


# Mission Statement for St. George School



**St. George School is  
a faith-based  
community which  
fosters Catholic  
values while  
empowering  
students with strong  
academics.**

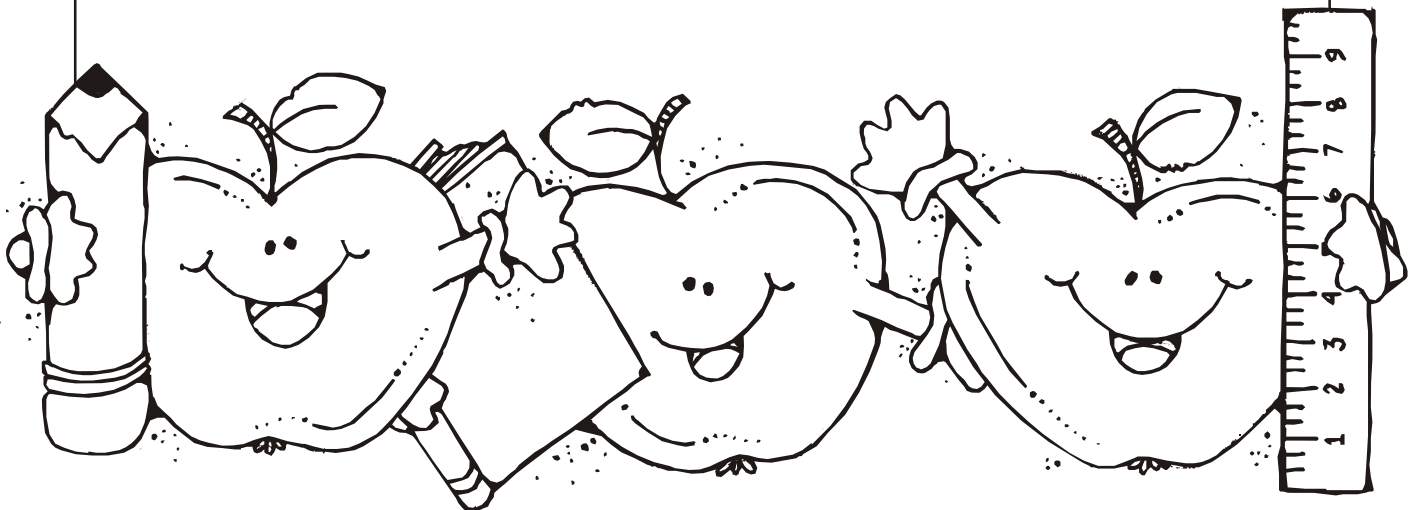
# Philosophy Statement for St. George School

**Administration, teachers, staff, and parents of St. George School carry out the Mission Statement by:**

- \* working together to promote Catholic values and stewardship;
- \* developing and implementing policies and procedures that provide a safe, Christian environment;
- \* promoting self-worth and overall spiritual maturity while recognizing individual differences;
- \* integrating spirituality, technology, and problem solving skills through a varied curriculum;
- \* identifying and acting on global issues that affect all humanity.

Diocese of Jefferson City Policy and Regulations Manual express official policy and regulations regarding all elementary schools of the diocese. ST. GEORGE SCHOOL'S PARENT/STUDENT HANDBOOK is in harmony with the HANDBOOK OF CATHOLIC SCHOOLS for the Diocese of Jefferson City.

The code numbers DSP & DSR refer to the code letters in the diocesan handbook. A complete diocesan school handbook may be reviewed in the St. George School office.



## COMMUNITY AND EXTERNAL OPERATIONS

DSP 1301

Revised June 1, 2015

### COMMUNITY AND EXTERNAL OPERATIONS: The Relationships of the Catholic Schools to the Parish

Because schools are a ministry of the parish and are a part of the total parish, the schools are to do the following:

1. Be accountable to the pastoral authority within the parish;
2. Work in union with clergy, other parish leaders and other parish programs;
3. Share educational opportunities and resources, as feasible, with the broader community;
4. Extend service, to the extent possible, to meet the needs of the parish and broader community;
5. Parents and school personnel work in cooperation to educate children toward the fullness of Catholic Christian life;
6. Involve representatives of the parish community in policy development, in the educational process, and in appropriate school activities;
7. Assure regular communication with parents regarding all important areas of school life;
8. Collaborate with the school advisory board and parish pastoral council to carry out the school's mission and philosophy

DSP 1305

### COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

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

Local School Policy 1305.1

### COMMUNITY AND EXTERNAL OPERATIONS: Parish School Board

The School Board consists of nine people representing the parents and parishioners of St. George School, St. George Parish, Church of the Risen Savior Parish and St. Paul Parish, the pastor and the principal.

Representation is as follows: four people elected from St. George Parish, one person elected from Church of the Risen Savior Parish in Rhineland, one person elected from St. Paul Parish in Berger.

The Pastor of St. George School will appoint two people from St. George Parish and one person from Church of the Risen Savior Parish.

Local School Policy 1305.2

### COMMUNITY AND EXTERNAL OPERATIONS: School Board Responsibilities

The basic responsibilities of the School Board are the following:

- participate in school goal-setting and set board goals;
- pursue goals of long-range planning (e.g., enrollment and finance) and public relations;

- formulate and communicate policies for the school which are compatible with diocesan policies;
- review and recommend the annual school budget for presentation to the parish council;
- participate in the local search procedures for principal;
- review and evaluate own meeting, policies, projects and communication.

Local School Regulation 1305.3

**COMMUNITY AND EXTERNAL OPERATIONS: School Board Meetings**

The board will meet the third Tuesday of each month from August through May. Additional meetings in a month are called when necessary. Summer meetings are scheduled if needed.

DSP 1430  
Revised June 2015

**COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations**

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

Local School Policy 1430.1

**COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations**

The Home and School Association is fundamentally an educational organization whose purpose is to advance Catholic education and the welfare of all the children attending St. George School, to act in the promotion of parent-school activities and to increase interest in education and civic affairs. The association enhances the parents' and teachers' roles in education of the children by increasing their knowledge of education and its processes, by increasing their mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the children. The Home and School Association is not a policy-making group.

Local School Regulation 1430.2

**COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations**

Parents who have a student at St. George School are considered active members of the Home and School Organization.

Home and School meetings are held on the second Monday of September, November, January, March and the first Monday of May.

**COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement**

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

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

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

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

DSP 1901  
Revised June 1, 2015

**DSP 1901**

**COMMUNITY AND EXTERNAL OPERATIONS: Grievance**

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

DSR 1901  
Revised June 1, 2015

**COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse**

A. Definition

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

## B. Purpose

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

## C. Basic Principles

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

## D. Procedure

### 1. Informal Attempts at Resolution

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

### 2. Formal Grievance Procedures

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

#### LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

#### LEVEL TWO: PASTOR

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

#### LEVEL THREE: CATHOLIC SCHOOL OFFICE

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

#### LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

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

DSP 1902

Revised June 1, 2015

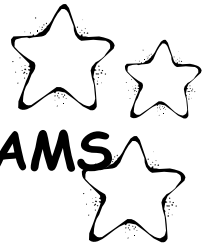
#### **COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse**

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





# BUSINESS AND GOVERNMENT PROGRAMS



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

Local School Policy 3101.1

## **STUDENTS: Non-Discrimination**

St. George School does not discriminate on the ability of a family to meet the financial obligations for attending St. George School. It is the parents' responsibility, however, to contact the pastor or principal if there are financial difficulties which prohibited the family to meet their financial obligation.

Local School Policy 3101.2

## **BUSINESS: School Fees**

The following fees are assessed to families enrolling their children in St. George School:

**Registration Fee**--A registration fee is assessed for each child attending the school. The registration fee is due by November 1. This fee is non-refundable. Children who enroll after October 1st will be assessed the entire registration fee. This fee is payable the first day the student(s) attend class.

**Bus Fee**--A bus fee is assessed to each family whose children ride the school bus. This fee is due monthly to the student's home parish.

**Lunch Fee** - refer to Local School Policy 3101.7

All money sent to school should be sent in a sealed envelope marked with the child's name. If you are sending money for more than one thing PLEASE send separate checks for easier bookkeeping.

Local School Policy 3101.3

## **BUSINESS: Tuition for a Non-Catholic Student**

Tuition for a non-Catholic family who wishes that their child attend St. George School will be assessed the cost per student for the current school year. Other fees will be in addition to the tuition fee. One-half of the tuition fee will be due the first day of school and the remainder one-half will be due January 1. Non-payment will result in dismissal.

Local School Policy 3101.4

**BUSINESS: Non-refundable Registration Fee**

The registration fee that is assessed for each child attending St. George School is a non-refundable fee.

Local School Policy 3101.5

**BUSINESS: Past Due Accounts**

All outstanding bills are to be cleared before the beginning of a new school year. IF bills are not current by August 1, registration for the coming school year could be invalid.

Normally report cards will be withheld if accounts are not kept current. It is the parents/guardians responsibility to make definite arrangements with the pastor or principal.

A \$25 charge will be applied for checks returned due to insufficient funds.

Local School Policy 3101.6

**BUSINESS: School Support**

**St. George Parishioners:** Since there is no tuition for members of St. George parish, parishioners are expected to tithe to the parish. A suggested contribution for the year, is suggested by the school board and set by the parish council and is made known to the parents. The suggested contribution is calculated on twelve months beginning in September.

**Church of the Risen Savior, St. Paul, Assumption and other recognized Catholic parishes:** For students belonging to another parish the fee will be set and assessed through the student's home parish.

Local School Policy 3101.7

**BUSINESS: Federal Lunch and Milk Program**

All students are encouraged to eat school lunch. St. George School administration with recommendation from the head cook sets the fee for the lunch program.

Lunch money is to be sent to school on Monday in the envelopes provided by the Lunch Program. Payments are to be made monthly if possible, weekly if your child only eats on certain days.

Free and reduced lunches are available. A form must be filled out at the beginning of each year or as the need arises. This form is sent out in the back to school packet. It is attached to the guidelines set by the Lunch Committee.

Lunch menus meet federal requirements. Students have the choice of the main entrées. Milk is served with all lunches.

Local School Policy 3101.8

**BUSINESS: School Lunch Money Refund**

Parents who pay for their child(ren)'s lunches in advance will only have their child's absent day lunch money refunded if the absentee days total more than ten (10) days.

Local School Policy 3101.9  
Adopted November 2005

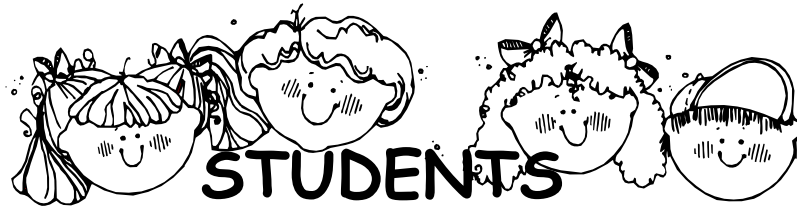
BUSINESS: Athletic Sustaining Fee

Families of Athletes will be assessed a yearly sustaining fee. This fee will be refunded when a parent/guardian/family member works the required number of games and the athlete's uniform is returned in good condition. Assessment of the uniform's condition is under the discretion of the Athletic Committee.

Local School Policy 3120.1

BUSINESS: Food Allergies

It is the parents' responsibility to inform the school personnel of a child's food or drink allergy. A physician's prescription or written statement is required if a child's diet must be adjusted.



DSP 5101  
Revised June 1, 2015

**STUDENTS: Non-Discrimination**

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

Local School Policy 5102.1

**STUDENTS: Admission Age**

A child must be five years of age before August 1 for admission to kindergarten. The date of birth may be certified by either a birth certificate or baptismal certificate. A child admitted to other grades the placement will be based on records received and additional screening if warranted.

Local School Policy 5103.1

**STUDENTS: Special Cases**

Special cases will be handled individually according to diocesan policy

Local School Policy 5104.1

**STUDENTS: Admission Decisions**

The principal, with consultation from pastor and/or school board, will admit students to the school according to the norms set by the Catholic School Office, School Board policies and accepted educational procedures.

Local School Regulation 5105.1

**STUDENTS: Immunization Requirements**

The immunization requirements are in accordance with the regulations established by Missouri Department of Health. The school must maintain a record of current immunization status of all students.

All students must be properly immunized or in the process of being immunized before the first day of school. Students may not attend school unless they are in compliance with immunization requirements or qualify for one of the stated exemptions.

Local School Policy 5106.1

**STUDENTS: Admission Priority**

Students will normally be accepted according to the following guidelines:

- Parishioners of St. George, Hermann; Assumption, Morrison; Church of the Risen Savior, Rhineland; and St. Paul, Berger.
- Any child with a sibling already enrolled at St. George School
- Other Catholic Families
- Non-Catholic Families

*The definition of a parishioner is an active registered member who attends Mass weekly, participates in the life of our school community, as well as, is a steward of the parish at large.*

**STUDENTS: Registration**

Registration for all grades takes place through a written enrollment sheet sent home during the second semester.

New student(s) will need to fill out an enrollment form, present a birth, and/or baptismal certificate and fill out a Release of Records form so that the school administration can receive student records from the previous school(s).

DSP 5107  
Revised 26, 2016

**STUDENTS: 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**

**Helias Catholic High School**

Immaculate Conception,  
Jefferson City  
St. Andrew, Holts Summit  
St Joseph Cathedral,  
Jefferson City  
St. Peter, Jefferson City  
St Francis Xavier, Taos  
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

**Tolton Catholic High School**

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

**Choice of School**

Ashland  
St Peter, Fulton  
St George, Hermann  
Annunciation, California  
St. Andrew, Tipton  
Sacred Heart, Sedalia

DSP 5201  
Revised June 1, 2015

**STUDENTS: Proof of Guardianship**

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

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

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

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

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

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

#### Local School Policy 5201.1

##### **STUDENTS: Proof of Guardianship**

When legal action dictates custodial arrangements/guardianship/power of attorney, etc. a copy of the documents, as they pertain to the health, education, and welfare of the child, is to be on file in the local school office at the time of registration. It is the responsibility of both parents to provide such documentation. In all cases where joint/mutual consent by both parties is assured, or where the relevant document is unclear, i.e. registration, participation in school activities, emergency care, etc. it is the responsibility of the primary custodial parent to secure and provide to the school such written consent. The school assumes that the child can be released into the custody of either parent regardless of visitation schedules, unless such is forbidden by the terms of the custodial and/or divorce decree.

DSP 5210  
Adopted June 1, 2015

##### STUDENTS: Absence and Tardiness

###### A. Absence

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

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

###### B. Tardiness

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

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

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

Local School Regulation 5210.1

**STUDENTS: Absence**

Parents are call the school by 7:55 AM if a student is going to be absent or late that day.

It is the student's responsibility to see that any assignments or tests missed during an absence are made up in an appropriate amount of time.

Dismissal from school for a student who becomes ill or injured at school is made with the approval of the principal. Parents will be notified of the illness or injury and they are to pick up and sign-out their child at the office.

Local School Regulation 5210.2

**STUDENTS: Tardiness**

The morning session begins at 7:45 AM. The afternoon session begins at 11:45. Any student is considered tardy if he/she arrives after these times except in the event of a late bus arrival.

A student coming to school late must report to the office to receive a tardy slip in order to be admitted to the classroom.

DSP 5211  
Revised May 7, 2009

**STUDENTS: Written Excuses**

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

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

Local School Policy 5211.1

**STUDENTS: Written Excuses**

When a child has been absent, the school requires a written excuse from his/her parent or guardian. The required phone call does not replace the written note. All notes concerning absence are kept on file until the end of the school year.

**STUDENTS: Requests for Early Dismissal**

Parents requesting a student's early dismissal are to send the written request to the classroom teacher, who in turn gives it to the office. Students must be picked up and signed-out at the office. Students may not leave the school premises without parent or a parent approved adult coming to the school for him/her.

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

DSP 5220

**STUDENTS: Requests for Family Reasons**

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

Local School Policy 5220.1

**STUDENTS: Requests for Family Reasons**

Parents who wish to take their children out of school for several days because of family plans must make the request to the principal in writing. The principal and teacher(s) will discuss the child's progress and make recommendations to the parent(s). The principal will keep a record of the recommendations made to the parent(s). The final decision is the responsibility of the parent(s).

Conditions, procedure, and time limits for making up work will be set by the teachers with prior approval from the principal.

DSP 5230

Revised May 26, 2016

**STUDENTS: Student Records**

Educational records are defined as those that are (1) directly related to a student; and (2) maintained by an education agency. The term does not apply to personnel records or records that are in the sole possession of the person who makes them. In addition, these regulations do not apply to records that are maintained separately from education records.

1. Student educational records mean all records relating to individual students maintained by an elementary, middle, or high school. (See also section on record keeping for HIV in Series 8000.)
  - a. Progress and Testing Records shall consist of the student's courses, grades, attendance records, standardized test results and immunization records. All Progress Records shall be kept separate from all other records. The cumulative record is a progress and history record. (See section on Cumulative Records.)
  - b. Behavioral Records means those student records which include records of conversations, and written statements relating specifically to an individual student's behavior, and any other student reports which are not Progress Records or Health Records. All Behavioral Records shall be kept separate from all other records.
  - c. Exceptional Education Records, including psychological tests and personality evaluations shall be maintained separately from all other school records and folders.



d. Health Records are those pertaining to the physical and mental health of the child. All health records shall be maintained separately from all other records. These records would include, but are not limited to: scoliosis screening forms, hearing and vision tests, physicals, etc. Chemical dependency records, mental health records, and HIV records are strictly confidential, are to be kept separately, and not to be transferred with physical or health records. In addition to immunization records, which are considered progress records, each school is to maintain general health information for the students enrolled. The health nurse or a designated person enters on these records the results of vision and hearing tests, periodic measures of the height and weight of pupils, and other data pertinent to the pupil's health such as allergies or conditions which require teacher awareness to assure health or safety. It is the school administrator's/principal's responsibility to see that these records are kept up to date and that provision is made for any needed communication or referrals.

2. After a student graduates or transfers to another school, the Progress Record must be retained permanently. Copies of Behavioral Records, Exceptional Educational Records and Health Records are also to be retained permanently in the original school after a student transfers or graduates. They are to be kept alphabetically in an inactive file.

3. The above information does not prohibit the maintenance of notes for personal use by a teacher, administrator, or other school-licensed professionals.

4. The transfer of records for students between both local Catholic schools and public and private schools outside the locality is to be in accordance with the following guidelines: a. All folders containing student records will be exchanged directly between the two (2) schools involved. Progress Records, Behavioral Records, Exceptional Educational Records and Health Records will be under separate covers. The Missouri Department of Health recommends that the original state-required immunization record be forwarded when a student transfers to another school. The original school has no need to retain this record. The immunization record and other general health data (vision, hearing, weight, etc.) are sent to the receiving school.

b. A copy of the Progress Record will be retained permanently.

c. Schools are required to transfer to another school, all student records relating to a specific student, if the school has received a written authorization from the student if he/she is an adult, or his/her parent or guardian if he/she is a minor. Once the school has received a request from the adult student or parent/guardian, as appropriate, the school shall send the requestor an "Authorization for the Release of Student Records" form. This authorization form will provide the requestor an option of requesting academic records only, or academic, disciplinary, health and behavior records. The authorization form contains a consent and hold harmless provision. This completed form, signed by the requestor, must be received by the school prior to releasing the requested records. This authorization form shall be maintained by the school and kept with the student records. (See Appendix #5230.)

5. Access to Records. a. An adult student, or the parent/guardian of a minor student will, upon request, be shown and provided with a copy of the student's Progress Records. The school will comply with this request within a reasonable length of time.

b. An adult student, or the parent/guardian of a minor student will, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's Behavioral, Exceptional Educational, or Health Records. Such student or parent/guardian will, upon request, be provided with a copy of the records. The school will comply with this request within a reasonable length of time.

c. Upon the written authorization of an adult student, or the parent or guardian of a minor student, the school will make available to the person or agency named in a the authorization

form, the student's Progress Records of such portions of his Behavioral, Exceptional Education or Health Records as determined by the person authorizing the release.

d. Parents have a right to receive copies of their child's school records. However, this right may be limited in certain circumstances. Issues of divorce, custody and state intervention may limit a parent's right to these records. A school must release information regarding a student to his or her custodial parent, or a parent with joint custody. A school must also release such information to a noncustodial parent unless that parent has been denied visitation rights pursuant to an order. A noncustodial parent to whom visitation rights have been denied does not have a right to such information. If a noncustodial parent has been granted restricted or supervised visitation due to domestic violence or abuse by him or her, a court may order such information released absent the address of the custodial parent or child.

i. To ascertain the custodial status of a parent requesting a student's school records, a school should request a certified copy of the custody order and certified copies of any modifications to such order to ensure that a noncustodial parent has not been denied visitation. It is also advisable for the school to obtain a signed statement from the requesting parent stating that the school has been provided with all current court orders and modifications that pertain to the visitation rights of the noncustodial parent.

ii. A step-parent does not have the right as a step-parent to receive copies of his or her step-child's records. Likewise, a foster parent does not have the right as a foster parent to receive copies of his or her foster child's records. The only person with the authority to authorize the release of a foster child's records is the child's guardian, who, in most instances, is an employee of the Division of Children's Services.

6. Directory data, as viewed by federal law, is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed to someone else.

*"Directory data" means those pupil records which include the pupil's name, address, telephone listing date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.*

7. When a school compiles directory data about its students, it is not obligated to include everything on the above list. The above section means that a school's directory data may include all of those items.

8. Private schools may, but are not required to, release this information, to those who request it. Authorization to release directory information from an adult student or the parent(s)/guardian(s) of a minor student should be obtained prior to the release of directory data. The school is also required to give the parents a reasonable amount of time to notify the school that all or any part of the directory data pertaining to their child or children may not be released without their prior consent.

9. Cumulative Records. The school administrator/principal is responsible for maintaining permanent student records. The cumulative record is an indispensable instrument of evaluation within the school. It not only shows the student's yearly progress in the academic subjects and in personal qualities, but also indicates measurable student abilities such as those reflected by scores on standardized tests. Any comments recorded on the cumulative record card are to be specific, behaviorally oriented, and verifiable. Only cumulative record forms provided by the Diocese of Jefferson City are to be used to record permanent record information. A copy of the cumulative record form is found in Appendix #5230.

10. The school permanently retains annual school or class lists of students enrolled and class averages of standardized testing.

11. A school may charge a reasonable fee for the copying and/or transfer of records.

12. Normally records are kept in a centralized, locked, fireproof file, preferably in the office of the school administrator/principal.

Local School Policy 5230.1

**STUDENTS: Release of Student Records**

The records considered to be the students records are the attendance, health, grade records, including achievement test records. When the parent requests a copy of a student's record, these records will be provided.

Records are to be released to a parent unless such records are denied by court decree or state law. It is assumed that the parent's rights are intact unless a court directive has been filed with the school.

A subpoena on its own may not be sufficient authorization to provide student records to a lawyer. The consent of the parent/guardian (in case of a minor) is to be obtained.

DSP 5260  
Revised June 1, 2015

**STUDENTS: Confidentiality**

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

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

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

Local School Policy 5260.1

**STUDENTS: Basic Privacy Policy**

All student records are kept secure in a fire-proof closet in the school office.

Local School Policy 5260.2

**STUDENTS: Parental and Student Rights**

The school:

1. Provides parents and students access to records directly related to the student (e.g. cumulative record card, health records)

2. Permits parents and students to require these records and to secure amendment if any are inaccurate or misleading.
3. Obtains written consent of parents before releasing personally identifiable information from student's records.
4. Notifies parents and students of these rights through a school handbook, newsletter or other means.

These procedures extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

DSP 5301

**STUDENTS: Discipline**

The school makes certain that students have opportunities to grow in Christian self-discipline and behavior. Students are expected to strive for Christian ideals of behavior – within and beyond the school day.

The school's concern for children requires that extreme caution and concern be exercised in disciplining students. The student's Christian dignity is to be maintained by the school's professional staff. All disciplinary actions are designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others. When possible, the teacher, school administrator/principal, or counselor tries to discover the cause of any recurrent problem, communicating personally with the student(s) and others involved.

Each school is to have a written discipline procedure and school and classroom rules are to be specified, promulgated, explained, annually reviewed, and fairly applied. Some indication of the consequences for general types of infractions is to be published in the faculty and parent/student handbook. Parents of new students are made aware of the school's code of conduct prior to the registration of the students.

Local School Policy 5301.1

**STUDENTS: Discipline**

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

Courtesy and respect are required of each student. All students are to conduct themselves in a courteous manner at all times, and to show respect for all authority and for each other.

Any disciplinary action taken is seen as a means to help the student grow and make better choices concerning their behavior. For repeated violations and serious behavior problems, suspension, dismissal or expulsion from school is an option.

As in all aspects of education, parents are the primary educators. We ask that parents teach their children appropriate behavior. If both parents and teachers enforce proper behavior, students will have much more success in school and life.

A copy of St. George School's discipline policy is enclosed. Appendix 5301.A

A copy of the St. George School playground rules is enclosed. Appendix 5301.B

Local School Regulation 5301.2

STUDENTS: School Rules

St. George School rules apply to all students at all times. Children are to use the following rules to help make choices for appropriate behavior:

- Show Christian behavior by respecting all people and property in working and playing.
- Be prepared, attentive, and cooperative in any school activity.
- Show good sportsmanship and a Christian attitude in all active and cooperative play.
- Practice good safety habits at all times. This includes students remaining in their seat anytime a teacher needs to leave the room.

Each teacher will set up appropriate consequences for their classroom. These consequences will reward those students who continually make appropriate choices. They will also help those students who have made poor choices, find solutions and ways to improve their behavior.

Unless a teacher would make a specific request, the following items will not be allowed at school: toys, radios, CD players, IPODS, Mp3 players, tape recorders, video/DVD players, cell phones pagers, electronic games, trading cards, candy and gum, and in general items that are used for recreational play. If an item is brought to school, it will be taken and given to the office. Confiscated items will only be returned to a parent/guardian.

A 25 cent fine will be assessed to any child who chews gum or eats candy during class without permission from the classroom teacher. All money collected will be given to the missions.

RULES FOR THE USE OF SCHOOL/OTHER'S PROPERTY:

- Any property that is damaged defaced or wasted due to carelessness or malice will require payment or replacement.
- All school property and property of others should be respected and cared for at all times.

RULES FOR THE USE OF SCHOOL TEXTBOOKS:

- Non-consumable textbooks are to be covered at all times.
- New textbooks will be covered. It is the responsibility of the students to make sure textbooks remain covered.

- Any damage or defacement to a school issued textbook due to carelessness or malice will result in a payment to cover the cost of the book.
- All students are required to have some type of book bag this will help to protect students' work and books.

#### COMMUNICATION PROCEDURES:

When a problem or questions arise parents are to observe the following communication process:

1. Parents/guardians discuss the concern with the classroom teacher.
2. The parents/guardians discuss the concern with the teacher and principal.
3. The parents/guardians discuss the concern with the teacher, principal and pastor.
4. If the matter is still not resolved, the pastor and principal may receive consultation from the review committee of the School Board.
5. For major a grievance that cannot be resolved through the above process parents'/guardians are to use the Diocesan Administrative Recourse procedure outlined in DSR 1901

DSP 5305  
Revised June 1, 2015

#### **STUDENTS: Catholic Faith and Moral Standard**

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

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

DSR 5310  
Revised June 1, 2015

#### **STUDENTS: Prohibition of Corporal Punishment**

Corporal punishment is not used under any circumstances. The school administrator/principal is responsible to report immediately to the Catholic School Office 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  
Revised May 7, 2009

#### **STUDENTS: Weapons and Dangerous Instruments**

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

**STUDENTS: Violence**

To maintain the health, safety and welfare of all persons associated with the school, 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 will be promptly and severely addressed.

**STUDENTS: Weapons and Dangerous Instruments**

The possession, conveyance, use, or storage of weapons or look-alikes on school property, or at school-sponsored events is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law-enforcement capacity. A weapon will generally be defined as a gun or knife but may include any device used in a threatening manner such as to stab, strike or purposely inflict injury on another person.

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

Students are not allowed to play pretend weapons at school. This is a threat to student safety, and will be treated as such.

**STUDENTS: Attire**

Student dress is simple, neat conducive to a learning atmosphere, and consistent with Christian values. Dress codes are established by the school board in consultation with the school administrator/principal, pastor, faculty and parents. A specific school dress code is published in the parent/student handbook.

**STUDENTS: Attire**

Parents are to make sure that their son/daughter comes to school in the appropriate attire. Below is the current dress code for all students at St. George School.

**Pants**

- Loose fitting, not baggy, solid navy blue slacks are to be worn in grades pre-kindergarten thru fifth grade.
- Loose fitting, not baggy, solid khaki slacks are to be worn in grades sixth thru eighth grade. A color sample for the khaki color is posted in the office
- Capri style pants are acceptable.
- No cargo style pants or pants with external pockets, flaps or rivets/snaps.
- No knit/sweat suit pants.

- Belts must be worn in grades second thru eighth with pants having belt loops. Belt loops are not to be cut off the pants.
- Grades pre-kindergarten, kindergarten & first grade do not need to wear belts.
- All stitching on garment must be navy blue.

### Shorts

- Loose fitting, not baggy, solid navy walking shorts may be worn in grades pre-kindergarten thru fifth grade.
- Loose fitting, not baggy, khaki walking shorts may be worn in grades sixth thru eighth grade.
- No knit/sweat suit/athletic shorts.
- External pockets, flaps, rivets or snaps are not acceptable
- Shorts must be appropriate length (mid-thigh to right below the kneecap.)
- No cargo style shorts.
- All stitching on garment must be navy blue.
- Belts must be worn in grades second thru eighth with pants having belt loops. Belt loops are not to be cut off the pants.
- Shorts are worn throughout the year at the parents' discretion.

### Skirts /Skorts/Jumpers

- Girls in grades pre-kindergarten through eighth may wear navy blue skirts.
- Girls in grades pre-kindergarten through second may wear navy blue jumpers.
- Navy blue skorts are acceptable.
- Skirts/ skorts/jumpers must be appropriate length (mid-calf to right below the kneecap).
- Shorts are to worn under skirt or jumper.

### Shirts

All Students:

- Shirts must have a collar. Turtleneck shirts are acceptable.
- Shirts must be worn tucked in.
- Solid navy, white or maroon vests or sweaters may be worn over uniform shirts.
- St. George logo shirts, purchased through school, may be worn.
- St. George logo jacket must be purchased through the school and may be worn throughout the day. All other jackets may not be worn in the classroom.
- Solid maroon or white sweatshirts with or without the St. George logo may be worn over uniform shirt.
- Sweatshirts are not to have a hood.
- No other print is allowed on sweatshirts or polos.

**BOYS:** Solid white or light blue long/short sleeve shirt may be worn.



T-shirts worn under uniform shirt must be white.

**GIRLS:** Solid yellow or white long/short sleeve shirt may be worn.

T-shirts worn under uniform shirt must be white.

### Socks

- Blue, black or white socks must be worn at all times.

### Jewelry

- Boys may not wear earrings.
- Girls' earrings should be small button-type earrings. No large hoop or dangle earrings will be allowed.
- No excessive jewelry will be worn.

### Shoes

- Shoes are to be soft soled and comfortable.
- No high heel shoes, cowboy/hiking boots or strapless sandals, CROCS are not allowed.
- Socks must be worn with sandals.

### General

- Hair must be neat, styled and of a natural color.
- Hair must be appropriate. Length and style to be determined by administration.
- Nails must be trimmed and clean.
- Clothing must be neat, clean, and of appropriate fit and length.
- Clothing should not be torn, frayed or badly faded.
- Clothing must not have decals.

### Out of Uniform Days

- Appropriate modest dress is expected on days without uniforms. Administration/faculty reserves the right to determine what is appropriate.
- Students are NOT allowed to wear tank tops, sleeveless tops, cut-off jeans, jeans with rips, tears or holes, skin tight jeans biker shorts, boxer shorts, and shirts that advertise alcohol or cigarettes, or are morally offensive. Leggings are not to be worn as pants. Leggings may be worn under an extra-long shirt or sweater. Length of shirt must be school length appropriate (mid-thigh to right below the kneecap.).
- Shirts must be long enough to tuck in properly. No belly-buttons may show when arms are raised.
- Pants must be worn at the waist; no hip-huggers or low-rise pants are acceptable.
- Soft-Soled shoes need to be worn. Boots and other hard-soled shoes should not be worn.
- Hats are not allowed, unless on designated "hat days".

*Students who repeatedly do not follow the dress code will lose the privilege of participating in Out-of-Uniform days.*

**STUDENTS: Dismissal and Expulsion**

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

The term "expulsion" is:

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

The term "dismissal" is:

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

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

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

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

**STUDENTS: Dismissal and Expulsion**

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

**STUDENTS: Release of Individual Students from School**

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

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

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

Local School Regulation 5370.1

**STUDENTS: Release of Individual Students from School**

If a parent finds it necessary to change their child's usual dismissal procedure, the parent must notify the school office before 2:30 PM. A note will be sent to the child informing them of their parent's request. The note will then be returned to the school office and be retained until the end of the school year.

A student is never allowed to leave school premises without a written notice from the parents and the knowledge and permission of the principal and teacher. The school accepts no responsibility for any child who leaves the school premises without permission of the principal.

Students are never released early without explicit knowledge of his/her parents/guardians.

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.

Local School Policy 5401.1

**STUDENTS: Quarterly Reports**

Report cards are issued at the end of each of the four quarters (approximately every nine weeks) as a means of evaluation of the student's learning progress. They are given in order to determine whether or not a student is improving according to ability in academic, social and Christian areas. Parents are asked to sign the report cards and return them in a timely manner.

Local School Regulation 5401.2

**STUDENTS: Mid-Quarter Reporting**

Parents are expected to check their child's grades on-line.

Local School Regulation 5401.3

**STUDENTS: On-line Gradebook**

Grades may be accessed on-line at [www.teacherease.com](http://www.teacherease.com). Grades are inputted regularly by teachers to show the academic progress and effort given by the students. It is the parents' responsibility to check their child's grades throughout the quarter. If a parent does not have access to the internet they may request a copy of their child(ren)'s grades any time throughout a quarter.

DSP 5405  
Revised May 7, 2010

**STUDENTS: Parent/Teacher/Student Conferences**

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

**STUDENTS: Parent/Teacher/Student Conferences**

Conferences with teachers are scheduled at the end of the first quarter and third quarter. Parents and students are expected to attend the first quarter conference to personally discuss the child's progress.

Conferences will be requested throughout the year to discuss a student's progress when there are concerns about academics, behavior or spiritual growth. Parents are to call or write a note to make an appointment with the teacher.

To schedule a conference parents are to call, e-mail or write a note to set an appointment with the teacher.

DSP 5410

Revised May 7, 2010

**STUDENTS: Promotion and Retention**

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

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

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

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

**STUDENTS: Eighth-Grade Graduation**

Upon successful completion of eighth grade, a student may participate in graduation ceremonies. This includes the school graduation and the parish graduation. The official diocesan diploma will be presented at the school graduation exercises. Ceremonies of graduation are to be dignified and as simple as possible.

**STUDENTS: Eighth-Grade Graduation Attire**

**GIRLS:**

- Are to wear a dress or pant suit that is modest and appropriate for church.
- No strapless dress or spaghetti strap type of dress may be worn. Bare shoulders are not to be exposed.
- High heels may be worn.

**BOYS:**

- Are to wear dress pants, a shirt and a tie. Ties should be classic and not outrageous, comical or morally offensive.
- Dress coats are optional.

**STUDENTS: Eighth-Grade Graduation Reception**

The seventh grade parents and students will honor the eighth grade students with a reception. The seventh grade parents will seek final approval from the principal for the plans for the graduation reception.

**STUDENTS: Kindergarten Graduation**

St. George School recognizes kindergarten as a beginning rather than the conclusion of a major step; therefore, the students do not graduate from kindergarten. A small celebration, marking readiness to begin elementary school, is appropriate. The classroom teacher, along with the help of parents will plan such an event.

DSP 5520

Revised June 1, 2015

**STUDENTS: Drug/Medication Administration**

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

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

Local School Policy 5520.1

Revised February 23, 2016

**STUDENTS: Drug/Medication Administration**

1. Parents/guardians will be notified if a student becomes ill or is injured seriously.
2. It is the parents/guardians responsibility to update the office if phone number, address, parent(s) employment, or medical information is changed.
3. Medication
  - A. All medication must be kept in the school office. Students, therefore, are not to keep or carry medication (including aspirin and/or cough drops) on their

person unless directed to by a physician. All medication, prescription and non-prescription, is to be sent to the school office in a plastic Ziploc bag with the student's name on it.

- B. All medication will be stored in the locked closet located in the school office.
- C. If medication is needed at school, a form will need to be filled out (prescription and non-prescription medication) and signed in order for school personnel to administer the medication.
- D. Prescription medicine must have a pharmaceutical label with physician's directions to be accepted at school.
- E. Please do not send more than one week's supply of medicine at one time.
- F. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information must be provided and signed annually by the student's doctor.
- G. Medication will be properly disposed of if it is left at school for more than two weeks. (Exception #D above.)
- H. Indicate if medication is to be refrigerated.
- I. Any distribution of medication will be recorded in the medical log located on the secretary's desk.

Local School Policy 5520.3

**STUDENTS: External Medical Care**

Basic medical supplies for emergency first aid and for minor accidents are available in the school's office. External medical care will be administered by a qualified person for emergency first aid and minor accidents and ailments as indicated on the child's Emergency Medical Form.

DSP 5540

**STUDENTS: Controlled Substances**

Schools should help to educate students through appropriate programs on drug and alcohol abuse. Schools are to formulate local policies to prohibit any student possession, use, or sale of illegal and/or look-alike drugs or alcohol on school premises.

**STUDENTS: Controlled Substances**

St. George School guidelines relating to students in possession of alcohol, drugs or tobacco while on school premises are as follows:

- Parents/guardians will be notified by the principal of alcohol or drug possession.
- After consultation with the Catholic School Office the law enforcement officials maybe notified and any contraband may be turned over to them.
- Upon notification, the pastor, principal, teacher, parents/guardians, and student will have a conference.
- As a result of conference, referral follow-up will be made on an individual basis.
- Disciplinary action will be up to the discretion of the principal and could include immediate suspension, dismissal or expulsion.

**Confidentiality:**

*The privacy of students will be respected. Communication regarding alcohol and drug situations that call for referral or disciplinary action will be limited to those individuals who have a need to know the information.*

DSP 5545  
Revised May 26, 2016

**STUDENTS: Alcohol Use at School Related Events**

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.

Local School Regulation 5570.1

**STUDENTS: Accidents and Serious Illness at School**

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

When a student becomes ill or meets with a serious accident, the principal or secretary will 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, the principal and/or secretary will call for emergency medical help and will direct standard first aid procedures by a qualified person if these are essential to the student's well-being.

If any information on the Emergency Medical Form needs revision, it is the parents' responsibility to send the new information to the school office as soon as possible.

Local School Regulation 5601.1

**STUDENTS: TRANSPORTATION**

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 the



change in the means of transportation. In case of an emergency or sudden change during the school day, parents must call school to arrange alternate transportation by 2:30 P.M.

Local School Regulation 5601.2

**STUDENTS: Bus Service**

Bus service is provided by local contractors serving Gasconade R-I School District. Parents are provided with a list of guidelines that are to be followed by all students who ride the bus. Discipline for problems on the bus is handled through the principal. If problems arise and bus transportation is not available parents are responsible for children to arrive/depart to and from school on time.

The parents of the children riding the bus will be assessed the full amount of the bus service.

DSP 5701  
Revised June 1, 2015

**STUDENTS: Students with Special Needs**

If a student with special needs (categorized such as EMH (Educable Mentally Handicapped) 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 Catholic School Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations 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 Catholic School Office 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 Catholic School Office if deemed beneficial, when a parent disagrees with a local school decision.

Local School Policy 5801.1

**STUDENTS: Child and Abuse and Neglect**

St. George School abides by the state Child Protection and Reformation Act (RSMO 210) and the Diocese of Jefferson City policy that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected must be reported to the MO Department of Children Services.

DSP 5820  
Revised June 1, 2015

**STUDENTS: Harassment**

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

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be

addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

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

Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

Sexual harassment deserves special mention.

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

Local School Policy 5820.1  
Adopted January 2000

### **STUDENTS: Harassment**

All persons at St. George School are to be treated with dignity and respect. Harassment of any form is prohibited. The prohibition against harassment applies to all students, teachers, administrators, staff and volunteers.

Behaviors that may be defined as harassment and therefore prohibited include:  
Unwelcome and/or repeated verbal or physical conduct of a sexual nature, derogatory comments, jokes and slurs, unwanted physical touching, contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal school movement.

Any student or parent of a student, employee or volunteer that believes they are being harassed should report the incidents to their teacher or immediate supervisor without fear of retaliation. All reports will be investigated as per Diocesan guidelines.

Local School Policy 5820.2  
Adopted January 2012

### **STUDENTS: Bullying**

Any person, students as well as adults, of St George School are to be treated with dignity, respect and in the context of Catholic values. Bullying of any form is not prohibited.

Bully is defined as an act of repeated, aggressive behavior by one or more, displayed toward another in order to intimidate, do intentional harm to another either verbally (orally, technologically, or in writing), mentally and/or physically or to force one to a specific action.

Any student, employee, or volunteer that believes he/she is being bullied should report the incident to a teacher, administrator, pastor or immediate supervisor. There is to be no retaliation against anyone reporting bullying or a suspicion of bullying.

DSP 5825  
Page 1 of 8  
Adopted June 1, 2015

STUDENTS: Sexual Abuse of Minors

## **PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY**

### **INTRODUCTION**

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

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By

following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB, and the Code of Canon Law.

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

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

(1) a Review Board established by the Bishop whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors;

(2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations;

(3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact-finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop;

(4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors. Each of these four elements will be discussed below.

### A. REVIEW BOARD

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

2. Duties of the Review Board include:

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

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

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

## B. REVIEW ADMINISTRATOR

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

2. Duties of the Review Administrator include:

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

## C. REVIEW TEAMS

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

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

3. Duties of the Review Team include:

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

- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

#### D. ASSISTANCE COORDINATORS

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

2. Duties of the Assistance Coordinator include:

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

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

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

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

### A. BRINGING AN ALLEGATION

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

Mr. Mike Berendzen Review Administrator Diocese of Jefferson City Alphonse J. Schwartze Memorial Catholic Center 2207 W. Main P.O. Box 104900 Jefferson City, Missouri 65110-4900 Telephone: 573-635-9127 (ext. 224)

### B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact

for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)

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

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

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

### C. REVIEW OF AN ALLEGATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

5.

#### D. REVIEW OUTCOME

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

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

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

#### E. CARE FOR THE PERSON AFFECTED BY ABUSE

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

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

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

#### F. CARE FOR THE CLERIC

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

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

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

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

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

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

#### H. COMMUNICATION

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

#### ADDENDUM

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

Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.

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

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

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

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

# INSTRUCTION



Local School Regulation 6103.1

## **INSTRUCTION: Length of School Day**

School doors will be opened at 7:00 AM. Students who arrive before this time are not supervised. Students are supervised from 7:15 until 7:30 in the gymnasium. The first bell rings at 7:45, and classes begin at 7:55 AM.

Bus riding students are dismissed at 2:53. All remaining students are dismissed at 2:55 PM. Students who are not riding the bus are expected to leave the grounds by 3:10 PM. Or will be sent to After School Care. If other arrangements need to be made, please call the school office no later than 2:30.

Students who are not picked-up before 3:10 will be sent to the After School Child Care Program at the expense of the child's family.

No child may be on school premises without supervision.

Suggested diocesan time guidelines are used to develop classroom time schedules. These schedules are periodically evaluated as to their effectiveness and changed as needed.

Local School Policy 6121.1

## **INSTRUCTION: Fire, Tornado and Earthquake**

Fire, tornado and earthquake drills are held periodically with the students so they will know what to do in case of emergency. Crisis plans and emergency evacuation routes are posted throughout the building so students know the procedures for emergencies.

**Fire Procedures** -- The alarm signal is a continuous bell. Students will be moved to designated areas.

**Tornado Procedures** -- The alarm signal is two short bells. Students exit their classrooms quietly in a single file manner and proceed to the basement area of the respected building.

**Earthquake Procedures** -- In the event that an earthquake should occur, all students are to seek safety in their classrooms under their desks or heavy tables. Students are to follow the directions of the teachers and principal.

Local School Regulation 6122.1

## **INSTRUCTION: Bomb Threats**

If a telephone or written bomb threat is received, the following procedures will be followed:

- Evacuate the school
- Inform the police department immediately
- Accept the decision of the police authorities concerning the course of action.
- Inform the Catholic School Office as soon as possible.

- Student conveyance of a false threat is grounds for suspension, dismissal or expulsion

Local School Policy 6124.1

**INSTRUCTION: Regulation of Behavior for Safety**

In an event of a crisis situation these procedures will normally followed:

- Every faculty member will demonstrate a thorough understanding of his/her responsibility in specific crisis situations.
- Each family member will direct the actions of his/her student(s) in such a manner as to maintain good order and elicit prompt affirmative responses to directives.
- Each family member will conduct himself/herself in such a manner that conveys a sense of calmness and confidence that the situation is under control because the students and faculty/staff are working to ensure their safety and security.

Local School Regulation 6125.1

Revised Aug. 2012

**INSTRUCTION: Emergencies - Inclement Weather and the Closing of School**

School closing due to inclement weather is announced through an automated telephone call generated from the principal of the school. It will also be announced on the local radio and television stations. Listen/watch for Hermann Schools or St. George School is closed.

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

Notice of school closing will be given on the following stations:

**RADIO STATIONS:**

KSLQ --104.5 (Washington)

KLPW --101.7 (Union)

KCLR --99 (Columbia)

KWWR --95.7 (Mexico)

KWRE/KFAV --99.7 (Warrenton)

**TELEVISION STATIONS:**

KOMU -- 8

KRCG -- 13

KMIZ -- 17

ST.LOUIS CHANNELS: 2, 4 and 5

**INSTRUCTION: Local Curriculum and Development**

The primary goal of the instruction program is to provide those learning experiences which are best for developing the values, attitudes, knowledge, and skills necessary for the student's moral, intellectual, social, emotional, spiritual, and physical development. Consistent with the diocesan policy, the following are taught as a regular course of studies: religion, human sexuality, language arts, social studies, science, math, physical education, music, art and computer skills. The skills taught in each of these areas are in accordance with the Diocesan Curriculum Guide

**INSTRUCTION: Religious Education Program**

Religion classes are scheduled daily. Attendance at Mass does not take the place of religion class. The texts have been selected from those approved by the Diocesan Religious Education Office and classes follow guidelines set by this office.

Children attend Mass twice a week. The children are required to actively participate in Mass. Special prayer services are planned during Advent, Lent and other special feasts days of the year. Students begin the day with prayer, also pray at lunch time and the end of the day. Prayer is encouraged throughout the day.

**INSTRUCTION: Education in Human Sexuality**

A diocesan approved human sexuality program is taught. Parents must inform the school office in writing if they do not want their child to participate in the human sexuality program. Parents have the right to preview any materials that will be used for the program.

**INSTRUCTION: Non-Catholic Student Participation**

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

**INSTRUCTION: Participation in Religious Activities**

Parents are the primary educators of their children. Parents are the child's role model, so it is very important that your faith is shared and sacraments received. Attending and participating in your parish/church, as a family, is vital.

Students have the benefit of religious education courses, daily prayer, and the opportunity to participate in Mass each week. Students, under the guidance of their teachers, plan the liturgy to be meaningful and appropriate for the day's celebration. Basic school requirements for student participation apply to all students--Catholic or Non-Catholic.

Catholic students are given the opportunity to receive the Sacrament of Reconciliation during the seasons of Advent and Lent.

**INSTRUCTION: Homework Assignments**

A reasonable amount of homework is necessary for progress, self-discipline, and self-motivation. Homework is designed to reinforce material already taught. The responsibility of the homework belongs to 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 complete by the parent(s) is encouraging and supportive to the child. Parents should encourage their child to read silently or orally nightly and to study their notes from the various subjects.

Generally the time spent is not to exceed these guidelines:

Gr. 1 & 2--30 minutes      Gr. 3 & 4--45 minutes

Gr. 5 & 6--60 minutes      Gr. 7 & 8--60-90 minutes

Homework on weekends is usually not given, but may occasionally be given at the discretion of each teacher.

**TESTS:** Evaluation of students' progress varies according to the subject matter.

Testing is one form of evaluation and takes place as needed to assess student progress. Before any test is administered, the students will be given sufficient time to prepare.

**INSTRUCTION: Late Assignments**

Late assignments will be accompanied by a late slip. Parents need to sign the late slip and return it the next day attached to the late assignment. Assignments ONE day late will have the grade reduced 10%. The SECOND day the assignment will be given a "0%". Exceptions will be made in cases of sickness or extraordinary family situations. Chronic late assignments will result in after-school detention. The definition of chronic late assignments is the discretion of the principal in consultation with the teacher.

DSP 6301

Revised May 7, 2010

**INSTRUCTION: Chaperones and Drivers for Field Trips**

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

DSR 6301

Revised June 1, 2015

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

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

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

DSP 6305  
Revised June 1, 2015

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

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

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

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

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the Protecting God's Children program and read and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

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

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

Local School Regulation 6305.1

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

Field trips are a privilege. They are extensions of classroom learning and may be limited to those students with satisfactory self-discipline. The teacher or principal may refuse to allow one or more students to participate.

A field trip form - by which parents grant permission for their child to participate in the field trip - must be signed by a parent/guardian for any field trip or outings which leave the school property.



**INSTRUCTION: School Visitors**

All visitors, including parents, must report to the school office immediately when entering the Intermediate Building. If the visitor, including the parents, must visit the Cafeteria or the Primary Building they must first report to the school office in the Intermediate Building before entering the respected buildings.

Teachers will refer any unrecognized or unauthorized persons to the office immediately and will notify the office immediately of their presence.

**INSTRUCTION: Assemblies**

Assemblies are arranged by St. George School throughout the school year as opportunities arise.

**INSTRUCTION: School Library and Resource Center**

The school has two libraries which are used by the students. The libraries contain a wide variety of books and other materials the students are encouraged to use. Library procedures will be shared with each student when he/she begins to check out books. Any item checked out should be returned or renewed by the next library visit.

Damaged/lost items will be assessed and a fine imposed. Library materials that are not turned in at the end of the school year will result in a fine equal to the cost of the replacement.

Resource materials may not be taken from the library and/or the school building.

Computers and the Internet in both libraries may only be used to inquire about the availability of books, to do research, to do class projects, or at the directions of a teacher or the librarian. All rules of the computer lab and Internet Policy apply to the use of the library computers.

The bookmobile visits the school once a month. Trips to the Scenic Regional Library are encouraged.

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

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

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

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

Local School Policy 6425  
Revised January 2017

**INSTRUCTION: Technology Acceptable Use Policy**

For the purposes of this handbook technology is defined as any electronic communication device that is network or internet accessible when using a wired or wireless connection.

The goal for St. George School is to provide student access to current tools and resources in order to maximize a student's full potential and prepare him/her to be a dynamic leader now and in the future.

Internet service is provided to students, teachers and staff to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. St. George School's access to technology provides a unique opportunity for students and teachers

to interact globally. However, with access to the Internet, students may encounter material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may not only discover controversial information but also misleading information. St. George School firmly believes that the valuable information and interactions available on this world-wide network far outweigh the possibility that users may procure material that is not consistent with the educational goals and Catholic identity of the school.

The smooth integration of computers, iPads and other electronic communication devices into the curriculum rely upon the proper conduct of all users who must adhere to strict policies and guidelines. These policies and guidelines are provided here so that individuals are aware of their responsibilities. In general, this requires efficient, ethical, and legal utilization of all electronic communication devices, the Internet, and network resources. If a user violates any of these provisions, he/she will be subject to disciplinary action, which could include denial of future access to electronic communication devices, access to the Internet and/or network resources, suspension and/or dismissal, and could, in some cases, depending upon the violation, result in legal action.

All students, parents or official guardians are required to accept in writing the provisions in this Acceptable Use Policy by signing and submitting the Acceptable Use Permission Form (pg. 4).

#### **ACCEPTABLE USE GUIDELINES**

1. Teachers, with the principal's approval, will determine appropriate technology usage for their classrooms. Students must adhere to all classroom rules and restrictions. Student use of the internet is restricted to sites related to the assignment specified by the teacher. Students in prek through third grade are not allowed to browse the Internet for any reason. They may only use preapproved/appointed sites. Grades fourth through eighth are only allowed to browse the internet for instructional purposes with the approval of the teacher.
2. Use of the school's wired or wireless networks must be in support of education and research and consistent with the educational objectives of St. George School.
3. At no time are students, parents, and/or visitors allowed to use St. George School technology including, but not limited to computers, laptops, iPads, and network without faculty permission and/or supervision.

Students using the internet are not allowed to intentionally view or download inappropriate or unlawful information. This includes, but is not limited to, any pornographic material, material that is lewd or suggestive, material considered excessively violent in nature, or any material that inconsistent with Catholic morals or values.

4. Students may not use electronic communication devices in or out of the classroom to get or give answers to tests, to copy information available on the Internet and submit it as student's own work, or to engage in any similar form of electronic cheating.
5. Cyber bullying is prohibited **as stated in Diocesan Policies**.
6. "Bullying" means repeated intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral communication, cyber bullying, electronic, or written communication and any threat of retaliation for reports of such acts. Harassment is defined as any repeated spoken, written, or graphic attacks against a person's race,

- color, religion, ancestry, national origin, gender, sexual orientation, medical condition, and/or disability. Students subjecting other students or faculty to harassment will be subject to disciplinary and/or possible legal action.
7. Sexting is not permitted. Sexting is the taking, sending, forwarding or asking to receive messages, photos, or videos of persons who are partially or completely undressed or are pretending to or actually performing a sexual act. Students participating in these activities will be subject to disciplinary and/or possible legal action.
  8. All cameras and electronic devices with camera/video capabilities are not to be used for inappropriate purposes and never to be used in restrooms, or in locker rooms or in unsupervised areas without permission.
  9. All internet users are to abide by the generally accepted rules of network etiquette. These include but are not limited to:
    - a. Politeness
    - b. Using appropriate language
    - c. Refraining from identifying oneself by age, sex, or location in any communication over the internet.
    - d. Using the internet in ways that will not disrupt the service for other users (i.e. streaming videos/music, downloading large files/movies, etc.).
  10. Email and other forms of electronic communications are the property of St. George School and are not guaranteed to be private. School administration has access to all electronic communications. Messages relating to or in support of illegal activities, immoral activities or any message inconsistent with Catholic values will be subject to possible disciplinary and/or legal action.
  11. All communication and information accessible via the St. George School network is the private property of St. George School.
  12. Transmission of any material over St. George School's network in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material prohibited by trade secret. Use of St. George School's network for commercial activities, product advertisement, political lobbying, or activities or messages inconsistent with Catholic morals and values.
  13. The computer user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation. The unauthorized copying of any software and iPad apps licensed or protected by copyright is illegal. All software and iPad apps provided by St. George School are protected by licensing agreements and may not be copied or modified for any use by any user.

**Privileges** —The use of technology at St. George School is a privilege, not a right. Inappropriate use will result in disciplinary action. The administration of St. George School will deem what is inappropriate use and their decision is final. Also, they could deny user privileges or suspend specific users.

**Security**—Security on any computer system is a high priority, especially when the system involves many users. If a user can identify a security problem or weakness on St. George School network, he/she must notify an administrator or a faculty member. The problem is not to be demonstrated to other users. Users are only permitted to access St. George School's network using their own logon information.

**Vandalism**—Vandalism will result in disciplinary and/or possible legal action. In addition to the damage of individual computer equipment, iPads and/or other technology, vandalism includes any malicious attempt to harm or destroy data of another user, or to disrupt access to the Internet or other networks within the school. This includes, but is not limited to, the uploading or creating of computer viruses.

Local School Regulation 6502.1

**INSTRUCTION: Standardized Testing**

St. George School participates in the annual diocesan testing program. This normally takes place the last week of September or first week October. An individual student profile is made available to the parents/guardians of a child each year.

Parents can assist their child during this testing period by making sure their children get plenty of rest and eat a nutritional breakfast. These are guidelines that can help throughout the school year.

DSP 6505

**INSTRUCTION: Readiness Testing**

Prior to kindergarten or first grade, student readiness is assessed. The results assist in determining individual readiness for the instructional program, suggest parental assistance with home activities to promote readiness, and guide teachers in developing an appropriate, effective program.

DSP 6520

**INSTRUCTION: Accreditation**

Schools are required to be accredited by an appropriate external agency.

Local School Regulation 6520.1

**INSTRUCTION: Accreditation**

Our school is accredited within the Diocesan School Standards as well as the external agency of the Missouri Chapter of the Non-Public School State Accrediting Association. On-going evaluation and long-range planning of the school is important as well as regular in-depth self-study.

Local School Regulation 6601.1

**INSTRUCTION: Co-Curricular Activity Availability**

Extracurricular activities are offered. The availability of these activities depends greatly on the number of volunteers willing to help. The students have the opportunity to participate in many projects, contests and programs throughout the year.

Local School Regulation 6601.2

**INSTRUCTION: Values of Extra Curricular Activities**

The extracurricular programs teach self-discipline, good sportsmanship, leadership, fairness and instills in students Christian values and behavior.

St. George's Athletic Committee schedules athletic events for grades 5 through 8 with approval of the principal.

**INSTRUCTION: Eligibility for Athletic Teams**

To be eligible for basketball students must be enrolled in fifth grade and to be eligible for volleyball, students must be enrolled in sixth grade. All athletes must meet the academic and behavior requirements. Once all eligibility requirements are met, students may be moved up to play on a higher grade team if necessary.

Local School Regulation 6603.2

**INSTRUCTION: Eligibility**

Students must meet the academic requirement of maintaining an overall "C" average. A "C-" grade average is not acceptable. No grade can be an "F".

Students may not accumulate four or more numbers (same or different) in work habits in **ALL** subject areas. (Area #6: Neatness . . . does not count amongst the four numbers)

Students may not receive an X in any area of Christian Social Development.

The student and parent will be notified by a report card and/or letter from the principal stating the ineligibility. The student will be reevaluated as to his/her eligibility after the two-week period.

All behavior at extra-curricular events, by participants or spectators, will reflect the discipline requirements of St. George School. Any infraction of school rules will be dealt with by the principal according to diocesan and/or school policy.

When the student is absent from school they may not participate in school-sponsored activities unless arrangements have been discussed and approved by the Principal prior to the day's event.

DSP 6610  
Revised June 1, 2015

**INSTRUCTION: Athletics**

INSTRUCTION: Athletics

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

DSR 6610  
May 24, 2016

INSTRUCTION: Athletics

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will participate in the Play Like a Champion Today program.

**The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on:**

1. Athletics as ministry to children and families.
2. Building teams as moral communities.
3. Promoting moral growth and gospel-oriented character development on and off the field.
4. Spiritual development linking play to prayer.

All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.

Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.

At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once.

Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.

DSR 6611  
June 1, 2015

**INSTRUCTION: Sunday and Easter Triduum Athletic and Co-Curricular Activities**

In view of the respect for and sanctity of the Celebration of Eucharist on Sunday and the Easter Triduum, the following regulations are to be observed.

No practices, games, events, or practices for an event, will be held in any diocesan Catholic school or its playing field, building, or buildings it borrows, rents or owns before noon on Sunday and after 3pm on Holy Thursday, Good Friday and Holy Saturday.

Local School Regulation 6620.1

**INSTRUCTION: Social Activities**

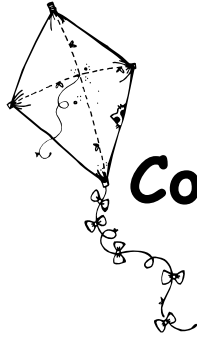
Holiday celebrations are arranged by each classroom teacher. Teachers will contact those parents who have volunteered to help with parties.

Birthday treats may be brought to school with the knowledge of the teacher. Teachers are to be informed at least a day in advance.

Invitations to a party may be passed out at school if the whole class, all the girls or all the boys are invited. No gifts or presents will be given out at school to individual students by other students.

*Though strongly discouraged* balloons/flowers delivered to your child at school will be delivered to the classroom at the end of the school day. The bus company does not allow glass vases or balloons on the bus.





# Communicable Disease

Local School Regulation 8000.1

STUDENTS: Identification of Health Problems

Periodic health screenings will be arranged by the school as time and health personnel/volunteers are available. The screening will check students' visual and hearing acuity, scoliosis, height, weight, and generally observe for signs of deviation from normal health and behavior patterns. Parents will be informed of any possible problems found during the screening process, and are then encouraged to seek professional care as results indicate.

Parents should not knowingly send a sick child to school. If a child becomes ill during the school day, the severity of the illness will be assessed and the parents notified. The school reserves the right to send sick students home and to approve readmission time, especially when the possibility of contagion exists.

In cases of lice, impetigo, and other such conditions, the school shall follow guidelines of the Missouri Department of Health or the County Health Nurses.

Local School Policy 8000.2

STUDENTS: Contagious and Communicable Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact such as measles, chicken pox, tuberculosis, pink eye, etc. will not be permitted at school or school-sponsored activities as long as the possibility of contagion exists.