

St. Joseph Cathedral School

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www.sjcsmo.org

Parent and Student Handbook

Revised 8/1/2017



St. Joseph Cathedral School upon completion of expansion for the '09-'10 school year.

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

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Catholic School Mission and Philosophy

PRINCIPAL’S LETTER

See the Difference!

The difference is not just in what we provide as a *school*, which is excellence in education, modern facilities and technology, and a safe environment ...

The difference is not just in what we provide as a *Christian school*, which is a community focused on a love of God and love of neighbor ...

The difference is not just in what we provide as a *Catholic school*, which has as its foundation the wealth of God’s sacramental grace and the teachings of the Church that Jesus Christ established ...

The difference is not just in what we provide as the *Cathedral school*, which places us at the spiritual heart of the Diocese of Jefferson City and as a leader in Catholic education ...

The difference is in our students, families, and staff and in the commitment we share, as members of the body of Christ, to transform the world with the Good News. Through the grace of the Holy Spirit, the difference is in our commitment to be disciples of Christ and fishers of men.

Contact me by phone or e-mail to learn more about St. Joseph Cathedral School.

Spencer Allen
Principal
sallen@sjcsmo.org
573-635-5024

MISSION STATEMENT

We will be disciples of Christ and fishers of men.

STATEMENT OF PHILOSOPHY

Our mission statement, simply worded, is a conscious attempt to put into the minds of even our youngest students the core commitment of our school, which is to bring discipleship with Christ and our response, in every aspect of our daily lives, to be fishers of men.

Discipleship with Christ defines every element of our philosophy, defining success by



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how well we can tie the academic and extracurricular offerings of the school to the Christian message. Each of us hopes to exemplify Christian integrity, marked by such qualities as honesty, compassion, accountability, respect, and modesty. Every individual is upheld as one who is created in the image of God, and our actions are to uphold this as living models of Christianity, leading one another through positive example, which includes personal sacrifice, service, and a commitment to answer God's call.

In academics, we are to work to give our students a broad and deep knowledge of God and what He created, and the ability to understand this through the lens of what God has revealed to us. Of particular focus are the teachings and practices of the Catholic faith, as it has been preserved in Sacred Scripture and Tradition for two-thousand years. In athletics and other extra-curricular activities, our coaches, players, and spectators are to model sportsmanship and acknowledge the role of God's hand in even the smallest victories. In our social development, we are to see each other as fellow members of the body of Christ, bringing the same dignity and respect to our relationships that we would to Christ. Spiritually, enthusiastic participation in the sacraments and the liturgical life of the Church are to be the focus in our Christian development, culminating in an emphasis on the Eucharist, which is the source and summit of our Catholic faith. Flowing from this is the development of a healthy prayer life and a respect for the sacrament of reconciliation as the means by which we are brought back into a right relationship with God after slipping in our journey toward sanctification.

To be a fisher of men implies that, as we develop our own relationship with Christ, we take to heart the commandment to spread the Gospel to the greater community and the obligation to defend the teachings of Christ and His Church. As a school, we strive to help in the formation of citizens who are successful in their relationships, vocations, and interactions with a larger society. This is not, however, an end in and of itself. Rather, this success is simply the means by which our students transform the world with the good news. As parents and teachers, our role is to help model a healthy Christian life through regular participation in the sacraments and obedience to the authority of the Church. We are to model a desire to actively learn more about our faith and to share that good news with others. And we are to help our students open themselves to God's particular call in their lives, especially to the various vocations, and to encourage a selfless willingness to respond positively.

As much as our school attempts to support Christian development through our curriculum and spiritual offerings, our place is secondary to that of the parents, who are the first heralds of Christ in the life of their children. Our success as a school stands or falls based on the Christian development within the home. To that end, our philosophy realizes a principal commitment to support the parents in this important and challenging responsibility to be God's instrument in the calling of each of these students into full discipleship with Him.



General School Information

ORGANIZATION

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

PROFESSIONAL MEMBERSHIP

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

HISTORY

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

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

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



Beginning in the summer of 2008, following a parish Capital Campaign, a new construction project added a new library, cafeteria and kitchen, computer and science labs, administrative offices, and sixteen new classrooms (including band and music rooms).

CLASS SIZE

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

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

When enrollment exceeds the optimal goal of students per classroom for a given grade, the principal will determine the need for an aide or paraprofessional. If the enrollment *significantly* exceeds the optimal goal for a given grade, administration will explore the possibility of an extra classroom and teacher for this grade. If the principal determines that an aide, paraprofessional or extra classroom is necessary, then the principal will present this request to the Advisory School Board for the recommended action and approval by the pastor.

In the event that the maximum number of students is reached in any grade, and the principal determines that there is insufficient need for an aide, paraprofessional or additional classroom, the school administration may create a waiting list of students wishing to enroll in that grade. When/if an opening occurs, students on the waiting list shall be admitted in the following priority order:

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

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



enrollment below any student class size goals set forth in this policy.

ACCREDITATION

The Missouri Chapter of the National Federation of Non-Public Schools State Accrediting Associations accredits St. Joseph Cathedral School. The school makes annual progress reports to this association. It participates in a self study, which is verified by an outside Visiting Team of educators and develops a plan of action based upon the Self Study and Visiting Team recommendations once every seven years (with 2008-2009 as the most recent Self Study). The accreditation process examines every aspect of the school's operation including, student services, professional staff, curriculum, administration, physical facilities, school finances, and long range planning.



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Staff

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

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

SUPERINTENDENT

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

PASTOR

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

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

PRINCIPAL

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

ASSISTANT PRINCIPAL

The school has a full time assistant principal. The assistant principal helps the principal



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

TEACHER IN CHARGE

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

COUNSELOR

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

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

TEACHER

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

LIBRARIAN

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

ATHLETIC DIRECTOR

The athletic director supervises the school's athletic program under the direction of the principal. This person is in charge of all extra-curricular sports teams and cheerleading squads representing the school. The athletic director serves as the chairperson of the athletic committee and is responsible for the selection and supervision of all coaches and



athletic advisors. All school related sports activities and gym use are scheduled by the athletic director. The person recommends and administers the sports budget for the principal. The athletic director notifies student athletes if they become academically or behaviorally ineligible to participate in the athletic and/or cheerleading programs.

TECHNOLOGY COORDINATOR

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

ADVISORY SCHOOL BOARD

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

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

HOME AND SCHOOL ASSOCIATION

The home and school association fosters mutual understanding and cooperation between parents and teachers. General meetings are scheduled and placed on the general school calendar. The executive board composed of elected officers (president, president-elect, secretary, treasurer, director of volunteers, and director of committees) meet regularly with the principal and pastor to develop and coordinate a vast variety of activities and projects on a monthly basis.

The home and school association is the school's chief fundraising organization. The association conducts the annual S.M.A.R.T. (Save Money and Relax Together) campaign each fall, soliciting contributions from parents and other parishioners. The funds realized from the S.M.A.R.T. campaign and other fundraisers are used to fund major and minor



educational and equipment needs of the school not provided for in the budget. The association funds the annual teachers' wish list, the N.C.E.A. convention for the principal, teacher luncheons, and welcome back to school activities, etc. The home and school association administers the SCRIP program.

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

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

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



Admissions and Obligations

ADMISSIONS

St. Joseph Cathedral School admits children regardless of race, sex, color or ethnic background. Verification of previous school and/or health records must take place before a child is admitted.

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

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

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

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

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

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



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

In order to be admitted to first grade, a child needs to be 6 years old by August 1. Placement for children who do not meet these requirements will be decided by the school administration.

In order to be admitted to kindergarten, a child must be 5 years old by August 1. In addition, a screening procedure will take place for each kindergarten applicant prior to class placement. If the screening indicates the child might not be ready for kindergarten, the decision on placement will be made by administration after consultation among the kindergarten teacher, school counselor, principal and the child's parents.

A child must be either 3 or 4 years old by **August 1st** in order to be admitted to the appropriate pre-school class. To be admitted to any pre-school class children must be toilet trained.

SPECIAL CASES (DSP 5103)

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

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

STUDENTS WITH SPECIAL NEEDS (DSP 5701)

If a student with special needs (categorized such as 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 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), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the Catholic School Office, if deemed beneficial, when a parent disagrees with a local school decision.

NON-DISCRIMINATION (DSP 5101)

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

NON-DISCRIMINATION BASED ON DISABILITY

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

NON-CUSTODIAL PARENT

Upon request, in the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school-related information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a copy of the court order. Copies of changes in court orders need to be provided to the school office as they occur. The school office may request the non-custodial parent to pay a modest postage fee if weekly and monthly information is requested.

PROOF OF GUARDIANSHIP (DSP 5201)

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

In any situation where there is a custody agreement, the 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.

SCHOOL/FAMILY PARTNERSHIP

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

STEWARDSHIP

The cost of educating a child at St. Joseph Cathedral School is approximately \$3,895.00. This amount tends to grow each year. The operational expense of the school is directly subsidized by the generous contributions of the parishioners of St. Joseph Cathedral. Approximately 65% of all ordinary Sunday donations are used to support the parish school.

Each school family that claims membership in the Cathedral parish is expected to be actually registered in the parish office and consistently make use of the weekly church envelope according to the family's financial circumstances. Each fall, school families are to make a yearly/weekly pledge for the financial support of the parish. This is a serious moral obligation. The Diocese of Jefferson City suggest families contribute 5 percent of their adjusted gross income to the parish, 1 percent to the Diocese (Catholic Stewardship Appeal), and the remaining 4 percent to charities of the donor's choice. Families who are not able to contribute to the parish on a consistent basis need to contact the pastor to make appropriate arrangements to remedy the matter.

TUITION

Tuition is charged to all non-Catholic, out of parish Catholic families and non-active parishioners with students in grades k-8. The tuition is based upon 110% of the actual per pupil cost for the current school year. Tuition may be paid on a monthly basis in either



nine or ten payments, if necessary. Tuition payments are arranged through the school principal. The current tuition is determined by the Advisory School Board annually and is based upon the actual per student cost.

A daily tuition/fee is charged for the pre-school program. It is based upon the actual number of days that the pre-school is in session. Enrolled students are billed monthly for the number of days their pre-school class met. Pre-school students are billed for days they are absent from the program. Pre-school tuition and fees can be used for federal childcare credit on the Internal Revenue Service income tax forms or with a cafeteria plan. Pre-school tuition is due monthly and is paid in nine payments.

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

NON-PAYMENT OF FINANCIAL OBLIGATION

Parents are responsible to pay all financial obligations owed the school such as resource fees, registration fees, tuition, pre-school fees, cafeteria charges, library fines, gum/candy fines, book fines for excessive damages or loss, etc., in full before a final progress report is released for the current school year. Other consequences may result, as well, if fees reach too high of an amount before the end of the year. School records are normally not released until such charges are paid in full. Students with outstanding debts from the previous school year cannot be considered registered for the next school year until all such obligations are paid in full. Diplomas or certificates of completion may be held for students who are moving on from the 8th grade.

If a serious financial problem exists within the family that prevents the payment of such obligations, the parent with the school principal and/or the parish pastor must make payment arrangements acceptable to the school.

EXPECTED FEES

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

Registration Fee

A non-refundable registration fee is due early (approximately February) in the second semester to secure placement for the following school year.



Resource Fee

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

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



General Operations

OFFICE HOURS

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

SCHOOL HOURS

Classes in grades k-8 are held each school day between 7:45 am and 3:10 pm. Please refer to the preschool handbook for preschool hours. Students are dismissed early at 2:00 pm on faculty meeting dates - usually the second Tuesday of the month. Students need to be picked up by 2:20 pm. Students are also dismissed early on the first day of school, and on fall and spring parent - teacher conference day.

Early dismissal dates and times are published in the school yearly calendar, monthly calendar, and parish bulletin.

SCHOOL CLOSING

Any emergency early dismissals or closings of the school will be announced over Jefferson City and Columbia area radio and television stations. Parents are to listen to the radio or television stations for closing information. Cancellation will often be updated through email or text alert or on the school website, www.sjcsmo.org. Parents may sign up for these services by contacting the school office. **PARENTS ARE NOT TO CALL** the school office during inclement weather conditions to learn if the school is closing early. *This unnecessarily ties up our phone lines for emergency communications.*

School Telephone Numbers

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

The school office phone is intended for official school business. The phone may be used by students with permission of the teacher, secretary, or principal for emergency and other serious reasons. Students wishing to use the office phone during the school day will need a telephone pass issued by the teacher. Non-emergency local calls may be made from the phone in the gym.

Parents may leave phone messages for students in the office between 7:30 am and 3:30 pm. Students are normally not asked to leave class for phone messages unless there is an



urgent matter or an emergency. Parents wishing to contact teachers are to use the automated directory, which will direct the call to the teacher or to the teacher's voicemail if class is in session.

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

ARRIVAL/DISMISSAL PROCEDURES

If someone other than the normal driver is to pick up or drop off, parents are to inform them of these procedures.

ARRIVAL

MORNING ARRIVAL FOR GRADES 1-8:

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

Parents who arrive before 7:40am, especially during inclement weather, may also turn left past the Cathedral building and drive between the school and the Cathedral to let students off near the cafeteria doors, as this is where students gather until 7:40am

KINDERGARTEN AND PRESCHOOL STUDENTS (AND SIBLINGS) ARRIVAL:

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

DISMISSAL

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

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

a. Parents are to enter through the far east entrance. Proceed in front of the Cathedral and line up in one of the 2 lines starting at the crosswalk.



b. Parents are not to arrive to line up until 2:45 PM. When lining up prior to this time, cars that are allowed to park until 2:45 PM are being trapped in, resulting in the loss of a car lane.

c. From 2:45 PM until 3:30 PM, no drivers are to park on the circular curve/curb in front of the Cathedral. If drivers plan on being in the school beyond 2:45 PM, they are to park behind the Cathedral to avoid being trapped and creating traffic problems.

d. Drivers are to remain in their vehicles. Staff will direct students to the appropriate cars. Placing signs in the wind shield with the family's name helps in this process.

e. Drivers are to wait until directed by staff to proceed to the exit.

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

a. The parking lot outside the gym is reserved for drivers with kindergarten and afternoon pre-school students, as well as students in other grades who ride with the early childhood students.

b. Drivers are to park in one of the designated spaces in this lot and remain with their vehicles. Students will be dismissed to their parent vehicles, and traffic will be kept from moving until student traffic has ceased. During inclement weather, drivers may receive students inside the cafeteria.

MORNING PRESCHOOL DISMISSAL:

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

JUST A FEW REMINDERS:

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

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

EARLY DISMISSAL

The above procedures also apply to early dismissal days. The lots will be open for parking in the back 10 minutes prior to dismissal, and parking will not be permitted in the



front earlier than 20 minutes prior to dismissal. Students not picked up 20 minutes after dismissal will be sent to After School Care, **with an assessed fee.**

GENERAL SCHOOL SCHEDULE

7:00 am – 7:30 am	Before School Care - cafeteria
7:30 am – 7:40 am	All students report to the cafeteria for supervision, students will be dismissed when the morning bell rings
7:45 am	Classes begin/tardy bell
11:00 am – 11:15 am	Pre-School students picked up by parents
11:00 am – 12:35 pm	Lunch period and recess for all students on a rotation schedule
3:00 pm	Bell rings for dismissal preparation
3:10 pm	Dismissal -- 1 st Bell - Walkers dismissed 2 nd Bell - Downstairs car riders 3 rd Bell - Upstairs car riders
3:10 pm – 3:30 pm	Students are picked up by parent(s) or designated individual All students not picked up by 3:30 pm must report to After School Care
3:10 pm – 5:30 pm	After School Care

Classes are dismissed at 2:00 pm the second Tuesday of the month for faculty meeting. The After School Care begins at that time. Students are to report to either After School Care or be picked up by their parents by 2:20 pm on faculty meeting days.

GENERAL SCHOOL LITURGY SCHEDULE

Wednesdays	Grades 6 - 8	8:00 am
Fridays	Grades 1 - 5	8:00 am
First Fridays	Grades K - 8	8:00 am
Holydays	Grades Pre-school - 8	8:00 am
Special Feasts	Grades Pre-school - 8	8:00 am

Kindergartners begin attending all school Masses in October. Pre-School classes attend all school Masses on special feasts and holydays beginning in November.

JUNIOR HIGH GENERAL SCHEDULE

7:30 am – 7:40 am	Report to cafeteria for supervision
7:40 am	Report to homeroom
7:45 am	Homeroom/tardy bell
8:03 am – 8:50 am	1 st period class
8:53 am – 9:40 am	2 nd period class
9:43 am - 10:30 am	3 rd period class
10:33 am – 11:20 am	4 th period class



11:23 am – 12:10 am	5 th period class
12:15 pm – 12:55 pm	Lunch/recess
1:05 pm- 1:52 pm	6 th period class
1:55 pm – 2:42 pm	7 th period class
2:45 pm – 3:10 pm	Homeroom

FUNDRAISING POLICY

Any group or organization established or sponsored by St. Joseph Cathedral School shall obtain prior approval of the Principal before conducting any fundraising activities. Substantial fundraising activities must have prior approval of the Advisory School Board.

A “fundraising activity” includes any attempt to raise money from a source other than the parents of the students involved with the group or organization.

Original: November 29, 2001
Revised: March 9, 2010

LUNCH PROGRAM

The school offers a federal hot lunch program, which fulfills one-third of a student’s daily nutritional requirements. The payment for the lunch program is on a monthly basis. The cafeteria fee is based upon a twenty-day month over nine months for K – 8 students. August and September are considered one month. Snow days are figured into this fee schedule. There are no refunds for absences. *A student who takes five or more cafeteria lunches will be charged for an entire month.*

✓ *Payment of the lunch fee is due by the first Friday of each month.* Payment is to be made payable to St. Joseph Cathedral School Lunch. Parents are strongly encouraged to pay lunch fees by check. Parents are to list the student(s) name(s), and homeroom(s) in the memo section of the check. The check is to be sent to the school office in an envelope labeled “SCHOOL LUNCH” with the student(s) name(s), and homeroom(s) listed on the front.

✓ Milk for a sack lunch is to be paid for on a monthly basis.

It is important for the school cafeteria to know how many students eat the federal school lunch each month in order to order federal commodities and food from vendors.

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



The school cafeteria participates in the hot lunch program. Families who meet federal guidelines may participate in Free and Reduced federal lunches by completing a federal hot lunch application. These applications are kept strictly confidential. Applications for free or reduced lunches may be made anytime during the school year. Applications are sent to all families in August before the start of the school year and are available anytime in the school office.



Attendance

ABSENCES

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

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

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

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

ABSENCE AND TARDINESS (DSP 5210)

A. Absence

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

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

B. Tardiness

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

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



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

ABSENCE AND TARDINESS (Building Policy)

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

Definition of Absence

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

Attendance Guidelines

Reporting Period Days Absent Percent Absent (approximate)

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

First Offense: Parents / legal guardians will be notified of attendance concern in writing by building assistant principal or principal.

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

Note: If attendance concerns persists after interventions by school administration, then the principal and pastor, upon consultation with the diocesan superintendent, can decide to refer the case to The Division of Family Services or Juvenile Court.

WRITTEN EXCUSES (DSP 5211)



When a child has been absent, the school requires a written excuse from 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.

REQUEST FOR FAMILY REASONS (DSP 5220)

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

INDIVIDUAL-STUDENT EARLY DISMISSAL

Medical and dental appointments are to be made outside of school time. However, if this is impossible, a note is to be sent to the office and homeroom teacher to state the reason for the student's early dismissal or absence due to appointments. A permit slip to leave the building must be signed by the parent/guardian before a child is dismissed from the office.

RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL (5370)

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

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

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



Instruction and Assessment

HOMEWORK PROCEDURE

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

It is suggested students spend an average of 30 minutes for homework in the primary grades, 45 minutes to one hour in the intermediate grades and one to two hours in the junior high grades. Students, who consistently spend more than these recommended times completing their normal homework assignments, need to have their parents contact the teacher to discuss the situation.

AGENDA BOOKS

The school provides students in grades 3 - 8 with a homework agenda book at the beginning of the school year. . The agenda books provide spaces for all daily assignments in each subject area. Students and parents are requested to use this communication device on a routine basis.

DIOCESAN PERFORMANCE KEY

The following assessment scale is used for reporting student academic, Christian social development and work habit skills in pre-school – grade 2.

- S – Satisfactorily achieved skill/objective
- P – Progressing toward skills/objectives
- X – Area of Concern
- - Not evaluated at this time
- * - Modified report

The following assessment scale is used for reporting student academic progress in Grades 3 – 8

Performance Key

A+ = 99 – 100	A = 95 – 98	A- = 93 – 94
B+ = 91 – 92	B = 88 - 90	B- = 86 – 87
C+ = 84 – 85	C = 80 - 83	C- = 77 –79



D+ = 75 – 76	D = 72 - 74	D- = 70 -71
F = 69 – 0	E = Working at Ability	X = Needs improvement

* = modified report

The following is used for the Work Habits (concerns) Key for grades 3-8

- 1 – needs to observe rules of classroom
- 2 – needs to be prepared for class
- 3 – needs to make good use of time
- 4 – needs to complete assignments on time
- 5 – needs to apply effort
- 6 – needs to improve neatness

PROGRESS REPORTS

Progress reports are issued at the end of each academic quarter to each student. Progress report envelopes in grades K-8 are to be returned to the homeroom teacher, signed by the parent or guardian within the week of distribution. Any questions are to be addressed directly with the teacher involved. A conference with the teacher can be arranged by calling the school office. The teacher will contact you to arrange the conference time.

PARENT-TEACHER CONFERENCES

The school annually schedules parent-teacher conferences at the end of the first academic quarter and in the second semester. Parent-teacher conferences are scheduled for all parents of P.S. – grade 5 students. Open parent-teacher conferences are available for parents with students in grades 6 - 8. Special teacher conferences are made by appointment only.

PARENT/TEACHER/STUDENT CONFERENCES (DSP 5405)

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

PROMOTION AND RETENTION (DSP 5410)

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

If a student's progress is unsatisfactory and the teacher believes the student may not



satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

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

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

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

BUILDING-LEVEL RETENTION POLICY (Grades 3-8)

****A policy of retaining students for failing classes through the year.**

****Students are to gain the knowledge of the coursework of one school year to be able to proceed and achieve in the next and future school years. Students who are not guided by a 'Service Plan' and fail subjects are not prepared for the following year's coursework, therefore they shall repeat that grade.**

Students who fail any two of the six major subjects for the year are not promoted to the next grade. The six major subjects are religion, reading (5&6) or literature (7&8), English, math, science, and social studies.

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

****Diplomas are also not granted to graduating 8th graders for this same reason. Students are to complete 8th grade coursework to be able to proceed and achieve in their first year of high school. Students who are not guided by a 'service plan', and fail subjects, are not prepared for a high school curriculum.**



Students who fail any two subjects of the six major subjects for the year will not receive a Diocese of Jefferson City - St. Joseph Cathedral School diploma at the graduation ceremony. If a student chooses to attend the graduation ceremony, he will receive a diploma cover only.

ACCELERATED ACADEMIC PROMOTION

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

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

For students who do show giftedness in specific subjects, typical differentiation will include a modification of current curriculum, as well as supplemental resources, such as online coursework. Often a student will need to do advanced work independently, as a classroom teacher's first responsibility is to the students engaged in the curriculum assigned to a specific grade.

MID-TERM REPORTS

Mid-term progress reports are issued within a week of the mid-term date by the homeroom teacher in grades 3 – 8. These are unofficial grades and are subject to change at the end of the academic quarter. They do not need to be returned to school unless specified by the teacher. Mid-term progress reports are available on-line.

MID-TERM DEFICIENCY NOTICES

Parents of students experiencing academic difficulties with grades of failing at mid-term receive, by mail, a written notice within a week of the mid-term date. These notices need to be discussed with the students by the parents or guardians. Further information may be obtained by contacting the teacher issuing the deficiency notice. Mid-term deficiency notices need to be signed by the parent/guardian and returned to the homeroom teacher within a week of distribution.

HONOR ROLL POLICY

Honor roll exists for students in grades 5, 6, 7, and 8 in order to provide recognition and encouragement for those who achieve academic success and display a Christian attitude.

Recommendations:



1. A Honor Roll for students who have achieved a 3.7 grade point average.
2. B Honor Roll for students who have achieved a 3.0 grade point average.
3. Membership in either A or B Honor Roll is limited to students who have no D's or F's on their report cards.

In order to qualify for the Christian Social Development (CSD) honor roll, a student may have no more than one “needs improvement” (x) in the CSD section of the quarterly report. *Other infractions, such as receiving a detention, can remove a student from the CSD honor roll, and these are explained in more detail in the junior high handbook*

Grade Point Averages:

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = .7
	F = 0.0	

Original: June, 1989
 Revised: October 19, 1989
 Revised: April 18, 1991
 Revised: April 23, 1996
 Revised: October 28, 1998
 Revised: October 16, 2002
 Reviewed: January 27, 2003
 Revised: May 11, 2010

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

In order to help promote Catholic Christian values and academic excellence, the following policy will apply for students in grades 5-8.

First, if a student receives more than three (“X”) marks in the CSD quarterly grades, that student will be ineligible for participation in school-sponsored extra-curricular and athletic activities for the next two-week period. Second, if a student receives an academic “F” on the quarterly grades, then the student will be ineligible for participation in school-sponsored extra-curricular and athletic activities for a two-week period. Third, any violation of the discipline policy or guidelines at any time may, at the discretion of



the school administration, result in the student being ineligible for participation in school-sponsored extra-curricular and athletic activities for a two-week period.

The two-week period will begin with the issuance of quarterly grades. The assistant principal monitors the CSD marks and/or “F” grade(s) for each subsequent two-week period until the next quarterly grades are issued.

The quarterly progress reports will indicate, in writing, to parents or guardians that their child is ineligible for participation in school-sponsored extra-curricular and athletic events. The assistant principal indicates, in writing, to the parent or guardian if a child becomes either eligible or remains ineligible during all other two-week periods. The teacher(s), who issued the CSD mark(s) and/or the “F” academic grade(s), make the determination whether or not sufficient progress has been made by the student to restore his eligibility during any two-week period of time.

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

EER PROGRAM PARTICIPATION

The Exploration, Enrichment, and Research Program, also known as EER, is a program for identified gifted and talented students in the Jefferson City School District. EER for students in grades 3-5 is a full day “pull-out” program. Participating students spend one full day each week at the EER center and become students of the Jefferson City Public School system for that day.

While participation in this program can be vital to meeting the needs of these students, by deciding to attend the EER pull-out program, the student and parent accept the responsibility of keeping up with the class materials covered on the days missed. *The Jefferson City Public School policy is as follows:*

The EER student will be excused from standard classroom assignments and activities on the day he/she participates in EER activities. The EER student is responsible for the concepts and principles developed by the home schoolteacher on that day. In certain instances, it may be imperative that a student completes a given amount of written work in order to fully grasp the concept presented that day. Teachers are requested to adjust the amount of such written work in order to fully grasp the concept presented that day. Teachers are requested to adjust the amount of such written work to meet the needs of the student.”



This is adopted for St. Joseph Cathedral School students as well and places the responsibility of determining how much written work (worksheets, etc.) is required for a student to master a concept by the parent or guardian in cooperation with the teacher. This exemption applies to written work that would have been completed during the class period during which the student attended EER, but not to homework assigned related to this content (unless specifically exempted by the classroom teacher), as these assignments are often the means by which mastery is assessed by the classroom teacher. The teacher will provide details of the day's lessons and the parents or guardian will review any new material with the student.

WEEKLY FAMILY FOLDER

The youngest child in the family receives a family folder weekly during the school year. The family folders are normally sent each Friday but may be sent on an earlier day of the week before a holiday. The folder contains a signature sheet for the parent to sign and date. The family folders are to be returned each Monday to the homeroom teacher. The parent signature indicates to the school that the information sent in the folder has been received. Any parent who does not receive a folder on a regular basis is to contact the school office.

The folders contain important communications concerning school activities and events. Information includes items from the school office, parish office, the Advisory School Board, the Home & School Association, etc.

*****Information to be included in the family folder must be submitted for approval by noon the day before they are sent home. An approval form is available online and in the school office to verify that the content of the insert is appropriate for the intent of the family folders. Inserts must receive an approval stamp from administration, and school paper, copy machines, or staff cannot be used for making sufficient copies if the insert comes from a group outside of the school budget.***

E-NEWSLETTER

School news and important updates are often disseminated electronically through the Cathedral Kids e-newsletter. Parents are to sign up for this e-newsletter by following the link on the homepage of the school website (www.sjcsmo.org).

COMMUNICATIONS

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



INSTRUMENTAL AND VOCAL MUSIC DROP/ADD POLICY

At the beginning of a new school year, 5th graders have up to two weeks in which they must decide which music (Instrumental or Vocal) class they chose for the semester. After the initial two week period, they must stay in that class until the end of the semester.

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

With the exception of the one and two week grade periods named above, all students in grades 5-8 may only switch music classes at the end of a semester. If a student wishes to change music classes, he/she must speak with the teacher in whose class he/she is currently enrolled to explore all options prior to changing schedules. If a solution cannot be reached, the student should then speak with the Assistant Principal to determine if the change is feasible given the limited amount of space available in some classes. If space is available and both teachers are agreeable to the change, then the student may move forward with the schedule change. The student must maintain good grades in the class he/she wishes to leave. The student must turn in a letter from the student's parents. The letter must identify the classes the student wants to change from and to, and it must be signed and approved by the parent, both teachers involved, and the Assistant Principal. All requirements must be met and the change completed within the first three days of the new semester.



Supervision

SUPERVISION

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

VOLUNTEERS

Volunteers in any aspect of school operations, including, but not limited to, recess and lunch supervision, homeroom parent, coaching, and committees, must complete VIRTUS training, a diocesan background check, and the pastoral code of conduct. The background check is available as an appendix in this handbook, while session and registration information on VIRTUS training can be found online (https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0) and the pastoral code of conduct, which must be signed, can be found online (<http://www.diojefcity.org/Schools/SafeEnvironment/PastoralConduct.pdf>).

A volunteer list will be compiled using lists obtained from the Vice President of Volunteers from Home & School Assoc. and from volunteers from youth ministry, the library, computers, classrooms, room parents, coaches and substitute teachers. This list will be cross-checked by the Principal with Virtus records.

BEFORE SCHOOL CARE

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

AFTER SCHOOL CARE

After School Care (3:10 - 5:30 pm) is provided on days when school is in session. A non-refundable family registration fee **is required at the time of registration**. The **monthly** fee charged for after school care is payable the first school day of each month. All



program fees are eligible for federal childcare tax credits or cafeteria plans. The advisory school board recommends fees annually. These fees are then approved by the principal and pastor.



Field Trips and Extra-Curricular

FIELD TRIPS

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

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/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.

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

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

Field trip bus rules include, but are not limited to, the following:

1. Students enter and exit the bus in single file.
2. All students are to remain seated while the bus is in motion.
3. The supervising teacher assigns seats as necessary.
4. Students may open and close windows with the permission of the supervising teacher or bus driver.
5. Heads, arms and hands are to be kept inside the bus at all times.
6. No loud talking, screaming or shouting is allowed.
7. No objects are to be thrown from the bus.
8. Electronic devices may be used only with permission of the supervising teacher.
9. Eating is normally not allowed on the bus.



10. Emergency exits are to be used only in case of emergencies.
11. All trash is to be properly disposed of by each student upon exiting the bus.
12. Students follow all directions of the bus driver.

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

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

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged. When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

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. regular drivers (those transporting students three or more times in one school year) must complete the Protecting God's Children program and read and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors;
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. 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.



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.

BELLARMINE SPEECH LEAGUE

The Bellarmine Speech League provides students the opportunity to experience training in oral communications. Participants are chosen from grades 5-8 at the discretion of the school sponsors, based on the number of students who choose to participate. Students may participate in the categories of humorous, serious and duet acting. There are three regional meets a year in November, January and March. A diocesan speech meet is held in late spring.

MATH COUNTS

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

SAFETY PATROL

The school Safety Patrol is reserved for junior high students and is over seen by a faculty advisor. The Safety Patrol assists faculty in providing supervision of students during the arrival and dismissal periods at school. Patrol members are scheduled for duty by the patrol captain. The Jefferson City Police Department sponsors a picnic each May in order to honor faithful Safety Patrol service.

STUDENT COUNCIL

The Student Council consists of two homeroom representatives elected at the beginning of the school year by the respective homeroom students in grades 5-8. The student council officers are elected in May of the previous school year by students in grades 4-7. The student council officers are the president, vice president, treasurer, secretary and historian. Officers must be 7th or 8th grade level students. Officers are installed in office at the end of the previous school year.

ATHLETICS (DSP 6610)



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

ATHLETICS (DSR 6610)

All athletic programs offered through Catholic Schools of the Diocese 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 as moral communities.
3. Promoting moral growth and gospel-oriented character development 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. Parents will be required to participate 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.

ATHLETIC PROGRAM

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

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

In addition, at the seventh and eighth grade level, opportunities may be provided to further enhance skills in a more challenging atmosphere.

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

A. Athletic Committee

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

The committee membership shall consist of two school board members appointed by the board president, the athletic director, and one coach and one parent who are both appointed by the athletic director.

B. Coach Selection

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



C. Team Selection/Organization

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

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

D. Disagreements/Conflicts

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

E. Facility Use

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

F. Varsity Team Selection Guidelines

1. Basketball tryouts are to be held on or before October 18th.
2. Volleyball tryouts are to be held on or before August 18th.
3. A parent meeting is to be held at some point prior to the tryouts with the athletic director and at least one member of the athletic committee present to fully detail the tryout process and to answer any questions.
4. At least two independent evaluators are to be used to judge the candidate's



- skills during the tryouts. The evaluators are to be selected by the athletic director with approval of the athletic committee and principal.
5. Whenever practical, preference is to be given to eighth grade candidates for all varsity teams.
 6. If possible, coaches from the previous year's seventh grade teams are to be consulted regarding selection procedures and criteria before tryouts are held.
 7. Tryouts will be held without parents present.
 8. The evaluations from the tryouts and input from the previous year's coaches are to be used by the athletic committee to make recommendations to the athletic director. Additionally, the committee will consider the formation of a balanced team (in terms of guards, centers, etc.) prior to making a recommendation. The athletic director, after consulting school administration regarding academic and behavioral issues, will select the teams. The team selections will be posted on the gym bulletin board within 48 hours of the tryouts.
 9. Specific discussions regarding the selection or exclusion of individual candidates are to be limited to inquiries from school administration. Inquiries from parents and coaches are to be directed to school administration.
 10. Selection of coaches is at the discretion of the athletic director in consultation with the athletic committee and approval by the principal. The selection of coaches are to be based on demonstrated sportsmanship, qualifications and previous experience.
 11. The recommended number of players on a varsity basketball team is ten or less.

CHEERLEADING AND PEP SQUAD POLICY

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

The cheerleading squad is open to any number of male and female students in the 7th and 8th grades. The school's Eligibility for Extra-curricular Activities Policy, along with the school's Discipline Policy and Guidelines, are to be followed when determining a student's eligibility for participation. Specific guidelines for the squad(s) are established and set forth by the administration and moderator(s) and be reviewed by the athletic committee.

Original: February, 1989
Revised: March 21, 2001
Reviewed: January 27, 2003
Reviewed: March 9, 2010



Dress Code

Student dress shall be simple, neat and conducive to a learning atmosphere and consistent with Christian values. The student dress code shall be established by the Dress Code Committee and approved by the Advisory School Board. The Dress Code Committee will develop the guidelines for proper student attire to be worn. The principal will appoint the Dress Code Committee with representation from the Advisory School Board, the Home and School Association, the primary, intermediate, junior high and special faculty departments and the administration. The faculty and administration will enforce the dress code with appropriate procedures. A specific dress code shall be published and made available to students, parents and faculty.

KINDERGARTEN - 8TH GRADE

GARMENTS

Chapter 2 COLOR OPTIONS

Polo-style shirts/buttons & collar	Solid white or navy blue or school sponsored white or green/logo- including all <u>outer</u> trim and stitching
Turtleneck and mock turtleneck	Solid white or navy blue
Sweatshirts	Solid white, navy blue or school sponsored green/logo-no hoods
Sweaters	Solid white or navy blue only
Slacks	Solid , hemmed, navy blue, khaki or stone only- including stitching
Shorts	Solid , hemmed, navy blue, khaki or stone only- including stitching
Skorts (girls only)	Solid , hemmed, navy blue, khaki or stone only- including stitching
Jumpers (girls only)	Solid , hemmed, navy blue, khaki or stone only- including stitching
Capris (girls only)	Solid , hemmed, navy blue, khaki or stone only- including stitching
Socks	Solid white, black or navy blue only (see note on logos below)
Tights (girls only)	Solid white or navy blue only
Belts	Solid brown, black, navy, khaki or attached matching belt- required for grades 4-8, optional for K-3. If an item has belt loops, then a belt must be worn for grades 4-8.
Shoes	Tennis shoes preferred

GENERAL INFORMATION

1. Skorts, shorts and jumpers must be no more than FOUR INCHES above the top of the kneecap while standing.
2. Skorts, capris, slacks, shorts and jumpers may not be denim, nylon, knit or fleece



- material. Logos must follow the postage size stamp rule (regardless of color). There can not be any dangling accessories or zippers on the pockets. Appliqués anywhere on the pants (any style) are not acceptable.
3. Sleeveless shirts are NOT allowed. Shirts and turtlenecks must be worn tucked in. Excessively tight shirts are NOT permitted.
 4. Sweatshirts MUST have banded bottoms and long sleeves. Sweatshirts with hoods and/or zippers are not permitted for classroom wear. Sweatshirts MUST be worn with a turtleneck, mock turtleneck or polo shirt with the collar showing.
 5. Students may wear shirts and sweatshirts with the St. Joseph logo. If the design logo is anything other than the St. Joseph Cathedral logo, it must be approximately the size of a postage stamp or smaller to be considered acceptable attire (regardless of color). Appliqués are not allowed on the shirts.
 6. Only solid white short-sleeved tee shirts are to be worn under the school shirt and may not be visible on arms.
 7. Socks MUST always be worn and need to be visible above the top rim of the shoe. Socks are permitted to have a logo that is approximately the size of a postage stamp or smaller.
 8. Leggings may only be worn beneath skirts, skorts, jumpers or shorts.
 9. Girls may wear no more than two pair of earrings in pierced ears. Earrings are to be no larger than the size of a nickel, this includes length and diameter. Boys may not wear earrings. No other body piercing is allowed. Excessive jewelry is not allowed by boys or girls. No hats or bandanas may be worn in the classroom.
 10. No visible permanent or temporary tattoos are allowed.
 11. Flip-flops, crocs, clogs, backless and toeless style shoes are not permitted. Dress boots are only permitted on dress-up and dress-down days.
 12. **BOYS**-Hair for boys must be off the eyebrows when combed forward; at least a portion of the ears must be visible when the hair is combed down; hair length in back may not overhang the collar. Hair must be neat, clean, trimmed and combed. Administration will determine the appropriateness of style and color. Ponytails are not allowed. Students must be clean-shaven, no beards or mustaches are allowed. Sideburns may not extend below the ear lobe. **GIRLS-GIRLS**-Hair must be neat, clean, and combed. The appropriateness of hairstyle and coloring will be determined by the administration.
 13. **Female students are allowed to wear make-up, so long as the application is not excessive or a distraction. Administration, typically the assistant principal, shall have the sole authority to determine if any make-up is excess or a distraction. Male students may not wear make-up, including nail polish, unless connected with a school-sanctioned activity.by the assistant principal.**
 14. The faculty and administration will enforce the dress code and shall be responsible for taking corrective actions when students fail to adhere to the school's dress code. These actions may include, but not limited to, a fine, a parent/guardian escorting the student home to change clothes or having a parent/guardian bring an appropriate change of clothing to school. Dress down privileges can be lost for the rest of the semester if excessive violations occur.
 15. The school administration will make the final determination as to whether or not a



student is in compliance with the school dress code.

16. EER students may dress down according to our guidelines on their designated days.
17. With prior approval from administration, students may dress above the requirements of the dress code by wearing select uniforms (e.g. Boy Scout) or dress-up clothes to signify involvement in extracurricular activities.

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

NON-UNIFORM DAYS

DRESS UP DAYS

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

DRESS DOWN DAYS

1. Jeans may be worn but no fringe, holes, slits or bagginess is acceptable.
2. Leggings are allowed only if students' shirts are long enough to touch the bottom of their fingertips when standing. A legging would be any form of pants that is skin tight all the way down.
3. Shorts may be no shorter than FOUR inches above the knee.
4. Tee shirts may be worn if they have no drug/and or obscene, suggestive, satanic, alcohol messages or symbols.
5. Boxer shorts, cut offs, tank tops and sleeveless shirts are never allowed.
6. Only 1 dress down pass is allowed per week and must be used on Tuesdays. The pass must be given to the teacher.

PICTURE DAY

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



Student Behavior and Management

St. Joseph Cathedral School Discipline Policy

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

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

1. On an individual basis;
2. Immediately after the behavior occurs.
3. Consistently, by student, by class, by school;
4. Within the context of teaching about the example of Jesus, our children's choices, and mutual respect.
5. Teachers will inform parents of any serious classroom behavior problems.
6. Students will be referred to the assistant principal for further disciplinary action when inappropriate behavior cannot be resolved at the classroom level. The assistant principal will contact parents concerning serious behavior problems referred to the school office.

All parents are to support our commitment to create a climate in which all of our children can thrive and grow in Jesus' example.

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



STATEMENT OF PHILOSOPHY

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

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

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

ADULT/STUDENT DISCIPLINARY INTERACTION

All students, by virtue of their enrollment, are entitled to due process through the school and diocesan disciplinary procedures on school grounds or at school functions off of school grounds. Adults who are acting as employees, volunteers or visitors are not to address with students disciplinary or social concerns that fall outside of the responsibilities or scope of the adult's role with the school. Any concerns addressed on school grounds or at school functions are to be done through the proper administrative and disciplinary channels. Violation of this may result in a limitation of opportunities for future volunteering, employment or participation in school events.

BEHAVIOR CODE

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

1. Playing fairly and refraining from fighting at all times.
2. Complimenting others and using good, positive comments, not vulgar or profane language.
3. Walking quietly to and from church and becoming silent and respectful during church services.
4. Being orderly in the classroom, hallways, restrooms, cafeteria and playground.
5. Acting respectfully toward teachers, staff, volunteers, guests and other students.



6. Treating all school property (buildings, furniture, books) and other people's property with respect and not defacing property or littering.

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

1. Doing his or her best work, not cheating or copying.
2. Encouraging others to do their best.

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

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

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

1. Bringing anything that might be considered a weapon to school.
2. Using any illegal drugs or misusing legal drugs.
3. Distributing any drugs to others.
4. Leaving school or assigned areas without permission.
5. Bringing radios, toys, etc.
6. Throwing snowballs, rocks, or any type of dangerous objects.
7. Playing games that involve tackling, pulling, and knocking others down.

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

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

The student is NOT allowed back into that classroom/playground until the process is completed successfully. Following a “Focus Room” visit, the teacher will contact parents of the incident. This notification is made to keep communications open between home and school. If a student is disruptive in the “Focus Room”, he/she is then sent to an



administrator and the administrator contacts parents.

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

The third time a student moves along the B.I.S.T continuum teachers/supervisors will sit down and create a “Plan for Success” which may include consequences including but not limited to suspension from extra-curricular activities and/or regular placement in a “Safe Area” or “Focus Room”. Parents will be sent a copy of the plan. When a student successfully completes his/her plan, he/she is removed from the plan. If a student continues inappropriate behaviors while on the plan and he/she receives a “Focus”, parents are contacted to come in for a conference with the student, teachers/supervisors and administrators. If inappropriate behaviors continue after the conference, the “Recovery Process” begins.

The goal of the “Recovery Process” is to help the student recognize that her/his behavior is a problem in his/her life and that she/he must take steps that will help him/her have a better day in his/her classroom and/or during transition times. The “Recovery Process” has no time restrictions and will last until the student demonstrates the skills necessary to rejoin the activity/classroom. A student who is out of the classroom during this process will be given her/his work to do and will be held to the same expectations for completing the work as if he/she was in the classroom.

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

BULLYING

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

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

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



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

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

PROHIBITION OF CORPORAL PUNISHMENT (DSR 5310)

Corporal punishment is not used under any circumstances in any school in the Diocese of Jefferson City. The 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.

CHEATING

This includes homework and tests. If a child chooses to copy homework, the child who gives the assignment and the child copying the assignment may both receive a zero as determined by the supervising teacher. All children are to do their own work. Other forms of cheating, which may result in academic or behavioral consequences include, but



are not limited to, plagiarism and electronic transmission of answers.

DEPARTMENTAL DISCIPLINE PROCEDURE

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

WEAPONS AND DANGEROUS INSTRUMENTS (DSP 5315)

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

CONTROLLED SUBSTANCES AND WEAPONS

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

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

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

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

THREATS OF VIOLENCE

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

RESPECT FOR PROPERTY

A student is responsible for any property that is willfully or negligently damaged. The parent, student or legal guardian is required to either repair or replace the damaged property. The school principal is authorized to enforce the property policy with appropriate action within administrative range of options.



PLAYGROUND RULES

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

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

LIBRARY RULES

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

1. Whispers only in the Library.
2. You may check out only 1 book at a time. (Exceptions are made with Librarian approval.)
3. Lost books must be paid for before another book is checked out. If paid for and later found, money will be refunded.
4. If no adult is present, you may not be in the Library.
5. Students are not to touch the Library computer.
6. All classroom normal rules apply.

SUSPENSION RULES

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

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



following:

1. Repeating a misbehavior or negative attitude for which three or more consequences/detentions have previously been assigned.
2. Bringing a controlled substance to school, including alcohol, tobacco or an illegal drug, or inappropriate use of a prescribed or over-the-counter drug.
3. Bringing to school any object that's intended to be used to harm, frighten or intimidate another person.
4. Engaging in angry, assault-type fighting.
5. Engaging in repeated pushing, shoving or smaller-scale fighting.
6. Participating in any vandalism of school, student or teacher/staff property at school. In addition to suspension, the student will be required to pay for the damage.
7. Harassing or assaulting (verbal or physical) behavior, which is perceived by the teacher or principal as significantly emotionally or physically harmful to another student or staff member.
8. Demonstrating deliberate obscene gestures or language.
9. Bringing to school any pictures or written material that is considered obscene by the teacher or principal.
10. Displaying deliberate, disrespectful outburst or interaction with another student, faculty member, staff member or volunteer.

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

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

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

DISMISSAL AND EXPULSION (DSP 5360)

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

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity



for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

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

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/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 reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DISMISSAL AND EXPULSION (DSR 5360)

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

EXPULSION RULES (Applies to all grades)

In cases of serious misconduct that could lead to dismissal or expulsion, the parents are advised immediately and urged to take advantage of assistance from school, parish, or social service agencies that could help the student with his or her difficulties.

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

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

1. Two or more suspensions.
2. Any of the misbehaviors listed under the rules of suspension if their severity and other circumstances warrant dismissal or expulsion as deemed necessary



by the principal and pastor.

DISCIPLINARY REVIEW PROCESS

Serious disciplinary actions involving suspensions, dismissals and/or expulsions as determined by the principal and faculty may be reviewed by the pastor. The pastor will meet with the student, parents, teachers, assistant principal and the principal to review specific facts of the disciplinary case and the actions and procedures employed by the faculty and administration. The pastor will make specific recommendations to the administration and faculty regarding the situation. The principal is to be notified within two days if a student and parent wish to ask the pastor to review a suspension, dismissal and/or expulsion. The principal will arrange the review process.

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

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



Technology, Content, and Copyright Laws

CELLULAR PHONES

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

COMPUTER USE

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

General Lab Behavior

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

Internet

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

Printing

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

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

- No writing on or otherwise marking on tables, computers, mouse pads, etc.
- No eating or drink in the computer lab.
- No unauthorized changes to the computer, if changes are needed, students/teachers are to contact the technology coordinator. This includes the screensaver, the computer menu, or other computer settings. Report any error messages or malfunctions of the computers or printers to the technology coordinator, teacher or computer aide.



- Students are not to install software on the workstations. If software needs to be installed, contact the technology coordinator.
- Students are not to remove portable lab equipment from classroom without the technology coordinator permission.
- Students are not to access the Internet without the technology coordinator, teacher or computer aide present.
- Students are to use proper etiquette and language when using the computer.
- Students are not to change other student's work.

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

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

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 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 action 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 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 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 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.

School policy:

Electronic devices are allowed when used with relation to a class assignment.

Any usage of **electronic devices** must be approved by the teacher or supervising staff member present at the location of usage (e.g. a student cannot use an electronic device in before-school-care because his third grade teacher gave permission).

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

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

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

Any violation of the above policy result in the loss of privilege to bring this item to school for the remainder of the year.

Use of any device for telephonic communications, including texting, is not allowed. One exception exists, which is that students may use a phone after school hours, with staff permission, to check on late pick-ups or other transportation issues.

USE OF VIDEO/AUDIO MATERIALS IN THE CLASSROOM

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

The use of video and computer games (e.g. Play station, Gameboy, Gamecube, etc.) shall be limited to those with a rating of E for everyone.

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



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

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

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



Spirituality and Morality

CATHOLIC FAITH AND MORAL STANDARD (DSP 5305)

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is 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.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings 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, this student may be expelled from school.

RELIGIOUS EDUCATION CLASSES & LITURGICAL PARTICIPATION

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

NON-CATHOLIC STUDENT PARTICIPATION (DSP 6235)

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

HUMAN SEXUALITY EDUCATION

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

The school believes that the primary educators of children in human sexuality are the parents. Children will learn and understand their roles most clearly if this learning is centered with the context of Catholic family life. Parental involvement in sexuality



education will focus on the individual needs of the child. The school is to play a supportive role in reinforcing catholic values and teachings.

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

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

ADHERANCE WITH CATHOLIC TEACHING ON SEXUALITY

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

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



Student Health

GENERAL HEALTH INFORMATION

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

Students will be excluded from school for:

- Fever of 100 degrees or over
- Undiagnosed rashes
- Vomiting
- Diarrhea
- Red, inflamed eyes (pink eye) until diagnosed and treated, if necessary
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Ringworm
- Head Lice (excluded, until proper medicated treatment has been initiated, and **all nits removed**)
- Scabies (excluded until appropriate medical treatment)
- Common childhood diseases – **State Regulations**
- Chickenpox (**excluded for seven days** from onset of rash)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)
- Other as determined by the principal of health professional

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

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

FOOD ALLERGY POLICY

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

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



of an allergic reaction and any additional information the student’s physician deems beneficial.

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

MEDICINE POLICY

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

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

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

DRUG/MEDICATION ADMINISTRATION (DSP 5520)

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



from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in 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.)

IMMUNIZATIONS

All students must submit complete immunization (shot) records at the time of first registration and update these records as required by the Missouri State Health Department. Students, without complete and updated immunization records, are not admitted to the school or will be required to withdraw from attendance until such necessary records are supplied to the school office. The school nurse audits immunization records annually for each student.

CHRONIC INFECTIONS POLICY

St. Joseph Cathedral School follows Diocesan School Policy 8000 in this regard. The entire document is found in the Policy and Regulation Manual which is available upon request or online at www.diojeffcity.org.

CONCUSSION / HEAD INJURY POLICY

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

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

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



ASBESTOS

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

NUTRITION AND WELLNESS

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



Student Safety

INSURANCE

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

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

HARASSMENT (DSP 5820)

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

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

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

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

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.



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

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

Student Harassment

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

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

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

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

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

STUDENTS: Sexual Abuse of Minors (DSP 5825)

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

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the



latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

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

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

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

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

A. REVIEW BOARD



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

B. REVIEW ADMINISTRATOR

1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.
2. Duties of the Review Administrator include:
 - Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;



- Appointing an Assistance Coordinator for the person bringing the allegation;
- Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
- Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
- Receiving information about other possible victims/survivors; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop
2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.
3. Duties of the Review Team include:
 - Investigating and gathering facts regarding allegations referred to it by the Review Administrator , reporting its findings to the Bishop, and providing him any appropriate counsel;
 - Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;
 - Meeting as needed for specific cases;
 - Taking all appropriate steps to protect the reputation of the accused during the review process;
 - Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

D. ASSISTANCE COORDINATORS



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

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

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

A. BRINGING AN ALLEGATION

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

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 the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.
 - iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.
 - v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the



property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.

- 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

CHILD ABUSE INVESTIGATION

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

CHILD ABUSE AND NEGLECT (DSP 5810)

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

This law specifies that all school personnel and administrators are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators, counselors, child care workers in a day institution, or child care institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are 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.

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



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Community and External Operations

PARENT COMMUNICATIONS AGREEMENT (DSP 1810)

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

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

COMMUNITY AND EXTERNAL OPERATIONS: (Grievance DSP 1901)

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, 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 (DSR 1901)

A. Definition

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

B. Purpose

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

C. Basic Principles

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

D. Procedure

1. Informal Attempts at Resolution

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

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (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 Catholic School Office and the grievant of his ruling. The decision of the bishop will be final and binding.

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE (DSP 1902)

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

CONFIDENTIALITY (DSP 5260)

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

- a. Information that concerns violation of the law;
- b. Matters involving the health and safety of the student or any person;
- c. Serious moral issues;
- d. 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 chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.



Appendices

ST. JOSEPH CATHEDRAL CATHOLIC SCHOOL'S HANDBOOK ACKNOWLEDGEMENT

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

Parent/Guardian Name (Printed)

Parent/Guardian Signature Date

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



DIOCESE OF JEFFERSON CITY

**SAFE ENVIRONMENT PROGRAM
BACKGROUND CHECK ACKNOWLEDGEMENT FORM**

(Please Print)

First Name Middle Name Last Name

ADDRESS: _____

PHONE: _____

SOCIAL SECURITY NUMBER _____ - _____ - _____

DRIVER LICENSE NUMBER _____

BIRTHDATE: month _____ day _____ year _____

PLEASE CHECK THE DESCRIPTION OF YOUR SERVICE:

I am a volunteer: _____ I am an employee: _____

My service/job/ministry is _____

My Parish is _____

The information listed above is true and correct. I understand that it will be treated as confidential as required by law. I understand that the information will be used for a routine background check in keeping with the *Safe Environment Program* of the Diocese of Jefferson City.

SIGNATURE: _____

DATE: _____

Mail completed form to:
Associate to the Chancellor
P.O. Box 104900
Jefferson City, MO 65110



See the Difference!
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ST. JOSEPH CATHEDRAL SCHOOL **PHYSICAL ACTIVITY AND NUTRITION POLICY**

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

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

TO ACHIEVE THESE POLICY GOALS:

I. Wellness Committee

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



All meetings are open to the school community members.

II. Nutrition Guidelines

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

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

School Meals

Meals served through the National School Lunch Program will:

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

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

Free and Reduced-Priced Meals

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

Meal Times and Scheduling

St. Joseph Cathedral School:

- will provide students with at least 15 minutes to eat after sitting down for lunch;
- will schedule meal periods at appropriate times, e.g., lunch will be scheduled between 11:00 AM and 1:00 PM;
- will not schedule tutoring, club, organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and



- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff

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

Sharing of Foods and Beverages

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

Fundraising Activities

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

Snacks

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

Rewards

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

Celebrations

St. Joseph Cathedral School will encourage the use of a variety of nutritional snacks and drinks during various celebrations.

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

III. Nutritional and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion



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

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

Integrating Physical Activity into the Classroom Setting

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

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



Communications with Parents

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

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

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K – 8

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

Daily Recess

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

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

Physical Activity After School

St. Joseph Cathedral School will offer extracurricular physical activity programs (i.e., Parochial Athletic League PAL). A variety of activities will be offered to



meet the needs and abilities of students.

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

Use of School Facilities Outside of School Hours

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

V. Monitoring and Policy Review

Monitoring

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

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

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

Policies

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

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

