



St. Stanislaus School  
Parent-Student  
Handbook  
2024-2025

St. Stanislaus School  
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## St. Stanislaus School 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.



## St. Stanislaus School Prayer

(adopted 2017)

Heavenly Father, Glory and praise to you!

Thank you for the blessings of this day.

As a follower of your Son Jesus, You hold each of us in your loving hands. Come this day to fill our hearts, minds, and bodies with hope and love. Bless us as we study and grow together.

Through the intercession of your Blessed Mother and our patron, St. Stanislaus, help us to grow in

**faith, service, integrity, and leadership.**

Lord, watch over us all and keep us safe. Guide our steps to bring honor and glory to Your name in all that we think, say, and do.

Amen.

## **Covenant of Trust**

### **Between Parents, Students, and St. Stanislaus Catholic School**

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

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

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

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

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

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child’s education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with the St. Stanislaus School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;

Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;

- Teach their children by word and example to have a love and concern for the needs of others;
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

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

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

Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **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 a high level of technological 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 the 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. PARENT/GUARDIAN COMMUNICATION AGREEMENT**

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

If informal efforts are unsuccessful, the diocese and the school have fundamentally fair, formal process to resolve differences, Administrative Recourse (see pg. 19). A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher; and if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor; if unsatisfied, the complaint will move to the diocesan level.

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

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

Revised July 1, 2024

## **II. GENERAL ADMINISTRATION**

**DSP 1305**

### **A. EDUCATION 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 diocesan Catholic school administrator/principal and consults the parish school advisory council.

The parish school advisory council 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 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 parish school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

Revised July 1, 2021

### **B. ADMISSIONS: STUDENTS**

**DSP 5101**

#### **1. NON-DISCRIMINATION**

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall 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.

**DSP 5701**

#### **2. STUDENTS WITH SPECIAL NEEDS**

If a student with special needs--categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability--applies for admission in a diocesan Catholic school 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/principal shall immediately consult the Catholic Schools 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 Schools Office, the school administrator/principal, parent/guardian, counselor, pastor, and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision.

The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed by the parent/guardian. Accommodations require no noting on a report card but shall be disclosed to any subsequent school the student attends.

Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card.

Revised January 26, 2022



### 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.

Revised August 10, 2010

### 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:

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 an individual's needs.

Revised July 2008

**DSP 6235**

### 5. PARTICIPATE IN RELIGIOUS ACTIVITIES

Non-Catholic students enrolled in a diocesan 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 canon law.

May 7, 2004

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

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

**DSP 5201**

## **7. PROOF OF GUARDIANSHIP**

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

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent to the school.

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

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

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

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

Revised June 1, 2015

## **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 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.

**2. ABSENCE AND TARDINESS**

1. Absence

Excessive absenteeism of a diocesan Catholic school student may be indicative of educational neglect by the parent/guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri.

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

2. Tardiness

Excessive tardiness of a diocesan Catholic school student may be indicative of educational neglect by the parent/guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (See DSP 5810.)

The parent/guardian/student handbook specifies times for the beginning of the morning and afternoon sessions. Any student who arrives after either of the stated times is considered tardy. 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 in allowing the student to continue to be enrolled in the school.

Revised June 1, 2015

**DSP 5220**

**3. REQUESTS FOR FAMILY REASONS**

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

May 7, 2004

**LSP 5220**

When students are absent from school, student work will be collected and given to students upon return. It is up to the discretion of the teacher if he/she wishes to gather missed assignments prior to the student being absent. 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 573-636-7802, 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.

**DSP 5211**

**4. WRITTEN EXCUSES**

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/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 shall investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring "Return to School" documentation from a medical professional after a period of illness (e.g., if a student misses more than three days due to illness, documentation is required for return to school).

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

Revised July 1, 2021

**DSP 5370**

## **5. RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL**

Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/guardians 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 the parent/guardian. Under no circumstances shall a child be released to anyone other than the parent/guardian listed on the child's registration form, or another person explicitly authorized in writing by the parent/guardian.

In the case where only one parent/guardian 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 parent/guardian communication, nor may any student be sent on errands outside the school/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.

## **6. 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

## **7. 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.

## **8. 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. The radio and television will announce the closing time.

## **D. HEALTH**

### **1. HEALTH RECORDS**

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

### **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.

**DSP 5520**

### **5. DRUG/MEDICATION ADMINISTRATION**

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

Each school must have a written policy regarding 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, record keeping and appropriate instruction

of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep drugs in a locked cabinet.)

Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under physician's care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian.

Revised January 26, 2022

In an effort to help ensure good health and safety for the students at 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.

**6. INSURANCE**

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

**7. 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.

**8. 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.

**9. PLAYGROUND/GYM RULES**

Gym Rules include but are not limited to:

- Remain in assigned area. Students must stop playing when the bell rings and quietly return to classrooms.
- No hard balls, large or small, are permitted unless deemed admissible by the supervising teacher.
- Permission to leave the gym is required from the supervising parents or teacher.

- Running or jumping on, under, over and about bleachers is not permitted. Climbing or standing on closed bleachers is damaging to the understructure.
- 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.

## **10. 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.

## **11. SCHOOL PROPERTY**

Respect for property (e.g., 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.

## **12. LUNCH PROGRAM**

The school participates in the government lunch program which provides balanced, nutritional meals. The school receives some free food commodities.

School participates in the government lunch program which provides balanced, nutritional meals. The school receives some free food commodities. 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 lunch from home. Soda is not allowed with cold lunches.

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 school's microwaves are not available for home lunches.

For health reasons students are not allowed to share lunches.

### **Lunch Money:**

- Lunch money can and should be preloaded for each student on FACTS, at any time.
- We will no longer use an ACH withdrawal system.
- You will be notified when your student(s) lunch balance is \$5.00.
- At the end of the school year, if your student(s) has a balance, the balance carried over, or applied to another sibling, or refunded.
- 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 August 2024-School Advisory Board

## **13. 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 child's teacher will be contacted in advance to coordinate a day to bring in birthday treats. Students will no longer share treats outside the homeroom.

School Advisory Board, Revised August 2023

### **14. SUPPLIES**

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

### **15. BUS**

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

### **16. 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

### **17. 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. Electronic devices brought to school will be powered off and collected by their homeroom teacher and returned at the end of the school day. 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.

Revised August 2024, School Advisory Board

### **18. 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:

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

May 2013 School Advisory Board



## **19. STUDENT RECORDS**

### **a. 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.

**DSP 5260**

### **b. CONFIDENTIALITY**

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the diocesan Catholic schools operate under a “spirit of confidentiality”. Therefore, 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; and/or
4. any other matter raising serious enough concern in the mind of the employee that they believe it is important to share the information with the school administrator/principal.

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

Revised June 1, 2015

St. Stanislaus School follows diocesan policy in regard 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.

## **20. 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. MEEETINGS**

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.

DSP 5405

**D. PARENT/GUARDIAN/TEACHER/STUDENT CONFERENCES**

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK-8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

Revised July 1, 2021

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 and sent electronically through FACTS. Midway in each quarter an electronic progress report is sent home to the parents of student in grades 3 to 8.

DSR 5401

**F. PROGRESS AND REPORTING**

Diocesan Catholic schools shall use the following grading scale for all report cards in grades three through 12. PreK through second grade shall use standards-based grading.

School administrators/principals shall ensure teachers' individual gradebooks also match this grading scale.

<u>Letter Grade</u>	<u>Percentage</u>	<u>Standard GPA</u>	<u>High School Weighted GPA</u>
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.4	4.4
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	0.4	1.4
F	0-59	0	0

Revised July 1, 2023

DSP 5410

**G. PROMOTION AND RETENTION**

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parent/guardian and with the student, 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, shall be communicated to the parents/guardian. If the parent/guardian does 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. It is ultimately the school administrator/principal's decision whether or not 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 a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student as well as the type of diploma to be awarded upon termination of attendance.

Revised May 24, 2016

**DSP 1901**

## **H. GRIEVANCES**

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation.

Revised July 1, 2021

**DSR 1901**

## **I. ADMINISTRATIVE RECOURSE**

### **1. Definition**

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

### **2. Purpose**

The primary purpose of Administrative Recourse shall be to secure, at the lowest possible administrative level, equitable solutions to problems which may from times to time arise affecting the welfare or working conditions of persons associated with the school.

### **3. Basic Principles**

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

### **4. Procedure**

- i. **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 grievant shall not pursue a grievance through the formal procedures outlined in

this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

- ii. Formal Grievance Procedures: In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; 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 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven 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 days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

#### LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven 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 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 days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint in writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting on the matter within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting 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 days to the bishop. The bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 15 days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the bishop as well as the interested parties. The bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the bishop will be final and binding.

Revised July 1, 2021

**DSP 1902**

### **J. PENALTY STATUS DURING ADMINISTRATIVE RECOURSE**

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation is to be enforced during the Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

Revised June 1, 2015

#### **IV. INSTRUCTIONAL PROGRAM**

##### **A. CURRIULUM 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 EDUCATIONAL 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**

###### **1. 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.

###### **2. PROCEDURE, GUIDELINES, AND 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.

### **3. ROLES AND 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 schoolwork.
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.

Revised August 2011

## **F. STUDENT INTERNET, EMAIL, AND OTHER TECHNOLOGY USE**

**DSP 6425**

### **1. STUDENT INTERNET, EMAIL, AND OTHER TECHNOLOGY USE**

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

- Internet, email and other technology access and use in school is a privilege, not a right.
- Use of technology access shall be consistent with Catholic teaching, doctrine, morality and values.
- Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine or practices.
- Students shall not use the internet, email or other technology for the purpose of violating copyright law, including but is not limited to copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology for the purpose of plagiarism.
- Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall also be considered theft and in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to school personnel names and addresses.
- Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for their appropriateness in light of legal, ethical and Catholic standards.
- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, e-mail or other technology use can be suspended or revoked at any time by administration.

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

Revised July 1, 2024

**LSP 6425**

### **2. ARTIFICIAL INTELLIGENCE AND LARGE LANGUAGE MODELS**

**Artificial Intelligence (AI):** Refers to the theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision making, and translation between languages.

**Generative AI Tools:** Includes any technology that utilizes artificial intelligence to generate content such as text, images, or audio (e.g., ChatGPT, Bard, DALL-E, Midjourney, and DeepMind).

**Large Language Models (LLM):** Refers to AI-powered systems that generate text based on provided prompts or input.

**Educational Purposes:**

Language models and generative AI tools may be used by students, teachers, and staff for educational purposes, including but not limited to research, creative writing, problem-solving, and project development.

However, elementary and middle school assignments are generally designed with a formative purpose, so AI technology should only be used in accordance with the guidelines of the class or assignment and under the supervision of a teacher, parent, or authorized staff member. Use of an AI program outside of the behavioral or general technology acceptable use guidelines of a class or assignment will be considered a violation of the academic integrity policy and subject to consequences outlined in the discipline section of this handbook.

Given the recent immersion of LLMs and other generative AI programs, guidelines and best practices for citations involving AI-generated text or images are still under development. Students are to handle citations consistently with guidelines articulated by the teacher for whom the assignment is being completed.

All users are expected to utilize language models and generative AI tools in an ethical manner. This includes avoiding plagiarism, respecting intellectual property rights, and adhering to copyright laws.

**Privacy and Data Protection:**

Users should not share personal, confidential, or sensitive information when interacting with language models or generative AI tools. All users should be mindful of data privacy and security and refrain from storing or sharing personal identifiable information.

School Advisory Board August 2023

**DSP 6426**

**3. AI USE, DATA, STEWARDSHIP AND COMPLIANCE**

Artificial Intelligence (AI) use in all diocesan Catholic school setting is permissible only under direct supervision of school personnel for specific academic purposes.

July 1, 2024

**DSR 6426**

**Definition of Artificial Intelligence (AI) and Scope**

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

**Educational Objectives and Guidelines**

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

**Responsible AI Use, Data Stewardship and Compliance**

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

**Restriction on Data Usage**

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



### **Violations of Policy**

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

### **Education, Growth, Data Protection and Compliance**

The main purpose of education is underscored – to learn and grow. While AI serves as a valuable tool, it cannot replace active student engagement and effort. The responsible use of AI is paramount, emphasizing a commitment to learning, personal development and the preservation of academic integrity within the educational community of the diocese. Simultaneously, data stewardship is a collective responsibility, with administrators/principals and school personnel consulting the superintendent to ensure the protection of student and school personnel data during the use of AI programs. Moreover, adherence to guidelines for parent/guardian permission and age restrictions is mandatory to maintain ethical and compliant AI use.

### **Evolving Nature of AI Technology and Policy Review**

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

July 1, 2024

## **4. 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.

## **5. 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).

## **G. FIELD TRIPS AND OUTINGS**

**DSP 6301**

### **1. EDUCATIONAL OUTINGS, FIELD TRIPS, 8<sup>TH</sup> GRADE AND SENIOR TRIPS**

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

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

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

Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.

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

Revised July 1, 2024

**DSP 6305**

**2. CHAPERONES AND DRIVERS FOR FIELD TRIPS, ATHLETIC EVENTS, AND OTHER OFF-CAMPUS SCHOOL ACTIVITIES**

Diocesan Catholic Schools shall 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 shall 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; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools shall use bus transportation by an insured carrier for off-campus school sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate. (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply:

- Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
- 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.
- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students).
- Drivers must complete the diocesan safe environment training.
- The vehicle must have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.

All drivers should be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, 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 January 26, 2022

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.

## **H. DRESS CODE**

### **1. 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.
- 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.
- 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, dress up days, and regular uniform days.
- The school reserves the right to make the final decisions about the suitability of clothing worn to school.

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. Parents may be called to bring suitable clothing to change into or students may utilize the clothes in the school store.

Eye make-up is not to be worn.

### **2. APPEARANCE CODE**

For all students, hair must be neat, clean, and combed. Hair must be a natural hair color (no pink, purple, etc.). Hair must be groomed and styled to allow eyes to be visible at all times.

For male students, at least half of the ears must be visible, and hair may not overhang the collar; ponytails and headbands are not allowed. Male students must be clean-shaven, as no beards or mustaches are allowed. Sideburns may not extend below the earlobe.

The administration has the final judgment if an article of clothing worn by a student is inappropriate for the school.

School Advisory Board, August 2023

### **3. DRESS CODE REQUIREMENTS**

#### **BOYS:**

##### **BOTTOMS**

- Types: pants or shorts
- 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.
- Shorts must be fingertip length (at a minimum). This is measured by laying a flat hand against the side of the shorts.
- Must be of appropriate and modest fit, which means that they should not be form fitting (skintight) 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 or ¼ zip pullovers
- Shirts and pullovers must have approved logo and be purchased through Lands' End.
- Color: Shirt—white or cobalt blue; Pullover—cobalt blue
- 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 the waist to shoulders or is considered too tight or revealing in the chest area.
- Shirts are to be buttoned appropriately above the chest.
- 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.

**GIRLS:****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/leggings can be worn by preschool and 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 shorts.
- Must be of appropriate and modest fit, which means that they should not be form fitting (skintight) 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, ¼ zip pullovers
- Shirts and pullovers must have approved logo and be purchased through Lands' End. Sweaters 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.

**BOYS & GIRLS:****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. and must be finger-tip length (at minimum) and be free of holes and frayed hems.
- Clothes cannot have inappropriate advertisements, logos, or lettering across the seat of the pants or shorts.
- All shirts and dresses 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 with uniform bottoms.
- During most months, the second Thursday 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 August 2023

**DSP 5545****4. ALCOHOL USE AT SCHOOL RELATED EVENTS**

No alcohol may be present or consumed at diocesan Catholic school events where children and youth are the primary focus (e.g., field trips, school carnivals, school picnics, school-sponsored athletic events).

May 24, 2016

**5. DISCIPLINE****DSP 5305****1. CATHOLIC FAITH AND MORAL STANDARD**

As a condition of initial and continued enrollment as a student in diocesan Catholic schools, a student's conduct (both in and outside of school) must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or personnel 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.

Revised July 1, 2021

**2. 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 are working cooperatively in fostering these virtues have the best chance for success with children.

**DSP 5310**

**3. PROHIBITION OF CORPORAL PUNISHMENT**

Corporal punishment is not used under any circumstances in any diocesan Catholic schools. The school administrator/principal is responsible to report immediately to the Catholic Schools 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 shall be avoided.

Revised July 1, 2022

**DSP 5325**

**4. VIOLENCE/SELF HARM**

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

Revised July 1, 2024

**DSR 5325**

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

- Parents/guardians must be notified of the incident and asked to remove the child from the school until further notice. If warranted by the situation, the Missouri Department of Health and Senior Services Children's Division or local law enforcement may also be notified.
- The student must be seen by a qualified mental health professional as soon as possible.
- Return of the student to school shall not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional which assures the student is not a threat to him/herself or others has been provided to the school and reviewed by the Catholic Schools Office.
- Providing a written evaluation does not guarantee readmission to the school.
- The pastor and/or school administrator/principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school.
- Failure of parents/guardians or the student to follow-through with required treatment may result in dismissal from school.

Revised July 1, 2024

**5. 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

**DSP 5315**

## **6. WEAPONS AND DANGEROUS INSTRUMENTS**

The possession, conveyance, use, or storage of weapons or look-alikes on diocesan Catholic school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, personnel 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.

May 7, 2004

## **7. 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.

## **8. 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.



**9. 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.

**DSP 5360**

**10. EXPULSION**

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

Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement.

In cases of serious misconduct which could lead to expulsion, the parent/guardian shall be 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 their difficulties. Careful documentation must be kept of all disciplinary proceedings.

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

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

Revised July 1, 2021

**DSR 5360**

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor.

**VI. ORGANIZATIONS**

**DSP 1430**

**A. HOME AND SCHOOL ASSOCIATION**

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

July 1, 2021

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. HOME AND SCHOOL ASSOCIATIONS****Purpose and Nature**

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

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

**Membership**

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

**Authority**

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

**Constitution and Bylaws**

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

Elements in a constitution shall include the following:

- Name of organization
- Objectives-including those previously indicated
- Membership-eligibility
- Officers-titles, eligibility for office, terms of offices
- Executive committee-composition; responsibilities
- General meeting-number of meetings

Bylaws shall include the following:

- Officers-duties; process of election
- Meetings-order of business; procedures
- Standing rules-dues; reports
- Amendments-process

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

Revised July 1, 2024

**C. SCHOOL ADVISORY COUNCIL**

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.

## **D. 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 4-8 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:

- Achievement according to ability
- Completed homework
- Quality of homework (neatness)
- Behavior in accord with school policy
- Academic eligibility

##### **a. ACADEMIC ELIGIBILITY:**

- i. The grade in each class must be 70% (C-) or above (including Specials).
- ii. If a grade falls below 70%, the student will be given a warning and a timeframe of two weeks to get the grade to 70% or above.
- iii. If after the two-week period the grade remains below 70%, the student will be suspended from practice and games for a two-week period.
- iv. To be reinstated, a student must:
  - a. Earn a grade of at least 70% 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:

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

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

Revised Sept. 2023

**DSP 5820**

## **VIII. HARASSMENT**

### **A. HARASSMENT/BULLYING**

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

Revised July 1, 2021

**DSR 5820**

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 in diocesan Catholic schools shall 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. Bullying behavior is 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 shall have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents/guardians and students. This program shall also be available in the school office for parents/guardians to refer to if they have questions. This can also be in the parent/guardian/student handbook.

Sexual harassment deserves special mention. 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. No student shall be subject to sexual harassment as a student.

Any student or personnel who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that they are being sexually harassed shall immediately report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment shall be immediately reported to the Catholic Schools Office and/or chancellor and shall be thoroughly investigated by the school administrator/principal and after consultation with and direction from the Catholic Schools Office.

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

Revised July 1, 2021

**B. PROHIBITION OF BULLYING**

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.

Approved by St. Stanislaus School Advisory Board, March 2016

**IX. ABUSE AND HARASSMENT**

**DSP 5825**

**A. SAFE ENVIRONMENT REQUIREMENTS**

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers.

Revised July 1, 2021

**DSR 5825**

**B. SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS WHOSE DUTIES INCLUDE CONTACT WITH MINORS**

All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering:

- Complete a Protecting God’s Children (VIRTUS) workshop in-person or online;
- agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
- read, consent to and sign the Code of Pastoral Conduct.

Effective July 1, 2021, all parents/guardians of K-8 students shall complete these requirements. In some instances, parents/guardians may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program.

If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer's background check or screening, they shall notify the superintendent. The superintendent shall notify the pastor and school administrator/principal regarding the situation.

Working with the pastor and the school administrator/principal, the superintendent shall notify the parent/guardian or volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The school administrator/principal shall also notify the student's teacher and any necessary personnel as to parent/guardian and/or volunteer's level of accessibility.

Revised July 1, 2021

**DSP 6610**

### **C. ATHLETICS**

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

Revised July 1, 2024

**DSR 6610**

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

- Sports are viewed as a ministry to students and families.
- Teams are seen as moral communities.
- Moral growth and character development are emphasized.
- Spiritual development is expected.

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

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

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools. Additionally, when a diocesan school facility is used for extracurricular activities (e.g., athletic games) involving diocesan schools, a designated monitor for the host school must be present. This monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy. (Refer to the school facility's guidelines.)

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored groups, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extra-curricular activity held over school holidays must have the express, written permission of the administrator/principal.

Revised July 1, 2024

### **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.

**St. Stanislaus School  
Wellness Policy  
On  
Physical Activity  
&  
Nutrition**

St. Stanislaus School  
6410 Route W  
Wardsville, MO  
2023-2024

St. Stanislaus School is committed to the optimal development of every student. St. Stanislaus School believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, a positive, safe, and health-promoting learning environment must exist at every level and in every setting throughout the school year.

### **School Wellness Committee**

The School Wellness Committee will meet at least twice per year to establish goals and oversee school health and safety policies and programs.

The School Wellness Committee will include, but not be limited to: parents and caregivers; students; cooks; physical education teacher; health education teachers; school administrator; school board member; health professionals; and the general public.

The school administrator will serve as the coordinator to implement, oversee updates, and ensure compliance with the policy.

### **Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement**

#### **Annual Progress Reports**

St. Stanislaus School will compile and publish an annual report at the end of the school year which will include the following:

- The website address for the wellness policy and how the public can access a copy
- A report on the progress of the wellness policy goals
- A summary of events related to wellness policy implementation
- Information on how individuals and the public can get involved

#### **Triennial Progress Assessments**

At least once every three years, an assessment will be conducted to ensure compliance, to compare to other model wellness policies, and to evaluate progress toward goals.

#### **Revisions and Updating the Policy**

The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

#### **Community Involvement, Outreach, and Communications**

St. Stanislaus School is committed to involving the community and informing them of the wellness policy by:

- Posting the policy on the website
- Collaborating with the local community to provide educational opportunities
- Providing nutritional information for the lunch program
- Communicating information through newsletters, parish bulletin, local media, and emails

### **Nutrition**

#### **Nutrition Guidelines**

The school is committed to ensuring that all foods and beverages sold, provided or made available to students on school campus during the school day support healthy eating and create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set the following nutrition standards for its meal programs and other foods and beverages provided or made available to students during the school day.

For the purposes of this procedure, the school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events.



## **Nutrition Standards for Meal Programs**

The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA).

## **Fundraising Exemption to Nutrition Guidelines**

Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers meet USDA standards:

1. Foods sold off campus, outside the school day or to nonstudents do not have to meet the USDA standards.
2. Foods that do not meet USDA standards and are not intended for consumption at school may be delivered during the school day, and order forms for such food may be distributed during the school day, to the extent that these activities otherwise comply with district policies and procedures.
3. Each school building within the district may hold up to five one-day fundraisers per school year on district property during the school day that involve the sale of foods that do not meet USDA standards.

## **Nutrition Standards for Foods and Beverages Provided to Students during the School Day**

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards.

Food and beverages should not be used as a reward or withheld as punishment.

## **School Meals**

St. Stanislaus school is committed to serving healthy meals to children by following the recommendations as outlined in the USDA National School Lunch Program (NSLP). These meals are accessible to all students, appealing and attractive to children, and are served in clean and pleasant settings.

St. Stanislaus School promotes healthy food and beverage choices through the following:

- Sliced, cut, or dried fruit is available daily.
- Daily fruit options are displayed in a location in the line of sight and reach of students.
- Fruits and vegetable options are displayed in visuals.
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- White milk is placed in front of the cooler.
- Menus are displayed in classrooms.
- Weekly menus are posted on the school website and on FACTS for families to view.
- The child nutrition program will accommodate students with special dietary needs.
- Students are given 20 minutes to eat.
- Water is available.
- Participation in federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

## **Smart Snacks**

The LEA does not currently sell food outside of school meal programs. Smart Snacks standards will be followed if ever sold in the future.

## **Water**

Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe and unflavored drinking water will be available to students during mealtimes in the places where meals are served.

## **Competitive Foods and Beverages**

St. Stanislaus School is committed to ensuring that all foods and beverages available to students during the school day support healthy eating. Nutritious snacks are provided in the Preschool and After School Care program.

## **Celebrations and Rewards**

St. Stanislaus School will encourage parents and teachers to provide healthy foods for celebrations and rewards.

## **Fundraising**

St. Stanislaus School will limit school fundraisers that involve food.

## **Nutrition Promotion**

St. Stanislaus School will promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.

## **Nutrition Education**

St. Stanislaus School aims to teach and encourage healthy eating by providing nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Is integrated into other classroom instruction.
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods.
- Emphasizes caloric balance between food intake and energy expenditure.
- Includes nutrition education training for teachers and other staff.

## **Essential Healthy Eating Topics in Health Education**

St. Stanislaus School will include in the health education curriculum on healthy eating by following the Health Curriculum of Jefferson City Diocese found at the following website:

<https://diojeffcity.org/wp-content/uploads/2022/09/2022-DJC-Science-Cover-Page.pdf>.

## **Food and Beverage Marketing in Schools**

St. Stanislaus School is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

## **Physical Activity**

### **Physical Education**

All students in grades Pre-K 3-3 will receive physical education for 60 minutes per week. All students in grades 4-8 will receive physical education for 90 minutes per week. Students will spend at least 50 percent of the PE class participating in moderate to vigorous physical activity. St. Stanislaus School will follow the Physical Education Curriculum of the Jefferson City Diocese.

## **Recess/Movement**

St. Stanislaus School will offer at least 20 minutes of supervised recess per day to students in grades 5-8. Students in Pre-K 3- 4 will be offered a minimum of 35 minutes per day. Outdoor recess will be offered when weather is feasible. Teachers will incorporate movement and kinesthetic learning into instruction when possible.

### **Before and After School Activities**

St. Stanislaus School offers opportunities for students to participate in extracurricular physical activity such as Central Missouri Parochial Athletic League. The after school care program encourages daily periods of moderate to vigorous physical activity. Some of the inside activities include running laps in the gym, relay races, volleyball, soccer, basketball, sack races, and limbo. When outside, students play on the playground sets, play football, tag, or kick ball.

### **Staff Wellness and Promotion**

The staff will be encouraged to promote and model physical activity and healthy eating in their own lives.

### **Professional Learning**

All school nutrition program staff will meet or exceed hiring and annual continuing education/training USDA requirements.

When feasible St. Stanislaus School will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

### **Policy Review**

The wellness program coordinators will provide policy revision recommendations to the School Advisory Board as part of the periodic report. The recommendations will be based on analysis of the compliance indicators and comparison of the district's policy to model policies provided, recommended or referenced by the USDA. The School Advisory Board will revise the wellness policy as it deems necessary. Administrative procedures will be revised accordingly.

# Section A

## DSP 5825

### SEXUAL ABUSE OF MINORS

St. Stanislaus School  
Parent Handbook

## **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.

1. 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.
  1. a. The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:
    - i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.
    - ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.
    - iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel." The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his *votum*, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial,



the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.

- iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.
  - v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.
    - b. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:
      - i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.
      - ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.
      - iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.
      - iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.
    - c. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.
5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

#### **D. REVIEW OUTCOME**

1. If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.
2. If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:
  - Every step will be taken to restore the good name of the accused.
  - If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.

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

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

2. If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon receiving this information, the Review Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.
3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.

## **F. CARE FOR THE CLERIC**

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

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

1. When a priest or deacon from another diocese or a member of a religious community requests faculties in the Diocese, the Chancellor shall receive from the priest's or deacon's proper ordinary certification that the latter is unaware of anything in the priest's or deacon's background which would render him unsuitable to work with minors. In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese. The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.
2. When any other church personnel from another diocese or another state are to be employed or are to serve as volunteers, other than on an occasional basis, the Diocese or the parish, school or agency which is to employ them or have them as a volunteer shall check the references given and the agency in the state of their former residence with responsibility for maintenance of child abuse investigation records to verify that the individual does not have a history of sexual abuse of a minor or other history that would indicate that he or she may pose a danger to children.

## **H. COMMUNICATION**

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

## **ADDENDUM**

*(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, C. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability (moral responsibility) for a canonical offense is presumed upon external violation... unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, C. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416. (2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true. (3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible. (4) The term "decree" as used in this document refers to a statement of the disposition of the matter. (5) See Chapters 210, 110-210.192 Revised Statutes of Missouri.*

STUDENTS: Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

All volunteers whose duties include contact with minors must do the following prior to volunteering:

complete a *Protecting God's Children (VIRTUS)* workshop in person or online; agree to be checked through the *National Sex Offender Registry*; agree to complete the *Child Abuse or Neglect Registry* Background Check form; if there is no Social Security Number, a copy of the volunteer's passport or visa must accompany the form. If there is no passport or visa, then the Director of Child and Youth Protection must be informed of the volunteer's non-citizenship status. This information will accompany the form when submitted to the State of Missouri. read and sign the *Code of Pastoral Conduct*.

(Effective July 1, 2021, all Catholic School parents will be required to complete the requirements in 1.2. In very rare instances, parents may be exempt from training. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.)

July 1, 2020

St. Stanislaus School

Child Nutrition Programs

Civil Rights Complaint  
Procedure

St. Stanislaus School  
6410 Route W  
Jefferson City, MO 65101  
August 2024

A complaint may at any time avail themselves of their right to file a complaint via the School Nutrition Programs Civil Rights Procedure.

An allegation will be determined to be a Civil Rights complaint in the Child Nutrition Program if it is alleged that the program is administered or operated in a manner that results in disparate treatment of services being provided to persons or groups of persons because of their protected class. Unlawful discrimination may be considered intentional or unintentional.

The protected classes for filing a discrimination complaint against a Child Nutrition Program are:

**Race, Age, Color, Sex, National Origin, or Disability**

Any person who believes they have been discriminated against based on protected classes has the right to file a complaint within 180 days of the alleged discriminatory action.

A Civil Rights complaint may be verbal, written, or observed. A complaint may also be anonymous and will be handled the same as any other complaint, as long as sufficient information is provided to proceed with an investigation. Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a complaint. If the complaint is verbal and the person alleging discrimination is not inclined to put the allegation in writing, the Civil Rights Coordinator is responsible for obtaining all pertinent information and developing a written complaint on behalf of the complainant.

The Civil Rights Coordinators:

Tracie Lloyd, Food Services Director  
Tina Forbis, Principal

All Civil Rights Complaints will be documented in a Civil Rights Complaint Log, whether verbal or written. The Civil Rights Coordinator will attempt to collect the following information for insertion into the complaint log:

- The name, address, and telephone number or other means of contacting the complainant.
- The specific location and name of the entity delivering benefits.
- The nature of the complaint or action that lead to the charges being filed.

If the nature of the complaint appears discriminatory, the Civil Rights Coordinator will attempt to collect the following information:

- The basis on which the complainant feels the discrimination occurred. In order to be considered a Child Nutrition Civil Rights complaint, the complainant must feel discriminated against based on one or more of the protected classes.
- The names, titles, and addresses, if known, of persons who may have knowledge of the discriminatory action or situation.
- The dates that the alleged discrimination occurred, or the duration of such action.

All complainants will be given a Civil Rights Complaint Form and/or the Civil Rights Coordinator will complete the complaint form with the complainant. The complainant may choose to mail the Civil Rights Complaint Form or return to the LEA's Civil Rights Coordinator, who will then forward to the Child Nutrition Programs, Food and Nutrition Services Coordinator in Jefferson City of the USDA, Director, Office of Civil Rights in Washington D.C. The complaint form will be forwarded within 3 working days to:

Food and Nutrition Services  
Attn: Coordinator  
205 Jefferson St.  
Jefferson City, MO 65101  
573-751-3526

OR

USDA, Director, Office of Civil Rights  
1400 Independence Ave., SW  
Washington, D.C. 20250-9410  
800-795-3272 or 202-720-6382 (TTY)

If the complainant does not wish to provide information to the School District Civil Rights Coordinator, they may file a complaint directly with the Department of Elementary and Secondary Education, Food and Nutrition Services in Jefferson City, or the USDA, Director, Office of Civil Rights in Washington, D.C.

Persons wishing to file a Civil Rights program complaint of discrimination may complete the USDA Program Discrimination Complaint Form, found online at:

[www.usda.gov/sites/default/files/documents/ad-3027.pdf](http://www.usda.gov/sites/default/files/documents/ad-3027.pdf)

or available on request from the Civil Rights Coordinator.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at: [www.usda.gov/sites/default/files/documents/ad-3027.pdf](http://www.usda.gov/sites/default/files/documents/ad-3027.pdf), or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., SW, Washington, D.C. 20250-9410, or by fax 202-690-7442 or by email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Note: The only protected classes covered under the Child Nutrition Programs are race, color, national origin, sex, age, and disability.