

St. Martin Catholic School Student Handbook 2018-2019



Home of the Jaguars!

“Let no one have contempt for your youth, but set an example for those who believe, in speech, conduct, love, faith and purity.”

I Timothy 4:12

The mission of St. Martin Catholic School is to teach a life of prayer, leadership, love, service and kindness through Catholic Education.

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WELCOME

The staff at St. Martin Catholic School welcomes you! We look forward to an exciting and challenging school year. Everything that is offered is meant to assist you in reaching the goals that have been set for your child. We are here to help you reach these goals in any way we can. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your child/children. The opportunity to work with you as a team member as you prepare for your child's/children's future is an opportunity that is important to all of us.

You, the parents, are the first and most important teacher your child will ever have. It is essential that they become familiar with the policies and guidelines and that you assist in implementing them through your cooperation and support. Preparing your child for life is a tremendous responsibility, but as a team working together, we will be successful. There are programs that could use parent volunteers. Participate whenever possible. Also attend Home and School meetings to share your ideas to enhance the educational process of your child.

Upon completion of the review of this handbook, sign the accompanying form to indicate your willingness in implementing these policies through your cooperation and support.

MISSION STATEMENT FOR ST. MARTIN SCHOOL

The mission of St. Martin Catholic School is to teach a life of prayer, leadership, love, service and kindness through Catholic education.

PHILOSOPHY OF ST. MARTIN SCHOOL

St. Martin Catholic School believes that teaching is a cooperative effort among administrators, educators, parents and students.

In a friendly atmosphere, the school provides opportunities for creativity, experimentation and technology.

It is the school's conviction that each child is a unique person. The school believes that each child has his/her own rate and pattern of intellectual, spiritual, social and cultural growth. Since the school believes this, it strives to provide the conditions by which each child's individual needs can be met and developed. Only then will he/she be able to fulfill his/her maximum potential and become a responsible member of the Church and of society.

GENERAL INFORMATION / POLICIES

School Phone #: (573) 893-3519 School Fax # (573) 893-7404

School Website: stmartin.eduk12.net

School Secretary's E-mail: afender@stmartin.eduk12.net

School begins at 7:40 a.m. and ends at 3:10 p.m. Since busing is not provided, the school building is opened at 6:45 a.m. for the convenience of parents. Formal supervision is available in the gym until first bell at 7:30 a.m. If possible, arrangements are to be made to arrive between 7:30-7:40 a.m. The doors to the building, including the main entrance/front door, will remain locked during the school day and after care program hours (7:30 a.m.- 5:30.p.m.).

Pre-K and Kindergarten is a full day experience. St. Martin Catholic School offers after school child care for those interested until 5:30 p.m. The Pre-K After Care is included in their monthly fee. **ANY** student **NOT** picked up by 3:30 p.m. will be sent to the after school program, and parents will be charged for that day. Please let the office or the teacher know if changes occur in your child's daily transportation plans. **For the child's welfare, a note, a fax (893-7404) or a call** is to be made when there are different transportation arrangements.

Lunch fee is \$46.00 per month per child for PreK-8 due on the 10th of the month served. Free and reduced lunch fees are available to qualified families. All disciples are required to eat the school lunches unless there is a medical problem verified by a physician. Parents may arrange to have lunch with their child by calling the cafeteria (893-2479) at least 2 days in advance. The cost for an adult lunch is \$3.00.

A sustaining fee of \$300.00 per child is charged. A non-refundable \$50.00 per child registration fee is due at registration. This fee is applied to the sustaining fee if the child attends St. Martin Catholic School leaving a balance of \$250.00.

All children enrolled in St. Martin Catholic School, Catholic or non-Catholic, are to participate in celebrating the liturgy, religious education classes and other opportunities for prayer.

St. Martin Catholic School is accredited by the Missouri Chapter of the National Federation of Nonpublic Schools Accrediting Association. On-going evaluations and long-range planning are in place. A regular in-dept self-study evaluation takes place every six years.

St. Martin Catholic School is located in the Diocese of Jefferson City. Therefore, all St. Martin Catholic School policies are in conformity with diocesan school policies and regulations..

The annual term for St. Martin Catholic School shall be 174 student attendance days.

St. Martin Catholic School provides a Buzz Book for a fee (a listing of students' names, phone numbers and addresses with written permission granted from parents or guardians.)

St. Martin Catholic School has been declared a smoke free building.

St. Martin School participates in an annual national testing program in the fall, usually the first week of October. Kindergarten and 1st grade students WILL NOT participate in this testing.

In addition to the yearly calendar at the beginning of the year, a monthly newsletter of upcoming events is posted on the Web the last week of each month. Information of current events can be found in the weekly church bulletin, on the St. Martin School Website at stmartin.eduk12.net and by requesting a hard copy or submitting an

e-mail address. School events are listed in the St. Martin Church bulletin each week, <http://stmartinjic.org>. A hard copy can also be found in the rear of the church.

COMMUNITY AND EXTERNAL OPERATIONS 1000

Role of the Catholic School in the Church's Educational Mission

DSP1101

Catholic Schools exist primarily to participate in the educational mission of the Catholic Church. Of the educational programs available to the Catholic community Catholic schools offer the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people. (To Teach as Jesus Did, r101.)

"Since a true education must strive for the integral formation of the human person, a formation which looks toward the person's final end and, at the same time, toward the common good of societies. Children and young people are to be so reared that they can develop harmoniously their physical, moral, intellectual talents, and spiritual gifts that they acquire a more perfect sense of responsibility and correct use of freedom, and that they be educated for active participation in social life." (Code of Canon Law, Can. 795)

Furthermore, in regard to this education, parents have a responsibility to send their children to Catholic schools when able. Parents are to send their children to those schools which will provide for their Catholic education. (Code of Canon Law, Can. 798.) We recall the duty of Catholic parents to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children. (To Teach as Jesus Did, r101.)

Objectives of Catholic Schools in the Church's Educational Mission

DSP 1105

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

1. Incorporate Catholic principles in all areas of the curriculum;
2. Offer personal experiences in Catholic living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
3. Recognize the dignity and God-given gifts of each person - pastor, employee, parent, and student;
4. Provide education in the Catholic teaching on human sexuality according to the Gospel of Life;
5. Reflect a Catholic understanding of responsibility for one another, reflected in mutual respect of the clergy, employees, parents, students and parishioner.

Educational Authority in the Parish

DSP 1305

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

parish finance council advises in the temporal goods to insure the mission is sustained.

Home and School Association

DSP 1430

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardians 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. Martin has established and maintains a home and school association to help parents/guardians in fulfilling their role as Christian educators. The St. Martin Home and School Organization holds several fund raisers each year to support school programs. Parents must participate in these or donate \$80.00. This is called the "Choice Program". Lenten fish fries are also sponsored by the Home and School in which all parents are to participate.

National Catholic Educational Association

DSP1510

Every school in the diocese is expected to have an institutional membership in the National Catholic Educational Association. Catholic school administrators/principals are to attend the NCEA annual convention if at all possible

Catholic Schools Week

DSP 1520

Catholic Schools Week is to be observed in every Catholic school in the Diocese of Jefferson City during the week recommended in the national promotion with special activities and observances to be scheduled during this week.

Parent Communication Agreement

DSP 1810

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

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. This can be found on pages 4 and 5 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) and/or guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to

immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

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

Grievance

DSP1901

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

Administrative Recourse

DSR1901

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) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. 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 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. 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: SUPERINTENDENT OF CATHOLIC SCHOOLS

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 superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools 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 superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions with ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee

(DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding. (DSR 1901)

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.

BUSINESS 3000

St. Martin School Policy Concerning Contributions

St. Martin Parish operates a school providing secular and religious education that is attended by children of parents who are members of St. Martin Parish, children of members of neighboring parishes, and children of non-parishioners. Parish members who have children enrolled in St. Martin School are not required to pay tuition for their children. Tuition is charged for the children of members of neighboring parishes and children of non-parishioners.

St. Martin Parish is striving to become a tithing parish (5%). This means a person gives to God the first fruits of his/her work. For those parishioners whose income is sufficient, but for some reason cannot tithe, the board recommends a regular weekly contribution to St. Martin Parish.

800.3: Tuition for the first child of non-parishioners will be set at the current cost per student education estimate when student is registered but not more than a 5% increase from the previous year. Each additional child's tuition will be a calculation of the first child tuition less \$500. Non-parishioner will not be asked to pay sustaining fees.

2016-2017	First child	\$4,872
	Each additional child	\$4,372
2017-2018	First child	\$5,115
	Each additional child	\$4,615
2018-2019	First child	\$5,035
	Each additional child	\$4,535

Subsidy for any child of members of neighboring parishes will be 75% of the cost per student education estimate for the current year but not more than a 5% increase from the previous year. The members of neighboring parishes will be asked to pay sustaining fees.

2016-2017	Each child	\$3,665
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2017-2018	Each child	\$3,848
2018-2019	Each child	\$3,776

All school families are to participate in parish and school fundraisers since these are means of support for the school.

Financial Obligations

Paying of Different Bills

Parents are not to make out one check for different kinds of fees; each is to be sent separate from the others - lunch, sustaining fees, fines, tuition, and child care. **Fees sent to school are to be paid by check. If payment is made in cash, it is to be delivered in person, and a receipt given.** Child care checks are to be made out to St. Martin Child Care; lunch checks to St. Martin Lunch Program; and all other checks to St. Martin School. All these checks may be sent to school in an envelope marked with its purpose.

Registration Fee:

A \$50.00 per child non-refundable registration fee is due with the registration form. This fee is applied to the sustaining fee if the child attends St. Martin School. Open enrollment ends on February 15. At that time, a waiting list will normally be developed according to the guidelines listed in school policy. (200.4)

Sustaining Fees:

Sustaining fees are \$300.00. Fifty is to be paid at registration and the balance of \$250.00 is due by October 1st. If that is a problem, the office is to be contacted to set up a payment plan

Lunch Fees:

Lunch fees of \$46.00 per child for PreK-8 per month and are due by the 10th of the current month. Parents have the option of sending a lunch or having their child/children eat lunch provided by the school cafeteria. This option must be made on a monthly basis; eat by the month or bring your lunch for the month. Free and reduced lunch fees are available for qualifying families.

Child Care Fees:

Those who use the After Care Program on a full time basis will be charged as follows: \$80.00 for the first child and \$60.00 for each addition child. And PreK is \$40 for each child/month. This rate is figured on 174 days per school year, divided by nine equal monthly payments. This bill is due the first of the month with payments due August through April. Students who use the After Care Program only occasionally will be charged at a rate of \$7.00 per day, per student with payment due upon receipt of statement.

Outstanding Bills:

All bills (sustaining fee, child care, lunches and tuition) are to be kept current. Bills must be paid in order for students to purchase school pictures, receive quarterly report cards, transfer records or receive a signed diploma. Bills must be paid in order for registration to be valid. All bills must be cleared by June 1, or registration will become invalid.

STUDENTS 5000

Non-Discrimination

DSP 5101

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

Admission Age

DSR 5102

The educational laws of the State of Missouri require that each minor from seven (7) to sixteen (16) years of age enroll and regularly attend full-time academic instruction. Although general entrance dates are pre-determined, schools are urged to screen children for readiness for kindergarten. The meeting of general entrance dates may be certified by either a birth or baptismal certificate:

Pre-school - children are to be three (3) or four (4) years of age before August 1

Kindergarten - children are to be five (5) years of age before August 1

Grade 1 - children are to be six (6) years of age before August 1

Other Grades – student placement will be based on records received and additional screening if warranted

Registration

In order to register in St. Martin Catholic School, parents of school age children will need to make a firm commitment of your willingness to help us with the mission of passing on the beliefs of the Catholic faith. Teachings at school that are not followed up and practiced at home are of lesser value. The school and parents need to work together to build tomorrow's strong church leaders and members of society. Along with example, support, and willingness to give of time and talents, comes the need for financial support. Providing quality education is an expensive endeavor. It takes the commitment of ALL to make it a reality. We are asking parents to make a financial commitment to support the parish by tithing 5%. Registration for the following school year will begin February 1 and run until February 15.

Immunization Requirements

DSR 5105

All students must be appropriately immunized or be in the process of being immunized. The number of doses required for each disease will be in accordance with the regulations established by the Missouri Division of Health, Department of Health and Senior Services. Each school administrator/principal sees that the school has a record with the current immunization status of every student.

Students may not attend school unless they are in compliance with the immunization requirements or qualify for one of the stated exemptions. Each school administrator/principal is responsible for the completion and submission of the Summary Report, which is required annually by the Missouri Department of Health and Senior Services.

Admission Policy

St. Martin Catholic School welcomes growth in our Catholic community. Therefore, only during the registration period (February 1-15) can the class size exceed the limitations set in Class Size Policy 200.3 for the upcoming school year. **After the registration deadline**, a waiting list will be established if a class exceeds the classroom limit following the Enrollment Priority Policy.

200.3 Class Size Policy

1. In kindergarten, the class will normally be limited to 20 students per teacher.

2. In the primary grades (1-4), classrooms will normally be limited to 25 students per teacher, following the priority of enrollment policy as outlined in policy 200.4.

3. In the intermediate and junior high grades (5-8), classrooms normally will be limited to 30 students per teacher, following the priority of enrollment policy as outlined in policy 200.4

4. If during the registration period the number of students exceeds the class size limitations, the pastor, principal, school board, and Administration Commission may consider the following options.

- a. Hiring a part-time aide or full-time aide.
- b. Splitting the class into two sections and hiring an additional teacher.
- c. Allowing class size to exceed the size limit under certain circumstances

200.4 Enrollment Policy for Kindergarten through Grade 8

Normally, the following procedure will be followed.

1. Children of St. Martin Parishioners with siblings already attending St. Martin School and actively participating in the parish (i.e. attending Mass regularly, financially supporting, etc.).

2. Children of St. Martin parishioners with no siblings attending St. Martin School, actively participating in the parish (i.e. attending Mass, financially supporting, etc.) as of initial St. Martin Parish registration.

3. Children of Catholic families, not parishioners of St. Martin Parish, but registered in another parish with siblings attending St. Martin School.

4. Children of Catholic families, not parishioners of St. Martin Parish, but registered in another parish with no siblings attending St. Martin School.

5. Children of non-Catholic families.

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 order in any/all matters relating to school, the consenting parent represents that the other parent has been consulted and he or she consents to the registration.

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

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

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any

visitation schedule which might be contained in a court decree.

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

Transfer of Guardianship Issues

DSP 5202

When legal guardians are unable or unwilling to fulfill their responsibilities, and there is no court document in existence, the school should see that a Power of Attorney document is executed.

Absence and Tardiness

DSP 5210

A. Absence

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

An absence of more than two hours is recorded as one-half day absence. Students are excused from class when there is a death in the immediate family or grandparents. Others relative's and friend's funerals are counted as a day of 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.)

St. Martin School's classes begin at 7:40 a.m. 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.

Absences and Written Excuses

DSP 5211

Students are to be in school daily unless they are sick. Regular and punctual attendance is necessary for academic success. Children are not permitted to leave the school grounds once they have arrived. The school office is to be called prior to 8:00 a.m. If the school does not receive a call a parent will be contacted. This policy is for the protection of your child.

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 delegates someone to investigate the situation.

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

Students who miss school must assume responsibility for making up the work. Students are to check with each teacher and get assignments. It is recommended that students establish a contact with another

student in class so they have someone to call when they are absent for information about each class.

Requests for Family Reasons

DSP 5220

Parents occasionally wish to take their children out of school for several days because of family plans. In a case such as this, 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.

Confidentiality

DSP 5260

Rather than strict confidentiality in regard to student-school employee communication (verbal or written), the schools in the Diocese of Jefferson City Catholic operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality 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 a 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 the 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.

Catholic Faith and Moral Standard

DSP 5305

As a condition of initial and continued enrollment as a student in the schools that are part of the Diocese of Jefferson City, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith or morals, which is a threat to the health, safety, reputation and welfare of the students, and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teaching of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, the student may be expelled from school.

A suspension, dismissal or expulsion is a disciplinary action taken by the school which prohibits a student from attending regular classes. A suspension is normally used in less serious infractions.

Normal out-of-school suspension is 3 days. However, more or fewer days may be imposed depending on the seriousness of the offense. All work missed must be completed upon the return of the student. Full credit will not be given for work completed during out-of-school suspension.

In-school suspension will normally be used in less serious infractions. Students are to complete all assigned work during this time. In the event of repeated infractions, parents will be notified and asked to come with the child for a conference. (600.4)

These steps will normally be taken in dealing with the child who repeatedly violates school rules.

1. Teacher and pupil conference
2. Principal, teacher, pupil conference
3. Principal, teacher, parent, pupil conference
4. The child will be suspended or expelled

Since eating candy during class or chewing gum any time is a deliberate act of defiance, and having anything in the mouth is a dangerous situation, stiff consequences will result.

- (a) 1000 word composition due to the principal for 7/8 graders
- (b) 500 word composition due to the principal for 5/6 graders
- (c) loss of break time and a written assignment appropriate for their age level for K-4 students.

Discipline procedures for normal classroom disturbances in grades 1-4 are as follows:

- name - only a warning
- name - ✓ child loses 5 minutes of morning break
- name - ✓✓ child loses 10 minutes of morning break
- name - ✓✓✓ child loses lunch recess
- name - ✓✓✓✓ child is sent to the office

Normal Levels of consequence for reoccurring inappropriate behaviors in grades 5-8:

1. Warning - Students are informed that a behavior is inappropriate. If the conduct is a direct rules violation, students will be warned on the clipboard and in class.
2. a. For minor responsibility issues, a student is given time out at break.
b. The student is given a "Think Sheet" to be completed at a time the teacher deems necessary.

(The decision to use 2a or 2b is determined by the teacher. Repeated problems will continue to 2b)

3. Student will complete an "Improvement plan" while sitting alone during lunch break.
4. Student will be sent to office, and parents will be contacted concerning the student's behavior.
5. Continued inappropriate behavior for the same violation will result in:
 - a. A parent conference to create an individual student plan for improvement.
 - b. The principal will initiate the sequence of suspension.

(The plan is not a daily plan, although all levels can be reached in a day. The level of consequence is dependent on the reoccurring nature of the problem. The teacher may also bring the student back to a previous level as positive improvement is made.)

Normal Sequence of Suspension

- 1st In school suspension. Parents will be notified in writing.
- 2nd In school suspension. Parent will be called in for a conference with principal and teachers.
- 3rd In school suspension. Parents will be contacted in writing and reminded that the next **suspension will be out of school.**
- 4th Out of school suspension. Parents will be contacted in writing for a conference with the superintendent, pastor, principal, and teachers to discuss the situation and possible solutions.
- 5th Out of school suspension. Parents will normally be contacted in writing concerning the

- 6th possibility of dismissal or expulsion.
Dismissal or expulsion.

Christian Social Development Categories: Examples of Appropriate Behaviors for Each.

1. Observes rules of the school.
 - a. AWOL - (Warnings will not apply to AWOL.)
 - b. Trash needs to be placed in appropriate locations.
 - c. Tools are to be used for their intended purpose.
 - d. Things are not to be thrown.
 - e. Students are to always walk in the hallways.
 - f. The school policy on dress code needs to be followed. (Warnings will not apply to dress code violation.)
2. Accepts Responsibility for Actions.
 - a. All necessary supplies are to be brought to class/homework completed
 - b. Parent signature on discipline notes are to be returned the following day.
 - c. Instruction time and break time are to be used wisely.
3. Respect for Adults.
 - a. Students are to listen when others are talking and enter into a conversation in an appropriate manner.
 - b. Given directions are to be listened to and followed.
 - c. Even when students disagree with a situation, they are to respond respectfully.
4. Respect For Self.
 - a. The student's gifts from God are to be appreciated.
 - b. The student's body is to be treasured as a gift from God.
5. Respect for Peers.
 - a. Pushing, shoving, or other actions which could threaten others safety are to be avoided.
 - b. Others are to be treated courteously and respectfully.
 - c. The property of others is to be respected.
 - d. Others are to be treated as you would like to be treated.

Teachers always hold the right to modify all consequences, as they deem necessary.

Conduct Totals: Students with consistent violations in a given Christian Social Development Category will receive an X on the mid-quarter and/or report card notifying parents the need for the student to make a positive improvement in a particular area of Christian development. Responsibility and respect for self, adults and others are not taught from a textbook, but are a very important part of Catholic education.

Communication

If a parent has a complaint or concern the following procedures are to be followed in order to resolve the problem as quickly as possible.

1. Contact the teacher with whom you have a concern to discuss the situation.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the pastor. (Since the school board is only an advisory board, it will only become part of this process if the pastor chooses to consult with some or all of the members for advice only.)

AWOL: If a student is someplace where he/she does not belong, or if he/she is somewhere without permission, he/she will write a note to parents to be signed and returned to school and will sit alone for one week during lunch. AWOL will be recorded under the report card category of "Observes Rules of School".

Dress Code: Minor violations (no belt, no socks, etc.) will result in sitting out at lunch. Those wearing completely inappropriate attire will be sent to the office to call parents to bring them appropriate clothing.

Prohibition of Corporal Punishment

DSR 5310

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

Physical confrontations between 7/8 graders will normally result in a one-day in-school suspension. Confrontations between 5/6 graders will normally result in a warning and loss of two days lunch break the first time. Additional occurrences will result in a one-day in-school suspension. Consequences for confrontations in K-4 will be determined by the teacher and/or principal. Serious fighting will normally result in dismissal or expulsion. Parents will be notified of all such incidents.

The discipline schedules are not followed for **SERIOUS** disruptions or disregard for policy. These will be handled at the discrepancy of the teacher/principal and may warrant a report sent home requiring the parent's signature and could include suspension, dismissal or expulsion.

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 school vehicles 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. Violations at St. Martin Catholic School will immediately be reported to the local law enforcement authority and the superintendent of the Diocesan schools.

Dismissal and Expulsion

DSP 5360

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

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

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

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 the dismissal or expulsion. All dismissal and/or expulsions must be approved by the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DSR 5360

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

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.

Students who are recuperating from an illness and well enough to go to school but who should not play outdoors may stay indoors during recess. A written note requesting indoor recess is required. The verbal "say so" of the child is not valid, and he/she will be sent outdoors.

Progress Reports and 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.

At St. Martin Catholic School reports are issued four times a year. Parent/teacher/student conferences are arranged for the first and third reports from 3:15-6:15 p.m. Conferences should be limited to five minutes. If you anticipate needing more time, please call the teachers to set up an alternate meeting date.

Mid-quarter reports will be sent home in the middle of each quarter for students in grades 4-8. Parents

are to sign the reports and return them to school in a timely manner.

Honor Roll

A scholastic honor roll is published for grades 5-8. To qualify for the "A" honor roll, students must earn all A's; for the "B" honor roll, the student must earn a combination of A's and B's in the core subjects. A honor roll recognition ceremony is held during mass at the end of the each quarter. Certificates at the end of the year are presented to those students who achieve honor roll status three of the four quarters.

Children for whom grades are modified are not eligible for the scholastic honor roll.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students whose average is an F will not be allowed to participate in any sport until the next grading period. This is usually about a four week time frame. The F must have improved to a passing grade to be eligible to participate.

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/guardians. 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.

Students Transferring Out

The original state-required immunization record along with other general health data (vision, hearing, height, weight, etc.) shall be forwarded when a student transfers to another school unless parents specifically request to the contrary.

When a student transfers, the school shall send directly to the new school, upon request, a copy of the student's cumulative record along with the original immunization record.

The original cumulative and attendance records shall be retained in the inactive portion of the school file. (600.3)

All outstanding fees are to be paid prior to the transferring of records. (800.8)

Health Issue

In case of an accident or illness, parents will be notified as soon as possible. If necessary, the child will be taken to the hospital for treatment. The emergency form is to be filled out **CAREFULLY** and the school notified of any changes.

The school will assist students who have minor accidents by using ordinary external medical supplies such as prepared bandages, band-aids, adhesive tape, cold packs, etc. An accident report form will be filled out and a copy sent to parents, or a phone call will be made when warranted. (600.10)

Drug/Medication Administration

DSP 5520

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

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

There must be procedures for the periodic review of the instructions, for the storing of the drugs, 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 that medications be kept in a locked cabinet.)

The school will never dispense any oral medicine at the request of the student. In response to written parental request, the school will arrange for a temporary medicine that is clearly labeled with students name, name of drug, and physician's written instructions as to the dosage and time medicine is to be given. Parents are encouraged to administer medicine before or after school. Medications will be stored in a safe place and administered by a responsible adult. (600.12)

If parents should wish to request this service for a medicine a child needs regularly, a request is to be made in writing on a physician's request form stating: 1) student's name, 2) name of drug, 3) dosage, 4) purpose of the medication, 5) time of day medicine is to be given and 6) possible side effects.

The school will not administer Tylenol to any student unless the request follows the same rules that would apply to other medications.

Cough drops may be taken for sore throats with a written request from parents.

The school will NOT assume responsibility for application of ointment, change of dressings or injections.

Illnesses & Exclusion from School

If the school notifies a parent that his/her child is ill, the parent is to make arrangements to pick them up immediately in concern for the health of others.

Screenings are not a consistent part of the school health program at this time. The school personnel will refer any concerns to the parents for follow up exams by their family physician. (600.13)

The school enforces the state requirements regarding the immunization of school age children.

The following information is provided to help parents understand certain conditions that will require exclusion from school and/or school related activities.

Students will be excluded from school and/or school related activities for reasons including but not limited to the following:

- Fever of 100.5° F or over (**see following***)
- Vomiting (**see following***)
- Diarrhea (**see following***)
- Undiagnosed rashes
- Fainting
- Red, inflamed eyes (pink eye) until diagnosed and treated, if necessary.
- Impetigo (a contagious skin condition with crusty areas especially about the nose and mouth), excluded until they have been **on medication for 24 hours. Lesions covered (if they are draining).**
- Ringworm, **must be on medication.** Cover the area if possible.
- Head Lice, excluded until proper medicated treatment has been initiated and **all** nits removed.
- Scabies, excluded until appropriate medical treatment.
- Common childhood diseases – follow state regulations.
- Chickenpox, excluded for **seven (7) days** from onset of rash.
- Strep Throat, must be on **antibiotics and without fever for 24 hours** before returning to school.

***Students with a fever (temp of 100.5° F or over) or students with vomiting or students with diarrhea, need to be kept home until they are symptom-free for 24 hours!** Students with fevers must be **fever-free for 24 hours without use of medication.** Many vomiting and diarrhea syndromes do not have fevers. Many students are sent home ill one day, return the next, and need to be sent home again because they have not recovered.

The school appreciates parents help in following the above guidelines to help prevent the spread of illnesses to more students or staff. We also appreciate parents sharing the diagnosis and treatment of students so we can be alert to possible problems in other students (i.e. pink eye, head lice, strep

throat, etc.)

Chronic Infectious Condition

Each individual situation involving a chronic infectious condition (such as AIDS or Hepatitis B) shall be handled consistent with Diocesan School Policy #8000.

Contagious and Communicable Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis, pink eye, etc.) shall not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. (600.8)

Blood-borne Pathogens Exposure Control Plan

DSR 5530

In compliance with OSHA Blood-borne Pathogens Standard, 29CFR 1910.1030, St. Martin Catholic School has a written blood-borne pathogens exposure plan in effect. Teachers and other staff members have been trained in the correct procedure to deal with a blood-borne pathogen situation, materials for personal protection are readily available and a disposal method has been established. The complete blood-borne pathogens control plan is available for review in the school office.

Emergency Procedures

Fire, tornado and earthquake drills will be conducted periodically throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teachers where roll will be taken. If the fire alarm rings when students are in the hallways, the students are to leave by the nearest exit. If a tornado alarm sounds while students are in the hallway, the students are to proceed to the nearest designated safety area. **Students are not to go to the gym.** Emergency exit signs are posted in each classroom.

Wellness Policy

I. NUTRITION EDUCATION

- A. Science classes will cover a unit on nutrition.
- B. A weekly health class will be provided.
- C. Current health information (magazines, websites, speakers, handouts) will keep students updated on new trends in healthy living.

II. PHYSICAL ACTIVITY

- A. All students in grades PreK-8 will have opportunities to be physically active on a regular basis.
- B. Structured physical education classes are held twice a week for 30 minutes for students in grades preK-8.
- C. In addition to the structured physical education classes, students in grades PreK through 4 will have two twenty minute breaks daily for physical activity; students of 5th and 6th grades have one fifteen minute break daily for additional physical activity, and students in grades 7th and 8th have one ten minute break daily.
- D. St. Martin School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- E. The After School Care Program will provide physical activity on a daily basis for all students.

III. NUTRITIONAL STANDARDS FOR ALL FOOD AVAILABLE ON SCHOOL GROUNDS

- a. Foods and beverages served during the lunch period will meet the nutritional recommendations of the U.S. Dietary Guidelines for Americans.
- b. St. Martin School will participate in the available federal school meal program.
- c. Students will be encouraged to participate in the federal government lunch program. Students who opt to bring lunches from home must bring **healthy foods** (no Peanut Butter).
- d. Students will be encouraged not to share their meal with other students and to eat the food they have chosen.
- e. The head cook will monitor the nutritional value of each meal provided, a specified person will monitor the choice of food groups chosen by each student at the check point, and the lunch program supervisor will review menus, keep records, and make reports to the federal government.
- f. St. Martin School will make every effort to eliminate any social stigma attached to, and prevent open identification of students who qualify for free and reduced price meals.
- g. No vending machines will be made available on school grounds.
- h. Parents will be encouraged to send healthy snacks for birthday celebrations. It is **STRONGLY RECOMMENDED** that no sodas or energy drinks be provided to students during classroom celebrations (holiday parties, birthdays, etc.) In addition to milk and water, there are several alternatives to soda that may be considered. We recommend considering the following beverages: fruit flavored water, 100% fruit/vegetable juices, sparkling grape juice and smoothies.
- i. Students may bring a snack for their morning break if they choose to do so.
 - i. Snacks are limited to: Fruit, Vegetable, Cheese, Yogurt or Whole Grain Crackers.
- j. All celebrations will take place at the end of the day in order to not interfere with lunch.
- k. Teachers will be encouraged not to use food or beverages that do not meet nutritional standards for academic performances or good behavior.
- l. St. Martin School will only hold one fundraiser per year which involves the sale of candy.
- m. After School Care Program will strive to provide nutritional snacks and drinks and monitor portion size.
- n. Water will be the primary drink. Students will be allowed to have water bottles in their home room class.

IV. **OTHER SCHOOL-BASED ACTIVITIES PROMOTING STUDENT WELLNESS**

- A. The cafeteria staff will provide students with a variety of nutritional and appealing foods that meet the health and nutritional needs of the students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide a clean, safe, and pleasant setting with adequate time for students to eat (at least 20 minutes)
- B. Physical fitness is encouraged with the Saint Sebastian Award in grades PreK-8.
- C. The school gym will be available for after school use by sports teams, after care students and parent teams.
- D. St. Martin School will encourage family fun and physical activity. Information regarding events held by the community and Parks and Recreation will be sent home with each student.

V. **MEASUREMENT AND EVALUATION**

- A. St. Martin School will engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing,

implementing, monitoring and reviewing school-wide nutrition and physical activity policies.

- B. The wellness coordinators (school principal and lunch supervisor), in consultation with the committee, will set policies, monitor their implementation and evaluate these policies every three (3) years.

Federal Lunch Program

A hot lunch is provided daily which meets federal requirements. Students may choose to eat the school lunch or bring their lunch on a month by month basis. Parents may make arrangements to have lunch with their child/children by calling the cafeteria (893-2479) two days in advance. Parents are asked NOT to bring food for student's lunch in accordance with our policy. Lunch fees are due on the 10th of the current month. Free and reduced lunch fees are available for those who qualify by filling out a form for our records. This is confidential information, and a child is not singled out in any way. Checks are to be made payable to St. Martin Lunch Program.

Morning and Evening Drop-Off/Pick-Up Procedures

In an effort to improve safety and efficiency, we have met with two law enforcement agencies and several law enforcement officers to develop the new procedures for drop-off and pick-up. There are some changes in drop-off and dismissal this year.

MORNING DROP-OFF: The morning procedure for dropping off disciples is to enter by the east drive, circle around the back of church, stop to let your disciple off by the flagpole, and leave by the front drive. We ask that everyone arriving after 7:00 a.m. to enter by the east drive or gravel drive. If parents plan to leave their car for any reason in the morning (drop items off, purchase scrip, etc.), they are to enter the flow of traffic but instead of stopping at the flag pole, they may pull into a designated parking spot so as to not block the flow of traffic. They must be parked facing the road. **Disciples must be escorted into the building by an adult.**

The west gate by the gravel road will be locked from 9:00 a.m. to 3:00 p.m. on Wednesdays and Fridays. On from 8:00 a.m. to 3:00 p.m. on Mondays, Tuesdays and Thursdays. The gate will also be closed from 3:30 a.m. to 5:30 a.m. Monday through Friday. This is for safety reasons. The front entrance will also be closed from 7:00-7:30 a.m. daily.

AFTERNOON PICK-UP: All students will be dismissed from the gym. Disciples will pray in their classroom before coming to the gym. No disciples will be dismissed to the front parking lot without an escort. We will have three options for dismissal of disciples:

A. **Walkers/ASC:** These disciples will be dismissed after the bell rings. An educator will escort walkers out of the building and across St. Martin Blvd. if necessary. A written note **MUST BE ON FILE** if a disciple is to walk home after school. An educator will escort ASC disciples to their rooms.

B. **Pick-Up Line:** All parents choosing to use the pick-up line are asked to stay in the line in their car.

All parents will be given a card with each child's name on it. When you are in the car line to pick-up your disciple, an educator will come to your window to collect that card. If you are picking up more than one child you will have more than one card. You will need to have a card for **each child** you are picking up. The name plates will be given in the registration packet. The name plate will be given back to the parent by the disciple when entering the car.

The parents are to enter the east drive, circle around the back of church forming a line for pick-up at the designated spot. The educator will collect your name plate(s). The educators will gather the students and bring them out to the cars. We will load 5-7 cars at one time. Once all of those disciples are loaded safely in their car, we will dismiss those 5-7 cars. For this reason, once stopped, a car should not proceed until directed by a staff member. **PLEASE DO NOT PULL AROUND ANOTHER VEHICLE.** If during dismissal, your child is not in the gym and ready to go, you will be asked to stay in the pick-up line until your set of cars have been released, pull around to the front of school, park and report to the office to get your child. **PLEASE DO NOT PULL AROUND ANOTHER VEHICLE** in line as students may need to load on the far side due to baby car seats, etc. Exit using the front main drive.

We ask that everyone in the pick-up line avoid distractions and pay particularly close attention to the environment to expedite the line and increase safety for all.

C. **Parent Pick-Up in Gym:** Parents may choose to pick-up the disciples in the gym. Parents will park facing St. Martin Blvd and walk into school using the entrance by the office. They will go to the gym. *Parents choosing to pick their disciples up in the gym must also have their name card.* The parent will give the educator standing near the concession stand the name card. **The parents are to wait by the concession stand.** The educator will gather the disciple and bring that disciple to the parent. The disciples are not to go to the parents unescorted. The disciple and parent are to exit through the east steps (by the office) out the double doors. The parents will exit with the flow of traffic.

The reason for these changes is the safety and well-being of our disciples and staff. We believe that the most efficient method has been developed based on law enforcement input, models from other schools and educator and parent input. We thank you in advance for your cooperation and patience with our new policies.

If you need more name plate cards, please contact the office and those will be provided as quickly as possible. We still need a written note from a parent if a child is going home in a different manner than usual.

After School Program

Students from Pre-K through 8th grade are eligible to participate in the after school program. There is a \$25.00 non-refundable family registration fee due with registration for those planning on using the program 3 or more days a week. **If school is dismissed due to inclement weather, after school care will be held for only one (1) hour after the announced dismissal time.**

Child Care Fees: Those in grades K-8 who use the After Care Program on a full time basis will be charged as follows: \$80.00 for the first child and \$60.00 for each additional child. Those in Pre-K who use the After Care Program on a full time basis will be charged as follows: \$40.00 per child. These full time rates are figured on 174 days per school year, divided by nine equal monthly payments. This bill is due the first of the month with payments due September through May. Students in K-8 who use the After Care Program only occasionally will be charged at a rate of \$7.00 per day, per student with payment due upon receipt of statement. Pre-K students who use the After Care Program only occasionally will be charged at a rate of \$3.50 per day per student with payment due upon receipt of statement. A \$10.00 fee will be assessed for any full time fee not received by

the 10th of the month and for any part time fee not received by the 15th of the month.

It is ESSENTIAL that the child/children be picked up by 5:30 p.m. A late fee of \$1.00 per minute will be charged for anyone arriving after the closing pick up time. It is only common courtesy to respect the staff and their families.

Early Dismissal

On days of early dismissal, parents are to make arrangements for their child/children to leave school at the announced dismissal time or send their child/children to the After School Care program. Faculty meetings are usually held on the first Thursday of the month with dismissal at 1:30 p.m. After school care is provided on these days beginning at 1:30 p.m. **Any student not picked up by 2:00 p.m. will be sent to the aftercare program, and parents will be charged for that day. There is NO after school care on the last day before Christmas break and the last day of school. Also, on Home and School Association Fish Fry days (Two Fridays during Lent), after school care will only be until 4:00 p.m. due to the public entering the gym and school for “take-out” meals. The security of our disciples is most important to us, therefore disciples are to be picked up from the school office by 4:00 p.m. on Fish Fry days.**

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.

Special Needs Students

DSP 5701

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible.

Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

School Insurance

DSP 5810

A Student Accident Policy covers all students within the Diocese of Jefferson City. If a student is injured due to an accident during a School or Diocese sponsored event the policy will pay covered medical expenses not covered by the student's individual health insurance. In the event of a claim, payment is based on usual, customary and reasonable charges and within the limits of the policy.

Child Abuse and Neglect

DSP 5810

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

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

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

Under the law, any person or institution who reports suspected child abuse or neglect in good faith has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed. (DSP 5810) (A copy of the law is included in the Appendix #5810. It can be found in the Diocesan Policy Handbook for Schools located in the school principal's office.)

Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury or that the abuse of the child may occur shall use the following procedure to report:

1. The employee is to report the suspicion immediately to the school administrator/principal and together they shall immediately report to the Missouri Division of Children's Services ("Missouri Children's Division"). This phone number is to be readily available in the school office.
2. The school administrator/principal shall then inform the Catholic School Office or chancellor of the diocese after the report has been made to the Missouri Children's Division. Within five days of the date the report is made to the Missouri Children's Division, a written summary report is to be sent to the Catholic School Officer chancellor of the diocese stating the names, circumstances and reasons for reporting, consultation received, and when and by whom the matter was reported.
3. It is up to the Missouri Children's Division or police department to follow up on the report.
4. Employees can be directed by a person with higher authority to refrain from reporting a case if the employee has reasonable cause to suspect that a child has been or reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
5. Any such reports are considered strictly confidential

Normally, once notified, the Missouri Children's Division will observe the following procedure in investigating reports as clarified November 26, 2003 in a letter to school personnel from the Missouri Children's Division: House Bill 613 will effect agency notification to a parent when abuse/neglect occurs in a school or child care setting. When the abuse/neglect of a child happens in a school or child care setting and the parents of the child are not the alleged abusers, a parent/guardian of the child must be notified prior to the child being interviewed by the Children's Division (CD). If the parent/guardian cannot be located, the CD investigator will use his/her best judgment regarding interviewing the child without parental notification. If the alleged abuser is a school or child care facility employee, the child cannot be interviewed at his/her school or child care facility. The representative of the Missouri

Children's Division is to see that the above paragraph is implemented. Normally Catholic school personnel are not part of the child abuse investigation interview unless requested by the Missouri Children's Division. Failure to follow the above reporting procedure is considered a serious violation of diocesan policy and regulation.

Harassment/Bullying and Cyber Bullying

DSP 5820

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

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 a form of harassment.

Bullying is the use of force, threat or coercion to abuse, intimidate, or aggressively dominate others. The

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

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

Sexual harassment deserves special mention.

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

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

faith. (Revised July, 2015)

Sexual Abuse

DSP 5825

STUDENTS: Sexual Abuse of Minors

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

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

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

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

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

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

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

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel. The membership of the Review Board will be comprised of at least five persons who are in full communion with the Church. At least one member will be a diocesan priest who is an experienced and respected pastor. The majority of the members will be lay persons not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.

2. Duties of the Review Board include:

- Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;
- Reviewing diocesan policies for addressing sexual abuse of minors;
- Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel;
- Maintaining an ongoing review of unresolved cases

3. If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:

- Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
- Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment;
- Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.

B. REVIEW ADMINISTRATOR

1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.

2. Duties of the Review Administrator include:

- Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
- Appointing an Assistance Coordinator for the person bringing the allegations;
- Appointing an Assistance Coordinator for the person bringing the allegation;
- Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
- Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- Attending Review Board meetings, preparing reports, answering questions and assisting the

Review Board as needed;

- Receiving information about other possible victims/survivors;
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.

2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.

3. Duties of the Review Team include:

- Investigating and gathering facts regarding allegations referred to it by the Review Administrator, reporting its findings to the Bishop, and providing him any appropriate counsel;
- Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;
- Meeting as needed for specific cases;
- Taking all appropriate steps to protect the reputation of the accused during the review process;
- Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel;
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

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D. ASSISTANCE COORDINATORS

1. An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.

Duties of the Assistance Coordinator include:

- Listening to the individual and his or her allegations, treating the individual with respect;
- Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual
- Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
- Assisting with referrals to therapists and/or support groups;
- Assisting the individual with information about how to follow-up on the options chosen by the individual
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

3. The Assistance Coordinator shall maintain a professional relationship with the individual and

will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.

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

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A. BRINGING AN ALLEGATION

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

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

B. RECEIVING AN ALLEGATION

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

2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.

3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.

4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

1. Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone.

The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:

- When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.
- When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the person in charge of the parish, school or agency where the accused is an employee or volunteer, that the accused be immediately placed on a temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.

2. If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.

3. If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will

inform the person making the allegation of this conclusion and no further action will be taken.

4 (a). The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:

- i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.
- ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.
- iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his votum, to the Congregation for the Doctrine of Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.
- iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.
- v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.

b. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:

- i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The

- Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.
- ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.
 - iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.
 - iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.
- c. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.
5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

D. REVIEW OUTCOME

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

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.
2. If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon receiving this information, the Review Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.
3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.

F. CARE FOR THE CLERIC

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

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

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

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

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

H. COMMUNICATION

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

ADDENDUM

(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p.6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.

(2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.

(3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.

(4) The term "decree" as used in this document refers to a statement of the disposition of the matter.

(5) See Chapters 210.110-210.192 Revised Statutes of Missouri.

Revised June 1, 2015

Valuables at School

Items such as large amounts of money, radios, tape players, electronic games, cameras, toys, sports cards, etc. have no place at school and are to be left at home.

CELEBRATIONS

Party Invitations:

Party invitations are permitted to be distributed at school ONLY if the invitations include the whole class, all the boys, or all the girls. Other invitations must be mailed. Remember, little feelings are very sensitive.

Distribution of Gifts:

The school does not allow individual exchanging of gifts among students for birthdays, Christmas or other occasions to take place at school. This is to be taken care of outside of school time. Flowers and gifts for students are not delivered to the classroom but will be given to the student at dismissal time.

Birthday Celebrations:

The following guidelines have been adopted concerning the celebration of birthdays:

1. Treats are brought only by the person celebrating the birthday. (This is an optional custom)
2. No personal gift exchange is to be done at school.
3. No decorating of the room by classmates.

* Guidelines pertain to teachers' birthdays as well. However, a cake may be brought in by a student for a celebration.

* Teachers may recognize student birthdays in a quiet manner of their choice.

Treating the class on a child's birthday is left to the discretion of the parents. It is NOT necessary or mandatory. If a child has a summer birthday, parents can feel free to choose a pretend birth date during the year. **GUM** is not to be sent as a birthday treat since chewing gum at school is a violation of school rules. A nutritious treat or drink is encouraged in accordance with the wellness policy.

Other Celebrations:

Volunteers are needed to help plan special holiday parties. A notice will be sent home with the child. A head room mother is selected and will be responsible for organizing all events. If you are not contacted and wish to help with games, snacks, etc., the head room mother is to be contacted. All parents are invited to attend these events. Parties are held for the following occasions:

1. Halloween - ALL grades have a party, but only K-3 dress in costumes.
2. Christmas - Students exchange a "token" gift - boys buy for boys, girls for girls. Price range \$4.00-\$5.00.
3. Valentine's Day - Only kindergarten has a party. Grades 1-4 may exchange valentines if they send to the whole class, all the boys or all the girls. Exchanging is optional.
4. The school holds a Valentine Bazaar on the state holiday closest to Valentine's Day. It is an afternoon of fun and games. Parent volunteers man the games and refreshments are provided by 6th grade students.
5. Graduation Reception - 7th grade parents and students decorate for and serve the reception. The Home and School Association provides the cake. The school will budget \$250.00 for the reception.

Cell Phones

Students are not to use cell phones at school. Phones are to be turned off during school hours including Before and After School Care and kept in their book bags. If a phone goes off during the restricted times or a cell phone is in their procession, the teacher will send it to the office. For the first offense

they can pick it up as they leave for the day. For additional offenses, they will be confiscated for one week. If the problem is consistent, parents will be notified. There is a school phone available for use during the day.

School Telephone

Students are not permitted to use the phone to arrange their after school activities or for requesting items to be delivered. Part of developing responsibility is to remember to bring all necessary items to school. Students are not usually called from class for calls but messages will be delivered to them. Permission to use the phone will be at the discretion of the principal or a teacher.

Fines

Fines for lost or damaged books or other property will be assessed depending on the value of the loss or damage.

Pre-Filled Water Bottles

Students may bring water bottles (no larger than 32 oz.), prefilled with water, to drink in their homeroom throughout the school day to ensure proper fluid consumption. Bottles may not be refilled during the school day and must go home nightly for cleaning. Students must have water bottles with them when they arrive in the morning.

INSTRUCTION 6000

School Calendar

The annual term for a diocesan school consists of at least the following:

1. 174 instructional days in session;
2. A minimum of 1044 hours of instruction;
3. Three (3) scheduled instructional make-up days;
4. At least eight (8) in-service days for the faculty including diocesan sponsored days.

A minimum of 185 days are to be included in the school calendar. Local public school calendars should be a guide for determining days that school is in session, but they are not to be considered for final determinations.

Instructional time that extends significantly beyond the required six hours may not substitute for the required number of student attendance days but may be proposed as additional instructional “make-up” time for a small number of school days beyond the required three days.

Inclement Weather

On days that it is necessary to call off school due to inclement weather, the announcement should be on the radio by 6:00 or 6:15 a.m. St. Martin Catholic School will tweet, email and Facebook if St. Martin School will be out of school. By October, 2018 we will also use Flocknote to text all families about early dismissal or cancellations. Cancellations will be broadcast on the Premier TV station – WE will inform KRCG-TV station. Parents are highly recommended to sign up to receive a text alert through the Flocknote account. If it is necessary to cancel during the school day, the same stations will carry the broadcast. **On these days, after school care will be in session for ONLY ONE (1) hour after the announced dismissal time.**

Please note - parents have the right to keep their child/children at home if they feel road conditions in their area are too dangerous for safe travel.

Religious Education Program

Religion classes are scheduled daily. The texts have been selected from those approved by the Diocesan Religious Education Office. All instruction follows the guidelines set by this office and the Catholic Church.

Students of St. Martin Catholic School are prepared for and receive the sacraments of Reconciliation and Eucharist during the 2nd grade. Students receive these sacraments on an individual basis after a consultation with the pastor.

A diocesan approved human sexuality program is taught at the beginning of the 3rd quarter in grades 3-8. Parents may request to preview any materials that will be used in the program. Parents have the right to request that their child/children not participate in the program by sending a written request to the principal. Other projects in religion will be assigned to these students to be completed during this time in another room.

Students normally attend Mass twice a week. Students begin and end their day with prayer as well as when they prepare for lunch.

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.

Educational Outings, Field Trips, 8th Grade Trips

DSR 6301

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/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, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name

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

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

INSTRUCTION **DSP 6305**
Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities

School 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 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicle is to be used, the following criteria shall apply:

1. Drivers must be a parent/guardian of a student.
2. Drivers must be experienced drivers of the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting.
3. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices (Appendix 6305: Agreement to Transport Students)
5. Regular drivers (those transporting students three or more time in one school year) must complete the Protecting God's Children program and read and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors.
6. The vehicle must have a valid registration and meet state safety requirements
7. The vehicle must be insured for a minimum of \$100.00 per person \$300.00 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

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

Speakers, Outside Programs, AV Materials (including movies & videos) and Literature **DSP 6410**

All outside speakers, programs, AV material and literature used in the school are to have the prior approval of the school administrator. Care 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.

The USCC movie-rating guide is to be followed for all movies and videos shown in schools or viewed

by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Catholic School Office 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-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 material, or other materials in conflict with our Christian 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 actions will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purposes 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 Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian 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 schools, 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 *MySpace*, *Facebook*, *YouTube*, *Snapchat*, *Twitter*, *Instagram* and any other social networking sites, ect. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard. (Revised June 2015)

Research and Observation

DSP 6480

Written permission from the parents/guardians and the superintendent of Catholic schools as well as approval of the school administrator/principal is required before any faculty member may provide student data to or allow observation of students by anyone conducting research, or for videotaping students for purposes of improving instruction.

Standardized Testing**DSP 6502**

All schools are to participate in the fall in the diocesan standardized testing of students' cognitive ability and academic achievement in grades 2-8, maintain testing records of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students are to be apprised of testing results, with appropriate explanations and printed student profiles. Standardized testing for kindergarten is not recommended. Schools may test students in other grades and at other times of the year at their option.

All elementary schools are also to participate in the Assessment of Catechesis/Religious Education (ACRE) in grades five and eight and apply the findings to instructional planning and priorities.

Readiness Testing**DSP 6505**

Prior to kindergarten or first grade, students' readiness is assessed. The results assist in determining individual readiness for the instructional program, suggest parental assistance with home activities to promote readiness, and guide teachers in developing an appropriate, effective program.

Readiness Testing for Advanced Math

At the **end of Grade 6**, students will be placed into instructional math groups according to their **score on a placement test, their final math average, Stanford Math Scores, and teacher recommendation** based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either **7th Grade Pre-Algebra OR Comprehensive 7th Grade Math**.

Co-Curricular/Extra Curricular Activities**DSP6601**

Various activities are offered - Science Fair, Spelling Bee, Sketch Day, Speech Meet, Band, Student Council, Concerts, "Just Say No" Club, "Rainbows For All Gods Children", Essay Contests, and D.A.R.E.

Athletics**DSP6610**

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.

The athletic program will be such that it teaches self-discipline, good sportsmanship, and fairness. Students who participate in athletics must be putting forth good effort. Those listed as having an "F" in a class will be ineligible to participate in athletics until the next reporting period (usually 4-5 weeks). Students who are not achieving a passing grade, but who have shown good effort, will receive an "E" making them eligible for the team. Volleyball, boys' and girls' basketball and track are offered through the school in grades 5-8. (Wrestling is offered through Tri-Cap, a local organization for grades 3-8. There is also Pal Football. Summer baseball and softball are offered through the parish ball association for 6-14 year old students). Other sports are offered by area organizations. Practice time shall be limited to a maximum of two times per week. All coaches will be on a voluntary basis. (626.2). The school provides an athletic handbook to all students participating in school sponsored sports.

Attendance in school is required for participation in co-curricular activities on that same day unless an excused absence other than illness is provided. (626.2)

Coaches, parents and students participating in athletic events are to show a Christian attitude in their language and actions.

DSR6610

All athletic programs offered through Catholic Schools of Jefferson City (referred to collectively as “Catholic Schools”) will participate in the Play Like a Champion Today program.

The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The Program focuses on:

- 1 . Athletics as ministry to children and families.
- 2 . Building teams moral communities.
- 3 . Promoting moral growth and gospel-oriented character developed on and off the field.
- 4 . Spiritual development linking play to prayer.

All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.

Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.

At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parent will be required in training only once.

Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.

Curriculum Instruction

The following are included as a regular course of studies: religion, human sexuality, language arts, social studies, science, math, physical education, music, art and computer skills. These are in addition to developing values and attitudes. Suggested diocesan time guidelines are used to develop classroom schedules.

Band is offered as an option. Students rent their own instruments and furnish their own books. (626.3)

Homework

Homework assignments shall be educational - applying previously learned material, correlating past and present learning, promoting supplementary reading and developing family communication. It is the

student's responsibility to complete all homework assignments. The teachers will notify parents when failure to turn in work becomes a problem. In grades 5-8 a maximum grade of "C" will be given for late homework if it is turned in the next day. A zero for the missing homework will be recorded in the grade book if it is more than one day late. If a student is absent one day, he/she is given one day to turn in assignments, two days absent two days to turn in assignments, etc.

Suggested homework times are 20 to 40 minutes for grades 1-3; 40-60 minutes for grades 4-6; and 1 hour to 1 hour and 15 minutes for 7-8. This amount of time for homework is to be scheduled even if written work is not assigned. At times, grades 5-8 are given long-term assignments. Students are to be reminded to work on these over the period and not put it off until the evening before it is due. Homework on weekends is usually not given, but may occasionally be given at the discretion of the teacher. (700.1)

Although formal homework is not usually given to kindergarten students, time is to be taken to review the alphabet, sounds, numbers, and sight words as they are introduced. Also, students are to READ, READ, READ.

SCHOOL PRIDE

The school colors are green and white. School spirit and pride apparel can be worn at any time.

SPORTS: The school mascot is the Jaguar. Basketball is offered for both boys and girls in grades 5-8 whenever there is sufficient interest. Volleyball is offered for girls in grades 5-8. Cross Country is offered for boys and girls in grades 5-8 and track for boys and girls in grades 5-8. Archery is offered for boys and girls in grades 3-8.

Summer baseball and softball programs are offered by the St. Martin Ball Association for 6-14 year olds. Soccer is also offered through the YMCA and the Parks and Recreation. Wrestling is offered through Tri Cap for grades 3-8. Pal football is available through Helias.

School spirit and pride is to be exhibited at all school activities. Parents can help achieve this through good example and encouragement. All coaches are on a voluntary basis.

BAND: St. Martin Catholic School offers band starting with Beginning Band for grade 5 followed by Advance Band for grades 6-8. Students are responsible for obtaining their own instruments and practice books.

JUST SAY NO CLUB: This is a club to encourage students to learn to have fun without drugs and alcohol. Students in grades 4 & 5 form this club. Speakers are engaged to talk to students during monthly meetings at school. Students also participate in project and social activities outside of school.

DARE: This is an educational programs designed to inform the students of the danger of drugs and gangs. The students in grade 6 participate in weekly instructions of one semester in the DARE program. A graduation ceremony is held at the completion of the program.

SCOUTS: Scout groups are available through the local chapters. Tiger Cubs will begin in first grade followed by Cub Scouts and Boy Scouts for older boys. Girls may join Brownies in grades 1-3 followed by Girls Scouts for older girls. Parents are expected to be den leaders. They are also expected to be active participants at the meetings and in the projects of their children.

SPEECH MEETS: Students in grades 6, 7 & 8 have an opportunity to compete in speech meets with other area schools in October and March. These meets are held on Saturdays. Each school provides a judge. The participants are coached by a teacher. Some after school practices are required.

STUDENT COUNCIL: Grades 3-8 select two representatives from each class. The entire school votes on the president and vice president. The secretary and treasurer are chosen by the student council. The student council sponsors different activities for the school - movies, special masses, talent show, etc. The student council's main objective is to build communication within the school. They meet bi-monthly after school.

RAINBOWS FOR ALL GOD'S CHILDREN: This is a support group open to all students who have gone through some kind of crisis in their lives - divorce, death, moving, etc. Meetings are held once a week for six weeks after school from 3:15-5:00 p.m., usually beginning in February.

DRESS DOWN DAYS: Dress down day attire means a relaxed code. Information will be sent home prior to each dress down day informing parents of the theme and appropriate wear for that day. Oversized clothing, clothing with holes, midriff or camouflage attire are NEVER acceptable.

Shorts are acceptable any time, parents are to make sure they are large enough and long enough. (NO biker or short shorts) Shirts MUST have a sleeve. (Cap sleeves are not acceptable).

If a student earns a dress down pass or participates in a Student Council dress down day, the student is to be responsible in his/her choice of attire. A student is not to ruin this privilege for others with a blatant disregard to dress code policy.

THURSDAY is the only day dress down passes may be used.

SCRIP: St. Martin Catholic School participates in the SCRIP program. It is a fund-raising program in which some businesses give a discount to the school when purchasing gift cards. The school then sells the cards to parents and parishioners at face value. As a benefit to parents, 25% of the profit earned from their purchases of these cards can be applied to their child's sustaining fee for the next school year. (Credit is figured July 1 to June 30). Friends, grandparents, uncles, aunts or anyone can use SCRIP and designate their credit to a specific family or to the school.

8th GRADE GRADUATION: A graduation Mass is held in the evening with recognition of graduates during Mass. A reception follows the Mass hosted by 7th grade parents and students. The school is responsible for the expense of decorations and drinks. An amount of \$250.00 is designated for this project. The Home and School furnishes the cake.

TRASH PICK-UP: The 8th grade students and their parents do a trash pickup within the city limits of St. Martins. This is a community service as well as a money maker for their retreat and other

miscellaneous activities.

SPIRIT DAY: Spirit day will be the first Friday of each month. Acceptable dress for this day is any St. Martin spirit attire, polo style white or green shirts. Hoodies may not be worn in the classroom. Uniform team shirts are not acceptable. Regular dress code slacks, capris, or shorts must be worn. If you do not participate in spirit day, regular dress code is expected. This is NOT a dress down day.

SCHOOL DIRECTORY 2018-2019

Communication is an important element for a successful learning environment. Cooperation between home and school is essential. Please feel free to contact the school at 893-3519 if you have questions or concerns. The principal is Eddie Mulholland 690-5064. Parents are to call before 9:00 p.m. Parents may also leave a message on his phone. Our school staff is as follows:

PreK 3-4	Ashley Moore	893-3519
PreK 4-5	Andrea Benne	230-9806
K	Lisa Silvey	635-2848
K	Lynda Pestka	291-0831
1	Shannon Schroer	680-5795
1	Angie Singer	395-4259
2	Janice Smith	659-7444
2	Kelly Boeckman	680-7233
3	LeAnn Higgins	893-3519
4	Heather Henley	694-7802
5	Dawn Crader	584-9944
6	Samantha Yarnell	893-3519
7	Chrissie Woehrer	893-3519
8	Rosemary Bardwell	893-3519
PE	Mike Metzger	424-8001
Music	T.J. Higgins	893-3519
Art	Joyce Neuenswander	
Science	Katelyn Knox	
Secretary	Andrea Fender	694-0586
Lunch	Cara Carel	539-0067

Teacher school hours are 7:30 a.m. to 3:30 p.m. Parents are to be considerate when calling teachers at home. Calls are not to be made at dinner time or after 9:00 p.m.

The pastor is Father Mark Porterfield, 893-2923.

All staff, board members, and officers welcome and encourage your ideas and suggestions.

ST. MARTIN CATHOLIC SCHOOL STUDENT DRESS CODE

600.6 Dress Code

These are guidelines of the dress code that apply to all students. Since all styles cannot be considered in this policy, the following will apply. If a particular style of clothing or fabric is NOT listed in this policy, it is considered non-acceptable. Final ruling of questionable attire is the responsibility of the principal. Special exemptions of the code may be allowed for special occasions. Watch for announcements of these days.

* This dress code will be in effect from August 2015 through May 2019.

* When an item is worn which is out of dress code, a parent will be called to bring a replacement garment.

I. Slacks, Skirts, Jumpers, Shorts, Skorts and Capri Pants

Colors - Solid Navy Blue, Black and Khaki (tan only - no green or brown khaki)

Acceptable Fabrics

Cotton
Cotton/Polyester
Corduroy

Non-Acceptable Fabrics

Denim
Fleece
Spandex
Nylon

Non-Acceptable Styles

Stir-up Pants

Non-Acceptable Styles

Stir-up Pants
Stretch Pants
Sweats
Overalls
Leggings
Wind-suits
Jeans

- A. Must be neat - no holes or frayed bottoms or cut-offs.
- B. Must be loose fitting and modest - no baggy or oversized items.
- C. Must have belt line riding no lower than the top of the hipbone.
- D. No hammer loops, rivets, appliqué, or decorative metal embellishments.
- E. A belt with a buckle must be worn and visible if belt loops are provided.
- F. A manufacturer or name brand logo on clothing must not be larger than 2" x 2".
- G. Slacks are to be no longer than top of shoe.
- H. Shorts, Skorts and Capri Pants may be worn any time.
- I. Skirts, Shorts, Skorts and Jumpers must be no shorter than 4" above the knee when kneeling.
- J. No belts are required for PreK through First grade.

II. Shirts, Blouses, Sweatshirts, Sweaters and Vests

Colors

All colors acceptable.

Acceptable designs

Solid
Plaid
Striped
Patterned

Non-Acceptable Styles

Body Suits
Novelty Shirts
Camouflage or Fatigues
Shirts with Cap Sleeves
Fleece
Spandex

Shirts and Blouses

- A. Shirts and blouses must be button down oxford or polo style.
- B. Must have sleeves.
- C. Must have visible fold-over collar.
- D. Must be properly buttoned or snapped.
- E. Must be long enough to be tucked in at all times. (even when seated or raising their hand)
- F. Wearing a short sleeved shirt with long sleeves under it, or a style which gives a layered appearance is acceptable.
- G. T-shirts or turtlenecks are permitted only as an undershirt.
- H. Spirit Attire is allowed.
- I. DARE, and Just Say No shirts are allowed for students involved in those programs on designated dates.
- J. Must be loose fitting. Tight shirts are not permitted.

Sweatshirts, Sweaters and Vests (must have visible collared shirt or turtleneck beneath)

- K. Must not be oversized.
- L. Must be crew, v-neck, cardigan or zippered style sweaters
- M. Must not hang below the buttocks.
- N. Must not have a hood.
- O. Sweatshirts must have a wide band at the bottom.

III. Miscellaneous

- A. Light foundation may be worn for fifth through eighth grade girls.
- B. Tights or socks must be worn. Tights must be solid blue, black, khaki, or white. Pantyhose are not allowed.
- C. Soft soled shoes, boots or tennis shoes must be worn. Shoes and boots must have a back and no higher heel than 1 inch. Sandals and Crocs are not allowed. Shoes with eyelets must have laces and must be properly tied.
- D. Boys are not permitted to wear earrings during school hours or at school functions.
- E. Girls may wear small post earrings only. Dangling or hoop earrings are not allowed.
- F. Visible tattoos and other body piercings are not permissible.
- G. Coats, jackets, fleece pullovers or any outside recess wear may not be worn in the classroom.
- H. Hair should be neat, clean and well groomed, no shaved designs or unusual hair styles are acceptable. **No unnatural hair color.**
- I. Necklaces must be no longer than 18", small in size and in good taste.