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Mission and Philosophy

This statement is a position taken by the Pastor, faculty, staff, parents and school board regarding beliefs, goals, and practices which give vision and direction to all that concern our parish school.

Philosophy

St. Pius x will work to provide a learning environment where each child, through spiritual growth and academic excellence, is enabled to discover God’s plan by allowing the Father to guide their thoughts and purify their minds, personifying Jesus’ love through their daily actions, and inviting the Holy Spirit into their hearts.

Mission

Be Respectful, Be Responsible, Be Safe, and Live Your Faith.

Important Phone Numbers and Contact Info

School	660 263-5500
Parish Office	660 263-5243
After Care	660 263-5500
Early Childhood Center	660 263-1840
Web Page	stpiusxmoberly.com
Facebook.....	St. Pius X School & Early Childhood Center

Daily Schedule

Student supervision begins at 7:20 a.m. Children dropped before 7:20 will be considered as part of the Before Care Program. All students must be picked up by 3:15 p.m. Any student, regardless of grade level, waiting after 3:15 p.m., will be taken to After Care and parents will be charged a fee. Exceptions are made for after school activities.

7:40 1st Bell (line up for class)

7:45 Tardy Bell

10:00 – 10:15...Recess, grades K through 4

11:40 - 12:15...Lunch and Recess, kindergarten through grade 4

12:27 - 12:50...Lunch, grades 5 through 8

3:05 Dismissal

On early-out days all students must be picked up by 1:10 p.m.

Mass Schedule

School Mass will be held on Wednesday, Thursday, and Friday at 8:00. Changes in school schedule may necessitate Mass changes. Any change will be announced in advance when possible.

We will have First Friday Benediction beginning in September. This will be at the end of the day, beginning at 2:40. Students will be dismissed from the school.

Admission

The principal, in consultation with the pastor and/or the board, will admit students to the school according to the norms set by the Catholic School Office, parish policies, and accepted educational procedure. Cooperation of parents with the Church and school can be an important criterion in determining the acceptance of the application for admission. Parents must agree to be governed by the school regulations published in this handbook.

The registration procedure is as follows:

- 1. An application form shall be filled out by parent or guardian of prospective student(s).*
- 2. A transfer of record form and release of information form are signed by the parent or guardian.*
- 3. School records are received directly from the previous school and reviewed.*
- 4. The previous school is contacted by phone by the principal.*
- 5. Records from community agencies are received and reviewed by the principal and pastor.*
- 6. The pertinent community agencies are contacted by phone by the St. Pius X principal.*
- 7. A decision is made as to whether or not the student(s) is (are) accepted.*

8. *A letter is sent to the parent/guardian indicating whether enrollment is accepted. The parent/guardian is also notified by phone.*

The student(s) is(are) not allowed into school until all of the above steps are completed. Any exceptions are to be approved by the superintendent of the Diocese of Jefferson City.

If a child is registered on a trial basis, a written agreement shall be made between the school and parents. Any further placement(s) shall be determined by the principal, after consultation with teacher and parents based on the individual's needs.

Toileting Policy- All children must be completely potty trained upon the start of the school year. Children are also expected to be able to take care of all personal cleaning needs in the bathroom.

*If a child has a consistent issue with accidents the family may be contacted and alternative educational placement may need to be found for the child.

* If a child has a doctor's written diagnosis the school will contact that parents in extreme bathroom accidents or illness.

*Parents MUST follow the plan given by the school and/or doctor. If the plan is not followed the child may need to find other educational placement.

*If a child has more than three bathroom issues in a week we will consider the child to not be potty trained. If a child falls into this category during a school year they may not be enrolled the following school year.

Normal Admission Priorities**

1. Children of parishioners*
 - a. Children from families with children already enrolled.
 - b. First child now reaching school age.
2. Children from families new to the parish who were enrolled in a Catholic school at their previous address.
3. Children of families participating in RCIA
 - a. Families participate as an active associate parishioner
 - b. No tuition during the first RCIA year
 - c. Each case reviewed by the pastor, principal, and RCIA coordinator each year
4. Non-Catholic children from families with students already enrolled. This group

will pay tuition.

5. Non-Catholic children from families who have not had a student previously enrolled in the school. This group will pay tuition.
- * Parishioner - Defined as a registered active member of the parish; a member that participates in weekly mass, regular sacramental activities and stewardship. Participation is required, but if circumstances occur that the ability to be a practicing member is changed, the parent is to contact the principal or pastor and the status of being a practicing member may be changed at the discretion of principal or pastor if requirements are not met. **A non-active parish member will be placed in category 4 above.** Determination of category placement above will be made at the time of summer registration prior to the start of school.
 - ** The principal and/or pastor reserve the right to make exceptions to the above priorities based on individual circumstances.

Application Procedure

All parents (current St. Pius X families as well as others seeking admission for their children) wishing to pre-register a child for the St. Pius X School waiting list may do so on or after the second Tuesday in October of the school year in which the child reaches the age of three.

Kindergarten school year	Reach 5 before this date	Register on or after this date
2018-2019	August 1, 2018	October 10, 2016
2019-2020	August 1, 2019	October 9, 2017

This registration timetable is established in accordance with the St. Pius X Admissions Priority.

Admission Age

The educational laws of the State of Missouri require that minors from six (6) to sixteen (17) years of age shall enroll and regularly attend full-time academic instruction. In this respect, it shall be the policy of our school that children be admitted based on the following guidelines for age:

1. Kindergarten—children shall be five (5) years of age by August 1 (state law effective fall, 1997).

2. Grade 1—children shall be six (6) years of age by August 1 (state law effective fall, 1998).
3. Other grades—student placement will be based on records received and additional screening if warranted.

Attendance

Absences and Tardies – DSP 5210

STUDENTS: Absence and Tardiness

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian.

Such neglect will 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 will 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) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

C. **Attendance Policy (per semester) is:**

5 absences - send letter and copy of attendance policy/ contact from teacher

7 absences - conferences with parents/teacher/principal, contact juvenile office

10 absences - might include one or more of the following items:

1. Parent/Guardian conference
2. Referral for program modification
3. Call Juvenile Office
4. Referral for possible retention
5. Possible legal Action after Diocesan consultation

D. **Perfect attendance** is defined as no absences with no tardies. Outstanding attendance is defined as no absences with no more than one tardy.

E. Requests to leave school early (or come in late) for doctor or dentist appointments are to be made IN WRITING to the school office. Limit these appointments only to emergency-type cases, in order that your child not miss important material covered during class time.

F. If it is necessary to take your child out of school for whatever reason, the dismissal must be done through the school office only. Children will be released only to the PARENT coming in to sign the child out, unless we have prior authorization IN WRITING to release the child to other persons. Please notify the office if you anticipate any of these situations causing difficulty. We will gladly work with you. Parents must provide a written note when their children are leaving with other parents for birthday parties, etc.

G. No child may leave the school or the school grounds without the written permission of his parents and the approval of the principal and the teacher. Such requests are normally to be made only in case of necessity.

H. All students are responsible for their own make-up work. The day's work will be ready at the end of the school day and is expected to be picked up sometime between 3:05 and 5:30. Each grade level will set appropriate guidelines for completion of make-up work. One week prior to a planned long-term absence the parent should contact the teacher to make arrangements for missed work. The teacher will determine a date for the work to be turned in.

Written Excuses – DSP 5211

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

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.

Requests for Family Reasons – DSP 5220

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) will 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.

*** Planned long-term absences are discouraged during regular school session.**

*** Absences caused by a medical condition will be evaluated on an individual basis.**

Any student missing more than 10 days in a semester or 15 days overall will be considered for retention.

Excessive Tardies

Students who are tardy to school five times in a quarter will be subject to further discipline. This could include, but is not limited, to a before or after school detention, lunch detention, alternative educational placement, and/or a referral to the Juvenile office (see DSP 5210).

Telephone Excuses

Telephoned excuses do not meet the legal requirements for having a child excused from school or sent home with other persons. Only in a real emergency will changes be made with telephone requests, and then the orders must be followed up with a written note.

Before and After Care

Before and after care is available for all school aged children. Cost is \$4.50 per hour. All fees are due within one week of the statement date unless other arrangements have been discussed and made in advance with the principal. A \$35.00 charge will be applied for checks returned for insufficient funds. All After-Care bills must be paid before report cards will be released. Before Care begins at 6:45 in the school gym. This time is supervised by St. Pius X teachers. Students are welcome to be upstairs before 7:45 however, they must check in with the office first to make sure a teacher is available.

Cancellation of School

Information as to the canceling of school may be obtained from local radio and/or television. Early dismissal of school during the day due to severe weather will also be announced in this manner. Normally *only* in very dangerous situations will school be dismissed *early*. The School Remind System will be utilized in the event school is cancelled.

Christian Social Development

In keeping with the school mission, Christian values will be promoted with Christ, in excellence, through community, forever. Outline of the values are listed and graded each quarter.

Promotion of Christian Values

Policy and Procedures

Step 1A Parent/Student Covenant will be signed and returned to school. It may be presented no later than the first day of school.

Step 2 Initial infractions of Christian Development will be dealt with in the following ways.

- a. Normal classroom intervention with student.
- b. Parental contact by teacher.
- c. Principal conference with student.

Step 3 Academic or behavioral problems that continue after parent-teacher consultation will be handled by the principal. The parent will assist the principal in creating an appropriate plan to assure improvement in meeting the standards. The plan will include a target date, assessment method, and consequences if not met. All students are expected to uphold and follow Christian moral behavior at all times. Any student involved in or charged with conduct unbecoming of a Christian student may be placed on an in-school suspension, out-of-school suspension, dismissal, or expulsion. An apology will be required to be reinstated in the

classroom.

- a. When a party cannot be specifically identified consequences may be taken for the whole group involved. Pastor and Principal will work together on this decision. Multiple other strategies will have been tried.

Step 4 If improvement is not made, the teacher, parent, pastor and principal will meet to implement a final action plan. The plan will include a target date, assessment method, and consequences if not met. The consequences could include, but are not limited to, student retention, in-school or out-of-school suspension and student transfer, dismissal or expulsion.

Extraordinary behavioral problems will be referred to the principal. These extraordinary cases shall include but are not limited to the following.

1. Disregard or defiance of authority.
2. Disregard for the rights of other students.
3. Leaving the school grounds without permission.
4. Destruction or misuse of school property.
5. Continued use of profane language.
6. Stealing.
7. Fighting.
8. Use of tobacco, drugs and alcohol.

These four (4) steps will be used to promote healthy development in all areas as well as those listed below but not limited to the following:

I. Any student action that involves criminal intent may be referred to local juvenile authorities after consultation with the diocese. This includes drugs, alcohol, weapons, etc.

II. Homework

Daily homework is a requirement for all students. The homework needn't always be written. Many times reading and reference work is given by the teacher.

III. Class Tardies

Students in Grades 5-8 that are late following locker breaks will follow procedures as set forth under the conduct and discipline section of this handbook.

IV. Classroom rules

Each class will have complete academic and behavioral standards. These will be fully

communicated to the students. If a student does not meet the standards, parents will be notified. Together the teacher and parent will develop a plan to meet these standards, a time frame and consequences if these are not met will be outlined.

Academic or behavioral problems that continue after parent-teacher consultation will be handled by the principal. The parent will assist the principal in creating an appropriate plan to assure improvement in meeting the standards. The plan will include a target date, assessment method, and consequences if not met as stated in step three under Christian values.

V. Lunch

***There will be no microwave available to students at lunch. Please contact the office if you have any questions about this.**

1. Students will walk to the Cafeteria – students are expected to remain quiet while in the hall and outside the office.
2. Students will speak softly while in the Cafeteria – silent lunches/periods may be enforced based on teacher/principal discretion.
3. Students will sit at assigned tables.
4. Students will clean tables and trays.
5. No pushing, fighting, or unfit behavior.
6. No basketballs or any type of playground balls in motion.

VI. Bicycles, Skateboards, In-line Skates and Scooters

Students who ride bicycles to school are to place the bicycle in the bike rack area. All bicycles must be locked when not in use. The school is not responsible for bicycles brought to the school. For safety reasons, bicycles cannot be ridden on the school grounds. Students - please walk your bike when on school ground.

Scooters, skateboards and in-line skates are not allowed to be used on school property at any time.

Communication with Teachers, Principal, Pastor, School Advisory Board

Appointments

If you wish to speak to the principal or a teacher regarding any matter that requires extensive discussion, you must first make an appointment. Parents wanting to discuss concerns with a teacher must make an appointment with the teacher to allow the teacher to effectively prepare for the discussion. Discussion of student progress should take place at school.

Parents, are NOT to go into a classroom during school hours to speak with or give your child something. If you need to see your child, do so during lunch or recess. Of course, exceptions will be made for emergencies.

No one may come to the school board or the pastor with a complaint regarding school matters unless they have **first** met with the **teacher followed** by a meeting with the **principal**.

Lines of Communication

To be followed if problems with school arise.

1. Make an appointment with the teacher or teachers at once. Don't wait. Call the office and leave a message for the teacher to call you for an appointment time.
2. If the problem requires further consideration, then make an appointment with the Principal. The principal may call a meeting with you and the teacher in order to discuss the problems further and try to solve them.
3. If you still feel that the problem requires resolution, call the pastor for an appointment.
4. The final decision in resolving a problem will be made by the pastor.

Note: Lines of communication are strictly enforced. The above procedures are to be followed in the order that they are presented.

COMMUNITY AND EXTERNAL OPERATIONS: DSP 1305

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

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

CAEO 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.

COMMUNITY AND EXTERNAL OPERATIONS: DSP 1810

Parent Communication Agreement 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.

CAEO Administrative Recourse – DSR 1901

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.

COMMUNITY AND EXTERNAL OPERATIONS:

Penalty Status-Administrative DSP 1902

Recourse The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure.

Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

Parent, Student, Teacher Conference – 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.

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.

Addressing the School Advisory Board

The School Board will hold open monthly meetings (excluding December). Any parish member or parent shall be permitted to request to voice an opinion regarding school policy at any Board meeting by notifying in writing the pastor, principal or school board president one week prior to the meeting. The pastor, principal and school board president will decide if it is a school board matter.

Conduct and Discipline

Before School

During good weather the students are to report to the playground, not the classroom. No students will be allowed into the classroom area of the building until 7:40 a.m. without teacher/office written permission. Parents must check-in with the office before going to meet with a teacher. Students arriving before 7:25 a.m. must report to the gym for before care. At 7:30 a.m., students will be taken to the playground by an adult supervisor.

During bad weather the students are to report to the gym, not the classroom. Students are to use the Clark Street and main school entrance. Students will not be allowed into the classrooms until 7:40 a.m.

Classroom

During bad weather students will remain in the classroom. Generally, this will be during rain or extreme cold. Inside recess will be supervised by the teachers. Table games and quiet play will be utilized.

Visiting the School

If a parent would like to visit the classroom for any length of time, they must schedule an appointment with the teacher ahead of time. However, parents may be invited into the classroom for special activities as determined by the classroom teacher.

School Grounds and Church

1. Students are not to go back into the building after school hours without a supervisor's permission.
2. Students are not to go out into the street without the supervisor's permission to get a ball.
3. Balls are not to be kicked against the buildings or onto the roofs.
4. Bombardment and dodge ball are not allowed at recess or before school.
5. Supervisors will maintain active supervision at all times.
6. A student is sent to the office only if he/she persists in inappropriate behavior.
7. A student that is injured is to be sent to the office, if possible. In case of potential serious injury, student is not to be moved and someone will be sent to the office to get help.
8. Climbing the playground fences is forbidden.
9. No spitting.
10. After recess, students are not to go back to the classroom without their teacher.
11. Students will speak softly while leaving or entering the building.
12. Students will walk out of the building onto the playground
13. No gum chewing. Students caught chewing gum will have a lunch detention.

STUDENTS: 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.

STUDENTS: Dismissal and Expulsion DSP 5360

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

Revised May 7, 2009

STUDENTS: 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.

Prohibition of Corporal Punishment – DSP 5310

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

Classroom Tardies

Academic time in the classroom is of great importance. In order to preserve learning time, students must arrive to class in a timely manner. Students arriving after the tardy bell has rung will be admitted into the classroom and asked to sign the appropriate form indicating their tardy to the class. Tardies will be calculated weekly. Students in grades 5-8 receiving 3 tardies per class will result in a lunch detention given by the teacher. This consequence will be given by class. Detentions will be arranged at the supervisor's discretion and will include a review of why the student is serving the detention and what skills the student can use to prevent this in the future. Detentions will also include service projects around the school or church grounds.

Classroom Behavior

Students who fail to meet the guidelines for appropriate behavior in the classroom will be subject to disciplinary action including but not limited to before or after school detention, immediate office referral, and/or alternative educational placement. When disciplinary action is needed parents will be contacted.

No toys or fidget items will be allowed at school. If a child is seen with an item the

teacher will confiscate the item. The child may then pick it up in the office. The second time the parent may collect the item. The third time the school may hold the item until the last day of school.

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.

STUDENTS: Confidentiality DSP 5260

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.”

This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

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

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

Dual Enrollment

Students may be dually enrolled for classes at the local public school. Approval will be made by the principal. Dual enrollment that adversely affects the continuity of the St. Pius X educational program will not be approved. If dual enrollment is approved, students will be responsible for work missed. Student, teacher, parent, and principal will determine an appropriate agreement for missed work with the principal making the final decision. When a student reaches the 5th grade, Middle School, dual enrollment will be reassessed.

Emergency Drills

Emergency drills will be conducted routinely throughout the school year. Procedures will be followed as set forth in the St. Pius X Crisis Plan.

Fire Drill

The school will hold fire drill exercises occasionally during the year. This exercise will be signaled by a long continuous bell and/or warning system.

Procedure

1. Each teacher lines up his/her grade in two lines and proceeds by the nearest exit to the school grounds away from the building.
2. A class list is carried by each teacher to see that all children are accounted for.
3. Pupils move to and from the school grounds in an orderly and quiet manner.
4. Classroom doors are to be closed when pupils leave.
5. Corrections and improvements should be pointed out when students return to their classrooms.

Tornado Drill

The school will hold tornado drill exercises occasionally during the year. The beginning of this exercise will be signaled by a series of short bells.

Procedure

1. All classes will proceed to their assigned areas in the lower hallway.
2. Students will be placed against the inside wall.
3. Pupils should be instructed as to position taken while the drill is in force.
4. Pupils return to their classes following the all clear signal.

Field Trips

Field trips will be of educational or cultural value and directly related to the curriculum. Parents will receive a field trip form at least one week prior to the trip when possible. Parents must sign and return the release form. Release forms must be signed for each trip for each student. Student behavior is expected to be exemplary on all trips. A special dress code may be in effect for certain field trips. This will be explained on the trip form. Only officially signed trip forms will be allowed to release a child for a trip. **No phone calls or personal notes can be accepted in place of the release form.** Field trips are for students of the grade that is attending. Missouri law on car/booster seats must be

followed with no exceptions. Students in grades k-1 will be required to use a car/booster seat on school field trips.

INSTRUCTION: Educational Outings, Field Trips, 8th DSP 6301

Grade Trips and Senior Trips Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures. A school may, but is not required to, sponsor an end of year 8th grade and/or a senior trip. If it does, 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.

INSTRUCTION: Educational Outings, Field Trips, 8th DSR 6301

Grade and Senior Trips All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing.

The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City Sample Field Trip

Permission Slip is included in Appendix #6301.

Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities– DSR 6305

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

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

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that the 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 their ability to drive safely;
4. Drivers must sign a driving policy acknowledgment 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 a 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 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.

All 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.

Finances

Money or Checks

All business transactions concerning the school are to be handled through the school office. All monies or checks must be put in individual envelopes and clearly marked with the purpose, student's name, grade and teacher. **Please make separate checks for lunch or activity/tuition fees, assignment books, bibles, or before/aftercare, or library fines.**

They are deposited in separate accounts. A \$35.00 charge will be applied for checks returned for insufficient funds. All bills must be current before any report cards will be released.

Parishioner Registration Fees

	Practicing Catholic (Activity and Registration Fee)
One Student	\$695 (\$231 due at registration)
Two Students	\$799 (\$266 due at registration)
Three Students	\$1016 (\$338 due at registration)
Four Students	\$1152 (\$384 due at registration)

Tuition Rates

Non-Catholic Tuition
\$3925 (\$392.50 due at registration)
\$6973 (\$697.00 due at registration)
\$9101 (\$910.10 due at registration)
\$10231 (\$1023.00 due at registration)

Technology Fee: In an effort to keep our one to one viable and available to our 5-8th grade students every family will have an additional \$100.00 a year (or \$400.00) charge per student in grades 5-8. Thank you for your understanding in this manner.

Fines

Report cards will not be issued at the end of the school year unless ALL fines and fees are paid. (Example: class fines, activity fees, lunches, etc.) Report cards will also be held each quarter until all bills are considered current.

Active Family Parishioner

Parishioner - Defined as a registered active member of the parish. An Active Member is a member of St. Pius X that participates in weekly mass, regular sacramental activities, and stewardship (tithing to the Church).

Stewardship commitment:

All active parishioners will annually return a Stewardship Commitment Pledge card to the parish office. This personal and realistic commitment of one's TIME, TALENT AND TREASURE is essential to the livelihood of St. Pius X's faith community. It is our only way to predict monetary contributions for the

upcoming year, the starting point of our annual Parish/School budgeting process. The pledge model that the Church has put forth is as follows: 5 % of your gross income from your Form 1040 to your local

parish, 1% to the Diocese and 4% to other charities.

Tithing contributions:

Tithing contributions provide the largest percentage of support of St. Pius X School. Statements will be mailed out periodically to all parishioners and after calendar year-end. Parishioners that find themselves unable to live up to their commitment should make an appointment with Father so that he may understand your situation and modify your current pledge accordingly.

When parishioners play an ACTIVE role in the community of St. Pius X, they will receive many spiritual, social and family benefits in return. Those ACTIVE participants also receive the benefit of tuition-free education of their children in our school. Those who are NOT active must pay tuition at the same rate as non-Catholics.

The cost to educate each student at St. Pius X is **\$6,085 per student**. We have a wonderfully strong faith based education in place at St. Pius X. Each of us needs to do our due diligence to tithe to the school so that we can continue to educate our children at St. Pius X.

Grading System and Report Cards

Report cards will be issued four times a year. This will be in October, January, March, and May. Grade reports are sent home half way through each quarter. Parent-teacher conferences will be held at the end of the first quarter. If at any time you are dissatisfied with the progress of your child, it is suggested that you make an appointment with your child's teacher. A parent-teacher conference is required for all deficient grades.

Parents will have access to look at their child's grades on-line throughout the school year. Grades will be updated regularly.

Our Grading system is as follows:

A+ : 99-100	C+ : 83-85
A : 95-98	C : 80-82
A- : 93-94	C- : 77-79
B+ : 91-92	D+ : 75-76
B : 88-90	D : 72-74
B- : 86-87	D- : 70-71
	F : Below 70

A Honor Roll

All student in Grades 5-8 who are on the A Honor Roll must have all A's. This includes A-, A, A+. This is in every subject that gives a grade. Fine arts and physical education are included. If a student receives an X

in the Christian Development section, he/she is immediately considered disqualified for any Honor Roll. If a class is graded pass or fail, the pass grade will not affect their standing. A fail grade will disqualify the student from any honor roll. All A's and a B of any type will automatically put the student on the B Honor Roll.

B Honor Roll

All students in Grades 5-8 who are on the B Honor Roll must have all B's or better. All B-, B, B+ are included as B Honor Roll. This is in every subject that gives a grade. Fine arts and physical education are included. If a student receives an X in the Christian Social Development section, he/she is immediately considered disqualified for any Honor roll. If a class is graded pass or fail, the pass grade will not affect their standing. A fail grade will disqualify the student from any honor roll.

If a student has all A's and/or B's and one C, D, F, he/she will automatically be disqualified from any Honor Roll.

Students who qualify for the Honor Roll will receive a gold bar, A, or a silver bar, B, to wear on their lapel or sleeve.

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.

Promotion or retention shall be based on achievement of basic skills at the student's grade level.

When evaluating student achievement, each teacher will make use of teacher made

tests, standardized tests and other measures of skill and content mastery. Total performance of a child in basic areas of reading, writing, language, spelling, mathematics, science, and social studies will be evaluated to determine whether a child shall be promoted or retained. There are reasons at each level when children are not learning as much as they could, such as (1) poor study habits, (2) lack of initiative, (3) indifferent attitude, (4) continued lack of cooperation, (5) lack of maturity, (6) poor attendance, (7) and/or a combination of the above.

While the wishes and concerns of the parent or the legal guardian will be given proper consideration, all promotions and retentions will be decided upon by the principal and the teacher.

Graduation

An eighth grader making an F for a final grade in any subject will participate in the graduation ceremony. However, if a student is making an F for a final grade in any subject they will receive a certificate of attendance, not a diploma, from St. Pius X and the Diocese. An eighth grader scoring below 60% in any two subjects as a final grade will be retained.

St. Pius X Speech Requirements

All St. Pius X students will compete in a Speech meet prior to graduating. Students need to compete in one Speech Meet between 6th and 8th grade. This policy is in place because St. Pius X does not have a Speech Class.

Late Work Policy

The education and well-being of our students is priority at St. Pius X Catholic School. Homework is not only part of the educational process for the class it was assigned, but it is also teaching our students to be organized with their time and to be responsible and reliable with deadlines.

The following is a policy designed for students in grades 5-8 to be flexible with the incidental "I left it at home," or "I really just forgot," that we all have occasionally experienced ourselves. However, this policy also addresses the student who is habitually missing homework assignments. It also includes communication with parents at each incidence of missing or late homework.

- Students are expected to turn in the completed and signed assignment at the beginning of the next day's class. The late assignment will receive full credit;
- 1 late "pass" per student per core class per quarter; parent signs the assignment paper

- Failure to turn in the assignment by the next day's class period will result in a zero
- Passes may not be used on long-term projects, reports, or any other assignment the teacher designates as ineligible for the Late Assignment Pass.

Grades and Extracurricular Activities

The staff of St. Pius School feels that all children should take part in as many extracurricular activities as possible. These include, but are not limited to, basketball, speech league, dramatics, spelling contests, math competition, track, cross country, cheerleading, and any cooperative sports teams. These activities are generally held after school and are in addition to regular schoolwork; therefore, the student must be doing sufficient work in the regular classroom before attempting these activities.

All students participating in extracurricular sports will pay a \$10.00 per sport fee to be no more than a \$50.00 fee on each family, each school year.

The following guidelines will be in effect for student participation in extracurricular activities.

1. Participation will be based on the most recent 4-week grade check, progress report, or report card.
2. No F in any subject.
3. Students with a F at a grade check will be ineligible for a minimum of one game/meet and until the grade is raised.
4. Any student serving in- or out-of-school suspension shall not participate at the time of the suspension and will miss a minimum of one game/meet.
5. Students' behavior and participation in the classroom will affect their participation in extracurricular activities. On-going problems will be addressed by the principal.
6. A student-teacher-parent plan of action may use extracurricular activities as an incentive.
7. A student who is absent from school, for all or part of the school day may not participate in the
 scheduled contest for that day unless given special written permission from the principal. Exceptions may be made for emergencies, doctor/dentist appointments, and other items at the discretion of the principal.

Specific guidelines will be established by the coaches and principal for their teams.

NJHS

National Junior Honor Society is a service organization at St. Pius X School. For many students, selection as a member of the National Junior Honor Society is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of school life, local chapters are charged with creating a selection process that conforms to the national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NJHS is a privilege, not a right. Students do not apply for membership in National Junior Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council made up of all the students' teachers and the principal. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NJHS is more than just an honor roll and the extent to which the local chapter emphasizes the other components of the selection process (leadership, service, citizenship, and character) should be carefully included in the selection process guidelines.

The five pillars of membership in NJHS

- Leadership – is considered a leader in the school setting
- Scholarship – maintains the academic standards (B average)
- Service – volunteers to be of assistance to others
- Citizenship – follows school policies and expectations
- Character – actively provides a positive example for all others in the school community

Chapters are not legally or constitutionally obligated to share with parents and students' information concerning specific students not selected for membership in this Society. It is, however, a common traditional expectation of school personnel to be able to explain how decision regarding the growth and development of a student on campus were made and, furthermore, to provide effective direction to such students to assist them in reaching their goals, despite the existence of a specific setback.

Students must also continue to meet the high ideals of NJHS in order to remain a member in good standing. Any member who fails a class at the end of a quarter will be removed from NJHS.

Athletic Co-Op Agreement

- Moberly Public Schools Activities/Athletic Student/Parent Handbook will be the presiding document for this Co-Op. Extracurricular participant's contract must be signed by both the student and the parent and returned to the coach with a copy forwarded to the MHS athletic office.
- Participation fee for sending school participants is \$20 per sport.

- Transportation to and from practice, home games and busses for away games are the responsibility of sending school participants.
- All athletic discipline will be handled according to the MHS/MMS Activities/Athletic handbook and by the MMS Athletic Department/Coaches Staff according to the rules of conduct for their sport.
- All student athletes will abide by their school's discipline, citizenship, and eligibility requirements.
- All players/coaches/fans will abide by the Moberly School District Sportsmanship Code outlined in the handbook.
- A list of Coaches and Contact Information will be provided to the students.
- Students are required to act in a manner that positively represents St. Pius X School. Failure to do so will be addressed in a manner consistent with the behavior.

****Beginning in 2017 all parents of 5th graders MUST take the Play Like A Champion Class. It will be offered once each year in the fall.**

COMMUNITY AND EXTERNAL OPERATIONS: Use of Student Photos DSR 1530

Much care must be taken in the use of photos of students (either of individual students or groups of students) for public relations purposes. Student photos may be used in brochures, newspapers, or other publications only if the parent/guardian of the student signs a release allowing such use.

The Diocesan photo release can be found in Appendix #DSR 1530.

School administrators/principals, after obtaining permission from the appropriate pastor, may utilize photos of students (either of individual students or groups of students) on the school website or parish website only if the parent/guardian of the student signs the Diocesan release found in Appendix #DSR 1530. Similarly, Presidents of Diocesan high schools, shall obtain permission from the Diocesan Catholic School Office, before utilizing student photos for the school website. If the pastor or representative of the Catholic School Office of the Diocese provides permission for the use of student photos on the

school website or parish website, neither the first name of the student nor the last name of the student may be referenced on the website.

To clarify, the Diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

INSTRUCTION: 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.

May 24, 2016

STUDENTS: Harassment/Bullying 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.

Health Records

Immunizations

St. Pius X School is in compliance with all laws regarding immunization. No students will be admitted to school without proper immunization. This shall be strictly enforced. Immunizations must be kept current. Failure to do so could result in dismissal.

STUDENTS: 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.)

Lice Policy

St. Pius X has a "no-nit" policy. This means that if a child is found to have head lice or their eggs (nits), the child may not attend school until all lice and eggs are removed. The student must be checked by the school nurse upon his/her return.

Sick Policy

If your child/children show any of the symptoms listed below, the nurse/staff will immediately report to the parent or emergency contact so that the child/children may be picked up as soon as possible: Vomiting; diarrhea; blood in the stool, urine, or vomit; injury or inflammation to the eye; non-identified rash; difficulty breathing; drainage out of the ears; complaints of consistent pain or constant crying.

If your child/children have a chronic allergy or a serious health condition such as asthma that may require special care, we need a letter from your physician stating the special care plan that is needed.

Sick children also include a child that may show signs of fever over 100.0 degrees, mouth sores, rash,

pink eye, infestation, tuberculosis, impetigo, streptococcal infection, pharyngitis, chicken pox, shingles, pertussis, mumps, hepatitis A, measles and rubella.

The nurse/staff cannot administer medication of any form to your child/children without a written permission statement signed by a parent or legal guardian and with original doctor's instructions. All medication must be in the original container, even over-the-counter medications.

Library

Grades Pre K-1 will check out books for one (1) week. Grades 2-8 may check out books for 2 weeks. Books may be rechecked if needed, but students will be required to bring the book to the library to recheck it.

Fines will be charged for damage to books. Replacement cost will be charged for all lost books or books damaged beyond repair. **Fines are not refunded** if lost books are found and returned.

Overdue Books - Books not returned by the date due are considered overdue. After a 7-day grace period, a 10 cents per book per day fine is charged. Fines are charged on weekends and holidays on overdue books. Fines are not charged on overdue books for children who are absent because of illness. If books are returned late because a child is on vacation, a fine may be charged. Students should make arrangement to return books before a long absence or ask to check out books for longer.

No books are to be taken from the library until they have been checked out. Students may **NOT** leave a note saying they have taken a book. This applies to **ALL STUDENTS**.

Students are not allowed to move any audio visual equipment for teachers.

SEE FORM AT END OF HANDBOOK TO BE RETURNED TO THE LIBRARY.

Student Internet, E-mail, and Other Technology Use – DSP 6425

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

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

In addition to the above, the school, after consultation with the Catholic Schools 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 property, including but not limited to technology, textbooks, or desks, damaged by student neglect or misuse may result in replacement at the student/parent's cost.

Lost and Found

Lost items need to be reported to school office as soon as possible. Items that are found will be taken to a designated area. They can be reclaimed for a small Holy Childhood Association donation. Items not claimed within 2 weeks will be donated to charity.

Lunch

A nutritional hot lunch is available to St. Pius X School. Students are encouraged to take advantage of this program. Lunch price is \$2.60. Extra milk purchased separately will be .35 cents. An additional side salad may be purchased for .75 cents for grades 4th and up. An additional PB&J sandwich can be purchased for .60 cents by 5th through 8th grades. Adult guest lunch price will be \$3.00 each and may be deducted off your family lunch balance. Please call ahead if you will be joining your child for lunch so we can prepare enough food. Monthly menus are posted on the school website.

We ask that when and if you send a lunch to school it is nutritional. Please do not send candy or soda to school in your child's lunch. We may ask your child to keep these items in their lunch box and take them home. Also, please refrain from sending microwave lunches to school. Due to time constraints of the lunch schedule, no microwave will be available to prepare meals.

Unpaid Lunch Balance policy

The goal of St. Pius X is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Service Department. The purpose of this policy is to insure compliance with federal

reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

St. Pius X has a NO CHARGE policy. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. You may pay on a weekly or a monthly basis, or you may pay in a lump sum. Payments are updated weekly. When the student/family balance reaches \$10 or less, a balance note/text will be sent to the Parent/Guardian. A student will be allowed to charge meals to their account after the balance reaches zero, however he/she will NOT be allowed to charge a la carte items (salad, pb&j or milk).

Refunds for withdrawn and graduating students; a written request for a refund of any money remaining in their account must be submitted to the office. An email to the food service director is also acceptable. Unclaimed funds must be requested within one year. Unclaimed funds will then become the property of St. Pius X Food Service Program.

If a student/family is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for the free or reduced price lunches for their child.

St. Pius X is an equal opportunity provider.

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.

Students: 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.

Outdoor Play

Students will be encouraged to play outdoors, when weather permits. If you wish to have

your child remain inside due to health reasons, you must send a note to the teacher stating the reason why the child may not play outdoors. If a child does not have a note and does not appear to be ill, he/she will be required to play outdoors. Children need to dress for the season and weather.

Physical Education

Students in grades k-4 will follow the school uniform policy for PE class.

Students in grades 5-8 will dress out for PE class. Black shorts and gold shirt.

On out of apparel days, students must bring tennis shoes to change into for PE class.

Students with long hair should bring a ponytail holder or have hair in a ponytail for PE class.

A doctor's excuse is required for non-participation and for returning to full participation following an injury. If students are unable to participate in physical education they are unable to participate in extracurricular athletic activities.

STUDENTS: 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 nonparent having custodial rights must supply the school with complete documentation evidencing such rights.

STUDENTS: Release of Individual Students from School DSP 5370

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian.

Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

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

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

School Apparel Guidelines

All students are expected to dress in the *properly fitting*, approved school uniform each day unless notice to the contrary is issued. In addition to meeting the guidelines set forth below.

Shirts must be tucked into pants, capris, shorts, or skorts. Pants must be worn on the waistline. Shorts and skorts must be the appropriate length (past the fingertips). When a student comes to school and is not dressed in the required uniform, the school will call the parents/guardians of the child and require that appropriate apparel be brought for him/her to change into.

Out of Apparel will be designated by the principal or pastor. When there is an Out of Apparel Day students may wear appropriate, modest clothing of their choice. Pants and shirts must fit appropriately. Bottoms should not be showing. Length of skirts should be taken into consideration. No Spaghetti Straps or Muscle t shirts.

Failure to follow uniform policy CAN result in a lunch detention.

Girls

Khaki or Navy Skorts.

Unisex

White, Grey, or Navy Pique Polo Shirts with plain knit collars. NO visible labels.

White, Grey, or Navy Cardigan Sweaters.

Khaki or Navy Pleated or Flat Front Slacks or Shorts with button through back pockets or no back pockets. Fabric must be stain resistant and wrinkle free. There is to be NO denim or corduroy fabric, NO flare pant legs, NO low riders, and NO cargo pants.

School uniforms MUST be purchased from the school uniform section of whatever store you choose.

School Sweatshirts—Approved embroidered school logo sweatshirts will be available to order at the beginning of the school year; however, St. Pius sweatshirts purchased in previous years will also be allowed. Sweatshirts MUST be worn over an approved apparel shirt. **ONLY** St. Pius X sweatshirts will be allowed to be worn at school. Students will be asked to remove sweatshirts that are not a part of the uniform. Students may wear plain crew neck or hoodie sweatshirts that do not have a logo or different colored stitching, zippers, etc. Wearing non St. Pius X sweatshirts CAN result in lunch detention.

Undershirts—If you need/want to wear an undershirt, it must be a **plain** white, navy, black, or gray T-shirt with short/long sleeves.

Hosiery—Plain dark (blue, grey, or black) or white socks; plain, no patterned, dark or white footed tights. **SOCKS MUST BE WORN.**

Hair -- Hair color must be a natural shade (black, brown, blonde, etc.) Students may not stripe their hair, have mohawks, wear feathers, have glitter in, or do anything else that will cause a distraction in the classroom.

Shoes—For your child’s safety, properly fitting tennis shoes are required for students at all times. Shoes must be tied or closed so that they will not/ cannot slip off. Snow boots are for outside wear (Tennis shoes need to be brought to change into).

Makeup—Makeup will not be allowed except for special approved days.

Jewelry—Studded earrings only. Students may wear a religious medal or cross as a necklace. NO plastic bracelets, rings, or watches that make noise.

Athletes—On approved game days, athletes and cheerleaders in grades 7 and 8 are allowed to wear their athletic shirts as provided by the school.

Band/Music Festivals—Band shirts or navy tops and khaki bottoms will be required for the performance. Students will be told ahead of time which tops should be worn.

Picture Day—Students’/parents’ choice of appropriate clothing can be worn for picture day. Remember, modesty is always the best policy.

Principal will make the final decision on dress code issues. All clothing must be properly fitting on regular and out of apparel days. Jeans may not have tears, wholes, or frays in order to be acceptable

for school. Special attention must be paid to how tight clothing is on a student's body. Girls and Boys must wear clothing that maintains the modesty that is appropriate for a Catholic School.

Non-school apparel will be designated by the principal.

School Parties

Birthday parties are not to be held during school hours for grades 1-8. Kindergarten students may bring a treat for the class. Arrangements should be made through the teacher.

Party invitations, unless inviting all class members, will not be distributed at school.

Planned parties for special occasions will be at the discretion of the teacher. Room parents will be asked to organize holiday parties in cooperation with the teacher.

Christmas party, grades K-8. Valentine party, grades K-8. No exchange of Valentines for grades 5-8. All snacks and treats will need to follow recommended guidelines of the school's wellness policy.

Sexual Abuse of Minors – DSP 5825

STUDENTS: Sexual Abuse of Minors

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

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

(1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community. It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy

and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular, the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB, and the Code of Canon Law.

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

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or

other church personnel. This includes four elements:

- (1) 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.

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.

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.

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 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.

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:

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:

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.

BRINGING AN ALLEGATION

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:

Address:

Chancery Office

Diocese of Jefferson City

2207 West Main

P.O. Box 104900

Jefferson City, Missouri 65102-4900

The Complete policy on sexual abuse of minors can be found, upon request, in the principal's office. It is included in the POLICY AND REGULATION MANUAL FOR SCHOOLS.

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.

Telephone Use by Students

Telephone use by students will be granted in case of necessity to notify parents of urgent matters only. Please have students make any “after school” social arrangements **before** coming to school. Cell phone usage during school will not be allowed. Cell phones may not be seen or heard throughout the school day. Cell phones that are seen or heard will be confiscated and taken to the principal's office. The student may pick it up after school. On the second occurrence, parents will have to pick up the phone. Cell phones are not to be used until students have left the school building.

Textbooks

All books for classroom use are furnished through the school. All textbooks must be covered at all times. Any damaged or lost book must be paid for by the student.

Volunteer Program

Each family at St. Pius X School is asked to volunteer a minimum of 10 hours to the school each year. Each family is to report quarterly the hours worked. A form will be sent home attached to the weekly email update. Volunteering is a great way of building a sense of community in our school and parish. Your time is valuable to your child's education. In order to help absorb the rising costs of educating the students of St. Pius, we need your support.

The following are ideas that can be used toward your volunteer hours:

Attending Home & School Meetings (please sign in.); room parents - organizers and workers; guest reader; helping in your child's classroom (contact your child's teacher); assist with before school recess duty; lunch room worker ; athletic coach; score keeper/volunteer worker at basketball games (concession, front gate, hall monitor); driver/chaperone of class field trips; Redono and social function volunteers; custodial work (summer hours applied toward next school year); school maintenance assistance (painting, cleaning, electrical, plumbing); snow removal; Foundation golf tournament volunteer; technology/computer assistance; Home and School officers; school board members; bookkeeper for volunteer hours.

If parents feel something they have done for the church should count toward their volunteer hours, they should submit a note to the school office for approval. We would prefer to have parents help here at school. The continued support by parents of St. Pius X School is deeply appreciated.

Please remember: to be able to volunteer you MUST take the Virtus; Protecting God's Children course. Beginning in 2016, this was required for at least one Kindergarten parent to take.

Library/Technology Acknowledgment

Please sign and return.

We have read and agree to abide by library policies and regulations.

Parent/Guardian

signature _____ Date _____

Children('s) Signature(s) _____

St. Pius X Catholic School's Handbook Acknowledgment

I acknowledge that I have received a copy of the St. Pius X Catholic School of Moberly, Missouri. Parent Handbook. I understand that it contains important information about St. Pius X 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. Pius X 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 Acknowledgment is to be signed and returned to St. Pius X Catholic School.)

Covenant of Trust

Between Parents, Students, and St. Pius X Catholic School

The Church identifies three authors of education: parents, the community, and the Church. Parents have the most serious obligation, provide the first knowledge of God, and lead their child to a knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society and so provides schools. The Church has a duty to educate so that they “promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human.” (Declaration of Christian Education, 3.)

At Baptism, parents accept the responsibility of training their child in the practice of the faith. Godparents promise to assist them, and the whole community also promises to assist with this responsibility. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children...” (Canon 793.1)

Catholic schools are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

“Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly...” (Canon 796.2)

Parents at St. Pius X Catholic school, aware, then, of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the faith. Practically, this means they will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child’s education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;

- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with the St. Pius X School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to have a love and concern for the needs of others;
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

St. Pius X Catholic School enters into a relationship of trust with each school family. This handbook provides the school’s framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

I hereby acknowledge that I have read this handbook and will abide by these regulations, that I have had an opportunity to ask questions about its contents, and that I will fulfill my responsibilities as the primary educator of my child as outlined in this covenant of trust.

Parent Name (print) _____ Signature _____ Date _____

Parent Name (print) _____ Signature _____ Date _____

I will fulfill my duties as a student at St. Pius X Catholic School and abide by the regulations in this handbook.

Student Signature _____
Date _____

Student Signature _____
Date _____

Student Signature _____
Date _____

