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Parent and Student Handbook 2024 - 2025

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

Revised 07/10/2024

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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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)

To view policy, [click here](#)

Home and School Associations (DSP 1430)

To view policy, [click here](#)

Home and School Associations (DSR 1430)

To view policy, [click here](#)

National Catholic Educational Association (DSP 1510)

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Catholic Schools Week (DSP 1520)

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Use of Student Photos (DSP 1530)

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Grievances (DSP 1901)

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Administrative Recourse (DSR 1901)

To view policy, [click here](#)

Penalty Status during Administrative Recourse (DSP 1902)

To view policy, [click here](#)

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 ensures 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 and bus fees are due at the beginning of each month - September through May. A late fee of \$5 could be assessed if the lunch or bus 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 or bus transportation) 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 will be outlined in [Appendix 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 2024-25	
Preschool	\$70 Registration
	\$450/month - Full Day
	\$460/month - 3 yr. old program
Registration K-8	\$250 (1 st child)
	\$200 (2 nd child)
	\$175 (3 rd and additional children)
Additional	\$10 Penmanship Fee
	\$50 Computer Lab Fee
	\$25 Science Lab Fee
	\$45 First Communion Fee (2 nd Grade)
	\$45 Graduation Fee (8 th Grade)
	\$45 School Supplies
	\$20 Home & School Fee
Milk Ticket	\$10 for 25 punches
Lunch	\$45/month per child
	\$405/year per child
Band	\$35/month 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)

To view policy, [click here](#)

Admission Requirements (DSR 5102)

To view policy, [click here](#)

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 afore-mentioned 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)

To view policy, [click here](#)

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)

To view policy, [click here](#)

Proof of Guardianship (DSP 5201)

To view policy, [click here](#)

Absence and Tardiness (DSP 5210)

To view policy, [click here](#)

Written Excuses (DSP 5211)

To view policy, [click here](#)

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)

To view policy, [click here](#)

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)

To view policy, [click here](#)

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)

To view policy, [click here](#)

Prohibition of Corporal Punishment (DSP 5310)

To view policy, [click here](#)

Weapons and Dangerous Instruments (DSP 5315)

To view policy, [click here](#)

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.

Violence (DSP 5325)

To view policy, [click here](#)

Violence (DSR 5325)

To view policy, [click here](#)

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 for grades 3rd-8th. Shorts must be at least knee - length. Skirts and jumpers must be no higher than 1" above the knee when standing. 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. 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, gray, 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 with khaki bottoms. Students don't need to wear pants to Mass.

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 June 25, 2024

Revised May 19, 2022

Expulsion (DSP 5360)

To view policy, [click here](#)

Expulsion (DSR 5360)

To view policy, [click here](#)

Release of Individual Students from School (DSP 5370)

To view policy, [click here](#)

Parent/Guardian/Teacher/Student Conferences (DSP 5405)

To view policy, [click here](#)

Promotion and Retention (DSP 5410)

To view policy, [click here](#)

Drug/Medication Administration (DSP 5520)

To view policy, [click here](#)

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)

To view policy, [click here](#)

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)

To view policy, [click here](#)

Harassment/Bullying (DSP 5820)

To view policy, [click here](#)

Harassment - Bullying (LSP 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)

To view policy, [click here](#)

Grievance (DSP 5901)

To view policy, [click here](#)

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 morning business
7:45 Student Council leads students in prayer and morning announcements in gym
7:50 First class begins (tardy bell)
3:10 Dismissal

Students who arrive after 8:00 a.m. or who leave before 3:00 p.m. (except early bus riders) 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.

Alternative Methods of Instruction (DSP 6126)

Alternative methods of instruction (AMI) may be used instead of losing learning days due to inclement weather, widespread illness, etc. AMI days must be approved by the superintendent prior to their use. A maximum of five (5) AMI days may be used per school year.

Alternative Methods of Instruction (DSR 6126)

Administrators who wish to utilize AMI must have the following in place.

- Information in the school Parent/Student Handbook explaining how AMI days will be communicated to the school families, as well as how the students will receive expectations for the day. Families should also be told how attendance will be determined for the day.
- Administration should also communicate to families the instructional methods which will be used; accommodations must be made for any student who may not have access to computer/internet.
- Administration will make it clear that teachers must be available throughout an AMI day for student questions; families will be notified on the best way to contact teachers with questions.
- AMI may be used prior to the use of all other inclement weather days scheduled. Prior approval from the superintendent may be given the day of, provided all other arrangements have been made.

Alternative Methods of Instruction (AMI) Plan for St. George School (LSP 6126)

Communication with Parents:

To ensure effective communication with parents regarding AMI days, the school will use multiple channels:

1. **Email and School Website:** Detailed instructions and schedules for AMI days will be sent to parents via email and posted on the school website.
2. **Reminders:** Teachers and school administrators will make emails and send reminders through Textcaster in the event we have a scheduled AMI days.
3. **In the event of inclement weather,** AMI days will be announced through Textcaster and email.

Instructional Methods:

The AMI plan will incorporate a blend of online and offline instructional methods to facilitate continuous learning at home.

1. **Online Platforms:** Students will access learning materials and assignments through the school's learning management system (LMS) or designated online platforms.
2. **Digital Resources:** Teachers will provide links to educational websites, videos, and interactive tools relevant to the curriculum.
3. **Printed Materials:** For students who prefer or require offline materials, teachers will prepare printed packets with assignments and resources. These materials will be in students folders that will be left in their school bags.
4. **Virtual Classes:** Teachers may schedule virtual classes through Google Classroom if it is applicable for the age of the student.
5. **Teachers will be available during AMI days to support students and parents from 8:00 AM to 1:00 PM.**
6. **Virtual Support:** Teachers will use email to offer virtual support sessions for individual students or small groups.
7. **Feedback and Grading:** Teachers will provide timely feedback on assignments submitted during AMI days and maintain regular communication with students and parents. AMI assignments will be counted in students' grades.

This AMI plan ensures clear communication, effective instructional methods, and consistent teacher support to maintain continuity of education during unexpected school closures or remote learning days in a Catholic school setting. Adjustments can be made based on specific school needs and resources available.

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 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.**

2. In the intermediate and upper grades (3 - 8), a maximum of 30 students per class
3. In preschool, we will follow the 1-10 ratio, a maximum of 20 four year olds

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

1. Implementing [Admission Priority \(LSP 5106.5106\)](#)
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)

To view policy, [click here](#)

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 the 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)

To view policy, [click here](#)

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

To view policy, [click here](#)

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)

To view policy, [click here](#)

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)

To view policy, [click here](#)

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)

To view policy, [click here](#)

Athletics (DSP 6610)

To view policy, [click here](#)

Athletics (DSR 6610)

To view policy, [click here](#)

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.

9000 Series - Statutes And Guidelines of Consultative Councils

Home and School Associations (DSP 9401)

To view policy, [click here](#)