

St. Patrick Catholic School

Parent/Student Handbook

2015-2016 Revision

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LSP – Local School Policy DSP – Diocesan School Policy DSR – Diocesan School Regulation
BOLD print indicates revisions for the 2015-2016 handbook.

LSP

COMMUNITY AND EXTERNAL OPERATIONS: Mission Statement

St. Patrick Catholic School provides a quality education and develops the whole person in a Catholic environment.

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COMMUNITY AND EXTERNAL OPERATIONS: 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 designed 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

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

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

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COMMUNITY AND EXTERNAL OPERATIONS: School Board

St. Patrick School has eight (8) school board members that each serves a term of three (3) years. These individuals are elected by the parish and appointed to serve the school. School board meets each month with the exception of July. There are three elected position with school board to include: president, vice president and recording secretary.

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COMMUNITY AND EXTERNAL OPERATIONS: 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, social security card and sacramental documents. A \$50 fee must be included with each registration form. This non-refundable fee is applied to the book 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, a written 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. A written communication regarding this decision will be sent to the guardians. When space is limited, the order of priority for admission to the school will normally be:

1. Children of parishioners
 - a. children from families with children already enrolled

- b. established parish members with first child now reaching school age
 - c. new parish members registered prior to May 31st of each year
 - d. Catholic parish members on an approved waiting list, enrolled after the May 31st deadline
2. Catholic children from non-parish families with students already enrolled
 3. Catholic children from non-parish families
 4. Non-Catholic children from families with siblings already enrolled Non-Catholic children on an approved waiting list will only be admitted if space is available

The principal/pastor may deny entrance to any child who has presented with 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 or 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.

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COMMUNITY AND EXTERNAL OPERATIONS: 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

All new students are required to take a placement evaluation.

The principal/pastor may deny entrance to any child for any reason, including, but not limited to, 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 or 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.

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COMMUNITY AND EXTERNAL OPERATIONS: Immunizations

State law stipulates that every student is to have all required immunizations, with dated records, on file in the school office. All students must be appropriately immunized or be in the process of being immunized. Immunizations are to be completed BEFORE the first day of school, unless the student is in a process of a series of immunizations. If any parent does not wish for their child to be immunized, the law requires that the student obtain a physician approved exemption form. If parents do not supply an approved exemption form or updated records by the start of each academic year, the student will be told to remain home until such forms are supplied to the school office.

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COMMUNITY AND EXTERNAL OPERATIONS: Chronic/Infectious Disease

Any student permitted to attend school with a chronic infectious disease must do so under specific conditions. Each situation is unique and will be assessed on an individual basis. Students having a contagious or infectious 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 COMMUNITY AND EXTERNAL OPERATIONS: Illness

If a student becomes ill or vomits or has a temperature greater than 100° 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.

A child is not to be sent to school if he/she has had a fever, has vomited or has been ill in the past 24 hours. Students must be symptom free from illness (including fever and vomiting) for 24 hours without medications, in order to ensure they are not contagious before returning to school.

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COMMUNITY AND EXTERNAL OPERATIONS: 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. 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 on the student's "Emergency Health Forms" which is completed at the beginning of each academic year.

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COMMUNITY AND EXTERNAL OPERATIONS: 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: Second grade students prepare for the Sacrament of Reconciliation and Holy Eucharist. Reconciliation takes place in the fall while First Communion takes 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.

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COMMUNITY AND EXTERNAL OPERATIONS: Liturgy and Service

Participation in the liturgy is an important aspect of Catholic education. All school Masses are held each Thursday at 8:15 a.m. and on various Holy Days as outlined by the diocese. The K-5 liturgy is held each Wednesday at 8:15 a.m. and 6-8 liturgy is held each Friday at 8:15 a.m. Classes (PS-8) rotate the planning of each Thursday 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.

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COMMUNITY AND EXTERNAL OPERATIONS: Textbook Fees

An annual textbook fee is charged per student. A nonrefundable \$50 deposit towards book fees is due with registration form. In addition, an annual technology/library/science lab fee is charged per student. 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

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

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

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COMMUNITY AND EXTERNAL OPERATIONS: St. Patrick Home and School Association

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 coordinatorl, as well as plans fundraising and social events. A separate HSA Handbook is available 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

COMMUNITY AND EXTERNAL OPERATIONS: Incident Weather/Cancellation of School

When weather is deemed severe, school will be cancelled. This decision is made by the administrator and communicated to students and parents via local radio/cable stations. (Option C text alert message, KTTR, KZNN, KMST, KXMO, KSDK, KMOV, KY3, Fidelity Cable, K-Day, www.cancellations.com--65401). When school is in session, and you, as a parent make the decision for your child's safety you will not transport your child please contact the school office to report your child as being absent. Our school will be listed separately from the public schools. If St. Patrick School specifically is not announced, then school is in session.

School may need to be cancelled for other reasons (no water, no electricity, etc.). Every effort will be made, as early as possible, to notify students via school answering machine, website, TV, and radio stations, as to the closing.

DSR 1530

COMMUNITY AND EXTERNAL OPERATIONS: Use of Student Photos

Much care must be taken in the use of students (either of individual students or groups of students) for public relations purposes. Student photos may be used in brochures, newspapers, or other publications only if the parent/guardian of the student signs a release allowing such use. The Diocesan photo release can be found in Appendix #DSR1530.

Principals, after obtaining permission from the appropriate pastor, may utilize photos of students (either of individual students or groups of students) on the school website or parish website only if the parent signs the Diocesan release found in Appendix #DSR1530. Similarly, Presidents of Diocesan high schools, shall obtain permission from the Diocesan Catholic School Office, before utilizing student photos for the school website. If the pastor or representative of the Catholic School Office of the Diocese provides permission for the use of student photos on the school website or parish website, 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 the first names to be

associated with students photos, however, this provision applies to head copy print and does not apply to photos available on the internet.

DSP 1810

COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child’s enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face to face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) 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 parent(s) or guardian(s) 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 child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

DSP 1901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

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

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

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

B. Purpose

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

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will

act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*

3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

D. Procedure

1. Informal Attempts at Resolution

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

2. Formal Grievance Procedures

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

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

LEVEL TWO: PASTOR

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

LEVEL THREE: CATHOLIC SCHOOL OFFICE

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

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

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

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

DSP 5101

STUDENTS: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, sex, or any other basis that is prohibited by law, in regard to enrollment.

DSP 5201

STUDENTS: Proof of Guardianship

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

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

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

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

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

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

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STUDENTS: Morning/After Care Service

Morning care supervision and a fee for this service begins at 6:45 a.m. in the parish hall, and ends at 8:00 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 Morning/After Care Service Form provided upon registration to the school and renewed each August.

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 will be applied to any parent's account that does not pick up his/her child promptly at 5:30 p.m. A complete outline of the service and fee is available on the Morning/After Care Service Form provided upon registration to the school and renewed each August.

Morning/After Care bills are sent home weekly with students 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 After Care program.

DSP 5210

STUDENTS: Absence and Tardiness

A. Absence

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

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

B. Tardiness

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

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

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

LSP

STUDENTS: Absence and Tardies

School begins at 8:00 a.m. Any student who arrives after 8:00 a.m. is tardy. To avoid tardiness, students are to be in the parish hall by 8:00 a.m. when and where their homeroom teacher will escort them into school. Students may begin arriving after 7:30 a.m. with no morning care charge. The parish hall side doors will be locked for the school day at 8:00 a.m. WHEN STUDENTS ARRIVE AFTER 8:00 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.

The consequences of tardies are as follows: (per quarter)

5th tardy

- Letter from principal/assistant principal outlining policy for subsequent tardies.
- Student no longer eligible for perfect attendance.
- An X will be given on the student's report card under Christian Social Development with comment for excessive tardies.

10th tardy

- Meeting with parents, student and principal/assistant principal.

15th tardy

- Parents and student are required to meet with principal and pastor.

DSP 5211

STUDENTS: Written Excuses

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

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

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STUDENTS: Notification of Absences

In addition to a written excuse as outlined in DSP 5211, parents or guardians must call or e-mail (dbackesdelp@stpatsrolla.org) the school office by 9:30 a.m. to notify the school of their child's absence and the reason for the absence.

DSP 5220

STUDENTS: Requests for Family Reasons

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

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STUDENTS: 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.

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STUDENTS: 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 full week 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 6:45 a.m. to 8:00 a.m. and again from 3:30 p.m.-5:30 p.m. because of our morning and aftercare

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 the volunteer log book and obtain a volunteer/visitor badge before entering the school.

LSP

STUDENTS: Arrival/Dismissal

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 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.

DSP 5260

STUDENTS: Confidentially

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that 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:

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

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

DSP 5305

STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in 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.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

DSR 5310

STUDENTS: Prohibition of Corporal Punishment

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

DSP 5315

STUDENTS: Weapons and Dangerous Instruments

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

LSP

STUDENTS: 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, provide a safe and orderly environment for all members of the school community.

Discipline in schools 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.

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.
 - 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.)
- 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 required 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: Dismissal and Expulsion

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

The term “expulsion” is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term “dismissal” is:

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

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

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

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor and superintendent of Catholic schools regarding the dismissal or expulsion. All dismissal and/or expulsions must be approved by the superintendent of Catholic schools for compliance with the law and diocesan policies and

regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DSR 5360

STUDENTS: Dismissal and Expulsion

If a dismissal or expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school.

DSP 5370

STUDENTS: Release of Individual Students from School

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

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

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

LSP

STUDENTS: Authorized Pick-up

It is essential that parents keep the school informed, in writing, as to necessary additions/deletions to the emergency form. Only those current authorized individuals will be allowed to leave with a student. All changes must be provided to the school, in writing. 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 complete with the child's grade, 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

STUDENTS: Parent/Teacher/Student Conferences

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

LSP

STUDENTS: 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

STUDENTS: 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, HASA newsletters, school board newsletters, HASA 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 -daily activity report
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

STUDENTS: 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 August 1st to enroll in kindergarten. Kindergarten screening will be done at St. Patrick School and those results will be used for admission consideration.

All new students are required to take a placement evaluation.

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

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

LSP

STUDENTS: Grading Scale

Primary students (K-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+	99-100%	C	80-82%
A	95-98%	C-	77-79%
A-	93-94%	D+	75-76%
B+	91-92%	D	72-74%
B	88-90%	D-	70-71%
B-	86-87%	F	69% or below
C+	83-85%		

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

LSP

STUDENTS: Extracurricular Activities

There are choices for extracurricular involvement. Some of the activities require a commitment of time outside of the normal school day. This activity is defined as an activity involving competition with other schools, or 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. "C" average or better in all academic subjects
3. A full day attendance is required on the day of an after school event
4. No more than 9 tardies in the quarter

Students not meeting the above guidelines will be placed on probation until the mid-quarter progress report or report cards are issued. A teacher, activity coordinator, 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

STUDENTS: Cooperative Agreement with Rolla Public Schools

St. Patrick has joined Missouri State High School Activities Association as an Affiliate Registered School. This allows our 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, 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 \$50 activities fee. The needed information can be found at <http://rolla.k12.mo.us> and clicking the quick link for athletics. You may also contact Ms. Cathy Shoup, Activities Director at 458-0149 or CShoup@rolla.k12.mo.us.

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

STUDENTS: Dress Code

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. No denim, corduroy, knit, fleece or wind pants. No low rise hip huggers. 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. No denim, corduroy, knit, fleece, bike shorts, capris or cropped pants. 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. 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 or kick pants. No denim,

corduroy, or fleece. 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.

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. NO DECORATIONS OR LOGOS EXCEPT APPROVED SCHOOL LOGO. Sweatshirts with hoods and/or zippers may only be worn at recess.

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, clogs or boots. Shoestrings must match the shoe and be tied at all times. . Tennis shoes are required for physical education class.

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: Belts, with plain buckles, must be worn with slacks, shorts, skirts, and skorts that have belt loops. Belts must be plain and black, brown, navy blue or khaki.

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.

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.

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

STUDENTS: 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

STUDENTS: 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. Students will be permitted to charge up to 3 lunches or milks.

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 HASA 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 who bring a cold lunch will not have access to a microwave. Students are not to be share lunches or trade food items.

DSP 5410

STUDENTS: Promotion and Retention

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

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

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

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

DSP 5520

STUDENTS: Drug/Medication Administration

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

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

LSP

STUDENTS: Dispensing of Prescribed Medication

Prescription medication will 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 by the parent or guardian to ensure the accuracy of the directions. Students are not permitted to keep prescription medication in their possession, unless authorized by a physician.

LSP

STUDENTS: Dispensing Over-the-Counter Medication

Over the counter medication may be dispensed from the school office staff, if the parent has given explicit written directions. Before any over the counter medication is dispensed the parent or guardian of the student will be called for final confirmation. 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 parents were contacted and the individual dispensing the medication.

DSP 5575

STUDENTS: Student Insurance

A Student Accident Policy covers all students within the Diocese of Jefferson City. If a student is injured due to an accident during a school or diocesan sponsored event, the policy will pay covered medical expenses not covered by the student's individual health insurance. In the event of a claim, payment is based on usual, Customary and reasonable charges. The maximum benefit is \$1,000,000.00 and the Maximum Benefit period is 730 days from the date of the accident. Covered students include Preschool, Kindergarten, Elementary and Junior or Senior High School.

For more information contact: Winter-Dent & Company 573-634-2122

Schools may assess parents for the cost of the insurance.

DSP 5701

STUDENTS: Students with Special Needs

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School

Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

DSP 5820

STUDENTS: Harassment/Bullying

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

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

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often 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 is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

Sexual harassment deserves special mention.

- 1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."**
- 2. No student shall be subject to sexual harassment as a student.**
- 3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.**
- 4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School**

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

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB, and the Code of Canon Law.

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

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements:

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

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding

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

2. Duties of the Review Board include:

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

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

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

B. REVIEW ADMINISTRATOR

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

2. Duties of the Review Administrator include:

- Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
- Appointing an Assistance Coordinator for the person bringing the allegation;
- Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
- Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
- Receiving information about other possible victims/survivors; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

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

2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team,

but shall not be members.

3. Duties of the Review Team include:

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

D. ASSISTANCE COORDINATORS

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

2. Duties of the Assistance Coordinator include:

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

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

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

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

A. BRINGING AN ALLEGATION

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

**Mr. Mike Berendzen
Review Administrator**

**Diocese of Jefferson City
Alphonse J. Schwartz Memorial Catholic Center
2207 W. Main
P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: 573-635-9127 (ext. 224)**

B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)

2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.

3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.

4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

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

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

- **When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General**

that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.

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

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

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

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

i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.

ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.

iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his votum, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.

iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.

v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his

designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.

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

i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.

ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.

iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.

iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.

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

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

D. REVIEW OUTCOME

1. If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.

2. If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:

- Every step will be taken to restore the good name of the accused.
- If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review

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

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

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

F. CARE FOR THE CLERIC

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

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

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

In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese.

In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese.

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

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

H. COMMUNICATION

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

ADDENDUM

(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.

(2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.

(3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.

(4) The term "decree" as used in this document refers to a statement of the disposition of the matter.

(5) See Chapters 210.110-210.192 Revised Statutes of Missouri.

Revised June 1, 2015

DSP 6235

INSTRUCTION: Non-Catholic Student Participation

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

LSP

INSTRUCTION: 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

INSTRUCTION: Educational Outings, Field Trips, 8th Grade and Senior Trips

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

DSP 6305

INSTRUCTION: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities

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

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. 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;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the *Protecting God's Children* program and read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their 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

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

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

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Catholic mission.

4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Catholic standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the Catholic School 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 employees 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, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

LSP

BUSINESS, NON-INSTRUCTIONAL: Tithing/Tuition and Fee Payment Schedule

Tithing – The parishioners of St. Patrick Church are all requested to tithe. Tithing is a decided percentage of total income. The Biblical amount is 10%. The Diocese of Jefferson City has a formula of 5% to the parish, 1% to the Diocese and 4% to other charities.

Non-Catholic and Catholic Non-parish tuition for the academic year is paid on a 10 month cycle, August through May.

Monthly payments for tuition are calculated by taking the annual tuition and dividing by 10. Tuition is due on the 1st of each month is considered past due on the 15th of each month.

Textbook/Lab/Technology Fees are accepted upon enrollment. It is requested that payments be made *prior to* or *at* the “Back to School Open House.” Exceptions will be handled through the school office. Fees are considered past due October 1.

St. Patrick Catholic Preschool

Preschool Program

St. Patrick Catholic Preschool is a non-profit church based preschool program for ages 3, 4 and 5. It operates on a budget fully 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 program Director. The Principal is administratively responsible for Preschool-8th.

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 large as well as small groups, to encourage social interaction and problem solving skills. The Preschool students will participate in the school's computer, library, and P.E. programs.

Tuition and Fees

Tuition, supply fees, and extended care charges are handled by the Preschool Director.