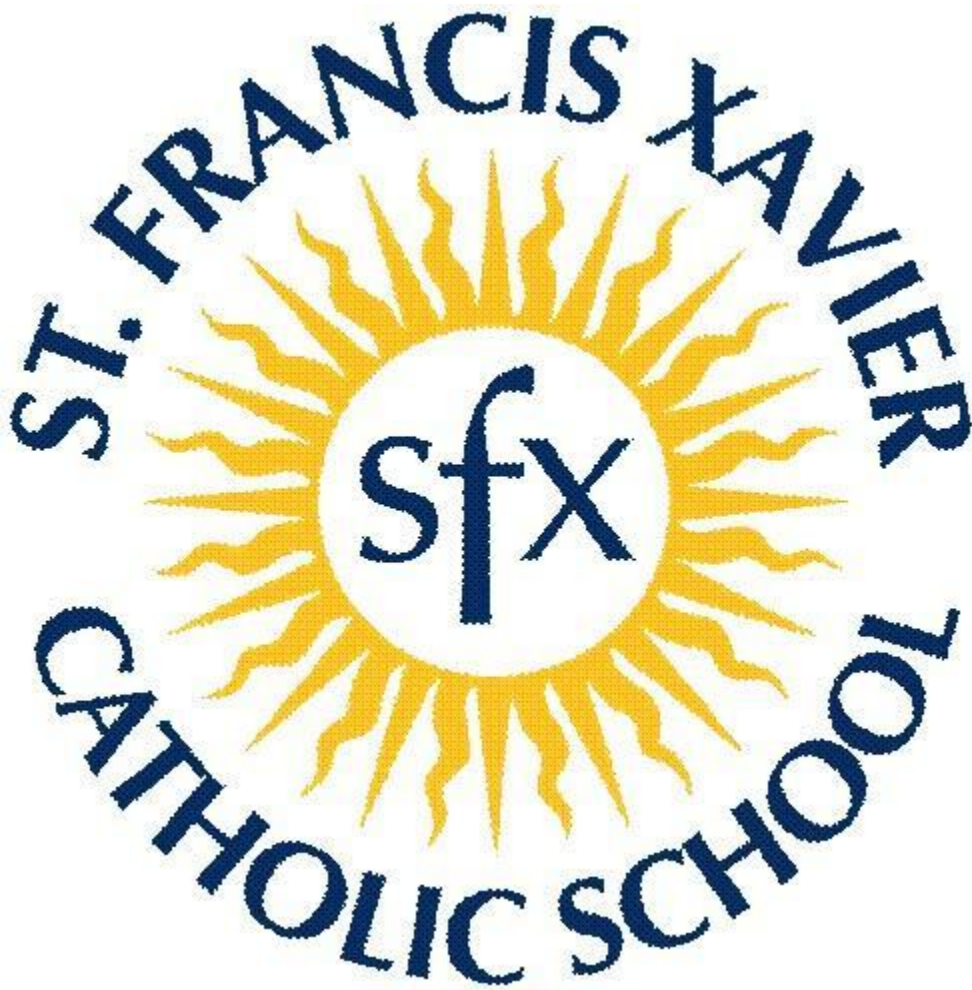


# St. Francis Xavier Parent/Student Handbook



Revised August 2023

**The Diocese of Jefferson City Policy and Regulations Manual for Schools expresses official policy regarding all schools of the diocese. The St. Francis Xavier School Parent and Student Handbook is in compliance with The Diocese of Jefferson City Policy and Regulation Manual for Schools.**

**The code numbers refer to the numeration in the diocese handbook.**

**KEY FOR POLICIES**

**DSP Diocesan School Policy**

**DSR Diocesan School Regulations**

**LSP Local School Policy**

**LSR Local School Regulations**

**The principal retains a copy of The Diocese of Jefferson City Policy and Regulations Manual for Schools in the school office.**

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## **SAINT FRANCIS XAVIER SCHOOL**

This handbook contains local policies recommended by the St. Francis Xavier School Board and are required and approved by the Catholic School Office of the Diocese of Jefferson City. All policies contained in this handbook are in compliance with Diocesan policy and regulations.

### **HISTORY OF ST. FRANCIS XAVIER SCHOOL**

St. Francis Xavier School was founded in 1840 under the pastorship of Fr. Ferdinand Helias, SJ. Attendance at the school was inconsistent, but the community continued to support the school. In 1883, Rev. John Gruender became pastor and diligently set about improving the school. Lay teachers were hired to instruct the children until 1903, when Sisters of St. Francis, Milwaukee Province, came to teach the children in the school. These women religious served from 1903 until 1908. Again, lay teachers took over the religious and academic instruction of the Taos students. In 1915, the Sisters of the Incarnate Word were engaged to take charge of the school and remained until 1987.

From 1935 until 1952, the school operated as a state-supported institution. Religion was taught in the church, and the sisters were employed and paid by the public-school district. A high school was started in 1938 but closed in 1949 when the school building became too small. Throughout the years, the school had numerous renovations and improvements. In 1987, the school began a new era with the first lay principal in 73 years. Lay principals have continued to serve St. Francis Xavier School.

The current school is a parish centered, co-educational Catholic school serving students from kindergarten through eighth grade. Saint Francis Xavier School is part of the school system of the Diocese of Jefferson City.

# **MISSION STATEMENT OF ST. FRANCIS XAVIER SCHOOL**

Under the patronage of St. Francis Xavier, our school community guides the formation of Christ centered learners, leaders, and stewards on a foundation of Catholic beliefs and academic excellence.

## **EDUCATIONAL PHILOSOPHY OF ST. FRANCIS XAVIER SCHOOL**

The Catholic Church believes every parent has the obligation and privilege to help children grow in their faith. By choosing Catholic education, parents gift their children with a learning environment interwoven with prayer, Scripture, Eucharist, and faith formation. The Saint Francis Xavier School faculty and staff support parents with this important responsibility.

As a Catholic school community, we believe every child is a sacred treasure from God, gifted with unique talents and abilities. Teachers relate to learners with a positive attitude, believe in the dignity of each child, and challenge young people to discover God's purpose in their lives. It is the obligation and privilege of the teacher to nurture the spiritual, intellectual, and emotional growth of each student entrusted to our care.

A Catholic education assists students in achieving their God given potential. The best interests of the learner are placed at the center of the educational process. The school values the differences among learners and provides students a variety of means to demonstrate academic growth. Teachers, students, and parents collaborate in the responsibility to provide an environment for learning. Students are encouraged to work to their full potential, participate actively in their education, and give their best effort and ability. Teachers guide, encourage, and set high standards for all students. Parents support the educational mission through their words and actions. Our school community instills within our students the desire and skills to be lifelong learners.

Becoming a faith filled Christian is an ongoing journey which provides daily challenges. Our interactions with one another require the Christian values of patience, compassion, love, courage, kindness, and forgiveness. Parents, teachers, and students work together to foster an environment of mutual respect and consideration for others. Students are encouraged to accept responsibility for their actions, evaluate their choices, and make decisions based on Christ's example. In using our time, talent, and treasure in service to others, we are fulfilling the Church's mission to help children grow in knowledge and faith.

# **SECTION ONE: COMMUNITY & 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 administrator/principal, and consults the school advisory council.

The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained

## **SCHOOL ADVISORY COUNCIL**

**LSP 1410**

The Catholic school advisory council may recommend to the pastor and/or principal a variety of local policies and/or regulations, which may be amended from time to time as necessary. All local policies and/or regulations are first subject to approval of the pastor. Once approved by the pastor, these policies and/or regulations shall be submitted to the Catholic School Office for review to ensure compliance with diocesan policies and regulations and the law. After this review of the local policies and regulations by the superintendent, and consultation with the superintendent, administrator/principal shall implement these local policies and regulations.

## **HOME AND SCHOOL ASSOCIATION**

**DSP 1430**

In fulfilling their mission, schools are to collaborate with parents/guardians. Associations 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.

## **ST. FRANCIS HOME AND SCHOOL ASSOCIATION**

**LSP 1430**

The Home and School Association meets four times a year. A guest speaker may address timely issues in education. Fundraising activities are also sponsored by this organization. Strong parental support for Home and School will ensure the success of the goals of the school. An executive meeting is held at least one week prior to each Home and School meeting. Suggestions for the agenda need to be submitted to the principal or Home and School president in advance of the executive meeting.

## **PARENT COMMUNICATION AGREEMENT**

**DSP 1810**

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, a condition of a child's enrollment is the parental/guardian support of the school, and close cooperation of the parent(s) or guardian(s) with the school. 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: Administrative Recourse. Details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

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

By enrolling children in this private, Catholic school, parents are agreeing to abide and support the school and its policies and regulations.

## **GRIEVANCE**

## **DSP 1901**

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. 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/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an



administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)

3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

#### D. Procedure

##### 1. Informal Attempts at Resolution

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

##### 2. Formal Grievance Procedures

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

#### **LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL**

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

#### **LEVEL TWO: PASTOR**

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

### **LEVEL THREE: CATHOLIC SCHOOL OFFICE**

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

### **LEVEL FOUR: OFFICE OF THE BISHOP**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Office of the Bishop. The Bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to 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

### **GOVERNMENT INSTRUCTION PROGRAMS**

**LSP 3501**

Saint Francis Xavier School works with the local public-school district to provide additional instructional services for students who qualify. These include, but are not limited to, speech, occupational therapy, and tutoring. The parents will work with the Saint Francis Xavier resource teacher and principal to request services from the public-school district.

While parents may contract with private agencies to conduct testing, the public school is not obligated to accept these results and will typically conduct their own testing.

### **FEDERAL LUNCH PROGRAM**

**LSP 3520**

Lunch menus meet federal requirements. Milk must be served with all school lunches. Students may bring lunches prepared at home and purchase milk individually. Additional foods, such as salad and sandwiches, may be offered to the students during the week.

The lunch fees are divided into nine monthly payments. Payment is due in the office by the 5<sup>th</sup> of the month. Parents are strongly encouraged to use ACH withdrawals for payment of lunch fees.

Applications for free and reduced lunches are sent home in the registration packet. Applicants' names are kept confidential. A family may apply any time during the school year should situations affect the family income.

## **Section 2: Students**

### **NON-DISCRIMINATION POLICY**

**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.

### **ADMISSIONS REQUIREMENTS**

**LSP 5102**

The school was founded by registered members of the parish. New students are admitted to the school by the principal upon verification of previous school and health records. Children of non-members will be charged tuition recommended by the School Advisory Council and approved by the pastor. This is usually determined by the cost to the parish per child. The pastor makes the final determination for payment.

### **ADMISSION GUIDELINES**

**LSR 5102**

Kindergarten registration for St. Francis Xavier School occurs during the 3<sup>rd</sup> quarter on days designated by the principal in consultation with the pastor. A non-refundable registration fee, recommended by the school council, will be assessed for each child registered.

Children are to be five (5) years of age on or prior to July 31<sup>st</sup> in order to enroll in kindergarten. Children are screened for kindergarten readiness prior to enrollment to provide the teacher information regarding learning styles and academic strengths and weaknesses.

Children who meet the age requirement, but would benefit from another year of social, emotional or academic preparation, may be recommended to apply the following year. The decision for kindergarten enrollment lies solely with the principal, on the advice of kindergarten and resource teacher. The teacher or administrator may recommend readiness activities or other programs for the development of the child.

To enroll at St. Francis Xavier School, parents must present the following documents:

- Child's original birth certificate
- Baptismal record, if applicable
- Immunization records
- Custody agreement, if applicable

Parents/guardians are to be enrolled in the parish before registration is considered complete. The pastor may allow enrollments for non-parish members, in collaboration with the principal.

Admission age requirements for students attending St. Francis Xavier School comply with Missouri state laws and Diocesan policy.

### **ADMISSION PROCEDURES/WAITING LIST WITHIN CALENDAR YEAR**

Where space is limited, the school board will utilize the following guidelines regarding the order of priority for admission to the school:

- Children from active parish families with siblings already enrolled.
- Active families whose first child is now of school age.
- Other children registered on approved waiting list.

Children from active families new to the parish who were enrolled in Catholic school at their previous address.

Catholic children from non-active or non-parish families with siblings already enrolled.

Catholic children from non-active or non-parish families with no siblings enrolled.

Non-Catholic children from families with siblings already enrolled. Non-Catholics wishing to attend St. Francis Xavier School will be decided on an individual basis if class size permits.

Active parish families are defined as those who weekly attend Sunday liturgy, participate in the faith life of the parish, volunteer at parish activities, and financially support St. Francis Xavier Church.

### **FAMILY REQUESTS FOR STUDENT PLACEMENT**

Parents must contact the principal and verbally discuss reasons why they are making the request.

An official request is then submitted in writing stating a legitimate educational reason for a request.

After a reasonable length of time for the principal to gather data and input from pertinent sources, the principal makes a final determination of placement.

### **SCHOOL FINANCIAL SUPPORT**

Since there is no school tuition for members of St. Francis Xavier Catholic Church, parents are encouraged to contribute to the school in Sunday envelopes or via ACH to help financially support this educational mission that our parish provides. Families are expected to support and participate in school and parish sponsored fundraisers, including but not limited to, the St. Francis Xavier Church Fall Supper and the St. Francis Xavier Picnic.

### **SCHOOL FEES**

The registration/book fees, bus fees, and lunch fees are determined each year prior to the upcoming school year. Fees will be adjusted according to the expenses of the programs involved.

All registration fees must be paid by the end of the first quarter unless other arrangements have been made with the principal or pastor. All fees and money due to the school must be paid in full by the last day of school unless other arrangements have been approved by the pastor or the administrator/principal. The school reserves the right to withhold transferable records and/or deny re-enrollment until all fees have been paid. Late lunch fees during the school year may result in students being provided with the minimum lunch required by the federal lunch program. If extenuating circumstances exist, contact must be made with the principal or pastor to discuss solutions.

### **IMMUNIZATION REQUIREMENTS**

**LSP 5105**

All students are to be appropriately immunized before the first day of school. The immunization requirements are in accordance with the regulations established by the Missouri Division of Health, Department of Public Health and Welfare. The school is required to maintain a record of current immunization status of all students.

**STUDENTS: High School Admission Priority**

**DSP 5107**

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

**Designated Catholic High School**

**Helias Catholic High School**

Immaculate Conception,  
Jefferson City  
St. Andrew, Holts Summit  
St Joseph Cathedral,  
Jefferson City  
St. Peter, Jefferson City  
St Francis Xavier, Taos  
St. Martin, St. Martin  
St. Stanislaus, Wardsville  
St Margaret Antioch,  
Osage Bend  
St Michael, Russellville  
Sacred Heart, Eldon  
Our Lady of the Snows,  
Mary’s Home  
St Anthony of Padua, Folk  
Our Lady Help of Christians,  
Frankenstein  
Holy Family, Freeburg  
St George, Linn  
Immaculate Conception,  
Loose Creek  
Sacred Heart, Rich Fountain  
St. Thomas, St. Thomas

**Tolton Catholic High School**

Ss. Peter & Paul, Boonville  
Our Lady of Lourdes,  
Columbia  
Sacred Heart, Columbia  
St. Thomas More, Columbia  
St. Joseph, Martinsburg  
St. Brendan, Mexico  
St. Pius X, Moberly  
Immaculate Conception,  
Montgomery City

**Choice of School**

Ashland  
St Peter, Fulton  
St George, Hermann  
Annunciation, California  
St. Andrew, Tipton  
  
With Sacred Heart, Sedalia  
being another one

**PROOF OF GUARDIANSHIP**

**DSP 5201**

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

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

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

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

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

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

### **PROOF OF GUARDIANSHIP**

**LSP 5201**

When legal action dictates custodial arrangements and guardianship, a copy of the pertinent documents is to be on file in the local school office at the time of registration. The school will not release students to non-parents unless the non-parents have been placed on an emergency contact list provided by the parents, or the parents have provided a written note giving the school permission to dismiss the child into the care of a non-parent.

### **ABSENCES AND TARDINESS**

**DSP 5210**

#### **A. Absence**

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.) An absence of more than two hours is recorded as one-half day absence.

#### **B. Tardiness**

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

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**

**LSR 5210**

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

The school day begins at 7:35 a.m. A student is considered tardy if he/she arrives after this time, except in the event of inclement weather or road conditions. Students entering the building after the 7:35 a.m. tardy bell report must enter through the front doors of school and check in at the school office.

### **WRITTEN EXCUSES**

**DSP 5211**

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

policy requiring “Return to School” documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

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.

### **ST. FRANCIS XAVIER POLICY FOR WRITTEN EXCUSES**

**LSP 5211**

Children who are absent from school are to bring a written excuse stating the reason for the absence, the date, and the signature of the parent or guardian, upon return to school.

Parents are encouraged to call the school office by 8:00 a.m. if their child will be absent that day. This call does not replace the written excuse. Students who arrive at school after the 7:35 a.m. bell has rung are to report to the office before going to the classroom, unless other arrangements have been made.

Normally, students should only leave early due to an emergency or scheduled doctor/dentist appointment. The last minutes of the day are used to review assignments, provide announcements, and pray together as a community. Taking students early disrupts the classroom dismissal procedures and routines. For early dismissal for medical or dental appointments, etc., send the written request to the classroom teacher, who in turn gives it to the school secretary. Students with parental requests to leave school early will wait in the office for pick up by the parent.

Students are not permitted to leave the school or parish grounds without parental permission.

Normally, students would not be sent home without an adult. In cases of serious illness, if the parent or guardian cannot be reached, the person(s) listed on the emergency contact list will be called.

### **REQUESTS FOR FAMILY REASONS**

**DSP 5220**

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

### **STUDENTS TRANSFERRING OUT**

**LSR 5230**

Normally, transferable records will be retained until all financial obligations are paid in full. If extenuating circumstances exist, contact must be made with the pastor or principal. The selection of records and information to be sent to the new school will follow diocesan rules and regulations.

### **CONFIDENTIALITY**

**DSP 5260**

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

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;

4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

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

## **SCHOOL AND CLASSROOM PROCEDURES**

**LSR 5301**

### **Supervision**

Students are to be supervised at all times by teachers or adult volunteers. The directives of the supervisor are to be followed at all times. Children are to show Christian behavior because every person within the school deserves to work and learn in a friendly, peaceful, and secure Christian environment.

In the event a teacher must leave students unsupervised, students will be in “teacher timeout” status. Students are instructed of these procedures at the beginning of the year.

### **Classroom and Playground Procedures**

Procedures will be discussed and posted in each homeroom at the beginning of the year and reviewed as necessary. Consequences for inappropriate behavior are established according to the seriousness of the offense and age of the child. Consequences may include, but are not limited to, losing privileges or recess, being sent to the principal, notifying parents, or making restitution.

### **School Lunches**

If parents would like to eat lunch with their student while at school, we ask the following:

- No outside food or drinks
- Parents and student eat the school lunch provided (or the cold lunch normally packed)
- Adult lunch will be \$3.50 per meal
- You must call the school office to order your adult lunch by 8:00am that morning.

### **Telephone Calls**

Students and teachers are not called to the telephone during the school day, except in emergencies. Messages will be taken and forwarded. Students are discouraged from making phone calls during the day. Teachers may return calls to parents during their planning time or after school.

### **Books**

Students’ non-consumable books are covered with a book cover at all times. If damaged, written in, or lost, the book must be replaced at a value determined by the principal.

### **Personal Property**

Students are responsible for personal items, including money, which are brought to school and not turned into the teacher or school office. Valuable instructional or administrative time is used solving issues of broken or lost property; therefore, students are strongly discouraged from bringing items, such as cell phones, smart watches, etc. to school. Personal items, including but not limited to, cell phones, cameras, electronic games, and personal music devices are not to be used on school property from 7:00 a.m. to 3:30 p.m., without permission from a teacher or adult supervisor. Students may not bring toys or athletic equipment for recess to school unless they have special permission from their teachers or adult supervisors.



**Gum**

Students are not allowed to chew gum during school hours or after school on school grounds. Gum shall not be sent to school as a treat by parents/guardians for school parties. Students who choose to chew gum will receive an appropriate consequence for their decision.

**Tobacco**

Tobacco of any kind is not permitted on school grounds. Students in possession of tobacco will notify their parents and receive appropriate consequences.

**Video Surveillance**

In an effort to work towards increasing school safety, St. Francis Xavier has video camera surveillance on parish property, including the school building and outside areas. Areas where there is the expectation for privacy will not be subject to video surveillance.

Violations of school policy or rules may be captured through video surveillance and those recordings may be used by the school to enforce disciplinary actions and, in the event of criminal activity, may be disclosed to law enforcement.

**DISCIPLINE AND CLASSROOM MANAGEMENT****LSP 5301**

The Student Discipline Policy is based on a Positive behavior format that was developed as a guideline or reference sheet. The policy was developed closely and incorporates the teachings and beliefs of the Catholic Church. The first chart is the communication flowchart explains how to communicate discipline problems. It begins with the parent and ends with the Priest. The second chart has levels of infractions as well as misbehaviors and consequences that will occur on each level. All staff will be responsible for following this plan for all cases. However, there may arise a situation that does not fall within the guidelines of the policy and the situation will be handled with the discretion of the principal.

**MISSING/LATE HOMEWORK**

All students will receive 1 free pass per quarter. After that free pass all missing or late homework will be given a grade of 50%. After a total of three missing/late/incomplete homework assignments, including the free pass, the student will be assigned a detention.

**Homework Policy**

Pre-K – 1<sup>st</sup>: Consequence at the discretion of the classroom teacher

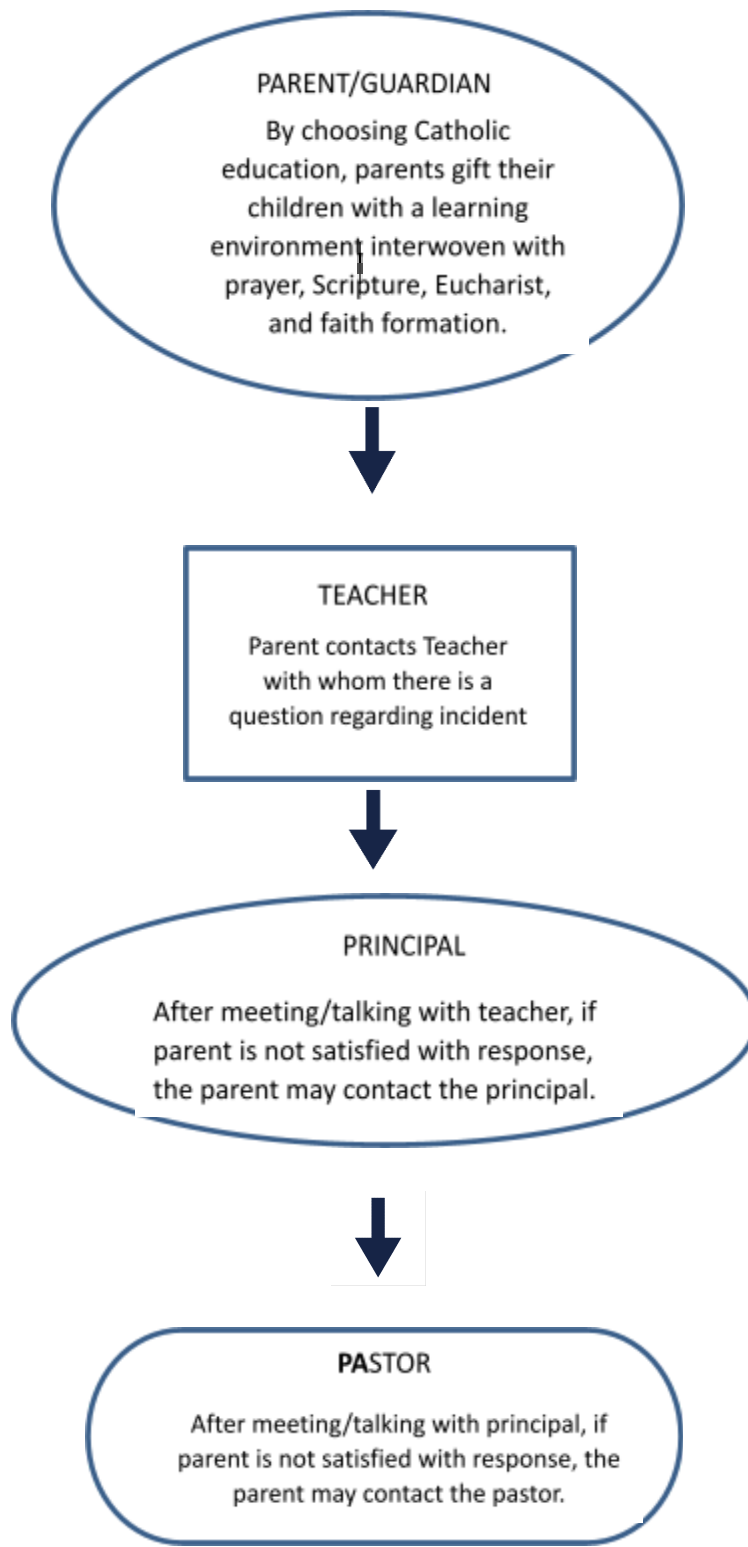
2<sup>nd</sup>-5<sup>th</sup>: 1<sup>st</sup> freebie, 2<sup>nd</sup> @ 50% credit, 3<sup>rd</sup> detention (3<sup>rd</sup> @ 50% credit)

6<sup>th</sup>-8<sup>th</sup>: 1 freebie per student, not per subject, 2<sup>nd</sup> @ 50% credit, 3<sup>rd</sup> detention (3<sup>rd</sup> @ 50% credit)

**INTERVENTIONS**

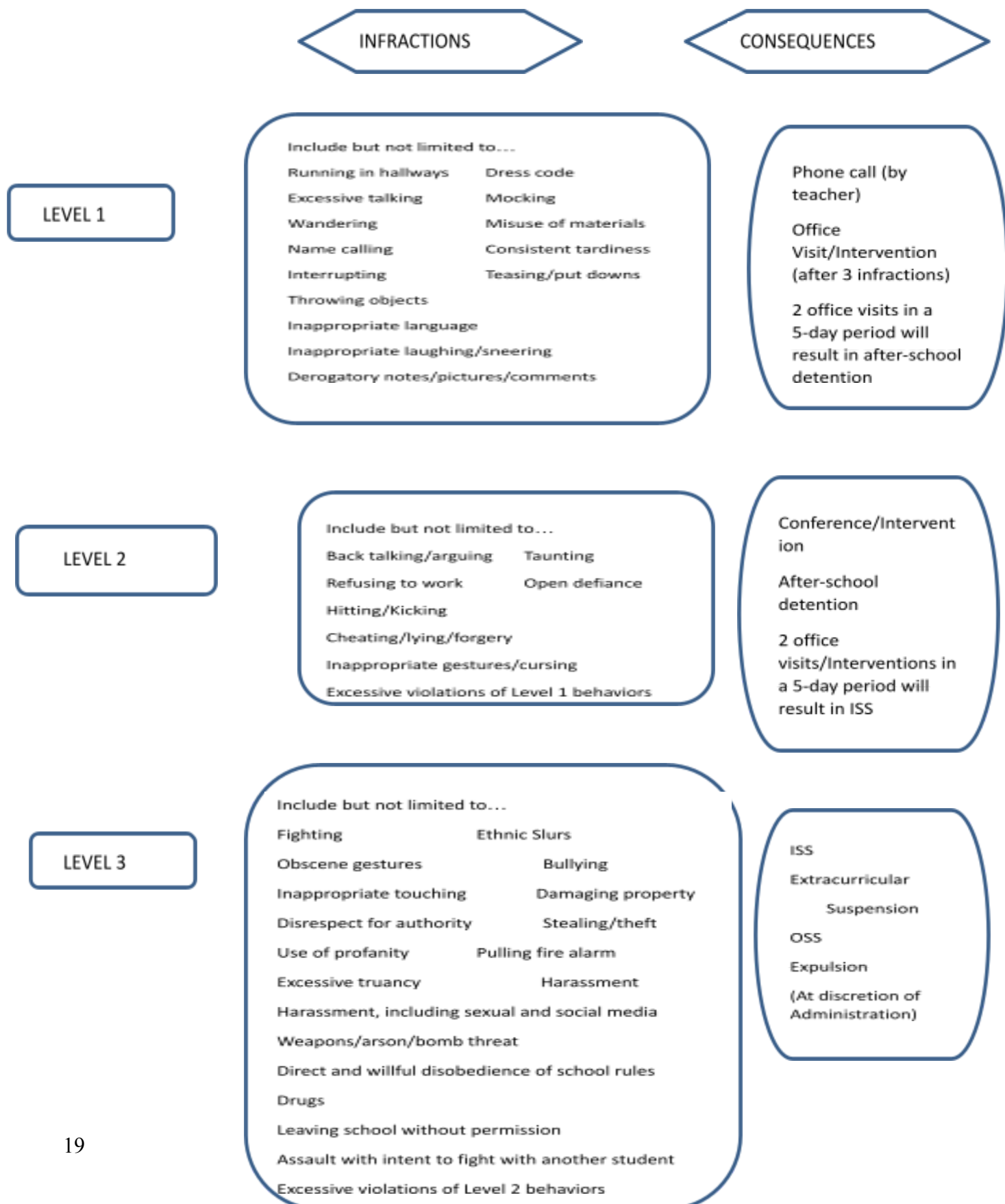
Any student who commits a level 2 or 3 offense or has to visit the principal's office will fill out an intervention sheet which will be discussed between the principal, teacher, and student. This sheet must be signed by the parent.

Communication Flowchart Guidelines  
St. Francis Xavier Catholic School



The St. Francis Xavier Catholic School Flowchart Guidelines are based on the Philosophy and Mission of St. Francis Xavier Catholic School which is in compliance with the teachings of the Catholic Church.

St. Francis Xavier Catholic School  
Behavior Flowchart



## **CELL PHONE AND SMART WATCH POLICY**

**LSP 5303**

Students are strongly discouraged from bringing cell phones or smart watches to school and are not allowed to use them on school property from 7:00 a.m. until 3:30 p.m. unless granted permission by teachers or adult supervisors. If students bring cell phones or smart watches to school, the phones or smart watches are to be turned in to the classroom teacher upon entering the homeroom. Students may pick up their cell phones and smart watches at the end of the day. The school assumes no liability for any cell phones or smart watches brought to school.

Normally, the first time a student violates the cell phone or smart watch policy, the item will be confiscated and kept in the office until the end of the day. The student may pick up the item at the end of the day, and the parents will be notified.

If the student violates the policy a second time, the item will be confiscated, and the parents will be notified that the phone needs to be picked up in the office by the parents.

A third offense may result in a parent/teacher conference discussing the problem of disregarding the established school procedures and possible consequences if the behavior continues. The consequences may include, but are not limited to, detention or suspension.

If it is determined that there are inappropriate messages or pictures on the phone or smart watch, there can be additional and serious consequences.

## **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 inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

## **PARTICIPATION IN RELIGIOUS ACTIVITIES**

**LSP5305**

The primary reason for the existence of St. Francis Xavier School is the ministry of faith formation and Catholic education. Special attention is given to the preparation of formal religion classes, but faith formation is also developed through prayer, sacraments, liturgical experiences, and daily spiritual activities. Every teacher is considered a religion teacher, regardless of the curriculum she/he teaches. Teachers strive to stress Catholic Christian values in every area of learning, including extracurricular activities. Because parents are the primary educators of their children, it is the parents' responsibility to teach and reinforce these values. We encourage parents to pray with their children and cooperate with the social community in guiding their children to become mature, Catholic adults.

## **CHRISTIAN SELF-DISCIPLINE**

**LSP 5306**

Self-discipline is one of the primary goals of the school. Students will be guided to do what is right, to give their best effort, and to follow Gospel values. Procedures and rules are established to protect the safety and rights of all. Thus, an environment is created where the child learns to handle his/her freedom appropriately. The purpose of discipline is to instruct students regarding appropriate behavior, to help them learn from their mistakes, and to develop self-control. School rules and procedures will be enforced in a firm but respectful manner reflecting the philosophy of St. Francis Xavier School. Minor infractions

will be dealt with at school through the teacher and the principal. In more serious matters, parents will be consulted. The consequences proposed should be commensurate with the offense.

Christian self-discipline will be demonstrated in behaviors that include, but are not limited to:

Taking responsibility for one's actions.

Being honest and truthful.

Playing fairly without verbal or physical fighting.

Helping others be successful.

Using positive comments and avoiding vulgar/ profane language and putdowns.

Helping others feel welcomed and accepted.

Treating all property with respect and not defacing property, wasting resources, or littering.

Being orderly when lining up or entering the building or classrooms.

Obeying teachers, staff, and adult supervisors.

Staying on school grounds unless given permission by adult supervisors to leave the grounds.

## **DRESS CODE**

**LSP 5307**

Appropriate dress and appearance are important in establishing an environment that is uniquely Catholic and promotes learning while encouraging simplicity, neatness, and consistency. Just as a sports team has a distinct uniform that represents the unity and pride of their team, St. Francis Xavier School's dress code reflects the pride and spirit of the school while instilling discipline and cooperation. This is an inclusive policy, which means if it is not listed here, it is not authorized. The principal is the final authority on all uniform issues. The primary responsibility for compliance of dress code lies with the students and their parents. It is the responsibility of the parents to send children in clothing and hairstyles that comply with the purpose and goal of the dress code.

All clothing is to be of proper fit; neat, clean, and worn as designed at all times. Clothing with rips, tears, and holes are not permitted. Students are to be dressed according to the dress code during all school hours unless the principal authorizes other attire. No apparel that advertises alcohol, tobacco, or controlled substances is allowed.

**Shirts:** The shirts must cover the shoulders, have sleeves and have a fold-over collar. All shirts must be white, navy blue, powder blue, or royal blue or a combination of these shades of blue and white. Only small logos (2x2) are permissible. If T-shirts are worn, they are to be worn only as undershirts and be solid white. Sweaters may be worn over an acceptable shirt with a fold-over collar that is visible. The shirts must be tucked into the slacks and properly buttoned at all times. Sweatshirts with the school logo may be worn with a dress code shirt underneath.

**Slacks:** Pants must be solid navy blue or solid khaki (tan) dress slacks. The slacks need to be ankle length with the belt line riding above the hips. Lists of slacks students are not permitted to wear include, but are not limited to, denim pants, stirrups or stretch pants, leggings, sweatpants, or fleece pants.

**Jumpers/Shorts/Skirts/Culottes/Capris:** Solid navy blue or solid khaki (tan) dress shorts, skirts, jumpers, culottes or capris may be worn. When the child is standing up straight with arms at their sides, the length of these items shall extend below their fingertips. All belt lines must be above the hips. Dresses are not part of the St. Francis Xavier Dress Code. Normally students may wear shorts and capris from the beginning of school through November 30 and from March 1 to the last day of school, but these dates are subject to change at the principal's discretion. From December through February, shorts and capris are not allowed under the dress code policies for regular school day attire.

Socks: Solid navy, white, or black socks (small logo permitted) must be worn and be visible above the (No show socks are not permitted) shoe. Girls may wear solid white or navy tights with feet under their skirts or jumpers. Leggings are not permitted.

Shoes: Tennis shoes are worn on regular school days and dress down days. For safety reasons, tennis shoes with the heel exposed are not allowed.

Coats and jackets are not to be worn inside the building during the school day.

Hairstyles: Distracting/fad hairstyles and hair with colored streaks are not allowed under the SFX Dress Code. Neatness and simplicity in appearance meet the purpose of a dress code.

Jewelry: Jewelry will be conservative and not detract from the uniform. Boys are not allowed to wear earrings. Visible tattoos and other body piercings are not permissible.

Dress Down Days: Students may wear school length shorts, jeans, skirts or dresses. Fleece pajama pants, yoga shorts, running shorts, volleyball style shorts, and leggings or yoga pants are NOT permitted. Shirts must cover the shoulders completely, have sleeves and modest necklines, and display appropriate logos and messages. Tennis shoes must be worn, unless otherwise approved by the principal.

Dress Up Days: Certain days may be designated as dress up days. Students may follow the uniform dress code or wear more formal clothing, including dress pants or dresses. Dresses or skirts must meet school length requirements. T shirts and blue jeans are not allowed for dress up days, but students may wear colored dress jeans. Shirts may be of any color and do not require a collar but do require sleeves. Tops must be of a length to cover the stomach completely and must have a modest neckline.

On Dress Up Days, students may wear flat, closed toe dress shoes that are safe and appropriate for a school setting. Parents should take into consideration the amount of walking, stair climbing, and playground time when determining if shoes are safe and suitable for children to wear. Dress shoes often become uncomfortable and cause blisters and other problems when worn to school.

8<sup>TH</sup> Grade students may be given special considerations regarding graduation dress regulations.

Failure to comply with the dress code may result in the following consequences, depending on the age of the student and the circumstances involved:

Students may receive a dress code notice for parents to sign.

Students may lose the privilege to dress down on future dress down days.

Students may call parents to bring them clothing that meets dress code guidelines.

The school may provide alternative clothing for the student.

## **PROHIBITION OF CORPORAL PUNISHMENT**

## **DSR 5310**

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

**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.

**WEAPONS AND DANGEROUS INSTRUMENTS****LSP 5315**

Students who violate the Weapons and Dangerous Instruments diocesan policy #5315 will meet with the pastor, principal and parents/guardians to review the facts of the case. The pastor and principal will determine the outcome of each case.

The outcome may result in a recommendation for counseling, suspension, or dismissal or expulsion from school. In addition, law enforcement officials may be contacted after consultation with the superintendent of Catholic schools.

**SEARCH AND SEIZURE****LSP 5320**

St. Francis Xavier School operates an orderly environment. Recognizing that the presence of contraband on school property or in the possession of a student attending a school sponsored activity is not consistent with the above statement, school officials may conduct periodic inspections of any school lockers, desks, or other facilities or spaces owned by the school and provided for student use. Random searches are permissible. Search and seizure procedures will follow Diocesan School Policy #5320.

“Contraband” includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff. Contraband may include, but is not limited to, drugs, narcotics, tobacco, liquor, weapons, and stolen property.

**FIGHTING****LSP 5323**

When aggressive physical fighting occurs, students are sent to the office. The principal will determine if parents need to be contacted. At the time of the first offense, students may be suspended in school for up to one day. On the second offense, the students may be suspended in school for up to three days. If the offense occurs again, a conference with the parent, pastor, student, teacher, and the principal will be required. Dismissal or expulsion may be considered.

**STUDENTS: EXPULSION****DSP 5360**

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

The term "expulsion" is:

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

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies

which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

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

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

#### **DISMISSAL AND EXPULSION REGULATIONS**

**DSR 5360**

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

#### **SUSPENSION, DISMISSAL, AND EXPULSION**

**LSP 5360**

Repeated or serious violations can be cause for suspension. When a student is suspended, the principal will notify the parents. Students who are suspended are allowed to make up all assigned class work. Students will not receive private tutoring from teachers over materials covered in class during the suspension. An in-school suspension will be used when possible.

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

**DSP 5370**

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

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

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

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

**LSR 5370**

Students being picked up before the end of the school day must wait in the office and be signed out in the school office by an adult before leaving the school grounds, unless explicitly authorized by the principal. Students may not leave the school grounds at the end of the day with an adult whose name is not listed as an emergency contact unless the parent has given specific permission, even if there is a family relationship or the student gives permission.



## **MORNING DROP OFF PROCEDURES**

**LSR 5375**

Early Morning Care is provided free of charge at 7:00 a.m. Students are required to wait in cars and may not be dropped off before the Early Morning Care supervisor opens the doors. No students are allowed on school property prior to 7:00 a.m. All students enter through the playground double doors and then report directly to the gymnasium. Students may not leave the gym area without permission from the adult supervisors. Students are to have materials to read or work on in their book bag. Early Morning Care is a free service offered to school families. Students who consistently disregard the Early Morning Care may lose the privilege of this service.

The school doors automatically lock at 7:35 a.m. When arriving at school, drivers are to wait until the child enters the building before leaving the premises. Since the school staff and students attend Mass on Thursday and Friday mornings, drivers are to bring students who arrive after 7:35 a.m. to the office or the church.

## **DISMISSAL PROCEDURES**

**LSR 5378**

Because prayer, announcements, and other important daily procedures take place at the end of the day, students are to stay until the dismissal bell, except for medical appointments or emergencies.

All cars picking up students in the lower lot will need to be in the lot by 3:10pm. At that time the gate will be closed and cars will all be parked and not moving. At 3:11pm students will begin entering the playground and loading in their cars. Students will then begin heading to the lower lot according to their assigned bell schedule. Once all students are in cars safely, the principal will give the signal for cars to begin leaving the lower lot. Drivers who arrive after the 3:10 bell will be required to park up above the playground and wait at the top of the stairs for their child. Once all cars are out of the lower parking lot, those students who have not yet been dismissed will be dismissed to their parents waiting on the stairs. All students not picked up at this time will be taken to After Care and their parents will be called.

## **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.

## **PARENT/STUDENT TEACHER CONFERENCES**

**LSP 5405**

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

## **QUARTERLY REPORTS**

The report card is a tool to communicate with parents and students regarding the student's progress in several areas, including academics, work habits, and social development over a period of nine weeks. The report card provides the parents and students with valuable feedback and can be used to set goals for the next quarter. The reports cards are the diocesan approved report cards. Parents will be notified through school communications when report cards are sent home.

The fourth quarter grade card communicates the child's placement for the next school year. The principal determines this placement, made in consultation with the current teacher, resource teacher, and parents.

## SCHOOL GRADING SCALE

LSR 5408

### School Grading Scale

The grading scale used by St. Francis Xavier School is the diocesan grading school approved by the Diocese of Jefferson City school office.

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

Students with diagnosed learning disabilities or special needs may have their grades adjusted accordingly, after consultation with the parents, teacher, and principal.

## PRINCIPAL AND PASTOR LISTS

To be on the Pastor's List at the end of each quarter, students may have one grade in the B range, but all other grades must be in the A range on their report card. Students may not qualify for the Pastor's List, at the discretion of the principal, if the student's work habits are unsatisfactory. This includes, but is not limited to, ongoing attendance at Homework Helpers. Parents and students will be notified prior to the end of the quarter if removal from the Pastor's List is under consideration due to unsatisfactory work habits.

To be on the Principal's List, students may have one grade in the C range, but all other grades must be in the B range or higher on the report card. Students may not qualify, for the Principal's List, at the discretion of the principal, if the student's work habits are unsatisfactory. Parents and students will be notified prior to the end of the quarter if removal from the Principal's List is under consideration due to unsatisfactory work habits.

## PROMOTION AND RETENTION

DSP 5410

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

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

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

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

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance. High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma

## **PROMOTION AND RETENTION**

**LSP 5410**

If a child receives a D or an F at the quarterly report card, the teacher is to contact the parents for a conference in order to determine what strategies and interventions need to take place to improve the student's success in school. The notes from the conference are to be written down, so copies can be shared with the parents, student, principal and other staff members involved in the student's learning. A Conference Minutes Form can be obtained from the resource staff. Everyone present at the conference signs the form.

Any student, who fails two or more quarters in a core subject in one academic year, may be required to attend tutoring, paid for by the parents/guardians, with a qualified tutor. The parents/student are responsible for arranging the tutoring. The school will help with the arrangements, as needed. Failure to meet this regulation will affect the student's placement for the following school year. The principal will make the final determination if the tutoring is to take place.

## **EIGHTH GRADE GRADUATION**

**LSP 5412**

The graduation date for the eighth-grade students will be determined each year by the principal. The attire for graduates will be graduation gowns for the Eucharistic celebration and graduation ceremony.

## **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. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be

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

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

### **INTERNAL MEDICINE/EXTERNAL MEDICAL CARE**

**LSP 5520**

School personnel will never dispense any internal medicine at the request of a student. In response to written parental/guardian request, prescription medicine, which is clearly labeled with the child's name, name of medication, along with the doctor's directions for administration, will be stored in a safe place and administered by qualified school personnel. Documentation is kept on a daily basis of routine prescription medication given out to students.

Non-prescription medicine is given only with written permission from the parent/guardian on file. Parents may sign blanket permission on a yearly basis.

Basic medical supplies for emergency first aid and for minor accidents are available at school. External medical care will be administered by staff members, as indicated on the child's EMERGENCY MEDICAL CARE FORM.

### **SUBSTANCE ABUSE**

**LSP 5540**

A student who possesses alcohol or a controlled substance or look alike substance on school grounds or at school sponsored activities, is subject to notification of parents and disciplinary intervention.

### **Alcohol Use at School Related Events**

**DSP 5545**

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

### **HEALTH ISSUES**

**LSP 5565**

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

The following criteria are provided to help parents with decision making certain conditions that require exclusion from school.

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

- \* Body Temperature of or greater than 100.4 degrees (see below)\*
- \* Vomiting and/or Diarrhea (see below)\*
- Undiagnosed rashes
- Syncopal Episodes (Fainting)
- Red, inflamed eyes(s) or eye(s) drainage (pink eye) until diagnosed and treated, if necessary
- Impetigo (a contagious skin condition, with crusty areas/lesions especially about the nose and mouth)
- Ringworm (until diagnosed and treated per appropriate guidelines)
- Head Lice (until diagnosed and treated per appropriate guidelines)

- Scabies (until appropriate medical treatment)
- Diagnosis of common childhood diseases - such as but not limited to viral illnesses (RSV, Influenza, viral pharyngitis) (until appropriate quarantine (per CDC
- Chickenpox (excluded for seven (7) days from onset of papular rash)
- Strep Throat (following a positive throat swab the child must be on antibiotics and without fever for 24 hours before returning to school)

\* Students with elevated temperatures are to be kept home until fever-free for 24 hours without the use of fever reducers (Tylenol, Advil, etc.). A note from the child's doctor can waive the 24 hour guideline.

\*\* Students with vomiting or diarrhea must be kept home until symptom free for 24 hours. A note from the child's doctor can waive the 24 hour guideline.

Any student who, due to illness, is not at school by 9:40am and/or leaves school due to illness is not eligible to participate in or attend any extracurricular activities that day. If illness occurs at the beginning of a weekend break, the student must be symptom/fever free for 24 hours before being allowed to participate in the extracurricular activity.

The school may provide vision and hearing screenings when funding allows. It is highly recommended that children be screened by their pediatrician.

### **CONTAGIOUS AND COMMUNICABLE DISEASES**

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

COVID (exclusion five days from onset of symptoms and fever free for 24 hours before returning to school)

- The school's policy will be adjusted following CDC guideline updates if recommended days of exclusion decreases.

### **SMOKE FREE ENVIRONMENT**

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

### **ACCIDENTS AND SERIOUS ILLNESS**

**LSP 5570**

A. At the beginning of each school year, the parents will be required to complete a FAMILY/STUDENT HEALTH AND EMERGENCY INFORMATION FORM for their children. This form gives permission to proceed with emergency medical care for their child/ren if necessary.

B. When a student becomes ill or is involved in a serious accident, the principal, secretary, or teacher in charge will contact the parent/ guardian and make arrangements for medical care. If a parent/guardian cannot be reached, and/or the child's condition demands immediate attention, the principal, secretary, or teacher in charge will supervise standard first aid procedures if these are essential to the student's well-being.

## **STUDENT INSURANCE**

**DSP 5575**

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

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

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

## **STUDENTS WITH SPECIAL NEEDS**

**DSP 5701**

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

Definition and use of 'accommodation' and 'modification' in the Diocese of Jefferson City: An accommodation is a change in teaching, materials, assignment length, etc. which allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after testing to determine learning needs, and after a learning plan has been established through the teachers and administrators and agreed to by the student's parents/guardians. Accommodations require no noting on a report card, but should be disclosed to any subsequent school the student attends.

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

## **STUDENTS WITH SPECIAL NEEDS AT ST. FRANCIS XAVIER SCHOOL**

**LSP 5701**

The school will make every reasonable effort to accommodate the needs of students with physical and/or intellectual deficits. If the school cannot meet the special needs due to limited staff and/or physical plant limitations, a recommendation of transfer may be made, based on the guidelines of DSP 5701.

## **HARASSMENT**

**DSP 5820**

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

## **HARASSMENT/BULLYING**

**DSR 5820**

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment 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. Bullying behavior is repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of [social](#) or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal [harassment](#) or [threat](#), physical [assault](#) or coercion, and such acts may be directed repeatedly towards particular targets.

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

Sexual harassment deserves special mention.

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

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. Samples of bullying documentation forms are available at Appendix #5820.

## **BULLYING POLICY**

**LSP 5830**

Bullying exists when three criteria are present:

1. Unequal balance of power between students (size, age, social/economic factors, disabilities); and
2. Repeated and ongoing mistreatment; and
3. Behavior including but not limited to, teasing, taunting, intimidating, making fun of, or humiliating others. Behavior includes use of social media, telephones, or written communication inside or outside of school.

When bullying is reported, the parents of any students involved may be contacted and details provided. School personnel will speak with the students involved to gather necessary information and confirm facts. A conference will be held in a timely manner, preferably within 24-48 hours of when the report is made. The parents, student, and school personnel will develop a plan to help the person being targeted and a timeline for when these steps will be implemented.

The safety of the other students will be the primary factor in determining the steps and consequences. The school may require written documentation from a licensed counselor that the student is not a threat or a danger to classmates.

Any consequent confirmed reports may result in serious consequences, including but not limited to suspension, dismissal, or expulsion.

#### **REPORTING OF SUSPECTED CHILD ABUSE**

**LSP 5820**

Under Missouri law, principals, teachers, or other school officials are mandated to report any suspected cases of child abuse or neglect to the Division of Children Services (Toll free hotline 1-800-392-3738).

Basis of reporting:

- School officials have reasonable cause to suspect a child has been or may be subjected to abuse or neglect.
- School officials observe a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.
- Children provide information that suggests abuse or neglect is taking place.

Any school employee charged with abuse may be placed on leave and/or given assigned tasks, which do not involve contact with children, pending investigation of the accusation and disposal of the case. The school will follow procedures outlined in Diocesan School Policy # 58320.

#### **SAFE ENVIRONMENT REQUIREMENTS**

**DSP 5825**

The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding the Diocesan Safe Environment Program, including regulations regarding training and screening of volunteer (See DSR 5825 and Appendix 5825).

**DSR 5825**

#### **SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS WHOSE DUTIES DON'T INCLUDE CONTACT WITH MINORS**

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



- complete a Protecting God’s Children (VIRTUS) workshop in person or online;
- complete a check through the National Sex Offender Registry (performed by the Safe Environment Office)
- read and sign the Code of Pastoral Conduct.

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

Administrators/principals and pastors are responsible for ensuring all parents, guardians and volunteers are properly screened according to applicable standards of the Safe Environment Policy.

If the Safe Environment Office is alerted to an issue with a parent or volunteer’s background check or screening, the Safe Environment Office will notify the Superintendent of Schools. The Superintendent will notify the school pastor and administrator/principal regarding the situation.

Working with the pastor and the administrator/principal, the Superintendent will notify the parent/volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The administrator/principal will notify the student(s)’ teacher(s) and any necessary staff as to parent/volunteer’s level of accessibility, as well.

## **SECTION THREE: INSTRUCTION**

### **SCHOOL CALENDAR**

**LSP 6101**

The annual term for school shall consist of at minimum 1044 hours of instruction and 36 weather make-up hours for possible loss of attendance due to inclement weather or other approved events. A calendar is given to each family by the beginning of each school year. A monthly calendar is sent home via email and a hard copy with the youngest child in school at the beginning of each month. All calendars are posted on the website.

**LENGTH OF SCHOOL DAY****DSP 6103**

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

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

**SCHOOL HOURS****LSR 6103**

The school doors open at 7:00 a.m. each morning. The first bell rings at 7:30 a.m. The second bell rings at 7:35 a.m. Dismissal begins at 3:10 p.m. for walkers and riders.

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

**EARLY SCHOOL CLOSING****LSR 6105**

St. Francis Xavier School follows the recommendation of the local public-school district in determining school closing due to inclement weather. The public school representative contacts the media to announce school closings. School closing due to inclement weather will be announced over the local radio stations (KWOS, KLIK, and KJMO) and the local television stations (KRCG). If Blair Oaks Schools close due to weather conditions, St. Francis Xavier School will normally close as well. After School Care is normally provided until 4 p.m. and parents are strongly encouraged to pick up children as soon as possible so that the staff may get home safely. A message alert system is available for those families who sign up for this service.

**EMERGENCY PROCEDURES****LSP 6121**

Fire, tornado and earthquake drills are held with the students so they will know what to do in case of emergency. Emergency telephone numbers are listed and emergency information on each child is kept with the School Crisis Plan placed by the classroom door.

Fire Drill: At the sound of the alarm, the students and staff are to exit in a silent and orderly manner. The exits and assigned place to assemble outside are posted in each classroom by the door.

Tornado Drill: At the sound of the alarm, the students and staff are to proceed single file to a designated area. Each classroom posts designated routes and places to assemble. Upon entering the area, students will sit with legs crossed, face away from any windows, and protect their head and neck with their arms.

Earthquake Drill: The hand bell will sound and the students and staff move under their desks or tables, face away from any windows, and protect their head and neck with their arms.

Evacuation: Should the need for evacuation arise, students will be relocated to the church. In the event this is not possible, an alternative location has been arranged and is known to emergency personnel. Parents will be notified at the time of the emergency where to pick up their children.

**Local Curriculum Development****LSP 6206**

Each teacher has a copy of the Diocesan Curriculum Guidelines necessary to their teaching. Teachers use these guidelines to make instructional plans and record the standards they teach each quarter.

A copy of the curriculum is available at the school and is available for parents to view upon request.

## **RELIGIOUS EDUCATION**

**LSP 6207**

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

Human sexuality is taught in grades 3-8 as part of religious education. The programs used are from the approved list at the Diocesan Religious Education Office. Parents are notified and given the opportunity to preview the material in advance. Parents may request students be exempt from class on those days where human sexuality is taught. Alternative assignments may be given to students who are exempted from class.

Students in grades 5 and 8 take the Assessment of Catechesis/ Religious Education (ACRE) standardized test, which provides information to help the school improve its faith formation program.

## **CLASS SIZE**

**LSP 6225**

Normally, the number of students in each classroom will not exceed thirty (30) students in grades four through eight and twenty-five (25) students in grades kindergarten through third grade. If the number of students exceeds this guideline, a decision will be made with the recommendation of the principal in consultation with the school board and the approval of the pastor. An aide may be hired and/or a determination made for an additional classroom. When implementing this policy, the principal and the board shall consider many factors that include, but are not limited to, teacher experience and expertise, student ability, size and availability of classrooms, and available resources.

## **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.

## **HOMEWORK ASSIGNMENTS**

**LSR 6240**

Well-planned homework assignments improve student learning significantly. Homework has four major purposes:

Practicing, such as spelling words, math problems, map skills, prayers.

Preparing students for new content, such as asking students to read new content prior to being introduced.

Extending what they have already learned by applying it to new situations or doing additional research.

Combining learned skills and creating new projects, such as designing a model, writing a report, designing a poster.

The responsibility of the homework belongs to the student. The role of the parent is to facilitate completion of the homework. Parents may assist their child best by providing a quiet and regular place of study and encouraging appropriate study/work habits. Homework may not always be a “written” assignment but may include studying, researching, reading, reviewing, etc.

Students who do not complete assignments on time (except when it is an excused absence) will receive an after-school detention when three assignments are not completed. Teachers will communicate their

policies for late work to parents. Parents of students who consistently have late assignments will be notified.

Appropriate homework time for each grade level is approximately 10 minutes per grade level. For example, a sixth-grade student could be expected to have an average of 60 minutes of homework. These are approximate times only. Homework time may be different for each child depending on his/her ability level and use of class time.

### **EDUCATIONAL OUTINGS AND FIELD TRIPS**

**DSP 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/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8th grade and/or a senior trip. If it does, the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must 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.

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

### **EDUCATIONAL OUTINGS AND FIELD TRIPS**

**DSR 6301**

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

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

### **FIELD TRIPS AND OUTINGS**

**LSP 6301**

Field trips and outings are to be educational learning experiences; they are also privileges. Students who struggle to follow classroom rules and procedures often are unable to handle the freedom of less structured situations, such as field trips and outings. Field trips and outings may be limited to those students with satisfactory class work and/or self-discipline. The teacher, after consultation with the principal, may refuse to allow one or more students to participate.

Parents or guardians must sign the approved field trip form, and the form is to be turned in prior to the trip in order for the student to participate. Verbal permission cannot be accepted as a replacement for a written, signed permission slip.

**CHAPERONES AND DRIVERS FOR FIELD TRIPS, ATHLETIC EVENTS, AND OTHER  
OFF-CAMPUS SCHOOL ACTIVITIES** **DSP 6305**

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities. An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more supervision. 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/principal may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student; teachers and staff may not drive students other than their own personal children on school trips of any kind;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. drivers must complete the Diocesan Safe Environment training.
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

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

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.

**NON-SCHOOL SPONSORED TRIPS** **DSP 6306**

School employees, as employees, shall not participate in, organize, or assume any responsibilities for student activities that are not school sponsored. Non-school sponsored activities, fund-raising activities, etc. are not to use the school name.

For such trips, neither students nor parents are covered under diocesan liability.

**SCHOOL VISITORS AND VOLUNTEERS** **LSR 6320**

All visitors to St. Francis Xavier School during school hours are required to check in at the school office. All volunteers are required to follow teacher directives. In accordance with Diocese mandate, all volunteers who interact with children must complete the VIRTUS training available through the School Office.

## **SPEAKERS, OUTSIDE PROGRAMS, LITERATURE, & AV MATERIALS**

**DSP 6410**

### **(INCLUDING MOVIES AND VIDEOS)**

All outside speakers, programs, AV material and literature used in the school are to have the prior approval of the school administrator/principal. Care should 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. Administrators/principals should ensure any speakers covering religious topics are in good standing with their home diocese. This can be done through the Catholic School Office.

The USCCB 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 should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

## **STUDENT INTERNET, E-MAIL AND OTHER TECHNOLOGY 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:

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

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

**STANDARDIZED TESTING****LSP 6502**

Saint Francis Xavier School utilizes the Iowa Assessment Standardized Testing Program for grades 3-8. This normally takes place in the last week of September or the first week of October. These assessments are used to measure the progress made by individual students, as well as the school as a whole. Parents can assist their children during the testing period by seeing that students are well rested and eat nutritional breakfasts. Positive comments by parents about the importance of testing and the connection between effort and achievement can improve students' attitudes and motivation to do well.

Students in the fifth and eighth grade also participate in the Assessment of Catechesis/Religious Instruction (ACRE) standardized testing program during the school year.

**SCHOOL CO-CURRICULAR ACTIVITIES****LSP 6601**

The school sponsors activities, such as athletics, music and drama activities, speech meets, and other school student-oriented events. Those participating in co-curricular activities are responsible for maintaining the upkeep of the school. These duties include but are not limited to trash removal, turning off lights, and general cleanliness, including restroom areas.

Programs and activities for student participation include the following:

Aquinas Academy, Diocesan Music Enrichment Day, Diocesan Science Fair, Diocesan Spelling Bee, St. Robert Bellarmine Speech League, Student Council, Christmas programs, Mass ministries, poster and essay contests, and athletics.

These programs may have age and/or grade requirements, prerequisite standards and behavioral guidelines/restrictions.

Information regarding school co-curricular activities may be distributed, following approval by the principal. All materials posted or distributed at school, including flyers and brochures, are to be approved by the principal prior to distribution.

School activities and practices are not to be scheduled prior to 11:00 a.m. on Sundays.

The parish office is to be consulted in order to schedule the cafeteria and commons room for co-curricular activities.

**INSTRUCTION: 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.

**INSTRUCTION: Athletics****DSR 6610**

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will ensure their program meets the following criteria:

1. Sports are viewed as ministry to children and families.
2. Teams are seen as moral communities.
3. Moral growth and character development are emphasized.
4. Spiritual development.

All coaches and assistant coaches, whether paid or volunteer, will be expected to imitate Christ through their coaching.

Administrators/principals of each Catholic School who participates in any athletic program will be responsible for assuring that all coaches, physical education teachers and parents meet these behavior standards. Evaluation of coaches and physical education teachers by administrators/principals will assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

Administrators/principals may delegate responsibility for various aspects of the program to other employees (i.e., assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

### **ATHLETIC PROGRAM**

**LSP 6610**

Saint Francis Xavier is a member of the Parochial Athletic League (PAL) and follows its rules and guidelines. The school sponsors volleyball, basketball, cross country, track, and archery. St. Francis Xavier School strongly encourages Christian sportsmanship among participants, coaches, and parents. Coaches are required to attend an orientation meeting conducted by the Athletic Committee and all participants must sign an athletic sports agreement at the beginning of the year. Coaches as volunteers must also complete VIRTUS training.

The St. Francis Xavier Athletic Committee manages the sports program, under the guidance of the school board and under the supervision of the principal, pastor and athletic director. The Athletic Committee develops the *St. Francis Xavier Athletic Committee Policies and Principles*, which is submitted to the school board, principal, and pastor for approval prior to distribution. The *St. Francis Xavier Athletic Committee Policies and Principles* is sent home to each participating family. All athletes who participate in the athletic program may be assessed a nominal fee to pay the expenses of the program.

### **EASTER TRIDUUM ATHLETIC ACTIVITIES**

**DSR 6611**

In view of the respect for and sanctity of the Celebration of Eucharist on Sundays, Holy Days of Obligation, and the importance of the Easter Triduum, no practices, games, events, or practices for an event will be held by any school-sponsored group, team, or club in any diocesan Catholic school or its playing field, building, or buildings it borrows, rents or owns before noon on any Sunday or Holy Day of Obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

### **DISTRIBUTION OF FLYERS**

**LSP 6615**

Normally, St. Francis Xavier School will post flyers for parochial and public school sponsored activities, such as dances, tryouts, or auditions. Students may distribute other flyers for non-school sponsored activities.



## **BIRTHDAY TREATS AND SCHOOL PARTIES**

**LSP 6620**

Holiday celebrations are arranged by room parents and are held for a brief period of time on the designated day. Simple birthday treats may be brought to school with the knowledge of the teacher. Teachers should be notified in advance if treats will be provided.

## **ROOM PARENTS**

Room parents are volunteers from each class and are under the direction of the Room Parent Coordinator. The room parents are a vital part of our school community and provide important support to the classroom. Room parent communications are to be sent to the teacher for distribution rather than distributed directly to parents or sent through parent email notifications. The school room parents, acting as the school representative, may not request school parents to contribute to any non-school activities or fundraisers, such as the parent sponsored trip for the 8<sup>th</sup> grade class.