

Our Lady of the Snows
Catholic School
Parent and Student Handbook
2014-2015



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Welcome
To the parents and students of
Our Lady of the Snows Catholic School!

This handbook is prepared to familiarize you and your child with information you will need throughout the school year. Take time to read this handbook carefully.

The policies and procedures are necessary to assure that Our Lady of the Snows School functions in an orderly and efficient manner. The staff of Our Lady of the Snows School believes parents are very important in the educational process. We want you to feel welcome to visit our school at any time per school procedures. If you have any questions or concerns, please feel free to see me.

Respectfully,

Marianna Werdehausen
Principal

A. School Philosophy

The mission of Our Lady of the Snows School in partnership with the family, church and community, is to provide a Catholic education of superior quality that promotes the maximum potential in spiritual, academic, physical, emotional and social development. As a symbol of our dedication to Christ's life and teachings, within the school and community we, the pastor, teachers, parents and students accept our responsibility to love one another, to respect each person's uniqueness and to prepare ourselves and our students to be successful, responsible Christian leaders in society.

B. School Mission

Our Lady of the Snows School provides a quality education and develops the whole person in a faith filled Catholic environment.

C. Parents are Prime Educators

1. The primary responsibility for the education of children belongs to the parents. Even though their responsibility is shared with the school, the parents' responsibility remains paramount.
2. Children tend to emulate the intellectual, emotional, spiritual and moral attitudes and examples parents/guardians provide in the home. In addition to example, some parents' responsibilities are:
 - i. To build religious traditions and family prayer into your lifestyle
 - ii. To attend Sunday Mass and contribute to parish support through envelopes.

- iii. To provide proper diet and balance of sleep and exercise.
- iv. To provide proper facilities for home study and to encourage completion of homework assignments.
- v. To insist that your child obey the regulations and principles of good manners/behaviors.
- vi. To encourage the development of your child's talents and interest.
- vii. To keep the school informed as to special needs of your child and to read carefully all communication sent home from the school.
- viii. To attend Home and School meetings, to take advantage of conference times and to request additional times as needed.
- ix. To read and support the regulations of the handbook of Our Lady of the Snows School.

Safety Guidelines

The school hours are 7:45 a.m. to 3:00 p.m. All students need to be dropped off by 7:45 or they will be considered tardy. They may be dropped off after 7:25. All students will need to be picked up by 3:15. If students are not picked up, they will be sent to extended care and will be charged for the day.

Creating and maintaining a safe and secure environment for the students at Our Lady of the Snows School is the primary goal. In that regard, all doors will remain locked throughout the day. Parents and visitors are asked to ring the bell to enter the building. All persons are required to check into the school office to sign out students who leave during the school day. After school pick up is from 3:00-3:15. Teachers are on duty at 7:25. Teachers are not able to conference with parents after that time, so morning drop-in visit conferences are not allowed. If parents need to see a teacher before school, they need to make arrangements ahead of time.

Students are instructed to NEVER open any outer door for ANYONE that they do not know as a teacher/staff member. Everyone must enter through the side door after 7:25 a.m. each morning.

Asbestos Management Plan

In keeping with diocesan requirements, be it know that ...”The asbestos management plan for Our Lady of the Snows School is available for public review in the school office. All asbestos activities have been completed at this time.”

The administration of Our Lady of the Snows School retains the right to amend this handbook for just cause during the course of the school year. Parents will normally be given notification if changes are made.

Home and School Association LSR 1430

The Our Lady of the Snows Home and School Association promotes the welfare of the student of our school. It promotes a clearer understanding of the mutual educational responsibilities of parents and teachers. It encourages the home and school to a greater degree of cooperation and communication and helps develop and deepen a mutual understanding of Catholic education.

The Home and School Association is neither a policy-making nor primarily a fund raising body. All decisions and fund raising activities must be in accord with parish policies and are subject to final approval by the pastor. Home and School funds are to be made available to meet school needs.

All parents of Our Lady of the Snows School are automatically members of the Home and School Association. General meetings are held throughout the year. At least one parent is encouraged to attend.

Admission Policy LSR 6100

Every effort will be made to make admission to Our Lady of the Snows School to children of supporting parishioners. It is expected that parents will support the Church and school through time, talent, and treasury. The pastor is to be consulted

if a family is unable, due to financial burden, to meet their financial obligation. Annual registration may be withheld for students whose parents are not in good standing with the Church or who have unmet financial responsibilities with the school.

Admission Priority LSP 5106

When space is limited, Our Lady of the Snows will normally admit students to the school in the following criteria:

1. Children of parishioners
2. First child now reaching school age
3. Other children registered on approved waiting list
4. Children from families new to the parish who were enrolled in Catholic school at their previous address.
5. Catholic children from non parish families with students already enrolled.
6. Non Catholic children from families with students already enrolled.

Admission Requirements LSP 5102

The meeting of general entrance dates may be certified by either a birth certificate, or baptismal certificate: Preschool children are to be three or four years when they attend preschool. Students must be five years old by August 1st for Kindergarten. A child entering first grade must be six years old by August 1st. Transfer students placement will be based on records received and additional screening, if warranted.

1. Student meets age requirement but after sufficient examination is found to be lacking in maturity or readiness.

2. Student is nearing, but not meeting, age requirements that after sufficient examination is found to possess proficiency in maturity and readiness skills.

Custody Issues LSP 5201

Parents must submit the custody portion of the decree to Our Lady of the Snows School prior to enrollment. Our Lady of the Snows 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. If only one parent has such authority, or if one parent has primary authority, that parent must, at the time of enrollment, provide the school with a complete signed copy of the divorce decree, which describes the custodial arrangement. When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted and he or she consents to this registration.

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

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

Registration LSP

Registration generally occurs during the fourth quarter. For first time registrations, parents are to provide the school with a copy of the child's social security card, birth certificate and immunization record. For children baptized outside of Our lady of the Snows Parish a copy of the baptismal certificate is also required. A registration fee is required at the time. Lunch and extended care fees when applicable are due on the fifth of each month. Current fee amounts will be communicated to the parents by the school office.

Attendance:

Written Excuses LSP 5211

If a student is sick, parents must phone the school between 7:45-8:00 a.m. when your child is absent. When the student returns to school, a written note explaining the absence, is signed by a parent/guardian is required and will be kept on file by the teacher. A note is also required when a student must leave school early. Additionally, when a child is leaving school early, the parent must first come to the school office to "sign out" the child before he/she will be released from the classroom. Do not ask that the child wait for the parent in the office, as students are to remain in the classroom until the parent arrives. A student cannot be released to anyone other than the parent/guardian without permission of the custodial parent or legal guardian. All records will be kept on file. 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 delegate someone to investigate the situation.

All students are to attend school daily except for sickness or reasons communicated to school administration. Parents are to call the school office by 8:00 a.m. if a child will be absent from school. Requests for homework can be made at this time.

Written excuses are required for all absences or tardiness. They are kept on file in the office until the end of the year. An excuse must state the reason for the absence/tardiness, the date, and must be signed by a parent or guardian.

A dental or doctor appointment is an excused absence. If possible these are to be made outside of school hours.

Daily Schedule

Drop off 7:25-7:45 AM

Morning school prayer in lunchroom at 7:45 AM

Classroom work begins at 7:46 AM

Dismiss at 3:00 PM

Pickup 3:00-3:15 PM

Student Records

Cumulative Records LSP 5230

Our Lady of the Snows School uses the diocesan cumulative record form, which includes testing results and academic progress. When a student transfers to another school, the original cumulative record is retained and a copy is forwarded to the new school. Original health records are released to the receiving school.

Student Transferring Out

Unless definite arrangements are made with the pastor, any student having delinquent lunch, bus, book, or any other school related fines or fees, will not receive his/her report card or records; nor will records or report cards be transferred to the receiving school.

School Discipline

The behavior of the students should demonstrate good citizenship, respect, and accountability.

Standards to Judge good behavior include, but are not limited to the following:

The STUDENT is responsible for:

1. Being courteous towards others
2. Being prompt
3. Being prepared for class
4. Being where he/she belongs in the classroom, playground, etc.

Responsibilities for TEACHERS include, but are not limited to:

1. Establishing a learning atmosphere that encourages proper behavior by students and gives each one the full opportunity to pursue his/her learning.
2. Establishing classroom procedures.
3. Communication with students, parents and principal regarding student success.
4. Expecting Excellence

Responsibilities for PARENTS include, but are not limited to:

1. Reviewing school regulations
2. Reinforcement at home of children's study habits.
3. Communicating with the teacher or principal Regarding student concerns.

BEHAVIORS WILL NOT BE TOLERATED AT SCHOOL INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Fighting or hitting
2. Cussing and/or profane language
3. Spitting or biting
4. Threats (verbal or physical)
5. Other student behavior
6. Weapons, drugs or look alike weapons or drugs

Consequences may include, but are not limited to suspension, loss of privileges, repayment for damages to school property or refurbishment of damaged property in lieu of monetary payment, and additional assignments.

Discipline Plan- The Teachers Role

1. Conference(s) held with the student to obtain a Commitment, oral or written, for correcting the behavior.
2. Student may be moved to another location within the classroom or buddy room.

3. Student may be assigned a specific education task or assignment.
4. Parent contacted, appointment made and conference held in which a resolution to the misbehavior is addressed and hopefully resolved.

Christian Self Discipline

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

We believe the area of personal growth and discipline is important both at school and home. A family is a strong influence on developing responsibility, conviction, courage, and faith. In fact, without the family, it is doubtful that the school can substitute for a lack of a family leadership in these areas. It is evident that home and school working cooperatively in fostering these virtues have the best chance for success with children.

When a discipline problem does arise, the discipline procedure will generally be:

1. Teacher confers with the student...if not resolved...
2. Teacher brings student to buddy room... if not resolved...
3. Teacher sends the student to the principal.... if not resolved....

4. Conference held with student, parent, teacher, and Principal.....if not resolved.....
5. Conference held with student, parents, teacher, principal and pastor. Advisory board members may be present if suspension or expulsion is possible.

School Regulations

Specific classroom rules will be developed at the beginning of each school year, communicated to students and parents and will be posted in each classroom.

Detention LSP 5350

A student may receive detention from the principal for more serious or repeat violations. This requires that the student be present at school but will be separated from the student body for the entire day or specified amount of time. The date and length of the detention will be reported to the parents along with a full statement of the reasons of the detention. A conference between the parents, principal, and student may be necessary before the student is allowed to return to class. The student is responsible for all assignments.

Before and After School Detention LSP 5350

Students may receive before school detention or after school detention. Before school detention will be served from 6:45-7:45 a.m. and after school detention will be serve from 3:15-4:15 p.m.

Cell Phone Violations LCP

Students can bring cell phones to school as long as they stay in their backpack for the day. Students will not be allowed to

make calls from them, text, use Internet, take pictures, or use the calculator. They must stay in the backpack all day. Cell phones must be turned off or on silent for the day. If the phone rings or is outside of the book bag the phone will be taken away. Students are not allowed to carry them around.

First offense: On the first offense the phone will be taken away and held in the office until the end of the day. The student will receive a warning and a note will be sent home with the child. The child may pick up the phone at the end of the school day. The note must be signed and returned.

Second offense: The student will be assessed a \$10.00 fine. The parent will be called and the phone must be picked up by the parent. The fine must be paid before the phone will be released. The phone must be picked up during normal office hours.

Third offense: The phone will be taken to the office. The parent will be notified. The student will serve detention and must pay a \$15.00 fine. The phone will be released to a parent after detention is served and the fine is paid. The phone may be picked up during normal office hours.

Attire: LSP 5340

Our Lady of the Snows School Dress Code Guide

The dress code policy of Our Lady of the Snows School reflects that the school dress code shall be neat, conducive to learning, and consistent with Christian values. Parents are to review.

Colors:

White, navy, yellow, and/or light blue shirts

Navy or khaki pants or shorts

Slacks	Solid navy blue or khaki. Please avoid pants that are striped or have designs. (Stretch pants may be worn for kindergarteners -2 nd grade)	The following are not allowed: wind pants, jogging pants, form fitting stretch pants, fleece pants gathered at ankles, denim, overalls, no sports like pants or saggy pants.
Shorts, skirts, jumpers, culottes	Solid or patterned navy blue or khaki	Must go around the knee. No white Jumpers that are sleeveless must have collared shirt underneath
Shirts, sweaters, sweatshirts, jackets	Patterned or solid white, navy, light blue, or khaki. Buttoned front shirt, blouse with collar, or polo shirt with color OLOS and Helias hooded sweatshirts may be worn. Turtle neck(no mock)	Shirts must have a collar. The collar must fold over to be considered a collar. Shirts need to be long enough to be tucked in properly. Buttons need to be buttoned. (No cleavage showing.) Small logos are

	<p>Turtleneck sweaters with a fold over collar are acceptable. Other sweaters or non-hooded OLOS or Helias sweatshirts may be worn over an acceptable shirt.</p>	<p>permitted, including Helias and OLOS school emblems. Large name brands larger than 2x2 and other sports team emblems are not. (Example: NIKE) No words larger than 2x2 on any shirts. Must not be suggestive of alcohol, or improper sayings. Tee shirts may only be worn as undershirts and must be school colors.(Yellow, blue, white) Coats and jackets are worn only for outdoor use. <u>Jackets must be school colors if they want to wear indoors.</u> <u>Shirts must have sleeves that extend at least to mid</u></p>
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		<p><u>point between shoulder and elbow.</u></p>
Shoes	Any color Tennis shoes are preferred.	For safety reasons, no open toed shoes.(No toes showing)
Dress Down Days	Clothing must meet all length regulations	Logos cannot have suggestive or advertising of alcohol, tobacco, drugs, and sexual or implied sexual content. Jeans may not have holes in them that show skin.
Makeup and Hair	Cover up and powder for cosmetic reasons is allowed. Hair must be combed and clean.	No eyeliner, lipstick, or other makeup. No hair color that isn't a natural hair color.(pink, purple, etc.) Cannot interfere with others learning. No Mohawks, or wild colored hair.
Jewelry, Tattoos, Writing	Earrings are allowed for girls only.	No large hoop or dangling earrings are allowed for

		<p>safety reasons. Earrings are only allowed on the ear. No washable or permanent tattoos allowed on the body. No writing or decorative ink on any part of the body.</p>
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Violations of the dress code will follow regular discipline action. Parents will be notified by letter or phone call if their child isn't appropriately dressed. Students could be sent home before being allowed to return to class. A letter will be sent home informing the parents of the dress code violation. Shorts and skirts will follow a three-strike warning. After three strikes, the student will no longer be able to wear shorts or skirts for the rest of the year. After the first warning, they will owe \$2.00 for dress code violation.

Students will have special dress down days each month. These days will be clearly marked on the school calendar. Clothing must meet length requirements for dress down days. The principal will hand out birthday dress down passes for student birthdays. A dress down pass will be issued to parents for each of their children at the end of the Home and School meeting. The pass will be good until the next Home and School meeting.

The primary responsibility for complying with the dress code

lies with the parents. We must have your support and cooperation. Since all styles of clothing cannot be considered in this policy, if a particular style is not listed, it is considered unacceptable. The administration reserves the right to determine appropriateness of attire in relation to the dress code in particular instances.

Emergency Procedures

Any event that poses danger or results in physical, emotional, or psychological injury to student, faculty/staff, administration or facility, may be defined as a crisis situation. It is the intent of Our Lady of the Snows School to provide the health, safety and welfare of all its constituents.

The school will follow the directives of the local law enforcement authorities should it become necessary to secure the school building for any reason. If it becomes necessary to move students to a different site, or dismissal or transportation arrangements are altered, parents will be notified by the way of local radio and television stations. If necessary, a communication center, directed by the local law enforcement authorities, will be established to release pertinent information.

All persons-including parents- are required to follow the directives of the plan and or of the law enforcement authorities, to best insure the health, safety, and welfare of our school community.

Fire, Earthquake, and Tornado Drills LSP 6121

Fire, tornado, and earthquake drills are practiced regularly.

Documentation of drill dates, response times and comments for further review are kept in the office. Students are taught proper emergency procedures. Any student abusing proper procedures will be subject to disciplinary action.

Bomb Threat LSR 6122

If a telephone or written bomb threat is received, the local law enforcement authorities will be contacted, and Our Lady of the Snows School may follow their recommendations concerning course of action to be taken.

Controlled Substances LSP 5540

Drug and alcohol use by students is prohibited on school grounds at all times. Students who violate this policy will meet with the pastor, principal, and their parents to review the facts of each case, which could result in:

1. Recommendation for counseling and/or
2. Dismissal or Expulsion
3. Suspension

Search and Seizure LSP 5380

Students are allowed to use school property and spaces with the understanding that school officials may conduct periodic inspections at any time and without the consent of the parties involved.

Early School Closing LSP 6125

Information on school closing due to bad weather or

emergency can be heard on local TV stations. It is also important the children be made aware of those plans, in advance in the event of an early dismissal as communication lines need to be kept open for emergency calls only.

Communication

Cooperation between home and school is essential. Cooperation begins with communication along and between school personnel and parents.

Email and Voice Mail

Email and voice mail are great tools for us to use, but are not timely, so if you have timely information, call the secretaries so they can pass on the message to the proper person.(Pickup,etc.)

Friday Folder

A family folder is sent home with the oldest child in the family each Friday. This folder contains information from school. The folder should be returned to the school office promptly on Monday of the next week. A \$5.00 fee will be charged for missing folders. All billing statements, field trip forms, etc. are sent through Friday folder.

Conferences

Parent/Teacher/Student Conferences:

The school will plan one parent teacher conference generally in October of each school year.

Parents may request a conference at any time. All requests must be scheduled in advance and arranged through the office or teachers. Unannounced parents or other visits for immediate conferences with teachers, staff or principal ARE NOT

APPROPRIATE. Teachers, staff, and the principal have a schedule to follow and students to be responsible for. Teachers are instructed not to stop class or supervision of students for short unplanned meetings between 7:40-3:15 as they are responsible for students or normally have assignments to attend to during this time. Parents can schedule appointments for teachers, staff or the principal ahead of time.

Honor Roll

A Honor Roll- Must maintain all A's in all subjects.

B Honor Roll- Must maintain all B's in all subjects.

A/B Honor Roll- Must maintain all A's & B's in all subjects.

If a student is to have his/her work modified in any way(Example- less spelling words, less work, tests read to him/her, extra help given on assignments) then the student would not qualify for A,B Honor Roll.)

Transportation

Students will arrive at school through transportation of their own. Students will be dropped off and picked up behind the new center.

Health and Safety

Immunization Requirements LSP 8000

The state of Missouri requires that every child attending school, unless properly exempted, have the proper immunizations. Students will not begin the school year unless immunizations requirements are up to date.

Identification of Health Problems LSP 8000

Periodic health screenings will be arranged by the school to check student's visual and hearing acuity, scoliosis, height, and weight. Parents will be notified of possible problem areas and are encouraged to seek professional care. Parents should never knowingly send a sick child to school. If a child becomes ill at school, the severity of the illness will be assessed and the parents notified as per the emergency form contact list. The school reserves the right to require the student leave school and not be readmitted to school or school sponsored activities until the student is without symptoms for 24 hours. (Fever without medication, vomiting, diarrhea, etc.)

Contagious and Communicable Conditions LSP 8000

All contagious and communicable conditions-strep throat, measles, pinkeye, head lice, chicken pox, etc. are to be reported to the school office so that proper precautions can be taken. Students will not attend school sponsored activities until proper treatment procedures and readmission standards are met. The school shall follow the guidelines of the Missouri Department of Health and or County Health nurses.

Transmittable Parasitic Conditions LSP

Students will be periodically screened for parasitic conditions(Example- Head lice). Any student found to have a transmittable parasitic condition will be suspended from school for no less than 24 hours or until head lice is gone. Upon returning to school, the child must be rechecked for the condition. There can be NO live head lice and NO nits in the hair. If any are found the child will not be readmitted to

school. The very best prevention is for parents to get into the habit of checking their children's heads thoroughly on a weekly basis. Parents must send a receipt or medicated shampoo label to school as proof of treatment.

Accidents and Serious Illness at School LSP 5510

If a child receives a minor injury, the teacher will send the student to the office for assistance. In the event of a more serious injury, the procedures outlined by the parents on the "Emergency Medical Form" will be followed. This form gives the school permission to proceed with emergency medical care when deemed necessary.

External Care

The school will assist students who have minor accidents or ailments by using ordinary external medical supplies such as band-aids, antiseptic solution, cold and hot packs, disposable fever, thermometers, etc. unless parents request otherwise.

Drug/Medication Administration LSP 5520

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 consent from a physician, dentist, or podiatrist and written consent form from the student's parent or guardian.

The school will never dispense any internal medicine at the

request of the student. In response to a written parental request, the school will arrange for that medicine, in its original container and clearly labeled with child's name, name of medication, and directions for administration, be stored in a safe place and administered by a responsible adult. To protect the child and others, medications must be hand delivered by the parent to the school office.

Co-Curricular Activities

Our Lady of the Snows School offers a variety of co-curricular activities. The general policies and procedures for these activities are provided to the participants and a written agreement to comply with the regulation is required before participation. Students who do not comply are subject to dismissal from the activity.

Our Lady of the Snows School participates in the Pals League Basketball, Volleyball, and cheerleading.

Participation In Athletic Activities LSP 6603

Athletic programs at Our Lady of the Snows School are offered to enhance the regular curriculum and provide opportunities to develop gifts and talents in the athletic areas, develop leadership skills, and to promote interaction among the students of our school and between neighboring schools. Athletic programs are not part of the required diocesan curriculum standards and will generally not occur during regular instruction time. These programs are privileges and include requirements for participation. Christian attitudes and values, good sportsmanship, self discipline, respect for self and

others, cooperation and a willingness to accept the responsibility of the extra tasks accompanying participation in the program are key elements and expectations of the Our Lady of the Snows School athletic program. Students, parents, and coaches will sign a statement to abide by the policies and procedures for athletics and release of liability form before participation is permitted. All forms, athletic fee, and doctors physical MUST be turned into the school office before students can practice.

Our Lady of the Snows School Administration monitors the Athletic program. The mission is to insure that all athletes are able to participate in a positive, safe sports program. The intent of the program is to place the emotional and physical well being of each athlete ahead of the desire to win, while developing skills, knowledge of the sport, and the ability to compete at the next level.

The programs available to students at Our Lady of the Snows School are:

1. Volleyball- Volleyball is offered to females in grades 5-8. Fourth grade may play if the teams need additional players. The Parochial athletic League sponsors the League. The season normally starts the second week of school and runs for 6 weeks. Students must supply their own kneepads, court shoes and shorts. The school supplies the shirts.

2. Basketball- Basketball is offered to all males and females in grades 5-8. Fourth grade may

play if teams need additional players. The season normally starts the first week of December and ends the first weekend in March. The school will supply shirts.

3. Cheerleading- Cheerleading is offered for grades 3-8. Students will be provided a uniform. Students must supply their own cheerleading shoes.

Parents of participating students are required to work the gate, concession stand, or the scoring table on games held at Our Lady of the Snows School.

Diocesan Sponsored Student Activities LSP 6602

Our Lady of the Snows School participates in Diocesan sponsored student activities when feasible. They consist of Bellarmine Speech League, science fair, music enrichment, and sketch day.

Speech League

The Bellarmine Speech League provides students the opportunity to experience training in oral communication. Participants are chosen from grades 5-8 at the discretion of the school sponsors, based on the number of students who choose to participate. Students may participate in the categories of humorous, serious, and duet acting. There are two regional meets a year, one in November, and one in March. The meets are held on Saturday morning at local schools.

Sketch Day

The annual Diocesan Sketch Day is held in April or May. The art teacher selects the eligible students based on art skills shown throughout the school year. A maximum of 8 students per school is selected to participate.

Skills required to participate are above average artistic talent, a positive attitude during art classes, consistent artwork completion, the ability to work rapidly and to be a positive role model representing the student body of Our Lady of the Snows School.

Each student is required to bring his or her own media.(Pastels, pen and ink, mixed media, pencil, colored pencils). Sketch boards and name labels are provided.

Science Fair

Science fair is held every other year to correspond with the Diocesan Science Fair. Participation and requirements vary according to grade levels and will be shared with students and parents at the appropriate time.

Spelling Bee

An annual spelling bee is held at St. Martins School in April. Students in grades 4-8 are eligible to represent Our Lady of the Snows School. Students will be selected based on teacher recommendation. Teachers will review spelling grades, writing and overall spelling ability.

Social Activities LSP 6620

Holiday celebrations are arranged by each classroom teacher

with the cooperation of the room parents. Birthday treats must be simple in nature, limited to one item, and easily distributed by the student or teacher. Teachers must be notified at least one day in advance of birthday treats. Instructional time should not be lost due to individual parties or treats. Surprise parties for the classroom teacher must be approved by the principal at least one day in advance. Birthday invitations are NOT allowed to be passed out on school grounds unless all students of a particular gender are invited in their grade.

Curriculum

The primary goal of the instructional program at Our Lady of the Snows School is to provide those learning experiences which are best for developing the values, attitudes, knowledge, and skills necessary for the students moral, intellectual, social, emotional, and physical development. Our curriculum includes the following, religion, reading, language arts, social studies, science, math, music, art, p.e., spelling, and handwriting. A technology curriculum which allows integration of subject areas and teaches basic computer skills is also provided. Suggested diocesan guidelines are used to develop classroom schedules.

Religious Education Program LSP 6207

Diocesan guidelines and parish customs dictate sacramental preparation and suitable celebration of the sacraments of Reconciliation and Eucharist annually for Our Lady of the Snows students in grade two. Religion classes are scheduled daily and students attend Mass every Thursday, and holy days. Students are urged to receive the Eucharist with reverence and devotion each time they attend school Mass. Special prayer

services are also planned throughout the school year. All children are expected to actively participate in the religious activities. Students will have the opportunity to receive the Sacrament of Reconciliation throughout the year in conjunction with the parish.

Instruction

Time Distribution

Our Lady of the Snows follows the diocesan suggested time guidelines for instruction to the fullest extent possible. Each teacher creates a schedule of instruction with those guidelines. A copy is given to the principal and made available to parents. All students are expected to be off school grounds by 3:15 unless specific arrangements with a teacher are made in advance. Students not picked up by 3:15 will be sent to Extended Care and parents will be billed accordingly. Students arriving before 7:25 will be sent to morning care and are billed accordingly.

School Library

Our Lady of the Snows library has a wide variety of books and resource material which students are encouraged to use. Students will have weekly opportunities to check out books. Items checked out must be returned or renewed by the due date. Damaged items will be assessed and a fine imposed. Lost items will result in a fine equal to the replacement cost of the book. All library fines must be paid by the end of the school year before grade cards will be issued or transcripts sent.

Homework

Homework is work or practice that is due the next day. Study is something that is done on a continual basis; over and above the nightly homework (reading chapter sections, working on math facts, practice spelling words). Projects and assignments are longer than the responsibility of the student to regularly, rather than last minute. Parents are responsible to see that homework assignments are completed each night and are encouraged to establish a regular and supervised time for homework each night. Assignments are best kept in their assignment book. In case of illness, it is the parents or student's responsibility to request those assignments and to complete them in the amount of days the child was absent. (If a child was absent for two days, the child has two days to return the work). Parents are to call the school office by 9:00 to request homework for the day. (Generally homework can't be picked up until the end of the school day)

Homework is generally not given on weekends. Students in grades 3-8 will receive a homework pass each quarter. The pass will be a pass in case they don't get their homework finished from the night before. It does not allow them to not do their assignment, but gives them an extra day to complete it. After the 3rd incomplete assignment they will receive a zero for any incomplete work. On their 3rd pass for incomplete work the teacher will notify the parent. Students can also be kept in at recess if student work is not complete.

Textbooks

As property of the school, textbooks are on loan to the students who are responsible for their use. Books are very expensive,

so take care of them. Lost, defaced, or usually overworked books must be replaced at the parent's expense. All students will be charged a \$65.00 book fee each year.

Physical Education

All students are required to participate in P.E. classes unless a written excuse is submitted to the teacher. Tennis shoes are to be worn on P.E. class days.

Students with Special Needs

Cole R-V Public School provides services for students that qualify at Our Lady of the Snows School. Services depend on the disability. Students can also qualify for Title 1 Reading and Math. A teacher hired by Cole R-V provides Title 1 services at Our Lady of the Snows School.

Standardized Tests LSP 6502

Our Lady of the Snows School participates in the annual diocesan standardized achievement-testing program. Class and individual records are studied to aid in instructional planning and goal setting. Parents are apprised of the testing results with appropriate explanations and printed student profiles.

Progress Reports

Report cards will be given out every quarter and progress reports may be issued at mid quarter. Reports are to be signed by the parent/guardian and returned to the classroom teacher. Individual parent teacher conferences are held at the end of the

first quarter and at any other time deemed necessary.

Candy, Gum, Soda

Students are not to have candy, gum, or soda during school hours, unless a teacher or administrator has given permission. Students will be fined \$2.00 for each rule violation.

Cell Phones LCP

Students can bring cell phones to school as long as they stay in their backpack for the day. Students will not be allowed to make calls from the, text, use Internet, take pictures, or use the calculator. They must stay in the backpack all day. Cell phones must be turned off or on silent for the day. If the phone rings or is outside of the book bag the phone will be taken away. Students are not allowed to carry them around.

First offense: On the first offense the phone will be taken away and held in the office until the end of the day. The student will receive a warning and a note will be sent home with the child. The child may pick up the phone at the end of the school day. The note must be signed and returned.

Second offense: The student will be assessed a \$10.00 fine. The parent will be called. The parent must pick up the phone. The fine must be paid before the phone will be released. The phone must be picked up during normal office hours.

Third offense: The phone will be taken to the office. The parent will be notified. The student will serve detention and must pay a \$15.00 fine. The phone will be released to a parent after detention is served and the fine is paid. The phone may be picked up during normal office hours.

Electronic Devices LCP

All electronic devices including but not limited to walkmans, televisions, MP3's, I Pod's, laser pointers, walkie-talkies, etc. are not allowed at school. These are not to be used during school hours, as the staff cannot monitor student use of these devices, or can the school be responsible for lost items. They are to be left at home or in the backpacks.

Drop off/Pick Up Procedures

In the morning students are dropped off by the gym. Parents are to turn into the driveway by the bank and drive around the back of the new center. Drop off is by the double doors where there will be a student helper and staff member helping the students out of the vehicles. Parents/grandparents are not to leave their vehicles. If parent/grandparent wants to walk his/her student into the building, he/she will need to park their vehicle in the back of the new center. Parents continue out by the cemetery to leave. Pick up is in the same fashion. The staff member and student helpers will be bringing the students out to the vehicles. Parents/grandparents are to remain in their vehicles.

PARENTS AER TO INFORM ALL WHO WILL BE DROPPING OFF OR PICKING UP STUDENTS OF THIS POLICY.

Parents are never to park their vehicle on the playground for any reason.

Our Lady of the Snows School
Before and After School Care Program

Our Lady of the Snows School before and after school care program serves working families who desire supplementary day care in a Christian environment for children enrolled at Our Lady of the Snows School. The program is available on a full-time,part-time, and drop in basis.

Hours

Hours of operation are:

Before school care 6:30-7:25

After school care 3:15-5:30

Fee Schedule

<u>Full time and part time participants</u>	<u>Drop-ins</u>
\$4.00 per day per child	\$5.00 per day per child
	Early dismissal drop-in
	\$8.00 per day per child
(This includes an afternoon snack and drink)	

Parents must make arrangements to have their child picked up if they foresee being late. A \$5.00 per 5-minute late fee will be incurred. Excessive late pick-ups could result in your child being dismissed from the extended care program.

Activities

Physical and creative activities with daily free time will be provided. Quiet time and study time will also be provided. Children will be supervised at all times.

Emergency and Safety

Before any child is allowed to attend OLOS Extended Care program he/she must have a registration/emergency form on file. These can be obtained from the school office. Parents or guardians cannot take children from the schoolyard or from the school office without signing the students out. For your child's protection, release will not be granted to any person NOT listed on the registration/emergency list unless notified in writing of a change by the parent or guardian.

Illness or Accident

First aid will be administered on the premises for minor accidents. In cases that appear serious, the program directors will follow instructions given on the school emergency form. Prescription medication will not be administered by mouth unless both a written statement from a physician detailing method, amount and time schedule, and a written statement from the parents or guardian authorizing the staff, to assist a child in taking such medication is on file.

Non-prescription medication will be administered only with a written statement on file from the parent or guardian authorizing the director to assist the child in taking such medication.

The directors will act according to his/her best judgment for the welfare of the child.

Expectations for Children's Behavior

As members of a Christian and caring community, the children will be expected to respect the directors, each other, and the materials and environment provided. The children must

NEVER leave the building or grounds without explicit permission from the directors. Such permission will only be granted with permission of the parent or guardian.

Lunch

Hot lunch is served daily and the cost includes milk. Lunch money is to be sent to school in the family folder. Checks are to be made out to Our Lady of the Snows Lunch Program.

Phone Calls

Students and teachers are not to be called during school hours. A message may be left to their voice mail or be called on the teachers plan time. Parents can leave their children messages. Students may not use the school phones without permission and may use it only for very important reasons.

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

COMMUNITY AND EXTERNAL OPERATIONS:

Educational Authority in the Parish DSP 1305

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic School Advisory Board. The parish Catholic School Advisory Board is an advisory board

established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

COMMUNITY AND EXTERNAL OPERATIONS:

Home and School Association DSP 1430

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 meeting 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/guardians 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.

COMMUNITY AND EXTERNAL OPERATIONS:

Parent Communication Agreement DSP 1810

Enrollment in a Catholic school is a privilege, not a right. Especially 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 below and on the following page.

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 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.

COMMUNITY AND EXTERNAL OPERATIONS:

Grievance DSP 1901

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

specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation.

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:

- Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
- Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level 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.*)
- The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.

- There is to be no retaliation against any party or participant in the grievance procedure.
- Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
- Records of formal proceedings at every level shall be kept and made available to all parties involved.
- Levels one and/or two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure:

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

3. informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin on 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. The school administrator/principal will hold a meeting within seven(7) days following receipt of the written statement of grievance or the appeal, as applicable. 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/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 in writing and submit it to the pastor within fifteen(15) days following the occurrence of the event. The pastor will hold a meeting within seven(7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven(7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

Level Three: Superintendent of Catholic Schools

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

Level Four: Diocesan School Recourse Committee

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be

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

COMMUNITY AND EXTERNAL OPERATIONS:

Penalty Status During Administrative Recourse DSP 1902

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

STUDENTS: Non-Discrimination DSP 5101

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

Revised May 7, 2009

STUDENTS: Proof of Guardianship DSP 5201

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 school are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

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

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

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

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

STUDENTS: Absence and Tardiness DSP 5210

A. Absence

Excessive absenteeism may be indicative of educational neglect by the a 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.

STUDENTS: Written Excuses DSP 5211

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 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.

STUDENTS: Requests for Family Reasons DSP 5220

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

STUDENTS: Confidentiality DSP 5260

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

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

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

STUDENTS: Catholic Fiat and Moral Standard DSP 5305
As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

STUDENTS: Prohibition of Corporal Punishment DSR 5310
Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

STUDENTS: Weapons and Dangerous Instruments DSP 5315
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. School are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

STUDENTS: Dismissal and Expulsion DSP 5360
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 as so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which van help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.) After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the superintendent of

Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

Revised May 7, 2009

STUDENTS: Dismissal and Expulsion DSR 5360

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

Revised May 7, 2009

STUDENTS: Release of Individual Students from School
DSP 5370

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

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

A student may never be sent home for assignments, books, or

disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

STUDENTS: Parent/Teacher/Student Conferences DSP 5405

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 aspects of the student's growth and development.

STUDENTS: Promotion and Retention DSP 5410

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development. If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the

parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

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

STUDENTS: Drug/Medication Administration DSP 5520

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

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

faculty, schools should require that the medication be kept in a locked cabinet.)

STUDENTS: Student Insurance DSP 5575

Parents/guardians may take out a student accident insurance policy, if there is not a standard policy in schools that are part of the Diocese of Jefferson city. Schools are to arrange for a school insurance provider to provide forms for student accident insurance which covers children during school hours and when traveling between home and school.

Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance.

Revised May 7, 2009

STUDENTS: Students with Special Needs DSP 5701

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

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

STUDENTS: Harassment DSP 5820

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

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

Sexual harassment deserves special mention.

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

2. 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."
3. No student shall be subject to sexual harassment as a student.
4. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
5. 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 immediately reported to the superintendent of Catholic school s and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

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

Revised May 7, 2009

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

INTRODUCTION

Since 1990, the Diocese of Jefferson City (“the Diocese”) has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as “church personnel”) is accused of sexual abuse of a minor. 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 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 and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor 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*.

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 personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing the Chancery Office. The address and telephone number are as follows:

Address:

Chancery Office, Diocese of Jefferson City
P.O. Box 104900, 2207 West Main
Jefferson City, Missouri 65110

Telephone:

(573)635-9127

The complete guidelines for handling sexual abuse cases can be found in the principal's office in the Policy and Regulation Manual for Schools.

H. Communication

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

Footnotes:

- i. According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 & 2; CCEO, c. 1453 & 1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, “imputability (moral responsibility) for a canonical offense is presumed upon external violation...unless it is otherwise apparent” (CIC, c. 1321 & 3; CCEO, c. 1414 & 2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.
- ii. An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.
- iii. The term “semblance of truth” as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.
- iv. The term “decree” as used in this document refers to the statement of the disposition of the matter. 58
- v. See Chapters 210.110-210.192 Revised Statutes of Missouri.

INSTRUCTION: Non-Catholic Student Participation DSP 6235

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.

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

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

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

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school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

INSTRUCTION: Chaperones and Drivers for Field Trips(Educational Outings) DSP 6305

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades-0 but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

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

INSTRUCTION: Chaperones and Drivers for Field Trips (Educational Outings) DSR 6305

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

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

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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 and other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials(e-mail, files, other correspondence) sent or received via

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Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.

9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

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