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Parent and Student Handbook 2023-2024

“We are Christ-centered and faith-directed in all that we are.”

Revised 06/19/2022

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

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NOTE: Some policies and appendixes referenced in our Parent and Student handbook can be found on the Diocese of Jefferson City website.

St. George School
Linn, Missouri

“St. George is Christ-centered and faith-directed in all that we are.”

Educational Mission:

The mission of St. George School is to provide a quality Catholic education in a safe and secure environment that promotes the maximum potential in spiritual, academic, emotional, physical and social growth in every student.

School Philosophy:

We at St. George School believe:

- Our students are a valued treasure and the future of our Catholic Church.
- Parents have the primary responsibility for their children’s education.
- The Catholic school is at the heart of the evangelizing mission of the Church.
- Catholic schools provide excellent academics imparted in the context of Catholic teaching and practice; there is no separation between time for learning and time for formation.
- The prime responsibility for creating the unique Catholic school climate rests with the faculty and staff, as individuals and as a community.
- Catholic school personnel need to have strong bonds to Christ and the Church and be witnesses to the faith in both their words and actions.
- All students have individual gifts and talents that teachers are to recognize and develop.
- Since learning is a life-long process, teachers must impart study skills, work habits, problem-solving strategies and communication skills to ensure success at each new level of learning.
- The school’s purpose will be achieved through a school environment that is pleasant and flexible, and where self-discipline is evidenced in all relationships.
- All members of the school community - students, parents, faculty and staff - are called to show love and respect for themselves and others.

Policies and Regulations

The Diocese of Jefferson City Policy and Regulation Manual for Schools expresses official policies and regulations regarding all schools of the Diocese of Jefferson City. St. George School's *Parent & Student Handbook* is in harmony with the *Diocese of Jefferson City Policy and Regulation Manual, for Schools*.

The code numbers in this handbook refer to the numeration in the *Policy and Regulation Manual for Schools*. The policies and regulations indicated with DSP or DSR are diocesan school policies or diocesan school regulations; those with LSP or LSR are local school policies or regulations. The *Diocese of Jefferson City Policy and Regulation Manual for Schools* is located in the principal and pastor's office and is available for preview upon request.

The knowledge of our governing policies forms an agreement between home and school when the parents/guardians sign the handbook acknowledgement form that is included in the Parent Packets at the beginning of the year.

Communication Guidelines

Communication between home and school is a vital component to a successful educational experience. If a parent has a concern about a teacher, the parent is to contact the teacher first to seek resolution. If after talking with the teacher, a mutually acceptable solution is not found, or if the parent is reluctant to speak with the teacher alone, a joint conference, which includes the principal, may be held.

Spontaneous visits to the classroom by parents are not allowed, but a classroom visit may be arranged through the principal with advanced notice. Teachers will communicate to parents their conference times at school, during which parents are encouraged to call the teacher or make an appointment with him/her at that time. Parents are also encouraged to communicate questions or concerns by writing the teacher a note. Teachers will also accept phone calls in the evening if other times and means are not available for parents. For a conference with the principal, appointments are requested, with the grievance stated in advance of the meeting.

Any/all communications that are disseminated at school to a group/class must first be cleared through the office. Written personal/party invitations or announcements may not be handed out at school unless they include the entire class.

Safety Guidelines

Creating and maintaining a safe and secure environment for the students at St. George School is a primary goal. In that regard, all doors will remain locked. All persons are required to check-in at the office.

All persons who work with students at St. George School, including volunteers, coaches, and regular chaperones, must participate in the diocesan sponsored Virtus training, “Protecting God’s Children”, as well as participate in a child abuse screening process outlined by the Diocese of Jefferson City School Office.

In keeping with the diocesan mandate, be it known that

1. The asbestos management plan for St. George School is available for public review in the principal’s office. St. George School complies with all asbestos requirements.
2. The Bloodborne Pathogen policy, as required by the Occupational Safety and Health Administration and the Diocese of Jefferson City, is available for public review in the principal’s office.
3. The Local Wellness Policy, as required by all school districts with a federally-funded school meals program and the Diocese of Jefferson City, is available for public review in the principal’s office.

1000 Series - Community and External Operations

Educational Authority in the Parish (DSP 1305)

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

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

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

Revised July 1, 2021

Revised June 1, 2015

Revised May 7, 2004

Home and School Association (DSP 1430)

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

Revised July 1, 2021

Revised May 7, 2004

National Catholic Educational Association (DSP 1510)

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

Revised July 1, 2021

Revised June 1, 2015

Revised May 7, 2004

Catholic Schools Week (DSP 1520)

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

Revised June 1, 2015
Revised May 7, 2004

Parent Communication Agreement (DSP 1810)

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

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences: Administrative Recourse. Details of the process can be found in this handbook. (This can be found on page 10 of the parent and student handbook.) A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

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

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

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

Grievance (DSP 1901)

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

Revised July 1, 2021
Revised June 1, 2015

Administrative Recourse (DSR 1901)

A. Definition

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

B. Purpose

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

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level 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:

- 1) If the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and
- 2) If the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE. (See DSR 1901 Page 2 of 2)

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

LEVEL TWO: PASTOR

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

LEVEL THREE: CATHOLIC SCHOOL OFFICE

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

LEVEL FOUR: OFFICE OF THE BISHOP

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

the cause by the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding.

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

Penalty Status During Administrative Recourse (DSP 1902)

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

Revised June 1, 2015
Revised May 7, 2004

3000 Series - Business, Non-Instructional and Government Operations

Parish School (LSP 3101.3101)

St. George School is a parish-supported school. Although school parents are expected to contribute to the support of the school, all members of the parish share in the financial support of the school. School parents with extenuating circumstances and financial difficulties must confer with the pastor for special arrangements.

The school advisory board president, the financial advisor with consultation from the principal and approval by the pastor, will formulate an annual budget by February 15th, before administrator contracts are issued.

School Fees (LSP 3110)

Registration fees are due at the time of registration. When not paid in entirety at the time of registration, a payment plan which insures complete payment by the first day of school is required. Any alternative payment plan must be approved by the pastor. Penalties for late registration of a student currently enrolled at St. George could be as follows:

- After June 1st - \$10;
- After July 1st - \$15;
- After August 1st - \$20.

(These penalties are to help offset the cost of additional shipping and handling.)

Conversely, if a student is registered and transfers out before school begins or mid-year, reimbursement of registration fees will be made by the following standards:

- Before July 1st - 50% refunded;

- Before school begins - 25% refunded;
- After school begins - no refund will be given.

If a student transfers in from another school after school begins, registration fees will be prorated in accord with the following guidelines:

- During the 1st quarter - full registration fees are required;
- Mid-year - a minimum of 50% of the fees will be assessed plus any additional monies required to purchase the needed books including charges associated with securing those books.

Lunch fees are due at the beginning of each month - September through May. A late fee of \$5 could be assessed if the lunch fee is delinquent more than 45 days - i.e. by the 15th of the following month. When either of these fees becomes delinquent by more than 3 months (approximately 90 days), the parent/guardian will be sent a letter indicating that the fee must be paid in total within 10 days or the service (lunch) will be terminated.

Fees will be reviewed annually by the school board and approved by the pastor before registration begins in the spring. These fees are outlined in Appendix 5105 LSP 3110 in the *Parent and Student Handbook*.

School Fees (Appendix LSP 3110)

Active, Supportive Parish Families

We, the community of St. George School use Christ as our model in acknowledging our Catholic beliefs. Parents are the primary educators of their children. Parents have a moral responsibility to attend weekend Mass, celebrate the Sacraments on a regular basis and are expected to be active in the spiritual development of their children. Parents have a serious responsibility to support the parish with their time, talents and treasure.

No child will be denied a Catholic education because their family has financial constraints. Please contact the Pastor for further information if your family cannot actively, financially support the parish.

School Fees for 2022-2023	
Preschool	\$60 Registration
	\$420/month - Full Day
	\$190/month - 3 yr. old program
Registration K-8	\$250 (1 st child)
	\$200 (2 nd child)
	\$175 (3 rd and additional children)
Additional	\$5 Penmanship Fee
	\$50 Computer Lab Fee
	\$25 Science Lab Fee
	\$45 First Communion Fee (2 nd Grade)

	\$45 Graduation Fee (8 th Grade)
	\$40 School Supplies
	\$20 Home & School Fee
Milk Ticket	\$10 for 25 punches
Lunch	\$42.20/month per child
	\$379.80/year per child
Band	\$30/moth per child
Extended Care	\$75/month per family
	Morning drop off is \$2/day per child
Out of Parish Tuition	\$4,800
Non-Catholic (Cost per pupil)	\$4,800

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

Non-parish Catholic Families

We, at St. George, welcome active parishioners from other parishes. Registration fees and other incidental fees will be the same as for St. George families. Financial obligations of non-parish Catholic families are expected to remain with the home parish from which the family is registered. The neighboring parish will then be assessed and will provide St. George with a financial contribution for the education of St. George School/Parish will be assessed \$4,800 per child to the parish at which the family is registered. One-half of the assessment must be paid before the start of the first semester, with the remaining one-half due before the start of second semester. This amount will be communicated to the parish after the fiscal year annual report indicating the cost per pupil. The second child in the family and any additional family member will be assessed at 50% of the cost-per-pupil.

Non-Catholic Families

Registration fees and other incidentals will be the same as St. George families. Tuition will be assessed to the families according to the following plan: Parents will be assessed the cost-per-pupil (based on the previous year's actual expenses). One-half of the tuition must be paid before the start of the first semester, with the remaining one-half due before the start of second semester. This amount will be communicated to the parent after the end of the fiscal year annual report indicating the cost per pupil. Tuition is assessed per child. **Continued enrollment is contingent upon payment of financial obligations.**

Records will not be forwarded nor will students be allowed to re-register until all financial obligations have been met.

Non-parish enrollment will only be accepted if class size permits.

Use of School Grounds (LSP 3802)

Only persons or groups sanctioned (under the supervision) by St. George School have permission to be on school grounds and/or use school facilities. These groups/persons will be supervised by an adult (18 years or older) who has been given permission for use of the facilities by school officials and has received proper instruction on use/care of the facility and care for the students in his/her charge.

Other groups/persons not under the auspices of St. George School, may request the use of the facilities and be granted use by the principal and/or the pastor. Generally, a fee set by the pastor for such use is charged, and orientation of the facility for operation and clean-up is given.

St. George School/Parish assumes no liability for groups/persons not sanctioned and under the direct supervision of school sanctioned personnel.

5000 Series - 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

Revised May 7, 2009

Admission Age (DSR 5102)

The educational laws of the State of Missouri require that each minor from seven (7) to sixteen (16) years of age enroll and regularly attend full-time academic instruction.

Although general entrance dates are pre-determined, schools are urged to screen children for readiness for kindergarten.

The meeting of general entrance dates may be certified by either a birth or baptismal certificate:

- Preschool - Children are to be three (3) or four (4) years of age before August.
- Kindergarten - Children are to be five (5) years of age before August 1.
- Grade 1 - Children are to be six (6) years of age before August 1.
- Other grades - Student placement will be based on records received and additional screening if warranted.

Revised August 12, 2002

Admission Age (LSP 5102.5102)

Student(s) meets age requirement but after sufficient examination is found to be lacking in maturity or readiness.

1. Student(s) is nearing, but not meeting, age requirements who, after sufficient examination, is found to possess proficiency in maturity and readiness skills. (Standards are commensurate with Osage R-II admissions standards.)
2. Student(s) who transfer from a school, whose entrance age is lower than the aforementioned standard, may be admitted, on a trial basis, into the grade recommended by the previous school.
3. Student(s) who have been home-schooled may be admitted on a trial basis to the class most appropriate for his/her age.

Admissions Decisions (LSP 5104.5104)

The principal, in consultation with the pastor, may admit students transferring to St. George School under specific required conditions normally after an interview with the student and parents and after the records have been received.

Immunization Requirements (DSR 5105)

The Catholic Church supports immunization for the health of children and the common good of public health.

Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator/principal is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services.

Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either:

1. A medical exemption as confirmed by a statement from a duly licensed physician; or
2. A religious exemption as confirmed by a statement from the family's faith leader

that is furnished by the parents or legal guardian of the student. Religious exemptions for Catholic families will not be accepted.

See Appendix 5101 for current Missouri Health Record Immunization Requirements.

Revised March, 2019
Revised January, 2019
Revised August 18, 2004

Admission Priority (LSP 5106.5106)

Every effort will be made to make admission to St. George School available to the children of supporting parishioners. It is expected that parents will support the Church and school through time, talent, and treasury. The pastor should be consulted if a family is unable, due to a financial burden, to meet their financial obligation.

Annual registration may be withheld for students whose parents have not demonstrated cooperation with the Church and school, including the necessary financial responsibilities.

When space is limited, the priority for admission to St. George School will normally be:

1. Children of St. George parishioners*
 - a. Children from families with children already enrolled;
 - b. First child now reaching school age.
2. Children from families new to the parish who were enrolled in a Catholic school at their previous address.
3. Catholic children from non-parish families. Financial requirements are outlined in Appendix LSP 3110.
4. Non-Catholic children from families with students already enrolled. Financial obligation requirements are outlined in Appendix LSP 3110.
5. Non-Catholic children from families who have not previously been enrolled. Tuition requirements are outlined in Appendix LSP 3110.

* Parishioners are defined as active members of the parish participating in regular sacramental activities and stewardship.

High School Admission Priority (DSP 5107)

Ordinarily, families who reside in the following communities or send students to the following Catholic parish schools will enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic School Office. Families in the “Choice of School” column may attend the high school of their preference.

Designated Catholic High School		
Helias Catholic High School	Tolton Catholic High School	School of Choice
Immaculate Conception, Jefferson City	Ss. Peter & Paul, Boonville	Ashland
St. Andrew, Holts Summit	Our Lady of Lourdes, Columbia	St. Peter, Fulton
St. Joseph Cathedral, Jefferson City	Sacred Heart, Columbia	St. George, Hermann
St. Peter, Jefferson City	St. Thomas More, Columbia	Annunciation, California
St. Francis Xavier, Taos	St. Joseph, Martinsburg	St. Andrew, Tipton
St. Martin, St. Martin	St. Brendan, Mexico	
St. Stanislaus, Wardsville	St. Pius X, Moberly	With Sacred Heart, Sedalia being another option
St. Margaret Antioch, Osage Bend	Immaculate Conception, Montgomery City	
St. Michael, Russellville		
Sacred Heart, Eldon		

Our Lady of the Snows, Mary's Home		
St. Anthony of Padua, Folk		
Our Lady Help or Christians, Frankenstein		
Holy Family, Freeburg		
St. George, Linn		
Immaculate Conception, Loose Creek		
Sacred Heart, Rich Fountain		
St. Thomas, St. Thomas		

Revised July 1, 2018
 Revised May 24, 216

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
 Revised May 7, 2004

Absence and Tardiness (DSP 5210)

1. 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.

2. 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
Revised May 7, 2004

Written Excuses (DSP 5211)

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation. Schools are encouraged to establish a policy requiring “Return to School” documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

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

Revised July 1, 2021
Revised May 7, 2004

Written Excuses (LSP 5211.5211)

For the safety and protection of our students, the school is to be notified by a phone call by 8:15 a.m. if a student is going to be absent or late that day. If the office does not receive a call by 8:15, a parent will be contacted. Texting or emailing the teacher will not be accepted due to this may not be received/opened in a timely fashion. When you call the school in the morning you may leave a voicemail.

Additionally, upon return to school, the student must present a signed and dated written note from the parent or guardian explaining the absence. This note will be kept on file for a minimum of one year.

Parents requesting an early dismissal are to send a note to school indicating the time and reason for the request. The student must be picked up from the office and the parent/guardian or designated person (indicated on the note) must come to the office to sign the student out from school. Students will not be allowed to leave school without the written notice and the adult signing out the student.

The school assumes no responsibility for any child who leaves the school premises without permission.

Requests for Family Reasons (DSP 5220)

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

Student Records (LSP 5230.5230)

St. George School shall respect the rights of parents and students as to the information and confidentiality of students' records as per diocesan policy. (See DSP 5230.)

St. George School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child unless there is a court order or divorce decree provided to the school by the custodial parent, specifying that no information is to be given. A nominal fee for processing may be charged.

If an outside agency with a written parent release has requested a student's records, a processing fee will be charged.

Student Transferring Out (LSP 5230.5232)

When a student transfers out of St. George School, parents must sign a release form before the student's records are forwarded to the other school. The original state-required immunization record is sent; and copies of the other student's records are sent if all financial obligations have been met, with St. George School retaining the original records in an inactive file.

Unless definite arrangements are made with the pastor, any student having delinquent fees, fines or debts associated with St. George School at the end of the school year, will not receive his/her report card nor will records, other than the required immunization record, be forwarded to any other school.

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/principal.

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

Revised June 1, 2015
Revised August 10, 2010

Discipline Policy (LSP 5301.5301)

The St. George School discipline policy exists to provide students with a safe and inviting Christian atmosphere in which optimum learning can take place. It is designed to help students make good choices and to realize there are clear expectations for appropriate behavior. It is neither possible nor necessary to list all discipline expectations, violations or consequences. General school rules and consequences for general types of infractions are specified, promulgated and explained in the Parent & Student Handbook, Appendix LSP 5301, which is reviewed annually. Specific classroom rules/expectations are displayed in each classroom and are made known to the students and parents at the beginning of each school year.

Although every attempt is made to apply discipline standards fairly to all students, each situation and student is unique, and discretion by the teacher or principal may be necessary in specific situations. Additionally, discipline procedures may not be public information to respect the privacy of those involved.

The overall discipline of St. George School is a shared responsibility of teachers and administration and relies heavily on the support and cooperation of parents. Consequences are given to effect change in behavior and reflect the student's need to take responsibility for his/her actions.

Discipline Policy and Procedures (Appendix LSP 5301)

St. George School discipline policy exists to provide students with a safe and inviting Christian atmosphere in which optimum learning can take place. It is designed to help students make good choices and to realize there are clear expectations for appropriate behavior. It is neither possible nor practical to list all discipline expectations, violations and consequences. Each situation and each student is unique. Therefore, discretion by the teacher and/or the principal may be necessary in specific situations.

Catholic Faith and Moral Standard (DSP 5305)

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees

and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

Revised July 1, 2021

Revised June 1, 2015

Revised November 30, 2011

Revised May 7, 2009

Prohibition of Corporal Punishment (DSR 5310)

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

Revised August 10, 2010

Weapons and Dangerous Instruments (DSP 5315)

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

Revised May 7, 2004

Weapons and/or Violence (LSP 5315.5315)

To maintain the health, safety and welfare of all persons associated with St. George School, (i.e., students, teachers, staff, parents, volunteers, etc.), any display of violent behavior which may include, but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person will be promptly and severely addressed.

Any person who brings a weapon or weapon-like device to school will be immediately isolated and detained, and law enforcement officials might be notified. The Catholic School Office will be notified. The principal, superintendent, or possibly law enforcement officials will notify parents of the offense as soon as possible.

Serious consequences are immediately enforced. An investigation, following diocesan standards, will follow which will determine the outcome of the incident. Expulsion or termination of employment may occur if deemed appropriate to protect the welfare of others.

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

Dress Code (Appendix LSP 5340)

Tops:

Solid white, light blue or navy cotton or knit shirts with sleeves and a collar (including fold-down turtlenecks). Student(s) can also wear the royal shirts with the St. George logo on the front. Shirts must be tucked in except at recess or P.E. (No crew neck or mock turtlenecks are permitted.)

Bottoms:

Solid navy or tan khaki skirts, jumpers, walking shorts, capris or pants. They must fit appropriately - not too tight or too loose. Belts are required if the clothing has belt loops. Shorts must be at least knee – length (Bermuda shorts). Skirts and jumpers must be knee length. Shorts may not be worn during the second quarter and the third quarter. Girls wearing skirts during those quarters must wear uniform colored tights.

Sweaters/Sweatshirts:

Solid white, light blue or navy cardigan, pullover or vest. Shirt collar must be visible. St. George sweatshirts are permitted in cold weather in the classrooms and other buildings. Sweatshirts provided by the Athletic Committee which displays particular sports can ***only*** be worn on Thursday, we deem this as our Warrior Wear Day. Non St. George sweatshirts may not be worn in classrooms and other buildings. Shirt collar must be visible.

Socks/shoes:

Solid white, grey, navy, or black socks must be worn. Socks may have a small logo no larger than an inch wide. The logo must be either white or black. No other color may appear on the socks. Sturdy, safe shoes must be worn. Hey Dudes are not considered tennis shoes. Tennis shoes are the required school shoes and must be worn every day, including non-uniform days (4 D Day) and Warrior wear days. The only exceptions are those days in which students are allowed to dress up.

Other:

Excessive jewelry is not allowed. Girls may wear small earrings. (No hoop or dangle earrings.) Boys may not wear earrings. Fingernail polish is allowed for girls in Grades K-8. Makeup is allowed for girls in grades 6-8 if tastefully applied (at principal's discretion). No facial hair is permitted. Hairstyles for boys and girls may not obstruct vision or fall below the eyebrows. Hair must be a natural color. No tattoos of any kind are allowed.

Formal Uniform for Mass days and other special days:

Boys and girls - dark blue uniform top and long khaki pants. Students may bring other clothes to change into after Mass. This will be at teacher discretion.

Dress Code for Non-Uniform Day:

In keeping with dress code students are not permitted to wear articles of clothing that are too tight or too short on non-uniform days. If students wear skinny jeans or leggings, shirts must come to mid-thigh. Spaghetti straps, t-shirts with violent or derogatory images on them are not

permitted. Tennis shoes are expected to be worn even on non-uniform days. Jeans may not have holes or the appearance of holes, shorts must knee length no running shorts.

Revised May 19, 2022

Dismissal and Expulsion (DSP 5360)

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

The term "expulsion" is:

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

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

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

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

Revised July 1, 2021

Revised May 7, 2009

Dismissal and Expulsion (DSR 5360)

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

Revised July 1, 2021

Revised June 1, 2015

Revised May 7, 2009

Release of Individual Students from School (DSP 5370)

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

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

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

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

Revised June 1, 2015
Revised May 7, 2004

Parent/Teacher/Student Conferences (DSP 5405)

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

Revised July 1, 2021
Revised May 7, 2004

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. It is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is

not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

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

Revised May 24, 2016
Revised May 7, 2004

Drug/Medication Administration (DSP 5520)

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

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

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

Internal Medicines (LSP 5520.5521)

The school will never dispense any internal medicine at the request of a student. In response to a written parental request, the school will arrange for that medicine, in its original container and clearly labeled with the child's name, name of medication and the physician's directions for administration, to be stored in a locked safe and administered by a responsible adult. To protect the child and others, medication is to be hand delivered by the parent to the school office. If that is not possible, the medication may be dropped off with the Extended-Care Director after 6:30 a.m. If the medication is sent with the child, a phone call from the parent to be sure the office has received the medication is recommended.

Controlled Substances (LSP 5540.5540)

Drug and alcohol and/or look-alike drug or alcohol possession, use or sale by students is prohibited on school grounds and/or at school activities at all times. Students who violate this policy will normally meet with the pastor, principal and their parents to review the facts of each

case. The pastor and principal, in conjunction with the superintendent of the Catholic Schools, shall determine the outcome of each case, which could result in:

1. Recommendation for counseling, and/or
2. Suspension, or
3. Dismissal
4. Expulsion

Law enforcement authorities may be contacted.

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.

Revised May 24, 2016

Contagious and Communicable Conditions (LSP 5566)

All contagious and communicable conditions - strep throat, measles, pink-eye, head lice, chicken pox, etc. are to be reported to the school office so that proper precautions can be taken. Students may not attend school nor school sponsored activities until proper treatment procedures and re-admission standards are met. The school shall follow the guidelines of the MO Dept. of Health and/or County Health nurses and the Diocese of Jefferson City.

If a child becomes ill at school, the school reserves the right to contact the parents and require the student to leave school. At a minimum, students cannot return to school until they are cleared to return by a physician or are without symptoms (fever, vomiting, diarrhea, etc.) for 24 hours without fever-reducing medication. Proof of treatment (box tops/bottles, etc.) must be sent to school if head lice is detected. For the child to return to school an official form must be signed and returned.

Bus Rules (Appendix LSP 5602)

Riding a bus is a privilege extended to students, and can be removed at any time for disruptive and unsatisfactory conduct. The safety of students during their transportation is a responsibility shared by the students, their parents, the bus drivers and school officials. The following list, not meant to be exclusive, serves as general guidelines that all students must obey. Specific regulations may be posted in each bus.

- Students being transported are under the authority of the bus driver and are to obey the driver promptly.
- Students are to be on time for the bus both morning and evening.
- Students are to stand a safe distance from the curb or highway while waiting for the bus and always cross in front of the bus at a safe distance.
- Students are to walk and wait their turn while getting on and off the bus and take their seat promptly. Students are to never crowd or push.
- Students are to remain in their seat except when getting on and off the bus.

- Pupils are to keep hands, arms, head and all other objects inside the bus and to themselves. Pupils are never to throw anything from the bus window.
- Students are to talk in an “inside voice” - with no yelling or screaming, no vulgar or obscene language or gestures.
- A note from parents is required if a student is to ride a different bus than usual, get off the bus at a different place, or go home with a friend.
- Students are to report any damage to the bus to the bus driver immediately. Students who damage the bus will be required to pay for repairs.
- It is the responsibility of all students to inform the bus driver if anyone is not following the bus rules or is posing a threat to the safety and welfare of others on the bus.
- If transferring buses at the public school, students may not loiter around the school building, enter the building, or leave the school grounds. Students are to go directly from the shuttle bus to the home route bus.

Note: Drivers reserve the right to assign seating arrangements

In the event that these rules or other safety concerns are not followed, the consequences are as follows:

1st offense - A warning form will be sent home to be signed by the parent/guardian and returned to the principal.

2nd offense - The student will be suspended from riding the bus for three (3) days. Parents are responsible for providing alternate transportation. There will not be any bus fees refunded if a child is suspended from the bus.

3rd offense - The student and parents will meet with the pastor, principal, and bus driver/contractor to determine the future transportation of the student.

Fighting or threat to do harm to self or others will be an automatic suspension from the bus. Physical aggression will not require a warning.

Students with Special Needs (DSP 5701)

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

Revised June 1, 2015

Revised August 10, 2010

Harassment/Bullying (DSP 5820)

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

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

Harassment - Bullying (LSP 5820.5820)

All persons at St. George School are to be treated with dignity and respect. Harassment of any form is prohibited. The prohibition against harassment applies to all students, teachers, administrators, staff and volunteers. (See DSP 5820.)

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person when there is an unbalance of power. Bullying can take many forms, such as hitting, verbal harassment, and spreading false rumors, not letting someone be part of groups, sending inappropriate messages on cell phones or over the internet.

Any student or parent of a student, employee or volunteer that believes he/she is being harassed should report the incidents to his/her teacher or immediate supervisor without fear of retaliation. All reports will be investigated as per diocesan guidelines.

Safe Environment Requirements (DSP 5825)

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

Revised July 1, 2020
Revised June 1, 2015

Grievance (DSP 5901)

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 council 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.

See DSR 1901 for specific regulations regarding the procedure.

Revised June 1, 2015

6000 Series - Instruction

Length of School Day (LSR 6103)

During a regular full day of attendance the following schedule will normally be implemented.

- 7:00 School building is opened - Students go to the gym area for supervision
- 7:45 Student Council leads students in prayer and morning announcements in gym
- 8:00 School day begins
- 11:00 First lunch shift begins (3-5)
- 11:20 Second lunch shift begins (K-2)
- 11:55 Third lunch shift begins (6-8)
- 3:15 Walkers are dismissed
Car riders are dismissed

Students who arrive after 8:00 a.m. or who leave before 3:00 p.m. are considered tardy. If more than 2 hours are missed, but less than 6 hours, the student is considered absent ½ day. More than 6 hours is considered a full day.

Emergency Procedures (LSP 6120)

Any event that poses danger or results in physical, emotional or psychological injury to students, faculty/staff, administration or facility, may be defined as a “crisis” situation. It is the intent of St. George School to provide for the health, safety and welfare of all its constituents. Crises may include, but are not limited to, natural disasters, traffic accidents, tragedies, assaults, criminal activities, intrusions, dangerous or harmful weapons/materials, and medical emergencies.

A Crisis Management Team, appointed by the administration at the beginning of each school year, will include persons representing teachers, parents, law enforcement officials, and people with medical/first aid experience. The responsibilities of the Crisis Management Team include -

1. To create a Crisis Plan which encompasses reasonably possible crises;
2. To develop planned procedures for such crisis;
3. To lend assistance in the implementation of the Plan;
4. To maintain a professional, confidential manner regarding discussions, information and decisions of the persons and events involved in the crisis.

To insure safety measures, the St. George Crisis Plan will contain, but not be limited to, the criterion outlined in the diocesan *Policy and Regulation Manual for Schools*. Basic procedures of the Crisis Plan will be communicated to parents through the *Parent & Student Handbook* and will be reviewed annually. **All persons** are required to follow the directives of the Crisis Plan as closely as possible to best insure the health, safety and welfare of our school community.

Class Size (LSP 6225)

To ensure the best educational environment for all students, St. George School will normally follow these class size arrangements.

1. In preschool, we will follow the 1-10 ratio, a maximum of 20 four year olds
2. In the primary grades (K, 1 & 2) a maximum of *25 students per class. After 25 students a full time aide will be assigned to that room to aid instruction and supervision of students.
3. In the intermediate and upper grades (3-8), a maximum of 30 students per class

If a waiting list exists, the principal and pastor, in consultation with the school board, will consider the following options:

1. Implementing policy 5106.5106 - Admission Priority
2. Exceeding the maximum class size by hiring a part-time or full-time aide
3. Splitting the class into two sections and hiring an additional teacher.

When implementing this policy, the administration shall consider the many factors that affect class size, teacher experience and expertise, student ability, size and availability of classrooms, available assistance, etc.

*Ideally, a part-time aide will be employed in the primary grades when the enrollment exceeds 20 students per class.

Non-Catholic Student Participation (DSP 6235)

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

Revised May 7, 2004

Participation in Religious Activities (LSP 6235.6235)

All students are expected to attend and participate in school activities including religious instruction and prayer time.

Homework Assignments (LSP 6240)

Homework assignments are to be educationally sound - applying previously learned material, correlating past & present learning, & promoting supplementary reading. Homework should generally not be given on weekends, the exception would be for Algebra class.

Suggested homework times for average students:

- Grades K-3 is 30 minutes;
- Grades 4-5 is 45 minutes;
- Grades 6-8 is 60-75 minutes.

Departmental teachers should coordinate, when possible, major assignments/projects and/or tests to allow adequate time for preparation/completion.

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

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

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

Chaperones and Field Trips (LSP 6301)

Field trips are to be learning experiences and are also a privilege. Prerequisites for participation, including proper behavior, may be required. The teacher, with approval by the principal, may deny one or more students the field trip privilege. All students must have a parent-signed request for participation for any trip that leaves school grounds. Telephone/verbal permission cannot be accepted in lieu of written permission.

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

Diocesan Catholic schools shall 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 shall 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; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged. When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply: Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.

- 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.
- Drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See Appendix #6305: Agreement to Transport Students.).
- Drivers must complete the diocesan safe environment training.
- The vehicle must have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence. All drivers shall be given a copy of the above criteria. Volunteer drivers must provide the school with copies of a valid driver's license, 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 January 26, 2022

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

Visitors (LSR 6320)

All doors to the school facilities will be locked. All persons who visit the school must enter through the main office doors and report to the school secretary. Parents/guardians, who are picking children up from school during school hours, must come to the office area where the secretary will call for the child to come to the office. The parent will sign the check-out roster indicating date and the time the child left school.

All other visitors, including volunteers, must sign in with their name, date/time and purpose of their visit - i.e. playground supervision, library volunteer, etc.

Teachers are to immediately notify the office of any unrecognized or unauthorized person in school buildings or on school grounds.

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

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

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

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

Revised June 1, 2015
Revised August 10, 2010

Internet Use (LSP 6425.6425)

The use of the St. George School network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct would include, but not be limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive or otherwise objectionable language or images in either public or private files or messages.

St. George School reserves the right to inspect any material stored in files to which users have access and will edit or remove any material that the school staff, in its sole discretion, believes may be objectionable. Users of the network will not obtain, view, download or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.

A St. George School Internet connection is provided primarily for educational purposes under the direction of the school staff. The use of which shall be consistent with Catholic teaching, doctrine, morality and values. Non-educational use may be limited at any time by St. George staff.

Information services and features contained on the St. George School network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.

Information contained on the St. George School network is placed there for education or general information purposes, and is in no way intended to refer to, or be applicable to, any specific person, case or situation.

St. George School does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or interrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

Installation of any software packages (especially games, screensavers, or any beta versions of software) without the permission of the technology coordinator and principal is prohibited. Violation of this portion of the agreement might result in immediate suspension of computer privileges.

Students may not bring in their own electronic devices. Violations of this policy will result in the confiscation of the electronic reader. It will be returned only to a parent/guardian or to law enforcement if deemed necessary by the principal. Rules and regulations of system usage may be modified and additions made when needed. Users are subject to these additional rules and regulations.

Students and parents are required to sign a "Student Internet Usage Agreement" annually, agreeing to adhere to the principles and procedures of the St. George School "Acceptable Use Policy".

Telephones

Cell Phones:

Students may have them in their book bags for after school needs. The cell phones must be turned off. Any cell phone seen must be confiscated. Students should not be calling their parents from their cell phones during school hours. Students should not be on social media or posting items on YouTube, Facebook or Snapchat or any other internet site of events that happened during school hours.

Research and Observation (DSP 6480)

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

Revised May 7, 2004

Availability of Co-Curricular Activities (LSP 6601.6601)

St. George School offers a variety of co-curricular activities. These programs may have age/grade requirements, prerequisite standards and behavioral guidelines/restrictions. The general regulations and guidelines for these activities are provided to the participants. A written agreement, signed by both parent and participant, to comply with the regulations is required before participation is allowed. Persons who do not comply with the requirements are subject to dismissal from the activity.

Eligibility in Co-Curricular Activities (LSR 6603)

Unless special arrangements are made with the pastor or principal, any student/family who has delinquent lunch, bus, registration or any other fees from the previous school year, will not be allowed to participate in extra-curricular activities during the current school year until those fees have been paid in full.

Students must be in attendance for ½ of the school day, to include lunch, to attend or participate in extra-curricular activities held that day or evening. Special cases may warrant the principal's discretion and may receive permission - i.e. funeral leave, delays in appointments, etc.

All participants in athletic programs must have a completed physical form on file with the Athletic Committee before participating in practices or games.

Additionally, all participants in the athletic program must have fees paid and verification and release of liability forms on file before participating in practices or games.

Athletics (DSP 6610)

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

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

Athletics (DSR 6610)

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

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

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

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

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

Revised July 1, 2021
Revised May 24, 2016