



St. Mary School

**Frankenstein,
MO**

**Parent/Student
Handbook**

Revised July 2021

St. Mary School **Parent/Student Handbook**

The Diocese of Jefferson City Policy and Regulation Manual for Schools express official policy regarding all schools of the diocese. St. Mary School Parent/Student Handbook follows the Diocese of Jefferson Policy and Regulation Manual for Schools.

The code numbers refer to the numeration in the diocesan handbook. The principal retains a copy of the Diocese of Jefferson Policy and Regulation Manual for Schools.

Educational Mission Statement of St. Mary School

St. Mary School, in Frankenstein, is rich with generations of Catholic heritage, promotes high standards, and nurtures academic excellence and spiritual growth.

Philosophy

St. Mary School endorses the call of the Catholic bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building a Christian community and to fostering Christian service to the whole human family.

The objective of personal spirituality urges the administration, faculty, parents, and students to be witnesses of Christ, His words, and His work. Social justice impels us to foster respect for the human dignity and uniqueness of each individual. A strong academic program is evidenced by excellence in teaching and by continued professional growth of our staff.

These three objectives reflect the intense commitment of all engaged in the work of St. Mary School.

St. Mary School History

Even before there was a resident pastor at Our Lady of Help Parish, a Catholic school was started. Fr. Krier, who traveled from Loose Creek, promoted a small school in the new rectory in the 1880's. The school remained in the rectory until the time of Fr. Bachmeier. Our Lady of Help church has been built on four different sites over time. The current church is the fourth structure. Once the third church structure was built and dedicated in 1892, the school was also moved to that site.

In 1896, three Sisters of the Third Order of St. Francis of Assisi from Milwaukee arrived to take over the school. They opened the school with 79 students. The sisters remained at the school until 1901 when they returned to Milwaukee. They left because of the great distance and the income was not enough to pay for traveling expenses.

The school was discontinued for two years. It reopened in 1903 with lay teachers. In 1907, the School Sisters of St. Francis, also from Milwaukee, were secured to take over the school. These sisters taught at the school for 57 years. The Sisters lived at the school until 1927 when the parish built a new rectory and the sisters moved into the old rectory.

For a short time, the school became a district school and was supported by the state. The Sisters, however, remained in charge. In 1952, the school became a parochial school again.

The school had a high school program beginning in 1937. At first there was only a two-year program but later a full high school course was offered. In 1950, the high school program ended. The high school was consolidated with the Fatima district.

The current school structure was built in 1963. The old school had served the parish since 1892 and was in need of major repairs. The decision was made to build a new building. On April 29, 1963, school was dismissed for the summer. The parishioners immediately began to raze the old structure. From May 7 to August 31 the new building was built. On August 28, 1963, the first day of class was held in the new school building.

The School Sisters of St. Francis left in 1980. At that point lay teachers once again staffed the school.

Presently, there are three full time classroom teachers and one part-time classroom teacher. The principal also teaches part time. As part of the staff we also have two part-time teachers for music, art, and PE, one full time cook, and numerous volunteers. The school continues to be a vital part of the community. Both the communities of Frankenstein and Bonnots Mill have made a commitment to the school.

With the continued support of the communities, there can be a long and prosperous future for St. Mary School. The students of St. Mary School provide valuable service to the community and will become future adult members of the parishes.

1000 -- COMMUNITY AND EXTERNAL OPERATIONS

DSP 1305

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

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

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

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

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

The pastor of Our Lady, Help of Christians Parish has pastoral authority and concern in all facets of parish life. In educational matters, he works with the St. Mary School Board. The St. Mary School Board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals, and objectives of St. Mary School. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

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

July 1, 2021
May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

The St. Mary Home and School Association promotes the welfare of the students in our school. The organization helps to coordinate the educational activities of the home and school, promotes communication among the parents, teachers, and administrators, and develops and deepens a mutual understanding of Catholic education.

The Home and School Association meets four times throughout the school year. The meetings are generally held in August, November, January, and April. There are currently four officers for the Home and School Association. Officers from both Our Lady Help of Christians Parish in Frankenstein and from St. Louis Parish in Bonnots Mill serve the Home and School.

COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

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

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

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

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

Revised July 1, 2021
Revised June 1, 2015
May 15, 2013

DSP 1901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

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

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

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

B. Purpose

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

C. Basic Principles

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

D. Procedure

1. Informal Attempts at Resolution

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

2. Formal Grievance Procedures

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

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

LEVEL TWO: PASTOR

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

LEVEL THREE: CATHOLIC SCHOOL OFFICE

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

LEVEL FOUR: OFFICE OF THE BISHOP

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

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2008

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

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.

Revised June 1, 2015
May 7, 2004

5000 -- STUDENTS

DSP 5101

STUDENTS: Non-Discrimination

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.

Revised June 1, 2015
Revised May 7, 2009

STUDENTS -- Admission Requirements

Admission to St. Mary School is available to supporting parishioners. Parents are to support the church and school through time, talent, and treasure. The pastor or principal need to be consulted if a family is unable to meet their financial obligation.

STUDENTS -- Admission Age

In accordance with diocesan policy the admission age for students entering first grade at St. Mary School is that the child must be six (6) years old by August 1 of the current year.

STUDENTS: Proof of Guardianship

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

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

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

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

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

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

Revised June 1, 2015
Revised May 7, 2004

STUDENTS: Absence and Tardiness

A. Absence

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

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

B. Tardiness

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

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

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

Revised June 1, 2015
May 7, 2004

STUDENTS: Absence and Tardiness

Parents/guardians are to call school by 7:30 a.m. if a student is going to be absent or late that day. If the school is not notified by this time, there will be a phone call made to check on the absent child.

A note is also required if a student will be leaving school early or going with someone other than the parent/guardian. The note is to include the time the child will be picked up and who will be picking him/her up, especially if it is not a parent/guardian. The student must then be signed out before he/she may leave. The person picking him/her up from school must sign them out.

The student's work will be available to be picked up after 3:00 p.m. It is the student's responsibility to see that any assignments or tests missed during an absence are made up in an appropriate amount of time. It is important that students make up their work as soon as possible. Generally, the student has the same number of days to make up work as the number of days they were absent. Too many absences make it difficult for students to keep up with regular assignments.

Any student arriving after 7:30 a.m. (other than a late bus) will be considered tardy or leaving before 3:10 will be considered an afternoon tardy.

STUDENTS: Written Excuses

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

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

Revised July 1, 2021
May 7, 2004

STUDENTS: Requests for Family Reasons

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

May 7, 200

STUDENTS: Student Records

Cumulative records are maintained on each student. These records include basic information such as student birth date, address, telephone number, family data, school(s) attended previously, standardized testing results, and academic progress.

When a student transfers to another school or finishes eighth grade, a copy of the permanent record is sent to the new school. When a child transfers to another school, the parents/guardians must fill out a transfer of records form indicating where the record is to be sent. Students graduating from eighth grade will have their records sent to the high school indicated in writing by the parents. St. Mary School keeps the original record in the inactive files.

STUDENTS: Confidentiality

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

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

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.

Revised June 1, 2015
Revised August 10, 2010

STUDENTS: Discipline

CHRISTIAN SELF-DISCIPLINE

Self-discipline is a very important part of the Catholic education at St. Mary School. Students have opportunities each day to grow in Christian self-discipline and behavior. Students are expected to carry this Christian behavior beyond the school day. However, this idea of Christian self-discipline cannot only come from the school, it must also be important to the family and fostered in the home. It is doubtful that the school can substitute for a lack of family leadership in these areas. Thus, it is evident that home and school working cooperatively in fostering these virtues have the best chance for success with children.

Three basic rules of conduct are necessary and required of students at all times:

- Students are responsible for showing respect to the teaching of our faith, to other people and their property, and to all other students' right to learn and grow.
- Students are responsible for helping maintain a clean and safe environment inside and outside of the building.
- Students are responsible for trying their best and exhibiting honesty and trustworthiness in all words and actions.

When a discipline problem does arise, the discipline procedure will generally be as follows. For serious cases of misbehavior, such as fighting, physical or verbal threats, harassment, or leaving school grounds without permission, steps 1-3 may be omitted.

1. Teacher confers with student. If not resolved . . .
2. Teacher sends student to principal. If not resolved . . .
3. Conference held with student, parents, teacher, and principal. If not resolved . . .

General consequences include, but are not limited to the following, unless a more serious response is required:

- Teacher will give verbal reminder or warning.
- Student may be denied recess privilege or be required to do an act of Christian service.
- If property has been damaged, student will be required to make restitution for the damaged property.
- Student may be removed from the classroom to prevent the student from interfering with the learning atmosphere of others.
- Situations that require more serious responses may lead to suspension or expulsion.

Communication between home and school is vital for continued progress toward achieving expected behaviors. If parents/guardians have a concern about their child, the following process is to be normally implemented immediately:

1. Parents/guardians discuss concern with the classroom teacher. If not resolved. . .
2. Parents/guardians conference with teacher and principal. If not resolved. . .
3. Parents/guardians conference with teacher, principal and pastor.

Additional rules of conduct include, but are not limited to those listed below:

- If it is ever necessary for the teacher to leave the room for any reason, students are expected to remain in their seats.
- Students are to show respect to all teachers, staff, volunteers and their fellow-students. They are to respect the rights and property of others.
- Students are to enter and exit the school building and classrooms in a quiet and respectful manner.
- Active participation and reverence are required at all liturgical activities.
- Students are to help maintain order and cleanliness in their desks, classrooms, the hallways, cafeteria and the restrooms.
- Textbooks are to be covered at all times. Extra covers are kept at school. It is the student's responsibility to replace covers when necessary. If the new cloth covers are damaged by other means than normal wear-and-tear, students will pay for a new cover.
- Good sportsmanship and Christian interaction is required during recess and P.E. Rough play, fighting and offensive language will not be tolerated.
- All property is to be respected. If a student damages any property, whether it is school property or the property of another student, the student who damaged the property will replace the damaged property.
- Students are to take their responsibilities seriously. Whether it is doing a classroom assignment or a cleaning job, the student shall do the assignment to the best of their abilities and at the appropriate time.
- Lewd, suggestive or obscene pictures, books, magazines or other sexually implicative materials are not allowed at school.
- Transportation arrangements are to be strictly followed unless a written note from a parent/guardian indicates a change from the routine.
- Students may bring one snack per day for the morning recess. The snack will be eaten at this recess only.
- Gum, candy, toys, personal sports equipment, games, radios, or entertainment items may not be brought to school unless written permission is given by a teacher for a specific event.
- The school telephone is for school business. Student use of the telephone will be limited. After-school arrangements are to be made outside of school time.
- Good manners are required in the cafeteria. Table manners reflect proper instruction from the home and show respect for others. Students are encouraged to "try" everything on their plate. Second helpings are available to those who have eaten their first servings. Talking must be done in a quiet manner. Students ARE NOT to give food away to other students.
- St. Mary School, while trying to maintain a safe and secure environment, has specific policies regarding harassment, weapons and violence, controlled substances and crisis intervention. Law enforcement authorities will be contacted after consultation with the Catholic School Office, if necessary.

PLAYGROUND RULES

The safety and well-being of each child is the primary focus of the faculty and staff of St. Mary School. Guidelines are put in place to ensure the safety of all students included, but are not limited to the following:

- All students will go outside at the designated time(s) unless they have a written note from a parent/guardian, must remain in for disciplinary purposes or have permission from the teacher.
- If a ball goes off the playground, students must get permission from the person on duty before they go to get the ball. Generally, students in grades 5-8 go after balls that cross the road.
- Balls are not to be thrown deliberately toward any building or parked cars.
- Students are not allowed to sit on any playground balls. They are to use each piece of playground equipment in the appropriate manner.
- Students may not hang on the basketball rims.
- Softball, baseball, and dodge ball are not appropriate games for recess. They may be played during an organized P.E. class.
- Tackle football or rough keep-away games are not permitted.
- Students who bring a snack for the first recess must consume the snack before playing any game.
- Student injuries on the playground are to be reported immediately to the person on duty.
- Any windows broken or equipment damaged will be paid for by those involved. The parents will be informed of the cost.
- When the students are notified, that recess is over, they are expected to stop playing and to line up in a quiet and orderly manner.
- As students line up at the end of recess, they need to bring the balls with them and place the balls in the appropriate place. They are not to throw the balls.
- One student is in charge of taking care of equipment each week. It is their responsibility to report any missing equipment.
- Students must obtain permission from the person on duty to reenter the school during recess.

STUDENTS: Catholic Faith and Moral Standard

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

Revised July 1, 2021
Revised June 1, 2015
Revised November 30, 2011
Revised May 7, 2009

STUDENTS: Prohibition of Corporal Punishment

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

Revised August 10, 2010

STUDENTS: Weapons and Dangerous Instruments

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

May 7, 2004

STUDENTS: Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property or at school-sponsored events is prohibited. Any person who brings a weapon or weapon-like device (i.e. pocket knife, any other type of knife, ammunition or their casings, or other objects related to fire arms, etc.) to school or any school related function will be isolated and detained and law enforcement officials may be notified.

Consequences for either a weapon's issue or an act of violence will result in serious consequences.

FOR STUDENTS, consequences include, but are not limited to:

- Notification of parents
- Suspension, dismissal or expulsion
- An investigation, following diocesan standards, to determine the outcome of the incident.

FOR ADULTS, consequences include, but are not limited to:

- Suspension
- Termination of employment may occur if deemed appropriate to protect the welfare of others.
- An investigation, following diocesan standards, to determine the outcome of the incident.

STUDENTS: Violence

St. Mary School has a zero tolerance for violence. To maintain the health, safety, and welfare of all persons at St. Mary School, (i.e., students, teachers, staff, parents, volunteers, etc.) any display of violent behavior will be promptly addressed, and this may include notification of law enforcement officials. Violent behavior such as, but not limited to verbal, physical, or written threat to do harm to one's self or to another person, is strictly prohibited.

It is the responsibility of all persons associated with St. Mary School, to inform the administration of any threatening or potentially harmful verbal or physical behaviors directed by one individual to another or to one's self. Confidentiality of discussions, writings or reports will not be maintained when the health, safety or welfare of an individual or group is involved.

Consequences for either a weapon's issue or an act of violence will result in serious consequences.

FOR STUDENTS, consequences include, but are not limited to:

- Notification of parents
- Suspension, dismissal or expulsion
- An investigation, following diocesan standards, to determine the outcome of the incident.

FOR ADULTS, consequences include, but are not limited to:

- Suspension
- Termination of employment may occur if deemed appropriate to protect the welfare of others.
- An investigation, following diocesan standards, to determine the outcome of the incident.

STUDENTS: Attire

The dress code of St. Mary School is one that requires students to dress according to Christian modesty. A student shall dress in a simple and neat manner that is conducive to learning. The principal and teachers have the right to interpret and enforce the dress code. The dress code for St. Mary School is listed below:

APPROPRIATE CLOTHING

Tennis shoes, casual shoes, loafers, sandals with straps

Pants – Dress pants, jeans, sweat pants and athletic pants

All pants need to be clean, mended and hemmed. All pants need to fit appropriately (not too tight, not too short, etc.) and cover the student appropriately.

Shirts or blouses – Shirts or blouses need to be tucked in. All shirts need to be loose fitting and have sleeves. Shirts and blouses should cover up to the neckline. If shirts and blouses are made of see-through material, a tank top must be worn under the shirt. Shirts with open shoulders are not allowed.

For girls—skirts and dresses – these must touch the knee and are to be worn with shorts underneath them.

FOR FIRST AND FOURTH QUARTERS ONLY: Skorts and Bermuda length shorts for girls (no gym shorts), and shorts for boys may be worn. Shorts and skorts must be no higher than the student's fingertips when arms and hands are fully extended at their side.

MASS AND SPECIAL OCCASSIONS – Mass days, special occasions, and field trips will have special dress code requirements to be followed. The additional dress code requirements for these days are listed below:

PANTS: Khaki pants

SHIRTS: St. Mary polo

FOR FIRST AND FOURTH QUARTERS ONLY: Khaki Bermuda shorts.

INAPPROPRIATE CLOTHING

Shoes without backs or straps, boots for grades 1 – 4,

Sleeveless tops, tops with low neck lines, shirts without shoulders, mesh shirts, halter tops, tank tops, midriff shirts, shirts with spaghetti straps, and tube tops

Spandex biker shorts, cut-offs, leggings, skinny pants, pants with writing across the buttocks
male earrings

T-shirts and/or sweatshirts with advertising/logos dealing with tobacco, alcoholic products, sexual overtones or violent overtones, or with anything inappropriate for a Catholic school environment.

GENERAL GUIDELINES: All clothing must fit the child appropriately. Clothing is not to fit too tight. Students are to be neat, clean and properly groomed. Student's hair is to be neat, clean, of natural color, and combed.

Parents/guardians need to check their child(ren) to make sure they are dressed appropriately for school. If the dress code is not followed, consequences include, but are not limited to the following:

- First offense: Student is given a warning, parents will be notified, and if necessary, appropriate clothing may be provided.
- Second offense: Parents will be notified and a rental fee of \$5 will be charged for the appropriate clothing that is provided.
- Third offense: Parents will be called and asked to bring appropriate clothing.

FOR PHYSICAL EDUCATION (PE) CLASSES: To fully participate in physical education classes, students must be dressed appropriately. Students need to wear comfortable clothing (that follows the dress code) and appropriate shoes. If students do not have the appropriate clothing for PE, they will be asked to not participate and this will result in a lowering of their grade.

Students: Suspension

A student may receive an “in-school suspension” or “out-of-school suspension” from the principal for more serious discipline violations. An “in-school suspension” requires that the student be present at school but will be separated from at least the rest of their class, if not the entire student body. **A substitute teacher will be hired at the expense of the parents.** The date, length of suspension, and reason(s) for the suspension will be reported to the parents immediately.

A conference between the parent, principal, and teacher may be necessary before the student is allowed to return to class. During the suspension, students will be required to do community service and other work not given to the rest of the class, in addition to their regular assignments.

If there is a need for suspension from school, the principal will first have a conference with the parents and student. A written record of the reason, date of the suspension, and a summation of the parent conference will be kept on file. During the “out of school” suspension, students will be given extra assignments in addition to their regular assignments.

STUDENTS: Expulsion

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

The term "expulsion" is:

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

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

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

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

Revised July 1, 2021
Revised May 7, 2009

STUDENTS: Expulsion

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

Revised July 1, 2021
Revised June 1, 2015
Revised May 7, 2009

STUDENTS: Dismissal and Expulsion

In cases of serious misconduct, extreme cases of incorrigible behavior or conduct that threatens the physical or moral well-being of self or others, the principal, in consultation with the pastor and the Diocesan School Office, may dismiss or expel a student.

STUDENTS: Release of Individual Students from School

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.

Revised June 1, 2015
May 7, 2004

STUDENTS: Progress and ReportingPROGRESS REPORTS

The grading scale for St. Mary School is the one adopted by the Diocese of Jefferson City. The two scales currently used are listed below:

Grades 1-2

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

Grades 3-8

- | | |
|--------------|------------------------------|
| A = 100 – 93 | D = 76 - 70 |
| B = 92 – 86 | E = Working at ability level |
| C = 85 – 77 | F = below 70 |

Quarterly Reports

Report cards are issued at the end of each of the four quarters, (approximately every nine weeks) as a means of evaluation of the student's learning progress. The report cards used are the diocesan approved report cards. Parents/guardians are asked to sign the report cards and return them in a timely manner.

Mid-Quarter Reporting

Progress Reports are given to students in grades 3-8 approximately half-way through each quarter. Parent/guardians are asked to sign and return the reports in a timely manner.

STUDENTS: Parent/Teacher/Student Conferences

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

Revised July 1, 2021
May 7, 2004

STUDENTS: Parent/Teacher/Student Conferences

Individual conferences are held at the end of the first and third quarters. Parent attendance at the first quarter conference is mandatory. Parent attendance at the third quarter conference is optional. All parents/guardians are to meet with their child's teacher to personally discuss the child's progress. Parents/guardians and/or teacher may request conferences at any other time when there is concern about the progress of a child.

STUDENTS: Promotion and Retention

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

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

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

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma.

Revised May 24, 2016
May 7, 2004

STUDENTS: Eighth Grade Promotion

Upon successful completion of eighth grade, a student may participate in promotion ceremonies. The official diocesan diploma will be presented at the school promotion exercises. At the ceremony, girls shall wear dresses of the appropriate length and style. Boys shall wear dress pants, button-up shirts, and ties. Dress coats are optional for the boys.

Students who have not successfully completed the requirements for graduation will have their transcripts held until all requirements have been completed.

STUDENTS: First Aid

The school will assist students who have minor accidents or ailments by using ordinary external medical supplies (i.e., Band-Aids, antiseptic solution, cold and hot packs, thermometer {with disposable covers}, etc.) unless parents/guardians request otherwise. Any ordinary medical supplies or equipment that you do not want school personnel to use is to be noted on the Family/Student Health and Emergency Information Form.

STUDENTS: Drug/Medication Administration

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

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

Revised July 1, 2021
Revised June 1, 2015
Revised May 7, 2004

STUDENTS: Drug/Medication Administration

In response to a written parent/guardian request, medicine that is clearly labeled with the child's name, name of the medicine, physician's directions and dates for administration and in the original packaging, will be kept by the principal and administered by the principal or designated adult. This medication must be accompanied by a note from the parents, and must be brought on to the school grounds by an adult (21 years or older). School personnel will never dispense any internal medication at the request of a student. This does include all medication, whether it is prescription or over-the-counter (i.e., cough medicine, aspirin, acetaminophen, ibuprofen, cough drops, etc.) Students are not allowed to keep medication within their possession while on school grounds, unless directed to do so by a physician.

STUDENTS: Controlled Substances

Illegal drugs/Look-alike illegal drugs, and alcohol possession, use, or sale by students is strictly prohibited on school grounds or at any school sponsored activities (even off campus) at all times. Students who violate this policy will have their parents notified immediately. A conference with the pastor, principal and parents may be necessary. The principal, in consultation with the pastor, shall determine the outcome of each case, which could result in the following:

- Requirement for counseling (at the expense of the parents/guardians) and/or
- Suspension, dismissal, or expulsion

Law enforcement authorities may be contacted. The confidentiality of the student shall be respected. Communication regarding alcohol, drug, and tobacco situations that call for referral or disciplinary actions will be limited to those individuals who have a need to know the information.

STUDENTS: Alcohol Use at School Related Events

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.

May 24, 2016

STUDENTS: Identification of Health Problems

The school will arrange periodic health screenings as time and health personnel/volunteers are available. The screening will check students' visual and hearing acuity, scoliosis, height, weight, and generally observe for signs of deviation from normal health and behavior patterns. Parents will be informed of any possible problems found during the screening process and are then encouraged to seek professional care as results indicate.

Parents are not to knowingly send a sick child to school. General guidelines recommend that a child be fever free for 24 hours before returning to school. If a child becomes ill during the school day, the severity of the illness will be assessed and the parents notified. The school reserves the right to send sick students home and to approve readmission time, especially when the possibility of contagion exists.

In cases of lice, impetigo, and other such conditions, the school shall follow the guidelines of the Missouri Department of Health and/or County Health nurses.

CONTAGIOUS AND COMMUNICABLE DISEASES

Any student who is liable to transmit a contagious disease (such as measles, chicken pox, tuberculosis, pink eye, etc.) through day-to-day contact will not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. The school shall follow the guidelines of the Missouri Department of Health and/or the County Health nurses.

CHRONIC AND INFECTIOUS CONDITIONS: In cases of chronic infectious conditions such as AIDS, Hepatitis B, etc., St. Mary School will follow Diocesan School Policy 8000.

STUDENTS: Accidents and Serious Illness at School

If a child receives a minor injury, the student will be sent to the principal for assistance. In the event of a more serious injury, the procedures outlined by the parents on the Family/Student Health and Emergency Information Form, filled out at the beginning of the year, will be followed. This form gives the school permission to proceed with emergency medical care when necessary.

STUDENTS: Bus Service

Riding a bus is a privilege extended to students at St. Mary School. Currently, a local contractor serving the Osage R-III School District provides bus service. Parents will be given a list of guidelines that students need to follow. Students who fail to comply or do not pay bus fees may be prohibited from riding the bus. General bus guidelines include, but are not limited to the following:

- Students will be picked up and discharged **ONLY** at school and at their regular location, unless there is a written note from the parent/guardian stating other arrangements. This note is shown to the teacher and principal and given to the bus driver when the student boards the bus.
- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
- Pupils must be on time.
- Students should never stand in the roadway while waiting for the bus.
- Unnecessary conversation with the driver is prohibited.
- Students must not at any time extend arms or head out of the bus window.
- Students must remain seated while the bus is in motion.
- Possession of any controlled substance or weapon is prohibited at all times.
- Water balloons and water guns are not allowed on buses or at school.
- The aisle of the bus shall be kept open for pupils entering and leaving the bus.
- Any damage to the bus is to be reported to the driver at once.
- Classroom conduct is to be observed by the students at **ALL TIMES**. This means the appropriate volume is used and there will be no screaming, yelling, or inappropriate language.
- If need arises due to improper conduct on the school bus, the driver (with consultation of the principal and/or pastor) has authority to prohibit the student from riding the bus. If this action is necessary, the bus driver will bring the student home and inform the student and parent of the action. For the student to ride the bus again, all four parties—student, parent, bus driver, and school administrator—must agree that proper conduct will be observed.
- The driver will report all serious discipline problems to a school administrator.
- The driver will report any accidents to the principal.

STUDENTS: Students with Special Needs

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

Revised June 1, 2015
Revised August 10, 2010

STUDENTS: Harassment/Bullying

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

Revised July 1, 2021
Revised June 1, 2015
Revised May 7, 2009
Revised May 7, 2004

STUDENTS: Harassment

St. Mary School maintains a policy of zero tolerance for issues dealing with sexual harassment. All persons are to be treated with dignity and respect. Harassment of any form is strictly prohibited. The prohibition against harassment applies to all persons at St. Mary School. 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.

Behaviors that may be defined as harassment and therefore prohibited include, but are not limited to the following:

- unwelcome and/or repeated verbal or physical conduct sexual in nature,
- derogatory comments, jokes and slurs,
- unwanted physical touching, contact, assault, deliberate impeding or blocking movements,
- any intimidating interference with normal school movement.

Any person at St. Mary School that believes he/she is being harassed needs to report the incident to his/her teacher or immediate supervisor immediately without the fear of retaliation. All reports will be investigated as per diocesan guidelines.

STUDENTS: Safe Environment Requirements

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

Revised July 1, 2020
Revised June 1, 2015

6000 -- INSTRUCTION

LSP 6103

INSTRUCTION: Length of School Day

The schedule of St. Mary School must provide for at least six hours of instruction per day.

School doors will open at 7:00 a.m. Students are not to arrive before this time. Classes begin at 7:30 a.m. First bus students are dismissed at 3:10 p.m. and second bus students are dismissed at 3:45 p.m. Walkers and riders are dismissed at 3:15 p.m. Students who are not riding the bus are expected to leave the grounds by 3:45 p.m. If other arrangements need to be made, please call the school or send a note.

INSTRUCTION: Crisis Management Plan

St. Mary School has developed a Crisis Management Plan in consultation with local authorities. Plans are made for emergency procedures in the event of fire, tornado, earthquake, inclement weather, civil defense, etc. The Crisis Management Plan as well as first aid supplies are located in each classroom, the cafeteria, church and rectory.

INSTRUCTION: Emergencies – Inclement Weather and the Closing of School

School closing due to inclement weather is announced on the local TV stations. St. Mary School is closed for inclement weather when Fatima High School or Osage R-III is announced. The principal will send out a TextCast when school is closed due to inclement weather.

Children are to be instructed as to the means of transportation and where they should go in the event of early dismissal. The school is to receive written instructions if the regular means of transportation is to be changed.

INSTRUCTION: Religious Instruction

Religion texts have been selected from those approved by the Diocesan Religious Education Office and classes follow guidelines set by this office.

Students attend Mass each week. Students are encouraged to actively participate in the liturgical process. They help with the planning of the liturgy and are urged to participate with true devotion. Prayer services are held on most Fridays. Again, students are encouraged to actively participate in the preparation and service of the prayer service.

INSTRUCTION: Education in Human Sexuality and Teaching Touching Safety

School programs will incorporate some form of education in human sexuality. A local group studies the diocesan guidelines, decides the approach that is best for the students, then implements a suitable program according to the guidelines.

In addition to a program on human sexuality, each school is to provide Safe Environment training through a Diocese-designated program. All parents are to have the option of choosing their children not attend the program. Schools are required to distribute information regarding the Safe Environment program to parents. An annual report is to be given to the Safe Environment Coordinator for the Diocese of Jefferson City indicating that the instruction has been completed. Resources can be found at www.diojeffcity.org under *Safe Environment*.

Revised July 1, 2021
Revised June 1, 2015
Revised August 8, 2011
Revised August 10, 2010

INSTRUCTION: Non-Catholic Student Participation

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.

May 7, 2004

INSTRUCTION: Homework Assignments

Homework is necessary for progress, self-discipline, and self-motivation. Homework is designed to reinforce material already taught. The responsibility of the homework belongs to the student. However, parents may assist their child best by providing a quiet and regular place of study, encourage appropriate study/work habits, and give occasional assistance. Homework may not always be a “written” assignment but may include studying, researching, reading, reviewing, etc.

Homework is to have a uniform heading (explained by the teacher) and acceptable penmanship. Students who do not follow this may be asked to do the assignment over.

Students who do not complete assignments on time (except when it is the result of an excused absence) are to make up the assignment during their free time. There will be a reduction of the grade on any late assignment. Parents of students who continually have late assignments will be notified.

Approximate homework time for each grade level is as follows:

grades 7 and 8 > 60 - 90 minutes	grades 3 and 4 > 20 - 40 minutes
grades 5 and 6 > 50 - 70 minutes	grades 1 and 2 > 10 - 20 minutes

These are approximate times. Times may be different for each child depending on their ability level and their use of class time given to do work.

INSTRUCTION: Educational Outings, Field Trips, 8th Grade Trips and Senior Trips

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

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

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

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

Revised July 1, 2021
Revised June 1, 2015
Revised August 12, 2008

INSTRUCTION: Educational Outings, Field Trips, 8th Grade Trips

Field trips and outings are learning experiences for the students that enhance the regular curriculum. They are privileges. Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Teachers will send home a field trip permission form outlining the information about the trip. Parents must sign and return the bottom portion of the Field Trip Permission Form. No student may participate without a parent-signed permission form. Verbal permission cannot be accepted.

When parents sign and return the permission form, they are also releasing the school, drivers and chaperones from liability on the described trip.

When possible, arrangements will be made with a bus contractor for field trip transportation. The cost for field trips will be absorbed by the students/parents through the Activity Fee.

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

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

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more supervision. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. drivers must complete the Diocesan Safe Environment training.
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

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

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

Revised July 1, 2021
Revised June 1, 2015
May 7, 2004

INSTRUCTION: Student Internet, E-mail and Other Technology Use

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

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

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

Revised June 1, 2015
Revised August 10, 2010

INSTRUCTION: Student Internet, E-mail and Other Technology Use

For Internet, e-mail and other technological use, St. Mary School follows the suggested guidelines found in Diocesan School Policy 6425.

Before students will be allowed to use the Internet, parents and students must sign the Acceptable Use Agreement.

Cell Phone Policy

Students may bring cell phones to school, but the phones are to be kept in their book bags while students are on school property unless students have permission from a teacher to use them. Normally, the first time a student has a cell phone on his/her self, the cell phone will be confiscated and kept in the office until the end of the day. The phone may be picked up by the student at the end of the day. Parents will be notified.

If the student has a cell phone on his/her self a second time, the phone will be confiscated and the parents will be notified that the phone needs to be picked up in the office by the parents.

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

INSTRUCTION: Standardized Testing

St. Mary School participates in the annual diocesan standardized achievement testing program in the fall. An individual student profile will be made available to the parents/guardians of each child after the results are received.

Students in grades five and eight also participate in the annual standardized religious education assessment.

INSTRUCTION: Accreditation

The principal provides leadership in the ongoing evaluation of the school, specifically in assessing its effectiveness in meeting its educational mission and objectives. In addition, every school conducts an in-depth self-study on a regular basis according to diocesan requirements. The last self-study for St. Mary School took place during the 2014-2015 school. The visiting team portion of the self-study took place April 12-14, 2015.

To ensure continued growth and progress, annual and long-range action plans are developed by implementing the recommendations from the in-depth self-study and the visiting team. The recommendations are incorporated into a five-year plan that is evaluated annually.

St. Mary School is accredited within by the Missouri Chapter of the National Federation on Non-Public School State Accrediting Associations.

Co-Curricular Activity Availability

Programs and activities for student participation may include (but not be limited to) the following:
Bellarmine Speech League, Music Enrichment Day, Science Fair, archery, various poster and essay contests, Christmas program and field trips.

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

Community activities available to the students include 4-H.

At this time St. Mary School only offers an archery program. Local Catholic schools have offered to let our students participate in their other athletic programs. If a student from St. Mary School does participate in the athletic program of another school, the student will be held accountable for any academic and behavioral standards that the school has for participation in its athletic program.

INSTRUCTION: Athletics

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.

Revised May 24, 2016
Revised June 1, 2015
May 7, 2004

INSTRUCTION: Athletics

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

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

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

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

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

Revised July 1, 2021
May 24, 2016

OTHER LOCAL SCHOOL POLICIES

Registration

Parents who have students that meet the admission requirements and would like to register their child at St. Mary School must have the following items:

- Baptismal Certificate (if the child was not baptized in Our Lady of Help Parish, Frankenstein or St. Louis Parish, Bonnots Mill)
- Social Security Number
- Health Record with immunizations complete
- Health insurance card/dental card

School Support

Since there is no tuition for members of Our Lady of Help Parish attending St. Mary School, parishioners are asked to contribute to the Sunday collection by tithing or the suggested weekly contribution.

Non-Catholic families that wish to enroll their child(ren) in St. Mary School must pay tuition to the school. The amount of tuition will be established prior to the beginning of each school year and is based on the suggested weekly contributions of families that are parishioners.

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

School Fees

School fees are determined annually after recommendation by the principal, reviewed by the school board and approval of the pastor. At this time, St. Mary School has the following fees:

- Sustaining fee –A sustaining fee is assessed for each child attending the school. This fee is used to purchase textbooks, technology expenses, etc. The balance of the sustaining fee is due September 1
- Activity fee –This fee is used to cover the cost of field trips and other special events for the students. The balance is due September 1.
- Supply fee – This fee is used to cover the cost of some school supplies. This is due September 1
- Cleaning fee – This fee is assessed to anyone who does not help clean classrooms during the summer and over Christmas break. The summer fee is due by August 15, and the winter fee is due by March 1.
- Bus fee –This amount is determined by the local contractor and is assessed to each family wishing to have their child(ren) ride the bus. Parents will be informed of the amount as soon as the local contractor sets the fee. Payment arrangement will also be announced at that time. The balance is due October 1.
- Lunch fee – The cafeteria manager will send out a letter with this information in August.

Families with financial difficulties may make special arrangements with the pastor and principal for alternate payment plans, but are expected to have all fines, fees, lunch payments, and any other required financial obligations paid in full before the end of the school year. Records will not be forwarded until all financial responsibilities have been met.

Lunch Program

All students are encouraged to participate in the school lunch program. Any student who has special dietary needs must submit a written note from a doctor stating how the diet must be adjusted.

Lunch fees are published at the beginning of each year. It is helpful to the lunch program to have this payment made as soon as possible. Below are payment guidelines:

- If you are making one payment for the full amount, this is due by October 1.
- If you are paying the lunch fee in two payments, the first payment is due October 1 and the final payment is due February 1.
- If you will be paying the lunch fee in four payments, the payments are due September 1, November 1, February 1, and must be paid in full by April 1.

Lunch fees are made payable to the St. Mary School and given to the principal. Families pay an annual lunch fee, not a price per meal.

Free and reduced lunches are not available because we do not participate in the federal lunch program. If your family needs financial assistance, please contact the principal before the first day of school.