



# St. Stanislaus School Parent-Student Handbook

St. Stanislaus School  
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# I. MISSION AND PHILOSOPHY

## A. History

St. Stanislaus School was founded around the year 1882 by Father Hukestein. Construction on a new church was begun on September 7, 1881, and it seems likely that on completion of this structure, the old church was used as the first school. On September 14, 1898, a new school building was constructed with living quarters on the second floor for the Ursuline Sisters. In 1958, a new school and convent was built to take care of the educational needs of a growing community. In 1978, an addition was built to the school consisting of two classrooms, a library, a cafeteria, and a multi-purpose building. This same year, families from St. Margaret's Parish joined our school community. St. Stanislaus began a kindergarten in 1990 and an extended care/after school program in 1993. In 1997, a major expansion project was completed which included seven new classrooms and administrative offices. Major renovations to the existing school, cafeteria, and gym were also completed. In 2002, a new addition was opened consisting of a fine arts wing and kindergarten classroom.

## B. Mission Statement

St. Stanislaus School is committed to providing a strong Catholic education that is rooted in the Gospel of Jesus Christ and prepares students to live a life of faith, service, integrity, and leadership. The school endeavors to educate the whole child by developing the spiritual, emotional, social, intellectual, moral, and physical needs of the students.

(Revised May 2013)

## C. School Philosophy

Just as Jesus Christ was the greatest teacher of all, St. Stanislaus School too, will try to maintain and build upon His teachings.

It is the goal of the school to help prepare students for Christian living in this world. The school helps the students in preparing for life in the acquiring of the proper Christian attitudes and relationships in regard to family, community, work, country, and recreation. The school tries to inspire all students to feel good about themselves and others, to prepare to take a place in society where they can contribute to the betterment of others by their Christian leadership.

**Parent participation both outside of the school day and during parish and school activities is an integral part of the school's success.**

To keep abreast of technological advances, the school needs the continued financial support of the community. Parental support is vital in maintaining the high level of technology education.

## D. Development of the Whole Child

St. Stanislaus endeavors to educate the whole child, by developing the spiritual, social/emotional, intellectual, moral and physical needs of the students. Leadership is also included as a skill set for development of the whole child. The following are some of the ways the school meets these needs.

### 1. Spiritual

- Group and individual prayer
- Daily class prayers
- Weekly liturgies
- Weekly all-school prayer services
- Preparation and participation in liturgies
- Paraliturgical services--Living Rosary, Stations of the Cross, Advent Wreath
- Gospel values presented through a well-planned religious curriculum
- Visits to classes by priest
- Preparation for the reception of the Sacraments of Eucharist, Reconciliation and Confirmation

### 2. Social/Emotional

- Child oriented atmosphere
- Positive behavior

- Intellectual
  - Aesthetic development encouraged
  - Needs of the exceptional child addressed
  - Sequential development of the curriculum
  - Use of multi-media and technological resources
  - Use of community resources
  - High academic expectations
4. Moral
- Positive values and behavior reinforced
  - Pride in self and heritage
  - Choices in the light of the Gospel values
  - Family values promoted
  - Team play and fair play encouraged
  - Encouragement of values concerning human sexuality program
5. Physical
- Cooperation and good sportsmanship stressed
  - Encouragement of participation
  - Encouragement to exercise for fitness
  - Personal hygiene
  - Development of skills during physical education class
  - Encouragement of values in their physical development
6. Leadership
- Opportunities to participate in leadership roles to further develop skills

DSP 1810

#### E. 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 fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (pg. 13) 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.

Revised June 1, 2015

## II. GENERAL ADMINISTRATION

### A. Educational Authority in the Parish

DSP 1305

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

that the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to insure the mission is sustained.

Revised June 1, 2015

B. Admissions

1. STUDENTS: Non-Discrimination

DSP 5101

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

Revised June 1, 2015

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

2. Students with Special Needs

DSP 5701

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision

Revised June 1, 2015

Revised August 10, 2010

3. Admission Age

If entering kindergarten, the child must be five years of age before August 1 of that year. A child must be six years of age by August 1 for admission to first grade.

4. Admission Policy

Students normally are admitted in the following prioritized order.

Level I Baptized children of contributing parishioners of St. Stanislaus or St. Margaret who are registered in that parish. (Includes families who register into either parish from outside the two parishes during the previous school year.)

Level II Children of non-Catholics or Catholic families who are not members of St. Stanislaus or St. Margaret, but have siblings already attending St. Stanislaus School and who will be paying tuition.

Level III Baptized children of Catholic families who are not members of St. Stanislaus or St. Margaret, but are registered in local parishes and who will be paying tuition.

Level IV Children of new non-Catholic families are admitted if there are openings after August 1.

Questions regarding policy will be finally decided by the pastor and principal.

Class Size Policy (revised July 2008)

Grades K-5 Class split recommended when class size reaches 25 students.

Grades 6-8 Class split recommended when class size reaches 30 students.

It is the desire of St. Stanislaus School Board and the administration to follow the class size guidelines mentioned above. St. Stanislaus School desires to maintain its tradition of one of the best student-to-teacher ratios in the Jefferson City area. Decisions regarding class size will be influenced by parish finances and class dynamics. The final decision regarding the size of classes rests with the pastor and the principal. The school reserves the right to request the transfer of a child to a more appropriate level or educational setting if necessary to meet individual's needs.

5. Participation in Religious Activities

DSP 6235

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

Parents are the primary educators of their children. Parents are the child's role model so it is very important that faith is shared and sacraments received. Attending and participating in 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.

6. Registration

Registration for admission to kindergarten at St. Stanislaus School occurs at the beginning of the second semester.

Parents or guardians of kindergarten are required to:

1. Present a birth certificate
2. Present an official baptismal record
3. Present up-to-date immunization record
4. Provide a social security number
5. Complete a screening provided by St. Stanislaus PRIOR to admission

(Revised March 2020 School Advisory Board)

Registration for the other grades takes place through a written registration form sent home during the second semester. The registration form and accompanying fees are due by May 30<sup>th</sup>. Enrollment is not considered complete until both of these are received. Registrations received after May 31<sup>st</sup> will be assessed a late fee.

Parents or guardians of new students (grades 1-8) are required to:

1. Fill out an enrollment form
2. Present a birth certificate
3. Present an official baptismal record
4. Fill out a Release of Records form

7. Proof of Guardianship

DSP 5201

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

In any situation where there is a custody agreement, the 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.

C. Attendance

1. Arrival and Dismissal

Regular daily attendance contributes to academic success.

The school day begins at 7:40 a.m. Students are to be in their classrooms at that time. Supervision is provided at 7:20 a.m. for students. Morning Care: Supervision (6:55 a.m. - 7:20 a.m.) is provided for a fee.

The drop-off and pick-up points for students are as follows:

- a. Car riders are dropped off and picked up in back of school. Cars enter the back parking lot from Route W and exit Route B.
- b. Bus students will be picked up and dropped off in the front of school or on the side of school.
- c. Walkers leave school through the front door with supervision at the second bell.

**Dismissal time for all students is 3:00.** An authorized note from the parents dated on that specific day to the teacher is required if the child is not returning home in the USUAL DAILY manner--whether by car, bus, or walking. Students who walk home are to leave immediately. The students will board and leave buses in an orderly manner. The faculty is not responsible for students after 3:20 p.m. Students not picked up by 3:20 will be sent to After School Care and charged the current daily fee.

STUDENTS: Absence and Tardiness

DSP 5210

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.)

If a student is absent less than two hours, any part of the day, they are 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.

Revised June 1, 2015

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.

DSP 5220

When students are absent from school, student work will be collected and given to students upon return. Student work will not be given out prior to absences. Students will have as many days to make up the work as they are absent. For instance, if a student is absent for 2 days, he/she will have 2 days to make up the work.

No child is to be out of school except for sickness or some other satisfactory reason.

A written excuse is required for all absences and tardiness. These are kept on file. The excuse is to state the reason for the absence and is signed by the parent. If a child is absent, he/she is responsible for making up missed assignments in a timely manner. When a child is absent, the school is to be called at 636-7802, no later than 8:30 a.m. Parents can feel free to leave a message on the answering machine. This facilitates the routine lunch count

check which takes place each day. If a child is tardy or absent 5 or more days per quarter, a parent conference will be held.

School work for students who are absent will be placed in the gym after 3:00 p.m. on the bleachers and will be available for pick up during the hours of the After School Care program. The gym can be accessed through the ASC doors.

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

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.

DSP 5211

### 3. Early Departure

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

DSP 5370

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

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

Revised June 1, 2015

Students who need to leave early are to have a written excuse which is approved by the office in the morning when the school day begins

No student is sent home except for illness or other serious reasons. In such cases the parent or guardian is notified.

All students are to wait in the office for pick up for early dismissal to be signed out by parent or guardian before departing.

No student is ever permitted to leave the school grounds without permission from parent/guardian/administrator.

### 4. Tardiness/Early Departure

It is the parents' responsibility to see to it that their children arrive at school by 7:40 a.m. Children are considered tardy if they arrive in the classroom after the 7:40 a.m. bell rings except in the event of a late bus arrival. Excessive tardiness will be handled on a case by case basis.

### 5. Inclement Weather

When weather conditions make it necessary to close school, the cancellation or snow schedule will be announced by the local media and by parent alert networks. St. Stanislaus School will normally follow Blair Oaks Public School District snow schedule. In some cases, however, school may be in session with NO BUS SERVICE.

Weather conditions may make it necessary to use a 2 hour late start. Start time for school will be 9:40 a.m. with drop-off beginning at 9:20 a.m. (There will be no early care on these days.)



During extreme winter or summer weather, it may be necessary to dismiss early. Radio, television will announce the closing time.

#### D. Health

##### 1. Health Records – Immunization Requirements

St. Stanislaus School follows guidelines set forth by the State and County officials.

##### 2. Health Services

During the course of the year, screenings may be done as resources are available.

Financial assistance is available for those who qualify for dental and eye care, shoes, and immunizations. Contact the principal for information.

##### 3. Illnesses

The following information is provided to help parents regarding certain conditions that require exclusion from school.

Students will be excluded from school for reasons including but not limited to the following:

- \*Fever of 100 degrees or over (see following\*)
- \*Vomiting (see following\*)
- \*Diarrhea (see following\*)
- Undiagnosed rashes
- Fainting
- Red, inflamed eyes (pink eye) until diagnosed and treated, if necessary
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Ringworm
- Head Lice (excluded, until proper medicated treatment has been initiated.
- Scabies (excluded until appropriate medical treatment)
- Common childhood diseases - State Regulations
- Chickenpox - (excluded for seven (7) days from onset of rash)
- Strep Throat - (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)

\*Students with elevated temperatures, vomiting or diarrhea, are asked to be kept at home until they are symptom-free for twenty-four (24) hours. A note from doctor can waiver the 24 hour guideline.

The school office appreciates parents sharing the diagnosis and treatment of children sent to physicians so we can be alert to possible problems in other children (pink eye, head lice, strep throat, worms, etc.)

##### 4. Chronic Infectious Conditions

In cases of chronic infectious conditions such as AIDS, Hepatitis B, etc., St. Stanislaus School will have a team to meet and advise the principal. The team shall consider the current recommended policies and procedures of the Missouri Department of Health that are appropriate to the situation. Members of the team shall consist of the following: student's parents or legal guardians, student's physician, principal, pastor(s) of the parish(es) involved, and a public health officer.

#### STUDENTS: Drug/Medication Administration

DSP 5520

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

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent

required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

Revised June 1, 2015

In an effort to help ensure good health and safety for the students of our school, the following guidelines have been established.

- Do not send medicine to school unless it is absolutely necessary.
- Medicines that need to be given three times a day will need to be given at home: before school, after school, and at bedtime.
- Non-Prescription Drugs  
All types of non-prescription medications (Advil, Tylenol, Aleve, etc.) that a student wishes to bring from home will be kept with the school nurse at St. Stanislaus and a signed Medication Form must be on file in order for the nurse to administer any medications to the student. If a Medication Form is not on file for the student, the nurse will contact the parent for a written order.
- Prescription Drugs  
All medicine must be in the original and current prescription bottle and kept with the school nurse. The pharmacist can provide a labeled prescription bottle for school usage. The prescription label must contain the student's name, name of medicine, dosage, and directions. Any changes to the dosage must be submitted in writing to the school nurse with a new medication form filled out.

#### 5. Insurance

A Student Accident Insurance Program is provided for all students. Costs are included in annual school fees for the school year.

#### 6. 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 teacher in the absence of the principal 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 teacher 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 to be sent as soon as possible.

#### E. School Support

The financial stability of the school is absolutely necessary. The school is financially supported through stewardship efforts of our parish to maintain a quality education. An admission fee is payable in two installments, with the first due by May 1st, and the second due by August 31st. For students who are not parishioners of St. Stanislaus or St. Margaret's, tuition will be assessed.

#### F. Playground /Gym Rules

Gym Rules include but are not limited to:

1. Remain in assigned area. Students must stop playing when bell rings and quietly return to classrooms.
2. No hard balls, large or small, are permitted unless deemed admissible by the supervising teacher.
3. Permission to leave the gym is required from the supervising parents or teacher.
4. Running or jumping on, under, over and about bleachers is not permitted. Climbing or standing on closed bleachers is damaging to the understructure.
5. At all school activities held after school hours, students participating or observing must stay in the gym until the event is over. A parent or coach must be present from school dismissal until the event starts or departure for away activities. During practices only participating players, parents and coaches are allowed in the gym. At away activities, students must remain in the gym until the event is over.

G. Phone Calls/**Emails/Text messages**

The school telephone is for emergency contact only. Students are not allowed to use the telephone without expressed permission of the teacher. Calls from parents to the teachers are to be made between 7:35 a.m. and 3:20 p.m.

**Parents are encouraged to use the teacher's school email for communication regarding school business. Teachers may not use personal phones or personal email addresses to conduct school business. Parents are asked not to text teachers on their personal phones for school related business.**

H. School Property

Respect for property - desks, walls, books, playground equipment, carpets, bulletin boards, etc., is of utmost importance. Non-consumable textbooks must be covered. Book bags are needed for protection of books. Any student who is responsible for damaging any parish property, be it inside or outside the buildings, will compensate the damage as is estimated.

I. Lunch Program

School lunch is served daily through the Federal lunch program. The cost of lunches is necessarily determined each school year. Please check the august bulletin and parent letter in the fall for the current cost of lunches and milk. Students may choose to purchase school lunches through the cafeteria or bring a lunch from home.

Students will be given a choice by 8 a.m. each day to order a school lunch or eat a lunch brought from home. **IF YOUR STUDENT WILL BE TARDY, PLEASE NOTIFY THE SCHOOL OFFICE BY 8 a.m.** If the office is not notified, a school lunch will be ordered for them and their account will be charged. If a student chooses to purchase a school lunch, they may supplement the meal with additional food from home. Home lunches brought to school are to be nutritious. Refrigeration is not available for home lunches. The schools microwaves are not available for home lunches.

For health reasons students are not to share lunches.

Lunch Money:

- Lunch money can and should be preloaded for each student, at any time.
- Checks should be made payable to St. Stanislaus Lunch Program.
- You will be notified when your student(s) lunch balance is \$5.00.
- Notifications will be sent through your student(s) classroom folder.
- We will no longer use an ACH withdrawal system.
- At the end of the school year, if your student(s) has a balance, a form will come home asking if you would like the balance carried over (or applied to another sibling) or if you want a refund.
- Quarterly report cards and/or permanent records will normally be withheld until all payments are made.

Families who qualify at any time during the school year are eligible for reduced-price or free lunches. Application forms are sent in the August packet and are available from the school office upon request.

(Revised January 2021-School Advisory Board)

J. Supplies

A supply list is available on the schools website: [www.ststanislaus.net](http://www.ststanislaus.net).

K. Bus

Bus service is provided by a private vendor. Contact the current bus service provider.

L. Asbestos

This statement serves as annual notification. The asbestos management plan for St. Stanislaus School is available for public review in the school office. All areas of the school that are identified in Section III of the management plan as asbestos containing building materials (ACBM) or materials assumed to contain asbestos (ACM) are regularly inspected in May and December of each year.

(July 2008)

## M. Electronic Policy for Students

Students are not allowed to have electronic devices on their person during school hours. Electronic devices include: cell phones, Smart watches, digital cameras or similar electronic devices. Earphones and buds are reserved for school related activities only, with teacher approval. St. Stanislaus is not responsible for electronic devices that are lost or stolen from backpack or lockers.

(November 2020 School Advisory Board)

## N. Fundraising Policy

The School Board of St. Stanislaus School recognizes that the school engages in fundraising activity from time to time. In order to comply with federal, state and local laws, as well as applicable ethical norms regarding fundraising activity, the Board has established this fundraising policy.

St. Stanislaus School Advisory Board coordinates and directs the annual plan of fundraising activities for the school. The Board shall annually review all fundraising activity.

The School Advisory Board will analyze the fundraising activity upon the three following criteria:

1. The activity must not detract from or conflict with the greater fundraising efforts of the parish.
2. The activity does not take too much student, parent, faculty, or administrative time.
3. The activity is for a purpose that is not covered through the annual operating budget of the school.

(May 2013 School Advisory Board)

## O. Student Records

### Cumulative Records

Cumulative records are maintained on each student. These records include basic information (birthdate, address, telephone, etc.), standardized testing results, and yearly academic progress.

When a student transfers to another school or after finishing eighth grade, a copy of the permanent record is sent to the new school. The original is kept in the inactive files. Records may be held if there are overdue fees including, but not limited to, hot lunch fees, admission fees, supply fees, and after care fees.

### Confidentiality

STUDENTS: Confidentiality

DSP 5260

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

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

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

Revised June 1, 2015

St. Stanislaus School follows diocesan policy in regards to access to records. The school shall

-Provide parents and students access to student's progress records (e.g.: cumulative record card, health records)

Obtain written consent of parents before any student records are released.

P. Emergency Procedures

Fire, tornado, earthquake and intruder drills are held periodically during the school year. Emergency signs are posted throughout the building.

III. COMMUNICATION

Cooperation between home and school is essential. Cooperation begins with communication. The following are our ways of communication with parents.

A. Meetings

Home and School meetings are held 2-3 times a year.

Sacramental meetings for parents of students preparing to receive sacraments for the first time are scheduled. These meetings are mandatory.

School Advisory Board meetings are held once a month, the date and time of these meetings is published in the Parish Bulletin and the school newsletter.

B. Electronic Newsletter (St Stan Star)

To facilitate effective and timely communication with school families, a weekly newsletter, THE STAN STAR, is distributed to school families and staff each Friday during the school year electronically. Additional information is usually sent with the newsletter by attachments. Teachers are invited to attach information as needed for school related activities.

C. Notes to Oldest/Youngest Child

Information is sent home from school with the oldest child in each family. Information that needs to be signed and/or returned should be done so in a timely manner.

D. 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.

DSP 5405

Parent-Teacher conferences are held at the end of the first quarter of school.

A parent may request a conference at any time that is necessary. This must be made in advance. Parents are encouraged to make conferences with teachers.

E. Report Cards and Mid-Quarter Reports

Report cards are issued quarterly. The envelope must be signed and returned to school within a week. Midway in each quarter a progress report is sent home to the parents of student in grades 3 to 8.

F. Promotion and Retention

DSP 5410

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

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher

and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

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

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

G. Administrative Recourse: Grievances

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.

Revised June 1, 2015

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

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

B. Purpose

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

C. Basic Principles

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

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom

the grievance is against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

## 2. Formal Grievance Procedures

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

DSR 1901

### 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.

Revised June 1, 2015

DSP 1902

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

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

Revised June 1, 2015

## IV. INSTRUCTIONAL PROGRAM

### A. Curriculum Policy

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.

B. 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. **Generally the students have an opportunity to attend Mass twice a week. The sacrament of reconciliation is offered during Advent and Lent.**

C. Testing

St. Stanislaus utilizes a standardized testing program for grades 3-8, which are given in the Fall of the year. Tests of Educational Ability are given to grades 3, 5, & 7 at the same time as the standardized tests. ACRE tests are administered to grades 5<sup>th</sup> and 8<sup>th</sup> each year.

D. Class Work

Every class period is vitally important in a school day. Every assignment has a definite educational purpose. While students may not understand this, parents do. Parents can help their children and the teacher a great deal, by insisting that each task be taken seriously and done carefully. The children's work sent home should be inspected by the parents. Periodically the teacher may request a written comment from the parents.

E. Homework Policy and Guidelines

(Revised August 2011)

St. Stanislaus Homework Policy

St. Stanislaus School utilizes homework to reinforce our Catholic values and achieve academic excellence.

By design, homework is a valuable way to increase students' opportunity to learn, discover, and enrich their daily life. In addition, homework has the ability to assist students in their development of self-discipline, responsibility, organizational skills, and self-esteem as it lays a foundation for life-long learning.

By definition, homework shall be:

- meaningful and relevant;
- purposefully planned to minimize student overload;
- communicated clearly by the teacher;
- differentiated to meet individual student learning style and need; and
- reviewed by students, parents, and teachers in a timely manner.

Procedure, Guidelines & Timeframe:

Homework is not necessarily limited to pencil and paper tasks, and can be normally defined within four main categories: completion, practice, preparation, and special projects etc. Homework may also include a variety of other activities such as reading, recall, observation, review, research, interviewing and studying.

To serve as a general guideline, it is suggested that students spend an average of 30 minutes in the primary grades (K-3); 45 min to 1 hour in the intermediate grades (4/5); and 1-2 hours in the junior high grades (6-8<sup>th</sup>), doing homework each evening.

Keep in mind, a student may spend more or less time depending on a multitude of variables, such as: attentiveness and clarity of expectations at school, home environment, stressors, timing, and ability and aptitude pertaining to subject matter. If you are unsure or answer yes to any or all of the following questions, please contact your child's teacher to clarify homework expectations:

Questions to consider that alert the need for communication:

1. Does the child understand the directions of homework?
2. Does the child understand the concepts of the lesson?
3. Does the child demonstrate a level of frustration on a regular basis?
4. Does the child seem confused about the expected organization of class materials?



5. Does the child communicate a difficulty of keeping up with the teacher or other students?

\* Note - if a child consistently spends more than the aforementioned time completing their normal homework assignments, and/or is repeatedly frustrated with his or her workload, the teacher is to be contacted to discuss the situation.

Roles & Responsibilities:

Homework is a commitment between the student, parents, teachers, and the principal. All have responsibilities in the process. They are:

. Student's Role

1. Ensures homework is recorded and all expectations are clearly defined and understood.
2. Sets an appropriate, regular time aside each night for homework completion.
3. Completes work individually, with the exception of family assistance where applicable.
4. Turns in all assignments on time; understanding of the consequences will be accepted and shared with parents.
5. Communicates with parents, teacher, and principal as to the state of progress and/or frustration as soon as it arises.

Teacher's Role

1. Ensures homework expectations are clear to all students; when appropriate, encourage students to utilize planners to record daily assignments.
2. Provides consideration and alternative methods for individuals with specialized needs and diverse learning styles.
3. Utilizes homework as an opportunity for learning and development, not for disciplinary reasons or punishment.
4. When assigning homework, consideration may be granted for "special circumstances" as designated by the school and/or dioceses; (examples include - Advent Program, School Play, Home & School Meetings, Catholic Bowl, Catholic Schools Week, etc.) Additional consideration may be given on an individual case-by-case basis as formally agreed upon by parent, teacher, and principal. All decisions will be made in the best interest of the child.

Parent's Role

1. Sets aside a specific time each evening conducive to learning for your child to complete homework.
2. Is available to assist child without doing the work for him/her.
3. Demonstrates interest in the child's learning by talking about his or her school day, and by:
  - a. Reading to and with the child from a variety of materials to develop cognitive, linguistic, and creative facets of their learning.
  - b. Demonstrating and involving children in examples of literacy and numeracy in daily routines, (e.g. reading the newspaper, writing grocery lists, review budgets/costs etc.)
  - c. Providing hands-on activities for young children such as preparing food, making arts and crafts, and playing letter and word games.
  - d. Being aware of and limiting television and other "technology time" exposure that is nonproductive, especially if the child is having difficulty completing school work.
4. Contacts the child's teacher – parents are the primary educators of their children – if concerns or questions arise about homework, the 1<sup>st</sup> Step to alleviate concerns is to initiate open communication with the teacher.

Principal's Role

1. Communicates homework policy to staff members, students, and parents.
2. Encourages active and regular communication between teachers, students, and parents.
3. Observes use of homework during routine class visits.
4. Reviews homework samples periodically.
5. Maintains an open-door policy for any student, parent, or teacher with related concerns.

It is the commitment of all of the aforementioned parties to support and uphold their responsibilities in the effort to ensure an optimal culture of learning and continual development for each and every student and family of St. Stanislaus School. (August 2011)

F. Student Internet, E-mail and Other Technology Use

DSP 6425

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

All schools allowing students to have access to the Internet, e-mail and other technology are to

have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

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

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

Revised June 1, 2015

#### G. School Video Surveillance Policy

In an effort to work towards increasing school safety, St. Stanislaus School has installed video camera surveillance on parish property, including school buildings and outside areas. Areas where there is an expectation for privacy will not be subject to video surveillance. Violations of school policy or rules may be captured through video surveillance and those recordings may be used by the school to enforce disciplinary action and, in the event of criminal activity, may be disclosed to law enforcement.

#### H. Textbooks

As property of the school, textbooks are on loan to the students, who are responsible for their care. Lost or defaced books must be replaced at the student's expense. Books must be covered at all times. The fine for uncovered books is \$1.00 (after a warning).

#### I. Field Trips and Outings

DSR 6301

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

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

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

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

DSP 6305

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
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.

Revised June 1, 2015

Field trips are educational experiences for the students. They are outings that enhance the regular curriculum. Field trips are a privilege. Students may participate in field trips or school sponsored activities if they exhibit proper behavior at school.

Teachers will send home a field trip form that gives the information for the trip. The bottom portion of the field trip form must be filled out and signed by the parents/guardians. The signature of the parents/guardians indicates their permission for their son/daughter to go on the field trip. If the signed form is not returned in time for the field trip, the student will not be allowed to go on the field trip. The school, drivers, and chaperones are not liable for any accidents.

On the field trip, all school rules are to be followed. Failure to comply may result in the loss of privileges to go on other field trips.

## J. Birthdays

In accordance with the St. Stanislaus Wellness Policy, food items brought for birthday celebrations should make a positive contribution to the children's diets and health. Neither soda nor more than one item is to be sent for a birthday treat. Items are to be pre-cut or are to be individual servings. Napkins or plates are to be provided. Floral/balloon deliveries will not be delivered to the child until the end of the school day. Party invitations are not to be sent to school unless all students in the class receive one.

STUDENT BIRTHDAY CELEBRATIONS DURING THE SCHOOL DAY

Students may celebrate their birthdays in their classroom per the guidelines set by the classroom teacher. The classroom teacher decides which day and how the celebration will be conducted in the classroom. Students will no longer share treats outside the homeroom.

(School Advisory Board, Rev. Oct. 2018)

**School Uniform**

Each student's appearance must be appropriate to a Catholic school setting. Clothing is not to be disruptive or distracting to the educational process. The school reserves the right to make the final decisions about the suitability of clothing worn to school. It is the responsibility of the parents/guardians to ensure their student meets the dress code and to make sure clothes are neat, clean and loose fitting. An infraction of the dress code will result in a verbal warning. A second infraction will result in a written warning. If a third infraction of the dress code occurs or any single serious infraction, the student may be assigned a detention and/or lose dress down privileges. Since all styles of clothing cannot be considered in this policy, if a particular style is not listed, it is considered unacceptable. There will be "dress up" and "dress down" days that will be designated by school officials with input from the Leadership Council. All clothing worn to school will be clean and free of visible tears, rips, and ragged edges. This applies to clothing worn on dress down days.

Eye make-up is not to be worn.

If hair is colored, hair color must be a natural hair color (no pink, purple, etc.)

Dress Code Requirements:

**BOTTOMS**

- Types: pants, skirts, shorts, jumpers
- Color: navy blue or tan (solid)
- Material: cotton, cotton-polyester, corduroy
- Belts: If there are belt loops, a belt with a buckle is required. If pants were designed with belt loops, there is to be no cutting of loops.
- Pants: no denim, fleece, sweat, nylon, overalls, or leggings.
- No rivets, frayed hems, or holes on any garment.
- Capri pants may be worn if not tight fitting. Stretch pants can be worn by Kindergarten only.
- Skirts and shorts must be fingertip length (at a minimum). This is measured by laying a flat hand against the side of the skirt or shorts.
- Must be of appropriate and modest fit, which means that they should not be form fitting (skin tight) or so loose that they are sagging, revealing in any way, or too low cut to keep a shirt tucked in.
- Only approved logo shirts are to be worn under jumpers.

**TOPS**

- Types: shirts, sweaters, ½ zip pullovers
- Shirts and pullovers must have approved logo and be purchased through Lands' End. Sweater must be a button down cardigan.
- Color: Shirt – white or cobalt blue, Pullover – cobalt blue, Sweater – navy blue or white
- Undershirts: must be white, writing on undershirt must not show through, undershirts should only be seen at the neck, no layered look (a shorter sleeve over a longer sleeve)
- Shirts must be long enough to be tucked in and stay tucked in. Student should be able to raise his/her hand without the shirt coming untucked.
- Shirts must fit appropriately. Any shirt that adheres to the majority of the torso from waist to shoulders, or is considered too tight or revealing in the chest area.
- Shirts are to be buttoned appropriately above the chest.
- Sweaters and pullovers must be worn with approved logoed shirt.
- No coats or jackets are to be worn in the classroom, either on the student or around their waist.

## **SOCKS and SHOES**

- Types: socks, tights, shoes
- Color: Tights – navy blue or white
- Color: Socks and Shoes – any color
- Ankle or no show socks are to be worn with shorts, no crew or knee high.
- Socks must be worn in an appropriate non-distracting manner.
- Tennis shoes are preferred and must be worn for Physical Education class.
- For safety reasons, no boots, crocs, sandals, heels, or backless shoes are allowed.
- Shoes must be clean and suitable for play. If shoes have laces, they must be tied appropriately.

## **NON-UNIFORM DRESS**

- On dress down days, the same guidelines for modesty and appropriateness apply as stated above. Students may wear jeans, shorts, t-shirts, sweats, etc. Clothes cannot have inappropriate advertisements, logos, or lettering across the seat of the pants or shorts. All shirts must have sleeves. For safety reasons, shoes on dress down days will follow regular dress code.
- The first Wednesday of each month is designated Pro-Life Day. Students may wear shirts that have a prolife message on this day in place of the uniform shirt.
- During most months, the second Friday of each month is designated as \$1.00 Dress Down Day for Student Council. Students are allowed to dress down using the guidelines as stated above for \$1.00.

Revised January 2018

### **K. STUDENTS: Alcohol Use at School Related Events**

DSP 5545

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.

May 24, 2016

### **L. DISCIPLINE**

DSP 5305

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

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion. If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

Revised June 1, 2015

#### **A. Philosophy - Discipline-Discipleship**

The primary reason why the school exists is to provide opportunities for the students to mature in faith. "Disciple" is a very apt way to describe both the process and goal of educational efforts. Teachers as ministers, can draw strength and support from their faith, the Gospel, and the Church as they reach their students.

In this context, discipline is essentially a positive experience. Its goal is NOT just to change or control behavior, but to help in the process of developing behavior which reflects Gospel values by accepting consequences for behavior which was chosen. Discipline is to reflect the goal of eventual self-discipline as a personal response to the call of Jesus. The school believes the area of personal growth and discipline is important both at school and at home. A family is a strong influence on developing responsibility, conviction, courage, and faith. In fact, without the family, it is doubtful that the school can substitute for a lack of family leadership in these areas. It is evident that home and school working cooperatively in fostering these virtues have the best chance for success with children.

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

**B. Behavior Code:**

A Christian student treats others as they wish to be treated by others. This includes:

- playing fairly and refraining from fighting at all times
- complimenting others and using good positive comments, not vulgar or profane language
- walking quietly to and from church
- being orderly in the classroom, in the hallways, lavatories, cafeteria, and on the playground
- acting respectfully toward all other persons, teachers, volunteers, staff, guests, and fellow students, not bullying with words or actions
- treating all school property (buildings, furniture, books) and other property with respect and not defacing property or littering

A Christian student is honest and truthful:

- doing his/her own best work, not cheating or copying, assuming responsibility to his/her own actions
- encouraging others to do their best

A Christian student demonstrates responsibility for:

- doing work assigned on time and to the best of his/her ability
- having all necessary materials with him/her in class and at school
- obeying others assigned to duties (bus drivers, cafeteria helpers, and playground supervisors)
- following the rules of the classroom and school
- appropriately representing the school and community

A Christian student acts safely by refraining from:

- bringing anything that might be considered a weapon to school
- using any illegal drugs or misusing legal drugs
- distributing any drugs to others
- leaving school or assigned areas without permission
- using cell phone or other electronic devices at school
- throwing snowballs, rocks, or any type of dangerous objects
- games which involve tackling, pulling and knocking each other down

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. DSP 5315

**C. Classroom Expectations and Consequences**

Each teacher is primarily responsible for his/her own classroom discipline. At the beginning of each school year, each teacher will communicate his/her classroom management plan to the principal for approval.

During the first week of school, teachers will make students and parents aware of the various rules and regulations the students are required to follow and the subsequent, consistent consequences for not following those rules and regulations. These rules and regulations set a tone whereby all students can learn in a positive atmosphere.

In addition, the teachers and principal will normally meet during one of the August in-service days and agree on a few good rules which will be enforced by all teachers on a consistent basis at recess, in the halls, the corridors, in the cafeteria, in church, etc.

#### D. Explanation of Consequences

Violation of St. Stanislaus' rules and behavior guidelines may be referred directly to the principal for action. Action taken by the principal will follow these guidelines.

1. General Discussion – The principal, or principal and teacher talks to the student about the incident with emphasis on getting the student's input and reaching an agreeable method of resolving the problem. The student is notified that he or she is being placed on probationary status, and if additional incidents occur, appropriate disciplinary measures will be implemented. The student is temporarily removed from class.
2. Parent Conference – Parents are formally notified of the incident and a formal meeting between the parents and school administration/staff. When appropriate, the student will be present.
3. Revoke Privileges – Student is denied specific privileges, such as recess, class activity/program or event.
4. Payment of Damages – Student is required to pay restitution for damages caused from improper behavior.
5. After-school detention – Parents will be notified prior to the student being required to serve detention. After-school detention may be assigned by the principal with input from teachers and parents. (Teachers may assign detention with parental cooperation.)
  - a. Detention will be served in one-hour increments 3:00 to 4:00pm.
  - b. Pupils will be assigned work during detention
  - c. Students may request tutorial assistance from the supervising teacher, provided others are not disturbed and a quiet atmosphere is maintained.
  - d. Parents will be responsible for picking up their child at an agreed time.

#### E. Suspension

Normally a student shall not be suspended by the principal until there has been a conference with the parents or preferably with the parents and student. In case of behavior that endangers the safety and well being of the individual student or other students, he/she can be suspended without parental contact. The school will use a form of in-school suspension, when possible. The time period of suspension should not exceed five (5) consecutive school days. A written record of the reason for the suspension with the date and a summation of the parent conference shall be kept in the student's file.

#### F. Expulsion

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

The term "expulsion" is:

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

The term "dismissal" is:

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

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

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

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

DSP 5360  
DSR 5360

## STUDENTS: Dismissal and Expulsion

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

Revised June 1, 2015

In cases of serious misconduct which could lead to expulsion or dismissal, the parents shall be advised immediately and urged to take advantage of assistance from school, parish, or social service agencies which could help the student with his/her difficulties.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the principal in consultation with the pastor and superintendent may expel or dismiss a student.

## VI. ORGANIZATIONS

### A. Home and School Association

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.

DSP 1430

This organization promotes the welfare of children and youth in home, church and community. It promotes a clearer understanding of the mutual educational responsibilities of parents and teachers. It encourages the home and school to a greater degree of cooperation in discharging their responsibilities. And, it cooperates with other organizations and agencies concerned with child welfare and work to secure adequate laws for the care and protection of children and youth.

The Home and School Association normally meets three to four times a year. At least one parent from each family is encouraged to attend.

### B. School Advisory Board

The School Advisory Board is an advisory and supportive body operating educational programs subject to such regulations that proceed from the Ordinary of the Dioceses, the Diocesan School Office, and St. Stanislaus Parish Council. The School Board recognizes that its primary function is the determination of general policies, plans and programs for the school. The Board will exercise general supervision of the school but the details of administration, supervision, and instruction will be carried out by its educational personnel.

The School Board meets each month during the regular school year. Any members of the parish or school staff is permitted to voice an opinion at a board meeting by notifying in writing the pastor or president of the Board two days prior to the meeting.

### C. Athletic Committee

The Athletic Committee is composed of at least six people, three men and three women elected by the Home and School Association. All persons will serve three years. The head coaches of each team will be members-at-large. The Athletic Committee oversees selection of coaches, outlines their responsibilities, ensures athletes' enrollment and grade level and establishes practice guidelines and sportsmanship qualifications. A school employee is designated as the Athletic Director and coordinates all athletic activity with the Athletic Committee Although the Athletic Committee and Athletic Director oversee the stated activities the principal has the final say in approval of all decisions and guidelines.

(Revised May 2013—School Advisory Board)



## VII. STUDENT ACTIVITIES

### A. Mass

The Mass is an integral part of the school program. Each class attends Mass one or two times a week. Parents are always welcome to attend the school Masses. The classes rotate planning of the Masses.

### B. Athletics and Extra-Curricular

#### 1. Sports and Extra-Curricular

St. Stanislaus is fortunate to have both men and women who provide, supervise, and operate a fine athletic program and extra-curricular for both boys and girls. Any student in grades 5-8 who wants to take part in these events is eligible. They are required to cooperate with school policies in regard to sportsmanship, discipline, and keep up with what they are capable of doing in class work.

Before a student participates in school sports a release must be signed by parents or guardians authorizing necessary medical treatment. Conduct of students at events is the responsibility of the coach, parent and/or moderator.

A physical is required before participation in an athletic program at St. Stanislaus is allowed. Physicals are good for 12 months from the date of the physical; a physical obtained prior to volleyball/cross country is sufficient for basketball, cheerleading and track & field as well.

Athletic Committee forms and guidelines are **disbursed during the sign-up procedure.**

#### 2. Ineligibility

No student may participate in any athletic or extra-curricular activities on days when he/she is absent from school. This applies to all activities, practices, and games.

The teachers are to communicate with the principal concerning each player's eligibility; the principal will communicate with the coach and player:

- a. Achievement according to ability
- b. Completed homework
- c. Quality of homework (neatness)
- d. Behavior in accord with school policy
- e. Academic eligibility

1. The grade in each class must be 77% (C-) or above (including Specials).
2. If a grade falls below 77%, the student will be given a warning and a timeframe of two weeks to get the grade to 77% or above.
3. If after the two week period the grade remains below 77%, the student will be suspended from practice and games for a two week period.
4. To be reinstated, a student must:
  - (a) Earn a grade of at least 77% or
  - (b) Demonstrate that they are working to bring the grade up by tutoring or going to extra study hours with a teacher before or after school (if available).

The coaches are responsible for deciding if a player is eligible according to guidelines that include but are not limited to:

- a. Use Christian language and actions
- b. Show respect for property and all persons involved
- c. Exercise self-discipline in attitude

The coaches, teachers, or committee members may deem a player ineligible for any reason not already mentioned.

Revised Sept. 2020

C. After School Care

St. Stanislaus School offers for a fee an After School Program to students in Pre-K through Grade 8 from 3:00 p.m. to 5:30 p.m. (Revised May 2013)

VIII. HARASSMENT

DSP 5820

STUDENTS: Harassment/Bullying

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

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

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

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

Sexual harassment deserves special mention.

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

Revised June 1, 2015

STUDENTS

Prohibition of Bullying

(Approved by St. Stanislaus School Advisory Board, March 2016)

St. Stanislaus School is committed to a safe, learning environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying during the school day, on school grounds, or during school related activities.

All St. Stanislaus School students are required to participate in an anti-bullying program annually. Parents and students will sign an anti-bullying commitment.

Bullying is the intentional action by an individual or group of individuals to inflict, physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including verbal, nonverbal, telephone, writing, cyberbullying, or via electronic communications with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, (such as the use of objects) although touching may be included.

Bullying can take many forms including: slurs, rumors, jokes, exclusion, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

“Intentional acts” refer to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Students who violate the bullying policy above will be subject to disciplinary action which could include: loss of privileges, detention, suspension (in or out of school) expulsion, and law enforcement contact. Anyone, including but not limited to, parents, students, and employees of St. Stanislaus School is required to report any instance of bullying when one has first-hand knowledge.

IX. STUDENTS: Sexual Abuse of Minors

DSP 5825

DSP 5825 PASTORAL POLICY REGARDING ALLEDGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY is found in its entirety in Section A of this handbook.

Revised June 1, 2015  
May 7, 2004

DSP 6610

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.

May 24, 2016

DSR 6610

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.

Revised May 24, 2016

#### X. Conclusion

As the purpose of the Catholic school is to give the students evidence of the love of God as it is expressed for them through others, the cooperation of parents, teachers, and students is essential. These regulations are meant for the good of the student and to help achieve the objectives of St. Stanislaus School.