

Covenant of Trust

Between Parents, Students, and Holy Family Catholic School

The Church identifies three authors of education: parents, the community, and the Church. Parents have the most serious obligation, provide the first knowledge of God, and lead their child to a knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society and so provides schools. The Church has a duty to educate so that they “promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human.” (Declaration of Christian Education, 3.)

At Baptism, parents accept the responsibility of training their child in the practice of the faith. Godparents promise to assist them, and the whole community also promises to assist with this responsibility. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children...” (Canon 793.1)

Catholic schools are in partnership with the family in proclaiming and witnessing the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

“Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly....” (Canon 796.2)

Parents at Holy Family Catholic School, aware, then, of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the faith. Practically, this means they will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child’s education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with Holy Family School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to have a love and concern for the needs of others;

- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

Holy Family Catholic School enters a relationship of trust with each school family. This handbook provides the school's framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

I hereby acknowledge that I have read this handbook and will abide by these regulations, that I have had an opportunity to ask questions about its contents, and that I will fulfill my responsibilities as the primary educator of my child as outlined in this covenant of trust.

Parent Name (print)_____ Signature _____ Date _____

Parent Name (print)_____ Signature _____ Date _____

I will fulfill my duties as a student at Holy Family Catholic School and abide by the regulations in this handbook.

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

[The Parent Handbook Covenant of Trust/ Acknowledgement is to be signed and returned to Holy Family School no later than Tuesday, August 18, 2026.]

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** DSP refers to Diocesan School Policy

** DSR refers to Diocesan School Regulation

** LSP refers to Local School Policy

Educational Mission **of** **Holy Family School**

The mission of Holy Family School is to build a firm foundation in education and to develop strong leaders through lessons of the Catholic faith, community, service and perseverance.

School Philosophy

Learning, a life-long process, develops as one grasps an understanding of concepts about God, others, ourselves, and the world around us. Since each learner takes a different path, it is the role of the teacher to guide, support, monitor, encourage, and facilitate the learning process.

Since children learn best through success experiences, a positive attitude and an enthusiastic approach will help a child build a healthy self-image and self- confidence. Thus, these children will be prepared academically and socially to become productive citizens who are life-long learners and will have the skills to be good communicators and problem solvers. Students will be taught the values and principles defined by our Catholic faith so that they become true followers of Christ. The teachings will be grounded in the General Directory of Catechesis. Through a program that is pleasant and flexible, with the active support of parents and the parish community, children will begin the journey of education at Holy Family School.

*Revised Mission Statement as of March 2019

*Reviewed May of 2026.

*THE POLICY AND REGULATION MANUAL FOR SCHOOLS EXPRESSES
OFFICIAL POLICY REGARDING ALL ELEMENTARY SCHOOLS OF THE
DIOCESE. HOLY FAMILY SCHOOL PARENT/STUDENT HANDBOOK IS IN
HARMONY WITH THE POLICY AND REGULATION MANUAL FOR SCHOOLS.*

Community and External Operations

DSP 1305

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 administrator/principal, and consults the school advisory council.

The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals, and objectives of the 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 council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises on the temporal goods to ensure the mission is sustained.

DSP 9301

Parish School Advisory Council

Basic Responsibilities

Each school is to have a parish (or inter-parish) school advisory board as a representative group of the parish to give general guidance and oversee the operations of the school. The basic responsibilities of the group are the following:

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

Membership

School advisory council members need to be persons with school advisory council interests and backgrounds, supportive of parish and schools, willing to attend meetings, respect confidentiality, avoid conflict of interest, participate in committee work, and to uphold the decisions of the school advisory council. Ordinarily they are elected by parents and parishioners of the parish(es) involved after their candidacy is approved by the pastor. To facilitate an “outside” view, ordinarily neither paid parish or school employees nor members of their households are eligible for election. The pastor and school administrator/principal are ex-officio members. A school advisory council may wish to have a limited number of other ex-officio members., a home-school association officer, a parish pastoral council representative, and assistant principal.

LSP 9301**Parish School Advisory Council: Membership**

Holy Family School's Parish School Advisory Council consists of the home and school association's vice-president (one year term), two representatives of the parish pastoral council (three year terms), and two members that have been nominated by the school families and voted on if necessary by the school parents (one and two year terms for the first installment and thereafter both members will be two year terms), pastor, and administrator/principal. The council will work in conjunction with the members of the Sacred Heart Advisory Council.

DSP 1430**Home and School Associations**

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/guardians shall be established and held in high esteem. Each elementary school shall establish and maintain a home and school association to help parents/guardians in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. "School Associations and meetings of parents/guardians are to be set up and held in high esteem," Code of Canon Law, Canon 796. The home and school fulfill its purpose by supporting the school and collaborating with faculty and personnel.

DSP 9401**Purpose and Nature**

To enable the parent/guardian partnership role to become a reality in education, every diocesan Catholic school shall have an effective home-school association. The objectives of the association shall promote communication among parents, teachers, and administrators/principals, and to develop and deepen a mutual understanding of Catholic education.

The home-school association is neither a policy forming nor primarily a fund-raising body. It is an organization that fulfills its purpose by supporting the school and collaborating with faculty and school personnel. This association shall refrain from discussing policies and issues, which is the role of the parish school advisory council.

Membership

Membership consists of parents/guardians of students, the pastor, school administrator/principal and faculty. Membership may be extended to include other interested relatives of the students and community leaders. The association may set nominal annual dues, if desired. The school administrator/principal of the school and the pastor are non-voting, ex-officio members of the association..

Authority

The home-school association works in cooperation with the school administrator/principal. As determined by Canon Law, all home and school association decisions are subject to final approval by the pastor. Home and school associations should not meet without the pastor and/or principal, except with written permission from the pastor.

Constitution and Bylaws

Each home and school association shall have a written constitution and by-laws. These documents, when initially written or revised, shall be approved by the Catholic Schools Office. A copy of these documents is given to the parish school advisory council and parish pastoral council.

Elements in a constitution shall include the following:

- *name of organization
- *objectives - including those previously indicated
- *membership - eligibility
- *officers - titles; eligibility for office; term of offices
- *executive committee - composition; responsibilities
- *general meeting - number of meetings

Bylaws shall include the following:

- *officers- duties; process of election
- *meetings - order of business; procedures
- *standing rules - dues; reports
- *amendments - process

Local association documents may reflect any options that adhere to diocesan policies.

DSP 1901

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. 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

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

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.

Formal Grievance Procedures

2. In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed.

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: OFFICE OF THE BISHOP

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Office of the Bishop. The Bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 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 the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding.

DSP 1902 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.

Students

DSP 5102 Admission Requirements

Entrance requirements regarding age and medical records should be consistent with the local public-school district.

Catholic schools in the Diocese of Jefferson City should also use the local public school as a model for any requirements regarding the admission of students that have been previously homeschooled.

DSP 5101 Non-Discrimination

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

DSR 5102 Admission Age

The educational laws of the State of Missouri require that each minor from seven (7) to sixteen (16) years of age enroll and regularly attend full-time academic instruction. Although general entrance dates are pre-determined, schools are urged to screen children for readiness for kindergarten.

Students entering kindergarten generally should be five (5) years of age by August 1. The date of birth may be certified by either a birth or baptismal certification at the time of registration.

Student placement for all other grades will be based on records received and additional screening if warranted.

LSR 5102 Preschool Admission Age

A child generally should be three or four years of age in that school year for admission into the preschool program. The child must be fully potty-trained and be able to dress him/herself. The date of birth must be certified by a birth certificate.

DSP 5104**Admission Decisions**

The school administrator/principal, in consultation with the pastor, admits students to the school according to diocesan and school policies as well as accepted education procedure. Being enrolled is a privilege, not a right, and can be terminated at any time for any reason. Schools are encouraged not to admit students until preferably after an interview with student and parents, and records have been received from the previous school.

DSR 5105**Immunization Requirements**

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

Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services.

Each school administrator/principal is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services. Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either:

(1) a medical exemption as confirmed by a statement from a duly licensed physician; or (2) a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parents or legal guardian of the student.

Religious exemptions for Catholic families will not be accepted. See Appendix 5105 for current Missouri Health Record Immunization Requirements.

DSP 5201**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.

DSP 5202**Transfer of Guardianship**

When legal guardians are unable or unwilling to fulfill their responsibilities, and there is no court document in existence, the school should see that the Power of Attorney document is executed.

DSP 6207**Participation in Religious Activities**

Since parents are the primary educators of their children, the Sacramental Program for parents is extremely important. Parents need an update of their Catholic faith in order to help prepare their children for meaningful and worthy reception of the sacraments. Therefore, parents of children preparing for First Reconciliation and Eucharist are first, expected to be active participants of the sacraments in their parish in order to set an example for their children.

Secondly, parents are expected to attend classes provided for them for their own Faith enrichment and in order to understand the children's preparation.

Students have the benefits of religious education courses, daily prayer and reflection, and the opportunity to participate at Mass each week, depending upon the pastor's schedule.

Students, under the guidance of their teachers, plan the liturgy to be meaningful and appropriate for the day's celebration. Students are given the opportunity to receive the Sacrament of Reconciliation.

Religion classes are scheduled daily according to diocesan guidelines and time requirements (150 minutes per week for primary and 200 minutes for intermediate and upper grades). Catholic identity, teachings, and values are integrated into all aspects of the curriculum throughout the day.

Registration

Registration for admission to Holy Family School occurs during the third or fourth quarter on days designated by the administrator/principal in consultation with the pastor. Students seeking admission must have approval of the pastor before registration.

Preschool Registration

Registration for admission to the preschool program occurs during the middle of the second semester. The following information is needed at the time of registration:

- Social Security Card
- Birth Certificate
- Baptismal Record (if baptized)
- Immunization Record

Registration Fee:

A non-refundable \$50.00 registration fee is assessed when enrolling the child into the preschool program. This fee will accompany the registration form.

5100**Attendance**

Regular daily attendance is essential if a student is to succeed in his/her class work.

DSP 5210**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 5210**Absence and Tardiness**

The student attendance guidelines are designed to ensure consistent student attendance in elementary school. Guidelines cannot be expected to outline every possible attendance scenario, which if occurred, would result in action by school officials. However, it is the purpose of these guidelines to list attendance criteria.

Student absences or tardies that meet or exceed these guidelines will result in action by school officials.

Definition of Absence: An absence shall be defined as any day (or half-day) where a student has not attended or has missed a substantial portion of that day (see DSP #5210).

Attendance Guidelines: Consistent attendance is a huge indicator of success. The school believes that through regular daily attendance, along with active and regular participation in learning, leads to improved student achievement. Regular attendance also promotes a level of responsibility that will develop and prepare students to become contributing members of our community.

The guidelines of the Missouri Department of Elementary and Secondary Education provides an expectation that all students attend school at least 90% of the time. Students whose attendance does not meet the 90% expected attendance will be handled in the following manner:

First Offense: Parents / legal guardians will be notified of attendance concern in writing by the principal.

Subsequent Offense: Second written notification of concern and principal / parent conference.

Note: If attendance concerns persist after interventions by school administration, then the principal and pastor, upon consultation with the diocesan superintendent, can decide to refer the case to The Division of Family Services or Juvenile Court.

DSP 5211**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 delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring "Return to School" documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

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.

LSP 5211**Written Excuses**

A written excuse from a parent or guardian is needed when a child returns to school after an absence. This excuse must state the date and reason for the absence or tardiness. Parents are encouraged to call the school by 9:00 A.M. if their child will be absent that day.

Parents requesting a student's early dismissal for a medical or dental appointment, etc. should send the written excuse to the classroom teacher, who in turn sends it to the school office. Students must be picked up from the school office. Students may not leave the school premises without a parent or parent approved adult coming to the school office for him/her.

A student is allowed to leave the school premises only with notice from a parent and the knowledge and permission of the principal.

DSP 5220**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 parents. The school administrator/principal keeps a record of the recommendations made to the parents. The final decision, however, is the responsibility of the parents. Conditions, procedures, and time limits for making up work are to be specified in writing.

DSP 5575**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 cover 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 amount 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.

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

DSP 1530 Use of Student Photos

Diocesan Catholic school student photos may be used in brochures, newspapers or other publications, and the school, parish or diocesan website or social media only if the parent/guardian signs a release allowing such use. (See Appendix #1530)

Neither the first or last name of the student shall be referenced on any website or social media. To clarify, the diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

DSP 1810 **Parent Communication Agreement**

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

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences: Administrative Recourse. (See DSR 1901 pg. 4) 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; if unsatisfied, the complaint will move to the Diocesan level.

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

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

The idea of self-discipline is an integral part of Catholic education. Students will have opportunities to grow in Christian self-discipline and behavior. Students are to strive for Christian ideas of behavior within and beyond the school day.

As in all aspects of education, parents are the primary educators. Parents play a vital role in helping children achieve self-discipline. If both parents and teachers enforce proper behavior, students will have greater success in school and in life.

Courtesy and respect for one another is required of each student. A student is always expected to conduct himself/herself in a courteous manner, and to show respect to all authority and to each other. The harassment or bullying of another child is prohibited. A student learns to respect himself/herself by showing respect and consideration for others during any school activity.

Teachers and students strive for mutual respect for each other. When disciplinary action is necessary, teachers are to discipline students on an individual basis with positive direction. All disciplinary actions are designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others.

LSP 5305

Discipline

The goal of the school is to help students develop into Christian leaders who are peacemakers, servant-leaders, community builders, and eager learners who practice the virtues of respect, generosity, hospitality, and kindness.

Students will be held accountable for their behaviors in acknowledging their behavior, being sorry for the disruption, realizing it is his/her problem, accepting the consequences and the need for help in order to change.

When a student disrupts a class, he/she will be redirected to proper behavior. If the student cannot gain control, she/he is choosing to be given a consequence and/or removed from the classroom. A possible consequence may be to reflect on a behavior pillar and complete a consequence sheet or an extra educational opportunity regarding his/her behavior. The consequence sheet or extra educational opportunity is filled out properly by the student, and then he/she conferences with the sending teacher to discuss his/her actions. Following a consequence given, parents will be informed of the incident. This notification is made to keep communications open between home and school.

After several consequences have been given and a student continues to exhibit behavior that is disruptive or has homework issues, he/she may be assigned an After-school Focus. (Held daily from 3:30 to 4:00 P.M.) During the After-School Focus Time, the student, along with the supervisor, will sit down and create a "Plan for Success." Parents will be sent a copy of the plan. When a student successfully completes his/her plan, he/she is removed from the plan and the student starts again with a "clean slate." If a student continues inappropriate behaviors while on the plan, a "Recovery Day" is required. The "Recovery Day" consists of a day in which the disruptive student takes all classes, breaks, and lunch in isolation with supervision. The goal of the "Recovery Day" is to help the disruptive student, give him/her a chance to reflect, and to create a plan that will help him/her have a better school day.

A student who continues to struggle in these areas after he/she has had a "Recovery Day" will meet with the administrator, the pastor, and his/her parents to discuss what action will be taken.

School/Classroom Rules

Recess

Teachers supervise all recesses, and their directives are always to be followed. Children are to show Christian courtesy while playing and are to try to play safely. The supervising teacher may require a student to “sit out” the recess or a period when courtesy and safety are not being observed by that student.

Students will play outside when the weather is agreeable. The faculty uses good judgment when making this daily decision. Please do not easily dismiss your child from outside play because of coldness. A few minutes of fresh air is good for everyone. Coats, hats, and gloves should be worn to school everyday during the cold weather season.

Water Bottles

Students may bring a water bottle to school each day. The water bottle should have a lid that the student can easily take off to refill his /her bottle. Students shall only be allowed to have non-flavored water in his/her water bottle.

Snacks

Students may eat nutritional snacks (such as fruit, vegetables, granola bars, cheese/peanut butter crackers etc.) Candy, sweets, and junk food are highly discouraged.

Chewing Gum

Gum is not allowed in school from the time a student arrives to the time he/she leaves, unless approved by a teacher or principal. If a student is caught chewing gum, he/she will be told to discard it and may receive a consequence.

School Property

Cleanliness and order with personal belongings are required. Respect for property and care of materials is an indication of respect and concern for persons.

All school property — buildings, materials, books, and equipment are to be respected and cared for by the students. Wastefulness, defacement, destruction or damage of any sort due to carelessness or malice will require payment or replacement.

Textbooks remain the property of the school. If through carelessness, a student damages a book or writes in a book, he/she will be fined. The fine will be determined by the amount of damage to the book. Payment for lost books will be the cost to purchase a replacement book.

Non-consumable textbooks are always to be properly covered to ensure proper protection of the book. Non-consumable books are covered at the beginning of the school year. It is the responsibility of the student to keep his/her texts covered. Book covers are the responsibility of the students.

All students in grades PreK-8 are required to have some kind of book bag to carry books to and from school. This will help protect the students' books.

Consequences

The following is a guideline of consequences for negative behaviors:

Level I/ Low Level Behaviors:

- Lack of respect for others or property
- Inappropriate language and actions
- Unprepared, inattentive, or uncooperative in class
- Poor sportsmanship or attitude in free or organized play
- Violations of dress code or other school/classroom rules

Consequences:

- The student will document the infraction in their planner/journal and obtain a parent signature.
- The student may be required to make apologies, or repair/replace property.
- The student may be given “time-out” or denied recess or free play to reflect on their behavior.
- The student may be asked to leave the classroom.
- Alternative disciplinary action may be taken by the teacher.

Level II / Mid-Level Behaviors

- Repeated Level 1 Behavior(s)
- Lack of respect for teachers, staff or supervising adults
- Harassment
- Stealing, cheating, lying, plagiarism, or forgery (1st Offense)
- Obscene language or gestures
- Internet/Social Media / Computer misuse
- Fighting or threat to do harm to others or to self
- Willful damage to school property or the property of others

Consequences:

- The student may be assigned Christian Service work.
- The student may be assigned an After-School Focus / Recovery Day
- The student may receive an “Extra Educational Opportunity” or a “Building the Kingdom” think sheet which will be sent to parents and teachers.
- A parent is to sign and return the “Building the Kingdom” think sheet.
- A parent may be contacted by phone or required to attend a conference.
- The student may receive a suspension (in school or out-of-school)
- Alternative disciplinary action may be taken by the principal.

Level III/ High Level Behaviors

- Repeated Level II Behaviors
- Truancy
- Serious fighting, resulting in injury
- Smoking or possession of smoking paraphernalia
- Possession of immoral or pornographic materials
- Possession of a controlled substance /or look alike substance
- Possession of any type of weapon or weapon-like items

Consequences:

- A parent will be contacted and required to attend a conference with the Pastor, principal, parent(s) and child.
- Law enforcement agencies may be contacted.
- The student may receive suspension, dismissal, or expulsion.
- The student may be required to attend counseling.
- Alternative disciplinary action may be taken by the principal.

Students, parents, and school personnel are to respect the privacy of those involved in discipline procedures and to realize that consequences are not intended for public information. All Level II

and III behaviors of the Discipline Policy will be documented in the student's discipline record and will be held for a minimum of one year. In terms of suspension, dismissal, or expulsion, the superintendent of the diocese will be notified.

DSP 5305 **Catholic Faith and Moral Standard**

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

DSR 5310 **Prohibition of Corporal Punishment**

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

DSP 5315 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.

Upon contacting law enforcement, and as soon as safely possible, the administrator/principal shall notify the Catholic Schools Office regarding the situation.

LSP 5340 Attire

It is primarily the responsibility of the parents to see that their son/daughter comes to school neatly and modestly dressed in regulation dress code. Neatness and cleanliness are to be emphasized. Hair is to be clean, combed and of suitable length. Hands and fingernails are to be cleaned and groomed. Clothing is to be clean, not wrinkled, and is not to take time or attention from school or introduce undue competition. **(This includes but is not limited to alcohol, drug paraphernalia or political attire.)** The administrator/principal has the right to interpret and implement this policy.

Implementation of Dress Code

Shoes:

Tennis shoes are worn for P.E. classes.

Students in grades 3-8 are permitted to wear a sandal (crocks) with a back strap at the beginning of the school year until October 31 and not again until March 1 through the end of the school year.

Jewelry:

Students may only wear post/stud earrings.

Shirts:

All shirts and tops must have collars and sleeves. Sweaters may also be worn. The shirts/sweaters must be navy blue, light blue (not turquoise or aqua), or white in color or a combination thereof. They are to fit the student properly – no half shirts. Shirts are to be tucked in. Tank tops may not be worn over another shirt; however, if worn underneath a shirt it must also be navy blue, light blue or white in color. Emblems other than the Holy Family emblem must be no larger than the size of a quarter (1 X 1) but may be of any color.

Hoodies:

Hooded sweatshirts worn throughout the school day must be either the sweatshirts provided by the school or solid navy, light blue, or white in color. School sports team hoodies must be approved by the school athletic committee and administrator before being worn to school.

Pants:

All pants are to be dress pants either khaki or navy blue. Belts are to be worn each day with pants that have loops for students in grades 3-8. *No jeans* are to be worn unless a dress down day has been designated.

Socks:

Socks must be worn with closed toe shoes.

Cosmetics:

Students in grades PS-6 may not wear make-up. Junior High (7-8) students may wear moderate make-up. (Light foundation and mascara only.)

Shorts:

Dress shorts and capris may be worn at the beginning of school until October 31 and not again until April 1 through the end of the school year. All shorts and capris are to be either solid khaki or solid navy blue. Shorts MUST be modest in length (mid-thigh).

Skirts:

Skirts/dresses must be modest in length (mid-thigh). Skirts/dresses must either be khaki, navy blue, or light blue. Tights or leggings that are worn underneath a dress or skirt may only be navy blue or white in color. No dresses or skirts should be worn on P.E. Days.

Spirit Wear Days:

On Spirit Wear Days, students may wear jeans (no holes or frays) or school khaki shorts/school spirit wear athletic shorts along with a school spirit t-shirt.

To participate in School Spirit Day students must wear the school sponsored spirit shirt, either new or from a previous school year, following that, all rules applying to dress down days apply to spirit days. Students choosing not to wear their spirit shirt must wear their regular school dress code clothes.

A student choosing not to follow the dress code policy will be given a discipline slip. Once a student has acquired three dress code violations, he/she will receive a consequence for the infraction.

DSP 5355

Suspension

A student is normally not to be suspended by the school administrator/principal until there has been parent notification. Exceptions can be made for immediate suspension for reasons of safety, moral welfare of others, and/or if the student poses immediate danger to himself or others.

DSP 5360

Dismissal and Expulsion

The 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 to the student in the process of expulsion.

The term "expulsion" is:

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

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

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

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding expulsion. All expulsions must be reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A

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

DSR 5360 Expulsion and Dismissal

If an 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.

LSR 5360 Withdrawal from the Preschool Program

The school must be notified in writing two weeks prior to withdrawing the child from the program. If a two-week notice is not given, the parents will be billed for the entire month. (Parents choosing to withdraw their child from the program must do so two weeks prior to the end of the month – prior payment will not be returned.)

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

Extraordinary care is taken regarding 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 may any student be sent on errands outside the school and parish grounds for anyone.

LSP 5540 Controlled Substances and/or Look Alike Substances

Drug and alcohol use by students are always prohibited at school functions and on school grounds. Students who violate this policy will meet with the pastor, principal, and their parents to review the facts of the case. The pastor and principal shall determine the consequences of each case, which could include recommendation for counseling, suspension, dismissal, and or expulsion from school.

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

5500 Health and Safety

DSP 5565 Identification of Health Problems

The school administrator/principal arranges for personnel and supplies needed to conduct an inventory of student's health problems each year. All students are, to the extent possible, screened for visual and hearing acuity, weighed and measured, referred for dental care, tested for scoliosis, and generally observed for signs of deviation from normal health and behavior patterns. The school reserves the right to send sick students home and to approve readmission time.

All health problems which are identified are noted on the student's health record. Parents/guardians are to be informed of noted health problems and encouraged to provide the necessary professional care for their children. In cases of lice, impetigo, and other contagious conditions, the school follows the guidelines in Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, and Teachers by the Missouri Department of Health and Senior Services or the guidelines of the appropriate county health department.

LSP 5565

The academic success of a student can be directly linked to his/her health. For this reason, it is imperative that Holy Family ensures the well being and safety of all its students to support a positive learning environment. In order to create a safer learning environment for students as well as a safer work environment for staff, Holy Family School intends to protect the indoor and outdoor air quality of its campus. Strong scents and fragrances can contribute to poor indoor quality that can be unhealthy to all students and school staff.

There are many people who experience unpleasant physical effects from scented products and a growing number of people who suffer more severe reactions to these types of products and chemicals. This condition is known as multiple chemical sensitivities (MCS) and involves people who have developed an acute sensitivity to various chemicals in the environment. People with MCS experience a range of debilitating physical reactions, some even life-threatening, to chemicals used in a variety of scented materials, including fragrances and chemical products.

All teachers, students and staff members are asked to refrain from using or wearing perfume, cologne and other fragrances that have been identified as triggering a reaction in a student, faculty or staff member.

Diocesan Catholic schools shall follow the guidelines provided by the Missouri Department of Health and Senior Services (DHSS). All reporting requirements as stipulated by DHSS shall be followed. Schools shall be in compliance with any state inoculation and physical exam requirements for students and school personnel.

LSP 8000 Contagious and Communicable Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact should not attend school. Parents should use the information listed below to help them when making decisions that would require exclusion from school.

The following conditions require exclusion from the school setting:

- Fever of 100 degrees or higher
- Undiagnosed Rashes
- Vomiting
- Diarrhea
- Fainting Spells
- Impetigo (a contagious skin condition with crusty areas especially about the nose and mouth.
- Scabies
- Ringworm
- Red-inflamed eyes / Pink Eye
- Chicken Pox – Excluded seven days from the onset of the rash.
- Strep Throat – Excluded twenty-four hours after treated with antibiotic and no fever

Students sent home ill, with elevated temperatures, vomiting or diarrhea are to be kept home until they are symptom-free for twenty-four hours.

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained:

- a) fever of 100° F or greater
- b) Cough
- c) Shortness of breath or difficulty breathing
- d) Chills
- e) Repeated shaking with chills
- f) Muscle pain
- g) Headache
- h) Sore throat
- i) New loss of taste or smell.

We recommend practices and procedures outlined by the Missouri Department of Elementary and Secondary Education, Osage County Health Department, and Centers for Disease Control. At the principal's discretion, a physician's approval may be required before a child can return to the classroom.

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

Each school must have a written policy regarding oral drug administration. The policy shall include procedures for obtaining and filing (in the school or other appropriate facility) the written instructions and consent required. There must be procedures for periodic review of the instructions, storing of the drugs, record keeping and appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep drugs in a locked cabinet.) Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under a physician's care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian. As some schools do not have a designated nurse, it is not guaranteed that a particular student may have all their medical needs met. In such instances, decisions regarding the continuing enrollment of the student will come after consultation with the Catholic Schools Office.

LSP 5520

Only authorized school personnel may dispense medicines, including aspirin, Tylenol and medicated cough drops sent from home. For students who need medication during school hours, the following procedures are employed:

- *Medicine must be in the most current pharmacy container or over the counter container. The bottle must be clearly labeled with the CHILD'S NAME, NAME OF THE MEDICINE, ALONG WITH THE PHYSICIAN'S DIRECTIONS AND DATES FOR ADMINISTRATION.

- *Parents/guardians must pen a note requesting the office personnel to administer medication. (Forms are in the school office.)

- *Upon arriving at school, normally, medication must come immediately to school office personnel. Students may not administer medicine to themselves. Medicine may not be stored in book bags, lockers, or purses.

- * Special allowances must be made for students who might be required to carry an inhaler or other type of medication because of the serious nature of the allergy, asthma, or other similar illness. In this case, a note from a physician is to be on file attesting to the seriousness and necessity.

DSP 5570

Accidents and Serious Illness at School

An Emergency Medical Care Form for each child is to be completed and returned to school annually the first day of school. This form gives permission to the school to proceed with emergency medical care when necessary.

Each school is to have a file listing the home and business address and telephone numbers of the parents of each child as well as the name of a doctor, dentist, and hospital to be contacted in case of emergency. This file is to be easily accessible to the school administrator/principal or designated teacher in charge.

When a student becomes ill or meets with a serious accident, the school administrator/principal shall contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention (e.g., severe bleeding), the school administrator/principal calls for emergency medical help (using 911 or local procedures) and directs standard first aid procedures by a qualified person if these are essential to the student's well-being. A written record giving date, time, circumstances, witnesses, and action taken is kept permanently in the student's file.

DSP 5325

Violence / Self-Harm

To maintain the health, safety, and welfare of all persons associated with diocesan Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.) any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person shall be promptly and severely addressed.

DSR 5325

Violence/Self-Harm

If a diocesan Catholic school student displays violent behavior (which may include but not limited to verbal and/or physical threat to do harm to one's self or to another person), the following protocol shall be followed:

- *Parents/guardians must be notified of the incident and asked to remove the child from the school until further notice. If warranted by the situation, the Missouri Department of Health and Senior Services Children's Division or local law enforcement may also be notified.

- *The student must be seen by a qualified mental health professional as soon as possible.

- *Return of the student to school shall not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional which assures the student is not a threat to him/herself or others has been provided to the school, and reviewed by the Catholic Schools Office.

- *Providing a written evaluation does not guarantee readmission to the school.

- *The pastor and/or school administrator/ principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school.

- *Failure of parents/guardians or the student to follow-through with required treatment may result in dismissal from the school.

See Appendix #5325 for the Professional Evaluation Report. (Diocesan Rules and Regulation Manual)

LSP 5601**Bus Service**

A transportation form indicating how children are to be regularly transported to and from school must be filled out annually. **Any time a change is made in the regular means of transportation, the school is to be informed in writing stating the day and changed means of transportation.** In cases of emergency or sudden change during the school day, parents must call the school to arrange for alternate transportation.

The bell to enter classrooms rings at 7:30 A.M. **Because of limited supervision, students are not to arrive before 7:15 A.M., unless they are in the Before School Care Program.** Teachers arriving before 7:15 A.M. do so to prepare for classes and not to supervise early arrivals.

Dismissal time from school is 3:15 P.M. Students are to know their procedure for going home — either by bus, car, walking or after school care.

Students waiting for a bus or car ride are to wait in the designated bus area. Due to non-supervision of the school grounds after 3:15 P.M., no child is to stay around to play outside. Children waiting for the buses are to remain with the teacher assigned to bus supervision. Students are not permitted to leave the premises while waiting for buses. All students must be picked up at school. The school is not responsible for after school activities.

Bus service is provided by local contractors serving Osage R-III (Fatima). The Fatima bus rules, sent home annually, are to be observed. The annual bus fees are determined each year.

LSP 5605**Traffic Safety**

All students crossing the highway at dismissal are required to do so under the supervision of an adult. The supervising adult is required to hold the STOP sign while students cross the highway in the marked crosswalk.

LSP 6125**Inclement Weather and the Closing of School**

School closing due to inclement weather is announced through the school information system as well as on local television stations. Parents are to watch for Holy Family School, Freeburg and to check for a text message.

Children and the school should be instructed as to means of transportation and where a child is to go in the event of an early dismissal. The school is to receive written instructions if the regular means of transportation are to be changed. This notification should take place BEFORE early closings are likely to happen. In case of unexpected changes in means of transportation or where a child is to go, please call the school.

LSP 5370 Release of Students in Inclement Weather

Students will not be released during periods of severe inclement weather. Once the severe weather warning has expired, students will be released by their regular dismissal procedures.

DSP 5701 Students with Special Needs

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

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

DSP 5810 Child Abuse and Neglect

The State of Missouri has a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the immediate reporting of suspected child abuse and neglect.

This law specifies that all school personnel and administrators are mandated reporters. These school personnel include, but are not limited to schoolteachers, administrators, counselors, childcare workers in a day institution, or childcare institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are healthcare professionals and clergy. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments all school administrators/principals, the Diocese of Jefferson City Catholic schools are to educate their school staff members in recognizing the signs of child abuse and/or child neglect.

Under the law, any person or institution who reports suspected child abuse or neglect in good faith has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury or that the abuse of the child may occur shall use the following procedure to report

1. The employee is to report the suspicion immediately to the school administrator/principal and together they shall immediately report to the Missouri Division of Children's

Services ("Missouri Children's Division"). This phone number is to be readily available in the school office.

2. The school administrator/principal shall then inform the superintendent of Catholic schools or chancellor of the diocese after the report has been made to the Missouri Children's Division. Within five days of the date the report is made to the Missouri Children's Division, a written summary report is to be sent to the superintendent of Catholic schools or chancellor of the diocese stating the names, circumstances and reason for reporting, consultation received, and when and by whom the matter was reported.
3. It is up to the Missouri Children's Division or police department to follow up on the report.
4. Employees cannot be directed by a person with higher authority to refrain from reporting a case if the employee still reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
5. Any such reports are considered strictly confidential.

Normally, once notified, the Missouri Children's Division will observe the following procedure in investigating reports as clarified November 26, 2003, in a letter to school personnel from the Missouri Children's Division:

House Bill 613 will affect agency notification to a parent when abuse/neglect occurs in a school or childcare setting. When the abuse/neglect of a child happens in a school or childcare setting and the parents of the child are not the alleged abusers, a parent/guardian of the child must be notified prior to the child being interviewed by the Children's Division (CD). If the parent/guardian cannot be located, the CD investigator will use his/her best judgment regarding interviewing the child without parental notification. If the alleged abuser is a school or childcare facility employee, the child cannot be interviewed at his/her school or childcare facility.

The representative of the Missouri Children's Division is to see that the above paragraph is implemented. Normally Catholic school personnel are not part of the child abuse investigation interview unless requested by the Missouri Children's Division.

Failure to follow the above reporting procedure is considered a serious violation of diocesan policy and regulation.

DSP 5820**Harassment**

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

DSR 5820

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 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 immediately report 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 Office.

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

DSP 5825**Sexual Abuse of Minors**

The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding Safe Environment training of employees and volunteers, the reporting of suspected abuse, investigations of alleged abuse, and care of abuse victims (See DSR 5825 and Addendum 5825).

6600**Athletics and Extra-Curricular****LSP 6601****Co-Curricular Activity Availability**

Extra-curricular activities that are offered are: basketball (grades 5-8), speech (grades 5-8), Archery Club, volleyball, cross country, track and student council (Executive Committee - junior high students elected by the student body and representatives elected by each classroom). The availability of these activities depends greatly on volunteers willing to coach these activities.

DSP 6610**Athletics**

All athletic programs offered through diocesan Catholic Schools shall reflect the values of, and be consistent with the mission and principles of the schools and diocese. All students, parents, leaders, coaches and referees will sign a code of conduct prior to participation in any athletic event/team sponsored by a Diocesan school. Additionally, schools may require all involved with an extracurricular activity (including athletics) to agree to sportsmanship training prior to the start of the activity.

DSR 6610**Athletics**

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

1. Sports are viewed as ministry to students and families.
2. Teams are seen as moral communities.
3. Moral growth and character development are emphasized.
4. Spiritual development is expected.

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

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

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

Additionally, when a diocesan school facility is used for extracurricular activities (eg. athletic games) involving diocesan schools, a designated monitor for the host school must be present. The monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy. (facility guidelines)

In view of the respect for the sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games or events shall be held by an diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, not at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extracurricular activity held over school holidays must have the express, written

DSP 6604

Values of Athletic Program

Diocesan Catholic schools shall formulate policies that ensure adequate academic standing and satisfactory behavioral norms for students, as well as reasonable requirements concerning practice time.

The school shall establish norms for spectators, officials, coaches, athletes and school personnel which reflect Catholic principles. The school administrator/ principal is responsible for the implementation and supervision of the norms.

LSP 6604

Values of Athletic Program

Only students from Holy Family and Sacred Heart Schools in grades 4-8 are eligible to participate in athletic extra-curricular activities unless approved by the joint Athletic Committee. Students may only be listed on one roster per sport for a Holy Family team. Students who are registered to play a sport will play on a Holy Family team unless the school does not have a team in which case the Athletic Director will contact other schools to find a team.

In the event that school is cancelled due to inclement weather, all school activities will be cancelled. Coaches may request approval from the school administrator to hold a non-mandatory open gym event if school has been cancelled, but the roads have been cleared since the time of cancellation.

If a student is absent from school, they are strongly encouraged not to participate in practice or a game that evening.

Scheduled games are limited to once a week. Tournaments are an exception. The amounts budgeted for tournament entry fees for each team will be set each year by the Athletic Committee.

Attendance at practices and games is taken into consideration to determine the amount of playing time that each individual player receives.

The gym is for the use of parish activities and Holy Family School teams. Use of the gym beyond scheduled practice times and games is to be approved by the parish delegate and the regular rental fee will be charged.

DSP 6603

Eligibility for Co-Curricular Activities

Diocesan Catholic schools shall set norms for eligibility of students to participate in school-sponsored activities (e.g., attendance in school is required for participation in co-curricular activities on the day of the activity, passing grades in all classes, behavior requirements met, etc.). Parents/guardians shall sign a suitability Declaration and Release Agreement for participation in a co-curricular activity. (See Appendix #6603)

A student who wishes to participate in extracurricular activities must meet certain scholastic and behavior standards.

- A student must maintain at least a C in all subject areas or be working to the best of his/her potential.
- Must meet the standards in Christian Social Development.

Mid-Quarter Report

- A C in all subject areas or working to the best of his/her potential.
- Christian Social Development – concerns in this area may make a student ineligible.

Progress Reports (Report Cards)

- A C in all subject areas or working to the best of his/her potential.
- Christian Social Development – concerns in this area may make a student ineligible.

A student who does not meet these standards may not participate in extracurricular activities. The principal after reviewing Progress or Mid-Quarter Reports and receiving information from the classroom teacher will determine the eligibility and ineligibility of a student.

Teacher(s) and principal will make regular evaluations of the student until the next report period. If the student meets the requirements during the second week's evaluation, he/she may participate in the activity if he/she continues to show improvement.

Parents and coaches will be notified when a child is ineligible. Ineligible students are not to attend practice or participate in extracurricular activities during the period of ineligibility. Coaches may require the student to sit on the bench during a game; however, the student may not dress in uniform.

A parent of each participant must register their child for the sport that they wish to participate in. Registration information will be communicated through the parish bulletin as well as the school communication folder. Parents will have to return the registration form, physical of the participant and any fees associated with the sport prior to the deadline. Should a parent miss the deadline and still want to register their child for a sport, a late fee of \$10.00 will be assessed in addition to the athletic fees.

All participants in Holy Family School programs must have a completed physical. Parents are to keep an original copy of their child's physical and give a copy of the physical to the Athletic Committee. It is the parent's responsibility to make sure that a current physical is on file with the Athletic Committee otherwise a student will be suspended from play.

All participants must pay the fees, as outlined by the Athletic Committee, before participating in practices or games/meets. Fees include but may not be limited to: CMPALS Fee- \$25, volleyball -\$15, basketball- \$15, cross-country - \$10. Uniforms may be returned to the Athletic Committee Uniform Coordinator as designated by the athletic committee or by appointment at the end of each season. If the uniform is not returned by at least a month after the season is over, the individual will be responsible for the replacement of the uniform. Fees are subject to change at the discretion of the Athletic Committee. All participants and parents of participants must read and sign the Verification Form pertaining to these policies, the Release of Liability Form, and the Code of Ethics.

Athletic Committee

Representatives from each school will form the Athletic Committee who is responsible for recommending guidelines for the extra-curricular athletic activities throughout the school year. The committee will be composed of two parents from each participating school. Ex-officio members are the pastors and principals from the schools.

LSP 6103 **Length of School Day**

School doors open at 7:15 A.M. each morning. The first bell rings at 7:30 AM. for homeroom. The school day ends at 3:15 P.M. with the ringing of the dismissal bell. Suggested diocesan time guidelines are used to develop classroom time schedules. These schedules are periodically evaluated as to their effectiveness and changed as needed.

LSR 6120 Crisis Management Plan

A copy of the Crisis Management Plan is kept in the school office. The plan is updated on an annual basis and reviewed by faculty and staff.

DSP 6121 Fire, Earthquake, and Tornado Drills

Fire Drill

The purpose of a fire drill is to teach the students to evacuate the building quickly and safely. At the sound of the alarm, students in classrooms on the east (side facing the church) exit by the back door; classrooms on the north (front of the building facing the street) exit through the front door; students on the lower level of the school will exit the school's side entrance.

Tornado Drill

When the alarm sounds, students and staff are to proceed single file, grade by grade to the school basement shielding eyes from flying glass. If there is no time to leave the room, students and staff should kneel under their desks, face away from the windows, and protect their head and neck with their arms.

Earthquake Drill

When the alarm sounds, students and staff should kneel under their desks, face away from the windows, and protect their head and neck with their arms.

DSP 6207 **Religious Instruction**

Religion classes are scheduled daily. Guidelines, including texts and resource selections, for diocesan Catholic school religious education programs (religion classes) shall be in accordance with diocesan curriculum guidelines.

DSP 6235**Non-Catholic Student Participation**

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

DSP 6208**Education in Human Sexuality**

Diocesan Catholic school programs shall incorporate some form of education in human sexuality. Diocesan guidelines determine the approach that is best for the students and implements a suitable program according to the guidelines. In addition to a program on human sexuality, each school shall provide sexual abuse prevention training through a diocesan-designated program. All parents/guardians shall have the option of choosing whether or not their children attend the program.

LSP 6440**School Library and Resource Center**

The library is used by students of all grades. The library contains a variety of reading books and reference materials. Books are checked out on a weekly basis. Two (2) books a week may be checked out. These books may be turned in weekly or renewed. Damaged books will be assessed and fined. Books that are not turned in at the end of a school year will be fined at the cost of replacing the book.

DSP 6301**Educational Outings, Field Trips, Eighth Grade Trips and Senior Trips**

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

A school may, but is not required to, sponsor an end of year eighth grade and/or senior trip. If it does, the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must accompany students on the trip.

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

Any regularly scheduled overnight travel (such as athletics, annual retreats etc.) must be approved annually via the Catholic Schools Office, particularly those used to supervise and transport students. This approval will suffice for the series of events noted in the approval. Approval must be sought prior to the start of the events.

In general, overnight trips are discouraged for elementary/middle school classes. Such trips must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.

DSR 6301**Educational Outings and Field 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 about the trip, including destination, 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**Chaperones and Drivers for Field Trips [Educational Outings]**

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 supervision. 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/principal 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. drivers must complete the Diocesan Safe Environment training.
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. 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.

School Fees

Book/supply fees are set annually. Notification of the book fees are sent home in the school communication folder.

All money sent to school is to be sent in a sealed envelope marked with the child's name, the amount, and purpose of the money.

All school fees including before/after school care fees are to be paid by June 15th of the current school year. Families unable to meet their financial obligations must contact the pastor to discuss the fees.

Families who have not paid the current school year's fees and have not made arrangements with the pastor will be unable to register for the following school year until those arrangements have been made. The pastor will contact and set up a meeting to discuss payment of monies owed.

All financial commitments and/or debts must be paid by June 15th of each academic school year. If financial commitments and/or debts are outstanding for any student at this time, student records and grade cards will be withheld. Registration for the new school year may not be completed until fees are paid and/or a meeting has been held with the pastor.

School Support

Since there is no school tuition for active members of the parish, parents are expected to contribute to the school in their weekly offerings as agreed upon at the time of registration. Active parish families support their local parish, attend Sunday and Holy Day Masses and participate in parish life through various activities and programs offered.

Non-active parish families, or families from outside these parishes, whether Catholic or otherwise, are charged tuition and will receive a monthly envelope to facilitate payment. Family circumstances could reduce the tuition on a case by case basis as determined by the principal and pastor.

Fundraising

All school families are to participate in parish and school fundraisers since these are means to support the school. Only fundraising activities sponsored by the school are allowed. Students may not sell other items at school or on the bus.

Withdrawal

Families of students who have withdrawn from the school may request a refund for the fees that they have already paid. A percentage of the refund will normally be given back so long as in the pastor's viewpoint, all other owed fees and charges have been paid. The refund will normally be made on a quarterly basis. (That is, a refund will be given for any quarter not yet started. Starting a quarter eliminates the possibility of a refund for that quarter.) Donations may not be refunded.

Preschool Fees

All parents assume a financial responsibility/obligation when they choose to send their child(ren) to Holy Family Preschool. The following sections discuss the fees associated with Holy Family School and with the preschool.

Fee:

The fee includes 182 teacher contracted days and six federal holidays that occur throughout the school year. Each family is expected to prepay for each month unless other arrangements have been approved. Payment schedule is arranged to be paid by the month regardless of the number of days off during the month. With the schedule, the family will pay from August to May. We will not credit for days when your child is sick. All fees are due by the first Friday of the month. A late fee of 2% will be charged to any unpaid balance at the end of 30 days.

Monthly Fee

\$455.90 monthly per child including \$2.75 daily lunch fee per child
Monthly Fee including Before/After School Care (Hours: 6:30 A.M. – 5:30 P.M.)

\$493.50 monthly per child including \$2.75 daily lunch fee per child
Drop-in Before/After School Care = \$4.00 per hour / 2026-2027 School Year

Parents will receive an envelope in their school communication folder at the beginning of each month.

Non-payment of Fees:

Normally report cards will be withheld if fees have not been paid and/or the child(ren) will not be allowed to attend if fees are overdue. It is the parents'/guardian's responsibility to make definite arrangements with the pastor or principal.

A \$25.00 charge will be applied for checks returned due to insufficient funds.

LSP 3520**Federal Breakfast, Lunch, and Milk Program**

Because we are a small school and everyone's support is needed to help the lunch program to be cost effective, all students are expected to eat school lunch unless they have a written excuse from their physician. The principal, case by case, may make adjustments to the lunch fee that is due depending upon the situation.

Breakfast and lunch menus meet federal requirements. Because each breakfast and lunch served must meet certain nutritional requirements, students may not ask for certain foods to be left off of their tray or for fewer quantities than required.

A physician's prescription is required if a child has food allergies, and their diet must be adjusted to meet their needs. This form may be requested from the office.

Applications for free and reduced lunch are sent home to each family at the beginning of the year. To assure your privacy, applications are to be sent to school in a sealed envelope. Only the pastor or principal will review and approve applications. Families that qualify are encouraged to participate in this program.

The breakfast and lunch fees are a daily fee. An invoice is sent home at the end of each month. Money is to be sent to school in a sealed envelope marked with the child's name, amount and purpose of the money. **Do not pay lunch money in the same check with book fees as they are both different accounts.**

LSP 6240**Homework Assignments**

A reasonable amount of homework is necessary for adequate progress, self-discipline, and self-motivation. Homework is the responsibility of the student; however, parents can assist their child best by providing a quiet and regular place for study. Active participation in the assignment through discussion and checking to see that work is completed by the parent(s) is encouraging and supportive to the child. Not all homework is written, parents should encourage their child to read silently or orally nightly.

DSP 6126**Alternative Methods of Instruction**

Alternative methods of instruction (AMI) may be used instead of losing learning days due to inclement weather, widespread illness, etc. AMI days must be approved by the superintendent prior to their use. A maximum of five (5) AMI days may be used per school year.

Students' Responsibilities:

- To get the assignment and ask for help if the assignment is not clear.
- To copy all assignments in homework notebook (3-8), carefully recording due dates and important information.
- To set a time each day to do homework.
- To check over the assignment when completed.
- To maintain the highest quality work on homework assignments.
- To take home all necessary resources, such as packets, textbooks, notes, and study guides.
- To bring the completed homework to school when it is due.
- To be responsible for getting assignments when absent from school. Adequate time for assignments will be given to students who have been absent. Please check with each individual teacher.
- To be responsible for taking care of, returning, and borrowing resource materials.

Parents' Responsibilities:

- To promote a positive attitude toward homework as part of the learning process.
- To understand and reinforce expectations for the quality of student work.
- To provide structure, a site, and tools needed to help the child organize and complete homework.
- To be available to provide supervision and support, but do not do the assignment.
- To understand the amount of assistance appropriate for homework assignments.
- To communicate often with the student and his or her teacher, giving feedback to the teacher when there is a homework concern.

Teachers' Responsibilities:

- To identify the purpose of homework assignments for parents and students.
- To establish objectives and guidelines for special projects, including any expectations for parent participation.
- To follow the guidelines for the time designated for homework, including special projects.
- To communicate expectations to students.
- To post all assignments and provide time for students to record them.
- To review homework and return it in a timely manner.
- To ensure that resources and materials required for homework projects are easily obtained by students.
- To notify parents early regarding homework problems and missing assignments.
- To give adequate amount of time for long-term projects to be completed.

Recommended Homework Time Limit Guidelines:

The appropriate time limit that children at each grade level should devote to homework each night is:

- | | | |
|--------------|------------|-------------------|
| • Grade K | 10 minutes | Monday – Thursday |
| • Grade 1 | 15 minutes | Monday – Thursday |
| • Grade 2 | 20 minutes | Monday – Thursday |
| • Grade 3 | 30 minutes | Monday – Thursday |
| • Grade 4 | 40 minutes | Monday – Thursday |
| • Grade 5 | 50 minutes | Monday – Friday |
| • Grades 6-8 | 90 minutes | Monday – Friday |

If a student is absent for a day, his/her homework may be picked up at 3:30 P.M. in the school office.

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

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

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. Use of technology access shall be consistent with Catholic teaching, doctrine, morality and values.
3. Students shall not use the Internet, e-mail or other technology for the purpose of violating copyright law, including, but it is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
4. Students shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
5. Students shall not attempt to gain access to resources belonging to others, including, but not limited to passwords, e-mail, personal files, and restricted or secure internet sites. This shall be considered theft and in violation of Catholic and legal standards.
6. Students 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 email address, including but not limited to school personnel names and addresses.
7. Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
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 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 by administration.

In addition to the above, the school, after consultation with the Catholic Schools Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its personnel and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, TikTok and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

LSP 6425 Student Internet, E-mail, and other Technology Use

Students wishing to use the Internet must have permission from their teacher and be supervised by an adult. While the classroom teacher will be directing the classroom activities, the teachers cannot attend to each individual student 100% of the time he/she might be using the Internet. Ultimately, the student will be held responsible for any inappropriate material accessed via the Internet and will be disciplined accordingly. Unauthorized content changes (hacking) are prohibited as well as accessing personal email accounts, chat rooms, or any form of social media. The parent/s or guardian/s is responsible for reading and discussing this policy with their child.

Students are to be respectful and take care of the computers that they use. Any misuse or mishandling of a computer may result in the student having to repair or replace the device.

Students using Google Classroom will receive an email account in order to access all components of the program. The email may only be used in conjunction with classroom assignments.

All electronic devices including, but not limited to Apple watches, cell phones, IPODS, or any electrical devices capable of messaging, calling or gaming etc. are not to be used during school hours (7:15 — 3:30). The staff cannot monitor student use of these devices, nor can the school or staff be responsible for lost items. They are to be left at home or turned into the school office upon the student's arrival. The first time any student does not turn in his/her phone/device, uses or has a device ring, it will be confiscated and may be picked up by the student in the school office at the end of the day. The second time this policy is not followed, the device will be confiscated, and a parent or guardian will be contacted to pick up the device at the office. The third time there is a problem; the school administration/parent will not allow the child to bring the device to school.

LSP 6425 Internet and Electronic Communications Conduct

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

This policy applies to communications or depictions through e-mail, tweets, text messages, or web site postings, electronic social networking and other related electronic communications whether they occur through the school's equipment or connectivity resources or through private communications, which are: (1) are of a sexual nature;(2)threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3)in the principal's sole discretion, cause harm to the school, or the school community. Inappropriate Electronic conduct will be subject to the full range of disciplinary consequences, including immediate dismissal/expulsion. The school will cooperate with law enforcement personnel, as appropriate.

DSP 5335 SMART DEVICES

For all diocesan Catholic school students in pre-kindergarten through eighth grade, personal "smart" devices or any electronic device other than a school-issued device are not to be used during the school day either on campus or during school events (i.e., field trips). A smart device is any device that can be connected to the internet, including but not limited to cell phones, tablets, computers, watches, glasses, earbuds, etc..

DSP 5335 SMART DEVICES

Phones, tablets, computers, watches, earbuds, etc. used by diocesan Catholic school students on campus or during a school event on a school day will be confiscated by school personnel and held in the school office. Return of the device and student consequences will be established by local school policy. The school is not responsible for personal devices. While school administration does strive to keep confiscated items secure, it is the responsibility of the student to follow policies and to refrain from bringing the device to school, if possible. In the event that a parent/guardian needs to get a message to a student during the school day, such messages can be left with the school office, who will in turn communicate with the student. For students who need their phones immediately after the school day, phones are not banned from the property, but must stay turned off and in a backpack, locker, etc. for the entirety of the school day. Students shall be held accountable for information shared using electronic devices while on school property and during school sponsored events.

DSP 6502 Standardized Testing

All schools are to participate in the diocesan standardized testing of students' cognitive ability and academic achievement in grades 3-8, maintain testing records of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students are to be apprised of testing results, with appropriate explanations and printed student profiles. Standardized testing for kindergarten is not recommended.

All elementary schools are also to participate in the Assessment of Catechesis/Religious Education (ACRE) in grades five and eight and apply the findings to instructional planning and priorities.

LSP 5401**Progress Reporting****Quarterly Reports**

Report Cards are issued to the students every nine weeks (4 quarters) as a means of evaluation of their learning process. They are given in order to determine whether or not a student is improving according to ability in academic, social, and Christian areas.

Mid-Quarter Reporting

Mid-Quarter reports are sent home in the middle of each quarter. The purpose of mid- quarter reporting is to inform students and parents of progress and to allow time to make improvement where necessary before the final quarterly report.

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

It is required that each school plans to have conferences at reporting time at least once a year for classes PreK – 8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

DSP 5410**Promotion and Retention**

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

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

DSP 5107 High School Admission Priority

Ordinarily, families who reside in the following communities or send students to the following Catholic parish schools will enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic School Office. Families in the “Choice of School” column may attend the high school of their preference.

Designated Catholic High School

<u>Helias Catholic High School</u>	<u>Tolton Catholic High School</u>	<u>Choice of School</u>
Immaculate Conception, Jefferson City St. Andrew, Holts Summit St. Joseph Cathedral, Jefferson City St. Peter, Jefferson City St. Francis, Xavier St. Martin, St. Martin St. Stanislaus, Wardsville St. Margaret Antioch, Osage Bend St. Michael, Russellville Sacred Heart, Eldon Our Lady of the Snows, Mary’s Home St. Anthony of Padua, Folk Our Lady Help of Christians, Frankenstein Holy Family, Freeburg St. George, Linn Immaculate Conception, Loose Creek Sacred Heart, Rich Fountain St. Thomas, St. Thomas	Ss. Peter & Paul, Boonville Our Lady of Lourdes, Columbia Sacred Heart, Columbia St. Thomas More, Columbia St. Joseph, Martinsburg St. Brendan, Mexico St. Pius X, Moberly Immaculate Conception, Montgomery City	Ashland St. Peter, Fulton St. George, Hermann Annunciation, California St. Andrew, Tipton Sacred Heart, Sedalia

DSP 4626 AI Use, Data Stewardship, and Compliance Policy

Artificial Intelligence (AI) use in a school setting is permissible only under direct supervision of an instructor for specific academic purposes.

DSR 6426 AI Use, Data Stewardship, and Compliance Policy

Definition of Artificial Intelligence (AI) and Scope

Artificial Intelligence (AI) refers to computer systems capable of performing tasks that typically require human intelligence. In the context of this policy, AI includes but is not limited to machine learning applications, natural language processing, and other advanced technologies designed to assist and augment educational processes.

Educational Objectives and Guidelines

The integration of AI aligns with the goals of various academic classes, fostering critical thinking, communication, literacy and creativity. Assignments incorporating AI tools aim to evaluate knowledge, encourage original thinking and cultivate essential skills. Students are encouraged to utilize AI as a supplemental aid, ensuring that the bulk of thinking, analysis and composition remains their own. Proper reference and citation protocols must be observed when incorporating AI-generated content.

Responsible AI Use, Data Stewardship and Compliance

Academic integrity in the context of AI use emphasizes ethical and responsible engagement. Students are prohibited from using AI to generate text for assignments unless explicitly permitted by the instructor. AI should be employed for clarification, not substitution, and primarily as a tool for learning rather than the completion of formative tasks. Educators and principals must prioritize data stewardship, ensuring the protection of student and employee data. Specifically, identifiable student or professional data considered part of the education record should not be entered into AI systems. School employees are required to consult with the Diocesan Superintendent when questions arise concerning the responsible use, protection of data and compliance with guidelines for parental permission and age restrictions associated with various programs.

Restriction on Data Usage

Data protection measures prohibit the entry of specific identifiable student or professional data into AI systems. This includes but is not limited to information considered part of the employee or students' educational record. The use of AI must adhere to strict guidelines to prevent any compromise of sensitive information.

Violations of Policy

Violations include unattributed use, over-reliance on AI, and substitution of necessary steps in assignments. Copying significant portions of AI-generated content without proper citation, leaning on AI for critical thinking aspects and using AI to bypass essential assignment steps are considered breached of this policy. Any misuse as defined by instructors or school administrators will result in consequences defined by school and/or Diocesan policy.

Education, Growth, Data Protection and Compliance

The main purpose of education is underscored - to learn and grow. While AI serves as a valuable tool, it cannot replace active student engagement and effort. The responsible use of AI is paramount, emphasizing a commitment to learning, personal development and the preservation of academic integrity within the educational community of the Diocese of Jefferson City. Simultaneously, data stewardship is a collective responsibility, with educators and principals consulting the Diocesan Superintendent to ensure the protection of student and employee data during the use of AI programs. Moreover, adherence to guidelines for parental permission and age restrictions is mandatory to maintain ethical and compliant AI use.

Evolving Nature of AI Technology and Policy Review

The rapid evolution of AI technology requires ongoing vigilance and adaptability. As AI tools and applications continue to advance, the school acknowledges the necessity for regular reviews of this policy to ensure its alignments with correct technological standards, educational practices, and ethical considerations. School administrators and educators are encouraged to stay abreast of emerging AI developments and, when necessary, consult with the Diocesan Superintendent to address new situations or challenges that may arise. This collaborative approach aims to foster a proactive response to the evolving landscape of AI, maintaining the integrity of educational practices while safeguarding students and employees interests.

DSP 5550 STUDENT ABORTION

If a diocesan Catholic school student has participated in an abortion, or has helped in obtaining an abortion — acts contrary to Catholic teaching — the school shall respond immediately in a Catholic, pastoral way. The hurting individual is in need of the kind of reconciliation and pastoral care that a Catholic school can provide. Therefore, school administrators/principals shall consult with the pastor, the school chaplain and/or the Catholic Schools Office for guidance in these situations.

DSP 5552 STUDENT PREGNANCY

If a diocesan Catholic school student is found to be pregnant, the school shall respond immediately in a Catholic, pastoral way. It shall be the intent of the school to be supportive and not to interrupt the education of the student. The pregnant student and the father of the child are in need of the kind of pastoral care that a Catholic school can provide, including love and understanding.

