

**ST. STANISLAUS SCHOOL**

**PARENT-STUDENT HANDBOOK**

**2016-2017**

Revised July 2016

## I. MISSION AND PHILOSOPHY

### A. History

St. Stanislaus School was founded around the year 1882 by Father Hukestein. Construction on a new church was begun on September 7, 1881, and it seems likely that on completion of this structure, the old church was used as the first school. On September 14, 1898, a new school building was constructed with living quarters on the second floor for the Ursuline Sisters. In 1958, a new school and convent was built to take care of the educational needs of a growing community. In 1978, an addition was built to the school consisting of two classrooms, a library, a cafeteria, and a multi-purpose building. This same year, families from St. Margaret's Parish joined our school community. St. Stanislaus began a kindergarten in 1990 and an extended care/after school program in 1993. In 1997, a major expansion project was completed which included seven new classrooms and administrative offices. Major renovations to the existing school, cafeteria, and gym were also completed. In 2002, a new addition was opened consisting of a fine arts wing and kindergarten classroom.

### B. Mission Statement

St. Stanislaus School is committed to providing a strong Catholic education that is rooted in the Gospel of Jesus Christ and prepares students to live a life of faith, service, integrity, and leadership. The school endeavors to educate the whole child by developing the spiritual, emotional, social, intellectual, moral, and physical needs of the students.

(Revised May 2013)

### C. School Philosophy

It is the goal of the school to help prepare students for Christian living in this world. The school helps the students in preparing for life in the acquiring of the proper Christian attitudes and relationships in regard to family, community, work, country, and recreation. The school tries to inspire all students to feel good about themselves and others, to prepare to take a place in society where they can contribute to the betterment of others by their Christian leadership.

To keep abreast of technological advances, the school needs the continued financial support of the community. Parental support is vital in maintaining the high level of technology education.

Just as Jesus Christ was the greatest teacher of all, St. Stanislaus too, will try to maintain and build upon his morals and values.

### D. Development of the Whole Child

St. Stanislaus endeavors to educate the whole child, by developing the spiritual, social/emotional, intellectual, moral and physical needs of the students. Leadership is also included as a skill set for development of the whole child. The following are some of the ways the school meets these needs.

#### 1. Spiritual

- Group and individual prayer
- Daily class prayers
- Weekly liturgies
- Weekly all-school prayer services
- Preparation and participation in liturgies
- Paraliturgical services--Living Rosary, Stations of the Cross, Advent Wreath
- Gospel values presented through a well-planned religious curriculum
- Visits to classes by priest
- Preparation for the reception of the Sacraments of Eucharist and Reconciliation

#### 2. Social/Emotional

- Child oriented atmosphere
- Positive behavior
- Discipline plan which maintains the dignity of the child
- Meetings with parents of students experiencing problems to affect resolution

3. Intellectual
  - Aesthetic development encouraged
  - Needs of the exceptional child addressed
  - Sequential development of the curriculum
  - Use of multi-media and technological resources
  - Use of community resources
  - High academic expectations
  
4. Moral
  - Positive values and behavior reinforced
  - Pride in self and heritage
  - Choices in the light of the Gospel values
  - Family values promoted
  - Team play and fair play encouraged
  - Encouragement of values concerning Christian sexuality
  
5. Physical
  - Cooperation and good sportsmanship stressed
  - Encouragement of participation
  - Encouragement to exercise for fitness
  - Personal hygiene
  - Development of skills during physical education class
  - Encouragement of values in their physical development
  
6. Leadership
  - Introduction to the whole-school Leader in Me program
  - Encouragement to practice the 7 habits of the program and its specific language
  - Use the 7 habits as a self-discipline model
  - Opportunities to participate in leadership roles to further develop skills

DSP 1810

E. COMMUNITY AND EXTERNAL OPERATIONS: 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 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.

Revised June 1, 2015

## II. GENERAL ADMINISTRATION

### A. Educational Authority in the Parish

DSP 1305

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

Revised June 1, 2015

### B. Admissions

#### 1. 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.

Revised June 1, 2015

St. Stanislaus School does not discriminate on the ability of a family to meet the financial obligations for attending St. Stanislaus School. It is the parents' responsibility, however, to contact the pastor or principal if there are financial difficulties.

#### 2. Students with Special Needs

DSP 5701

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

Revised June 1, 2015

Revised August 10, 2010

#### 3. Admission Age

If entering kindergarten, the child must be five years of age before August 1 of that year. A child must be six years of age by August 1 for admission to first grade.

#### 4. Admission Policy

Students normally are admitted in the following prioritized order.

Level I Baptized children of contributing parishioners of St. Stanislaus or St. Margaret with an older sibling attending or who has graduated from St. Stanislaus. Contributing parishioner implies active participation in parish life/worship, and financial responsibility to the parish.

Level II Baptized children of contributing parishioners of St. Stanislaus or St. Margaret who are registered in that parish. (Includes families who register into either parish from outside the two parishes during the previous school year.)

Level III Children of non-Catholics or Catholic families who are not members of St. Stanislaus or St. Margaret, but have siblings already attending St. Stanislaus School and who will be paying tuition.

Level IV Baptized children of Catholic families who are not members of St. Stanislaus or St. Margaret, but are registered in local parishes and who will be paying tuition.

Level V Children of new non-Catholic families are admitted if there are openings after August 1.

Questions regarding policy will be finally decided by the pastor and principal.

#### Class Size Policy (revised July 2008)

Grades K-5 Class split recommended when class size reaches 25 students.

Grades 6-8 Class split recommended when class size reaches 30 students.

It is the desire of St. Stanislaus School Board and the administration to follow the class size guidelines mentioned above. St. Stanislaus School desires to maintain its tradition of one of the best student-to-teacher ratios in the Jefferson City area. Decisions regarding class size will be influenced by parish finances and class dynamics. The final decision regarding the size of classes rests with the pastor and the principal.

The school reserves the right to request the transfer of a child to a more appropriate level or educational setting if necessary to meet individual's needs.

#### 5. Participation in Religious Activities

*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.* DSP 6235

Parents are the primary educators of their children. Parents are the child's role model so it is very important that faith is shared and sacraments received. Attending and participating in parish/church, as a family, is vital.

Students have the benefit of religious education courses, daily prayer, and the opportunity to participate in Mass each week. Students, under the guidance of their teachers, plan the liturgy to be meaningful and appropriate for the day's celebration.

#### 6. Registration

Registration for admission to kindergarten at St. Stanislaus School occurs at the beginning of the second semester. Parents or guardians are required to present a birth certificate and an official baptismal record, as well as update immunization records.

Registration for the other grades takes place through a written registration form sent home during the second semester. The registration form and accompanying fees are due by May 30<sup>th</sup>. Enrollment is not considered complete until both of these are received. Registrations received after May 31<sup>st</sup> will be assessed a late fee.

New students fill out an enrollment form, present a birth and/or baptismal certificate and fill out a Release of Records form.

## 7. Proof of Guardianship

DSP 5201

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

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

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

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

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

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.  
Revised June 1, 2015

## C. Attendance

### 1. Arrival and Dismissal

Regular daily attendance contributes to academic success.

The school day begins at 7:45 a.m. Students are to be in their classrooms at that time. Supervision is provided at 7:20 a.m. for students. Morning Care: Supervision (6:55 a.m. - 7:20 a.m.) is offered for a fee.

The drop-off and pick-up points for students are as follows:

- a. Car riders are dropped off and picked up in back of school. Cars enter the back parking lot from Route W and exit Route B.
- b. Bus students will be picked up and dropped off in the front of school or on the side of school.
- c. Walkers leave school through the front door with supervision at the second bell.

Dismissal time for car riders is 2:55. Dismissal time for bus riders and walkers is 3:00. An authorized note from the parents dated on that specific day to the teacher is required if the child is not returning home in the USUAL DAILY manner--whether by car, bus, or walking. Students who walk home are to leave immediately. The students will board and leave buses in an orderly manner. The faculty is not responsible for students after 3:20 p.m. Students not picked up by 3:20 will be sent to After School Care and charged the current daily fee.

A. Absence

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

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

B. Tardiness

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

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

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

Revised June 1, 2015

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

DSP 5220

No child is to be out of school except for sickness or some other satisfactory reason.

A written excuse is required for all absences and tardiness. These are kept on file. The excuse is to state the reason for the absence and is signed by the parent. If a child is absent, he/she is responsible for making up missed assignments in a timely manner. When a child is absent, the school is to be called at 636-7802, no later than 8:30 a.m. Parents can feel free to leave a message on the answering machine. This facilitates the routine lunch count check which takes place each day. If a child is tardy or absent 5 or more days per quarter, a parent conference will be held.

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.

DSP 5211

3. Early Departure

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

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

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

Revised June 1, 2015

Students who need to leave early are to have a written excuse which is approved by the office in the morning when the school day begins.

No student is sent home except for illness or other serious reasons. In such cases the parent or guardian is notified.

All students are to wait in the office for pick up for early dismissal to be signed out by parent or guardian before departing.

No student is ever permitted to leave the school grounds without permission of the Principal.

#### 4. Tardiness/Early Departure

It is the parents' responsibility to see to it that their children arrive at school by 7:45 a.m. Children are considered tardy if they arrive in the classroom after the 7:45 a.m. bell rings except in the event of a late bus arrival. Students who have accumulated more than 15 tardies will make up time for any tardies thereafter. If a child is tardy or absent 5 or more days per quarter, a parent conference will be held.

#### 5. Inclement Weather

When weather conditions make it necessary to close school, the cancellation or snow schedule will be announced by the local media and by parent alert networks. St. Stanislaus School normally follow Blair Oaks snow schedule. In some cases, however, school may be in session with NO BUS SERVICE.

During extreme winter or summer weather, it may be necessary to dismiss early. Radio and television will announce the closing time.

### D. Health

#### 1. Health Records – Immunization Requirements

All students are required to be appropriately immunized. The immunization requirements are in accordance with the regulations established by Missouri Department of Health and Senior Services. The school must maintain a record of current immunization status of all students.

All students must be properly immunized before the first day of school. Students not properly immunized will not be permitted to attend school.



## 2. Health Services

During the course of the year, screenings maybe done as resources are available.

Financial assistance is available for those who qualify for dental and eye care, shoes, and immunizations. Contact the principal for information.

## 3. Illnesses

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

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

- \*Fever of 100 degrees or over (see following\*)
- \*Vomiting (see following\*)
- \*Diarrhea (see following\*)
- Undiagnosed rashes
- Fainting
- Red, inflamed eyes (pink eye) until diagnosed and treated, if necessary
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Ringworm
- Head Lice (excluded, until proper medicated treatment has been initiated, and all nits removed)
- Scabies (excluded until appropriate medical treatment)
- Common childhood diseases - State Regulations
- Chickenpox - (excluded for seven (7) days from onset of rash)
- Strep Throat - (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)

\*Students with elevated temperatures, vomiting or diarrhea, are asked to be kept at home until they are symptom-free for twenty-four (24) hours. Many children are sent home ill one day, return the next, and need to be sent home again because they have not recovered.

The school office appreciates parents sharing the diagnosis and treatment of children sent to physicians so we can be alert to possible problems in other children (pink eye, head lice, strep throat, worms, etc.)

## 4. Chronic Infectious Conditions

In cases of chronic infectious conditions such as AIDS, Hepatitis B, etc., St. Stanislaus School will have a team to meet and advise the principal. The team shall consider the current recommended policies and procedures of the Missouri Department of Health that are appropriate to the situation. Members of the team shall consist of the following: student's parents or legal guardians, student's physician, principal, pastor(s) of the parish(es) involved, and a public health officer.

## 5. Medicines

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.

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

Revised June 1, 2015

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

- Do not send medicine to school unless it is absolutely necessary.
- When medicine is sent to school, it must be in the original container with the name of the child, physician's name, name of the medicine, dose amount and the time when it is to be given.
- Medications must be accompanied by a written consent from parent for staff to administer medication.
- Medicines that need to be given three times a day will need to be given at home: before school, after school, and at bedtime.

#### 6. Insurance

A Student Accident Insurance Program is provided for all students. Costs are included in annual school fees for the school year.

#### 7. Accidents and Serious Illness at School

An Emergency Medical Form for each child is to be completed and returned to school annually by the first day of school. This form gives permission to the school to proceed with emergency medical care when necessary.

When a student becomes ill or meets with a serious accident, the principal or teacher in the absence of the principal will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and / or if the child's condition demands immediate attention, the principal and / or teacher will call for emergency medical help and will direct standard first aid procedures by a qualified person if these are essential to the student's well being.

If any information on the Emergency Medical Form needs revision, it is to be sent as soon as possible.

#### E. School Support

The financial stability of the school is absolutely necessary. The school is financially supported through stewardship efforts of our parish to maintain a quality education. An admission fee is payable in two installments, with the first due by May 1st, and the second due by August 31st. For students who are not parishioners of St. Stanislaus or St. Margaret's, tuition will be assessed.

#### F. Playground /Gym Rules

Gym Rules include but are not limited to:

1. Remain in assigned area. Students must stop playing when bell rings and quietly return to classrooms.
2. No hard balls, large or small, are permitted unless deemed admissible by the supervising teacher.
3. Permission to leave the gym is required from the supervising parents or teacher.

4. Running or jumping on, under, over and about bleachers is not permitted. Climbing or standing on closed bleachers is damaging to the understructure.
5. At all school activities held after school hours, students participating or observing must stay in the gym until the event is over. A parent or coach must be present from school dismissal until the event starts or departure for away activities. During practices only participating players, parents and coaches are allowed in the gym. At away activities, students must remain in the gym until the event is over.

G. Phone Calls

The school telephone is for emergency contact only. Students are not allowed to use the telephone without expressed permission of the teacher. Calls from parents to the teachers are to be made between 7:35 a.m. and 3:20 p.m.

H. School Property

Respect for property - desks, walls, books, playground equipment, carpets, bulletin boards, etc., is of utmost importance. Non-consumable textbooks must be covered. Book bags are needed for protection of books.

Any student who is responsible for damaging any parish property, be it inside or outside the buildings, will compensate the damage as is estimated.

I. Lunch Program

Hot lunch is served daily through the Federal lunch program. The cost of lunches is necessarily determined each school year. Please check the August bulletin and parent letter in the fall for the current cost of lunches and milk. Families may choose to purchase school lunches through the cafeteria or they may choose the opt-out program.

The opt-out program is a commitment by families to send a lunch to school with their child for the year. Home lunches brought to school are to be nutritious. Refrigeration is not available for home lunches. The schools microwaves are not available for home lunches.

For health reasons students are not to share lunches.

(revised July 2013—School Board)

Lunch money is to be brought to school on the first day of each month payable to St. Stanislaus School Lunch Program. There will be nine (9) equal payments: August(includes May) through April. Payments not made by annually specified dates are charged a late fee. Quarterly report cards and/or permanent records will normally be withheld until all payments are made.

Families who qualify at any time during the school year are eligible for reduced-price or free lunches. Application forms are sent in the August packet and are available from the school office upon request.

J. Supplies

A supply list is sent home each year. A few of these supplies are ordered through school. These specific items will be given to your child on the first day of school with a note indicating the amount due. Money for these supplies is to be sent to school in a marked envelope the first week of school payable to St. Stanislaus School. Please put your name on this envelope.

K. Bus

Bus service is provided by D and K Bus Service. Bus fees are determined by them and are published in the August bulletin. Checks are due the first day of each month payable to D & K Bus Service, and mailed directly to them at 5700 Blackberry, Jefferson City, MO 65101. The bus service is an independent service and is not affiliated with St. Stanislaus School. For bus service, parents/guardian are responsible to contact D&K Bus Service.

L. Asbestos

This statement serves as annual notification. The asbestos management plan for St. Stanislaus School is available for public review in the school office. All areas of the school that are identified in Section III of the management plan as asbestos containing building materials (ACBM) or materials assumed to contain asbestos (ACM) are regularly inspected in May and December of each year.

(July 2008)

M. Electronic Policy for Students

St. Stanislaus School strongly discourages students from bringing electronic devices such as cell phones, MP3 players, CD players, electronic video games, cameras, video cameras, and other similar devices to school. If any of these items are seen or heard during the school day, the item will be confiscated and held until the end of the day. With the second offense, the item will be confiscated and held until claimed by a parent. Continued abuse of this policy by any student may result in disciplinary action. The school will not be responsible or liable for damage, loss, or theft of such property.

(May 2009 School Board)

N. Fundraising Policy

The School Board of St. Stanislaus School recognizes that the school engages in fundraising activity from time to time. In order to comply with federal, state and local laws, as well as applicable ethical norms regarding fundraising activity, the Board has established this fundraising policy.

St. Stanislaus School Board coordinates and directs the annual plan of fundraising activities for the school. The Board shall annually review all fundraising activity.

The school board will analyze the fundraising activity upon the three following criteria:

1. The activity must not detract from or conflict with the greater fundraising efforts of the parish.
2. The activity does not take too much student, parent, faculty, or administrative time.
3. The activity is for a purpose that is not covered through the annual operating budget of the school.

(May 2013 School Board)

N. Student Records

Cumulative Records

Cumulative records are maintained on each student. These records include basic information (birthdate, address, telephone, etc.), standardized testing results, and yearly academic progress.

When a student transfers to another school or after finishing eighth grade, a copy of the permanent record is sent to the new school. The original is kept in the inactive files. Records may be held if there are overdue fees including, but not limited to, hot lunch fees, admission fees, supply fees, and after care fees.

Confidentiality

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 chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Revised June 1, 2015

St. Stanislaus School follows diocesan policy in regards to access to records. The school shall:

- Provide parents and students access to student's progress records (e.g.: cumulative record card, health records)
- Obtain written consent of parents before any student records are released.

O. Emergency Procedures

Fire, tornado and earthquake drills are held periodically during the school day. Emergency signs are posted throughout the building.

III. COMMUNICATION

Cooperation between home and school is essential. Cooperation begins with communication. The following are our ways of communication with parents.

A. Meetings

Home and School Meetings are held four times a year.

Sacramental meetings for parents of students preparing to receive sacraments for the first time are scheduled. These meetings are mandatory.

School Board Meetings are held once a month, the date and time of these meetings is published in the Parish Bulletin.

B. Weekly Family Folders

To facilitate effective and timely communication with school families, weekly family folders will be used. Each Wednesday during the school year, the Family Folder will be sent home with the youngest child of each school family. Included in the folder will be vital school information: The St. Stan Star, schedules, events, calendars, and etc. Parents are invited to return forms or send information back to school through the folder. The Family Folder is returned to the homeroom teacher each week by Friday.

C. Notes to Oldest/Youngest Child

Information is sent home from school with the youngest child in each family. Information that needs to be signed and/or returned should be done so in a timely manner.

D. Conferences

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.

*DSP 5405*

Parent-Teacher conferences are held at the end of the first quarter of school.

A parent may request a conference at any time that is necessary. This must be made in advance. Parents are encouraged to make conferences with teachers.

E. Report Cards and Mid-Quarter Reports

Report cards are issued quarterly. The envelope must be signed and returned to school within a week. Report cards will be held for outstanding fees. Midway in each quarter a progress report is sent home to the parents of student in grades 3 to 8.

E. 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.

G. Administrative Recourse: Grievances

DSP 1901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

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

Revised June 1, 2015

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

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

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level,

equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

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

D. Procedure

1. Informal Attempts at Resolution

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

2. Formal Grievance Procedures

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

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.

Revised June 1, 2015

DSP 1902

#### COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

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

Revised June 1, 2015

#### IV. INSTRUCTIONAL PROGRAM

##### A. Curriculum Policy

The primary goal of the instruction program is to provide those learning experiences which are best for developing the values, attitudes, knowledge, and skills necessary for the student's moral, intellectual, social, emotional, spiritual, and physical development. Consistent with the diocesan policy, the following are taught as a regular course of studies:



religion, human sexuality, language arts, social studies, science, math, physical education, music, art, and computer skills. The skills taught in each of these areas are in accordance with the Diocesan Curriculum Guide. St. Stanislaus School is engaged in the Leader in Me process which develops individual character and habits through leadership activities.

B. Religious Education Program

Religion classes are scheduled daily. Attendance at Mass does not take the place of religion class. The texts have been selected from those approved by the Diocesan Religious Education Office and classes follow guidelines set by this office.

C. Testing

St. Stanislaus utilizes a standardized testing program for grades 3-8, which are given in the Fall of the year. Tests of Educational Ability are given to grades 3, 5, & 7 at the same time as the standardized tests. ACRE tests are administered to grades 5<sup>th</sup> and 8<sup>th</sup> each year.

D. Class Work

Every class period is vitally important in a school day. Every assignment has a definite educational purpose. While students may not understand this, parents do. Parents can help their children and the teacher a great deal, by insisting that each task be taken seriously and done carefully. The children's work sent home should be inspected by the parents. Periodically the teacher may request a written comment from the parents.

F. **Homework Policy and Guidelines (Revised August 2011)**

**St. Stanislaus Homework Policy**

St. Stanislaus School utilizes homework to reinforce our Catholic values and achieve academic excellence.

By design, homework is a valuable way to increase students' opportunity to learn, discover, and enrich their daily life. In addition, homework has the ability to assist students in their development of self-discipline, responsibility, organizational skills, and self-esteem as it lays a foundation for life-long learning.

By definition, **homework** shall be:

- meaningful and relevant;
- purposefully planned to minimize student overload;
- communicated clearly by the teacher;
- differentiated to meet individual student learning style and need; and
- reviewed by students, parents, and teachers in a timely manner.

**Procedure, Guidelines & Timeframe:**

Homework is not necessarily limited to pencil and paper tasks, and can be normally defined within four main categories: completion, practice, preparation, and special projects etc. Homework may also include a variety of other activities such as reading, recall, observation, review, research, interviewing and studying.

***To serve as a general guideline***, it is suggested that students spend an average of 30 minutes in the primary grades (K-3); 45 min to 1 hour in the intermediate grades (4/5); and 1-2 hours in the junior high grades (6-8<sup>th</sup>), doing homework each evening.

Keep in mind, a student may spend more or less time depending on a multitude of variables, such as: attentiveness and clarity of expectations at school, home environment, stressors, timing, and ability and aptitude pertaining to subject matter. If you are unsure or answer yes to any or all of the following questions, please contact your child's teacher to clarify homework expectations:

Questions to consider that alert the need for communication:

1. Does the child understand the directions of homework?
2. Does the child understand the concepts of the lesson?
3. Does the child demonstrate a level of frustration on a regular basis?
4. Does the child seem confused about the expected organization of class materials?
5. Does the child communicate a difficulty of keeping up with the teacher or other students?

*\* Note - if a child consistently spends more than the aforementioned time completing their normal homework assignments, and/or is repeatedly frustrated with his or her workload, the teacher is to be contacted to discuss the situation.*

## **Roles & Responsibilities:**

Homework is a commitment between the student, parents, teachers, and the principal. All have responsibilities in the process. They are:

### **. Student's Role**

1. Ensures homework is recorded and all expectations are clearly defined and understood.
2. Sets an appropriate, regular time aside each night for homework completion.
3. Completes work individually, with the exception of family assistance where applicable.
4. Turns in all assignments on time; understanding of the consequences will be accepted and shared with parents.
5. Communicates with parents, teacher, and principal as to the state of progress and/or frustration as soon as it arises.

### **Teacher's Role**

1. Ensures homework expectations are clear to all students; when appropriate, encourage students to utilize planners to record daily assignments.
2. Provides consideration and alternative methods for individuals with specialized needs and diverse learning styles.
3. Utilizes homework as an opportunity for learning and development, not for disciplinary reasons or punishment.
4. When assigning homework, consideration may be granted for "special circumstances" as designated by the school and/or dioceses; (examples include - Advent Program, School Play, Home & School Meetings, Catholic Bowl, Catholic Schools Week, etc.) Additional consideration may be given on an individual case-by-case basis as formally agreed upon by parent, teacher, and principal. All decisions will be made in the best interest of the child.

### **Parent's Role**

1. Sets aside a specific time each evening conducive to learning for your child to complete homework.
2. Is available to assist child without doing the work for him/her.
3. Demonstrates interest in the child's learning by talking about his or her school day, and by:
  - a. Reading to and with the child from a variety of materials to develop cognitive, linguistic, and creative facets of their learning.
  - b. Demonstrating and involving children in examples of literacy and numeracy in daily routines, (e.g. reading the newspaper, writing grocery lists, review budgets/costs etc.)
  - c. Providing hands-on activities for young children such as preparing food, making arts and crafts, and playing letter and word games.
  - d. Being aware of and limiting television and other "technology time" exposure that is nonproductive, especially if the child is having difficulty completing school work.
4. Contacts the child's teacher – parents are the primary educators of their children – if concerns or questions arise about homework, the 1<sup>st</sup> Step to alleviate concerns is to *initiate* open communication with the teacher.

### **Principal's Role**

1. Communicates homework policy to staff members, students, and parents.
2. Encourages active and regular communication between teachers, students, and parents.
3. Observes use of homework during routine class visits.
4. Reviews homework samples periodically.
5. Maintains an open-door policy for any student, parent, or teacher with related concerns.

It is the commitment of all of the aforementioned parties to support and uphold their responsibilities in the effort to ensure an optimal culture of learning and continual development for each and every student and family of St. Stanislaus School. (August 2011)

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

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

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

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

Revised June 1, 2015

G. Textbooks

As property of the school, textbooks are on loan to the students, who are responsible for their care. Lost or defaced books must be replaced at the student's expense. Books must be covered at all times. The fine for uncovered books is \$1.00 (after a warning).

INSTRUCTION: Educational Outings, Field Trips, 8<sup>th</sup> 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.

Revised June 1, 2015

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

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

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

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

If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the *Protecting God's Children* program and read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

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

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

Revised June 1, 2015

Field trips are educational experiences for the students. They are outings that enhance the regular curriculum. Field trips are a privilege. Students may participate in field trips or school sponsored activities if they exhibit proper behavior at school.

Teachers will send home a field trip form that gives the information for the trip. The bottom portion of the field trip form must be filled out and signed by the parents/guardians. The signature of the parents/guardians indicates their permission for their son/daughter to go on the field trip. If the signed form is not returned in time for the field trip, the student will not be allowed to go on the field trip. The school, drivers, and chaperones are not liable for any accidents.

On the field trip, all school rules are to be followed. Failure to comply may result in the loss of privileges to go on other field trips.

I. Birthdays

In accordance with the St. Stanislaus Wellness Policy, food items brought for birthday celebrations should make a positive contribution to the children's diets and health. Neither soda nor more than one item is to be sent for a birthday treat. Items are to be pre-cut or are to be individual servings. Napkins or plates are to be provided. Floral/balloon deliveries will not be delivered to the child until the end of the school day. Party invitations are not to be sent to school unless all students in the class receive one.

J. **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.**

**May 24, 2016**

### Dress Code Requirements

<p>Pants</p> <p>Skirts</p> <p>Shorts</p> <p>Jumpers</p>	<p>Cotton, cotton-polyester or corduroy.</p> <p>Solid colors.</p>	<p>Navy Blue</p> <p>Khaki</p> <p>Light or dark tan.</p> <p>(No dark brown or olive green)</p>	<p>If there are belt loops, a belt with a buckle must be worn. If pants were designed with belt loops, there is to be no cutting of loops.</p> <p>Capri pants may be worn if not tight fitting. Stretch pants worn by kindergarten only.</p> <p>Skirts and shorts must be fingertip length of the longest finger with an open flat hand.</p> <p>No denim, fleece, sweat, nylon, overalls or leggings.</p> <p>Must be of appropriate and modest fit.</p>
<p>Shirts</p>	<p>Approved polo shirts are required for the 2015-2016 school year.</p> <p>Approved shirts are Land's End products.</p>	<p>Blue</p> <p>white</p>	<p>Shirts must be long enough to be tucked in and stay tucked in.</p> <p>Writing on undershirts must not show through. Undershirts must be WHITE. Undershirts must only be seen at the neck. No 'layered look' (a short sleeved shirt worn over a long sleeve shirt).</p> <p>Shirts MUST NOT be tight fitting.</p>
<p>Sweaters</p> <p>And</p> <p>Sweatshirts</p>	<p>Long or short sleeves</p> <p>Only St. Stanislaus sweatshirts are allowed.</p> <p>No hooded sweatshirts are to be worn in the classroom.</p> <p>Vest, cardigan, V-neck or crew neck sweaters.</p> <p>Long or short sleeves</p>	<p>Solid colors only.</p>	<p>Must be worn with approved logo shirt (see above)</p> <p>Logo/lettering not to exceed 2"x 2". Must not be suggestive or advertising alcohol, tobacco or drugs.</p> <p>NO jackets worn in the classroom.</p> <p>Sweat shirts are to be school logoed, purchased through the school only.</p>
<p>Socks</p>	<p>Socks (knee or ankle) or tights.</p>	<p>Any color</p>	<p>White tights may be worn under a skirt, jumper or pants.</p> <p>Ankle socks are to be worn with shorts.</p> <p>No hose.</p>

Shoes	Tennis shoes must be worn for Physical Education classes and should be worn on those days.	Any color	For safety reasons, no boots, crocs, sandals, heels or backless shoes are allowed. Must be clean and suitable for play. If the shoes have laces, they must be tied.
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***Pants, Skirts, Shorts, and Jumpers:***

*“Must be of appropriate and modest fit” means that they should not be skin tight or so loose that are “sagging”, revealing in any way, or too low cut to tuck in a shirt and keep tucked in. Pants with rivets cannot be worn. Frayed hems are not acceptable on any garments.*

***Belts:***

Belts can be any color but must have a buckle. No sashes or tie string belts are allowed.

***Shirts:***

*Any shirt that comes untucked consistently due to normal movement is too short. If a student cannot raise his/her arms above his/her head without the shirt coming untucked, it is too short.*

*Undershirts must not stick out from under the sleeve of the collared shirt, even if it is a short sleeve undershirt. All undershirts must be white.*

*“Tight fitting” is considered to be any shirt that adheres to the majority of the torso from waist to shoulders, or is considered too tight or revealing in the chest area. Undergarment color is to be visible through the shirt. Shirts are to be buttoned appropriately above the chest.*

***St. Stanislaus sweatshirts may be worn in the classroom.*** *Sweaters, sweatshirts, and jackets are not to be worn around the waist in the classroom or in church. Jackets are not to be worn in the classroom.*

***Socks:***

*Socks can be any color but must be worn in an appropriate non-distracting manner.*

***Shoes:***

*No heels. Tennis shoes are preferred and if the shoe has laces they must be tied appropriately.*

***Dress Down Day:***

*The same guidelines for modesty and appropriateness apply as above. Students may wear jeans, shorts, t-shirts, etc. Clothes should have no inappropriate advertisements, logos or lettering across the seat of the pants or shorts. All shirts must have sleeves. For safety reasons, shoes on dress down days will follow regular dress code.*

Revised July 2015

J. DISCIPLINE

DSP 5305

STUDENTS: Catholic Faith and Moral Standard

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

Revised June 1, 2015



A. Philosophy - Discipline-Discipleship

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

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

The school believes the area of personal growth and discipline is important both at school and at home. A family is a strong influence on developing responsibility, conviction, courage, and faith. In fact, without the family, it is doubtful that the school can substitute for a lack of family leadership in these areas.

It is evident that home and school working cooperatively in fostering these virtues have the best chance for success with children.

*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.*

DSR 5310

B. Behavior Code:

A Christian student treats others as they wish to be treated by others. This includes:

- playing fairly and refraining from fighting at all times
- complimenting others and using good positive comments, not vulgar or profane language
- walking quietly to and from church
- being orderly in the classroom, in the hallways, lavatories, cafeteria, and on the playground
- acting respectfully toward all other persons, teachers, volunteers, staff, guests, and fellow students, not bullying with words or actions
- treating all school property (buildings, furniture, books) and other property with respect and not defacing property or littering

A Christian student is honest and truthful:

- doing his/her own best work, not cheating or copying, assuming responsibility to his/her own actions
- encouraging others to do their best

A Christian student demonstrates responsibility for:

- doing work assigned on time and to the best of his/her ability
- having all necessary materials with him/her in class and at school
- obeying others assigned to duties (bus drivers, cafeteria helpers, and playground supervisors)
- following the rules of the classroom and school
- appropriately representing the school and community

A Christian student acts safely by refraining from:

- bringing anything that might be considered a weapon to school
- using any illegal drugs or misusing legal drugs
- distributing any drugs to others
- leaving school or assigned areas without permission
- using radios or other electronic devices at school
- throwing snowballs, rocks, or any type of dangerous objects
- games which involve tackling, pulling and knocking each other down

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.

DSP 5315

### C. Classroom Expectations and Consequences

Each teacher is primarily responsible for his/her own classroom discipline. At the beginning of each school year, each teacher will submit his/her classroom management plan to the principal for his approval. The principal will keep a copy of each teacher's plan on file.

During the first week of school, teachers will make students and parents aware of the various rules and regulations the students are required to follow and the subsequent, consistent consequences for not following those rules and regulations. These rules and regulations set a tone whereby all students can learn in a positive atmosphere.

In addition, the teachers and principal will normally meet during one of the August in-service days and agree on a few good rules which will be enforced by all teachers on a consistent basis at recess, in the halls, the corridors, in the cafeteria, in church, etc.

### D. Explanation of Consequences

Violation of St. Stanislaus' rules and behavior guidelines may be referred directly to the principal for action. Action taken by the principal will follow these guidelines.

1. General Discussion – The principal, or principal and teacher talks to the student about the incident with emphasis on getting the student's input and reaching an agreeable method of resolving the problem. The student is notified that he or she is being placed on probationary status, and if additional incidents occur, appropriate disciplinary measures will be implemented. The student is temporarily removed from class.
2. Parent Conference – Parents are formally notified of the incident and a formal meeting between the parents and school administration/staff. When appropriate, the student will be present.
3. Revoke Privileges – Student is denied specific privileges, such as recess, class activity/program or event.
4. Payment of Damages – Student is required to pay restitution for damages caused from improper behavior.
5. After-school detention – Parents will be notified prior to the student being required to serve detention. After-school detention may be assigned by the principal with input from teachers and parents. (Teachers may assign detention with parental cooperation.)
  - a. Detention will be served in one-hour increments 3:00 to 4:00pm.
  - b. Pupils will be assigned work during detention
  - c. Students may request tutorial assistance from the supervising teacher, provided others are not disturbed and a quiet atmosphere is maintained.
  - d. Parents will be responsible for picking up their child at an agreed time.

### E. Suspension

Normally a student shall not be suspended by the principal until there has been a conference with the parents or preferably with the parents and student. In case of behavior that endangers the safety and well being of the individual student or other students, he/she can be suspended without parental contact. The school will use a form of in-school suspension, when possible. The time period of suspension should not exceed five (5) consecutive school days. A written record of the reason for the suspension with the date and a summation of the parent conference shall be kept in the student's file.

### F. Expulsion

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

DSP 5360

DSR 5360

## STUDENTS: Dismissal and Expulsion

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.

Revised June 1, 2015

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

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

## VI. ORGANIZATIONS

### A. Home and School Association

*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.*

DSP 1430

This organization promotes the welfare of children and youth in home, church and community. It promotes a clearer understanding of the mutual educational responsibilities of parents and teachers. It encourages the home and school to a greater degree of cooperation in discharging their responsibilities. And, it cooperates with other organizations and agencies concerned with child welfare and work to secure adequate laws for the care and protection of children and youth.

The Home and School Association normally meets three to four times a year. At least one parent from each family is encouraged to attend.

B. School Board

The School Board is an advisory and supportive body operating educational programs subject to such regulations that proceed from the Ordinary of the Dioceses, the Diocesan School Office, and St. Stanislaus Parish Council. The School Board recognizes that its primary function is the determination of general policies, plans and programs for the school. The Board will exercise general supervision of the school but the details of administration, supervision, and instruction will be carried out by its educational personnel.

The School Board meets each month during the regular school year. Any members of the parish or school staff is permitted to voice an opinion at a board meeting by notifying in writing the pastor or president of the Board two days prior to the meeting.

C. Athletic Committee

The Athletic Committee is composed of at least six people, three men and three women elected by the Home and School Association. All persons will serve three years. The head coaches of each team will be members-at-large. The Athletic Committee oversees selection of coaches, outlines their responsibilities, ensures athletes' enrollment and grade level and establishes practice guidelines and sportsmanship qualifications. A school employee is designated as the Athletic Director and coordinates all athletic activity with the Athletic Committee. Although the Athletic Committee and Athletic Director oversee the stated activities the principal has the final say in approval of all decisions and guidelines.

(Revised May 2013—School Board)

VII. STUDENT ACTIVITIES

A. Mass

The Mass is an integral part of the school program. Each class attends Mass one or two times a week. Parents are always welcome to attend the school Masses. The classes rotate planning of the Masses.

B. Athletics and Extra-Curricular

1. Sports and Extra-Curricular

St. Stanislaus is fortunate to have both men and women who provide, supervise, and operate a fine athletic program and extra-curricular for both boys and girls. Any student in grades 5-8 who wants to take part in these events is eligible. They are required to cooperate with school policies in regard to sportsmanship, discipline, and keep up with what they are capable of doing in class work.

Before a student participates in school sports a release must be signed by parents or guardians authorizing necessary medical treatment. Conduct of students at events is the responsibility of the coach, parent and/or moderator.

A physical is required before participation in an athletic program at St. Stanislaus is allowed. Physicals are good for 12 months from the date of the physical; a physical obtained prior to volleyball/cross country is sufficient for basketball, cheerleading and track & field as well.

For copies of Athletic Committee forms and guidelines, see appendices A B, C, D, E, F, G and H.

2. Ineligibility

No student may participate in any athletic or extra-curricular activities on days when he/she are absent from school. This applies to all activities, practices, and games.

The teachers, principal, and parent(s) will decide each player's eligibility. The teachers are to communicate with the principal concerning each player's eligibility; the principal will communicate with the coach and player:

- a. Achievement according to ability
- b. Completed homework
- c. Quality of homework (neatness)
- d. Behavior in accord with school policy

The coaches are responsible for deciding if a player is eligible according to guidelines that include but are not limited to:

- a. Use Christian language and actions
- b. Show respect for property and all persons involved
- c. Exercise self-discipline in attitude

The coaches, teachers, or committee members may deem a player ineligible for any reason not already mentioned.

#### C. After School Care

St. Stanislaus School offers for a fee an After School Program to students in Early Childhood through Grade 8 from 3:00 p.m. to 5:30 p.m. (Revised May 2013)

### VIII. HARASSMENT

DSP 5820

#### STUDENTS: Harassment/Bullying

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.

Revised June 1, 2015

## STUDENTS

### Prohibition of Bullying

(Approved by St. Stanislaus School Board, March 2016)

St. Stanislaus School is committed to a safe, learning environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying during the school day, on school grounds, or during school related activities.

All St. Stanislaus School students are required to participate in an anti-bullying program annually. Parents and students will sign an anti-bullying commitment.

Bullying is the intentional action by an individual or group of individuals to inflict, physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including verbal, nonverbal, telephone, writing, cyberbullying, or via electronic communications with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, (such as the use of objects) although touching may be included.

Bullying can take many forms including: slurs, rumors, jokes, exclusion, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

“Intentional acts” refer to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Students who violate the bullying policy above will be subject to disciplinary action which could include: loss of privileges, detention, suspension (in or out of school) expulsion, and law enforcement contact.

Anyone, including but not limited to, parents, students, and employees of St. Stanislaus School is required to report any instance of bullying when one has first-hand knowledge.

## IX. STUDENTS: Sexual Abuse of Minors

DSP 5825

DSP 5825 PASTORAL POLICY REGARDING ALLEDGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY is found in its entirety in Section A of this handbook.

Revised June 1, 2015  
May 7, 2004

INSTRUCTION: Athletics

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

May 24, 2016

INSTRUCTION: Athletics

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.

Revised May 24, 2016

## X. Conclusion

As the purpose of the Catholic school is to give the students evidence of the love of God as it is expressed for them through others, the cooperation of parents, teachers, and students is essential. These regulations are meant for the good of the student and to help achieve the objectives of St. Stanislaus School.





**ST. STANISLAUS SCHOOL  
ATHLETIC PROGRAM**

**VALUES OF THE ATHLETIC PROGRAM**

The athletic program shall be such that it teaches self-discipline, good sportsmanship and fairness; and that it instills in students Christian values and behavior. Especially at the elementary level; participation, skill development and teamwork shall be emphasized more than competition.

**GUIDELINES FOR THE ATHLETIC COMMITTEE**

The Athletic Committee serves as a sub-committee of the school board, with one member of the school board serving as a non-working member of the Athletic Committee.

A Committee of six people will be elected by the Home and School Association, with each member serving a three-year term, at the March Home and School meeting each year (terms will begin immediately). A committee member can be on the Athletic Committee for two consecutive terms, but must sit out one year before a 3<sup>rd</sup> term. If an Athletic Committee member resigns or is unable to finish his/her term, the Athletic Committee may solicit a new member, with the approval of the principal. One member of the School Board serves as a non-working member of the Athletic Committee. An Athletic Committee member can also serve as a head coach. The Athletic Committee will provide regular reports; including plans, activities, and balance sheet to Home and School Association. Head coaches will be agreed upon by the Athletic Committee, with each head coach being allowed to pick his/her assistant coach, to be approved by the Athletic Committee. Head coaches must be over 18. If someone 18 or under wants to coach, he/she can be an assistant coach, but a responsible adult must be present at practices and games. Same grade level volleyball and basketball teams will be chosen evenly by the teams' head coaches, under the direction and final approval of the Athletic Committee. The Athletic Committee will address special circumstances through the principal.

**FIFTH THROUGH EIGHTH GRADE VOLLEYBALL AND BASKETBALL**

Athletic Committee will provide up to \$100 per team for non-St. Stanislaus tournaments.

Tournament teams representing St. Stanislaus must use their regular league roster. For grades having two teams, the Athletic Committee strongly suggests that teams not be combined for tournaments. If teams are combined for tournaments, they should not wear St. Stanislaus uniforms, they should not practice during times allotted for St. Stanislaus team practices and the Athletic Committee will not provide entry fees into tournaments.

Only two practices per week are allowed. Practice will not last any longer than the scheduled practice time, or no later than 9:00 p.m.

If a team will not have enough players for a game, it is allowable for a player to “play-up”. However, the St. Stanislaus Athletic Committee requires that the coach needing a player contact the Chair or Vice-Chair of the Athletic Committee, who will then contact the league to inform them so if there are issues of the team not using its submitted PAL roster, the league knows in advance. Also, the St. Stanislaus Athletic Committee requires that the same player cannot “play-up” repeatedly; a different player must be used each time if a team requires additional players more than once.

Athletes representing St. Stanislaus must wear the uniform they’re provided.

When athletes are dropped off for practice, they must remain in the gym, out of the way of and not disturbing whatever else is going on. Athletes should not be dropped off for practice before a coach arrives. If athletes arrive for practice before a coach, a parent must remain with the athlete to provide supervision until a coach arrives.

Athletes must remain in the gym after their practice ends until a parent comes in to get them; athletes are not allowed to leave the gym on their own to go to their ride after practices.

Parents need to arrive before practices end. Parents who consistently arrive late will be reported to the Athletic Committee and the issue will be addressed with the parents.

NOTE: Seventh grade teams will play junior varsity; Eighth grade teams may play varsity or junior varsity, at the discretion of the coach and with approval from the Athletic Committee.

### **EIGHTH GRADE CHEERLEADING**

Cheerleading primarily occurs during 8<sup>th</sup> grade boys games. However, it may also occur during 7<sup>th</sup> grade boys games, 7<sup>th</sup> and/or 8<sup>th</sup> grade girls games (home and/or away games).

Only two practices per week are allowed. Practice will not last any longer than the scheduled practice time, or no later than 9:00 p.m.

When athletes are dropped off for practice, they must remain in the gym, out of the way of and not disturbing whatever else is going on. Athletes are not to be dropped off for practice before a coach arrives. If athletes arrive for practice before a coach, a parent must remain with the athlete to provide supervision until a coach arrives.

Athletes must remain in the gym after their practice ends until a parent comes in to get them; athletes are not allowed to leave the gym on their own to go to their ride after practices.

Parents need to arrive before practices end. Parents who consistently arrive late will be reported to the Athletic Committee and the issue will be addressed with the parents.

Unlike volleyball and basketball uniforms, which have standard sizes for athletes, cheerleading requires a fitted uniform. On an annual basis, the Athletic Committee will review the need for additional uniforms. If the need is excessive, an additional charge for each cheerleader may be required, not to exceed \$100 each.

### **FIFTH THROUGH EIGHTH GRADE CROSS COUNTRY AND TRACK & FIELD**

Only two practices per week are allowed. Practice will not last any longer than the scheduled practice time, or no later than 9:00 p.m.

Athletes are not to be dropped off for practice before a coach arrives. If athletes arrive for practice before a coach, a parent must remain with the athlete to provide supervision until a coach arrives.

Parents need to arrive before practices end. Parents who consistently arrive late will be reported to the Athletic Committee and the issue will be addressed with the parents.

Subject to the approval of the coaches, parents are typically welcomed to participate in the practices; i.e. stretching and running with the team. Parents are also encouraged to offer their assistance to the coaches in supervising the athletes at practices and meets.

## **ATHLETIC GUIDELINES**

Attendance at practice by parents is encouraged/permissible, otherwise, only participating players and coaches are allowed in the gym. Unsupervised children are not allowed in the gym during practices.

Two practices per week are allowed per sport. If an athlete participates in multiple sports at the same time, he/she is allowed to participate in two practices per week per sport.

If an athlete can't participate due to injury or doctor's order after registration, after practices start or after the season starts, a doctor's note is required for that player to resume participation at a later time.

If school is cancelled due to inclement weather, no practices will be allowed that evening.

Each student athlete and at least one parent is required to attend a mandatory registration/sports information meeting per school year. There will be at least two such meetings, one before the volleyball and cross county seasons (probably early to mid-August) and one before basketball season and cheerleading (probably early-October).

Athletes will not be allowed to participate in practices or games until all required forms are completed and turned in to the Athletic Committee, a sports physical dated within the last year (from the starting date of the first sport being participated in for a given school year) has been turned in to the Athletic Committee and the required registration fee has been paid to the Athletic Committee. The required forms are a completed registration form for each athlete, a signed Code of Ethics (Athletes), a signed Code of Ethics (Parents) and a completed/signed Parent Permission and Authorization for Treatment form for each athlete.

## **PARENT RESPONSIBILITIES**

It is the parents' responsibility to supervise their children during any sporting event held at St. Stanislaus. Coaches and Athletic Committee members are not babysitters.

At all school activities held after school hours, students participating or observing must stay in the gym until the event is over. Parents or responsible person must pick up their child in the gym.

Parents are responsible for their child's uniform; including appropriate care and laundry of the uniform.

At away activities, students must remain in the gym until the event is over.

Parents are expected to display sportsmanship at all times (practices, games, tournaments). This includes setting a Christian example, and using proper language and actions.

A physical is required before participation in an athletic program at St. Stanislaus. Physicals are good for the entire school year (i.e. a physical obtained prior to volleyball/cross county is sufficient for basketball, cheerleading, and track & field as well).

Each parent is scheduled to work at least once during each sports season. You are responsible to work your assigned shift or to find a replacement and notify a member of the Athletic Committee of your substitution.

## **COACHES RESPONSIBILITIES**

It is the coach's responsibility that he/she or a responsible parent is present to supervise for the duration of the scheduled practices and for the pick-up of team players. A coach must remain until all players have been picked up.

Coaches are the authority of the gym during practices and are asked to address issues if they arise, contacting an Athletic Committee member if deemed necessary.

Coaches are responsible for uniforms; including the collection, laundry, reporting of flaws, and check-in to the AC at the end of each sport season.

Coaches represent our school and community. They are role models for their teams.

Coaches are expected to display sportsmanship at all times (practices, games, tournaments). This includes setting a Christian example, and using proper language and actions.

It is also the coach's responsibility to enforce Christian behavior and self-discipline on the part of the players.

Coaches are responsible to ensure each player receives at least 6 minutes, either continuous or an equivalent time period per game, unless said player is declared by the coach, prior to the game as being held out for disciplinary or other reason (i.e. practice participation, sportsmanship, conduct, etc.). If the player is being held out of a game, the coach must notify the parents and Athletic Committee with as much notice as possible.

## **PARTICIPATION**

Only students attending St. Stanislaus School are eligible to play on the school team. A potential player from a PAL league school which is not able to field a team may be considered at the discretion of the Athletic Committee.

A player will be suspended from games and practices by the coach or the principal for a period of two weeks because of sportsmanship or academic deficiencies. No student may participate in any athletic activities on days they are absent or leave early from school because of illness.

There is an enrollment fee per sport for a child participating in all sports.

## **ACADEMIC**

The teachers, principal, or parent(s) will decide each player's eligibility. The teachers are to communicate with the principal concerning each player's eligibility; the principal will communicate with the coach and player.

- A. Achievement according to ability
- B. Completed homework
- C. Quality of homework
- D. Behavior in accord with school policy

## **SPORTSMANSHIP**

The coaches are responsible for deciding if a player is eligible according to the following guidelines:

- A. Use Christian language and actions
- B. Show respect for property and all persons involved
- C. Exercise self-discipline in attitude

The parents, coaches, teachers, or committee members may deem a player ineligible for any reason not already mentioned.



APPENDIX C

Student Athletics Participation Probation Form

Week \_\_\_\_\_

Please fill in the following information for any student which you are recommending NOT participate in extra-curriculars for a period of one week, two weeks, two events, etc.

NAME	GRADE	TEACHER INITIALS	REASON
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dear Parent,

Attached please find our athletic participation guidelines. We do not have a “grade” requirement, but instead use the four listed requirements for academic participation in extra-curriculars. We will review eligibility every other Wednesday and we will communicate with parents and coaches by Friday morning if there is a concern.

Thank you.

Mrs. Nancy Heberlie

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## APPENDIX D

### Athletic Grievance Procedure

1. If wishing to log a concern, forms may be obtained from an Athletic Committee member.
2. Completed Grievance Form is to be turned in to Athletic Committee.
3. A copy of form is forwarded to principal.
4. Athletic Committee contacts person(s) involved to explain grievance.
5. Committee meets to discuss issue: determine action, if any, to be taken.
6. If Committee is unable to resolve, or due to severity or repetition, issue will be referred to principal who will consult the school board. Certain grievances will warrant immediate referral to principal who has final authority after consulting the School Board. These include but is not limited to:
  - a. Being ejected from game
  - b. Vulgar language
  - c. Inappropriate behavior or language of coach, players, officials, parents, or fans.
1. If satisfaction is not reached after using the Athletic Grievance Procedure the Diocesan Grievance procedure, outlined in DSP 1901 may be used.



**APPENDIX E**

**Athletic Grievance Form**

Date of incident: \_\_\_\_\_

Description of Concern:

Location:

Person(s) involved:

Resolution desired:

\_\_\_\_\_  
Signature

Please turn in form to Athletic Committee

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(For committee use)

Committee Action:

**CODE OF ETHICS (PARENTS)**

I/we hereby pledge to abide by the rules set forth by the St. Stanislaus Athletic Committee and Principal regarding the following parents Code of Ethics.

- I/we as parent(s) will support our child/children to the utmost of our ability, as well as the child/children of other parents on our team. I/we will show positive support and encouragement for all youths participating in athletics.
- I/we as parent(s) will support the coaches chosen to guide our child's/children's team(s) with our utmost ability.
- I/we will place the emotional and physical well-being of our child/children, as well as others ahead of my/our personal desire to win.
- I/we will do our best to remember that each player is an individual, and emotional and physical development can be wide-spread at this age.
- I/we will lead by example in demonstrating sportsmanship, fair play, and setting an appropriate Christian example for our child/children and others.
- I/we will remember that, I/we as parent(s) of young children, these games are for them, not for us as adults.
- I/we will control my/our temper(s) with the players, coaches, referees, officials, (ex. scorekeeper, etc.) and parents of our players, as well as those from other teams or schools.
- I/we will not demean players for any reason, whether our own or those of another team.
- I/we will do our best not to compare the abilities or inabilities of any player(s) while in their presence or in the presence of others.
- I/we will not criticize the coach(es) ability's, for they have chosen to lead our child/children's team(s), and have set aside a very large amount of personal time and involvement to do so. They will lead the team to their best ability('s) and don't deserve criticism from parents or players regarding their decisions.
- I/we expect my/our child/children to treat other players, coaches, fans and officials with respect at all times.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed parent/guardian name

**CODE OF ETHICS (ATHLETES)**

I hereby pledge to abide by the rules set forth for participating in athletics by the St. Stanislaus Athletic Committee and Principal.

- I will demonstrate appropriate behavior, both in the classroom and on the playing field.
- I understand that a Christian attitude and sportsmanship are my number one concern. This includes Christian language (both verbal and body language) and respect for all associated with the game.
- I understand that I represent my school and my community, and it is my job to show Christian attitudes and deeds at school, practices, games and in my life.
- I understand that I should respect all members of my team, no matter what ability they have.
- I realize that winning is not the purpose of the game. Learning and improving my skills and teamwork is the purpose of the game.
- I will show respect for my coach by listening at practices/games and letting the coach know when I can't make practices/games.
- I will show respect for officials of the game, scorekeepers, the hosting gym and equipment. I will never argue with referees or use inappropriate language (both verbal and body language) toward them.
- I will not intimidate, taunt or provoke opposing fans, athletes or coaches.
- I understand that inappropriate language (both verbal and body language) is not permitted, including during warm up and before/after the game.

Inability to follow this Code of Ethics could result in suspension or removal from my team.

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Athlete Name

**CODE OF ETHICS (COACHES)**

I hereby pledge to abide by the rules set forth for coaching by the St. Stanislaus Athletic Committee and Principal.

- I will place the emotional and physical well-being of my players ahead of any personal desire to win.
- I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group. This includes not comparing abilities or inabilities of players in their presence or the presence of others and not demeaning my players for their inability to conquer every aspect of the game.
- I will do my very best to provide a safe playing situation for my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will ensure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a YOUTH coach, and that the game is for these children and not adults.
- I will control my temper with the players, officials, referees, and parents, so as to set a good example.
- I will always act in a respectful manner, including but not limited to no inappropriate language, no yelling or flagrant disagreements with officials and no yelling or arguing with book/clock workers.
- I will always be a positive role model for the players and practice good sportsmanship, including but not limited to not condoning or allowing the use of abusive language, not allowing unfair or inappropriate play to occur, and not criticizing referees, opposing players or coaches in front of the players.
- I understand that I and my team represent our school and community, and will act accordingly, including enforcing Christian behavior and self-discipline on the part of my players.

Inability to follow this Code of Ethics could result in suspension or removal from my position.

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Coach Name