



St. Stanislaus Catholic School

Parent & Student Handbook

2026-2027

(Revised August 1, 2026)

St. Stanislaus School
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WELCOME

The Catholic Church believes the parents are the first and most important teacher a child will ever have. In the spirit of this belief the administration, educators, and staff of St. Stanislaus School are committed to assist each family in this endeavor.

Through the St. Stanislaus School Parent and Student Handbook policies and procedures are stated to be the foundations which enables every student, parent, and staff member to grow in grace and virtue throughout the school year.

Familiarizing your family with the policies and procedures within this handbook will be vital to be able to create a safe and nurturing school community. It is only through a committed effort of cooperation and support that we will help each student grow spiritually, emotionally, socially, and academically.

It is each family's responsibility to go through the handbook with their child/children.

The Diocese of Jefferson City Policy and Regulations Manual express official policy and regulations regarding all elementary schools in the diocese. St. Stanislaus School's Parent and Student Handbook is in compliance with the Handbook of Catholic Schools for the Diocese of Jefferson City.

The code numbers DSP (Diocesan Policy) and DSR (Diocesan Regulation) refer to the code letters in the diocesan handbook. A complete diocesan school handbook may be viewed online at <https://diojeffcity.org/wp-content/uploads/2026/06/2026-Catholic-Schools-Policy-Manual.pdf>. Local School Policies are designated by the letters LSP.

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. St. Stanislaus began a preschool program for four year olds in 2008 and for three year olds in 2022.

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, stewardship. 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

EDUCATIONAL 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 them 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 advances.

SECTION ONE: COMMUNITY AND EXTERNAL OPERATIONS

OBJECTIVES OF CATHOLIC SCHOOLS IN THE CHURCH’S TEACHING MISSION

DSP 1105

Because diocesan Catholic schools foster faithful adherence to the teachings and “values and virtues” of the Catholic Church they shall:

- incorporate Catholic principles in all areas of the curriculum;
- offer personal experiences in Catholic living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
- recognize the dignity and God-given gifts of each person — pastor, personnel, parents/guardians, students, parishioners;
- provide education in the Catholic teachings, including Catholic social justice and the Gospel of Life;
- reflect a Catholic understanding of responsibility for one another, reflected in mutual respect of the clergy, personnel, parents/guardians, students and parishioners;
- and promote a cooperative approach where school administrator/principal, teachers and parents/guardians work in harmony to educate and develop the child in all areas in his/her life — spiritual, academic and human formation.

July 1, 2021

THE ROLE OF CATHOLIC SCHOOLS IN THE DIOCESE’S TEACHING MISSION

DSP 1201

The diocesan Catholic school communities are avenues of the saving mission of Christ. They accept the continuing mission of proclaiming the Good News of Jesus Christ to the world and making the students disciples of all nations.

The diocesan Catholic schools provide quality Catholic education in a Christ-like environment by educating and nurturing the students in their care. An educational curriculum is provided where students learn intellectual, spiritual, social, physical and aesthetic life skills and attitudes. Continual development of the student’s ultimate earthly and spiritual potential is the primary design.

Mission of the Diocese of Jefferson City: To Proclaim and Serve the Gospel of Jesus Christ.

Vision of the Diocese of Jefferson City: Embracing the spirituality of stewardship and co-responsibility, we aim to support parishes as centers of charity and mercy.

July 1, 2021

OBJECTIVES OF CATHOLIC SCHOOLS IN THE DIOCESE’S TEACHING MISSION

DSP 1205

Specifically, diocesan Catholic schools have as their objectives the following:

- to foster faithful adherence to the teachings and virtues of the Catholic Church;
- to help students navigate the moral decisions they will face in their lives in fidelity to Catholic teachings;
- to serve as positive driving forces in their respective communities;
- to impart knowledge and create opportunities for learning that last a lifetime;
- to strive to meet the needs of each student, especially by developing
 - positive attitudes to life-long learning,
 - key skills such as listening, reading, thinking, problem solving, and making good judgments,
 - basic knowledge and the ability to locate new and changing information, and
 - effective use of technology to assist learning in preparing students for the demands of a technological society;
- to work to foster a positive, stimulating environment, open to creative and dynamic educational methods; and
- to emphasize growth toward self-discipline and personal responsibility.

July 1, 2021

EDUCATIONAL AUTHORITY IN THE PARISH

DSP 1305

The pastor of each parish, canonically-appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the diocesan Catholic school administrator/principal, and consults the parish school advisory council.

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

July 1, 2021

HOME AND SCHOOL ASSOCIATION

DSP 1430

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/guardian 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 2021

HOME AND SCHOOL ASSOCIATION

LSP

The Home and School Association of St. Stanislaus School is an educational organization whose purpose is to advance Catholic education and the welfare of all the children attending St. Stanislaus School, to act in the promotion of parent-school activities and to increase interest in education and civic affairs. The association enhances the parents' and teachers' roles in education of the children by increasing their mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the children. Guidelines are provided in Appendix 9401 of The Diocese of Jefferson City Policy and Regulations Manual.

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

USE OF STUDENT PHOTOS

DSP 1530

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

Neither the first nor last name of the student shall be referenced on any website or social media. To clarify, the diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

July 1, 2022

USE OF STUDENT PHOTOS

DSR 1530

A one-time release may be used by diocesan Catholic schools who wish to recognize a student for a specific reason via social media. This release must be in addition to the annual release, and kept on file (either digitally or in paper form). (See Appendix #1530-A).

July 1, 2024

PARENT/GUARDIAN COMMUNICATION AGREEMENT

DSP 1810

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

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; 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.

July 1, 2024

GRIEVANCES

DSP 1901

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.

July 1, 2021

ADMINISTRATIVE RECOURSE

DSR 1901

- A. **Definition:** A grievance is a form of 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.
- B. **Purpose:** The primary purpose of Administrative Recourse shall be to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare of working conditions of persons associated with the school.
- C. **Basic Principles:**
 - a. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
 - b. Since it is important that grievances be processed as rapidly as possible, the number of days inundated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process.
 - c. The grievant agrees that discussions during the procedural states of a grievance shall be kept confidential.
 - d. There shall be no retaliation against any party or participant in the Administrative Recourse.
 - e. Meetings held pursuant to the procedures 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.
 - f. Records of formal proceedings at every level shall be kept and made available to all parties involved.
- D. **Procedure:**
 - a. **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 between the person whom the grievance is against. The school administrator/principal or pastor may ask for a third party to attend and assist the discussion.

- b. **Formal Grievance Procedures:** In the event that informal attempts at resolving the dispute have been unsuccessful, the formal 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.

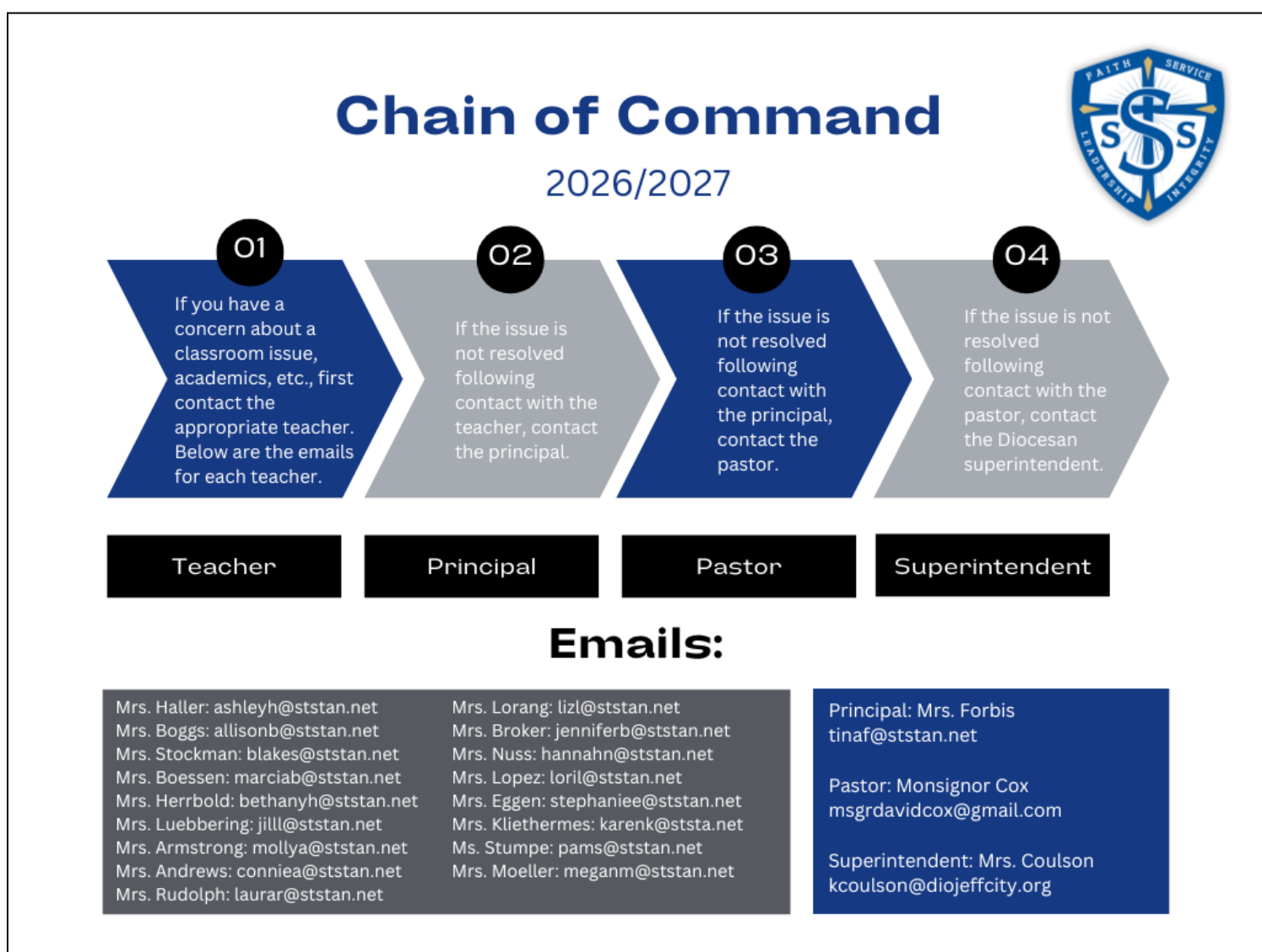
LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL: The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. 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 SCHOOLS 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 to 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 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 — OFFICE OF THE BISHOP: If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five 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 shall be final and binding.

July 1, 2021



PENALTY STATUS DURING ADMINISTRATIVE RECOURSE

DSP 1902

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during 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.

June 1, 2015

ASBESTOS

LSP

This statement serves as annual notification. The asbestos management plan for St. Stanislaus School is available for public view 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.

SCHOOL VIDEO SURVEILLANCE

LSP

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.

COMMUNICATION

LSP

Phone Calls/Emails/Texts

The school telephone is for emergency contact only. Students are not allowed to use the telephone without permission of the teacher. Calls from parents to the teachers are to be made between 7:30 a.m. and 3:20 p.m.

Parents are encouraged to use the teacher's school email for communication regarding school business and email during school hours. Parents are asked not to text teachers on their personal phones for school related school matters. Teachers are asked to return email responses within 24 hours.

Electronic Newsletter: A weekly newsletter, The St. Stan Star, is distributed electronically to school families and staff each week during the school year.

Notes Home: If information needs to be sent home from the school in paper form, it will be sent home with the oldest child in each family. Forms that need to be signed and/or returned should be done so in a timely manner.

FACTS Management System: Parent alerts such as reminders, emergencies, updates, etc. will be sent in a text message and/or in an email.

SCHOOL LUNCH PROGRAM

LSP

St. Stanislaus School participates in the government lunch program which provides balanced and 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 8:00 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 8:00 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 may not be available for home lunches. The school's microwaves are available for home lunches but not to be used by students.

For health reasons students are not allowed to share lunches.

Meal Charge:

- Lunch money can and should be preloaded for each student on FACTS, at any time.
- FACTS will notify you via email when your student(s) lunch balance is below \$5.00.
- The office will contact families via email or phone call when there is a delinquent lunch balance.
- At the end of the school year, if your student(s) has a credit, the balance can be carried over or refunded, depending on the circumstance.
- Unpaid meal charges will result in enrollment delay or quarterly report cards and/or permanent records withheld until all payments are made.

Families who qualify at any time during the school year are eligible for reduced priced or free lunches. Application forms are available from the school office upon request.

Bad Debts: Bad debts are defined as debts which have been determined to be uncollectable. Nonprofit School Food Service Account resources will not be used to cover costs related to a bad debt.

USDA Nondiscrimination: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies. St. Stanislaus School is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary of Civil Rights
1400 Independence Ave, SW Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

St. Stanislaus School is an equal opportunity provider.

Language Services for Limited English Proficiency (LEP): St. Stanislaus Catholic School will follow USDA and DESE guidelines and make reasonable steps to ensure meaningful access for Limited English Proficiency (LEP) individuals to the School Lunch Program information and services provided.

St. Stanislaus Catholic School will publicly post information regarding the National School Lunch Program including Free and Reduced meal program information, applications and communications in English and Spanish on the school website and at other local public buildings.

Upon receipt of notification of a LEP individual or family we will communicate all vital information, including school meal information, in the language the LEP individual can understand. We will use the USDA translation materials and resources in addition to oral interpreters.

SECTION TWO: STUDENTS

NON-DISCRIMINATION

DSP 5101

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.

June 1, 2015

ADMISSION REQUIREMENTS

LSP

St. Stanislaus School was founded for registered members of St. Stanislaus Parish and St. Margaret Parish. Children of non-members will be charged tuition and is usually determined by the cost to the parish per child.

ADMISSION GUIDELINES

LSP

Kindergarten registration for St. Stanislaus School occurs during the second semester.

Children are to be five (5) years of age before August 1 in order to enroll in kindergarten. Children who are new to St. Stanislaus School are screened for kindergarten readiness to ensure academic, social, and emotional readiness for school.

Parents/guardians of kindergarteners are required to:

- present a birth certificate
- present a Baptismal record, if applicable
- present an up-to-date immunization records
- present a custody agreement, if applicable
- complete a screening provided by St. Stanislaus if kindergartner did not attend Early Childhood at St. Stanislaus School
- complete Safe Environment Training (Virtus) by August 1st of the school year

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 30th.

Enrollment is not considered complete until both of these are received. Registration received after May 31st may be assessed a late fee.

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

- fill out enrollment form
- present a birth certificate
- present a Baptismal record, if applicable
- present an up-to-date immunization records
- fill out a Release of Records form
- complete Safe Environment Training (Virtus) by August 1st of the school year

ADMISSION PROCEDURES

LSP

The school will normally utilize the following guidelines regarding the order of priority for admission to the school:

1. Baptized children of contributing parishioners of St. Stanislaus School 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.)
2. Children of non-Catholics of 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.
3. 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.
4. Children of new non-Catholic families are admitted if there are openings after August 1st.

The pastor and principal have the final decision with questions regarding admission procedures.

SCHOOL FINANCIAL SUPPORT

LSP

Since there is no school tuition for members at St. Stanislaus School, parents are encouraged to contribute to the school using Sunday envelopes or tithing through ACH to help financially support this educational mission that the parish provides.

SCHOOL FEES

LSP

The school is dependent upon the generosity of the people of St. Stanislaus Parish. A very substantial portion of the parish budget is used to maintain the school, but parent/guardian financial commitment is imperative to its continued growth and quality.

School families are required to meet their financial obligation for the current school year in order to register for the next school year.

The following steps will be followed to obtain delinquent fees:

- Using the FACTS Financial Management System, families are reminded regularly regarding outstanding balances.
- Registration may be held until fees are paid in full. The school reserves the right to withhold records

CLASS SIZES

LSP

It is recommended by St. Stanislaus School that the ideal classes would be split when class size reaches 25 in K-5 and 30 in 6-8.

Decisions regarding class size will be influenced by parish finances and class dynamics. The final decision regarding the size of classes reset 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.

IMMUNIZATION REQUIREMENT

DSP 5105

Diocesan Catholic schools follow applicable regulations established by the Missouri Department of Health & Senior Services regarding immunization requirements for students.

July 1, 2022

IMMUNIZATION REQUIREMENT

DSR 5105

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

Effective July 1, 2019, all diocesan Catholic school students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine shall be in accordance with the regulations established by the Missouri Department of Health and Senior Services (DHSS). Each school administrator/principal is responsible for completing and maintaining the DHSS annual summary report, which is a record of the current immunization status of every student enrolled in the school. This summary report is required to be completed and submitted annually to DHSS.

Students shall not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either a medical exemption as confirmed by a statement from a duly licensed physician, or a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parent/guardian of the student. Religious exemptions for Catholic families shall not be accepted. (See Appendix #5105 and health.mo.gov.)

March, 2019

IMMUNIZATION REQUIREMENT

LSP

St. Stanislaus School follows guidelines set forth by the state and county officials for immunization requirements.

The school nurse maintains all health related records in the nurse's office. State law and health regulations require students to be properly immunized and provide verification to attend school unless they have appropriate exemptions and must be on file with the school nurse.

Requirements for this can be found at:

<https://health.mo.gov/sites/health/files/media/pdf/2026/05/2027-school-requirements-ada.pdf>.

HIGH SCHOOL ADMISSION PRIORITY

DSP 5107

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

Designated Diocesan Catholic High School

Helias Catholic High School	Fr. Tolton Catholic High School	Choice of School
*Eldon, Sacred Heart *Folk, St. Anthony of Padua *Frankenstein, Our Lady of *Help of Christians *Freeburg, Holy Family *Freeburg, Holy Family *Holts Summit, St. Andrew *Jefferson City, Cathedral of St. Joseph *Jefferson City, Immaculate Conception *Jefferson City, St. Peter	*Boonville, Ss. Peter & Paul *Columbia, Our Lady of Lourdes *Columbia, Sacred Heart *Columbia, St. Thomas More *Newman Center *Martinsburg, St. Joseph *Mexico, St. Brendan *Moberly, St. Pius X *Montgomery City, *Immaculate Conception	*Ashland *California, Annunciation *Fulton, St. Peter *Hermann, St. George *Tipton, St. Andrew *With Sacred Heart, Sedalia being another option

*Linn, St. George *Loose Creek, Immaculate Conception *Mary's Home, Our Lady of Snows *Osage Bend, St. Margaret of Antioch *Rich Fountain, Sacred Heart *Russellville, St. Michael *Taos, St. Francis Xavier *St. Martins, St. Martin *St. Thomas, St. Thomas the Apostle *Wardsville, St. Stanislaus		
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PROOF OF GUARDIANSHIP

DSP 5201

The diocesan Catholic school presumes 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 for 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 they consent 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.

June 1, 2015

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.

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 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.

Jun 1, 2015

It is the parents' responsibility to see to it that their children arrive at school by 7:40 a.m. The school day begins at 7:40 a.m., and students are considered tardy if they arrive in the classroom after that time. Excessive tardiness will be handled on a case-by-case basis.

When students are absent from school, student work will be collected and given to a sibling, placed in the office or in the gym with After School Care for a family member to pick up, or to the student upon return to school.

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.

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/ guardian. All notes concerning absences are kept on file until the end of the school year. If a student 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.

July 1, 2021

WRITTEN EXCUSES

LSP

Parents are to call or email the school office by 8:30 a.m. if their child will be absent or tardy. If the school is not notified by this time, the school secretary or nurse will call or email to check on the absent child. A phone call or email, however, does not replace the written excuse as a matter of record. Parents/guardians are still responsible to send a written, dated, and signed note or email when a student returns to school even if they have notified the office previously by phone.

REQUEST FOR FAMILY REASONS

DSP 5220

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 schoolwork shall be specified in writing.

May 7, 2004

CONFIDENTIALITY

DSP 5260

Rather than strict confidentiality in regard to student and school personnel 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:

- information that concerns violation of the law;
- matters involving the health and safety of the student or any person;
- serious moral issues;
- and/or 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 Schools Office, may choose to disclose the information to parents/guardians, legal authorities, medical personnel or other deemed necessary personnel.

June 1, 2015

CATHOLIC FAITH AND MORAL STANDARD

DSP 5305

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.

July 1, 2021

BEHAVIOR CODE

LSP

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 and from church
- being orderly in the classroom, in the hallways, restrooms, cafeteria, and on the playground
- acting respectfully toward all 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 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 material with him/her in class and at school

- obeying other assigned to duties (cafeteria helpers, playground supervisors, morning and after school care workers)
- 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 without permission of the supervising teacher
- throwing snowballs, rocks, or any type of dangerous objects
- games which involve tackling, pulling, or knocking each other down

CLASSROOM EXPECTATIONS AND CONSEQUENCES

LSP

Self-discipline is our aim for children. Students will be guided to do what is right, because it is right, and because of the satisfaction one achieves as the result. Limits must be set in the classroom and as a school to create an environment where the child learns to handle his/her freedom appropriately. Rules will be enforced in a firm but respectful manner. Minor infractions will be dealt with at school through the teacher and/or principal. In more serious matter, parents will be consulted.

Classroom Expectations

Each teacher is primarily responsible for his/her own classroom discipline. 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.

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.

PROHIBITION OF CORPORAL PUNISHMENT

DSP 5310

Corporal punishment is not used under any circumstances in any diocesan Catholic school. 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 student in a manner that is considered punitive shall be avoided.

July 1, 2022

WEAPONS AND DANGEROUS INSTRUMENTS

DSP 5315

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 shall formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

May 7, 2004

WEAPONS AND DANGEROUS INSTRUMENTS

LSP

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. Students who violate this policy will meet with the pastor, principal, and parents/guardians to review the facts of the case. The pastor and principal will determine the outcome of each case after consultation with the superintendent of Catholic schools. The outcome could result in recommendation for counseling, suspension, or dismissal or expulsion from school. In addition, law enforcement officials may be contacted after consultation with the superintendent of Catholic schools.

Weapons of any kind are not permitted on school premises at any time. Students are not allowed to play pretend weapons at school or talk about hurting someone with a weapon or dangerous instrument. This is a threat to student safety, and will be treated as such.

VIOLENCE/SELF-HARM

DSP 5325

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.

July 1, 2024

VIOLENCE/SELF-HARM

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 the school.

See Appendix #5325 for the Professional Evaluation Request.

July 1, 2026

SMART DEVICES

DSP 5335

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

July 1, 2025

SMART DEVICES

DSR 5335

Phones, tablets, computers, watches, earbuds, etc. used by diocesan Catholic school students on campus or during a school event on a school day will be confiscated by school personnel and held in the school office. Return of the device and student consequences will be established by local school policy.

The school is not responsible for personal devices. While school administration does strive to keep confiscated items secure, it is the responsibility of the student to follow policies and to refrain from bringing the device to school, if possible.

In the event that a parent/guardian needs to get a message to a student during the school day, such messages can be left with the school office, who will in turn communicate with the student.

For students who need their phones immediately after the school day, phones are not banned from the property, but must stay turned off and in a backpack, locker, etc. for the entirety of the school day.

Students shall be held accountable for information shared using electronic devices while on school property and during school sponsored events.

July 1, 2025

SMART DEVICES

LSP

Students are not to use cell phones or devices on school grounds without permission. Cell phones must be turned off before entering the building each day including during After School Care. If a student needs to contact his/her parents/guardians during the day, he/she can obtain permission from a teacher or staff member to use the school phone.

Devices that have any ability to take or see pictures, videos, or play games are also prohibited, including, but not limited to, smart watches and smart glasses.

Students violating this policy will be given a warning and asked to put the device away. The second time, the device will be confiscated and given to the principal and the student can pick it up at the end of the day. The third time, the device will be confiscated and given to the principal and the parent will need to pick it up from the school. Students will receive additional consequences which may include a conference with the parents/guardians, detention, and in school suspension and is determined by the administrator.

St. Stanislaus School is not responsible for electronic devices that are lost or stolen from a backpack or locker.

SUSPENSION

DSP 5355

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

May 7, 2004

EXPULSION

DSP 5360

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 to 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/guardians 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 shall 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 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 expulsion.

July 1, 2021

EXPULSION

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.

July 1, 2021

RELEASE OF INDIVIDUALS FROM SCHOOL

DSP 5370

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 student be released to anyone other than the parent/guardian listed on the student'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 shall never be sent home for assignments, books or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone.

June 1, 2015

RELEASE OF INDIVIDUALS FROM SCHOOL

LSP

A note, email, or phone call must be sent or made to the office if a student is being picked up before the end of the school day. They must wait in the office and be signed out in the school office by an adult before leaving the school grounds, unless explicitly authorized by the principal.

PROGRESS AND REPORTING

DSP 5401

Diocesan Catholic school students' academic progress and social development shall be communicated to parents/ guardians using diocesan-approved report forms.

Progress reports on each student shall be issued at least quarterly. These reports provide pertinent factual information about the student's performance. To the extent possible, the report shall include not only cognitive learning, but also the student's growth in social, affective and physical areas.

Schools shall use the diocesan-approved report cards and follow guidelines so that all diocesan report cards are completed in a consistent manner; teachers shall use the code exactly as printed on the level of report card appropriate to their students. Teachers' written comments shall be specific, and verifiable.

Schools shall use the diocesan grading scale in DSR 5401 for all report cards in grades three through 12. School administrators/principals shall ensure teachers' individual gradebooks also match this grading scale.

At the discretion of the administrator/principal, teachers may use a weighted grading scale for grades 3 through 8. The use of weighted grades must be approved by the administrator/principal, and communicated to parents/guardians prior to the start of the school year.

July 1, 2025

PROGRESS AND REPORTING**DSR 5401**

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.

Letter Grade	Percentage	Standard GPA	High School Weighted GPA
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

REPORT CARDS AND MID-QUARTER REPORTS**LSP**

Report cards are issued quarterly and sent electronically through FACTS. An electronic progress report is sent home electronically through FACTS to the parents of students in grades 3 to 8. A final printed report card will be handed out on the last day of school.

PARENT/GUARDIAN/TEACHER/STUDENT CONFERENCES**DSP 5405**

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.

July 1, 2021

PARENT/GUARDIAN/TEACHER/STUDENT CONFERENCES**LSP**

Conferences with teachers are scheduled at the end of the first quarter. All parents are to attend and meet with the child's teacher. Other conferences may be scheduled at the request of parents or teachers.

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 parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parent/guardian, 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 parent/guardian 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 parent/guardian. If the parent/guardian does not agree with the school administrator/principal's decision, the school administrator/principal and the parent/guardian 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.

May 24, 2016

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

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

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

As some schools do not have a designated nurse, it is not guaranteed that a particular student may have all their medical needs met. In such instances, decisions regarding the continuing enrollment of the student will come after consultation with the Catholic Schools Office.

July 1, 2025

DRUG/MEDICATION ADMINISTRATION

LSP

In an effort to help ensure good health and safety for the students at St. Stanislaus School, the following guidelines have been established.

Do not send medicine to school unless it is absolutely necessary.

Non-Prescription Drugs: All types of non-prescription medications (Advil, Tylenol, Aleve, Tums, 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 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.
- If you feel it is necessary for your child to carry an emergency medication (albuterol, epinephrine) with them throughout the school day versus keeping it in the nurse's office,

please reach out to the school nurse. There is a form that will need to be filled out and signed by the parent, student, and physician, deeming the student is able to do so.

ILLNESSES

LSP

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 100.4 degrees or greater
- *Vomiting
- *Diarrhea
- Strep throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)
- Undiagnosed rashes
- Fainting
- Red, inflamed eye (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)

*Students with elevated temperatures, vomiting, or diarrhea are asked to be kept at home until they are symptom free for 24 hours. Students with a fever must remain home until they are fever free for 24 hours without the use of fever reducing medication (i.e. Tylenol or ibuprofen). A note from a doctor can waive the 24 hour guideline.

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

HEALTH SERVICES

LSP

Vision and hearing screenings will be done with parent consent throughout the school year. Dental screenings may be done if resources are available.

CONTAGIOUS AND COMMUNICABLE DISEASES

LSP

Students with infectious diseases that can be transmitted in school and/or athletic settings (such as but not limited to: chickenpox, influenza, COVID, conjunctivitis, etc.) will be managed as specified in: a) the most current edition of the Missouri Department of Health and Senior Services document entitled “Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators,; and b) in accordance with any specific guidelines/recommendations or requirements disseminated by the Cole County Health Department. This management includes exclusion from school and school sponsored activities as long as the possibility of contagion exists.

CHRONIC INFECTIOUS CONDITIONS

LSP

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 recommendation 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/guardians, student’s physician, principal, pastor, and a public health officer.

ALLERGY AWARENESS

LSP

St. Stanislaus School operates as an Allergy Aware School to protect students who have allergies to peanuts or tree nuts.

- **Classroom Snacks:** Products containing peanuts, peanut butter, or tree nuts are strictly prohibited as classroom snacks. Review all labels carefully before sending food to school.
- **Classroom Projects and Materials:** Crafts, science experiments, or other classroom projects involving nuts, nut shells, or nut-based products are not prohibited.
- **Birthdays and Special Events:** Non-food items (stickers, pencils, themed erasers, small toys) are strongly encouraged for birthday celebrations. Any food items brought to share must be pre-packaged with an intact ingredient label verifying that the product is peanut and tree nut free. The classroom teacher will review and distribute to the students.
- **Holiday Celebrations:** Food at holiday parties will be kept to a minimum and subject to the same ingredient screening as birthday items. Please do not attach candy or food treats to holiday cards or favors.
- **Approved Snack Resources:** A regularly updated “Safe Snack Guide: is available at www.snacksafely.com/snack-guide for reference.
- **Cafeteria and Lunches:** The school cafeteria does not serve foods containing peanuts or tree nuts. Students bringing home lunches may include peanut/nut products as long as

they are not sitting next to a student with an allergy. Hand hygiene procedures are strictly enforced afterward.

- **Hand Hygiene:** Students are required to clean their hands after eating lunch. Hand wipes are available in the cafeteria. Parents are also asked to ensure children wash their hands thoroughly with soap and water before leaving home in the morning if they consume nut products for breakfast.

ACCIDENTS AND SERIOUS ILLNESS AT SCHOOL

LSP

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 with a serious accident, the principal, nurse, or teacher (in the absence of the principal or nurse) will contact the parent/guardian immediately and make arrangements for medical care. If the parent/guardian cannot be reached or if the child's condition demands immediate attention, the principal, nurse, 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 in as soon as possible.

ALCOHOL USE AT SCHOOL-RELATED EVENTS

DSP 5545

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

May 25, 2016

SMOKE FREE ENVIRONMENT

LSP

Legislation requires that persons shall not smoke in a public place (this includes educational facilities) or in a public meeting except in a designated smoking area. According to the law, a person having custody or control of the public place shall make reasonable efforts to prevent smoking in the public place by posting appropriate signs indicating no smoking areas. The person in custody or control of the public place shall enforce the smoking prohibitions.

A Student Accident Policy provides coverage for all students enrolled in diocesan Catholic schools. If a student is injured due to an accident during a school related event/activity sponsored by the school or diocese, the policy may cover medical expenses not covered by the student's parent/guardian health insurance policy. In the event of a claim, payment is based on usual, customary and reasonable charges. This coverage applies to all students enrolled in a diocesan Catholic school. With the exception of high schools, the coverage includes school-related athletic events and activities. A separate accident policy is in place for high school athletic events.

For coverage to be effective, the school event/activity must be sponsored by the parish, school or diocese. Use of third parties or outside clubs, particularly for sporting events, may not be covered. It is important to verify the third party or club provides adequate coverage for participating students. It is permissible, but not required, for schools to pass the cost of the insurance on to the parent/guardian along with other school fees.

For more information, contact Winter-Dent at 573-634-2122 or the diocesan Finance Office

July 1, 2021

STUDENTS WITH SPECIAL NEEDS**DSP 5701**

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 school administrator/principal shall immediately consult with 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 shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools 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 to 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.

January 26, 2022

STUDENTS WITH SPECIAL NEEDS

LSP

St. Stanislaus will make a good effort to reasonably accommodate the needs of students with physical and/or intellectual disabilities. If the school cannot meet the special needs due to limited staff, resources, and/or physical school limitations, a recommendation of transfer could be made.

HARASSMENT/BULLYING

DSP 5820

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.

July 1, 2021

HARASSMENT/BULLYING

DSR 5820

Harassment is defined as any unwanted and unwelcome behavior that interferes with a 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 parent/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 plan consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents/guardians and students. This plan 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 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. Samples of bullying report forms are available at Appendix #5820.

July 1, 2021

HARASSMENT/BULLYING

LSP

St. Stanislaus School is committed to a safe, learning environment for all students, employees, volunteers, 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 conducted by the school counselor.

Bullying is the repeated, 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:

- communicate 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, jokes, exclusions, innuendoes, demeaning comments, drawings, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

“Intentional acts” refers 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.

SAFE ENVIRONMENT REQUIREMENTS

DSP 5825

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers. (See DSR 5825 and Appendix #5825.)

July 1, 2020

SAFE ENVIRONMENT REQUIREMENTS WITH VOLUNTEERS WHOSE DUTIES INCLUDE CONTACT WITH MINORS

DSR 5825

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.

July 1, 2021

APPEARANCE AND DRESS CODE GUIDELINES

LSP

General Dress Code Rules for All

Each student's appearance must be appropriate to a Catholic school setting. Dress Code Guidelines shall promote inclusion and uniformity while minimizing distractions.

- Students are to be neatly dressed/well groomed.
- All clothing is to be modest, of proper fit, neat, clean, and free of visible tears, rips, and ragged edges. This applies to clothing worn on dress down days and regular uniform days.
- Undergarments are not to be visible; skirts and dresses must have shorts on underneath.
- Jackets, coats, hoodies, or any outside recess gear may not be worn in the classroom. Hoodies are allowed on dress down days.
- Hats and accessories (bandanas, oversized hair accessories) are not permitted.
- Ink marks on arms and legs are inappropriate. Students writing on themselves or others is unacceptable.
- Visible tattoos and jewelry in body piercings other than girls' earrings are not permitted.
- Girls are allowed to wear nail polish and earrings; boys are not. Large hoop and dangling earrings are not allowed. Artificial nails should be limited to 5-8 grades as long as they are not a distraction and work can still be accomplished.

- Light makeup may be worn for girls in 6-8 grades. Administration has the sole authority to determine if any makeup is excessive or a distraction. Boys are not allowed to wear makeup.
- Logos advertising alcohol, tobacco, drugs, inappropriate behavior, or of a suggestive nature are not allowed.
- Boys' hair in back may not overhang the collar and sideburns may not exceed below the earlobe. Hair must be neat, clean, and combed, of natural color, and styled to allow eyes to be visible at all times.
- Girls' hair must be neat, clean, combed, of natural color, and styled to allow eyes to be visible at all times.
- The appropriateness of hairstyle and coloring will be determined by the administration. Mohawks will not be permitted. Hair color is to be a natural color.

No dress code policy can possibly cover all eventualities or possibilities. If an item is not mentioned herein as being allowed, it is not to be worn.

The administration has the final judgment if appearance is inappropriate for school.

Dress Code Violations

1. Verbal warning
2. Written warning
3. Detention or lose dress down privileges.
4. Parents may be called to bring suitable clothing to change into or students may utilize the clothes in the school store.

Dress Code Requirements

BOYS

BOTTOMS

- Types: pants or shorts
- Color: solid navy blue or tan
- Material: cotton, cotton-polyester, corduroy
- Belts: A belt is required if there are belt loops. No cutting of belt loops of pants that are supposed to have belt loops. Large/decorative belt buckles are prohibited.
- Pants: no denim, fleece, sweat, nylon, or compressed pants
- No frayed hems or holes on any garment.
- Shorts must be a minimum of fingertip length. This is measured by laying a flat hand against the side of the shorts.
- Must be appropriate and modest fit; no form fitting or so loose they are sagging, revealing in any way, or too low cut to keep a shirt tucked in.

TOPS

- Types: shirts, $\frac{1}{4}$ zip pullovers; must have approved logo and be purchased through Lands' End
- Color: shirt–white or cobalt blue; pullover–cobalt blue
- Undershirts: white; writing on undershirt must not show through, only be seen at the neck, no layered look (a shorter sleeve under a longer sleeve)
- Shirts must be long enough to be tucked in and stay tucked in. Students should be able to raise hands without being considered too tight or revealing.
- Shirts are to be buttoned appropriately above the chest.
- Pullovers must be worn over approved logo 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, skorts
- Color: solid navy blue or tan
- Material: cotton, cotton-polyester, corduroy
- Belts: A belt is required if there are belt loops. No cutting of belt loops of pants that are supposed to have belt loops. Large/decorative belt buckles are prohibited.
- Pants: no denim, fleece, sweat, nylon, or leggings
 - Stretch pants/leggings are only allowed for preschool and kindergartners.
- No frayed hems or holes on any garment.
- Skirts, shorts, jumpers, skorts must be a minimum of fingertip length. This is measured by laying a flat hand against the side of the shorts.
- Shorts must be worn under skirts and jumpers that do not have built-in shorts.
- Must be appropriate and modest fit; no form fitting or so loose 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 an approved logo and be purchased through Lands' End.
- Color: shirt—white or cobalt blue; pullover—cobalt blue; sweater—navy blue or white
- Undershirts: white; writing on undershirt must not show through, only be seen at the neck, no layered look (a shorter sleeve under a longer sleeve)
- Shirts must be long enough to be tucked in and stay tucked in. Students should be able to raise hands without being considered too tight or revealing.
- 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.
- Pullovers must be worn over approved logo 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

Socks

- any color
- ankle or no-show socks are to be worn with shorts, no crew or knee high
- must be appropriate and non-distracting

Shoes

- Any color tennis shoes
- Must be clean and suitable for play; laces must be tied appropriately
- No boots, crocs, sandals, heels, or backless shoes

Tights

- Solid navy blue or white (to be worn under bottoms)

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 a minimum of fingertip length and be free of holes and frayed hems.
- Clothes are free of inappropriate advertisements, logos, or lettering across the seat of the pants or shorts.
- All shirts and dresses must have sleeves; no sleeveless, tanks, spaghetti straps
- For safety reasons, shoes on dress down days will follow the regular dress code.
- Family Theme Shirts: Students may wear their theme shirt from the current school year on Mondays with uniform bottoms.
- 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 with uniform bottoms.
- During most months, the second Thursday of each month is designated as \$1.00 Dress Down Day by the Student Council. Students are allowed to dress down using the guidelines as stated above for \$1.00 or more. Money benefits an organization designated by the Student Council.

SECTION THREE: INSTRUCTION

LENGTH OF SCHOOL DAY

DSP 6103

The schedule of each diocesan Catholic school typically provides six hours of instruction per day, but may be modified to fit the school community with pastor approval and approval from the superintendent.

If any school is dismissed because of inclement weather after school has been in session for four or more hours, that day counts as a full day. If school has been in session for two hours or more, but less than four hours, that session counts as one-half day.

July 1, 2021

SCHOOL HOURS

LSP

School begins at 7:40 a.m. and dismisses at 3:00 p.m. The drop-off and pick-up points for students are at the back of school (behind church). Cars enter the back parking lot from Route W and exit Route B.

Early morning supervision is offered in the gym beginning at 7:00 a.m. - 7:20 a.m. for a fee of \$100 per family per year. Supervision from 7:20 a.m. - 7:40 a.m. is free of charge. Teachers will take their class up to the classroom once morning prayer has concluded.

After School Care is provided from 3:00 p.m. to 5:30 p.m. for a monthly fee. The school is not responsible for students outside of the building before 7:00 a.m. or after 3:20 p.m. Students not picked up by 3:20 p.m. will be sent to After School Care and charged the current daily fee.

Classes will dismiss early for faculty meetings or special services and those dates can be found on the school calendar.

INCLEMENT WEATHER

LSP

School closing due to inclement weather or other emergency situation is announced in a text alert, email, and posted on social media. In most cases, a decision will be made by 6:30 a.m.

Early Dismissal: If we have an early dismissal due to inclement weather there will NOT be after school care. Other arrangements will need to be made if your child normally attends after care.

Late Start: In the event of a late start, students can be dropped off at 9:20 a.m. and school will begin at 9:40 a.m. There will be NO early morning care.

In addition to classes, all extra-curricular activities will be cancelled for the day.

EMERGENCY PROCEDURES

LSP

Fire, tornado, and lock down drills are held with the students so they will know what to do in case of an emergency. Parents will be notified if an emergency takes place by text and email through the FACTS system.

RELIGIOUS INSTRUCTION

LSP

Religion classes are scheduled daily. The texts have been selected from those approved by the Diocesan Religious Education Office or the pastor. Classes follow the guidelines for the religious education program established by that office.

PARTICIPATION IN RELIGIOUS ACTIVITIES

LSP

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

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

Catholic students are given the opportunity to receive the Sacrament of Reconciliation multiple times throughout the year, including Advent and Lent.

NON-CATHOLIC STUDENT PARTICIPATION

DSP 6235

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

May 7, 2004

INSTRUCTION

LSP

The primary goal of instruction is to provide those learning experiences which are best for developing the values, attitudes, knowledge, and skills necessary for the development of the whole child. Consistent with the diocesan policy, the following are taught as a regular course of studies: religion, 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.

HOMEWORK ASSIGNMENTS

LSP

A reasonable amount of homework is necessary for progress, self-discipline, and self-motivation. In grades 2-8, the responsibility of the homework belongs to the student. However, parents may assist their child by providing a quiet and regular place of study.

Homework is not necessarily limited to pencil and paper tasks, and can include working on projects, studying for tests, research, practicing, etc. and each task should be taken seriously and done carefully.

A general guideline for time spent on homework is an average of:

- Kindergarten - 3rd grade: 30 minutes
- 4th - 5th grade: 45 minutes to 1 hour
- 6th - 8th grade: 1 - 2 hours

A student may spend more or less time on homework depending on different factors such as attentiveness, learning difficulties, distractions, motivation, etc. If a student consistently spends an excessive amount of time on homework, the teacher is to be contacted to discuss the situation.

TESTING

LSP

St. Stanislaus School utilizes a standardized testing program (ITBS) for grades 3-8, which are given in the fall of the year. Tests of cognitive ability are given to grades, 3, 5, and 7 at the same time as the standardized tests. A religious assessment (ACRE) is administered to grades 5 and 8 in February.

EDUCATIONAL OUTINGS, FIELD TRIPS, EIGHTH GRADE TRIPS, AND SENIOR TRIPS

DSP 6301

Diocesan Catholic school field trips and outings shall be learning experiences, but they are also privileges. Each teacher or moderator shall, in advance, explain to the school

administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation and student follow-up activities. If approved, the teacher shall follow the local procedures for the distribution and return of the field trip forms with parent/guardian signatures.

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

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

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

Any occasional trips requiring an overnight stay must receive approval through the Catholic Schools Office prior to announcement of such a trip.

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.

July 1, 2026

EDUCATIONAL OUTINGS, FIELD TRIPS, EIGHTH GRADE TRIPS, AND SENIOR TRIPS **DSR 6301**

All diocesan Catholic school field trips and outings shall be pre-approved by the school administrator/principal. The written consent of parents/guardians must be obtained for every student participating in a field trip or outing. The consent shall include basic information about the trip, including destination, times, chaperones and mode of transportation.

No student shall participate in outings or field trips unless a signed parent/guardian permission slip for the specific event is on file with the school administrator/principal.

EDUCATIONAL OUTINGS, FIELD TRIPS, EIGHTH GRADE TRIPS, AND SENIOR TRIPS

LSP

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

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

All school rules are to be followed while on the field trip or outing. Failure to comply may result in the loss of privileges to go on other field trips.

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

DSP 6305

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 shall impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See 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 liability limits of \$100,000 per person/\$300,000 per occurrence.

All drivers shall 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.

January 26, 2022

STUDENT INTERNET, EMAIL, AND OTHER TECHNOLOGY USE DSP 6425

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 and 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 be considered theft and is 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 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, email or other technology use can be suspended or revoked at any time by administration.

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

July 1, 2024

STUDENT INTERNET, EMAIL, AND OTHER TECHNOLOGY USE

LSP

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

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

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

July 1, 2024

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 student 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 student and school personnel interests.

July 1, 2024

ATHLETICS

DSP 6610

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 involved with an extracurricular activity (including athletics) to agree to sportsmanship training prior to the start of the activity.

July 1, 2024

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 group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, 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 extracurricular activity held over school holidays must have the express, written permission of the administrator/principal.

July 1, 2024

ATLETICS

LSP

Any student in grades 4-8 who wants to take part in the athletic program is eligible to participate. They are required to cooperate with school policies in regard to sportsmanship, discipline, and keep up with their grades.

A release must be signed by the parents/guardians of the student authorizing the participation in the athletic program and medical treatment, if necessary. 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 and track and field.

Athletic committee forms and guidelines are disbursed during the sign up process.

Parents and students are expected to sign a Sports Code of Conduct each year.

ATHLETICS ELIGIBILITY

LSP

Any student who, due to illness, is not at school and/or leaves school due to illness is not eligible to participate in or attend any athletic or extracurricular activities, including practices and games. If illness occurs at the beginning of a weekend break, the student must be symptom/fever free for 24 hours before being allowed to participate in any athletic or extracurricular activity.

The Athletic Director is 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
- Behavior in accord with school policy
- Academic eligibility

The coaches are responsible to 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, athletic committee, or administration may deem a player ineligible for any reason not already mentioned.

Academic Eligibility:

1. The grade in each class must be 70% (C-) or above (including specials).
2. At mid-quarter, if any 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.
3. 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.
4. 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.
5. At the end of each quarter, if any grade falls below 70%, the student will be suspended from practice and games for a two week period.

CONCLUSION

LSP

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 policies and regulations are meant for the good of the student and to help achieve the objectives of St. Stanislaus School.

SECTION FOUR: EARLY CHILDHOOD

THE PARENT’S ROLE AS PRIMARY EDUCATORS

The primary responsibility for the education of children is in the hands of the parents. Even though their responsibility is shared with the school, the parent’s responsibility remains paramount.

Children tend to emulate the intellectual, emotional, spiritual, and moral attitudes and examples parents/guardians provide in the home. In addition, some parent’s responsibilities are to:

1. Build religious traditions and family prayer into family daily life.
2. Attend Sunday Mass and contribute to the parish through tithing, envelopes, or direct deposit.
3. Provide proper diet, balance of sleep and exercise.
4. Insist that a child/children follow(s) the regulations and principles of good behavior/manners.
5. Encourage the development of the individual talents and interests of the child/children.

6. Keep the school informed as to the special needs of the child/children, carefully read all communications sent home from the school, and return all signed communications and envelopes promptly.
7. Begin attending Home and School meetings and other functions of the K-8 division so you can meet more parents and gain a good understanding of what your child will be experiencing in the future.
8. Read and support the regulations of the Student/Parent Handbook.

EARLY CHILDHOOD LEARNING PHILOSOPHY

St. Stanislaus Early Childhood Program is a faith-filled environment in a Catholic school setting that offers the young children of our community a place to learn, grow and be happy in the presence of God.

We recognize that all young children are a part of a family and we will work closely with the family to create the best environment for the child. In the Early Childhood classrooms, children learn through a number of meaningful experiences. These learning experiences address the developmental needs of children including gross and fine motor development, cognitive development, social emotional development as well as literacy and language development.

Children ages birth to five learn best through play. Children will be playing in centers throughout the day. These centers include blocks, art, science, math, writing, books and dramatic play. The class will come together twice a day for group time. During group time activities the class works as a community to learn and grow together through games, stories and activities.

LEARNING GOALS

The Diocesan early childhood curriculum identifies goals in all areas of development: spiritual, social, emotional, cognitive, and physical.

EARLY CHILDHOOD DAY

Each day in Early Childhood consists of calendar time, morning and afternoon snacks, centers, subjects such as math, language arts, and religion, specials such as art, computers, and PE, rest time, and recess.

EARLY CHILDHOOD HOURS

There are varying options for parents who need care for their child before 7:40 a.m. and after 3:00 p.m.

Early Care: 7:00-7:20: Children will be supervised in the gym area before school by a teacher. There is a one time fee of \$100.00 (per family) for this care.

Morning Drop off 7:20-7:40: Children may be dropped off at the school gym door. Supervision is conducted by teachers. No charge for students dropped off during this time frame.

After School Care is available from 3:00-5:30 for an extra charge per month. There is also a drop in charge for those students who do not need to use After School Care on a daily basis.

Our school day officially runs from 7:40-3:00. This is the main learning time for our students.

The Early Childhood program follows the school calendar including Professional Development Days and snow days.

PICK UP AND DROP OFF PROCEDURES

Children can be dropped off at the school gym door between 7:00 and 7:40. Our doors will lock at 7:40, so you will need to enter the school through the front doors. Children not attending after care may be picked up in the car line at 3:00. During the car line children are supervised by teachers and dismissed in groups to waiting vehicles. Thank you for participating in the car line to help keep children safe and traffic congestion to a minimum.

Please notify the teachers in writing or by email if there is a change in your child's transportation at any time. You may also call the office prior to dismissal.

DRESS CODE

In order to align with St. Stanislaus school uniforms, we have adopted a modified uniform for preschool students. Students should wear either khaki or navy bottoms (shorts/pants/skirt/jumper) with a collared shirt (any solid color is allowed).

Early childhood students will not be required to keep their shirts tucked in, and girls may wear solid colored leggings under their skirts/jumpers during the colder months. Since students will participate in many different activities, for girls who prefer to wear skirts or jumpers, shorts are required to be worn under these items.

Tennis shoes are required and must be non-tie shoes unless your child is able to self-tie their shoes.

BEHAVIOR

In the event of misbehavior the child will be presented with natural or logical consequences for their behavior. Rules in the early childhood classroom consist of being safe and being kind. Children will be given a "break" if the behavior becomes dangerous or out of control.

TOILETING

All children must be completely potty trained upon the start of the school year. Children are also expected to be able to take care of all personal cleaning needs in the bathroom. Assistance will be given in the case of a bathroom accident or illness.

Aside from a medical need, if a child has more than two accidents in one day, he or she will be sent home. If the number of accidents is excessive in any one week, the child will be sent home as well. If a child is sent home excessively due to toilet accidents, a conference with the child's parents/guardians, and possibly the principal will be held to discuss the next steps of action.

ASSESSMENT OF EARLY CHILDHOOD STUDENTS

Progress reports will be sent quarterly. The progress report consists of a checklist of skills that highlights important learning tasks for children ages 3-5. The data for progress reports is obtained through observation and student work.

Parent Teacher conferences will be conducted formally one time through the year. Parents or teachers may schedule a conference with the teacher at any time necessary.

SCHOOL COMMUNICATION

Newsletters will go home weekly with information regarding upcoming activities for the week and special reminders. In addition, the school sends an electronic weekly newsletter called *St. Stan Star* that contains information from the office. Parents may sign up for text alerts through our FACTS system, which provides parents with timely emails and/or text messages regarding cancellations, school activities, and upcoming events. The school website is ststan.net which contains the school handbook and other important information.

ATTENDANCE

The building of a solid learning foundation for your child's success in the school greatly depends on consistency. Please make every effort to have your child attend the Early Childhood program on a consistent basis. If long absences are needed please contact the teacher.

BIRTHDAYS

Birthdays are special events in your child's life. If you wish to provide a treat for your child, let the teacher know in advance. Half-birthdays can be celebrated throughout the year for students who have summer birthdays. Birthday treats should be easy to serve.

CLASS PARTIES

Class parties are conducted by the room parents. We celebrate Christmas and Valentine's with a class party. Please contact Home and School (ststanhs@ststan.net) if you are interested in being a room parent.

SNACK TIME

A time will be set aside each morning and afternoon for a snack. Your child's teacher will provide more information on how this works.

LUNCH

St. Stanislaus provides lunch, including milk, for a daily fee or students can bring lunch from home. Menus can be found on our school website or on FACTS. Students are not served meat on Fridays.

FOOD ALLERGIES

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

ILLNESS AND MEDICATIONS

Immunizations should be current. If a child falls ill during the school day the parent or emergency contacts will be notified and asked to pick up the child. If a child runs a fever of 100.4 or has diarrhea or vomiting they are not to return to school until they are free of these symptoms for 24 hours.

Medicine must be in the original container with a label. The school nurse will monitor any medications that need to be administered during the school day.

The Early Childhood program follows school guidelines, which can be found in the Parent/Student Handbook on ststan.net.

PAYMENTS

Monthly fees for early childhood and After School Care are set up through FACTS Management System. An email will be sent to parents once the fee has been set up, and can be activated by clicking on the link provided in the email. Payments will come out of the bank account once a month (either the 5th or the 20th). There is a charge for using debit or credit cards.

REGISTRATION TIME LINE

Registration for the following school year begins in mid-January. In order for a spot to be secured for your child, registration papers are due to the office by the deadline listed on the information mailed along with a non-refundable \$200.00 deposit and the necessary documentation. Confirmation letters will be sent of your child's placement for the following school year.

ADMISSION AND REGISTRATION

ADMISSION AGE:

A child must be 3 years of age before August 1st of that year to enroll in the 3 year old program. The child must be 4 years of age before August 1st of that year to enroll in the 4 year old program.

Enrollment in each grade and classroom will be limited to the maximum number of students permitted by licensing agencies, adult-to-child ratios and/or the physical capacity of parish facilities as determined by the pastor and principal in consultation with the School Advisory Council. Normally enrollment is limited to twenty children.

REGISTRATION:

Registration for the following school year begins in mid-January. In order for a spot to be secured for your child, registration papers are due to the office by the deadline listed on the information sent, a non-refundable \$200 enrollment fee, and the necessary documentation.

Students normally are admitted in the following prioritized order:

1. Children returning to the program for the next year (e.g. three-year-olds returning as four-year-olds).
2. Children of current St. Stanislaus School families (e.g. siblings of current school families) and members of St. Stanislaus or St. Margaret parish.
3. Children of St. Stanislaus or St. Margaret parishioners who do not have another child enrolled in St. Stanislaus (e.g. new families enrolling for the first time).
4. Children of current St. Stanislaus School families who are Catholic but not members of St. Stanislaus or St. Margaret.
5. Children of current St. Stanislaus School families who are not Catholic.
6. Children of Catholic families who are not members of St. Stanislaus or St. Margaret and do not have another child enrolled in the school.

Registrations received after the deadline are not subject to the above prioritization and are accepted on a first come basis if positions are still open.

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

SAFE ENVIRONMENT/VIRTUS

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

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

Effective July 1, 2021, all parents/guardians 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.

It is a pleasure and honor to work with your child and family throughout the school year!

Early Childhood Program Fee Schedule

Fee	Amount	Due Date
Enrollment Fee	\$200.00	due at enrollment to hold spot
Monthly Fee August - May	\$500.00	5th or 20th of each month (August-May); payment plan set up through FACTS
Yearly total not including registration.	\$5,000	

Optional Program Fees

Early Morning Care 7:00-7:20	\$100.00	One-time fee per family due at the beginning of year.
Lunch Fee	Daily optional fee (August-May) Amount subject to change	Lunch program is optional. Students can eat a school lunch or bring lunch from home. Paid through FACTS.
After School Care 3:00-5:30	\$100/month Discounted rates are available for multiple children	5th or 20th of each month; paid through FACTS for 9 months

SECTION FIVE: AFTER SCHOOL CARE PROGRAM

The main purpose of the St. Stanislaus After School Care Program is to provide a safe, nurturing, Christian alternative for St. Stanislaus School students after school dismissal. After School Care is staffed by a director, assistant director, a number of devoted adults and high school students. They work together to establish an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and Christian setting.

ASC PROGRAM CONTACT INFORMATION

- Director: Mary Kay Hoelscher 573-230-6227
- Co-Director: Lainey Hood 573-616-5950
- School Office 573-636-7802
- Aftercare email aftercare@ststan.net
- Mrs. Forbis - Principal tinaf@ststan.net

DAYS AND HOURS OF OPERATION

The program is open from the time of school dismissal until 5:30 p.m. The program appreciates the consideration of parents STRICTLY abiding by the 5:30 p.m. concluding time of After School Care. If a parent or guardian is late picking up their child there is a late fee of \$1.00 per minute. If a parent or guardian is repeatedly late, the dismissal of that family from ASC could result in dismissal from the program.

After School Care is in operation each school day, including 12:30 and 1:30 dismissals. There is NO After School care on snow days, early dismissal days due to bad weather or school emergency, family day during Catholic Schools Week, the last day before Christmas break, and the last day of school.

FEES AND RECEIPTS

The fee is charged for the entire school year and is payable in nine monthly installments. This charge covers the cost of the program each day of operation. Fees are the sole support of the St. Stanislaus After School Care Program. It is not subsidized by the school or parish. The fee rate is reviewed annually.

If a parent or guardian fails to meet the After School Care Program payment promptly and does not make adequate arrangements with the Director and Principal, the program has the right to remove the child from the program. Prompt payment is essential in maintaining our monthly budget.

Registration Fee:

- \$40 per family (part time and full time)

Monthly Fees:

- 1 child - \$100 per month
- 2 children - \$170 per month
- 3 or more children - \$220 per month

Drop-in Rate (per child):

- 3:00 p.m. dismissal - \$8.00
- 1:30 p.m. dismissal - \$9.00
- 12:30 p.m. dismissal - \$10.00

Full time rates will be billed at the beginning of the school year and is payable through the FACTS Management System. Drop-in rates will be billed at the end of the month and are also payable through the FACTS Management System. Both can be paid through the FACTS parent portal financial page. Receipts can be accessed through FACTS for tax purposes.

DAILY SCHEDULE

Snack time - Snacks are provided by the After Care Program, but the students can bring their own snacks.

Play Time - Outside play time is offered daily, weather permitting. The gym will be used when weather is questionable.

Homework Time - Children in grades 2nd on up are given an opportunity to complete homework, read, or color, but it is not mandatory. Students are to complete work independently, but will help, if needed. It is important that students remember all of their materials because they may not have the opportunity to go back to the classroom.

CELL PHONES AND ELECTRONICS

All electronic devices from home, including cell phones, are not allowed to be used in After School Care for any reason. Students who choose to use one of these devices will have it taken away and returned to the parent upon pick up.

EMERGENCY/SAFETY

With the children's safety and well-being in mind, it is most important that the parent fill out an emergency form to have on file.

One of the most important regulation concerns is the child leaving the premises of the After School Care Program.

1. Parents or guardians are not to take children from the school yard or other areas without notifying the After School Care staff and signing the child out.
2. For the safety of everyone, parents or guardians will need to come down to the playground to get their child and escort them across the parking lot to get their things.
3. For the release of children, parents or guardians should only send persons whose names are on the emergency form. For the child's safety, release will not be granted to anyone

else. If someone other than a designated person on the list is picking up, we need to have a note stating who or when.

DISCIPLINE PROCEDURES

As members of a Christian and caring community, **the children will be expected to respect the staff, each other, materials, and the facilities provided just as they do during the school day.**

The After School Care staff will first work to redirect the student behavior. The next step would be to give a consequence. The third time may require notification to the parent and/or school administration. Discipline is done independently from the school but the school administrator may be called upon to step in.

Since the After School Care Program is a service, the following behavior may result in dismissal from the program:

1. Any physical confrontation - physical confrontations will warrant a cooling off period away from other students. Consequences for the confrontation will be agreed upon by the Director or Co-Director and staff members involved. Further consultation with the school administrator may be required depending on the severity of the action.
2. Verbal abuse to the staff or another student - after being spoken to privately by the Director or Co-Director, the student will be removed from activities and away from other students.
3. Anytime behavior becomes unsafe for themselves or others.

ILLNESS OR ACCIDENT

If a child is injured during the After School Care Program, an accident report will be completed and provided to the parent or guardian. The After School Care Director or Co-Director will administer basic first aid for minor injuries as needed.

For serious injuries, the parent or guardian will be contacted immediately.

If a child shows signs of illness, including fever, nausea, vomiting, or diarrhea, the parent or guardian will be notified and required to pick up the child promptly.

The After School Care staff will use their best judgment in responding to any illness or injury to ensure the safety and well-being of the child.

CHILD NUTRITION PROGRAMS: CIVIL RIGHTS COMPLAINT PROCEDURE

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
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 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. 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.