

# Parent/Student Handbook



## St. Patrick School Rolla, MO

Revised January 9, 2024

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# **1000 SERIES - COMMUNITY AND EXTERNAL OPERATIONS**

## **LSP Mission Statement**

St. Patrick's Catholic School provides a quality education and develops the whole child in a Catholic environment.

## **LSP Educational Philosophy**

As a Catholic School, St. Patrick aims to integrate religious values with a quality elementary education in a community of faith environment. This environment is designated to create and foster student desire for learning, caring and sharing of their Christian commitment with family, parish, and community.

A Catholic education encompasses the spiritual, intellectual, social, and academic needs of individual students to prepare them for full and meaningful participation in the world around them.

Our school encourages self-directed action in motivation, discipline, and thought and strives to prepare students in basic academics while challenging them to fulfill their individual potential.

## **DSP 1305 - Educational Authority in the Parish**

Revised July 1, 2021

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 diocesan Catholic school administrator/principal, and consults the parish school advisory council.

The parish school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/ principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The parish school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

## **LSP Parish School Advisory Council**

St. Patrick Catholic School has eight (8) parish school advisory council members that each serve a term of three (3) years. These individuals are ordinarily elected by the parish and appointed to serve the school by giving general guidance and oversee the operations of the school. School advisory council meets each month with the exception of July. The school advisory council has three elected positions: president, vice president, and recording secretary. The basic responsibilities of the group are:

1. To participate in school goal-setting and set school advisory council goals;
2. To pursue goals of long-range planning (e.g., enrollment and finance) and public relations;
3. To formulate and communicate policies for the school which are compatible with diocesan policies;
4. To review and recommend the annual school budget for presentation to the parish council;
5. To participate in the local search procedures for school administrator/principal and participate in the evaluation of his/her performance;
6. To plan for special projects, recruitment, and public relations;
7. To review and evaluate own meeting, policies, projects, and communication.

## **LSP Admission**

A cooperative relationship among the parents, their church, and school can be an important criterion in determining the acceptance of an application for admission.

Included with the records is to be an updated immunization record, birth certification, and sacramental documents (e.g.,-baptism, first reconciliation, first communion). The school fee must be included with each registration form. This non-refundable fee is applied to the book and enrollment fees. Prior to the admission of any student, a complete review of academic and discipline records will be done to evaluate if the student will be permitted to enroll. If enrollment is accepted or denied, notification will be sent to the parents or guardian. Children who meet the age requirement of 5 years of age before August 1 for Kindergarten, but who are found lacking in maturity and/or readiness after testing will not be admitted. Communication regarding this decision will be sent to the guardians. When space is limited, the order of priority for admission (Pre-3 through 8th grade) to the school will normally be:

1. Children of parishoners. A parishioner is:
  - a. One who is registered at St. Patrick Catholic Church
  - b. Attends Mass regularly
  - c. An active steward of St. Patrick Catholic Church
  - d. Is VIRTUS compliant
2. Catholic Children from non-parish families with a sibling enrolled in St. Patrick Catholic School and with a letter from their parish priest stating:
  - a. One who is registered at St. Patrick Catholic Church
  - b. Attends Mass regularly
  - c. An active steward of St. Patrick Catholic Church
  - d. Is VIRTUS compliant
3. Catholic children from non-parish families with the above requirements without a sibling enrolled in St. Patrick Catholic School.

4. Non-Catholic children with siblings enrolled in St. Patrick Catholic School. Parents must be VIRTUS compliant.
5. Non-Catholic children from our waiting list. Parents must be VIRTUS compliant.

The principal/pastor may deny entrance to any child who presents severe discipline problems in previous schools, or proved to be a barrier to the instructional process of his/her peers in his/her previous academic setting. The principal/pastor may deny entrance for any other reason which, in the judgment of the principal/pastor, is in the best interest of the students of St. Patrick Catholic School.

## **LSP Transfers**

When a new student applies for admission, parents must request the transfer of school and immunization records from the previous school. Upon receipt of all required records, an interview will be scheduled with the principal and pastor. Order of priority for admission is applicable to transfer students also. The student will not be admitted to the classroom until all requirements have been met.

The new records are to be sent to:

St Patrick Catholic School  
New Student Enrollment  
19 St Patrick Lane  
Rolla, Missouri 65401

New students may be required to take a placement evaluation.

The principal/pastor may deny entrance to any child who presents severe discipline problems in previous schools, or proved to be a barrier to the instructional process of his/her peers in his/her previous academic setting. The principal/pastor may deny entrance for any other reason which, in the judgment of the principal/pastor, is in the best interest of the students of St. Patrick Catholic School.

## **LSP Immunizations**

The Catholic Church supports immunization for the health of children and the common good of public health.

Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator/principal is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services.

Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either: (1) a medical exemption as confirmed by a statement from a duly licensed physician; or (2) a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parents or legal guardian of the student.

Religious exemptions for Catholic families will not be accepted.

## **LSP Chronic Disease**

Any student permitted to attend school with a chronic disease must do so under specific conditions. Each situation is unique and will be assessed on an individual basis. Students having a chronic disease and their families have their right to privacy and need for confidentiality, thus only staff members who deal directly with the student in question will be informed of the necessary precautions.

## **LSP Illness**

If a student becomes ill, experiencing diarrhea, vomits, or has a temperature of 100.4° F or greater at school, he/she cannot remain in the classroom. Parents will be notified by the school office to pick up the student in a timely manner.

If symptoms of any illness not mentioned above persist for an hour or more and the student is not able to participate in school activities or classwork, then the parent or legal guardian will be notified by the school office to pick up their child in a timely manner.

A child is not to be sent to school if he/she has had a fever of 100.4° F or higher, has vomited, experienced diarrhea or has otherwise been ill in the past 48 hours. Students must be symptom free from illness (including fever and vomiting) for 2 full days without medications, in order to ensure they are not contagious before returning to school.

## **LSP Health**

A parent must inform the school when a student has a specific health problem (diabetes, severe allergies, etc.). All of his/her teachers, volunteers and those adults responsible for his/her care will be informed at the beginning of school as to the specific health problem. The parent will fill out the SPECIFIC HEALTH PROBLEM FORM and will provide written instructions from a physician as to the particular needs of this child while in the school setting. This may include providing epipens, diabetic kits, special allergy free snacks, etc.. If the physician changes the information or mode of care, a written notice outlining the changes in care must be supplied to the school office. All specific health problems or regular medications must be listed in the online student database (FACTS).

## **LSP Religious Education**

Religious education permeates the whole academic program at St. Patrick. Prayer begins and ends each day in our school so God may direct all our educational and personal efforts. All students are required to participate fully in school prayer.

All students will have regularly scheduled religion classes. From time to time visiting religious or vocation speakers will meet with our students. Since students are enrolled in a Catholic school, all students whether Catholic or non-Catholic will participate in all aspects of religious life at St. Patrick.



Sacramental programs are as follows: Seventh grade students prepare for the Sacrament of Confirmation while Second grade students prepare for the Sacrament of Reconciliation and First Holy Communion. Reconciliation takes place in the fall while First Holy Communion and Confirmation take place in the spring. St Patrick participates in a group communion as directed by the pastor of the church. Individual First Communion may be arranged with the pastor. Parents of Catholic children receiving these sacraments are required to attend special meetings during the child's formal preparation period. Lack of attendance may jeopardize a child receiving the Sacraments. In the spirit of diocesan directives for the preparation of these sacraments each child's progress toward readiness is individually monitored.

## **LSP Liturgy and Service**

Participation in the liturgy is an important aspect of Catholic education. All school Masses are twice a week and on various Holy Days as outlined by the diocese. Classes (K-8) rotate the planning of each liturgy.

Eucharist Adoration is held the first Friday of each month. All K-8 students participate. The individual classroom teacher schedules visits to the Blessed Sacrament.

As stewards of God's creation, all students participate in age-appropriate service projects. The class, with the guidance and approval of the teacher and principal, determines projects. From time to time, our school as a group will be asked to participate in parish service projects.

## **LSP Textbook Fees**

An annual textbook fee is charged per student. A nonrefundable deposit towards book and enrollment fees is due with the registration form which includes an annual technology/library/science lab fee. These fees are due the first day of school and are delinquent after October 1st of each year. Students are responsible for the care of the textbooks rented to them each year and will replace any textbook if it is lost, stolen or damaged. Damage to a textbook is determined by the classroom teacher or administrator.

## **DSP - 1430 Home and School Associations**

Revised July 1, 2021

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/ guardians shall be established and held in high esteem. Each 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/guardians are to be set up and held in high esteem," Code of Canon Law, Canon 796. The home and school association fulfills its purpose by supporting the school and collaborating with faculty and personnel.

## **LSP St. Patrick Home and School Association (HSA)**

If your child is enrolled at St. Patrick School, then you are automatically enrolled as a member of the HSA. The HSA of St. Patrick School meets every quarter. The executive committee consists of the president, vice president, recording secretary, treasurer, a school representative and school principal. HSA is an excellent avenue to get involved in your child's education at St. Patrick. The association organizes our volunteers through the volunteer coordinator, as well as social events. Officers use the HSA Handbook which outlines the calendar of events for the academic year, provides the bylaws of the association, and lists the names of the president, vice president, recording secretary, treasurer and school representative.

## **LSP Inclement Weather/Cancellation of School**

When weather is deemed severe, school will be canceled. This decision is made by the administrator and communicated to students and parents via school email and text messaging. If the inclement weather is acceptable to have school be in session, you as a parent may decide to not transport your child for safety reasons. Please contact the school office to report your child as being absent.

School may need to be canceled for other reasons (no water, no electricity, etc.). Every effort will be made, as early as possible, to notify students via school email and text messaging.

## ***DSP 1530 - Use of Student Photos***

*Revised July 1, 2021*

*Student photos may be used in brochures, newspapers, or other publications and the school parish or diocesan web site or social media only if the parent/guardian of the student signs a release allowing such use. The Diocesan photo release can be found in Appendix #DSR 1530.*

*Neither the first name of the student nor the last name of the student may be referenced on the website. To clarify, the Diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.*

## **DSP 1810 - Parent Communication Agreement**

Revised July 1, 2021

Enrollment in a diocesan Catholic school is a privilege, not a right. Especially in the schools, a condition of a child's enrollment is the parents/guardians support of the school, and close cooperation of the parents/guardians with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parents/guardians and school shall be used to resolve the concern.

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief

summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor.

Parents/guardians are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parents/guardians use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the student of the parent/guardian who has done so.

By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support the school and its policies and regulations

## **DSP 1901 - Grievance**

Revised July 1, 2021

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation.

## **DSR 1901 - Procedure for Reconciling Differences: Administrative Recourse**

Revised July 1, 2021

### **DEFINITION**

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

### **PURPOSE**

The primary purpose of Administrative Recourse shall be 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.

### **BASIC PRINCIPLES**

- Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.

- Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) By mutual written agreement, however, the timeframes may be extended.
- The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
- There shall be no retaliation against any party or participant in Administrative Recourse.
- 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. Records of formal proceedings at every level shall be kept and made available to all parties involved.

## PROCEDURE

- **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 grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.
- **Formal Procedures**  
In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.
  - **LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL**  
The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven 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 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/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven 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 days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

- **LEVEL THREE – CATHOLIC SCHOOL OFFICE**

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

- **LEVEL FOUR – OFFICE OF THE BISHOP**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five days to the bishop. The bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 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 the bishop as well as the interested parties. The bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the bishop shall be final and binding.

## **DSP 1902 - Procedure for Reconciling Differences: Penalty Status During Administrative Recourse**

Revised June 1, 2015

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during the Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

# 3000 Series - Business, Non-Instructional and Government Operations

## LSP - Tithing/Tuition and Fee Payment Schedule

Catholic schools are an integral part of the mission of the Church. Not only do Catholic schools provide educational opportunities for children, they provide opportunities for whole family catechesis, and they pass on our closely held religious beliefs from one generation to the next. St. Patrick School is a ministry of St. Patrick Church. As a stewardship parish in the Diocese of Jefferson City, being an active steward at St. Patrick Church is an expectation of parents/families/guardians of students attending the school. Although, at this time there is no required tuition for families that are active stewards, please understand that a component of being an active steward is sacrificial giving. Sacrificial giving includes giving on one's time, talent, and treasure, and giving back our first fruits that God has blessed us with. Active stewardship may be evaluated from time to time during the open registration process usually held in the spring.

Active stewards are asked to participate in tithing at St. Patrick's Parish as part of sacrificial giving. Please discuss this with the parish office staff on how to start contributions. Non-Catholic tuition is a sum to be determined on a yearly basis that can be paid over the 10 month academic year August - May. Monthly payments for tuition are calculated by taking the annual tuition and dividing by 10. Tuition is due on the first of the month and considered past due on the 15th of each month unless an agreement has been made between the pastor, principal and parent.

### Inactive Catholics and tuition

May 13, 2022 | [Policies](#)

The Diocese of Jefferson City, in accordance with the diocesan Pastoral Plan, is implementing a pastoral effort to deepen the spirituality of stewardship in our diocese.

The Stewardship Way of Life recognizes the need for clergy and faithful alike to foster an intentional and co-responsible approach to discipleship under the Lord Jesus, answering the call to freely give of themselves to the mission of the Church and others out of gratitude and love for Christ. This spirituality of Christian stewardship is manifested in the Church's partnership with parents in the education and formation of their children in the parish's Catholic school.

Discipleship calls us to more than membership; it calls us to an active stewardship. Thus, all parishioners are asked to support the work and ministry of their local parish.

No more and no less is asked of Catholic school parents and students than of any other parishioner. All parishioners are asked to:

- Commit to ***pray***. That is, actively and regularly attend Mass on weekends and holy days of obligation.
- Commit to ***participate***. That is, offer their talents and a portion of their time to serve the parish community and be a part of its fellowship and opportunities for ongoing Christian formation.
- Commit to ***sacrificially give***. That is, generously and proportionately pledge a portion of the “first fruits” of material treasure to support the operation and ministry of the parish church. The goal for Christians is the Biblical tithe (10%) and all are called to strive toward that goal.

All parish families are expected to enshrine these three sacrificial commitments through the completion of annual stewardship forms.

Families who strive to live as active stewards may have their children sponsored through the stewardship of the people of the parish for enrollment in the Catholic school. It is understood that parish sponsored enrollment in a Catholic school is contingent upon the family’s practice of their faith.

Catholic families who refuse, after many invitations, to live as active stewards must meet with the pastor to discuss the following options in order to retain enrollment in the parish school:

1. Begin living as active stewards in the parish by consistently attending Mass on weekends and holy days, being active in the life of the parish, and staying current on a pledge of material treasure to support the work of the Church.
2. At the discretion of the pastor, these families would be moved to “tuition status” but only for their children already enrolled in the school prior to the parish’s transition to the CSR model. The tuition rate would be set by the pastor, and will likely be comparable to the cost of education at private schools in the area. The bishop recommends this tuition to be at least 110% of the cost of education per pupil. This income will be considered ordinary income for the parish (as opposed to non-Catholic tuition, which is considered extra-ordinary). Children from inactive Catholic families not currently enrolled in the Catholic school will no longer be eligible to enroll via tuition, only as active stewards.
3. Unenroll from the parish school.

Catholic families who are not living as active stewards and who attend and/or register in another ecclesial community are not eligible for enrollment in the parish school until they begin the process of living as active stewards in the Catholic parish.

In some places, on the borders of our diocese, parishioners from parishes in another diocese also register in our parishes in order to send children to parish schools in the Diocese of Jefferson City. However, we discourage Catholics from registering in more than one parish community at a time. Therefore, families in this situation should either:

1. Enroll and strive to live as active stewards at the parish which is sponsoring their children for enrollment in the parish Catholic school.
2. Contact the pastors of both parishes and ask for a plan to be developed with the home parish to sponsor their child for enrollment.
3. Pay a tuition rate determined by the pastor of the enrolling school.

It is the responsibility of the pastor of the parish to educate and form the faithful of the parish, as well as school administrators and staff, on the difference between a Catholic school and a private school. All parishioners need to understand that the parish school is not separate and distinct from the parish but instead a ministry of it! The Catholic school exists to form and educate the children of active parishioners. While non-Catholic students may be admitted from time-to-time on a tuition basis, and as space allows, the priority is always given to the children of active stewards of the parish or other sponsoring parishes.

It is understood that many different situations may arise which are not explicitly addressed in this document. The addressing of various pastoral situations is left to the discretion of the pastor using this document as a guide and in collaboration with the Offices of Stewardship and Catholic Schools.



# **5000 Series - Students**

## **DSP 5101 - Non-Discrimination**

Revised June 1, 2015

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall not discriminate on the basis of race, nationality, sex or any other basis that is prohibited by law, in regard to enrollment.

## **DSP 5201 - Proof of Guardianship**

Revised June 1, 2015

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

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

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

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

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

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

## **LSP - Morning/After Care Service**

Revised August 22, 2022

Morning care supervision and a fee for this service begins at 6:50 a.m. in the parish hall, and ends at 8:50 a.m. At 7:30 a.m., all students are permitted to enter without a charge. A complete outline of the service and fee is available on the school website.

After care supervision begins at 3:30 p.m., when dismissal is complete. Any child not picked up by 3:30 p.m. will automatically be placed in after care. After care supervision is from 3:30 p.m. until 5:30 p.m. and a fee is charged. Late fees of \$1 per minute will be applied to any parent's account that does not pick up his/her child promptly at 5:30 p.m. An outline of the fees is available on the Morning/After Care Service Form provided upon registration to the school and renewed each August.

Childcare bills are emailed home weekly and are due promptly. Delinquent accounts will be referred to the principal.

Students who display inappropriate behavior will not be allowed to stay in the childcare programs.

## **DSP 5210 - Absence and Tardiness**

Revised June 1, 2015

### **Absence**

Excessive absenteeism of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri.

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

### **Tardiness**

Excessive tardiness of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (See DSP 5810.)

The parent/guardian/student handbook specifies times for the beginning of the morning and afternoon sessions. Any student who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration in allowing the student to continue to be enrolled in the school.

## **LSP - Absence and Tardies**

School begins at 7:50 a.m. Any student who arrives after 7:50 a.m. is tardy. Their homeroom teacher will escort them into school from the Parish Hall. Students may begin arriving at 7:20 a.m. with no morning care charge. The parish hall side doors will be locked for the school day at 7:50 a.m. WHEN STUDENTS ARRIVE AFTER 7:50 a.m., they are to report to school via the front door, where PARENTS must sign the student in at the office to report their tardiness.

## **DSP 5211 - Written Excuses**

Revised July 1, 2021

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/ guardian. All notes concerning absences are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring "Return to

School” documentation from a medical professional after a period of illness (e.g., if a student misses more than three days due to illness, documentation is required for return to school).

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

## **LSP - Notification of Absences**

In addition to a written excuse as outlined in DSP 5211, parents or guardians must call or email (dbackesdelp@stpatrickrolla.org) the school office by 9:00 a.m. to notify the school of their child’s absence and the reason for the absence.

## **DSP 5220 - Requests for Family Reasons**

Revised May 7, 2004

Parent/guardians of diocesan Catholic school students may occasionally wish to take their child out of school for several days because of family plans. The school administrator/principal and teacher(s) shall discuss the child’s progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making-up schoolwork shall be specified in writing.

## **LSP - Make Up Work for Approved Request Family Reasons**

Students in K-8 will be assigned make-up work when they return. Students have as many days to complete the make-up assignments as they were absent. Normally, no work will be given ahead of time.

## **LSP - Safety**

St. Patrick School continuously works toward providing a safe and nurturing environment for your child. For this reason, our teachers annually review safety and emergency procedures, and will “practice” them with students during the first month of school and then again during the academic year.

As a precautionary procedure, all doors into the school will be kept locked. The parish hall exit will be left unlocked from 6:50 a.m. to 7:50 a.m. and again from 3:30 p.m.-5:30 p.m. because of our childcare program. If a parent needs his/her child once school has begun, they must enter through the front door of school and follow the outlined procedures for removing their child from school.

All volunteers and visitors are required to enter through the front entrance, sign in on the volunteer log book and obtain a volunteer/visitor badge before entering the school.

Volunteers/visitors must wear their badge during the entirety of their stay on campus.

## **LSP - Arrival/Dismissal**

Revised March 7, 2022

Parents are expected to review each year the traffic flow map for safe arrival and dismissal of students. It is especially important to note that during arrival and dismissal NO LEFT turns are permitted from the parking lot. To expedite the dismissal process, all cars must display family names for quick identification every day.

Preschoolers will be escorted to their cars by an adult. The adult driver or an adult passenger MUST be ready to buckle up the student into their car seat or booster seat.

\*Half day preschoolers (11:30 am) will be dismissed from the church.

## **DSP 5260 - Confidentially**

Revised June 1, 2015

Rather than strict confidentiality in regard to student and school personnel communication (verbal and written), the diocesan Catholic schools operate under a “spirit of confidentiality.” Therefore, outside of the seal of confession 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:

- information that concerns violation of the law;
- matters involving the health and safety of the student or any person;
- serious moral issues;
- and/or any other matter raising serious enough concern in the mind of the employee that they believe it is important to share the information with school administrator/principal.

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

## **DSP 5305 - Catholic Faith and Moral Standard**

Revised July 1, 2021

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, 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, reputation and welfare of other students or employees 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.

## **DSP 5310 - Prohibition of Corporal Punishment**

Revised July 1, 2022

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

## **DSP 5315 - Weapons and Dangerous Instruments**

Revised May 7, 2004

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

## **LSP - Reporting Weapons and Dangerous Instruments**

All students, faculty, staff, volunteers and parents are to immediately report to the principal or in his absence, the teacher in charge, if they suspect an individual or individuals to possess a weapon or dangerous instrument. The principal will then activate the school's emergency procedure for reporting such an occurrence.

## **LSP - Discipline Plan**

### **Philosophy**

It is the school's belief that as a Catholic school it is the school's responsibility to assist parents in the development of their children as responsible, Christian members of society. To accomplish this, there must be a mutual respect and trust among parents, teachers, and students. The school discipline policy will be consistent with Catholic Christian teaching, lead to the development of self-discipline, and provide a safe and orderly environment for all members of the school community.

Discipline in school must be maintained in order to achieve maximum learning benefits for all students at all times. When a problem occurs, all students shall be treated with fairness, respect, and dignity, always keeping in mind that Christ is ever present in our school.

### **Goals**

1. To assist students in incorporating Catholic Christian values into their daily life.
2. To develop a sense of community responsibility.
3. To assist students in developing the responsibility necessary for self-discipline.
4. To join with parents in a cooperative partnership in implementing the school discipline plan.

The following attributes will be fostered within our student body and required from each St. Patrick student:

- politeness and respect to all people

- good manners in all actions
- effective study habits and time usage
- neat and punctual completion of all assigned work
- attentiveness to adults when they are speaking
- good hygiene and attire to reinforce self-discipline
- appreciation for others' actions and accomplishments
- ongoing efforts for self-improvement and success
- self-control in the classroom, lunchroom, church, and playground

## Basic School Rules

Rules are for all areas of the school, classroom, hallways, cafeteria, field trips, etc. Teachers may have their own classroom procedures and discipline plans that concur with the school discipline plan. The following rules apply to all students at all times:

- Be in class on time.
- Use only appropriate language and behavior in class, hallways, cafeteria and all other areas.
- Do not engage in fighting, verbal or physical.
- Respect yourself and others as a child of God and treat everyone, adult or student, the way you wish to be treated.
- Cooperate and act responsibly at all times.
- Follow the directions of adults the first time they are given.
- Do not leave school grounds without permission.
- Care for school property.
- The use of cellular communication devices (cell phones, smart watches, etc.) is prohibited without teacher permission. This includes during the school day and childcare times.

## Implementation

- Every year, teachers will discuss with their classes the discipline policy and develop guidelines for the classroom regarding what the basic rules “Look Like” and “Sound Like” within their classroom.
- Teachers will create an atmosphere in their classrooms where each student feels valued as an important member of the group.
- Teachers will provide instruction regarding requirements and limits within the school setting.
- Procedures will be utilized which hold students accountable for any transgressions of the basic rules. These procedures include: identification of the problem behavior, effect of that behavior on self and community, development of a plan to prevent the behavior from happening again and making amends for the effects of the behavior.
- Procedures may include conferencing with a teacher, isolation at a “safe spot” in the classroom, conferencing with another teacher or the principal, and teacher/student/parent conferences.
- Behavior plans may include conferences with parents, teachers, and/or principal, restriction of activities, preferential seating arrangements, organizational strategies, apologies, school/community service, peer assistance, and other actions/activities which are related to the behavioral concern and lead toward reconciliation.

- At all times, all individuals will be treated with respect and dignity. Yelling, use of physical contact (except in cases where safety is a concern), disrespectful language, and belittling are not part of the disciplinary plan.
- Appropriate consequences relevant to the infraction will ensue. Below is a list of possible consequences that will be utilized depending on the situation. It will be up to the discretion of the pastor, principal, or teacher as to what consequences should be imposed according to the severity of the offense. In no particular order, and not limited to:
  - miss recess
  - write sentences or paragraphs
  - miss out on a reward
  - do some school service (i.e. clean desks, tables, etc.)
  - lunch detention
  - after school detention
  - call to the parents
  - out of school suspension (OSS)
  - dismissal or expulsion
- This is just a sample list and not to be taken as the only possible consequences. The school reserves the right to add to this list to meet the needs of the students and their individual circumstances.

## Serious Behavior Violations

1. Students engaged in any of the following types of behavior as listed below, or other such serious offenses, at any time while on school property, at school-sponsored activities, or in vehicles being transported to or from school-sponsored activities, shall be seen as soon as possible by the principal or the principal's designee:
  - a. Fighting
  - b. Stealing
  - c. Cheating
  - d. Vandalism
  - e. Use of abusive or disruptive language
  - f. Engaging in harassment,
  - g. possession of pornographic material, including but not limited to: music, CD's, tapes, photos,
  - h. being under the influence of drugs or alcohol,
  - i. threatening or causing real or potential harm to any member of the school community: students, teachers, or staff.
2. Students found in possession of any of the following or similar items on their person, in their backpacks, purses, or lockers, at any time while on school property, at school-sponsored activities, or in vehicles while being transported to school-sponsored activities, may be subject to immediate dismissal or expulsion and may be referred to the appropriate legal authority with approval of the diocese.
  - a. Dangerous weapons including: guns, knives, explosives, clubs, or any instrument or device used to inflict physical injury, harm, or intimidate another person.
  - b. Non-prescription drugs, drug paraphernalia, alcohol, tobacco products, including any substance or item which a student represents to be one of the above. (All prescribed medications and over the counter drugs must be kept and dispensed from the main office per medication policy-with the exception of those students with health issues requiring them to carry their own supplies.)

3. Lockers, desks, and storage spaces used by students are considered school property; as such these may be checked or searched at any time, should the school staff feel that this is necessary to maintain a safe and orderly environment. Students may be asked to empty pockets, purses, and backpacks if there is reasonable suspicion of misconduct.
4. The principal retains the right to modify these procedures, and take disciplinary action as appropriate, on a case-by-case basis after consultation with the pastor and/or diocesan school office.

## **DSP 5360 - Students: Expulsion**

Revised July 1, 2021

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

Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement.

In cases of serious misconduct which could lead to expulsion, the parent/guardians shall be 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 their difficulties. Careful documentation shall 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 expulsion. All expulsions must be reviewed with the Catholic Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

## **DSR 5360 - Dismissal and Expulsion**

Revised July 1, 2021

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor.

## **DSP 5370 - Release of Individual Students from School**

Revised June 1, 2015

Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/ guardians 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 the parent/guardian. Under no circumstances shall a student be released to



anyone other than the parent/guardian listed on the student's registration form or another person explicitly authorized in writing by the parent/guardian.

In the case where only one parent/guardian has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student shall never be sent home for assignments, books or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone.

## **LSP - Authorized Pick-up**

It is essential that parents keep the school informed, in writing, as to necessary additions/deletions to the emergency contacts. Only those current authorized individuals will be allowed to leave with a student. All changes must be provided to the school, in writing or changed in our online student information system.. If students are leaving early, parents must present themselves at the school office and officially sign their child out. The sign out sheet must be completed with the child's name, time signed out, reason for leaving school and signature of authorized person taking the child. The school secretary will call the student to the office. Parents are not permitted to enter a classroom for this reason.

## **DSP 5405 - Parent/Teacher/Student Conferences**

Revised July 1, 2021

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

## **LSP - Parent/Teacher Conference Schedule**

Mandatory Parent-Teacher conferences are held in the fall at St. Patrick School. All PS-8th grade parents will meet with their child's teacher. The dates for conferences are determined at the beginning of each academic year and are indicated on the school's academic calendar. The individual conference times are scheduled with individual teachers.

In the spring, parent-teacher conferences are scheduled on an "as needed basis." If a teacher has a concern, the teacher will schedule a conference. If parents wish to meet with the teacher at anytime during the year, they may request a conference.

## **LSP - Communication between Home and School**

Communication between the home and school is vital to the academic success and emotional well being of your child. We strive to keep you informed by various means. Examples include: monthly calendars, principal's letter, monthly family folder, HSA newsletters, parish school advisory council newsletters, HSA meetings, and notes home from teachers.

Also at St Patrick School the following teacher-parent contacts will occur:

1. Preschool -8th grade monthly folder

2. Preschool -electronic newsletters and weekly folder
3. K-5th grade -weekly contact via weekly folder
4. K-8th grade will have quarterly progress reports
5. Parent-Teacher Conferences are held in the fall and if necessary in the spring
6. 3-8th grade uses an electronic grade book which provides online viewing of a student's grades for continuous monitoring by parents

## **LSP - Testing**

Testing is in accordance with diocesan directives. Students in grades 2-8 take standardized achievement tests each fall. Returned tests are analyzed by the administrator and classroom teacher, and the results used to aid instruction and improve curriculum.

Kindergarten readiness tests are given each spring for children who are entering kindergarten. All students must be age 5 by July 31st to enroll in kindergarten. Kindergarten screening may be done at St. Patrick School, or the local public school, and those results will be used for admission consideration.

All new students may be required to take a placement evaluation.

In addition, students in 5th and 8th grades participate in a religious assessment in the winter.

The achievement test results are used to align curriculum, improve teaching and assist students.

## **LSP - Grading Scale**

Primary students (PS-2) use a series of statements on the grade card to assess a knowledge base, (achieved goal, progressing toward goal, area of concern, not assessed at this time).

Students in 3rd-8th grade use letter grades to reflect not only ability and performance in written work, but also in class participation based on the students' ability.

The basic letter grades for 3rd-8th are as follows:

A 93-100	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 0-59

Honor Roll is awarded in grades 6, 7 and 8.

## **LSP - Extracurricular Activities**

There are many choices for extracurricular involvement requiring a commitment of time during or outside the normal school day. This activity is defined as an activity involving competition with other schools, an activity involving performing for the public, or requires outside class time in order to participate. Some examples may include, but are not limited to: clubs, STUCO, and

sports programs. All students who wish to participate in school extracurricular activities must meet the following guidelines:

1. Overall Satisfactory rating in Christian Development
2. No "F" in any class. A full day attendance is required on the day of an after school event
3. No more than 9 tardies in the quarter

Grades will be checked at the middle and end of each quarter to determine if the student is:

1. Eligible to participate
2. On probation-student may attend practices, but not compete until the next grading period (Grades are evaluated at the mid-quarter and end-of-quarter dates listed on the academic calendar for that year. The student's grades at the time of these evaluations will determine eligibility for extracurricular activities.)
3. Required to withdraw from the extracurricular activity

Final determination and application of this policy is at the discretion of the principal.

**\*\*The principal or pastor may immediately drop a student from an activity if a serious breach of conduct, disruptive behavior, poor academic performance, or numerous unexcused absences or excessive tardiness occurs.\*\***

## **LSP - Cooperative Agreement with Rolla Public Schools**

St. Patrick has joined Missouri State High School Activities Association as an Affiliate Registered School. This allows our 7th and 8th grade students to participate in the following sports: Girls and Boys Basketball, 11-Man Football, Boys and Girls Cross Country, Boys and Girls Track, Boys and Girls Wrestling, and Girls Volleyball. All students must follow all the guidelines set forth by Rolla Activities Office to participate. These include attending a co-curricular meeting, having a physical, and paying the activities fee. The needed information can be found at <http://rolla31.org> and clicking the quick link for athletics. You may also contact the RPS Activities Director, Mark Caballero.

**Athletes are allowed to wear a team jersey or shirt with dress code bottoms to school on game/meet days.** The co-curricular meeting dates are announced annually by Rolla Public Schools.

## **LSP - Dress Code**

Revised April 17, 2019

Policy reviewed. Approved locally by the Pastor. Submitted to the Diocese.

Students and parents need to be aware of the importance of good grooming and neat dress. It is the responsibility of the parent or guardian along with the student to see that neatness, cleanliness and personal grooming reflect the Christian atmosphere of the school and the personal hygiene expected of individuals. All students in Preschool through 8th grade will follow the dress code.

The standard dress code allows students the opportunity to perform and grow in their role as students.

## Student Dress Code

### *Slacks*

Solid navy blue or khaki in cotton or cotton/poly blend. Denim, corduroy, knit, fleece and wind pants are prohibited. No low rise hip huggers. No tight fitting pants. Please make sure pants fit well. All pockets must be interior slash pockets, no zipper pockets. No capris or cropped pants. No rivets, buckles, and NO LOGOS EXCEPT APPROVED SCHOOL LOGO.

### *Shorts*

Solid navy blue or khaki in cotton or cotton/poly blend. Denim, corduroy, knit, and fleece are prohibited. No low rise hip huggers. No tight fitting shorts. Please make sure shorts fit well. All pockets must be interior slash pockets, no zipper pockets. No rivets, buckles, and NO DECORATIONS AND NO LOGOS. Shorts must be no shorter than 3 inches above the knee.

### *Dresses, Jumpers, skirts, and skorts*

Solid navy blue or khaki in cotton or cotton/poly blend. Denim, corduroy, knit, and fleece are prohibited. All pockets must be interior slash pockets, no zipper pockets. Dresses and jumpers are permitted to have no more than 2 patch pockets on the front. Dresses, jumpers and skirts must be worn with navy blue, hunter green, khaki or white tights, kick pants or full length leggings. No rivets, buckles, and NO LOGOS EXCEPT APPROVED SCHOOL LOGO. Dresses, jumpers, skirts, and skorts must be no shorter than 3 inches above the knee. Leggings may only be worn under a skirt or dress.

### *Shirts*

Solid navy blue, hunter green, or white, collared shirts (either polo style, button down or turtleneck) may be long or short sleeves. Sleeveless shirts are not permitted. NO DECORATIONS OR LOGOS EXCEPT APPROVED SCHOOL LOGO. Shirts must be tucked in at all times. Shirts must have button closure only. No turtlenecks with long sleeves may be worn under short sleeve shirts.

### *Sweaters*

Solid navy blue, hunter green, or white, crew and v-neck pullovers or cardigan style. NO DECORATIONS OR LOGOS EXCEPT APPROVED SCHOOL LOGO and NO HOODS. Cardigan style sweaters must have button closure only and a dress code collared shirt must be worn underneath.

### *Sweatshirts*

Solid navy blue, hunter green, or white. Sweatshirts must have a banded bottom and long sleeves. A dress code collared shirt must be worn underneath and the collar must be visible. Quarter zip and hoodies with the APPROVED SCHOOL LOGO are permitted in school. NO DECORATIONS OR LOGOS EXCEPT APPROVED SCHOOL LOGO. Sweatshirts with hoods and/or zippers may only be worn at recess.

### *Monthly Spirit Day*

School pride apparel may be worn only on the designated Spirit Shirt Day or as determined by the school for special school functions. School Pride apparel consists of any current or previous year's Spirit Shirt or Saint Patrick logo wear.

### *Socks and tights*

Solid navy blue, hunter green, khaki, black or white. Socks must be worn at all times. NO VISIBLE DECORATIONS OR LOGOS EXCEPT APPROVED SCHOOL LOGO.

### *Shoes*

Shoes must be worn at all times. They must have enclosed toes and heels and nonskid soles. Tennis shoes are the preferred choice. No sandals, slides, crocs type shoes, clogs or boots. Shoestrings must match the shoe and be tied at all times. Tennis shoes are required for physical education class. Fashion tennis shoes with an interior high heel are prohibited.

### *Jewelry and accessories*

Girls may wear one pair of stud earrings, no dangling earrings. Boys may not wear earrings. No other visible body piercing or tattoos allowed. One bracelet or watch per arm and one necklace may be worn. No cosmetic make-up of any kind is to be worn. Fingernail polish is considered make-up. Decorative hair accessories must be navy blue, hunter green, white, or khaki or must blend in with the student's natural hair color in a way that does not draw undue attention or distract from the learning environment.

### *Belts and suspenders*

Beginning in 4th grade belts are to be worn. They must have plain buckles. They must be worn with slacks, shorts, skirts, and skorts that have belt loops. Belts must be plain and black, brown, navy blue or khaki. Suspenders are prohibited.

### *Hair*

Must be neatly combed and of natural color. Boys' hair must be above the eyebrows, above the ears and off the collar. Girls' hair must not hang in their eyes. The administrator may determine if a hairstyle is appropriate or distracting.

### *Scout Uniforms*

Boy/Cub Scouts may wear class "A" uniforms on meeting days. Girls Scouts may wear their complete uniform with a collared shirt on meeting days.

### *Rolla Choral Arts Society Uniforms*

Members of the Rolla Choral Arts Society may wear their choir uniform on choir function days.

### *Athletics (7th and 8th Grade Only)*

Participants may wear their team shirt/jersey with dress code bottoms on meet/game days.

The application and enforcement of this dress code is at the discretion of the school's administrator. For example, the administration may choose to waive some dress code requirements on the day that student pictures are taken or on other dates to celebrate specific events. Questions are to be directed to the principal.

The faculty and administration will enforce the dress code and shall be responsible for taking corrective actions if a student fails to adhere to the school's dress code. The school administration will make the final determination as to whether or not a student is in compliance with the school dress code.

## **LSP - Playground**

Students will play outside when weather permits. Students are to stay within the designated boundaries, which are supervised by teachers. From time to time a car may be parked on the lot in the designated playground areas—students ARE NOT to play behind or around these parked cars. Every effort will be made to have the owner move the car prior to recess time. Supervisors on the playground (both staff and volunteers) will periodically circulate around and throughout the playground area.

Dress your child in appropriate outerwear when the weather becomes cold. We make every attempt to allow students some free time outside, even in cold weather. Students will go out for recess when the temperature is at least 28 degrees AND the wind chill is at least 18 degrees if at all possible.

## **LSP - Hot lunch/Lunch room**

A prayer before lunch will be said in each individual classroom and led by a student.

Students have the option of ordering hot lunch each day or bringing their lunch from home. The menu will be posted on the web site. The daily cost of hot lunches is determined at the beginning of each year. Milk is also available to our students. Lunch accounts are maintained by the school office. Payment may be made in cash or check to St. Patrick School. Lunch account payments may be made on-line using the link from the school website.

We encourage parents to volunteer to help serve hot lunch. This can be done daily, weekly, monthly, quarterly, or even one time per year. We have our regular volunteers and substitute volunteers. See the HSA Volunteer Coordinator for details. Parents are always welcome to join us for lunch, but if eating hot lunch they must call the school office by 9:00 a.m. to order the hot lunch. The cost of the guest lunch will be deducted from your child's lunch account. If a student arrives after 9 a.m., they must bring a cold lunch or the parents must contact to arrange for a hot lunch beforehand.

Students in grades 3-8 who bring a cold lunch may have access to a microwave. Students are not to share lunches or trade food items.

## **DSP 5410 - Progress and Reporting: Promotion and Retention**

Revised May 24, 2016

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parent/guardian and with the student, 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 parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parent/guardian, 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 parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal's decision, the school administrator/ principal and the parent/guardian shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal's decision whether or not 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 a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student as well as the type of diploma to be awarded upon termination of attendance.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs shall receive a diploma that indicates the modified nature of the curriculum (i.e., modified diploma).

## **DSP 5520 - Health and Safety: Drug/Medication Administration**

Revised July 26, 2022

Any drug which may lawfully be sold over-the-counter without a prescription may be administered in a diocesan Catholic school in compliance with the written instructions and consent of the student's parent/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. All drugs, whether over-the-counter or prescribed, must be kept in the school office/ nurse's office, and NOT in the possession of a student.

Each school must have a written policy in regarding to oral drug 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 periodic review of the instructions, storing of the drugs, record keeping and appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep drugs in a locked cabinet.)

Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under physician's care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian.

## **LSP - Dispensing of Prescribed Medication**

Prescription medication must be dispensed at school by the school office staff. Medication must be sent to school in the container in which the prescription was originally packaged with clear instructions on the container. The medication must be brought to the school office. Students are not permitted to keep prescription medication in their possession, unless authorized by a physician.

## **LSP - Dispensing Over-the-Counter Medication**

Over the counter medication must be dispensed from the school office staff, if the parent has given permission through a note or in the online student information system. Students are not to have over the counter medication in their possession while at school. Students are not to have cough drops, Tums, and other over the counter medications in their possession at school. All medication will be kept in a locked cabinet. A medical log is kept recording the medication dispensed, the student receiving the medication, the time it was given were contacted and the individual dispensing the medication.

## **DSP 5545 - Alcohol Use at School Related Events**

Revised May 24, 2016

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

## **DSP 5575 - Student Insurance**

Revised July 1, 2021

A Student Accident Policy provides coverage for all students enrolled in diocesan Catholic schools. If a student is injured due to an accident during a school related event/activity sponsored by the school or diocese, the policy may cover medical expenses not covered by the student's parent/guardian health insurance policy. In the event of a claim, payment is based on usual, customary and reasonable charges. This coverage applies to all students enrolled in a diocesan Catholic school. With the exception of high schools, the coverage includes school-related athletic events and activities. A separate accident policy is in place for high school athletic events.

For coverage to be effective, the school event/activity must be sponsored by the parish, school or diocese. Use of third parties or outside clubs, particularly for sporting events, may not be covered. It is important to verify the third party or club provides adequate coverage for participating students. It is permissible, but not required, for schools to pass the cost of the insurance on to the parent/guardian along with other school fees.

For more information, contact Winter-Dent at 573-634-2122 or the diocesan Finance Office.

## **DSP 5701 - Students with Special Needs**

Revised January 26, 2022

If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school 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 school administrator/principal shall immediately consult with the Catholic Schools Office 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 shall be made to meet the total



needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision.

The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends.

Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card.

## **DSP 5820 - Harassment/Bullying**

Revised July 1, 2021

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school should be subjected to any type of harassment/bullying.

## **DSR 5820-Harassment/Bullying**

Revised July 1, 2021

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

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is repeated and habitual. One essential prerequisite is the perception (by the bully or by others) of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school shall have a comprehensive anti-bullying plan consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents/guardians and students. This plan shall also be available in the school office for parents/guardians to refer to if they have questions. This can also be in the parent/guardian/student handbook. Sexual harassment deserves special mention.

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. No student shall be subject to sexual harassment as a student.

Any student or personnel who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that they are being sexually harassed shall immediately report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment shall be immediately reported to the Catholic Schools Office and/or chancellor, and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic Schools Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. Samples of bullying report forms are available at Appendix #5820.

## **DSP 5825 - STUDENTS: Safe Environment Requirements**

July 1, 2020

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers. (See DSR 5825 and [Appendix #5825](#).)

## **DSR 5825 - STUDENTS: Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors**

July 1, 2021

All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering:

- complete a Protecting God's Children (VIRTUS) workshop in-person or online;
- agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
- read, consent to and sign the Code of Pastoral Conduct.

Effective July 1, 2021, all parents/guardians of K-8 students shall complete these requirements. In some instances, parents/guardians may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program.

If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer's background check or screening, they shall notify the superintendent. The superintendent shall notify the pastor and school administrator/principal regarding the situation.

Working with the pastor and the school administrator/principal, the superintendent shall notify the parent/guardian or volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The school administrator/principal shall also notify the student's teacher and any necessary personnel as to parent/ guardian and/or volunteer's level of accessibility.

# 6000 Series - Instruction

## **DSP 6235 - Curriculum: Non-Catholic Student Participation**

Revised May 7, 2004

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.

## **LSP - Curriculum**

The academic program at St. Patrick School offers a curriculum that meets State of Missouri and diocesan requirements. Grades K-3 are taught in self-contained classrooms. Grades 4-8 are departmentalized. All students study religion, math, language arts, social studies, and science. Extended curriculum classes include art, music, physical education, and computer/library. Students will receive a grade in extended curriculum classes.

The materials used to teach curriculum are on a 5-7 year cycle. All texts are diocesan approved. Audiovisual materials, references, hands on activities, speakers and field trips are just a few of the teaching modules used to expand and enrich the educational process.

## **DSR 6301 - Instructional Arrangements: Educational Outings, Field Trips, 8<sup>th</sup> Grade and Senior Trips**

Revised July 1, 2021

Diocesan Catholic school field trips and outings shall be learning experiences, but they are also privileges. Each teacher or moderator shall, in advance, explain 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 shall follow the local procedures for the distribution and return of the field trip forms with parent/guardian signatures.

A school may, but is not required to, sponsor an end of year eighth grade and/or a senior trip. If it does, 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 accompany students on the trip.

If the school does not sponsor the trip, then DSP 6306 shall be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, the school name is not to be used. The school tax identification number is not to be used in any way for the trip, and any contracts shall not use the school name.

Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.

## **DSP 6305 - Instructional Arrangements: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities**

Revised January 26, 2022

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

An adequate number of responsible adult chaperones shall accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply:

- Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
- Drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See Appendix #6305: Agreement to Transport Students.).
- Drivers must complete the diocesan safe environment training.
- The vehicle must have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence.

All drivers shall be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, vehicle registration and proof of insurance coverage. The documents shall be kept on file by the school.

The school shall also maintain a record of each event and date when each volunteer driver transports students.

## **DSP 6425 - Instructional Services and Resources: Student Internet, E-mail and Other Technology Use**

Revised June 1, 2015

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

- Internet, email and other technology access and use in school is a privilege, not a right.
- Use of technology access shall to be consistent with Catholic teaching, doctrine, morality and values.
- Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
- Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology for the purpose of plagiarism.
- Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, email or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the Catholic Schools Office, 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 personnel and/or students. This includes any such negative postings (verbal or pictorial) on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and

other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

## **DSP 6610 - Instruction: Athletics**

Revised May 24, 2016

All athletic programs offered through diocesan Catholic Schools shall reflect the values of, and be consistent with the mission and principles of the schools and the diocese.

## **DSR 6610 - Instruction: Athletics**

Revised July 1, 2022

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

- Sports are viewed as a ministry to students and families.
- Teams are seen as moral communities.
- Moral growth and character development are emphasized.
- Spiritual development is expected.

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools.

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

# **St. Patrick Catholic Preschool**

## **Preschool Program**

St. Patrick Catholic Preschool is a non-profit church based preschool program for ages 3-5. It operates on a budget supported through the fees and tuition paid for by the families of the enrolled preschool students.

The Preschool and its Staff are under the supervision of the Preschool Director. The Principal is administratively responsible for Preschool-8th grade.

St. Patrick Catholic Preschool is designed to promote a positive self image and to encourage creativity. The physical, intellectual, emotional, social and spiritual development of the child is aided by the child's curiosity and enthusiasm for learning through structured classroom activities and play.

A variety of learning materials are available for activities in dramatic play, blocks, sensory, large and small motor skills, math, science, language arts, and music. The materials available in each center will be changed out based on the theme to provide a variety of mental and physical stimulation. The children will be instructed in small and large groups to encourage social interaction and problem solving skills. The Preschool students will participate in special class times such as computers, library, art, music and PE.

## **Tuition and Fees**

Tuition, class fees, lunch, and extended care charges are handled through the main school office.

## **Preschool Policies and Procedures**

A Preschool handbook is given to each Preschool family, which explains in detail all Preschool policies and procedures.



## Appendix #2350 Parent/Guardian Handbook Acknowledgement

### *Parent/Guardian Handbook Acknowledgement*

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
City

I acknowledge that I have received a copy of the Parent Handbook. I understand that it contains important information about the school's general policies and regulations and about my privileges and obligations as a parent/guardian.

I acknowledge and understand that this Handbook is neither a contract nor a legal document, and that revisions to this Handbook may occur at any time.

I further acknowledge that I have read and understand this Handbook and agree to comply with the policies and regulations contained within it.

\_\_\_\_\_  
Parent/Guardian Name (please print)

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

\_\_\_\_\_  
Date

*(A copy of this Parent/Guardian Handbook Acknowledgement is to be signed and returned to the school office.)*

APPENDIX #5825



## DIOCESE OF JEFFERSON CITY

OFFICE OF THE BISHOP

To: All Priests, Deacons, Principals, Parish Safe Environment Coordinators and Parish Life Collaborators  
From: Most Reverend W. Shawn McKnight  
Date: October 8, 2019  
Re: Reporting Protocols Relating to Allegations of Abuse or Neglect

I am writing you today to announce a change in process relating to reporting allegations of abuse or neglect of a minor to members of law enforcement and related agencies/entities. I have made this change in process after reviewing the investigation report from the Missouri Attorney General that was issued September 13, 2019. In this report, the Missouri Attorney General recommended that referrals be made to appropriate prosecutor's offices because such referrals may help ensure that viable referrals to law enforcement are not missed.

Following this, for reports involving abuse of a person who is currently a minor and the person who is accused of abuse is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, in addition to reporting to the Missouri Children's Division and local law enforcement, such reports will be shared with the appropriate prosecuting attorney's office.

With this change in policy, I thought it would be helpful to delineate clearly the expectation of the Diocese regarding reporting allegations of abuse, involving minors or vulnerable adults. For reference purposes, there is a "Frequently Asked Questions" document attached to this memorandum which, among other things, contains key definitions regarding what is meant when referring to "abuse," "neglect," and "vulnerable adult." Additionally, for purposes of clarification, this reporting responsibility, as it pertains to allegations involving priests and brothers, applies equally to religious order priests and brothers.

Please share this memorandum with those in your parish with responsibility of working with minors.

1. Allegations of Abuse or Neglect Involving Current Minor Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse or neglect involves a person who is currently a minor (under 18) and the person accused of the abuse or neglect is a priest, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the diocesan/parish/school representative re-

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ceiving the information about the allegation and who has reasonable cause to suspect that abuse or neglect may have occurred, shall immediately make a hotline call to the Missouri Children's Division Child Abuse Hotline and shall then notify his/her supervisor. Thereafter, the supervisor shall notify the Chancellor of the Diocese. Thereafter, the Diocese, or its agents, shall notify the local police and the appropriate county prosecuting attorney. If the person receiving information about an allegation of abuse believes there is not reasonable cause to suspect that abuse has occurred, he or she shall notify his/her supervisor in order to ensure the supervisor is aware of the reported situation, as well as the determination. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.

2. **Allegations of Abuse or Neglect Involving Current Minor Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer:** If an allegation of abuse or neglect involves a person who is currently a minor (under 18) and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the diocesan/parish/school representative receiving the information about the allegation and who has reasonable cause to suspect that abuse or neglect may have occurred, shall immediately make a hotline call to the Missouri Children's Division Child Abuse Hotline and shall then notify his/her supervisor. Thereafter, the supervisor shall notify the Superintendent of Catholic Schools of the Diocese. If the person receiving information about an allegation of abuse believes there is not reasonable cause to suspect that abuse has occurred, he or she shall notify his/her supervisor in order to ensure the supervisor is aware of the reported situation, as well as the determination. If the person accused is the supervisor, then the person receiving the report shall directly notify the Superintendent of Catholic Schools of the Diocese.
3. **Allegations of Abuse Involving a Person Who Is Not a Minor Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer:** If an allegation of abuse does not involve a current minor (the person is 18 years old or older) and the person accused is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
4. **Allegations of Abuse Involving a Person Who Is Not a Minor Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer:** If an allegation of abuse does not involve a current minor (the person is 18 years old or older) and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
5. **Allegations of Abuse Involving a Person Who Is a Vulnerable Adult Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer:** If an allegation of abuse involves a vulnerable adult and the person accused is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
6. **Allegations of Abuse Involving a Person Who Is a Vulnerable Adult Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer:** If an allegation of abuse involves a vulnerable adult

and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.

I thank you in advance for your compliance with these reporting protocols. If you have any questions whatsoever, you are responsible for contacting the Chancellor of the Diocese for clarification.



## EXHIBIT I – Frequently Asked Questions

### Does Missouri have a law relating to child abuse reporting?

Yes. Missouri Statute 210.115\* provides information about who is considered to be a mandatory reporter of child abuse and the responsibility of mandatory reporters to report abuse.

### Does Missouri law define “abuse” for purposes of child abuse reporting?

Yes. Missouri Statute 210.110\* defines “abuse” as “any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.”

### Does Missouri law define “neglect” for purposes of child abuse reporting?

Yes. Missouri Statute 210.110\* defines “neglect” as “failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being.”

### Does Missouri Children’s Division offer options for making a hotline report of suspected child abuse or neglect?

Yes. Missouri Children’s Division offers an online reporting system as well as a hotline number. It is the expectation of the Diocese for mandated reporters of suspected child abuse or neglect to make a hotline call rather than submitting an online report.

### What is the Missouri Children’s Division Child Abuse/Neglect Hotline number?

The hotline number is 1-800-392-3738.

### What do I need to consider before making a hotline call?

A copy of the abuse/neglect reporting form is attached as Exhibit 2. This form can serve as a guide for the information that is helpful to have, to the extent it is available, before making a hotline report. If it is not possible to obtain all of the information sought in the form, this should not delay the making of a hotline report. Timely reporting is the goal.

### Do I need to make a hotline call if I have reasonable cause to suspect that a minor has abused another minor?

Yes. Missouri law requires reports to be made, even if the individual who is accused of abuse did not have care, custody or control of the minor alleged to have been abused. If there are questions, please contact diocesan legal counsel.

### What is meant by the term “vulnerable adult”?

A “vulnerable adult/person” is defined by Church law as “any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.”

\*See [revisor.mo.gov](http://revisor.mo.gov), the official website for Revised Statutes of Missouri.

**EXHIBIT 2 – Child Abuse/Neglect Hotline Call Form**

If the abuse or neglect is reported in a school context, provide the completed form to the administrator/principal. If the abuse/neglect is reported in a parish context, provide the completed form to the pastor. If the abuse/neglect is reported in a diocesan context, provide the completed form to the chancellor.

Name of minor who may have been abused or neglected: \_\_\_\_\_

Sex: ☐ M ☐ F Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents/guardians: \_\_\_\_\_

Siblings: \_\_\_\_\_

Timing, nature and extent of injuries/neglect/other abuse: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments related to the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior concerns of abuse/neglect: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alleged perpetrator: \_\_\_\_\_ Relationship to minor: \_\_\_\_\_

Address: \_\_\_\_\_

Abuse/neglect reported by: \_\_\_\_\_ Occupation: \_\_\_\_\_ Date reported: \_\_\_\_\_

Person receiving the report of abuse/neglect: \_\_\_\_\_

Hotline call made? ☐ Y ☐ N Date/time of hotline report: \_\_\_\_\_

Hotline representative's name: \_\_\_\_\_ ID number: \_\_\_\_\_

The Child Abuse/Neglect Hotline number is 1-800-392-3738.

Revised May 17, 2022