents. Students may wear their regular uniform on a casual dress day. Please consult the Dress Code for casual dress guidelines.

Dress Up Day

Dress up days will be announced by the principal on special occasions such as monthly birthday assemblies, Catholic Schools Weeks, etc. Dress jeans do not constitute dress up clothing. Please consult the Dress Code for dress up guidelines. Students may always wear their uniform on a dress up day. Dress Up Day will be announced in the monthly activity calendar and/or in the weekly principal's parent letter.

Chaperones and Field Trips (Educational Outings)

Field trips are for educational purposes and to enhance the regular curriculum. Field trips are a privilege. No school sponsored trips or outings will be allowed unless the teacher receives the approval from the principal. All students will participate in religious outings with no disqualifications applying except illness. Students may participate in all other trips/outings if the following conditions are met:

1. Appropriate Christian behavior at school, on school grounds, in class and in Church.
2. Daily homework assignments are satisfactorily completed and current within the school quarter that the scheduled field trip takes place.
3. Tests results are satisfactory.

A field trip form, by which parents request that their child be allowed to participate in the field trip, must be signed by a parent (or guardian) for any field trips or outings which leave the school property, including those which are within walking distance. Information on the field trip form for parents includes the date, destination, purpose, manner of transportation, and planned time of return.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid CDL (commercial driver's license) and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars.

Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Anyone providing transportation for a school-sponsored event is required to fill out a form provided by the school office.

No audio equipment is allowed on field trips unless permission is given by the teacher.

Chaperones will be provided lunch/snacks if necessary. Please do not bring extra snacks, candy, gum, etc. unless permission is given by the teacher.

Unsatisfactory Academic Work:

Teachers will review assignments of those students that are in question of participating for incomplete daily

homework assignments prior to the field trip. Written notification by the teacher will be provided along with the field trip permission information which will be sent home a minimum of 5 school days prior to the event for the parents review and approval. It will then be the responsibility of the student to complete all assignments within two (2) school days prior to the scheduled event in order to participate.

If said student completes assignments and has successfully displayed effort and responsibility, he/she will be allowed to participate in the trip/outing.

Two school days prior to the event the teacher will contact a parent via phone call to inform him/her of the status of the work and regarding the participation in the field trip. The student that does not meet the requirements for completion of outstanding assignments will be denied the field trip and the parents must respect the teacher/principal right to deny the permission to attend. Students not allowed to participate in a field trip should attend school on that day and complete the outstanding assignments followed by performing service projects or other assignments determined by the teacher.

General guidelines for field trips will remain as is with teachers sending permission forms home 5 school days prior to the scheduled event for completion and signature by parents/guardian. If a signed form is not returned by the designated time, the student will not be allowed to participate. Telephone permission will not be accepted.

Chaperones are to read and sign the list of rules prior to each trip. Chaperones accept responsibility to supervise students per school rules and teacher requests regarding the trip.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial driver's license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, part volunteers drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure of the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

Eighth Grade Final Class Trip

The trip will be of an educational nature. Permission maybe denied if proper behavior at school is not satisfactory.

Child Restraints (For private vehicles)

Age/Weight/Height Classifications:

1. Less than 4 years old: Missouri law requires children less than four years old, regardless of weight, use an appropriate child passenger restraint system.
2. Less than 40 pounds: Missouri law requires children weighing less than 40 pounds, regardless of age, to be secured in a child passenger restraint system appropriate for the child.
3. Less than 8 years old/80 pounds or under 4'9": Children (ages 4-7) who weigh at least 40 pounds but less than 80 pounds, and less than 4'9" tall, must be secured in a child passenger restraint system or booster seat appropriate for that child.
4. Greater than 80 pounds or taller than 4'9": Children who are at least 80 pounds or children taller than 4'9" shall be secured by a vehicle safety belt or booster seat appropriate for that child.

To make sure the child safety seat meets Federal Safety Standard 213, check to see that it was manufactured after January 1981, and says "dynamically tested" on the label.

Who is Responsible and Subject to Fine? It is the driver's responsibility to ensure the safety of these children. There is a fine and court cost for those who do not comply.

A violation of the child passenger restraint/booster provisions is an infraction and the fine is \$50.00 plus court costs. The fine for violating the safety belt provision of the law is \$10.00. Charges for violating the child passenger restraint and booster seat provisions shall be dismissed or withdrawn if the driver provides evidence that he or she acquired a child passenger restraint system or booster seat prior to or at his or her hearing.

Failure to comply may also result in criminal charges if injury is sustained by the child or if the manner in which the vehicle is being driven shows disregard for the child's safety.

What are the Exemptions? The law does not apply to public carriers for hire or to students four years of age or older who are passengers on a school bus designed for carrying 11 passengers or more and which is manufactured or equipped pursuant to Missouri Minimum Standards for School Buses (Sections 307.178 and 307.182 RSMo).

Sports Guidelines **BE PROUD TO BE A ST. JOSEPH BULLDOG!**

St. Joseph Catholic School believes that interscholastic competition and participation is an important educational opportunity for our students. We believe that educational standards and sportsmanship principles are inseparable. An essential part of that education is the teaching and practice of self-discipline, good sportsmanship, and fairness.

To obtain the privilege of participating in sporting events, there are several expectations of the student and their parent(s).

1. *Students must show appropriate Christian conduct*

- A. Behavior at the events is expected to be appropriate as well. At sporting events and practices, the coach may suspend a student from participation on a weekly basis for unsportsmanlike behavior.
- B. Students shall respect the integrity and judgment of event judges and officials.
- C. Students shall dress in the school-supplied athletic uniform. Any uniform policies adopted by the school must be followed.

2. *Registration*

- A. The parent(s) are required to complete and turn into the school business office the "Sports Program Permission to Play" form in order for their child to participate in sporting practices and events. This form indicates parental consent and provides the school and coaches with emergency medical contact information.

3. *Fees*

- A. The parent(s) are responsible for payment of any fees, such as uniform deposits, before the child can participate in sporting events.

4. *Attendance*

- B. The child must be in attendance at school the complete day in order to participate in an afternoon or evening event.
- C. The child must be in attendance at school the complete day on Friday in order to participate in Saturday or Sunday events.
- D. A partial day absence, due to medical appointments with prior approval, is an allowable exception.

5. *Controlled Substance, Fighting*

- A. Any student in violation of school rules relating to controlled substances, fighting, weapons, etc. shall be suspended immediately and will not be reinstated without permission of the principal and the coach.

6. *Playing Time*

- A. The coach will follow PALS league directives on minimum playing time for the players. These guidelines ensure that each player receives a fair amount of playing time, regardless of skill or abilities. Normally, this minimum time is defined as the equivalent of one quarter of the event, such as a basketball game.

7. *VIRTUS Training*

- A. Coaches and sponsors are required to attend VIRTUS training. The principal shall make the final decision in all of the above matters.

Homework

Homework is an essential part of the school program. It assists to solidify learning that took place that school day or to prepare the student for the next day's assignment. Because homework instills responsibility, parents should afford time for the child to study and should act in a supervisory capacity.

Homework Procedure

Homework is due at the beginning of each class period.

Work must be completed in the manner prescribed by the teacher.

Teachers accept late assignment for reduced credit. The teacher will accept late assignments only for a limited period of time.

Work corrected for partial credit is at the teacher's discretion.

Late work due to illness needs to be completed within a reasonable period of time. Generally, an additional day is given for homework completion due to illness for each day of absence.

A special place to do homework in the home is most helpful. It is recommended to have a quiet well-lit, comfortable location in the home away from any distractions. A set period of time should be devoted to homework each school night.

It is suggested students spend an average of 30 minutes for homework in the primary grades, 45 minutes to one hour in the intermediate grades, and one to two hours in the junior high grades. Students, who consistently spend more than these recommended times completing their normal homework assignments, need to have their parents contact the teacher to discuss the situation. Homework should never consistently exceed these time frames. Most teachers allow students ample opportunity to begin homework assignments during the school day.

Agenda Books

Students in grades 3-8 annually receive a homework agenda book at the beginning of the school year. The school provides the agenda books. This is an excellent device for students and parents to keep track of homework assignments and due dates. The agenda books provide spaces for all daily assignments in each subject area. Students and parents are requested to use this communication device on a routine basis.

Diocesan Performance Key

-The following assessment scale is used for reporting student academic, Christian Social Development and Work Habit Skills in Preschool – Grade 2.

S – Satisfactory achieved skill/objective

P – Progressing toward skills/objectives

X – Area of concern

□ -- Not evaluated at this time

* -- Modified report

-The following assessment scale is used for reporting student academic progress in Grades 3 – 8.

Performance Key

A+ = 99 – 100	A = 95 – 98	A- = 93 – 94
B+ = 91 - 92	B = 88 – 90	B- = 86 – 87
C+ = 84 – 85	C = 80 – 83	C- = 77 – 79
D+ = 75 – 76	D = 72 – 74	D- = 70 – 71
F = 69 – 0	E = Working at ability	X = Needs improvement

* = modified report

The following is used for the Work Habits (concerns) Key for grades 3-8.

- 1 – needs to observe rules of classroom
- 2 – needs to be prepared for class
- 3 – needs to make good use of time
- 4 – needs to complete assignments on time
- 5 – needs to apply effort
- 6 – needs to improve neatness

Mid Term Reports

Progress reports are sent home in the middle of each quarter for students with concerns marked for Christian Social Development and for a “D+” or lower score in any subject area. Parents are to sign, date and return this form to the issuing teacher within a week.

Quarterly Progress Reports

Saint Joseph School uses the Diocesan Report Cards. There is a separate report card for Kindergarten, Grade 1, Grade 2, and Grades 3 – 8. The report includes not only cognitive learning, but also the student’s growth in social, affective, and physical areas. The grades are the teacher’s evaluation of the student’s work in the particular subject based on quality of written work, participation and contribution to class, periodic tests, and the necessary grasp of skills and knowledge required for mastering the particular subject. Parents are expected to sign and return the progress report envelope within a week of receiving the report. Parents keep the quarterly progress report itself.

Honor Roll

Students in grades 4 – 8 are eligible for the SJS Honor Roll. A 12-point scale will be used to determine the Honor Roll for each quarter. A+ =12, A=11, A-=10, B+=9, B=8, B-=7, C+=6, C=5, C-=4, D+=3, D=2, D-=1. A Honor Roll = Average of 10 points of above from these subjects – Religion, Reading, English, Spelling, Math, Socials Studies, and Science.

Parent Teacher Conferences

Parent Student Teacher Conferences are scheduled for each student at or near the end of the first academic quarter. Conferences may be requested throughout the year do discuss a student’s progress. The parent/guardian should call or write a note requesting an appointment to meet with the teacher(s). A teacher may request a conference also. Parents may check the (conference request) box on the quarterly progress reports.

Promotion and Retention

All promotions, regular or special, shall be decided by the principal in the light of the teacher's recommendation and in consultation with the parents/guardian and with the child, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the principal. As soon as possible the teacher and/or principal will talk with the parents/guardian and ordinarily with the student. Although the principal shall always act in consultation with the student's teacher and parent guardians, the final responsibility for a student promotion/retention rests with the principal.

*Retention for a grade level will be recommended for a student whose final grade averages out to be an **F** in two major subject areas (Religion, Reading, Math, Social, Studies, Science, and English). All cases will be considered on an individual basis.

School Sponsored Extra-Curricular Activities

Extra curricular activities are an important part of the school's mission to educate the whole person in Christ. Extra curricular activities are important and enriching opportunities for students to grow. That is why they are included in the school's educational structure. Extra curricular activities are secondary though to primary purposes of the school which include Christian religious faith and character formation and teaching the academic curriculum to the students.

School sponsored extra curricular activities include but are not limited to the Bellarmine Speech League meets, student council membership and activities, sports activities already directly sponsored by the school including P.A.L.S. League Sports (volleyball, basketball, and track), cross country, diocesan Science Fair, diocesan Sketch Day, various essay and poster contests, Aquinas Academy, school play, etc.

Students, who receive three or more marks on their Christian Social Development section of their quarterly progress reports and/or receive one or more Failure ("F's") grades on their quarterly progress reports, will be considered ineligible for participation in extra curricular activities/events until such time as the deficient behaviors have improved to an acceptable level and/or grades improved to a passing level. All unacceptable behavior and/or failing grades will be monitored for an entire quarter on a weekly basis.

The principal will make the final decisions regarding implementation of this policy in consultation with the appropriate teachers involved. The principal will inform the appropriate coaches and/or advisors of those team members not able to practice or represent the school and when they can resume activities. This information is to remain confidential and private by all parties concerned.

***Policies from the Policy and Regulation Manual for Schools in the
Local Parent/Student Handbook***

DSP 1305 COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

DSP 1430 COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) *Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

DSP 1901 COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation

DSR 1901 COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

A “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.
7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

DSR 1901

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s)

registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

DSP 5101 STUDENTS: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

Revised May 7, 2009

DSP 5201 STUDENTS: Proof of Guardianship

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

DSP 5210 STUDENTS: Absence and Tardiness

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

DSP 5211 STUDENTS: Written Excuses

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

DSP 5220 STUDENTS: Requests for Family Reasons

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

DSP 5260 STUDENTS: Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools that are part of the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

DSP 5305 STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

DSR 5310 STUDENTS: Prohibition of Corporal Punishment

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

DSP 5315 STUDENTS: Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

DSP 5360 STUDENTS: Dismissal and Expulsion

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is: Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal. Revised May 7, 2009

DSR 5360 STUDENTS: Dismissal and Expulsion

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. Revised May 7, 2009

DSP 5370 STUDENTS: Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

DSP 5405 STUDENTS: Parent/Teacher/Student Conferences

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

DSP 5410 STUDENTS: Promotion and Retention

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility

for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

DSP 5520 STUDENTS: Drug/Medication Administration

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools should require that the medication be kept in a locked cabinet.)

DSP 5575 STUDENTS: Student Insurance

Removed June 9, 2010 per School Office

DSP 5701 STUDENTS: Students with Special Needs

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

DSP 5820 STUDENTS: Harassment

Policy: All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

Appendix 5

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or

the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”

2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

Revised May 7, 2009

DSP 5825 STUDENTS: Sexual Abuse of Minors
PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR
OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. i For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation ii of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* of the USCCB, and the *Code of Canon Law*.

I. PROMOTING HEALING AND RECONCILIATION WITH VICTIMS/SURVIVORS OF SEXUAL ABUSE OF MINORS

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements: (1) a Review Board, established by the Bishop, whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors; (2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations; (3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop; (4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors.

Appendix 6

Each of these four elements will be discussed below.

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel. The membership of the Review Board will be comprised of at least five persons who are in full communion with the Church. At least one member will be a diocesan priest who is an experienced and respected pastor. The majority of the members will be lay persons not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five-year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.

2. Duties of the Review Board include:

- a. Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;
- b. Reviewing diocesan policies for addressing sexual abuse of minors;
- c. Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;
- d. Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and
- e. Maintaining an ongoing review of unresolved cases.

3. If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:

- a. Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
- b. Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment; and
- c. Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.

B. REVIEW ADMINISTRATOR

1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.

2. Duties of the Review Administrator include:

- a. Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
- b. Appointing an Assistance Coordinator for the person bringing the allegation;
- c. Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth and coordinating the activities of the Review Teams;
- d. Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- e. Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
- f. Receiving information about other possible victims/survivors; and
- g. Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.

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2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.

3. Duties of the Review Team include:

- a. Investigating and gathering facts regarding allegations referred to it by the Review Administrator, reporting its findings to the Bishop, and providing him any appropriate counsel;
- b. Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;
- c. Meeting as needed for specific cases;
- d. Taking all appropriate steps to protect the reputation of the accused during the review process;
- e. Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
- f. Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

D. ASSISTANCE COORDINATORS

1. An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.

2. Duties of the Assistance Coordinator include:

- a. Listening to the individual and his or her allegations, treating the individual with respect;
- b. Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;
- c. Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
- d. Assisting with referrals to therapists and/or support groups;
- e. Assisting the individual with information about how to follow-up on the options chosen by the individual; and
- f. Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

3. The Assistance Coordinator shall maintain a professional relationship with the individual and will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.

II. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A. BRINGING AN ALLEGATION

1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Address:
Chancery Office, Diocese of Jefferson City
P. O. Box 104900, 2207 West Main

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B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect.
2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.
3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.
4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

1. Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone.

The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:

- a. When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and

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canonical legal counsel.

b. When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the person in charge of the parish, school or agency where the accused is an employee or volunteer, that the accused be immediately placed on a temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.

2. If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.

3. If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will inform the person making the allegation of this conclusion and no further action will be taken.

4. a. The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:

- i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.
- ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.
- iii.. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his *votum*, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.
- iii. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.

a. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.

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- b. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:

- i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.
- ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.
- iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.
- iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.

c. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.

5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

D. REVIEW OUTCOME

- 1. If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.
- 2. If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:
 - a. Every step will be taken to restore the good name of the accused.
 - b. If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.

2. If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon

receiving this information, the Review Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.

3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.

F. CARE FOR THE CLERIC

When a priest is placed on indefinite administrative leave from his assignment because of a substantiated accusation of sexual abuse of a minor, the Bishop or his designee will assist him in finding housing, arrange for his financial support and encourage him to receive pastoral and psychological support during the time immediately following the accusation. A permanent deacon in this circumstance will be assisted by, the Vicar for the Permanent Diaconate in obtaining appropriate pastoral and psychological support.

G. CLERGY OR OTHER CHURCH PERSONNEL FROM OTHER DIOCESES OR OTHER STATES

1. When a priest or deacon from another diocese or a member of a religious community requests faculties in the Diocese, the Chancellor shall receive from the priest's or deacon's proper ordinary certification that the latter is unaware of anything in the priest's or deacon's background which would render him unsuitable to work with minors.

In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese.

The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.

2. When any other church personnel from another diocese or another state are to be employed or are to serve as volunteers, other than on an occasional basis, the Diocese or the parish, school or agency which is to employ them or have them as a volunteer shall check the references given and the agency in the state of their former residence with responsibility for maintenance of child abuse investigation records to verify that the individual does not have a history of sexual abuse of a minor or other history that would indicate that he or she may pose a danger to children.

H. COMMUNICATION

Inquiries from members of the media about this policy and its implementation should be addressed to the Director of Communications of the Diocese. If statements or information are to be released concerning an allegation of sexual abuse of a minor by a member of the clergy or other church personnel, that information shall be made available by the Office of Communications in collaboration with the Bishop, or his designee, and the diocesan attorney.

Footnotes:

i According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, *Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State*, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395

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§2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.

- ii An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.
- iii The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.
- iv The term "decree" as used in this document refers to a statement of the disposition of the matter.
- v See Chapters 210.110-210.192 Revised Statutes of Missouri.

DSP 6235 INSTRUCTION: Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

DSP 6301 INSTRUCTION: Educational Outings, Field Trips, 8th Grade Trips

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8th grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

DSP 6305 INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged. Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial drivers license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

DSR 6305 INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]

All regular chaperones and drivers must complete the Protecting God's Children program.

DSP 6425 INSTRUCTION: Student Internet, E-mail and Other Technology Use

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.

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8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the superintendent of Catholic schools, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *MySpace*, *Facebook*, *YouTube*, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

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SAINT JOSEPH CATHOLIC SCHOOL
P.O. BOX 205

**123 EAST MAIN STREET
WESTPHALIA, MO 65085
(573) 455-2339
(573) 455-2287-fax
e-mail: sjsw1838@att.net**

Class Combination Policy

The St. Joseph Catholic School community is dedicated to provide a quality Catholic education to all of its students. The school operates as one of the missions of St. Joseph Catholic Church and is primarily funded through the generosity of its parishioners. The Parish generously shares its precious and limited financial resources with the school community. Small class sizes are desirable and most educationally effective at the kindergarten and primary levels. Grades of more than twenty-five students will be split into two classes at the kindergarten and primary levels. Grades of more than twenty-five students will be split into two classes at the K-3 level. Normally, split classes will be combined at the 4th grade level and above. Some diocesan schools with large enrollment have successfully utilized a similar policy for many years.

Father Phil Kane

4-29-2009

Pastor

Date

School Board Class Combination Policy 4-21-09