



ST. JOSEPH CATHEDRAL SCHOOL

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Parent and Student Handbook

Revised 8/3/2023

The school administration reserves the right to revise the Student/Parent Handbook as necessary to reflect the addition or revision in current policies and/or procedures. Parents will be notified as soon as possible of any changes.

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Catholic School Mission and Philosophy

MISSION STATEMENT

We will be disciples of Christ and fishers of men.

STATEMENT OF PHILOSOPHY

Discipleship with Christ defines every element of our philosophy, defining success by how well we can tie the academic and extracurricular offerings of the school to the Christian message. Every individual is to act as living models of Christianity, leading one another through positive examples, which includes personal sacrifice, service, and a commitment to answer God's call.

Our students are encouraged to pursue high levels of academic success in a manner that allows them to obtain a broad and deep knowledge of God and what He created, and the ability to understand this through the lens of divine revelation. In athletics and other extracurricular activities, our coaches, players, and spectators are to model sportsmanship and discipleship. Spiritually, enthusiastic participation in the sacraments and the liturgical life of the Church are to be the focus in our Christian development, culminating in an emphasis on the Eucharist, which is the source and summit of our Catholic faith.

To be a fisher of men implies that, as we develop our own relationship with Christ, we take to heart the commandment to spread the Gospel to the greater community and the obligation to defend the teachings of the Catholic faith. As a school, we strive to help in the formation of citizens who are successful in their relationships, vocations, and interactions with a larger society, transforming it with the Good News of Jesus Christ.

While the school attempts to support Christian development through its curriculum and spiritual offerings, each parent is expected, as the first heralds of Christ in the life of their children, to provide faithful guidance to their children.

General School Information

ORGANIZATION

St. Joseph Cathedral School is a ministry of the Cathedral parish and the Catholic Diocese of Jefferson City. The school operates under the direction of the Diocesan Catholic School Office. The principal directs daily activities of the school. The pastor, principal, and the assistant principal form the local school administration. A school advisory council recommends general policies and finances.

PROFESSIONAL MEMBERSHIP

St. Joseph Cathedral School is a member of the National Catholic Educational Association Elementary Department (N.C.E.A.), the Missouri Chapter of the Council on American Private Education (MO-CAPE), and the Catholic Library Association (CLA) Elementary Department and the Parochial Athletic League (PAL).

HISTORY

The newly created Diocese of Jefferson City established St. Joseph Cathedral School as an elementary school in September, 1960. This was within a year and a half of the founding of St. Joseph Parish on April 6, 1958. The school opened during the 1960-1961 school year with grades 1-6. Grades 7 and 8 were added in the 1961-1962 school year. The first class graduated in May, 1962. The kindergarten class was added in the 1986-1987 school year. The enrichment program, early morning and after school programs were established with the 1986-1987 school year. A preschool was established in August, 1995, for 4-year-olds and in August, 1996, for 3-year-olds.

The main school building constructed during the year of 1959-1960 served both as the parish church and school. The church was located on the first floor with a school on the second floor. A cafeteria was located in the basement. The first floor was converted to classrooms when the Cathedral Church was opened in 1968. A convent was constructed west of the main school building in 1960 with classrooms located in the basement. The convent now houses the parish offices, classrooms, and the school library. Six classrooms, a music room, science lab, computer lab and special service classroom were added to the main school building in 1984 to meet the needs of an expanding enrollment of over 400 students.

The Sisters of Mercy of Swinford, Ireland served as administrators and faculty members from 1960 until 1988. The school year 1987-1988 had co-principals with an Irish sister and Barbara Odneal sharing the job. In 1988 the parish employed the first full time lay principal Paul Hanna. Lay teachers served in the school beginning in 1968 with only a few on staff with the sisters. By 1988 the school was totally staffed by lay teachers, with



the sisters feeling the school was well established and their mission complete.

Beginning in the summer of 2008, a parish capital campaign funded the construction of an addition that included a new library, cafeteria and kitchen, computer and science labs, administrative offices, and sixteen new classrooms (including band and music rooms).

Early in 2018, construction began on another expansion project, this time increasing the size of the gymnasium by over 4,000 square feet to provide additional athletic practice areas, a larger and better-located stage, with dressing rooms, climate control, an improved exterior appearance, and state-of-the-art equipment.

CLASS SIZE

Class size goals are set to ensure a quality-learning environment for all St. Joseph Cathedral School students.

- There is an optimal goal of 14 students in preschool and 18 in pre-kindergarten. These classes operate with both a teacher and an aide unless enrollment is significantly lower than the optimal goal.
- An optimal goal of 18 students per teacher is set for kindergarten classes to operate without a teaching aide.
- An optimal goal of 20 students is set for primary (1-2) and intermediate (3-5) classrooms.
- An optimal goal of 30 students is set for junior high classrooms (6-8).

When enrollment exceeds the optimal goal of students per classroom for a given grade, administration will determine the need for an aide or paraprofessional. If the enrollment *significantly* exceeds the optimal goal for a given grade, administration will explore whether an aide, paraprofessional, or additional grade-level section is necessary.

In the event that the optimal number of students is reached in any grade and there is insufficient need for an aide, paraprofessional, or additional classroom, administration may create a waiting list of students wishing to enroll in that grade. Admission occurs in the following priority order:

1. Student of current, active St. Joseph Cathedral school families
2. Students of current active St. Joseph Cathedral parish families
3. Students from other local Catholic institutions
4. Others



Nothing in this policy shall prevent administration from limiting the number of students in any grade due to classroom configuration, student needs, or concerns raised by teachers. In such situations, administration shall have the discretion to create a waiting list at student enrollment below any student class size goals set forth in this policy.

ACCREDITATION

The Missouri Chapter of the National Federation of Non-Public Schools State Accrediting Associations accredits St. Joseph Cathedral School. The school makes annual progress reports to this association. It participates in a self-study, which is verified by an outside visiting team of educators and develops a plan of action based upon the self study and visiting team recommendations once every seven years. The accreditation process examines every aspect of the school's operation, including student services, professional staff, curriculum, administration, physical facilities, school finances, and long range planning.



Staff

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish (DSP 1305)

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

SUPERINTENDENT

The diocesan superintendent of Catholic Schools, whose offices are located in Jefferson City, Missouri, is responsible for the overall administration of all diocesan schools. The bishop serves as the chief administrator of the diocesan schools.

PASTOR

The pastor is the spiritual leader of the parish community. He is responsible for these matters within the school that affect worship, catechesis, and the spiritual welfare of students, teachers, and staff. It is his duty to see that the teachings of the Church are clearly presented.

The pastor delegates the immediate direction of the school and its instructional program to the principal. The pastor is the final decision-maker concerning local school policy.

PRINCIPAL

The school principal is responsible for the overall operation of the school and the professional support staff. Issues involving the school, students or the teachers are to be discussed with the classroom instructor first before contacting the principal. This is because the teacher has the most direct knowledge of the student and situations that transpire in the classroom. The principal is available to parents by appointment to discuss issues or exchange ideas.



ASSISTANT PRINCIPAL

The school has a full time assistant principal. The assistant principal helps the principal with all the various administrative duties associated with the school and is automatically in charge of the school campus in the absence of the principal. The assistant principal carries out various administrative duties as assigned by the principal. This administrator is directly responsible for the discipline program of the school and serves as the chairperson of the discipline and dress code committees. The assistant principal also assists the principal with supervision of the faculty, administers the public relations program of the school and is in charge of scheduling classes, teacher duties, etc.

TEACHER-IN-CHARGE

A senior teacher is appointed by the principal to serve as a teacher-in-charge in the absence of both the principal and assistant principal. A teacher-in-charge may make limited on site emergency administrative decisions when the principal and assistant principal cannot be contacted.

COUNSELOR

The school employs a school counselor who is available to students, faculty, and parents. Parents are encouraged to contact the counselor to discuss issues involving their child. The counselor is responsible for overseeing the overall student achievement and cognitive abilities testing program in the school.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

TEACHER

Teachers are state-certified by the Missouri State Department of Elementary and Secondary Education and receive religious education certification from the Diocesan Religious Education Office.

LIBRARIAN

The school employs a full-time librarian. The librarian is in charge of the school library. The librarian administers the library budget, catalogs, and keeps track of all library books, textbooks, and materials, and recommends purchase of needed books and materials to the principal.

ATHLETIC DIRECTOR

The athletic director supervises the school's athletic program under the direction of the principal. This person is in charge of all extra-curricular sports teams and cheerleading squads representing the school. The athletic director serves as the chairperson of the athletic committee and is responsible for the selection and supervision of all coaches and athletic advisors. All school-related sports activities and gym use are scheduled by the athletic director. The person recommends and administers the sports budget for the principal. The athletic director notifies student athletes if they become academically or behaviorally ineligible to participate in the athletic and/or cheerleading programs.

TECHNOLOGY COORDINATOR

The technology coordinator, in cooperation with the technology committee, serves as the director of the school's computer lab, administers the technology budget, serves on the school technology committee, provides in-service training for teacher and staff, inventories all items of a technological nature in the school, and recommends purchase of technology items.

ADVISORY SCHOOL COUNCIL

The St. Joseph Cathedral Advisory School Council (ASC) advises the school administration (pastor and principal). Nine council members are elected to three-year rotating terms. The home and school association appoints an officer to the ASC for a one-year term. The principal, assistant principal and pastor serve as non-voting, executive members of the board. The principal serves as the chief executive officer of the board. The school advisory board formulates local school policies, recommends and monitors the annual budget, serves as a public relations body for the school, and recommends tuition/fees rates and professional staff salary scales. All local school board policies must have the approval of the pastor.

ASC meets monthly on the second Tuesday of the month, with the exception of allowing a recess during July. The meetings are open to the public. If anyone wishes to appear before the school advisory council or to have an item added to the monthly agenda, they are to contact the principal or school board chair at least a week in advance of the scheduled meeting. The school advisory council does not deal with individual student, faculty, or staff personnel issues. **These issues need to be referred to the school administration.**

HOME AND SCHOOL ASSOCIATION

The home and school association fosters mutual understanding and cooperation between



parents and teachers. General meetings are scheduled and placed on the general school calendar. The executive committee composed of elected officers (chair, vice-chair, secretary, treasurer, director of volunteers, and director of committees) meet regularly with the principal and pastor to develop and coordinate a vast variety of activities and projects on a monthly basis.

The home and school association is the school's chief fundraising organization. The association conducts the annual S.M.A.R.T. (Save Money and Relax Together) campaign each fall, soliciting contributions from parents and other parishioners. The funds realized from the S.M.A.R.T. campaign and other fundraisers are used to fund major and minor educational and equipment needs of the school not provided for in the budget. The association funds the annual teachers' wish list, the N.C.E.A. convention for the principal, teacher luncheons, and welcome back to school activities, etc.

The home and school association coordinates the activities of all volunteer programs within the school. A volunteer registration form is made available to parents/guardians annually. Parents are strongly encouraged to participate in one or more volunteer committees each year.

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations (DSP 1430)

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

Admissions and Obligations

ADMISSIONS

St. Joseph Cathedral School admits children regardless of any basis that is prohibited by law. Verification of previous school and/or health records must take place before a child is admitted.

The normal order of priority by which admissions shall be made is:

1. Children of active registered parishioners
 - a. Children from families with children already enrolled
 - b. First child reaching school age
 - c. Other children registered on approved waiting list
2. Children from families newly registered in the parish, which were enrolled in Catholic schools at their previous address
3. Catholic children from non-parish families
 - a. Children from families with children already enrolled
 - b. First child now reaching school age
4. Non-Catholic children
 - a. Children from families with children already enrolled
 - b. First child now reaching school age

For families with older children already enrolled, every effort will be made to provide enrollment for other children in that family, assuming all other criteria for enrollment have been met.

The administration reserves the right to make a decision that is in variance to the above priority. Transferring students are admitted only after checking past academic and behavioral records to assure a good chance of success in the school. **In addition, all new families, including potential students, are required to interview with administration before a decision on enrollment is made.**

The principal, in consultation with the pastor of St. Joseph Cathedral (and if they deem necessary, school board members), reserves the right to deny a child's admission, including, but not limited to, circumstances where admission could:

- present a conflict with the mission and philosophy of the school
- exceed available capacity
- reasonably be expected to create a disruptive environment, based on demonstrated behavioral deficiencies
- create safety or security concerns
- place a child in a grade level for which he is not academically or socially

- prepared
- be inappropriate for the special needs of a child, when those needs cannot be met by current resources of the school

In order to be admitted to first grade, a child needs to be six years old by August 1. School administration will decide placement for children who do not meet these requirements.

In order to be admitted to kindergarten, a child must be five years old by August 1. In addition, a screening procedure will take place for each kindergarten applicant prior to class placement. If the screening indicates the child might not be ready for kindergarten, the decision on placement will be made by administration after consultation among the kindergarten teachers, school counselor, principal, and the child's parents.

A child generally must be either three or four years old by **August 1st** in order to be admitted to the appropriate preschool class. To be admitted to any preschool class, children must be toilet trained.

SPECIAL CASES (DSP 5103)

Written local policy may provide exceptions for the following special cases:

1. Children fulfilling the age requirement, but who after sufficient examination are found lacking in maturity or readiness for preschool, kindergarten, or first grade, need not be admitted. The teacher or school administrator may recommend readiness activities or other programs for the development of the child.
2. Children nearing, but not fulfilling, the age requirement but who, after examination, are found to possess extraordinary maturity to enter preschool, kindergarten, or grade 1, may be accepted. The following criteria are determining factors:
 - a. Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity
 - b. Observation of the child in a learning situation
 - c. Sufficient room in the school for the student
 - d. Recommendation of preschool or kindergarten teacher
 - e. Approval by the school administrator in consultation with the pastor
3. At the discretion of the school administrator, children transferring in from a school whose entrance age is lower than Missouri guidelines and whose educational performance is verified by the sending school may be admitted into the school on a trial basis.

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 and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the Catholic School Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic School Office, the local administrators, parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the Catholic School Office, if deemed beneficial, when a parent disagrees with a local school decision.

NON-DISCRIMINATION (DSP 5101)

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

NON-DISCRIMINATION BASED ON DISABILITY

The school does not discriminate on the basis of disability if, with reasonable accommodations, the students can meet the academic and behavioral requirements of the school.

NON-CUSTODIAL PARENT

Upon request, in the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school-related information regarding any enrolled biological children. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a certified copy of the court order, including (i) any orders or judgments that modify or amend the court order within five days of the entry of the modified or amended order or judgment and/or (ii) any orders or judgments vacating the court order provided to the school. The school office reserves the right to require either the custodial or the non-custodial parent to reimburse the school for any postage fees or other costs if weekly and/or monthly information is requested.



PROOF OF GUARDIANSHIP (DSP 5201)

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

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

It is a condition of enrollment, as noted in the school's registration materials, that each parent provides the school with a copy of the custody agreement, including any amendments or modifications to this custody agreement.

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

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

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

SCHOOL/FAMILY PARTNERSHIP

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child, the school administration reserves the right to require the withdrawal of a student if the administration determines, in the administration's sole opinion, that the partnership is irretrievably broken.

STEWARDSHIP

The operational expense of the school is directly subsidized by the generous contributions of the parishioners of St. Joseph Cathedral. Approximately 65% of all ordinary Sunday donations are used to support the parish school.

Each family that claims membership in the Cathedral parish is expected to register in the parish office, fill out a time-and-talent card, and support the parish financially. Each fall, school families are to make a pledge for the financial support of the parish. This is a serious moral obligation. The Diocese of Jefferson City suggests families contribute 8% of their adjusted gross income to the parish and 2% to other charitable causes. Families who are not able to contribute to the parish on a consistent basis need to contact the pastor to make appropriate arrangements to remedy the matter.



Additionally, and most importantly, each “active parishioner” family commits to attending Mass every weekend and on all Holy Days of Obligation, unless excused by the conditions established by the Church.

TUITION

Tuition is charged to all non-Catholic families, as well as Catholic families who are non-active or who belong to other parishes. Tuition applies to students in grades k-8. Tuition payments may be arranged through the school principal, with such tuition payments having to be paid within 9 months from the start of the academic year. The current tuition is determined by the school advisory council annually and is based upon the actual per student cost.

A daily tuition/fee is charged for the preschool program. The yearly amount is based on a formula that considers the actual number of days that preschool is in session. Enrolled students are billed monthly for the number of days their preschool class met. Preschool students are billed for days they are absent from the program. Preschool tuition and fees can be used for federal child care credit on the Internal Revenue Service income tax forms or with a cafeteria plan. Families should consult with a tax advisor regarding particular circumstances. Preschool tuition is due monthly over nine months.

The school is tuition free for those active Catholic families who are registered in the parish, make an annual stewardship pledge and honor this pledge to the best of their financial ability, volunteer in parish activities and regularly participate in the weekend parish liturgies. The pastor will make any final determination if registered Catholic families fail to meet the requirements for active parishioner status. Non-active, registered families will be assessed a tuition.

NON-PAYMENT OF FINANCIAL OBLIGATION

Parents are responsible to pay all financial obligations owed the school, such as resource fees, registration fees, tuition, preschool fees, cafeteria charges, library fines, gum/candy fines, and book fines for excessive damages or loss, etc., in full before a final progress report is released for the current school year. Other consequences may result, as well, if fees reach too high of an amount before the end of the year. School records are normally not released until such charges are paid in full. Students with outstanding debts from the previous school year cannot be considered registered for the next school year until all such obligations are paid in full. Diplomas or certificates of completion may be held for students who are moving on from the eighth grade.

Parents will be assessed a late fee for any payments received after deadlines unless arrangements have been made with administration.



If a serious financial problem exists within the family that necessitates payments on a school balance, the parent should submit to the principal a written or electronic request to make payments. The request will be considered in consultation with the pastor.

EXPECTED FEES

The following are fees incurred for *each* registered student at St. Joseph Cathedral School:

Registration Fee

A non-refundable application fee secures placement for the following year upon a successful application to the school. For returning families, the school generally assesses this fee early in the second semester.

Resource Fee

A resource fee is *due by September 30* in the first quarter. The registration and resource fees are used to buy textbooks and curricular materials. The school advisory council recommends fees annually. These fees are then approved by the pastor.

If registration and student fees are not paid, then those students may be ineligible to pre-register for the coming year.

General Operations

OFFICE HOURS

The school office is open each school day between 7:30 a.m. and 3:30 p.m. The school office officially opens on the first weekday in August and closes on the last weekday in May each year.

SCHOOL HOURS

Classes in grades k-8 are held each school day between 7:45 a.m. and 3:15 p.m. Preschool hours are published in the preschool handbook. Students are dismissed early at 2:00 p.m. on faculty meeting dates — usually the second Tuesday of the month. Students need to be picked up by 2:30 p.m.

Other early dismissal dates and end times are published in the school yearly calendar and monthly calendar.

SCHOOL CLOSING

Any emergency early dismissals or closings of the school will be announced by text and through social media, as well as over Jefferson City and Columbia area television stations. **PARENTS SHOULD NOT CALL** the school office during inclement weather conditions to learn if the school is closing early. *This unnecessarily ties up our phone lines for emergency communications.*

School Telephone Numbers

School Office	573-635-5024
School Office Fax	573-635-5238
Cafeteria	573-634-2984
Parish Office	573-635-7991

The school office phone is intended for official school business. The phone may be used by students with permission of the teacher, secretary, or principal for emergency and other serious reasons.

Parents may leave phone messages for students in the office between 7:30 a.m. and 3:30 p.m. Students are normally not asked to leave class for phone messages unless there is an urgent matter or an emergency.

Cell phone use is not allowed to be used by the students until after school hours or with special permission in line with our technology agreement.



ARRIVAL/DISMISSAL PROCEDURES

If drivers other than the parent is to pick up or drop off, parents are to inform them of the below procedures.

ARRIVAL

MORNING ARRIVAL FOR GRADES 1-8:

There are two lines for morning drop-off. Drivers are to enter through the farthest east drive. Parents are to use both lines in the morning so that traffic does not back up on West Main. Parents who are first in line are to pull all the way forward to the crossing line before stopping to let students out. Students exiting vehicles in the line closest to the street must walk to the designated crossing line and cross when instructed by the safety patrol officer there. For their safety, students are to never walk in front of or between any vehicles in the lines. After dropping off passengers, drivers must exit the campus through the west side of the campus.

KINDERGARTEN AND PRESCHOOL STUDENTS (AND SIBLINGS) ARRIVAL:

All instructions for drop-off are now communicated through the kindergarten and preschool handouts and orientations. Please contact your child's teacher with any questions.

DISMISSAL

AFTER SCHOOL DISMISSAL (AT 3:10 PM) FOR GRADES 1-8:

1. FRONT STEPS DISMISSAL (grades 1-8):

- a. Parents are to enter through the far east entrance. Proceed in front of the Cathedral and line up in one of the two lines starting at the crosswalk.
- b. Parents are not to arrive to line up until 2:45 p.m. When lining up prior to this time, cars that are allowed to park until 2:45 p.m. are being trapped in, resulting in the loss of a car lane.
- c. Drivers are to remain in their vehicles. Staff will direct students to the appropriate cars. Placing signs in the wind shield with the family's name helps in this process.
- d. Drivers are to wait until directed by staff to proceed to the exit.

2. UPPER PARKING LOT DISMISSAL (early childhood and students who ride with early childhood students):

- a. The parking lot outside the gym is reserved for drivers with kindergarten and afternoon preschool students, as well as students in other grades who ride with the early childhood students.
- b. Drivers are to park in one of the designated spaces in this lot and remain with their vehicles. Students will be dismissed to their parent vehicles, and traffic will be kept from moving until student traffic has ceased. During inclement weather, drivers may receive students inside the cafeteria.

3. MORNING PRESCHOOL DISMISSAL:

All instructions for drop-off are now communicated through the kindergarten and preschool handouts and orientations. Please contact your child’s teacher with any questions.

REMINDERS:

All students must be picked up by 3:30 p.m. Students who remain after that time will be escorted to After School Care and assessed a \$5.00 charge for each time, regardless of the time spent there.

All of these procedures apply to early dismissal days, as well, with the appropriate adjustment in times.

EARLY DISMISSAL

The above procedures also apply to early dismissal days. The lots will be open for parking in the back ten minutes prior to dismissal, and parking will not be permitted in the front earlier than twenty minutes prior to dismissal. Students not picked up twenty minutes after dismissal will be sent to after school care **with an assessed fee.**

GENERAL SCHOOL SCHEDULE

7:00 a.m. – 7:30 a.m.	Before School Care - cafeteria
7:30 a.m. – 7:40 a.m.	All students report to the cafeteria for supervision; students will be dismissed when the morning bell rings
7:45 a.m.	Classes begin
11:00 a.m. – 11:15 a.m.	preschool students picked up by parents
11:00 a.m. – 12:35 p.m.	Lunch period and recess for all students on a rotation schedule
3:15 p.m.	Dismissal



- 3:10 p.m. – 3:30 p.m. Students are picked up by parent(s) or designated individual. All students not picked up by 3:30 p.m. **must** report to after school care
- 3:10 p.m. – 5:30 p.m. After School Care

Classes are dismissed at 2:00 p.m. the second Tuesday of each month for faculty meetings. After school care begins at that time. Students are to report to either after school care or be picked up by their parents by 2:30 p.m. on faculty meeting days.

GENERAL SCHOOL LITURGY SCHEDULE

Students will generally attend Mass every Wednesday and Friday, Holy Day, or special feast days at 8:00. Younger students will be introduced to Mass at a schedule determined by the department based on readiness.

FUNDRAISING POLICY

Any group or organization established or sponsored by St. Joseph Cathedral School shall obtain prior approval of the principal before conducting any fundraising activities.

A “fundraising activity” includes any attempt to raise money from a source other than the parents of the students involved with the group or organization. The school does not generally engage in solicitation-based fundraising (e.g., students selling from a catalog).

LUNCH PROGRAM

The school offers a hot lunch program. Students are billed each month based on a daily fee. Preschool students are billed monthly based on daily usage.

Fees are posted online once a month on the student information system.

Because the cost of our school lunch is subject to change due to inflation and the amount of government subsidy, parents will be notified of the cost change at the beginning of the school year and during the school year if a change in cost occurs.

Families who meet guidelines may participate in the federal free and reduced lunch program by completing the Application for Free and Reduced Price School Meals. These applications are kept strictly confidential. Applications for free or reduced lunches may be made anytime during the school year. Applications are available online or in the school office.



Attendance

ABSENCES

When a student is absent, a written or e-mailed excuse must be presented to the homeroom teacher from the parent or guardian stating the reason for the absence. These notes are to be dated and signed. ***It is at the discretion of administration to decide whether or not absences are considered excused. Consequences can be assigned for unexcused absences.*** The homeroom teacher files the notes for the year. The school office is to be immediately notified when a student is hospitalized.

Parents are to notify the school office by telephone no later than 9:00 a.m. when a student is absent for the day or will be tardy. Parents and/or guardians are still responsible to send a written, dated and signed note or e-mail when a student returns to school even if they have notified the school previously by phone.

If the parent does not notify the school of a child's absence, school personnel may call the parent and/or person designated by the parent as an emergency contact. Documentation of all such calls and/or attempted calls will be kept.

Parents are required to notify the school office and homeroom teachers in writing if students are being taken out of school to participate in family vacations or other special activities. Students are responsible to make up all missed assignments, projects, quizzes and tests upon return to school. The general guideline is that students are to have one day for each day absent to make up work. Teachers may not be able to supply parents and students with all their assignments prior to such an absence.

ABSENCE AND TARDINESS (DSP 5210)

Absence

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

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

Tardiness

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

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

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

ABSENCE AND TARDINESS (Building Policy)

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

Definition of Absence

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

Attendance Guidelines

Reporting Period Days Absent Percent Absent (approximate)

Reporting Period (end of)	Days Absent	Percent Absent (approx)
September	5	10%
October	7	10%
November	8	10%
December	10	10%
January	12	10%
March	13	10%
April	16	10%
May	17	10%

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

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

Note: If attendance concerns persists after interventions by administration, then the administration, upon consultation with the diocesan superintendent, can decide to refer

the case to The Division of Family Services or Juvenile Court.

WRITTEN EXCUSES (DSP 5211)

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

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

REQUEST FOR FAMILY REASONS (DSP 5220)

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

OFF-CAMPUS APPOINTMENTS

For off-campus appointments, such as medical and dental appointments, parents should send a note or email to notify the office and homeroom teacher and must sign students out in the office before a child is dismissed from the school building.

RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL (5370)

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

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

A student may never be sent home for assignments, books, or disciplinary reasons



without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.



Instruction and Assessment

HOMEWORK PROCEDURE

Homework is due at the beginning of each class period. Homework must be completed in the manner prescribed by the teacher. Homework corrected for partial credit is at the teacher's discretion. Generally, an additional day is given for homework completion due to illness for each day of excused absence.

Jr. High Late Work Policy:

1. One late assignment per class per quarter
2. Any other late assignments will be given 50% credit
3. Any missing work is a zero

General recommendations are that students spend an average of 30 minutes for homework in the primary grades, 45 minutes to one hour in the intermediate grades, and one to two hours in the junior high grades. Parents should contact teachers to discuss any concerns if students consistently spend more than these recommended times completing their normal homework assignments.

AGENDA BOOKS

The school provides students from third through eighth grade with a homework agenda book at the beginning of the school year. The agenda books provide spaces for all daily assignments in each subject area. Students and parents are requested to use this communication device on a routine basis.

DIOCESAN PERFORMANCE KEY

Preschool – Second Grade Performance Key:

- 4 The student, with limited errors, understands key concepts, processes, and skills and applies them effectively.
- 3 The student is progressing towards understanding key concepts, processes, and skills but demonstrates inconsistent application of concepts independently.
- 2 The student is demonstrating progress towards understanding and application of key concepts, processes, and skills with additional time and support.
- 1 The student is not demonstrating progress towards understanding of key concepts, processes, and skills even with additional time and support.

* Not Assessed at this time.

Grades 3-8 Performance Key

	A = 94 – 100	A- = 90 – 93
B+ = 87 – 89	B = 84 - 86	B- = 80 – 83
C+ = 77 – 79	C = 74 - 76	C- = 70 –73
D+ = 67 – 69	D = 63 - 66	D- = 60 -62
F = 59 – 0	E = Working at Ability	X = Needs improvement

* = modified report

PROGRESS REPORTS

Progress reports are issued at the end of each academic quarter to each student. Progress report envelopes in kindergarten through 8th grade are to be signed and returned to the homeroom teacher within the week of distribution. Any questions are to be addressed directly with the teacher involved. A conference with the teacher can be arranged by contacting the teacher directly through email. Throughout each quarter, parents can use the student information system to monitor progress.

PARENT-TEACHER CONFERENCES

The school annually schedules parent-teacher conferences at the end of the first academic quarter. Parent-teacher conferences are scheduled for all parents of preschool – 5th grade students. Open parent-teacher conferences are available for parents with students in grades 6 — 8. Specials teacher conferences (e.g., band, music, art, and physical education) are made by appointment only.

PARENT/TEACHER/STUDENT CONFERENCES (DSP 5405)

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

PROMOTION AND RETENTION (DSP 5410)

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



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

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

BUILDING-LEVEL RETENTION POLICY (Grades 3-8)

Students who fail any two of the six major subjects for the year are normally either put on academic probation or not promoted to the next grade. The six major subjects are religion, reading/literature, language arts, math, science, and social studies.

To pass a subject for the year, students must receive a final grade of at least D-. This is computed using the average percentage of all four quarters of the school year. A very low failing grade will present a lower overall average than a high failing grade.

8th grade students who fail any two subjects of the six major subjects for the year will not receive a Diocese of Jefferson City - St. Joseph Cathedral School certificate at the graduation ceremony. If a student who fails two core classes chooses to attend the graduation ceremony, that student will receive a certificate cover only until a plan for remediation has been developed and completed to the satisfaction of administration.

ACCELERATED ACADEMIC PROMOTION

Instructional programs at St. Joseph Cathedral School are designed to appropriately challenge a wide range of learners through differentiated instruction within the classroom. Students will not typically be allowed to advance two grade levels (i.e., skip a grade) or to take a specific subject with a higher grade level, as such accelerated promotions can present social and schedule-based challenges that affect other students.

The decision to allow any accelerated academic promotion shall solely rest in the discretion of the school's administration.

For students who do show giftedness in specific subjects, typical differentiation will include a modification of current curriculum, as well as supplemental resources, such as



online coursework. Often a student will need to do advanced work independently, as a classroom teacher's first responsibility is to the students engaged in the curriculum assigned to a specific grade.

SPECIAL SERVICES AND RESOURCES

Students who are receiving academic accommodations or modifications must have a service plan (through cooperation with the local public school) or a modification plan on file. This plan should be the result of collaboration between all appropriate stakeholders.

IDENTIFYING AND SUPPORTING STUDENTS WITH DYSLEXIA

Eligibility and Screening

The program currently adopted by the school for students with dyslexia is the Barton Reading and Spelling Program. In order to properly identify students who would benefit from the school's resources for dyslexia, the school will use the following identification and screening process:

1. Receipt and review of an official diagnosis report from a clinical psychologist (or other qualified psychological or medical evaluator), licensed to identify dyslexia
2. A team meeting involving the parents, classroom teacher, resource teacher, and administration to determine eligibility for school services, followed by the drafting of an accommodation plan **OR** a teacher referral for further evaluation
3. A conference involving a committee of parents/guardians, school resource teacher, and a classroom teacher
4. Administering the Comprehensive Test of Phonological Processing (CTOPP2), evaluating assessment to identify areas of weaknesses as defined by the testing material*
5. An appropriate screening (e.g. Barton screening) to ensure that the school program is compatible with the child's unique needs
6. A team meeting involving the parents, classroom teacher, resource teacher, and administration to determine eligibility for school services
7. Drafting of an Accommodation Plan

* The school always encourages evaluation for a formal diagnosis, as this will serve the child's best interest immediately and in the long-term.

Participation

Participation in the dyslexia program will generally take place in a grade-level small group setting. One-on-one completion of the program will depend on the severity of the child's struggle and the availability of volunteers. Other factors, such as a child's readiness, may be taken into consideration at the discretion of the administration.

Continued Participation

Continuation in the program will be based upon an annual review of the student's need, progress, and level of cooperation. The following criteria will be used to evaluate continued participation in this program:

1. The student's official diagnoses or, second to this, score on the CTOPP-2 test
2. Age of students, with younger students more likely to complete the entirety of the program
3. Other factors indicating likely success with the program (e.g. sound mastery, IQ testing, classroom focus, etc.)

Program Completion

The completion of the program will occur at the conclusion of the dyslexia support curriculum OR at such point that the student shows sufficient progress or is no longer progressing sufficiently in the program.

HONOR ROLL POLICY

Honor roll exists for students in 4th — 8th grade in order to provide recognition and encouragement for those who achieve academic success and display a Christian attitude.

Recommendations:

1. A Honor Roll for students who have achieved a 3.7 + (No C's Allowed) grade point average.
2. B Honor Roll for students who have achieved a 2.7 grade point average.
3. Membership in either A or B Honor Roll is limited to students who have no D's or F's on their report cards.

Grade Point Averages:

	A = 4.0	A- = 3.7
B+ = 3.4	B = 3.0	B- = 2.7
C+ = 2.4	C = 2.0	C- = 1.7
D+ = 1.4	D = 1.0	D- = .4
	F = 0.0	

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

If a student receives an academic “F” on the quarterly grades, then the student will be ineligible for participation

The two-week period will begin with the issuance of quarterly grades. The athletic director and assistant principal monitor the “F” grade(s). If, at any point during that quarter, a student receives a failing grade in any class, that student will continue on with two-week checks until the next quarterly grades are issued. The term grade report is considered the written notification of ineligibility.

The athletic director or administration indicates to the parent or guardian if a child remains ineligible beyond the initial two-week period..

When a student becomes ineligible for participation in school-sponsored athletic activities, the athletic director will notify the activity leader of such ineligibility or restoration of eligibility during each two-week monitoring period. For other extra-curricular activities, the sponsoring faculty member will notify the appropriate activity leaders of such ineligibility or restoration of eligibility during each two-week monitoring period. Ineligible students may not participate in any extra-curricular or athletic activity including games and practices.

EER PROGRAM PARTICIPATION

The Exploration, Enrichment, and Research Program (EER) is a program for identified gifted and talented students in the Jefferson City School District. EER for students in 3rd through 5th grade is a full day program. Participating students spend one full day each week at the EER center and become students of the Jefferson City Public School system for that day.

While participation in this program can be vital to meeting the needs of these students, by deciding to attend the EER program, the student and parent accept the responsibility of



keeping up with the class materials covered on the days missed. The EER student is responsible for concepts and principles developed by the teacher that day, as well as for any work considered essential for mastering missed concepts from days of EER attendance. Teachers are requested to adjust the amount of work according to the needs of the student.

This exemption applies to written work that would have been completed during the class period during which the student attended EER but not to homework assigned related to this content (unless specifically exempted by the classroom teacher), as these assignments are often the means by which mastery is assessed by the classroom teacher. The teacher will provide details of the day's lessons and the parents or guardian will review any new material with the student.

E-NEWSLETTER

School news and important updates are often disseminated electronically through the Cathedral Kids e-newsletter. Parents are automatically signed up for this through school registration.

COMMUNICATIONS

The first line of communication is the most local level. Individuals with questions or concerns, except for in very sensitive circumstances, are to contact the teacher or staff member directly involved for a phone or in-person conversation. If resolution is not reached at the most local level, the principal may be contacted, followed by the pastor, whose decision is final and binding upon all parties involved.

INSTRUMENTAL AND VOCAL MUSIC DROP/ADD POLICY

At the beginning of a new school year, 5th grade students have up to two weeks in which they must decide between taking instrumental or vocal music for the semester. After the initial two week period, they must stay in that class until the end of the quarter.

At the beginning of a new school year, 6th grade students have up to one week in which they must decide which music group and class they chose for the quarter. After the initial one week period, they must stay in that class until the end of the quarter.

With the exception of the one- and two-week grade periods named above, all students in 5th through 8th grade may only switch music classes at the end of a semester. If a student wishes to change music classes, the students or parents must speak with the teacher in whose class the student is currently enrolled to explore all options prior to changing schedules. If a solution cannot be reached, the student or parent should then speak with the assistant principal to determine if the change is feasible given the limited amount of

space available in some classes. If space is available and both teachers are agreeable to the change, then the student may move forward with the schedule change. The parents must submit a letter or email supporting the request.. All requirements must be met and the change completed within the first three days of the new quarter



Supervision

SUPERVISION

Supervision of students is provided between 7:30 a.m. and 3:30 p.m. only. Students are not to be on campus at other times unless participating in an extracurricular activity or under the direct supervision of faculty or staff members or an adult volunteer coach. All students arriving to school between 7:00 a.m. and 7:30 a.m. are to be registered in the before school care program and report to the cafeteria. All students remaining after 3:30 p.m. on regular school days are to be registered in the after school care programs. The before school care and the after school care all require special registration, as well as payment of a family registration fee and monthly or per diem fees. Students remaining 20 minutes past dismissal time will be sent to the after school care program. **A fee will be assessed to the parents for this service.**

VIRTUS TRAINING

All school parents are required to complete VIRTUS training, a sex registry background check, and the pastoral code of conduct. The background check and pastoral conduct agreement are part of the registration process for VIRTUS, which can be found online (https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0).

A volunteer list will be compiled using lists obtained from the vice president of volunteers from the home & school association. and from volunteers from youth ministry, the library, computers, classrooms, room parents, coaches and substitute teachers. This list will be cross-checked by the Principal with Virtus records.

BEFORE SCHOOL CARE

Before school care (7:00 a.m. — 7:30 a.m.) is available in the cafeteria of the school. A yearly fee per child is charged for this service if a child is present for any portion of this time period. Adult supervision is provided, and students are required to remain in the cafeteria until the bell rings at 7:40 a.m. The fee is to be paid at the beginning of the school year. This annual fee is to be paid by early September. Charges for this program are eligible for the federal child care tax credit or appropriate cafeteria plans.

AFTER SCHOOL CARE

After School Care (3:10 p.m. — 5:30 p.m.) is provided on days when school is in session. A non-refundable family registration fee is required at the time of registration. The monthly fee charged for after school care is payable the first school day of each month. All program fees are eligible for federal childcare tax credits or cafeteria plans. The school advisory council recommends fees annually, approved by administration.

Field Trips and Extra-Curricular

FIELD TRIPS

INSTRUCTION: Educational Outings, Field Trips, 8th Grade and Senior Trips (**DSR 6301**)

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

During the school day, classes will be allowed to walk to Memorial Park as an extension of the campus for educational use.

A school may, but is not required to, sponsor an end of year 8th-grade and/or a senior trip. If it does, then 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 be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

Field trips are a privilege. No student has a right to participate in a field trip.

Teachers may plan field trips with educational value during the school year. The sponsoring teacher, in consultation with administration, will plan the trip and determine the eligibility for student participation. A teacher must accompany all field trips. No overnight or out-of-state field trips are permitted. All field trips must have the prior approval of administration. Normally field trips are taken using commercial school buses. Students are responsible to pay the bus fare prior to the field trip. The driver and students in private vehicles being used for a field trip must wear seat belts.

Chaperones and Drivers for Field Trips, Athletic Events and Other Off Campus School Activities (DSP 6305)

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

An adequate number of responsible adult chaperones are to accompany the students.



Ordinarily, at least one adult will accompany every five students in the lower grades and every ten students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged. When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

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

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the parent/s handbook.

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

ALCOHOL USE AT SCHOOL RELATED EVENTS (DSP 5545)

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

BELLARMINE SPEECH LEAGUE

The Bellarmine Speech League provides students the opportunity to experience training in oral communications. Participants are chosen from 5th through 8th grade at the



discretion of the school sponsors, based on the number of students who choose to participate. Students may participate in the categories of humorous, serious and duet acting. There are three regional meets a year in November, January and March. A diocesan speech meet is held in late spring.

MATH COUNTS

Math Counts is a series of contests sponsored by the Society of Professional Engineers and which is open to junior high students. Skills required to participate include mathematical talent, a positive attitude during math classes, consistent homework completion, the ability to work rapidly and history as a positive role model to represent the school community.

SAFETY PATROL

The school safety patrol is reserved for junior high students and is overseen by a faculty advisor. The safety patrol assists faculty in providing supervision of students during the arrival and dismissal periods at school. Patrol members are scheduled for duty by the patrol captain.

STUDENT COUNCIL

The student council consists of two homeroom representatives elected at the beginning of the school year by the respective homeroom students in 5th through 8th grade. The student council officers are elected in May of the previous school year by students in fourth through seventh grades. The student council officers are the president, vice president, treasurer, secretary and historian. Officers are selected from 7th through 8th grade students. Officers are installed in office at the end of the previous school year.

ATHLETICS (DSP 6610)

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

ATHLETIC PROGRAM

The purpose of the athletic program is to provide our children with an opportunity to develop and expand their Christian values into an area outside the classroom. The program strives to offer students the chance to enjoy the benefits of physical activity, learn the fundamentals of the sport, and acquire a proper attitude toward participation, teamwork and sportsmanship. Every coach, player, and parent is required to sign a Code of Conduct.



In addition, all volunteers must complete the forms described in the volunteer section of this handbook, in the “Supervision” section.

In addition, in grades 7 and 8, opportunities may be provided to further enhance skills in a more challenging atmosphere.

Guidelines Include, But Are Not Limited To, The Following:

A. Athletic Committee

With authority delegated from the principal, the athletic committee shall be responsible for monitoring and evaluating the athletic program to ensure that it complies with and supports the school mission.

The committee membership shall consist of a school council member appointed by the council chair, the athletic director, and one coach and one parent who are both appointed by the athletic director.

B. Coach Selection

Coaches for the various sports will be selected by the athletic director with approval of the athletic committee and final approval by the principal. Coach candidates must submit to the athletic director a basic personal background information including references. Candidates selected as coaches are to participate in a nationally recognized volunteer youth sports coaching association certification and must sign an agreement to comply with St. Joseph Cathedral School policies pertaining to athletics and facility usage. Additionally, each coach must complete the diocesan Virtus training. High school or college students may be assistant coaches for St. Joseph Cathedral School athletic teams. However, a parent ‘head coach’ must be assigned to each team where a student is an assistant coach. The parent coach must attend all practices and games. An evaluation of coaches will take place at the end of each athletic season.

C. Team Selection/Organization

The Athletic Committee shall meet prior to each sport season to determine the most appropriate method of varsity volleyball and basketball team selection. The athletic director, with assistance from the athletic committee, is responsible for monitoring team selections in an effort to ensure all eligible players are given equal consideration for the varsity team(s) based on individual talent and that the teams chosen reflect this goal. A seventh grader will only be considered (selected) for the varsity team(s) if the student is expected to contribute significantly to the team.

In addition, it is the responsibility of the athletic director to ensure that there is an approximate equalization of talent between all other (non-varsity) teams. A sport season shall consist of scheduled league games and additional tournaments. St. Joseph Cathedral School teams will follow PAL rules when applicable. When PAL rules concerning playing time do not apply, each player must play at least 3 minutes of each tournament basketball game, unless said player was declared by the coach prior to the game as being held out for disciplinary or other reasons. The initial roster of each team shall constitute the only approved roster of players for school-sponsored activities, except as approved by the Athletic Committee.

D. Disagreements/Conflicts

Any disagreements or conflicts relating to the school's athletic program are to first be brought to the attention of the athletic director. If a parent or other individual wishes to appeal a decision made by the athletic director, the members of the athletic committee are to be contacted to resolve the issue. If the disagreement or conflict cannot be resolved, the parent or individual is to then contact the administration. A final review of the issue can occur by following the school review committee policy if deemed appropriate and necessary by administration.

E. Facility Use

The use of the facilities for activities not sponsored by the school will require permission and scheduling through the appropriate individual designated by the Parish Council. A one-month advance notice is required for the use of the gym for school-sponsored/Athletic Committee approved tournaments.

F. Varsity Team Selection Guidelines

- Basketball tryouts are to be held on or before October 18th.
- Volleyball tryouts are to be held on or before August 18th.
- A parent meeting is to be held at some point prior to the tryouts with the athletic director and at least one member of the athletic committee present to fully detail the tryout process and to answer any questions.
- At least two independent evaluators are to be used to judge the candidate's skills during the tryouts. The evaluators are to be selected by the athletic director with approval of the athletic committee and principal.
- Whenever practical, preference is to be given to **eighth-grade** candidates for all varsity teams.
- If possible, coaches from the previous year's **seventh-grade** teams are to be consulted regarding selection procedures and criteria before tryouts are held.
- Tryouts will be held without parents present.

- The evaluations from the tryouts and input from the previous year’s coaches are to be used by the athletic committee to make recommendations to the athletic director. Additionally, the committee will consider the formation of a balanced team (in terms of guards, centers, etc.) prior to making a recommendation. The athletic director, after consulting school administration regarding academic and behavioral issues, will select the teams. The team selections will be posted on the gym bulletin board within 48 hours of the tryouts.
- Specific discussions regarding the selection or exclusion of individual candidates are to be limited to inquiries from school administration. Inquiries from parents and coaches are to be directed to school administration.
- Selection of coaches is at the discretion of the athletic director in consultation with the athletic committee and approval by the principal. The selection of coaches are to be based on demonstrated sportsmanship, qualifications and previous experience.
- The recommended number of players on a varsity basketball team is ten or less.

CHEERLEADING AND PEP SQUAD POLICY

The purpose of cheerleading shall be to provide all students the opportunity to participate in the sport of cheerleading; promote and uphold school spirit; develop and display good sportsmanship and Christian values; provide an opportunity for students to work together in a group environment and as a team; and to represent the school in a positive, respectful, and Christian manner in school-related activities (e.g., games, assemblies, community parades).

The cheerleading squad is open to any number of male and female students in 7th and 8th grade. The school’s eligibility for extra-curricular activities policy, along with the school’s discipline policy and guidelines, are to be followed when determining a student’s eligibility for participation. Specific guidelines for the squad(s) are established and set forth by the administration and moderator(s) and are reviewed by the athletic committee.

Dress Code

Student dress shall be simple, neat, and conducive to a learning atmosphere and consistent with Christian values. The student dress code shall be established by the dress code committee and approved by the advisory school council. The dress code committee will develop the guidelines for proper student attire to be worn. The administration will appoint the dress code committee with representation from the advisory school Council, the home and school association, the primary, intermediate, junior high, and special faculty departments, and the administration. The faculty and administration will enforce the dress code with appropriate procedures. A specific dress code shall be published and made available to students, parents and faculty.

KINDERGARTEN - GRADE 8

GARMENTS

COLOR OPTIONS

Polo-style shirts/buttons & collar	Solid white or navy blue or school sponsored white, navy, or green/logo- including all <u>outer trim and stitching</u>
Turtleneck and mock turtleneck	Solid white or navy blue
Sweatshirts	Solid white, navy blue or school sponsored green or navy/logo-no hoods
¼ Zip Sweatshirts	School sponsored green, white, navy, or gray only
Sweaters	Solid white or navy blue only
Slacks	Solid , hemmed, navy blue, khaki or stone only- including stitching
Shorts	Solid , hemmed, navy blue, khaki or stone only- including stitching
Skorts & Skirts (girls only)	Solid , hemmed, navy blue, khaki or stone only- including stitching
Plaid Skirts (girls only)	Lands' End white plaid skirt ONLY. Available at Landsend.com/school. School Code: 900052614
Jumpers (girls only)	Solid , hemmed, navy blue, khaki or stone only- including stitching
Plaid Jumpers (girls only)	Lands' End white plaid skirt ONLY. Available at Landsend.com. School Code: 900052614
Capris (girls only)	Solid , hemmed, navy blue, khaki or stone only- including stitching
Socks	Solid white, black, gray, or navy blue only (see note on logos below)
Tights or Leggings (girls only)	Solid white, gray, or navy blue only
Belts	Solid brown, black, navy, khaki or attached matching

belt-required for grades 3-8, optional for K-2. If an item has belt loops, then a belt must be worn for grades 3-8.

Shoes

Tennis shoes preferred

GENERAL INFORMATION

- Skorts, skirts, shorts and jumpers must be no more than FOUR INCHES above the top of the kneecap while standing.
- Skorts, capris, slacks, shorts and jumpers may not be denim, nylon, knit or fleece material. Logos must follow the postage size stamp rule (regardless of color). There can not be any dangling accessories or zippers on the pockets. Appliqués anywhere on the pants (any style) are not acceptable. Excessively tight pants are NOT allowed.
- Sleeveless shirts are NOT allowed. Shirts and turtlenecks must be worn tucked in. Excessively tight shirts are NOT permitted.
- Sweatshirts & ¼ zips MUST have banded bottoms and long sleeves. No fleece material is allowed.. Sweatshirts with hoods and/or full length zippers are not permitted for classroom wear. Sweatshirts & ¼ zips MUST be worn with a turtleneck, mock turtleneck or polo shirt with the collar showing.
- Sweaters with zippers or hoods are NOT permitted in the classroom. Sweaters must be worn with a turtleneck, mock turtleneck, or polo shirt with the collar showing.
- Students may wear shirts and sweatshirts with the St. Joseph logo. If the design logo is anything other than the St. Joseph Cathedral logo, it must be approximately the size of a postage stamp or smaller to be considered acceptable attire (regardless of color). Appliqués are not allowed on the shirts. ONLY grade 8 students allowed to wear a Helias logo shirt in navy or white.
- Only solid white short-sleeved tee shirts are to be worn under the school shirt and may not be visible on arms.
- Socks MUST always be worn and need to be visible above the top rim of the shoe. Socks are permitted to have a logo that is approximately the size of a postage stamp or smaller.
- Leggings & tights may only be worn beneath skirts, skorts, jumpers or shorts.
- Girls may wear no more than two pair of earrings in pierced ears. Earrings are to be no larger than the size of a nickel, this includes length and diameter. Boys may not wear earrings. No other body piercing is allowed. Excessive jewelry is not allowed by boys or girls. Necklaces must be worn underneath clothing if they hang lower than the top of the shirt. No hats or bandanas may be worn in the classroom.
- No visible permanent or temporary tattoos are allowed.
- Flip-flops, crocs, clogs, backless and toeless style shoes are not permitted. Dress boots are only permitted on dress-up and dress-down days.

- **BOYS**-Hair must be a natural color. Hair for boys must be off the eyebrows when combed forward; at least a portion of the ears must be visible when the hair is combed down; hair length in back may not overhang the collar. Hair must be neat, clean, trimmed and combed. Administration will determine the appropriateness of style and color. Ponytails and mohawks are not allowed. Students must be clean-shaven, no beards or mustaches are allowed. Sideburns may not extend below the ear lobe. **GIRLS**-Hair must be a natural color. Hair must be neat, clean, and combed. The appropriateness of hairstyle and coloring will be determined by the administration.
- Female students are allowed to wear make-up, so long as the application is not excessive or a distraction. Administration, typically the assistant principal, shall have the sole authority to determine if any make-up is excess or a distraction. Male students may not wear make-up, including nail polish, unless connected with a school-sanctioned activity by the assistant principal.
- The faculty and administration will enforce the dress code and shall be responsible for taking corrective actions when students fail to adhere to the school's dress code. These actions may include, but not limited to, a demerit, a fine, a parent/guardian escorting the student home to change clothes or having a parent/guardian bring an appropriate change of clothing to school. Dress down privileges can be lost for the rest of the semester if excessive violations occur.
- The school administration will make the final determination as to whether or not a student is in compliance with the school dress code.
- EER students may dress down according to our guidelines on their designated days.
- With prior approval from administration, students may dress above the requirements of the dress code by wearing select uniforms (e.g. Boy Scout) or dress-up clothes to signify involvement in extracurricular activities.

AT ALL TIMES STUDENTS ARE TO BE MODESTLY DRESSED WITH NO FORM FITTING CLOTHING, NO MID SECTIONS OR UNDERGARMENTS SHOWING!

NON-UNIFORM DAYS

DRESS UP DAYS

- All dresses, skirts, jumpers, tops and blouses are to be modest in style with no spaghetti straps, sleeveless, low V-neck or low-scooped neck allowed. No short skirts or dresses will be allowed.
- Skirts or dresses may be no shorter than FOUR inches above the knee.
- All shirts must be tucked in and with a collar.
- No shorts will be allowed on these days.
- No backless or toeless shoes are permitted. Dress boots are allowed.
- These guidelines are not optional on specified dress up days (i.e. uniform shorts



may not be worn).

DRESS DOWN DAYS

- Jeans may be worn but no fringe, holes, slits or bagginess is acceptable.
- Leggings are NOT considered pants according to school dress code policy. Leggings may only be worn under a skirt, shirt, or dress that is no shorter than 4” above the top of the kneecap when standing.
- Shorts may be no shorter than FOUR inches above the knee.
- Tee shirts may be worn if they have no drug/and or obscene, suggestive, satanic, alcohol messages or symbols.
- Boxer shorts, cutoffs, tank tops and sleeveless shirts are never allowed.
- Only 1 dress down pass is allowed per week and must be used on Tuesdays. The pass must be given to the teacher.

PICTURE DAY

- Uniform or dress shorts and pants with a shirt of your choice (following shirt guidelines) may be worn on the fall picture day.
- Optionally, girls may wear dresses or skirts following dress up day guidelines.

Student Behavior and Management

St. Joseph Cathedral School Discipline Policy

Our discipline policy is rooted in the teachings of our Lord, Jesus, who taught us to learn, grow, and thrive by his example of respect for all humanity. It is therefore our policy that discipline be one of many means by which we teach our children to recognize and choose those behaviors that demonstrate an awareness of respect for one's self, respect for others and the self-discipline necessary for respect to grow from within. The particular discipline methods chosen shall be consistent with this overall guiding philosophy. Likewise, all disciplinary methods shall be adapted as necessary or age-appropriate, within the context of this philosophy. The student behavior codes, and the disciplinary procedures, are found in the St. Joseph School Discipline Guidelines, which follow this policy.

Although our entire school community of parents, volunteers, teachers, staff and students share responsibility for shaping our school climate, it is the classroom teacher who is charged with initial responsibility for the behavior, attitudes and conduct of students. It shall be the teacher's responsibility to determine the appropriate method for establishing an atmosphere of mutual respect and self-discipline within the context of this guiding policy. Individual teacher requirements for specific student and class behavior will be communicated to all concerned at the beginning of the school year. As a general rule, it shall be our guideline that inappropriate behavior be normally most effectively addressed as follows:

- On an individual basis
- Immediately after the behavior occurs
- Consistently based on student and class level
- Within the context of teaching about the example of Jesus, our children's choices, and mutual respect
- With parents informed of any serious classroom behavior problems

Students will be referred to the assistant principal for further disciplinary action when inappropriate behavior cannot be resolved at the classroom level. The assistant principal will contact parents concerning serious behavior problems referred to the school office.

The student is a SJCS student at all times. A student who engages in conduct, whether inside or outside of school (including online content, social media apps, or other electronic means), that is detrimental to the reputation of the school, the parish, or the Catholic faith may be disciplined by school officials.

STATEMENT OF PHILOSOPHY

Our school provides opportunities for students to mature in faith. "Disciple" is a very apt way to describe both the process and goal of our educational efforts. Teachers, as ministers, can draw strength and support from their faith, the Gospel, and the Church as they guide their students.

In this context, discipline is essentially a positive experience. The goal is not just to change or control behavior, but to help in the process of developing behavior that reflects Gospel values by accepting consequences for behavior that is chosen. Discipline is to reflect the goal of eventual self-discipline as a personal response to the call of Jesus.

We believe the area of personal growth and discipline is important, both at school and at home. A family is a strong influence on developing responsibility, conviction, courage, and faith. The school cannot serve as a substitute for the lack of family leadership in these areas. Home and school must work cooperatively in fostering these virtues to have the best chance for success with children.

ADULT/STUDENT DISCIPLINARY INTERACTION

Adults who are acting as employees, volunteers or visitors are prohibited from addressing or otherwise dealing with student disciplinary or social concerns that fall outside of the responsibilities or scope of the adult's role with the school. Any concerns addressed on school grounds or at school functions are to be done through the proper administrative and disciplinary channels. Violation of this policy may result in the school terminating or limiting opportunities for future volunteering, employment or participation in school events.

BEHAVIOR CODE

A Christian student treats others as they wish to be treated. This includes, but is not limited to, the following:

- Playing fairly and refraining from fighting at all times
- Complimenting others and using good, positive comments, and abstaining from the use of vulgar or profane language
- Walking quietly to and from church and becoming silent and respectful during church services
- Being orderly in the classroom, hallways, restrooms, cafeteria and playground.
- Acting respectfully toward the pastor, principal, teachers, staff, volunteers, guests and other students
- Treating all school property (buildings, furniture, books) and other people's property with respect and not defacing property or littering

- Following all guidelines in the technology agreement or expressed by the teacher or technology director

A Christian student is honest and truthful, by doing at least the following:

Doing his or her best work, not cheating or copying, and encouraging others to do their best.

A Christian student demonstrates responsibility by doing at least the following:

- Doing work assigned on time and to the best of his or her ability
- Having all necessary materials with him or her in class and at school
- Obeying and respecting others assigned to duties (bus drivers, cafeteria helpers, and playground supervisors)
- Following the rules of the classroom and school

A Christian student acts safely by refraining from at least the following:

- 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
- Bringing radios, toys, etc
- Throwing snowballs, rocks, or any type of dangerous objects
- Playing games that involve tackling, pulling, and knocking others down

The **B.I.S.T. Model** of discipline calls for “Grace” (support) on the part of the adults. The school wants students to learn and model Christian behavior, to be able to learn without unfair distraction and to be safe. “Accountability”, on the part of the student, calls for responsibility from the student in acknowledging inappropriate behavior, demonstrating contrition, and accepting consequences and assistance.

When a student disrupts a class, he/she will be redirected to proper behavior. If the student cannot gain self-control, she/he is choosing to go to the “Safe Area.” If this step is not successful or if a student does not cooperate respectfully in the transition, he will proceed to a focus room to complete a “Think Sheet” to allow for later conference with the teacher. This conference will take place at a time that does not interfere with classroom activities. A student who does not successfully conference, such as by displaying an inappropriate attitude, will be given another opportunity, but at a later time or date.

The student is NOT allowed back into that classroom/playground until the process is completed successfully. Following a “Focus Room” visit, the teacher will contact and notify parents of the incident. This notification is made to keep communications open

between home and school. If a student is disruptive in the “Focus Room”, he/she is then sent to an administrator and the administrator contacts parents.

When a student is disruptive during transitional times (these are times outside of the classroom, e.g. recess, hallways, and cafeteria), the same sequence of steps will take place as in classroom/recess behavior struggles. The student will then conference (processes) with the sending teacher/supervisor to determine whether she/he is ready to return to the classroom/playground.

The third time a student moves along the B.I.S.T continuum teachers/supervisors will create a “Plan for Success”, often involving student input. This plan may include consequences including but not limited to suspension from extra-curricular activities and/or regular placement in a “Safe Area” or “Focus Room”. Parents will be sent a copy of the plan. A student may be released from the plan by demonstrating desired behavior for a specified period of time. If a student continues inappropriate behaviors while on the plan and receives a “Focus”, parents are contacted to come in for a conference with the student, teachers/supervisors and administrators. If inappropriate behaviors continue after the conference, the “Recovery Process” begins.

The goal of the “Recovery Process” is to help the student recognize the problematic behavior and must take steps that will allow the teacher to teach and the other students to learn. The “Recovery Process” has no time restrictions and will last until the student demonstrates the skills necessary to rejoin the activity/classroom. A student who is out of the classroom during this process will be given assigned work to do and will be held to the same expectations for completing the work as if he/she was in the classroom.

The classroom or supervising teacher, in consultation with Administration will determine if a student has demonstrated the skills necessary to return to regular school activities.

BULLYING

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time.

Bullying can take many forms, including hitting or punching; name-calling; threatening or intimidating; maliciously teasing and taunting; making sexual remarks; stealing or damaging other’s belongings; spreading rumors or encouraging others to reject or exclude others. These forms of bullying can be physical, verbal, emotional or electronic. Cyber-bullying includes, but is not limited to, emails, instant messaging, text or digital messages sent on cell phone, web pages, blogs and chat rooms or discussion groups.

Bullying behavior will not be accepted or tolerated. Parents and students are to bring any type of bullying to the attention of the school administration immediately.

THE NORMAL PROCEDURES FOR HANDLING BULLYING CASES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Complaints regarding bullying should first be brought to the teacher’s attention, as should repeated instances of the behavior. If the teacher’s response is not effective, the chain-of-command then directs the parent or student to the assistant principal; then to the principal; then the pastor; and finally to the superintendent.
2. In addition to investigating the incidents, the school will notify parents of the situation. If a student has been engaged in bullying, his/her parents will be notified of any consequences assigned as a response to this behavior. Consequences given by administration are logged in a student’s record and may increase due to repeated occurrences.
3. Depending on the severity and consistency of the action, consequences could range from a conference to suspension from school, either out of school or in school, to discontinuation of enrollment, with the severity and/or consistency of the action resting solely at the discretion of the school’s administration. During the suspensions, students may complete school service work or other remediation.
4. Depending on the severity, students engaged in bullying may also be required to meet with the school counselor, a parish priest and/or outside counseling resources to help address unhealthy social behaviors.
5. Prayer and opportunities to receive the Sacrament of Reconciliation will be available to students who have engaged in bullying behavior. Parents will also have opportunities to utilize this sacrament for their child during regular parish offerings or by appointment.
6. Because bullying can come in many different forms of action or behavior, the above steps are suggested steps in addressing bullying behavior. The school reserves the right to amend these steps to correct and address any bullying behavior and/or to appropriately address the context of the particular situation.

PROHIBITION OF CORPORAL PUNISHMENT (DSR 5310)

Corporal punishment is not used under any circumstances in any school in the Diocese of Jefferson City. The administrator is responsible to report immediately to the Catholic School Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

CHEATING

This includes homework and tests. If a child chooses to copy homework, the child who gives the assignment and the child copying the assignment may both receive a zero as



determined by the supervising teacher. All children are to do their own work. Other forms of cheating, which may result in academic or behavioral consequences include, but are not limited to, plagiarism and electronic transmission of answers.

DEPARTMENTAL DISCIPLINE PROCEDURE

In addition to the school discipline procedures, different departments (e.g. primary, intermediate, junior high) or grade levels will have discipline and academic guidelines and expectations that work within the school guidelines.

WEAPONS AND DANGEROUS INSTRUMENTS (DSP 5315)

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

CONTROLLED SUBSTANCES AND WEAPONS

St. Joseph Cathedral School does not permit use, possession or sale of drugs, alcohol, or weapons on school premises by students at any time, or off-campus at school sponsored activities.

A weapon will be defined as any dangerous item such as a gun or knife but may also include any object used in a manner dangerous to another student or teacher.

Drugs include tobacco products, alcohol, illegal drugs, or any look alike drugs and unauthorized prescription medication.

Lockers, desks, and other storage areas that are the property of the school are used with the understanding that authorized persons may inspect them at any time for the health, safety or welfare of the school community.

THREATS OF VIOLENCE

All threats of violence will be taken seriously, including possible reporting to the proper authorities and disciplinary acts.

RESPECT FOR PROPERTY

A student is responsible for any property that is willfully or negligently damaged. The



parent, student, or legal guardian is required to either repair or replace the damaged property. The school principal is authorized to enforce the property policy with appropriate action within the sole discretion of the school's administration.

PLAYGROUND RULES

Playground rules include, but are not limited to, the following:

- Students conduct themselves in a Christian manner.
- Students remain on the school and parish campus in assigned play areas at all times.
- Students share all equipment and toys with classmates.
- Pushing or shoving is not allowed.
- Inappropriate language is prohibited.
- Students follow the directions of the supervising teacher(s) and adult volunteers at all times.
- Wood chips are to remain in the areas surrounding the major playground equipment.
- Only one student per swing is allowed
- Only objects to be thrown are approved playground balls. No other objects are to be thrown such as snowballs, wood chips, rocks, toys, etc.
- Students exit and enter the school building in silence in a single file manner.
- Food and snacks are not permitted on the playground without permission.
- Students line up in a single file manner in silence when recess ends.
- Every student is to go outside at recess time, weather permitting, unless a parent has sent a written request to the teacher because of illness.

SUSPENSION RULES

A student may be suspended by the principal or assistant principal, usually after there has been a conference with the parents or preferably with the parents and student. However, there might be times when immediate suspension is deemed necessary. A written record of the reason for the suspension with the date and a summary of the parent conference is kept on file.

Student behaviors that could lead to suspension include; but are not limited to the following:

- Repeating a misbehavior or negative attitude for which three or more consequences/detentions have previously been assigned.
- Bringing a controlled substance to school, including alcohol, tobacco or an illegal drug, or inappropriate use of a prescribed or over-the-counter drug.
- Bringing to school any object that's intended to be used to harm, frighten or



intimidate another person.

- Engaging in any form of aggressive fighting or similar behavior.
- Engaging in repeated pushing, shoving or smaller-scale fighting.
- Participating in any vandalism of school, student or teacher/staff property at school. In addition to suspension, the student will be required to pay for the damage.
- Harassing or assaulting (verbal or physical) behavior, which is perceived by the teacher or principal as significantly emotionally or physically harmful to another student or staff member.
- Demonstrating deliberate obscene gestures or language.
- Bringing to school any pictures or written material that is considered obscene by the teacher or principal.
- Displaying deliberate, disrespectful outburst or interaction with another student, faculty member, staff member or volunteer.

Two or more suspensions from school within the same school year will result in, at least, a two-day suspension following a conference with the student, parent/guardian, teacher, assistant principal and principal, though effective immediately in severe cases. The pastor may participate in these conferences.

Suspensions may be either an in-school (ISS) or out-of-school (OSS) suspension as determined by the principal and assistant principal. Most suspensions will be served in school.

Students who receive an in-school or out-of-school suspension will normally be allowed to make up academic work from during this time. However, students with a suspension will normally not be allowed to participate in extracurricular events from the point a consequence is assigned until the completion of the entire day of the suspension, including activities during the evening.

DISMISSAL AND EXPULSION (DSP 5360)

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

The term "expulsion" is the termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised

immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

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

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

DISMISSAL AND EXPULSION (DSR 5360)

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

EXPULSION RULES (Applies to all grades)

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

Student behaviors that could lead to dismissal or expulsion include, but are not limited to:

- Two or more suspensions
- Any of the misbehaviors listed under the rules of suspension if their severity and other circumstances warrant dismissal or expulsion as deemed necessary by the principal and pastor

DISCIPLINARY REVIEW PROCESS

Serious disciplinary actions involving suspensions, dismissals and/or expulsions as determined by the principal and faculty may be reviewed by the pastor. The principal is to be notified within two days if a student and parent wish to ask the pastor to review a suspension, dismissal and/or expulsion. The principal will arrange the review process.



If a student and parent wish or pastor or principal wish to have the specific facts, actions and procedures of the situation that has resulted in suspension, dismissal or expulsion reviewed by a third party, they may request this action by notifying the principal within two days of the recommendations made to the school administration by the pastor.

However, it is up to the pastor and principal to decide to allow a third party review.

No one has a right to a third party review. The review committee is organized by the school advisory council and composed of three members of the parish council. The review committee will meet with the student, parent, teachers and administration and review the facts, actions and procedures employed by the faculty and administration. The review committee will make important but non-binding recommendations to the school administration. The decision of the pastor in all cases is considered final and binding upon all parties, on a local level.

Technology, Content, and Copyright Laws

CELLULAR PHONES

Cellular phones are not to be used or turned on during school hours, including for text messaging. There is a phone in the office for emergency use. Students may use cellular phones after school hours and at extracurricular events to contact for rides.

COMPUTER USE

The rules/procedures below apply to the use of the school's computer lab, library and classroom computers.

General Lab Behavior

- Students must be accompanied and supervised by an adult in the computer lab.
- When conversing, students may use no more than a two-foot voice level.
- Food, candy, gum, and beverages may not be consumed near the device in use.
- Workstation area must be cleared of all student materials and refuse at the end of the class period.
- All computer programs are to be closed and students should log off after use of portable lab equipment.

Internet

- Students wishing to use the Internet must have permission from their teacher or technology coordinator.
- Out of courtesy to fellow teachers and students Internet activity outside of normal class time is limited to the availability of the computer lab and adult supervision. This alleviates unnecessary distractions.

Printing

- Students may print ONLY class-related items. If in doubt, the student must check with the technology coordinator, teacher, or computer aide.
- Technology coordinator, computer aides, or teachers will randomly check printed items for appropriateness.

CHROMEBOOK SECURITY RISKS & PHYSICAL SECURITY

Chromebooks are especially vulnerable to loss and theft. St. Joseph is aware that incidental damage may occur but will not bear the full cost of such damage. Students should take all reasonable steps to protect their property against theft or damage. The Administrators will make final determination on whether the student is responsible for damage or theft. If it is determined the student is responsible they will be required to pay a fee for the replacement device as outlined below.

- First replacement: Cost is dependent on the age of the device.
 - Devices 1 year or less will cost students \$200.
 - 2 years old will cost \$150.
 - 3 years or older will cost \$100.
- Second and all subsequent replacements: Student is responsible for the full cost of a replacement device.

RULES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- No writing on or otherwise marking on tables, computers, mouse pads, etc.
- No eating or drink in the computer lab.
- No unauthorized changes to the computer, if changes are needed, students/teachers are to contact the technology coordinator. This includes the screensaver, the computer menu, or other computer settings. Report any error messages or malfunctions of the computers or printers to the technology coordinator, teacher or computer aide.
- Students are not to install software on the workstations. If software needs to be installed, contact the technology coordinator.
- Students are not to remove portable lab equipment from the classroom without the technology coordinator permission.
- Students are not to access the Internet without the technology coordinator, teacher or computer aide present.
- Students are to use proper etiquette and language when using the computer.
- Students are not to change other student's work.

STUDENT INTERNET, E-MAIL AND OTHER TECHNOLOGICAL USE (DSP 6425)

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

- Internet, e-mail and other technology access and use in school is a privilege, not a right.
- The use is always to be consistent with Catholic teaching, doctrine, morality and values.
- Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
- Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software,

text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.

- Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
- Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
- Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own email address. This includes, but is not limited to school personnel names and addresses.
- The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
- Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
- The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

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

PERSONAL ELECTRONIC DEVICES

Personal electronic devices (i.e. not SmartWatches or wearable devices) are only allowed when used with relation to a class assignment, with approval by a teacher or supervising staff member present at the time by the teacher or supervising staff member present at the location of usage (e.g. a student cannot use an electronic device in before-school-care because his third grade teacher gave permission).

Students are to remove and secure all SmartWatches and other wearable electronic devices in lockers at all times during regular school hours. If a student violates this or other parts of the school electronics policy, devices will be held in the school office until the end of the day. Subsequent violations will result in the device no longer being allowed at school. In the event of any question as to the nature of a wearable device, then the default conclusion will be that the device is subject to this policy.

Use of any device for telephonic communications, including texting, is not allowed. One exception exists, which is that students may use a phone after school hours, with staff

permission, to check on late pick-ups or other transportation issues.

Games may not be played on ANY electronic devices with the exception of after school care, and only then with the permission of the staff in charge

A student bears all responsibility for damaged or lost electronics he owns, by virtue of them being brought to school.

If disciplinary violations by another student are the cause of damaged electronics, these violations will be handled as disciplinary violations normally are, with responsibility for damage determined through normal disciplinary investigations.

Any violation of the above policy results in the loss of privilege to bring this item to school for the remainder of the year. Other disciplinary consequences may apply.

USE OF VIDEO/AUDIO MATERIALS IN THE CLASSROOM

The use of video material in the classroom or at any school function shall be limited to material with a rating of A-I for general audiences. A-II video materials may be shown in junior high classes only. The supervising teacher will preview all videos prior to student viewing.

The use of video and computer games shall be limited to those with a rating of E for everyone.

Faculty members are encouraged to use video materials for educational purposes only.

SPEAKERS, OUTSIDE PROGRAMS, AV MATERIALS (INCLUDING MOVIES AND VIDEOS) (DSP 6410)

All outside speakers, programs, AV material and literature used in the school are to have the prior approval of the school administrator. Care is to be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

The USCC movie-rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Catholic School Office is to be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

Spirituality and Morality

CATHOLIC FAITH AND MORAL STANDARD (DSP 5305)

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is (i) inconsistent with Catholic faith and morals; (ii) a threat to the health, safety, reputation and welfare of other students or employees; and/or (iii) 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.

The School may expel students that (i) continually profess being an agnostic or atheist; (ii) act in a manner that is hostile to the teachings of the Catholic Church, (iii) or otherwise act in a manner that is belligerent and harmful to the School's ability to maintain a Catholic identity and promote the Catholic faith.

RELIGIOUS EDUCATION CLASSES & LITURGICAL PARTICIPATION

All students enrolled in the School are expected to attend and participate in all appropriate grade level religious education classes. Students are to participate in all Masses, prayer, Stations of the Cross, Benedictions and other para-liturgical services conducted for [or by?] the School community. All religious education classes reflect the official doctrine and religious practices of the Roman Catholic Church. The School primarily exists to assist parents in the Christian formation of their children in the Roman Catholic tradition.

NON-CATHOLIC STUDENT PARTICIPATION (DSP 6235)

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

HUMAN SEXUALITY EDUCATION

St. Joseph Cathedral School recognizes that education in human sexuality is a vital part of the formation of children into responsible adult Catholics. The School recognizes and respects sexuality and reproduction as a gift from God: the Creator, and intends to exemplify this attitude of thankfulness, reverence, and respect in the sexuality education program. The School wishes to impart and share with the students a profound reverence for the sanctity of human life and an ability to cherish and respect all of nature as a gift from God.



The School believes that the primary educators of children in human sexuality are the parents. Children will learn and understand their roles most clearly if this learning is centered with the context of Catholic family life. Parental involvement in sexuality education will focus on the individual needs of the child. The School serves in a supportive role in reinforcing Catholic values and teachings.

The major focus of the School’s sexuality education program shall be to provide students with accurate, age appropriate information regarding human sexuality and reproduction from a Catholic moral perspective. The sexuality education program will provide for regular parental input into the development, implementation, and evaluation of the overall program. Parents will be involved in the educational process of the individual student. The school will provide an in-class K through 8 program that is approved by the Diocesan Religious Education Office.

The human sexuality program is offered to all School families. If parents do not want their children to participate in part or all of the program, this request will be honored. Such requests are to be made in writing to both the principal and homeroom teacher.

ADHERENCE WITH CATHOLIC TEACHING ON SEXUALITY

Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events.

All students are expected to conduct themselves in a manner consistent with their biological gender.

Student Health

GENERAL HEALTH INFORMATION

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

Students will be excluded from school for:

- Fever of 100.4° or over
- Undiagnosed rashes
- Vomiting
- Diarrhea
- Red, inflamed eyes (pink eye) until diagnosed and treated, if necessary
- Impetigo (a contagious skin condition, with crusty areas especially around the nose and mouth)
- Ringworm
- Head Lice (excluded until proper medicated treatment has been initiated and **live lice no longer visible**)
- Scabies (excluded until appropriate medical treatment)
- Common childhood diseases – **State Regulations**
- Chickenpox (**excluded for seven days** from onset of rash)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)
- Influenza (following a positive test result the child must be fever free for 24 hours before returning to school)
- COVID-19 (following a positive test the child is excluded for 5 days from onset of symptoms and fever free for 24 hours before returning to school)
- Other as determined by the principal or health professional

Students sent home ill with elevated temperatures, vomiting, or diarrhea are to be kept home until they are symptom-free for twenty-four hours. Students with fevers must be fever-free for 24 hours without the use of fever-reducing medications, such as Tylenol or Advil. Many children are sent home ill one day, return the next, and need to be sent home again because they have not recovered.

Parents are to share the diagnosis and treatment of children sent to physicians so staff can be alerted to possible problems in other children (e.g., pink eye, head lice, strep throat, mono, chicken pox, flu, worms, etc.)

FOOD ALLERGY POLICY

Each individual situation involving a student with a food allergy shall be carefully considered on a case-by-case basis. A team consisting of the student's parent(s) or legal

guardian(s) and input from the student's physician shall advise the administration.

The school will be notified by the student's parent(s) or guardian(s) of the food allergy. Each student with a food allergy will have a Food Allergy Action Plan completed by his/her physician. This plan is to include what the student is allergic to, what symptoms the student may have if exposed to or if he/she ingests the allergen, what to do in the case of an allergic reaction and any additional information the student's physician deems beneficial.

The storage and location of an Epi pen, which may be needed in the case of accidental exposure, will be determined on a case-by-case basis. This medication must be prescribed for the individual student and brought to the school by the parent or legal guardian. Parent(s) or legal guardian(s) are to sign a Medicine Permission slip at the school office.

MEDICINE POLICY

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

- **Parents are not to send medicine to school unless it is absolutely necessary.**
- Medications prescribed (or given) **three times a day** are to be given at home.
- **ALL** prescription medications must be presented to the school nurse/office staff in the **original container** that is properly labeled, including the physician's instructions with child's name. Over-the-counter medications is to preferably be presented in its original container, but if it is not, the medications must be clearly identifiable by the school nurse/office staff. Examples would include tablets/capsules clearly marked with the medication name or wrapped cough lozenges. A signed consent form or note including medication name, administration information, student's name and signature from the parent must accompany medications for staff to administer. The consent form is available in the school office.
- A separate Daily Administration Form **must** be completed for students requiring medications on a daily basis. Parents are to contact the school nurse/office staff for this form.

According to policy only the school nurse or office staff will administer medications that meet the above criteria. All medications will be kept in a locked cabinet. The school nurse or office staff will maintain proper documentation of medications administered, to include their signature or initials with the date and time given. The school nurse or office staff will insure they are giving the correct medication, correct dose, correct route, and correct frequency to the correct student. The school nurse on a routine basis will check all medication expiration dates. All medications shall be returned to the students at the end of the school year.

DRUG/MEDICATION ADMINISTRATION (DSP 5520)

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

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

IMMUNIZATIONS (DSR5105)

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

Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services. Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either:

- (1) a medical exemption as confirmed by a statement from a duly licensed physician; or
- (2) a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parents or legal guardian of the student. Religious exemptions for Catholic families will not be accepted.

See Appendix 5105 in the diocesan *Policy and Regulation Manual for Schools* for current Missouri Health Record Immunization Requirements.

CHRONIC INFECTIONS POLICY

St. Joseph Cathedral School follows Diocesan School Policy 8000 in this regard. The



entire document is found in the Policy and Regulation Manual which is available upon request or online at www.diojeffcity.org.

CONCUSSION / HEAD INJURY POLICY

Any student athlete in a school-sponsored sport (including cheerleaders) showing signs of a concussion or head injury must be removed from play for the remainder of that day. Emergency medical assistance will be contacted for severe symptoms, such as:

- Loss of consciousness
- Direct neck pain
- Increase of symptoms
- Other signs emergency attention is needed.

The student's parents will be contacted immediately and informed of the nature of the injury. A student-athlete who is suspected of sustaining a concussion or head injury shall have a medical examination and must provide a written medical clearance by a physician or licensed health care provider before the student is allowed to return to participation in any school-sponsored sport, including physical education or active recess sports. The medical release must be approved by school administration. In addition, school reserves the right to develop a plan of gradual return to competition and practice.

ASBESTOS

St. Joseph Cathedral School has an Asbestos Management Plan in the custodial office and is available for review by appointment in the school. Our school has a periodic surveillance performed every June and December. The diocese performs an inspection of our physical facilities every three years. All the asbestos that creates an immediate health hazard has either been removed or contained to provide a safe environment for our students, staff, and guests. Contact the school office if you have any questions.

NUTRITION AND WELLNESS

The school has adopted a nutrition and wellness policy (included, in full, in the appendix) that actively encourages the use of nutritious foods and drink in all school sponsored programs including, but not limited to, the federal hot lunch program (strictly mandated by federal guidelines), the enrichment program and after-school-care programs, classroom snacks and treats, the athletic program and athletic concession stand, birthday/feast day celebrations etc. Teachers, staff, room parents, and parents in general are especially requested to use a variety of healthful and nutritious foods/drinks and non-food items when planning snacks, treats and rewards for the classroom. Students are encouraged to engage in a variety of healthful and appropriate physical activities during recess periods, classroom breaks, and physical education classes.

Student Safety

INSURANCE

Student accident insurance is provided as part of each family's resource fee.

If a child is injured at school or at a covered extra-curricular activity through the private company offering school wide insurance, a form must be picked up, completed, and filed immediately in the school office.

HARASSMENT (DSP 5820)

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

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

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

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

Sexual Harassment

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

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

Student Harassment

All students at St. Joseph Cathedral School are to treat each other with dignity and respect. Harassment in any form is prohibited. The prohibition applies to all students. Behaviors that may be undesirable include, but are not limited to the following:

- derogatory comments, jokes and slurs;
- unwelcome physical touching, contact assault, deliberate impeding or blocking of movements;
- any intimidating interferences with normal school movement.

Any of the above may be undesirable in and of themselves or because they are of a sexual nature.

Students who have been harassed are to report the incident immediately to the supervising staff.

The guidelines outlined in the Discipline Policy will be followed in dealing with each situation.

STUDENTS: Sexual Abuse of Minors (DSP 5825)

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

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by



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

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, *the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB*, and *the Code of Canon Law*.

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

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

- (1) a Review Board established by the Bishop whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors;
- (2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations;
- (3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact-finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop;
- (4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the

members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors. Each of these four elements will be discussed below.

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel. The membership of the Review Board will be comprised of at least five persons who are in full communion with the Church. At least one member will be a diocesan priest who is an experienced and respected pastor. The majority of the members will be lay persons not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.
2. Duties of the Review Board include:
 - Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;
 - Reviewing diocesan policies for addressing sexual abuse of minors;
 - Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and
 - Maintaining an ongoing review of unresolved cases.
3. If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:
 - Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
 - Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment; and
 - Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.

B. REVIEW ADMINISTRATOR



1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.
2. Duties of the Review Administrator include:
 - Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
 - Appointing an Assistance Coordinator for the person bringing the allegation;
 - Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
 - Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
 - Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
 - Receiving information about other possible victims/survivors; and
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.
2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.
3. Duties of the Review Team include:
 - Investigating and gathering facts regarding allegations referred to it by the Review Administrator , reporting its findings to the Bishop, and providing him any appropriate counsel;
 - Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;

- Meeting as needed for specific cases;
- Taking all appropriate steps to protect the reputation of the accused during the review process;
- Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

D. ASSISTANCE COORDINATORS

1. An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.
2. Duties of the Assistance Coordinator include:
 - Listening to the individual and his or her allegations, treating the individual with respect;
 - Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;
 - Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
 - Assisting with referrals to therapists and/or support groups;
 - Assisting the individual with information about how to follow-up on the options chosen by the individual; and
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.
3. The Assistance Coordinator shall maintain a professional relationship with the individual and will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.

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

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below



and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A. BRINGING AN ALLEGATION

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

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

B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)
2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services

immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.

3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.
4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

1. Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone. The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:
 - When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.
 - When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the person in charge of the parish, school

or agency where the accused is an employee or volunteer, that the accused be immediately placed on a temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.

2. If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.
3. If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will inform the person making the allegation of this conclusion and no further action will be taken.
4. A. The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:
 - i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.
 - ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.
 - iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his votum, to the Congregation for the Doctrine of the Faith

- at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.
- iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.
 - v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.
- A. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:
- i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.
 - ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.
 - iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she

shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.

- iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.
- B. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.
5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

D. REVIEW OUTCOME

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

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment



has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.

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

F. CARE FOR THE CLERIC

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

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

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

a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese. The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.

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

H. Communication

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

Addendum

(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416. (2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true. (3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible. (4) The term "decree" as used in this document refers to a statement of the disposition of the matter. (5) See Chapters 210.110-210.192 Revised Statutes of Missouri

CHILD ABUSE INVESTIGATION



When the school has been contacted by a state agency authorized to investigate a child abuse complaint, the issue of consent must be addressed. St. Joseph Cathedral School will follow the Diocesan Policy in handling the situation.

CHILD ABUSE AND NEGLECT (DSP 5810)

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

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

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

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

(A copy of the law is included in the Appendix #5810 of the Diocese of Jefferson City Policy and Regulation book.)

Community and External Operations

PARENT COMMUNICATIONS AGREEMENT (DSP 1810)

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

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

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

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

COMMUNITY AND EXTERNAL OPERATIONS: (Grievance DSP 1901)

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory council is advisory, it 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. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation

ADMINISTRATIVE RECOURSE (DSR 1901)

A. Definition

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

B. Purpose

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

C. Basic Principles

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

D. Procedure

1. Informal Attempts at Resolution

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

assist the discussion.

2. Formal Grievance Procedures

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

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

LEVEL TWO: PASTOR

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

LEVEL THREE: Catholic School Office

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will

hold a meeting on the matter within ten days following receipt of the appeal. The Catholic School Office will render a decision in writing stating findings of fact and conclusions within ten days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

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

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE (DSP 1902)

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

CONFIDENTIALITY (DSP 5260)

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

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

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



Appendices

ST. JOSEPH CATHEDRAL CATHOLIC SCHOOL'S HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the St. Joseph Cathedral Catholic School of Jefferson City, Missouri, Parent Handbook. I understand that it contains important information about St. Joseph Cathedral Catholic School's general policies and regulations and about my privileges and obligations as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand St. Joseph Cathedral Catholic School's policies and regulations and agree to adhere to these policies and regulations. I further acknowledge that revisions to the Handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.

Parent/Guardian Name (Printed)

Parent/Guardian Signature Date

[A copy of this Parent Handbook Acknowledgement is to be signed and returned to St. Joseph Cathedral School.]

ST. JOSEPH CATHEDRAL SCHOOL **PHYSICAL ACTIVITY AND NUTRITION POLICY**

The primary goals of the St. Joseph Cathedral School’s wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the school’s wellness program.

- St. Joseph Cathedral School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing the school wide nutrition and physical activity policies.
- All students in grades PK – 8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served as part of the lunch program will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning, and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent possible, St. Joseph Cathedral School will participate in available federal school meal programs (including the National School Lunch Program).
- St. Joseph Cathedral School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

TO ACHIEVE THESE POLICY GOALS:

I. Wellness Committee

St. Joseph Cathedral School will establish a wellness committee that consists of at least one (1): parent, nurse, school food service representative, school advisory council member, and school administrator. The Principal of the school will serve as the wellness program coordinator. The wellness coordinator, in consultation with the wellness



committee, will be in charge of implementation and evaluation of this policy. All meetings are open to the school community members.

II. Nutrition Guidelines

It is the policy of St. Joseph Cathedral School that all foods and beverages made available on campus during the school lunch periods are consistent with the USDA nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. St. Joseph Cathedral School will create procedures that address all foods available to students throughout the school day in the following areas:

- A. National School Lunch Program
- B. Classroom parties, celebrations, fundraisers, rewards, and school events.
- C. Snacks served in after-school programs.

School Meals

Meals served through the National School Lunch Program will:

1. be appealing and attractive to children;
2. be served in clean and pleasant settings;
3. meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
4. offer a variety of fruits and vegetables; and
5. serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA).

St. Joseph Cathedral School will provide information about the nutritional content of meals with parents and students upon request.

Free and Reduced-Priced Meals

St. Joseph Cathedral School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-priced meals.

Meal Times and Scheduling

St. Joseph Cathedral School:

- will provide students with at least 15 minutes to eat after sitting down for lunch;



- will schedule meal periods at appropriate times (e.g., lunch will be scheduled between 11:00 AM and 1:00 PM);
- will not schedule tutoring, club, organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff

Qualified food service personnel will administer the school meal program. As part of the school's responsibility to operate a food service program, the school will provide continuing professional development for all food service in schools. Staff development programs are to include appropriate certification and/or training programs for food service personnel.

Sharing of Foods and Beverages

St. Joseph Cathedral School will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about sanitation, sensitive allergies, and other restrictions on some children's diets.

Fundraising Activities

St. Joseph Cathedral School will encourage fundraising activities that promote physical activity and good nutrition.

Snacks

Snacks served during the school day or in after-school-care or enrichment programs will make positive contributions to children's diets and health. Whenever possible, fruits and vegetables will be served and water will be offered.

Rewards

St. Joseph Cathedral School will encourage staff not to use foods or beverages, especially those that do not meet nutritional standards as the only rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

St. Joseph Cathedral School will encourage the use of a variety of nutritional snacks and



drinks during various celebrations.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day will include a variety of snacks and drinks.

III. Nutritional and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

St. Joseph Cathedral School aims to teach, encourage, and support healthy eating by students. The school will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a physical education, science, and/or health education curriculum;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruit, vegetables, whole grain products, low-fat and fat-free dairy products, health food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutritional-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond education class. Toward that end:



- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents

St. Joseph Cathedral School will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will send home nutritional information and provide nutrient analyses of school menus upon request. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K – 8

All students in grades K – 8, including students with disabilities, special health-care needs will receive weekly physical education (or its equivalent of approximately 60 minutes / week for K – 3 and approximately 60 – 90 minutes/week for 4 – 8) for the entire school year. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class participating in moderate to vigorous physical activity.

Daily Recess

Students in K – 8 will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students will be encouraged to participate in moderate to vigorous physical activity through verbal communication and through the provision of space and equipment.



The school will discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity After School

St. Joseph Cathedral School will offer extracurricular physical activity programs (e.g., Parochial Athletic League PAL). A variety of activities will be offered to meet the needs and abilities of students.

After-school-care and enrichment programs will provide and encourage daily periods of moderate to vigorous physical activity for all participants through the provision of space, equipment, and activities.

Use of School Facilities Outside of School Hours

School spaces and facilities will be available to students, staff, and parish members before, during, and after the school day, on weekends, and during school vacations by reservation only. These spaces and facilities will also be made available to parish groups and organizations offering physical activity. School policies concerning safety will apply at all times.

V. Monitoring and Policy Review

Monitoring

The school principal or designee will ensure compliance with established school-wide nutrition and physical activity wellness policies and report on the school's compliance to the school superintendent or designee.

School food service staff will ensure compliance with nutritional policies within school food service areas and will report this matter to the school principal. In addition, the school will report on the most recent USDA School Meals Initiative (SMI) review findings and resulting changes.

A summary report will be conducted every three years by the school principal or designee detailing the school's compliance with the physical activity wellness policies.

Policies

St. Joseph Cathedral School will establish a baseline assessment of the school's existing nutrition and physical activity environments and policy.



Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. The school will, as necessary, revise the wellness policy and develop work plans to facilitate their implementation.



GENERAL STYLE GUIDE FOR HANDBOOK REVISIONS AND ADDITIONS

School policies and regulations should follow these stylistic conventions:

- Using bulleted lists rather than long paragraphs with a series of items
- Avoiding passive voice whenever possible
 - Example:
"Individuals will be nominated by the board ..."
This sentence could be revised in this way:
"The board will nominate individuals ..."
- Numbers 1 - 9 should be spelled out, and numbers above nine should be written in Arabic numerals (etc. 10, 22, 101). Any number that starts a sentence should be spelled out. It is not necessary to put Arabic numerals after numbers that are spelled out (e.g. "...there should be three (3) officers ...").
- Lowercase "a.m." and "p.m." should be used when designating time.
- Using gender-neutral wording, avoiding (when possible) substitutes like "them" or "he/she" for individuals through rephrasing
 - Example:
"If a board member wishes to add to the agenda, he/she should contact the board chair."
This sentence could be revised in this way:
"Board members who wish to add to the agenda should contact the board chair."
- Keeping sentences simple and short and free of jargon or editorializing
- Omitting needless words, keeping policy as precise as possible
- Avoid excessive capitalization beyond official titles or standard rules
 - Example:
"... when the Board meets ..." or "... given to the Pastor ..."
This sentence could be revised in this way:
"... when the board meets ..." or "... given to the pastor ..."
- When possible, defined terms substituted for entities mentioned throughout this handbook:
 - "Administration" refers to the collective actions of the pastor and principal
 - "School" refers to St. Joseph Cathedral School.
 - "Diocese" refers to the Diocese of Jefferson City
 - "Council" refers to the School Advisory Council
- Use of bullet-points:
 - Bullet-points will precede all items in non-specific order.
 - Those items that appear in a specific sequence will be numbered (e.g., a listing of priority).
 - A period (full stop) follows every bullet-point that is a complete sentence.
 - A period follows every bullet-point that completes the introductory stem (unless the list is made of single words or very short phrases).

- No punctuation follows bullets that are not sentences and do not complete the stem.
- Sentences and fragments are not to be mixed within a bulleted or numbered list.

Addendum 8-17-22

ST. JOSEPH CATHEDRAL SCHOOL JUNIOR HIGH RULES AND REGULATIONS

The Junior High Department has agreed upon the following basic rules and procedures in conjunction with the St. Joseph Cathedral School Discipline Guidelines. While each teacher may apply slightly different individual classroom management techniques, we have agreed on these basic rules for consistency and clarity.

Basic classroom principles

- 1) Students will treat each other as they would wish to be treated.
- 2) Students will be honest and truthful.
- 3) Students will demonstrate responsibility.
- 4) Students will act safely at all times.

Rewards

Students who choose to follow the rules will experience a variety of rewards including some of the following:

- 1) Satisfaction of doing the right thing,
- 2) Verbal praise from the teacher, principal, etc.,
- 3) Increased trust and more privileges,
- 4) Motivational rewards (star notes, homework passes, soft drinks, snacks, etc.),
- 5) Small group rewards,
- 6) Whole class rewards,
- 7) Others, as selected by teacher.

Textbooks

Textbooks are the property of the school. Students are responsible for the condition of their books and must keep them covered at all times. Students who do not have a textbook covered properly will be fined \$2.00 and must have the book covered the next day. (A teacher may request a student miss recess to cover his/her book). Students are not to mark on or to purposely tear any book covers. Paper book covers may have the subject and student number written neatly on them with a soft tip non-permanent pen.

Lost or defaced books must be replaced at the student's expense. Students are to neatly print their names on the inside cover of each hardback textbook in the space provided.

Cell Phones

Cell phones need to be turned off and stored in the chromecart during the school day. They can be used at 3:12 to check messages.

Consequences: 1st violation – the phone is taken to the office for the day (demerit is also given).

2nd violation – the phone is lost for an undetermined amount of time (per administration)

Cheating

Cheating on schoolwork, including plagiarism, will not be tolerated. Cheating on homework, as determined by the teacher, will result in a score of 0 for all parties involved. Cheating on homework may result in a detention, depending on severity or repetition (e.g. plagiarizing an essay). Cheating on a test, as determined by the teacher, will result in a score of 0 with no chance to retake the test. In addition, the student must serve a detention.

Behavior

The BIST program will be used for managing behavior throughout SJCS. See the SJCS online handbook for more information on BIST.

Discipline Procedures

Discipline in the Junior High (grades 6-8) may include demerits, behavior reports, detention, suspension and/or expulsion from school.

The demerit system will be used for Tardies, Dress Code Violations, and Gum/Candy Violations.

Students are given **between-class tardies** for coming into class late and/or without their necessary supplies. Students are responsible for any class work missed for excused tardies or absences. One between-class tardy is worth one demerit.

Students will be verbally notified of the demerit for each offense and parents are notified on the 2nd violation.

Demerit System

One Between-Class Tardy=one demerit

Dress Code Violation=one demerit

Gum/Candy Fine= one demerit

Student Demerit System

(Tardies, Dress Code Violations, Gum/Candy)

First Violation: Warning and Homeroom Teacher Notified

Second Violation: Parent Notification

Third Violation: Assigned Seating at Lunch

Fourth Violation: Loss of Recess

Fifth Violation: Assigned Seating at Lunch and Loss of Recess

Sixth Violation: Office Referral

Seventh Violation and above: Office Referral

A parent will be notified on the second violation and each subsequent violation.

****The violation count will start over as follows:**

- **6th grade count will start over on the first day of each quarter.**
- **7th grade count will start over at the end of quarters one and two, then are cumulative for the third and fourth quarters.**
- **8th grade count only starts over at the end of the first semester.**
-

Classroom Procedures

Materials Needed

Students must bring the following items to every class every day. Sometimes additional special materials will be needed. Failure to bring necessary materials will result in a tardy.

- 1) agenda,
- 2) a spiral notebook for each individual subject,
- 3) single subject folder (if required by teacher),
- 4) blue or black pen --- pencil for math and other classes as needed
- 5) red or other acceptable correcting pen,
- 6) text book (if needed),
- 7) calculator (for math).

* Teachers will have correction material available for student use as needed.

** Individual teachers may require additional materials.

Class time

- 1) Class begins with the class bell and ends with teacher dismissal, which is usually at the tone of the end-of-class bell.
- 2) Students have ample time to take restroom and water breaks between classes and during lunch recess. Restroom breaks will be given during class for emergencies only.
- 3) If a student becomes suddenly ill, permission need not be asked to leave the room.
- 4) Students should not work on homework for one class during another class, unless the teacher has given permission. Such activity may result in teacher confiscation of that assignment and loss of credit.

Homework

- 1) All homework is due the next class period upon the request of the teacher, unless stated otherwise.
- 2) Incomplete work is the same as missing work.
- 3) One late assignment per class per quarter
- 4) Any other late assignments will be given 50% credit
- 5) Any missing work is a zero
- 6) Students who have been absent are allowed one school day per day absent to complete missing work. Special arrangements may be made for students experiencing prolonged absences.

It is the responsibility of the student to get assignments from the teacher when he is absent. All assignments are posted to FACTS. Students can also check Google Classroom.

Tests

- 1) Students must always bring something to read or an assignment to complete in case they finish the test early.
- 2) Students must not talk in class before, during, or after the test. This disruptive behavior may result in a drastic grade reduction, including the possibility of a score of 0.
- 3) Students must keep their eyes on their own work during a test and keep their own work private.
- 4) Students who are absent for a test will be expected to make it up the first or

second day they return to school unless a parent requests an extension in writing. Lengthy absences before a test are an exception.

Recess

When dismissed from the cafeteria, students are expected to report immediately to recess. Students may not return to homeroom to pick up coats or recess supplies.

Appeals

Appeals to any of the content of the junior high handbook or the application of the content should be made, first, to the classroom teacher, next to the principal, and finally to the pastor. The results of such appeals are made on an individual basis and have no implications for the handbook as a whole.