

# St. Gregory Barbarigo School Handbook 2022-2023



## **MISSION STATEMENT OF ST. GREGORY BARBARIGO SCHOOL**

*The mission of St. Gregory Barbarigo School is to advance the educational ministry of the Catholic Church through Christian faith formation, service to the community and world, and a strong tradition of academic excellence provided in a safe and cohesive educational environment.*

## **ST. GREGORY BARBARIGO SCHOOL PHILOSOPHY**

Keeping in mind the Church's definition of Catholic Schools as vehicles for imparting the Christian message, forming community, and giving Christian service and the fact that "The Catholic School is a community created to help each person grow to his/her fullest potential in faith, in expression of faith through worship, in skill development, in human interaction, in human interdependence, and in service to humankind" (Philosophy statement of the Diocese of Kansas City-St. Joseph)

**We, the faith community of St. Gregory Barbarigo Parish, embrace the following philosophy for our parish Catholic school:**

- **To teach the history, doctrines, spirituality, and practices of the Catholic faith,**
- **To provide a loving Christian atmosphere in which each student may actually live his/her faith now and hopefully later on in the larger world,**
- **To integrate the above into a comprehensive academic education for the development of the whole person,**
- **To encourage and promote service and activities with the wider community, so that each student might learn to love their neighbor in deed, as well as in word.**

Parents, being the primary educators of their children, have the responsibility to communicate and educate their children in the Catholic faith. Teachers help parents with their monumental task of being educators and example givers. Parents and teachers alike must cooperate with each other to reinforce and impart Christian values to their children. Volunteer work in the school, Parent-Teacher Organization, active membership and participation in the work of the School Board are recommended ways of parental cooperation. Each student must be seen as an individual gift of God and needs to be respected as such. His or her unique talents must be recognized and allowed to grow at a pace appropriate to his/her age.

## **ST. GREGORY BARBARIGO SCHOOL GOALS AND OBJECTIVES**

St. Gregory Barbarigo School is a vital part of the Catholic Educational System of the Kansas City/St. Joseph Diocese. St. Gregory Barbarigo School has as its priority to teach the gospel message, to build community, and to serve the human community through prayer, worship, and social action. It is essential that the school provide these opportunities for its students in an atmosphere of trust, enthusiasm, and general concern for every child. The achievement of these goals is St. Gregory Barbarigo School's contribution toward developing a fuller Christian family life, responsible citizenry, a caring society, global moral consciousness, and an environment in which the pursuit of peace and justice is recognized as the norm for daily living and interaction with others.

Christian living must be practiced in order to be learned. Our prime objective is to provide a learning experience, which will develop persons strong in faith and knowledgeable of their faith. It is the purpose of the St. Gregory Barbarigo School faculty and staff to achieve this objective in the following manner:

- To develop an awareness that each child is a unique individual.
- To awaken each child to the realization that he/she can make the world better through personal endeavors to develop a consciousness of genuine personal charity, social justice, and respect for each individual.
- To provide practice in developing good study habits and a conscientious application of mind to the tasks given so that each will be helped to develop the potential within.
- To provide an adequate, sequential curriculum enabling an excellence in academics to be a realistic goal for achievement.

- To create an atmosphere of trust, enthusiasm, and awareness that will promote the growth of a healthy self-concept.
- To teach personal responsibility, acceptance, and respect for one another through classroom opportunities as well as through the example of each faculty member.

## **HOW TO UNDERSTAND THE PARENT/STUDENT HANDBOOK**

The handbook includes policies taken from the Diocesan School Office Administrative Manual as well as local school policies specific to St. Gregory Barbarigo School. They are identified as follows:

- Diocesan Policies are identified with their reference number in parenthesis. Example: (###.#)
- ***St. Gregory Barbarigo School local policies are italicized, in boldface and begin with “SGB”***

## **ROLES AND RESPONSIBILITIES**

### **DIOCESAN ADMINISTRATION**

#### **The Bishop of the Diocese**

The Bishop, in his responsibility as the chief teacher and canonical administrator of the diocese, seeks and depends upon the counsel and expertise of his pastors, professional educational personnel and various diocesan and local school boards in providing leadership for the Catholic schools and early childhood centers within the diocese. To assist him in this task the Bishop appoints various school office personnel to whom he delegates the authority to represent him in most matters dealing with the implementation of diocesan school policies and the day-to-day operation of the schools and early childhood centers. (100.1)

#### **The Superintendent of Schools**

The Superintendent of Schools, appointed by the Bishop and employed by the Diocese of Kansas City – St. Joseph, is the chief administrative officer of the early childhood centers, diocesan elementary and secondary schools, and of programs which come under the direction of the Catholic School System. (100.2)

#### **Catholic School System Office Personnel**

The personnel of the Catholic School System serve as a primary resource to the Superintendent of Schools. The Catholic School System personnel are also resources to early childhood directors, principals, pastors/pastoral administrators/priest representatives, local advisory groups, boards, faculties and other members of the school community. Their roles and responsibilities are both pastoral and professional in nature. (100.3)

#### **Diocesan Consultation Board**

The Diocesan School Board as appointed and approved by the Bishop in consultation with the Superintendent of Schools shall provide advice and support when requested from the Bishop, the Superintendent of Schools, and the Catholic School Office in general matters of planning and development of Catholic schools. The Diocesan School Board shall meet at least quarterly and as needed. (100.4)

### **LOCAL ADMINISTRATION**

#### **The Pastor/pastoral Administrator of the Parish School or Early Childhood Center**

Canon law establishes certain rights and responsibilities of the pastor/pastoral administrator for the administration of the local parish and an early childhood center or elementary school. To assist him or her in this role, the pastor/pastoral administrator collaborates with the Superintendent of Schools and the Catholic School System in the administration of a parish school and/or early childhood center, including the selection of the principal or early childhood director. (110.1)

The pastor/pastoral administrator is the administrator and spiritual leader of the total parish community and shares with the principal, director, local board, faculty and staff his or her "overview" vision of the total parish. It is recommended that the pastor/pastoral administrator, or a designated representative, regularly participate in the meetings of collaborative school groups. One of the proper roles of the pastor is to enact policy which has been recommended by the local elementary school or early childhood center board based on all diocesan rules and regulations set forth by the Catholic Schools System and the Superintendent of Schools. (120.2)

#### **The Role of the Principal, Director of Early Childhood**

The person appointed as principal or director shall be responsible for the administration of the school, center, or extended care program in complete accordance with the policies of the Bishop. The principal or director includes three distinct but related responsibilities: pastoral, catechetical/educational and administrative. (110.4)

#### **The Teacher or Early Childhood Provider/Early Childhood Aide**

The role of the teacher or early childhood provider/aide calls for persons of faith who will integrate the inseparable religious and educational goals of a Catholic school or early childhood center. Teachers and early childhood providers/aides must be qualified (certified), professionally and pastorally, to perform the educational and instructional responsibilities of the school or early childhood programs according to the policies and procedures of the Diocese. (110.6)

#### **The Students**

The role of the students is to be active learners who are members of the total Catholic school community. Students are called to grow to their potential in faith (doctrinal, moral, and spiritual development), in knowledge, in skill development, in interdependence, and in service. Students shall abide by the rules of the school or program. (110.7)

#### **SGB--Local Student Participation**

***Student participation is an integral part of developing a well-rounded child. Many opportunities are available for students of St. Gregory Barbarigo School through organized clubs, organizations, athletics, and service opportunities. We encourage every child to find their particular gifts and participate in activities at St. Gregory Barbarigo School. The Student Ambassador program, in conjunction with our Falcon Faith Families, offers a student leadership program. The Student Ambassadors meet regularly with the principal and/or faculty advisor.***

- ***Numerous academic clubs exist and are available to all grade-eligible students.***
- ***Numerous athletic opportunities are available to students. It is the belief of St. Gregory Barbarigo School that every student should have the opportunity to participate in athletic opportunities when grade appropriate.***
- ***Service to the local community and the broader world is an important element of a Christian life. We offer numerous opportunities for individual and group/class service projects.***

#### **SGB--Local Dress Policy**

***We teach students to respect their bodies as temples of God and ask students to dress according to that philosophy. Appropriate student dress demonstrates self-respect and respect for the school/parish community. St. Gregory Barbarigo School does not ask students to wear uniforms. Instead, St. Gregory Barbarigo School asks students to wear clothing that shows respect for and does not draw attention to their bodies. There are specific guidelines we ask students to follow.***

- ***School attire should be neat, clean, and appropriate for school.***
- ***Shorts may be worn at the beginning and end of the school year. The principal will notify school families when shorts are no longer appropriate due to the conditions of the weather.***
- ***Short-shorts, tank tops with spaghetti straps, tops baring the belly, short skirts or low necklines, or pants/skirts with writing on the back are not appropriate for school.***
- ***No clothing promoting drugs, alcohol, or sex.***
- ***Clothing worn should not be a distraction to the learning environment.***
- ***All classes have physical education. Clothes appropriate for physical activity and clean shoes must be worn in the gym for physical education class.***

- *All students attend Mass and participate in Mass on certain days. Students should not wear flip flop shoes, or sweat/wind pants, especially when serving for the Mass.*
- *We ask all students to be well-groomed as they represent themselves, our school, and our parish.*
- *Specific clothing may be suggested for groups of students attending certain events or competitions. We encourage all students to follow these suggestions.*

**SGB--Local Mass Day Dress Code**

*In an effort to teach appropriate dress for Mass and to show respect for the celebration of the Eucharist, the following dress guidelines must be followed for all students on Mass days.*

*Mass days: Wednesday K-4th grade, Thursday 5th-8th, First Fridays with Falcon Faith Families and All School Mass days as listed on the school calendar.*

- *Boys – slacks/jeans with a collared shirt (polo shirt or button up shirt with a collar). Sweaters or sweatshirts (no hood) may be worn during cool weather.*
- *Girls –dresses, skirts, pants or jeans with a blouse or polo shirt. Dress or skirt length should be 2 inches above the knee or longer. Sweaters or sweatshirts (no hood) may be worn during cool weather.*
- *Students should not wear t-shirts, shorts, capris, sweatpants, tank tops, or flip flops for Mass. Falcon Faith Family or St. Gregory Barbarigo School t- shirts may be worn to Mass.*

**COLLABORATIVE GROUPS**

**The Parents or Guardians**

“Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators” (Declaration on Christian Education, 2). Parents or guardians have rights and responsibilities as the first educators of the children God has entrusted to them. Collaboration with the early childhood centers and schools, especially teachers and early childhood providers/early childhood aides, will promote the best interest of each student and assist the parent or guardian in fulfilling his/her role as an educator. Parents or guardians are urged to participate in school-related and church-related organizations and activities.

In the case of custodial and non-custodial parents or guardians, the school or center will assume that each parent or guardian has equal access to the student unless the principal or director is provided with a certified copy of a court order to the contrary. (120.1)

**SGB -Local Expectations and other parental responsibilities:**

- *to provide proper diet and balance of sleep and exercise*
- *to provide proper facilities for home study and to encourage conscientious completion of assignments ● to insist that your child(ren) obey the regulations and principles of good behavior and manner*
- *to encourage the development of individual talents and interests*
- *to build religious and family traditions into your lifestyle*
- *to keep the school informed as to special needs of your child and to carefully read all communication sent home from school*
- *to attend PTO meetings, to take advantage of conference time, and to request additional times as needed*
- *to participate in Sunday liturgy and tithe to the Parish*
- *to read and support the regulations of this HANDBOOK*

**The Local Elementary School or Early Childhood Center Board**

Local elementary school and early childhood center boards are advisory in nature. Boards are to advise school administrators in connection with the following matters:

- Planning,
- General Policy formulation and adaptation,

- Finances, including the development, approval, and monitoring of a budget,
- Development, including endowment, public relations, recruitment, and marketing,
- Annual evaluation of school or center goals and plans, of their own effectiveness as board members,
- Consultation in the selection of a new principal or director (120.4)

**Membership of Local Elementary School or Early Childhood Center Boards**

A selection method for the local elementary school or early childhood center board should be approved by the pastor/pastoral administrator. The membership should include representatives of parents of students in the school or center and also of the parish/parishes which support the school. Consideration should be given to the areas of expertise needed to do the work of the board. (120.7)

**SGB - Local School Advisory Board**

***St. Gregory Barbarigo School Advisory Board is a consultative body to the pastor of the parish and the principal of the school. The School Advisory Board advises the pastor and principal on matters such as planning, policy formulation, finances (including the development, approval and monitoring of a budget), development (including public relations and marketing), and annual evaluation of school goals and plans.***

***The Advisory Board consists of seven to nine elected lay members. Applications for the School Advisory Board are available in the school office. Open positions on the School Advisory Board will be communicated in the monthly school newsletter, through e-blasts from the school office, and the church bulletin. Meetings are held monthly except for July and December. If needed, elections for new advisory members will be held each spring before the June meeting.***

**Parent/Guardian/Teacher Organizations**

Groups, such as Home and School Organizations, Parent Teacher Organizations and Booster Clubs shall collaborate with the principals, directors, and teachers to develop and strengthen mutual understanding between the school or early childhood center and the home. (125.2)

**SGB -Local Parent/Teacher Organization**

***The St. Gregory Barbarigo School PTO is made up of the parents of students of the school and the faculty/staff. Its purpose is two-fold. As a money making organization, the PTO sponsors projects throughout the year to help provide equipment, supplies, library books, study trips, and other enrichment activities within the school. The second purpose of the PTO is to provide a liaison between the faculty and the parents of the St. Gregory Barbarigo School in order to develop and strengthen the communication between school and home. All parents are encouraged to attend the general meetings and participate as volunteers. PTO officers are elected each April. Executive meetings are held on a monthly basis except for the months of July and December.***

**Student and Parent/Guardian Groups**

In elementary schools, student and parent groups are responsible to the principal. Parent/guardian groups in the elementary school or early childhood center are responsible to the principal or director in consultation with the pastor/pastoral administrator/priest representative. All groups, including the school newspaper and yearbook, are responsible to the principal. (125.3)

**Special Interest Groups**

Groups, such as yearbook, school newspaper, science clubs, athletic or booster organizations etc., using the school name, students, and/or faculties to promote a special interest or activity of any nature and/or to generate monies for such activities shall function according to the philosophy and policies of the local school or center that adhere to all policies of the Catholic Schools System and pastor/pastoral administrator. (125.4)

## **PERSONNEL**

### ***THE CATHOLIC SCHOOL PRINCIPAL***

#### **Spiritual Development**

The principal is responsible for planning and directing spiritual activities that will promote a faith community within the school as well as enable and support the individual spiritual growth and development of all staff members. Their own spiritual development should be a priority.

A minimum of one retreat day per year is required for all elementary and high school staff members including principals. In addition, six (6) hours of Faith Formation training is to be provided at the local/diocesan level. The Faith Formation training will be determined by the CSS annually. (200.6.2)

Each teacher shall become part of the Catholic faith community of the school by active participation in the various spiritual activities planned by the principal, such as Mass, sacrament of Penance, Liturgies of the Word etc. Teachers are encouraged to lend leadership to such activities. (210.6)

### ***NON-CERTIFIED SUPPORT STAFF***

#### **Volunteers**

Volunteers, especially parents, guardians, grandparents, parishioners, and civic resource personnel, shall be incorporated into school or early childhood center programs for the benefit of the students. Volunteers in school or early childhood center programs are responsible to the principal/director or his/her delegate. Administrators must ensure that volunteers are in compliance with the diocesan Critical Employment Policies including the VIRTUS program, receive some sort of orientation and instructions, and that only those who are able and willing to follow school/center rules and procedures are allowed to volunteer. Failure of volunteers to follow all rules and regulations set forth shall result in immediate removal from the volunteer position.

Volunteers should be used only for jobs or duties for which they have been trained. Administrators should have volunteers complete a Hold Harmless Release prior to performing work that involves the risk of physical injury. (250.7)

#### **Screening of Volunteers**

Names of any coaches and other volunteers who work with children/youth or in the school building shall submit a Background Check Consent Form to the principal or director to determine if the candidate has ever been reported or accused of child abuse or neglect. This submission should be completed before the volunteer is permitted to work with children/youth. All shall be in compliance with the diocesan Critical Employment Policies, including the Policy of Ethics and Integrity in Ministry (EIM). (See <https://kcsj catholic.org/office/child-youth-protection/forms/> for the *EIM*, *Volunteer Application* and *Volunteer form*.)

After an initial year of volunteering in a school or center, volunteers will be screened every five years. All coaches and other volunteers who work with children are required to take the initial training in The VIRTUS Program and to provide proof of training to the athletic director or principal who supervises their service. The principal is required to provide volunteers with periodic updates from [www.virtus.org](http://www.virtus.org). (250.8)

### ***ADMISSION POLICIES***

#### **Open Enrollment**

The Diocese maintains a policy of open enrollment in early childhood centers, elementary, and secondary schools. Open enrollment means that students meeting the center/school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed according to the subsequent provisions and priorities of this policy. (300.1)

### **Statement of Non-Discrimination**

Both faculty and students in true ecumenical spirit will welcome all students into the Christian educational community of the school or center. We admit students of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities accorded to students of the school or center. (300.2)

### **Students with Special Needs**

Catholic schools and early childhood centers should recognize the special needs of students with disabilities. While Catholic schools/centers are not equipped to provide for all of those needs, the schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important that schools/centers fairly evaluate both students' special needs and their own capabilities of addressing those needs.

Prior to admitting students with special needs, schools/centers should consider their ability to provide the proper resources to accommodate the student and to provide him/her with an appropriate education/care. Schools must obtain complete information from the student's parents and from all prior schools before determining what steps are necessary and feasible to meet the student's educational needs and whether the school can do so without undue risk to the student or to other students or staff.

If there is an IEP or Service Plan in place, the parent must inform the school and provide a copy to the school. When a special need becomes evident only after a student has already been admitted, the school must likewise obtain appropriate information related to the special need. The schools should then ascertain what is necessary to address the need and whether it is feasible for the school to meet the need. If the school finds it cannot properly educate a student after implementing adjustments and/or modifications, if a student continually disrupts the learning of other students, or if the student's abilities were misunderstood or misrepresented and the school does not have the resources to accommodate the student's special needs, the school may need to terminate the student's enrollment. The school must, however, assist the family with the placement of the student in another educational program and participate in any necessary referrals.

Principals and directors shall work with the local school district to ensure that all students are receiving the services to which they are entitled by law. The Diocesan Special Needs Coordinator should be consulted for additional support and for information about resources available in the community. (300.3)

### **Admission with Special Needs**

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate accommodations during their term of enrollment. These evaluations and related documents should be part of the student's cumulative record. (330.3.1)

### **Desegregation Position**

The Diocese sponsors and promotes racial integration in all of its early childhood centers and elementary and secondary schools. (300.4)

### **Parental/Guardian Commitment to Purposes of Catholic Education**

The development of the whole person of the child or youth--spiritually, intellectually, personally, socially and physically--is the focus of Catholic education. Parents/guardians, as the primary educators of the children, have the responsibility to become partners with the administrators, teachers, and early childhood providers/early childhood aides, and play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. Accordingly, students should be admitted to Catholic schools and centers only if there is parental/guardian commitment to the principle that religious formation is the foundation of Catholic education. The CSS has created two covenants --- Parent-Teacher Covenant and Family Covenant. Schools should include both in their parent handbook. Parents are required to sign that they have read the handbook and commit to both covenants. (300.5)

### **SGB -Local New Family Orientation**

- **All new families are invited to an orientation before school begins.**
- **Times are scheduled for new preschool families to visit the school before the first day.**
- **New kindergarten through 8<sup>th</sup> grade families will be paired with a mentor family to become familiar with St. Gregory Barbarigo School and to help students and parents meet families within the school, parish, and broader community.**
- **All families with children entering kindergarten will have Kindergarten Welcome. Throughout the winter and spring, prekindergarten children will be given the opportunity to visit the school and participate in kindergarten classroom activities. This program offers new students and parents the opportunity to become familiar with the school staff and program. One parent or guardian is expected to attend the scheduled orientation meeting in the spring.**

### **Local Admission Policy**

Each school or center is responsible for having a written policy for admission, including a policy regarding a family's ability or inability to meet its financial obligations consistent with all diocesan policies and structures. This policy shall be promulgated in writing to all parents/guardians and parishioners and shall be included in the Parent Handbook. Local admission policy as it relates to inability to meet financial obligations shall be in accordance with IRS regulations. (300.6)

### **SGB—Local Admission and Tuition Policies**

**St. Gregory Barbarigo School provides a quality education and families reciprocate by fulfilling their financial obligations. The school relies on tuition payments, parish support and donations for its financial stability. The following policies have been enacted to secure financial stability while affording all parties of good faith opportunity for a Catholic education.**

**No parishioner's child will be denied the benefits of a Catholic education because of inability to pay.**

**St. Gregory Barbarigo School and Parish offer an assistance program for tuition for K-8<sup>th</sup> grade students. The Tuition Assistance program is for families experiencing financial difficulty. Whenever families can afford to, they should contribute to the Tuition Assistance fund to help pay back the assistance they received. Families are still responsible for bus, PTO dues, lunch, milk, technology, and band fees. Tuition assistance is available to all kindergarten through 8<sup>th</sup> grade students. An application for this assistance program is available during spring registration or by contacting the principal. As part of the enrollment process, all school families must sign up for a Blackbaud Account. Blackbaud is the 3<sup>rd</sup> party vendor that bills and collects tuition for St. Gregory Barbarigo School.**

#### **1. Standard Payment Schedule**

- **Upon enrolling a child(ren) at St. Gregory Barbarigo School, each family will be required to sign up for Blackbaud. Payments are made on a 10 month schedule for the following year.**
- **Tuition is based on the number of children a family has enrolled at St. Gregory Barbarigo School and the family's status as registered parishioners of St. Gregory Barbarigo Church. Tuition fees include: tuition, bus, PTO dues, milk for kindergarteners, technology, and band. The fee schedule is listed in the school directory.**
- **Tuition payments are due each month to Blackbaud based on the date you choose when you sign up for your Blackbaud Account. The entire year's balance must be paid by June 1<sup>st</sup>.**
- **If a family is unable to adhere to the established payment plan and fails to make payments as set up with Blackbaud, they will be charged a late fee by Blackbaud.**

#### **2. Establish Alternative Payment Plan with Principal**

- **If a family is unable to meet their financial agreement to pay school tuition, a meeting will be scheduled with the principal to discuss payment options and any extenuating circumstances.**
- **Should a family fail to respond to the request by the principal for a meeting within a two week period, the matter will be turned over to the tuition committee for review.**

- *If a payment is not received within 10 days of meeting with the principal, the family will be required to meet with the tuition committee.*
- *If a family on an alternative payment plan is delinquent by a period of one month, they will be required to meet with the tuition committee.*

### **3. Tuition Committee**

- *The tuition committee will consist of the principal, the pastor, and the parish business manager.*
- *The tuition committee will offer assistance, guidance, and follow-up recommendations on any issues regarding tuition payments.*
- *The tuition committee will act as the executor of the Scholarship Assistance Fund.*
- *The tuition committee may meet with families requesting funds.*
- *At no time will all funds in the Scholarship Assistance account be used towards one family. Partial funds will be kept in reserve for unexpected tuition requests. This reserve will also be used at the discretion of the tuition committee for tuition expenses.*
- *In the event there is no response to all of the above procedures and no effort has been made to remedy the delinquent account, the student(s) in question may be removed from the enrollment roster for St. Gregory Barbarigo School until such account is paid in full. If an account is delinquent, the family will not be allowed to enroll children for the next school year until the account is paid in full or other financial arrangements have been made with the principal and / or tuition committee.*

### **4. Legal Action**

- *A lawyer will be contacted to collect all money on delinquent school accounts after all of the above methods have failed.*

*If students should depart from St. Gregory Barbarigo School before the end of the school year, prepaid fees will be refunded effective the next full month after departure.*

### **Admission Priority**

St. Gregory Barbarigo School adopts the following order of priority for admission to the elementary school or early childhood center.

#### **1. Children of parishioners:**

- Children from families with other children already enrolled
- First child now reaching school age
- Children registered on an approved waiting list.

#### **2. Children from families new to the parish who were enrolled in another Catholic school at their current or previous residence**

#### **3. Children from families registered in another Catholic parish:**

- Children from families with other children already enrolled
- Children from families without other children already enrolled

#### **4. Other children, including children from non-Catholic families**

- Children from families with other children already enrolled
- First child now reaching school age
- Children registered on an approved waiting list. (300.6.1)

### **SGB--Local Classroom Size Policy**

*The concept of student/teacher ratio must be considered when planning the delivery of educational services. The maximum class size will be 25 students for kindergarten through eighth grade. Parents/guardians may appeal to the administration and school council in extenuating circumstances where the class would exceed 25 students. If the number of students in kindergarten exceeds 20, a teacher's aide will be required.*

### **Registration**

Through the registration process, the director/principal shall obtain from each family enrolling into the school or center information to be used in establishing cumulative files, in seeking previous records, and for establishing files to be used in the event of an emergency. If the student is transferring from another school, the registration will not be finalized, and the student will not be formally admitted until all previous school records have been received and reviewed by the administration.

If the child is enrolling from another Catholic school or center, the principal or director should check with the previous institution to ensure that all financial obligations are met prior to accepting the enrollment.

If the child is enrolling from another institution, Catholic, private, or public, the principal or director should check to determine if academic and behavioral requirements were met prior to accepting the enrollment. (300.7)

### **SGB--Local Preregistration Policy**

- *Pre Registration for the coming school term will take place in the second semester of each year. ● A copy of the school agreement forms will be mailed to all pre registered families by August.*
- *Agreement forms will not be issued to parents until all payments from the past school year are current or prior arrangements have been made with the principal.*
- *The first payment and registration fees are due in August.*

### **SGB--Local New Registration Policy**

*New parishioners must register in the parish to receive the parishioner rate for school tuition. The principal will interview all new families prior to admittance. The school office requests health records and previous school records. If registration is closed for any class, the request for entrance will be kept on file. Parents will be notified as soon as there is an opening.*

## **ENTRANCE INTO SCHOOL**

### **Age of Entrance**

A child entering Kindergarten must be five (5) years of age by July 31. A child entering Grade One must be six (6) years of age by July 31 or have successfully completed Kindergarten. Date of birth should be certified by either birth or baptism certificate, and this information should be noted on the permanent record. (310.1)

### **Exceptions to the Age of Entrance**

Exceptions to the Age of Entrance requirement should be granted rarely and only after considerable deliberation. Schools will comply with Missouri state law as provided in Section 160.051 of the Revised Statutes of Missouri. In the case of early admission, the acceptance is always conditional, subject to review, and dependent upon the individual child's needs and performance. In any case, the principal makes the final determination of grade placement once all criteria have been applied. (310.2)

### **Criteria for Delayed Entrance**

Even though a child meets the age requirement, entrance into kindergarten or grade one may be delayed for a period of one year. The following criteria should be applied on an individual, case-by-case basis, at the local school:

1. The child has demonstrated through the use of an accepted readiness test insufficient cognitive, emotional or psychomotor maturity.
2. The preschool or kindergarten teacher recommends delayed entry to the next level.
3. The parent(s)/guardian(s) agree(s) with the professional assessment and accept(s) a one-year delay.
4. Readiness activities and/or other developmental programs are recommended for interim assistance to the child.

### **Criteria for Early Entrance**

Even though a child may not meet the age requirement, entrance into kindergarten or grade one may be permitted by the local school if sufficient maturity can be objectively demonstrated. The following criteria should be applied on an individual, case-by-case basis, at the local school:

1. The child has demonstrated superior performance on readiness tests which indicate cognitive, emotional, and psychomotor maturity;
2. The preschool or kindergarten teacher recommends early entrance to the next level;
3. Observation of the child in a learning situation indicates readiness for early entrance; and
4. There is sufficient room in the appropriate grade for the child. (310.4)

### **Grade Placement for a Student Enrolling from Another School**

When a student applies for a grade other than kindergarten or grade one, the principal will arrange for the grade placement of the student according to records received. Admission should be on a space-available basis, according to local admission criteria. It is appropriate to request a review of a portfolio of the student's work or to administer screening or grade placement tests to determine the needs of the individual student. (310.5)

## **ATTENDANCE**

### **Compulsory Attendance**

The State of Missouri mandates full-time attendance of minor persons from the age of seven (7) years to sixteen (16) years. (320.1)

### **The School Year Calendar**

The CSS shall annually establish a diocesan school or center calendar. This calendar will meet the minimum number of school days and/or instructional hours mandated by state and accrediting agency requirements. Any deviations to the diocesan calendar must be submitted in writing to the CSS and be approved before the calendar is made available to the teachers and parents/guardians of the school or center.

"Instruction" is defined by the State of Missouri (R.S. Mo. Chapter 160.041, School Law) as student time "under the guidance and direction of teachers in the teaching process." (320.2)

### **SGB--Local School Day Policy**

- ***The school doors open at 7:25 a.m. and the school day starts at 7:40 a.m.***
- ***Students arriving before 7:25 a.m. will be placed in the Before School Child Care Program. A fee for this program is stated in the school directory. For more information please see the Extended Day and Day Care section in this handbook.***
- ***The school hours are from 7:40 a.m. to 3:00 p.m.***
- ***All students arriving are to use the main entrance on Davis Street. Parents are asked not to allow students to cross traffic on Davis Street when dropping off students.***
- ***Students are to remain in the halls until their homeroom teacher arrives to open the classroom.***

- **Preschool children should enter at the preschool entrance. Parents must bring preschool children to their rooms and sign them in.**

**SGB--Local Pickup and Drop Off Policy**

- **Parents/guardians bringing children to school will unload on the east side of Davis Street and from the right-hand side of the car.**
- **Families of preschool age children may unload at the back of the building, by the preschool door. Preschool age children must be signed in by the parent/guardian upon arrival.**
- **Upon dismissal, children riding buses will be dismissed first.**
- **Children riding in other vehicles will be dismissed after the buses depart. Vehicles may pull up on Davis Street. Parents who park their vehicles in the church parking lot will need to come to the school to pick up their child(ren).**
- **Walkers and bike riders will be dismissed after the majority of vehicles have departed.**
- **Parents of preschoolers may pick up their children in the back of school, by the preschool door. Preschool parents/guardians must sign children out in the preschool room.**
- **Elementary students not picked up by 3:15 p.m. will be taken to SACC to ensure proper supervision.**
- **Preschool students not picked up by 2:40 p.m. will be taken to SACC to ensure proper supervision.**

**Absences and Tardiness**

Absences and tardiness shall be recorded accurately.

All absences or tardiness, even if excused or planned, are recorded as absences or tardiness on the official attendance record. Upon returning to school after an absence, a student is required to submit a written, dated, signed explanation from his/her parent or guardian.

Make-up work procedures are to be specified by local written policy.

Consistent or habitual tardiness is a serious offense. In the case of consistent or habitual tardiness, the school-administration shall conference with the parent(s) or guardian(s). In some cases, where tardiness continues to be a problem, it may be necessary for parent(s) or guardian(s) to explore other educational options in order to ensure that the child's educational needs are being met and that limited interruption in the educational environment is maintained for teachers and other students. If appropriate, the proper authorities with the State of Missouri shall be contacted. (320.6)

**SGB--Local Absence/Tardiness Policy**

- **A child should be encouraged to form habits of regular attendance at school to achieve his/her best and to complete the required curriculum.**
- **Habitual tardiness and absenteeism is unacceptable.**
- **The school day begins upon the ringing of the bell at 7:40 a.m. Students not in their assigned classroom at 7:45 a.m. shall be marked tardy unless they are riders of a bus or their being tardy was due to an emergency.**

**If a student is tardy for more than three days in any one month, the following will take place:**

- **A conference will be called with the parent(s) to discuss the tardiness issue.**
- **The student will be expected to arrive at 7:00 a.m. on a designated day to help prepare the school building for opening. The student will be supervised by the principal during this time. It is the parent's responsibility to have the student at the school building by 7:00 a.m. in this situation.**
- **If a student receives morning duty more than two times, another conference will be called with the parent(s) and the principal to determine if St. Gregory Barbarigo School is the best environment for the student or if additional resources may be needed for the student.**

**SGB -Local School Leave Policy**

- **No pupil will be permitted to leave school before the regular dismissal time, except in the case of sickness or similar emergency.**

- *If a child becomes ill at school, his/her parents or those placed in authority by the parents will be contacted before the child is sent home.*
- *Parents or those placed in authority by the parents must sign a child out when the child leaves during the school day for any reason.*
- *Under no circumstances may a child go home without reporting to the school office and without the parent's permission.*
- *Parents/Guardians are required to notify the school between 7:30 a.m. and 8:00 a.m. if their child is absent. If notification is not received from the parents/guardians, the school office will contact the parents/guardians.*

**SGB -Local Homework Makeup Policy**

- *Parents may request that homework be picked up from the school office.*
- *Students will be given one day for each day of excused absence to complete assignments.*
- *If absences are planned, teachers should be notified so homework can be given prior to the absence.*

**Planned Absence**

Parent(s)/guardian(s) have the right and authority to remove a child from school temporarily for family activities. However, any absence, planned or unplanned, may be considered in determining whether the student is making sufficient academic progress.

Any planned absence beyond several days should be preceded by a conference between the teacher and parent(s)/guardian(s). The principal should keep a written record of the conference and any recommendations made to parent(s)/guardian(s) regarding make-up of work missed by the student during the absence. (320.7)

**SGB--Local Planned Absence Policy**

- *If absences are planned, the school office and classroom teacher should be notified as soon as possible for the absence.*

**Individual Withdrawal During the School Day**

A parent or guardian may withdraw a child from school during the school day. If a student attends school for at least four (4) instructional hours on a given day, the withdrawal is not counted as an absence. If the student attends school for at least two (2) but less than four (4) instructional hours, the withdrawal is counted as a half-day absence. If the student attends school for less than two (2) instructional hours, the withdrawal is counted as a full-day absence.

In elementary schools, early childhood programs and extended day programs, it is required that the parent/guardian, or an adult designated by the parent/guardian, meet the child in the school or center office and sign a register indicating the child's name, the date, the time of departure and, if appropriate, the expected time of return. This register remains in the school office throughout the year. (320.8)

**SGB--Local Early Leave Policy**

- *Parents/guardians are required to sign the early dismissal log located in the school office before the child is released.*
- *The child will meet the parent in the school office for early dismissal.*
- *Under no circumstances may a child go home early without reporting to the school office and without the parent's permission.*
- *If at all possible, parents are requested to notify the school office before the time of early dismissal.*

**SGB--Local Transportation Policy**

- *If someone other than the parents/guardians will be picking up your child (ren), please notify the school office.*

- ***A child shall be released from the facility only to the child's custodial parent(s)/ guardian or to a person authorized in writing by the parent(s)/ guardian of the child.***

### **Emergency School or Center Closings**

In case of inclement weather, individual schools and centers shall determine what process to use in deciding whether or not to close school.

It is recommended that, where possible, schools decide as a POD whether or not to close. Individual schools may close when their local public district closes; secondary schools may choose to follow a late start schedule.

Each local school shall inform families of their procedure for emergency closings and shall have a mechanism for informing families of departures from their procedures adequately in advance. (320.9)

### **SGB--Local Emergency School Closing Policy**

- ***At the discretion of the school principal.***
- ***Announcements will be made on the radio and television station of Maryville and St. Joseph.***
- ***A text-caster and email will also be used to communicate unscheduled school closing or early release during the school day.***

### **Daily Attendance Records**

Daily attendance records are required. Attendance records shall be kept on file locally for a period of ten (10) years. The official daily attendance record should be kept by the teacher or a clerk designated by the principal. Attendance records shall remain in the school building at all times. Daily parental/guardian "sign-in" forms are required for child care centers. Extended day programs are also required to take attendance. (320.10)

## **ACTIVITIES**

### **Classroom Prayer**

Formal and spontaneous prayer shall be an integral part of each school or center day. Prayer is required for opening and closing exercises in all elementary classrooms on a daily basis. (330.1)

### **Eucharistic Liturgies (Mass Participation)**

All students, elementary and secondary, shall participate in regularly (weekly) scheduled celebrations of the Holy Sacrifice of the Mass in the Holy Eucharist. These celebrations may be for classes, grades, departments, or the entire school; small or large groups; and celebrated in churches, classrooms, or other appropriate places where students may be gathered. All-school liturgies may be weekly, monthly, quarterly, seasonal, or for specific dates of liturgical and devotional importance, but should be regularly scheduled on a weekly basis. Each school is urged to provide a variety of liturgical experiences, utilizing the Liturgical Year and the Seasons of the Year, and to instruct students in preparation for and participation in these liturgical experiences. (330.2)

### **Sacrament of Reconciliation**

Students shall have the opportunity for reception of the Sacrament of Reconciliation. In elementary schools, it is suggested that each year all Catholic students be offered the opportunity to participate in the sacrament of Reconciliation on a quarterly basis. (330.3)

### **Prayer Services**

Para-liturgical celebrations, prayer services, memorial celebrations, feast days; Holy Days of Obligations, Liturgical seasons etc. shall be included in the religious educational experiences of all students, elementary and secondary, in keeping with the Liturgical Year of the Church. Students shall be taught to plan for such experiences as is appropriate to their age and maturity. (330.3)

### **Student Retreats**

It is recommended that Eighth Grade students will have an annual retreat. (330.4)

### **SGB--Local Retreat Policy**

- *The eighth grade class will attend a retreat each year.*
- *Grade two will have a mini-retreat after their preparation for their First Communion. Grade five will attend the Vocations Day.*
- *Retreats are encouraged for all classes.*

### **Display of Crucifix/Religious Artifacts/Sacred Spaces**

The crucifix and other forms of Catholic art shall be displayed in places of honor throughout the school or center. There should be images of Jesus, Mary, and the saints throughout the school or center. These images shall include but are not limited to all forms of sacramentals, sacred spaces in the classroom, and placement of the crucifix in every classroom. The Sacred Space should be the central focal point of the classroom adorned with Sacred Scripture, a crucifix and proper liturgical colors adorning the Sacred Space. (330.5)

### **Display of the American Flag**

The American flag shall be displayed outside the building, weather permitting, whenever school is in session. The flag shall be raised at the beginning and lowered, unless lit, at the close of each school day. It is recommended that the American flag shall be displayed in each school classroom. (330.7)

### **Visiting Speakers**

The principal shall approve all speakers who visit the school. Care shall be taken that speakers and topics are consistent with the teachings of the Catholic Church. If any question should arise as to the integrity of the speaker, the Superintendent of Schools and the Pastor/pastoral administrator should be consulted (330.10)

### **Community Service Programs**

Participation in community service programs (visits to and/or volunteer work at nursing homes, shelters, food pantries, etc.) enhance the standard program of the school and are encouraged. Such programs should be age appropriate, provide a balanced view and experience in community service and, most importantly, be in accord with the teachings of the Catholic Church. (330.12)

### **Study Trips**

Study trips are encouraged and should meet educational objectives. (330.13)

### **Class Trips**

Schools may sponsor class trips outside of regular study trips for a specific grade of students. These trips should reflect the mission and philosophy of the school, Diocese and Church. Class trips sponsored by an elementary school should not involve overnight stays or air travel.

If a school chooses not to sponsor a class trip, then students, parents/guardians, or other patrons may not use the school's name or tax identification number in connection with promoting or organizing a privately-sponsored trip. In addition, the principal and Pastor/pastoral administrator may stipulate that students, parents or other patrons may not conduct fund-raising activities on school premises in connection with a privately-sponsored trip. (330.14)

### **Activities Away from Elementary School Premises During the School Day**

A minimum ratio of one (1) adult to ten (10) students is recommended at the elementary level for study trips, community service programs and other school-sponsored activities during the school day. Parents may be invited to assist in supervision or act as

chaperones for such activities. All volunteers should be trained as to their proper role as volunteers or supervisors, and must be in compliance with the Policy of Ethics and Integrity in Ministry and the Critical Employment Policies of the diocese.

Written parental permission is necessary whenever a student leaves the school premises during school hours. Care should be taken that the teacher or adult in charge has appropriate emergency information available at all times for each student. The permission form shall be kept in the local school office during the trip and either in the local school office or in the classroom teacher's file for a period of one (1) year following the trip. (330.14)

#### **Activities Away from the Early Childhood Center during the School Day**

An Early Childhood Center has an obligation to provide for the safety of children when they are on a field trip or study trip away from the school or center. All those transporting youth shall be in compliance with the Policy of Ethics and Integrity in Ministry and the Critical Employment Policies of the diocese. (330.16)

#### **SGB--Local Study Trip Policy**

- ***Study trips are taken that meet educational objectives.***
- ***Study trips are a privilege, not a right. Students must have classroom work completed in order to obtain this privilege.***
- ***Permission forms must be signed by the parents/guardians. NO ORAL PERMISSION OR OTHER NOTES WILL BE ACCEPTED FOR THE CHILD TO ATTEND THE STUDY TRIP. THE PERMISSION SLIP MUST BE SIGNED AND RETURNED OR THE CHILD WILL NOT BE ABLE TO ATTEND THE EVENT.***
- ***When students are traveling in cars, the number of passengers in a vehicle will not exceed the number of seatbelts available.***
- ***Students are required to wear seatbelts.***
- ***Students are required to be in booster seats as mandated by Missouri State Law.***
- ***All drivers must have had Virtus training, current background check, have a current copy of their driver's license, and proof of insurance on file with the school office.***

#### **Use of Adult Chaperones for School Activities**

Adult chaperones may be used to supervise student activities. These adult volunteers should be reasonably prudent people who have been trained in the duties of their position. All volunteers must be in compliance with the Policy of Ethics and Integrity in Ministry and the Critical Employment Policies of the diocese.

Volunteer chaperones should be given a written description of their duties, school rules, and consequences for breaking the rules. Chaperones must agree to enforce the rules. If for some reason a chaperone ignores the rules, that person should not be allowed to chaperone again. (430.1)

#### **Overnight Trips**

Elementary school students shall not be taken on overnight trips. (430.2)

#### **Ski Trips**

Skiing should not be considered as a class or study trip activity. (430.3)

#### **SGB--Local Class Trips**

- ***7/8<sup>th</sup> Grade classes participate in an educational class trip every year. Fundraising occurs for this trip and all students are encouraged to participate.***
- ***7/8<sup>th</sup> Grade classes participate in an educational, class day trip to Jefferson City every other year.***
- ***Other classes participate in day trips to local areas for educational purposes.***
- ***Cost of study trips will be paid for through personal payments or fundraising efforts as available.***

### **Photographs of Students or Children Used for Marketing Purposes**

Administrators should have on file a signed "Parent/Guardian Consent for Photo and Similar Recordings" before any photograph, digital image or video of a student or child is published for the purpose of marketing, and must follow the policy on Ethics and Integrity in Ministry and the Diocesan Social Media Policy. (330.18)

### **Alcohol**

Each parish and school should establish policies regarding the use of alcohol at parish or school-sponsored events. All laws regarding the serving of alcohol to minors, licensing, etc., must be followed. Alcohol should not be served at school-sponsored events where children are present. (330.20)

### **SGB--Local Lost and Found Collection**

- ***All lost and found articles are sent to the school office. The articles will be kept in the "lost and found" container in the office.***
- ***Unclaimed articles will be sold at the semi-annual PTO rummage sale or given to local charities every two months.***

### **SGB--Local Cold Weather Policy**

- ***When the weather becomes cold, all students are required to have coats. It is highly suggested that gloves and hats be worn.***
- ***Teachers may use their own judgment based on the age of the children in deciding to go outside or wear gloves and hats.***
- ***For the children's safety, if temperature or wind chill falls below freezing, hats and gloves will be required of all.***
- ***If snow is on the ground, two pairs of shoes, or one pair of shoes and one pair of boots or over boots are necessary. If students have no boots or extra shoes, students must stay on the sidewalk.***
- ***Sledding is up to the discretion of the supervising teacher. Caution and care should be taken for the safety of all participating. Snow pants or change of clothes is required for sledding.***
- ***No snowballs during the school day or while under faculty/staff supervision.***
- ***A written note signed by the parent/guardian is needed if the child is to stay in from recess due to physical conditions.***

## **DISCIPLINE**

### **Christian Behavior Policy**

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore, our expectation for behavior of staff, students and families is the high bar of the Gospel. Students, staff and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions. (340.2)

### **Policy Statement**

Achievement of a positive, orderly learning environment for all children and youth is the chief goal of any disciplinary code. The growth and development of the child or youth and his/her own self-concept shall be the major concern in all disciplinary planning.

The disciplinary code shall aim for behavior proceeding from a positive self-concept and internalized conviction rather than proceeding from externally enforced controls.

The mission of Catholic education is to proclaim the mission of Jesus and His Church. Catholic education is faith-based in the Gospel, communal, and person-centered. Therefore, all disciplinary philosophies, procedures and actions must meet the following criteria:

- Discipline shall be rooted in the Teachings of the Catholic Church.
- Discipline shall promote the moral welfare of the school community.

- Discipline shall care for the dignity of the person and of each individual student in a Christ-centered manner.
- Discipline shall include appropriate parent/guardian involvement.
- Discipline shall promote a Catholic environment that advances and promotes the Catholic educational process.

The inherent authority of the director, principal, or teacher to control the school or classroom goes beyond the specific procedures described in this manual. The Superintendent of Schools will develop any further procedures as needed. (330.20)

### **Promulgation of Discipline Codes**

The principal or director shall promulgate to teachers and early childhood providers/early childhood aides, parents/guardians and students the full disciplinary code which is based on the diocesan discipline policy. (340.1)

### **SGB--Local Discipline Teaching**

*The primary function of the school is to provide a quality education in a Christian atmosphere, which allows the complete growth of the child. Discipline is an integral part of the learning process that allows us to teach each child to control his/her own behavior in an acceptable manner. Parents and teachers with students should work continuously to stimulate growth. As a result of this partnership in the child's education, the child will learn to adjust his/her behavior to grow toward self-discipline. Together, teachers and parents are urged to unite in their efforts to make St. Gregory Barbarigo School a center of Christian community living by enforcing the following principles. The following life skills, which St. Gregory Barbarigo School also refers to as Christ Skills, are taught and role modeled in our classrooms and entire school community:*

**Integrity:** To be honest, sincere and of sound moral principles

**Initiative:** To do something because it needs to be done

**Flexibility:** The ability to alter plans when necessary

**Perseverance:** To continue in spite of difficulties

**Organization:** To plan, arrange and implement in an orderly way

**Sense of Humor:** To laugh and be playful without hurting others

**Effort:** To try your hardest

**Common Sense:** To seek solutions in difficult situations

**Problem Solving:** To create solutions in difficult situations and everyday problems

**Responsibility:** To be accountable for your actions

**Patience:** To wait calmly for someone or something

**Friendship:** To make and keep a friend through mutual trust and caring

**Curiosity:** A desire to learn or know about a full range of things

**Cooperation:** To work together toward a common goal (purpose)

**Caring:** To feel concern for others

**Courage:** To act according to one's beliefs

**Pride:** A satisfaction from doing your personal best

**Resourceful:** To be able to deal effectively with problems when they arise

### **Unacceptable Behavior**

It is the responsibility of the entire school/center community to model acceptable behavior. Behavior that disrupts the educational process will not be tolerated. Certain behaviors, **including but not limited to the following**, qualify as serious unacceptable behavior and should not be tolerated within the school or center community on or off school grounds, including websites, blogs, or internet communication:

1. Disrespect for others.
2. Abusive or unacceptable language; fighting; bullying; hazing; gang behavior.

3. Possession of illegal substances, materials or objects. (See the *Weapons Incident* form in the 300 Series Forms file. See 340.6 Search and Seizure and 340.61 Search by the Police.)
4. Vandalism; stealing, cheating or plagiarism.
5. Making threats towards students or staff. (See the *Incident of a Threat* forms in the 300 Series Forms file.)
6. Harassment. (Please see EIM)
7. Inappropriate sexual behavior of any kind. (340.3)

**SGB--Local Unacceptable Behavior Policy**

- ***In any situation involving willful destruction of school/center or personal property, sexual harassment/activity, gang behavior/activity, threatening or bullying (see bullying policy) – an immediate conference will be called with parents. The appropriate law enforcement agency may be included in the conference at the discretion of the principal.***
- ***Students who violate this section may be subject to a minimum of one day of in-school suspension with appropriate activity monitored by the principal and/or staff. The principal (after conferencing with parents), or in conjunction with the student's parents, may administer additional consequences as the situation dictates. Credit will be given for work or tests completed during in-school suspension.***
- ***In any situation involving the possession of a weapon or illegal substance, or verbalized/written threats (serious or in a joking manner), students will be suspended from school immediately and the proper authorities may be notified. The student may be required to undergo a psychiatric evaluation at the request of the principal/pastor before he/she returns to school. The said evaluation shall be at the expense of the student's parent(s) or legal guardian(s). Before the student is readmitted to school, a conference will be held with the appropriate health care/safety officials, the school principal, the pastor, the parent(s)/guardian(s) and the student to determine if the student is able to return to school.***

***Disrespectful behavior or attitude consists of (but is not limited to) unacceptable or foul language, inappropriate body language, yelling at any of the above individuals, inappropriate public displays of affection among peers, not following the directions of a teacher or adult, and taunting or laughing at peers or other adults in a hurtful way.***

- ***In any situation involving disrespectful behavior or attitude, fighting, stealing, cheating, plagiarizing, or any other unacceptable behavior not listed, the following may take place:***

***1<sup>st</sup> occurrence: Student immediately sent to the principal's office***

***Parent(s) called for conference***

***Up to 2 hours of lunch detention or after school detention working in the school***

***Ineligible for sports practice, study trips or activities for 2 days***

***2<sup>nd</sup> occurrence: Student immediately sent to the principal's office***

***Parent(s) called in for immediate conference***

***4 hours of lunch detention or after school detention working in the school***

***Ineligible for sports practice, study trips or activities for 4 days***

***3<sup>rd</sup> occurrence: Immediately sent to the principal's office***

***Parent(s) called for immediate conference***

***One day of in-school suspension-- zeros in all subjects Ineligible for sports practice, study trips or activities for 1 month***

***4<sup>th</sup> occurrence: Immediately sent to principal's office***

***Parent(s) called to pick up child***

**Conference scheduled with principal, child and parent to determine the needs of the child  
All eligibility for sports is lost**

**\*Repeated unacceptable behavior over the course of a student's term at St. Gregory Barbarigo School may require disciplinary actions to be modified at the discretion of the principal and/or pastor.**

**Serious Infractions**

Any serious violation of the discipline code shall be addressed promptly by the administration of the school or center. In the event that proper disciplinary action is not taken in a particular situation, the Superintendent of Schools may initiate further disciplinary measures as needed and appropriate. The CSS should be kept informed and appropriate incident reports submitted as required.

This response may include, but is not limited to, suspension and/or termination of the student, child, or employee; banning the person or persons involved from school or center property; and/or criminal prosecution of the person or persons involved.  
(340.4)

**SGB--Local Bullying Policy**

**Definition: Bullying is when a person or group of people deliberately and persistently target someone with the intention of hurting them. It is often difficult to determine what does and does not constitute bullying. For consistency, fairness, and educational purposes, the following criteria will be used to determine evidence of bullying behavior: the acts must be intentional, imbalanced, and repeated.**

**Intentional: Bullying incidents are not accidental. Rather, the bully intends to inflict harm or discomfort upon the victim.**

**Imbalanced: Bullying occurs in an interpersonal relationship characterized by an imbalance of power, physical or psychological. Bullies are adept at identifying other students who lack the skills, abilities, or personal characteristics to defend themselves.**

**Repeated: To be considered bullying, the acts must not only reflect intention and an abuse of power, they must also occur more than once. It is when incidents are repeated and beyond control of the victim that bullying is occurring.**

**Bullying can be:**

- **Psychological:** deliberately being unfriendly, ignoring someone, leaving individuals out, hurting someone's feelings, tormenting (e.g. hiding books, threatening gestures, handwritten notes making the target feel singled out and uncomfortable)
- **Physical:** pushing, hitting, kicking, punching or any use of violence
- **Sexual:** unwanted physical contact or sexually suggestive comments or actions
- **Verbal:** name calling, sarcasm, spreading rumors, threats, foul language
- **Racist:** racial taunts, graffiti, or gestures
- **Cyberbullying:** harassment, bullying, intimidation, or invasion of privacy inflicted through electronic media

### No Tolerance Statement on Bullying

St. Gregory Barbarigo School believes all students have a right to a safe and healthy environment. Bullying of any kind will not be tolerated at St. Gregory Barbarigo School.

### Reporting of Bullying

- St. Gregory Barbarigo School expects students and/or staff to immediately report incidents of bullying to the principal or designee
- Staff are expected to immediately intervene when they see a bullying incident occur
- Since most bullying happens without a teacher witness, parents are encouraged to inform teachers or the administration about instances of bullying. Together, with the student, we will work to make the school a safer place.
- Each complaint of bullying shall be promptly investigated by the principal and documented.
- This policy applies to students on school grounds, while traveling to and from a school-sponsored event, and at all school-sponsored events on or off campus. A student who participates in Cyberbullying, regardless of where or when they engage in those activities, may be held criminally liable under several state and federal statutes, including the Missouri Safe Schools Act. Although Cyberbullying may occur outside of school property and hours, there is pending legislation that focuses on the effect that such activity has on the orderly operation of a school. If it is determined that a student of St. Gregory Barbarigo School has been engaging in CyberBullying activity, the matter will be brought to the principal, who will determine the appropriate action, including legal action if appropriate.

If the inflammatory material appears on a public or semi-public venue such as a blog or social network, the student should immediately tell a trusted adult. Many students, however, feel embarrassed by such harassment and may only discuss it with a peer. Students, therefore, have a responsibility to encourage and support friends as they report any form of bullying. If a student refuses to get help, peers should let an adult know. This behavior is not tattling, and it may save a friend's life.

### Consequences of Bullying

#### 1<sup>st</sup> Occurrence

The classroom teacher will manage the situation and inform the principal/pastor.

Victim: Class teacher talks to the victim to establish what has happened and gives support.

Bully: Class teacher talks to the student to establish what has happened and gives warning.

The student is reminded of the harmful effects of bullying, and the consequences should the behavior be repeated.

Teacher: Written documentation given to the principal who will investigate.

Principal: The matter will be discussed with both the victim (support) and the bully (warning) and documented.

#### 2<sup>nd</sup> Occurrence

Parents will be informed and involved.

Victim: Parents are informed of the incident and the procedure.

Bully: The student's parents are contacted and a meeting is held with the student, parents, teacher and the principal/pastor. The student will be ineligible for sports practice or activities for one week.

Teacher: Written documentation given to the principal. Principal:

Will contact the parents. Incident will be documented.

#### 3<sup>rd</sup> Occurrence

Victim: Parents are informed of the incident and the procedure.

Bully: The student's parents are again contacted. The student is referred to in-school suspension for two days. The student will be ineligible for sports practice or activities for two weeks.

Teacher: Written documentation given to the principal.

Principal: Will contact the parents. Incident will be documented.

#### **4th Occurrence**

**Victim:** Parents are informed of the incident and the procedure.

**Bully:** The student's parents are again contacted. The student is referred to in-school suspension for four days and required to begin counseling at the expense of the parents. One counseling session must be completed before the student will be eligible to return to the regular classroom. Documentation of counseling will be required. The student will be ineligible for sports practice or activities for one month. Completion of at least one more counseling session (total of 2) will be required in the one month period following the incident.

**Teacher:** Written documentation given to the principal. **Principal:**

Will contact the parents. Incident will be documented.

● Further incidents of bullying may result in expulsion and all eligibility for sports or activities is forfeited. Final determination of expulsion rests with the Principal/Pastor.

#### **Prevention of Bullying**

To fulfill our aims the following strategies will be used:

- A structured and ongoing program to raise self-esteem and compassion in our students will be included in grades K-8<sup>th</sup> with the *Kindness is Contagious* Curriculum and the encouragement of positive behavior.
- St. Gregory Barbarigo School shall provide a comprehensive and age-appropriate curriculum dealing with Internet Safety and digital citizenship to all students K-8. This will include education regarding Cyberbullying.
- Raising the awareness of bullying through parent education and support materials
- Support and training for staff about bullying through education and provided curriculum
- Involvement of all school staff for a consistent approach
- Encouraging students and parents to report bullying

#### **Sexual Harassment**

Please see Policy on Ethics and Integrity in Ministry. (340.3)

#### **Complaint Procedure**

Any employee or student who believes he or she has been sexually harassed should report the complaint to the Principal or Director. The Principal or Director will gather preliminary information and then report the complaint to the CSS. Upon receiving a complaint of sexual harassment against an employee or student, the CSS will investigate and, if the complaint is substantiated, will confer with the Principal or Director to initiate the appropriate disciplinary action. (340.7)

#### **Acceptable Discipline**

Students must learn that there are consequences associated with all behavior.

Disciplinary action (or consequences) should be tailored to the gravity of the offense or infraction, to the age and maturity of the student or child, and to the overall effect on the growth and development of the student or child. For grades 6 through 12, it is recommended that the principal form a disciplinary board to assist him/her in the review of more serious or repetitive misbehaviors.

Acceptable disciplinary actions may include any one or more of the following; reminders, conferences with the student, conferences with parents or guardians, time-outs, limited deprivation of privileges, peer mediation, counseling, detention, paying for vandalism, suspension, and/or expulsion. When a law has been broken (such as incidents involving narcotics, weapons or making threats to persons or property) the student may be referred to the proper civil or criminal authorities. (340.8)

#### **Corporal Punishment**

Corporal punishment of any student in a school or early childhood center of the Diocese is strictly forbidden. The principal or director shall make certain that all personnel and volunteers are aware of the seriousness of this policy. (340.9)

### **Procedures for Detention**

Parents/guardians shall always be notified of student detentions. Parents/guardians of elementary students shall be notified in advance of the detention. (340.10)

### **Procedures for Suspension**

Schools using suspension as a mode of discipline must publish guidelines to govern suspensions in conjunction with diocesan guidelines. Suspension of students may be in-school or off-campus. Suspensions should be used sparingly and only for more serious infractions or unacceptable behavior. Repeated suspensions of the same student indicate the need for alternative action. (340.11)

### **Procedures for Expulsion**

Expulsion of a student from a school or center shall meet one of the following criteria:

1. Other avenues of remediation of the unacceptable behavior have been exhausted.
2. The moral and /or physical well-being of the student and/or school community is at risk.
3. The student in question exhibits prolonged and open disregard for policy, personnel, fellow students, and/or property.

The final determination of expulsion rests with the Superintendent of Schools after communication with the principal or director of the situation.

Student behaviors that are cause for expulsion shall be clearly stated in the disciplinary code which has been published or communicated throughout the school community. The following procedures shall be followed when necessity dictates the expulsion of a student:

1. For elementary schools, the principal shall inform the CSS and the pastor/pastoral administrator or priest representative of the situation and surrounding circumstances PRIOR to the act of expulsion.
2. For secondary schools, the principal shall inform the CSS of the situation and surrounding circumstances PRIOR to the act of expulsion.
3. The student and his/her family shall be informed of the expulsion by: A conference including the parent(s)/guardian(s), student, principal and, if necessary, teacher and/or counselor; and written communication.
4. The principal shall send to the CSS within three days a complete written summary of the action and the circumstances leading to the expulsion.

Expulsion should rarely be a surprise and should be considered a last recourse. Prior to expulsion, serious effort must be made to help the student change his/her behavior. (340.12)

### **A Student Subject to Criminal Charges**

At the discretion of the principal, Pastor, or director, a student who has been charged with a crime may be suspended or placed on probation pending the outcome of the charge. The Superintendent of Schools shall be immediately notified of such an event. (340.13A)

### **Search and Seizure**

A school official may search individual students and individual student storage areas such as backpacks, desks, lockers, and motor vehicles under the following circumstances:

1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation; and
2. The search is conducted on school premises or at a school event in a manner which is reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

If a student is not or will not be present at the time a search of the student's storage area is conducted, the student shall be informed of the search as soon as is reasonably practicable after the search has been conducted.

A school official shall not conduct a search which involves:

1. The removal of any undergarment or underclothes;
2. A body cavity search;
3. The use of a drug-sniffing animal to search a student's body; or
4. The search of a student by an official not of the same gender as the student.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student, even if there is a separate lock on the locker or other space. Such an inspection may occur whether or not the student is present. Two adults must be present during any search. (340.14)

### **Search by the Police**

The principal or director may involve the police in a search if there is reason to suspect criminal activity or danger to any person or persons. (340.15)

### **Cooperation with Law Enforcement Personnel**

Schools and centers shall endeavor to cooperate with requests by law enforcement personnel in the course of criminal investigations. If law enforcement personnel come to the school or center seeking to interview a student or child as part of a criminal investigation, the principal or director (or his/her delegate) shall notify a parent or guardian of the student/child in order that the parent or guardian may be present for the interview. However, if law enforcement personnel advise the principal or director that the subject of the criminal investigation is a parent or guardian, the school or center should not contact the parent or guardian prior to the interview.

If for any reason a parent or guardian is not present for the interview of a student or child on school or center premises, one (1) school or center employee should be present for the interview. At any point that it becomes apparent that the student or child is suspected of criminal activity, the interview should be suspended until a parent or guardian is present.

A record should be kept of the attempts by the school or center to reach the parent(s) or guardian(s). (340.16)

### **SGB--Local Locker Policy**

***Students in grades 5-8 have individual lockers which they are responsible for keeping things neat and clean. Locks may not be used on lockers.***

### **SGB--Cell Phones / Electronic Devices**

Cell phones and electronic devices are a disruption to the educational process and are not allowed at St. Gregory Barbarigo School during the school day. However, many families wish their children to have access to cell phones before and after school. To protect all students and their phones, we have the following policy:

- Students who bring a cellphone to school must turn it off and give it to their classroom teacher as soon as they get to class. Teachers will keep a basket of student phones out of public view and will return them to the students at dismissal time.
- Cell phones may not be powered on during the school day.
- Although teachers will take care to keep the phones safe during the school day, St. Gregory Barbarigo School and its teachers are not liable for any phone lost, stolen, or damaged on campus.
- Bringing a cell phone to school is a privilege, not a right, and privileges may be revoked at any time.

- Parents must sign the cell phone registration form each school year and return it before the child brings the phone to school for the first time.
- In the event that the child brings a different or new phone, parents must sign a new cell phone registration form.
- At school sponsored events, the use of cell phones and/or electronic devices will be at the discretion of the teacher/sponsor.

## ATHLETICS

### **SGB--Local-Athletic Handbook**

#### **St. Gregory Barbarigo School Athletics Philosophy Statement**

The primary purpose of St. Gregory Barbarigo School's athletic program is to meet the school related interests and needs of students that are not provided for by the curricular program of the school.

The athletic program is an extension of the classroom, and while athletics at the secondary level take on a more competitive nature, Christian values of fairness, honesty, self-discipline, cooperation, effort, dedication, determination, discipline, respect, integrity, dignity, responsibility and leadership are an integral part of the participation of students, coaches, parents/guardians and fans at all levels of play---and when supported with a sound academic foundation we have achieved the ultimate goal of education.

Our program goal is to supply our young people with as many productive experiences as possible to make each person a better member of society because of his/her exposure to the basic principles taught through athletics. The athletic program is organized so that each student may participate according to his/her interest. There is a place for every student and every student is encouraged to take part in at least one sport.

### **Eligibility to Participate**

Before a student can participate, this includes practice, they must have completed the following and have them on file in the office (350.2, 350.3):

1. Current physical examination form
2. Signed Parent's or Guardian's Permission to Play form
3. Acknowledgement of concussion protocol form

If a student has not completed the above requirements, they must be in attendance (observing only) to avoid an unexcused absence. Three days of only observing will equal one unexcused absence.

### **ADDITIONAL REQUIREMENTS (350.5 and 350.9)**

- Students must be academically eligible and display sportsmanlike behavior
- Students must not have exceeded the limit of three unexcused absences.
- Student is not presently under suspension from school

### **Student Eligibility - Elementary School**

Eligibility should run weekly from Tuesday to Tuesday. Teachers should notify the principal of ineligibilities on Mondays, and the principal or athletic director should notify the coaches of ineligibilities. Notice should be given to the players and parents/guardians at this time as well. Notification on Mondays will give the coach sufficient time to plan for the week's competition. (350.5)

### **SGB--Local Eligibility –Grades**

***For athletic eligibility, the minimum grade average in each class each week must be a "C" average with no F's.***

***If the weekly grade average for any class is at or below a C-, the student will be warned but not made ineligible for the first week his/her average for any class is a C- average or below.***

***If the weekly average is a C- or below for any second week (not necessarily a successive second week) then the student is ineligible for the next week.***

***Exceptions to the grade rule can be made for students with special circumstances as deemed by the building principal upon consultation with the teacher.***

**SGB –Local Eligibility – Behavior**

***Unsportsmanlike conduct will make the student ineligible. The length of ineligibility will be determined by the school principal and/or pastor with consultation of the student's coach.***

Eligibility shall run as stated above per Diocesan School Board Policy. (350.5)

***Student athletes who abuse their health by using illegal or prohibited drugs will be suspended from the sport. Suspension will be at the discretion of the principal and/or pastor after consultation with the coach in accordance with school policy and MSHSAA policy.***

**SGB--Students Playing on other Teams**

***St. Gregory Barbarigo School (7<sup>th</sup> & 8<sup>th</sup> grade) participates in the Missouri State High School Activities Association (MSHSAA). MSHSAA prohibits anyone from playing on another team. "He or she shall neither practice nor compete as a member of a non-school team or as an individual participant in organized non-school competition in that same sport" (MSHSAA Bylaw 3.14.2).***

**SGB--Student Return of Equipment**

***Our school provides our students with excellent equipment. We hope to keep the quality of the equipment as high as possible. All equipment must be returned or settled for before a student may go out for another activity.***

**SGB--Student Attendance**

***Students must attend school the entire day to participate in any afternoon or evening athletic events. Exceptions will be made for medical and dental appointments or situations that are approved in advance by the school administration (350.6).***

**SGB--Early Dismissal from School**

***When school is dismissed because of inclement weather, no practices or games will be permitted. The postponing of sporting events will be at the discretion of the school administration.***

### **SGB--Taking Students on a Bus**

*Our goal for travel is to provide a safe, efficient, and reasonable accommodating means of transportation for you and your students. Teamwork is the essence of any successful group. St. Gregory Barbarigo School encourages students to be as involved with their team as possible.*

- If a student-athlete will be riding home with a parent/guardian, the parent/guardian must sign the sign-out form provided by the onsite coach/sponsor prior to leaving.
- If a student-athlete will be riding home with another adult that is not the parent/guardian, the parent/guardian is required to sign and submit the transportation release form to the school office prior to the departure of the team bus leaving for the activity.
- *The on-site coach/sponsor will authorize emergencies allowing a student to ride with a parent.*
- *Parents are responsible for transportation in the event the school does not provide a bus.*

### **SGB--Absences from Practice**

*The only absences or late attendance accepted as excused will be for tutoring, medical, dental or other emergency situations as approved by the coach or athletic director. Shopping trips, haircuts, disciplinary problems, etc. will not be considered an excused absence.*

*Student-athletes will be expected to clear an absence with their coach in advance of the absence.*

*Ill student-athletes cannot attend practices or games. Bona fide illnesses will be excused. However, if a student has to stay after school for disciplinary reasons or because they are not completing assignments, then their absence from practice will be considered unexcused. If a student comes to practice late, it will be considered an unexcused absence.*

*When an athlete receives the third (3<sup>rd</sup>) unexcused absence, they may be cut from the squad for the remainder of the season.*

### **SGB--Responsibilities for Parents of Athletes**

*Parents will be scheduled to work home athletic events in which their children are participating. At the beginning of the season, a sign-up sheet will be sent home for you to indicate which job you would most like to do. These jobs include: gate, concession stand, scorebook and scoreboard. All parents of athletes are expected to help clean after home events.*

### **SGB--REGULATIONS FOR 5<sup>TH</sup> AND 6<sup>TH</sup> GRADE TEAMS:**

- *If a student chooses to participate for another team, he/she shall place SGB practices and games first.*
- *Missing practices or games because of the membership of another team will be considered an unexcused absence.*
- *Three unexcused absences will result in being cut from the team.*

## **INSURANCE**

### **Insurance**

All schools and early childhood centers of the Diocese shall be covered as prescribed by the Diocesan Insurance Office. Premiums for such coverage shall be included in the annual school budget. (360.1)

### **SGB -Local School Insurance Plans**

*· Individual school insurance is also available at an additional cost to all school children. Brochures are available at the beginning of the school year.*

### **School Time Accident and Catastrophic School Time Accident Insurance**

The Diocese of Kansas City-St. Joseph provides both Basic School Time Accident Insurance and Catastrophic School Time Accident Insurance. Notification of such insurance is given to Principals in the fall of each year. Principals and Athletic Directors will ensure that all parents and guardians are informed of the coverage as well as the procedure for filing a claim. In the event of any accident, forms should be sent to parents or guardians promptly. A record of the accident should be kept in the student's Permanent Record file. (360.2)

## **ACCREDITATION**

### **Preschool/Early Childhood Accreditation**

Preschool programs which operate as part of an elementary school are required to be accredited by the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association. (365.1)

### **Elementary School Accreditation**

Elementary schools of the Diocese are accredited by the Missouri Non-Public School Accrediting Associations and the North Central Association/AdvancEd (365.2)

### **SGB-Local Accreditation Policy**

- ***The Missouri Nonpublic School Accrediting Association (MNSAA) and the North Central Association/AdvancEd accredits St. Gregory Barbarigo School. This accreditation is fully recognized by the Missouri State Department of Education. A yearly self-evaluation is conducted by the administration and overseen by the DSO as well as a five –year assessment by an evaluation team.***
- ***St. Gregory Preschool is accredited through the Missouri Nonpublic School Accrediting Association (MNSAA).***

## **PUBLICATIONS**

### **School or Center Publications**

The Principal or Early Childhood Director is responsible for the supervision, content and distribution of all written communications representing the school or center. (370.1)

### **School or Center Websites and Social Media**

It is recommended that Schools and Centers have a website. Schools and Centers must follow the diocesan Social Media Policy with websites and any social media. (370.4)

### **School or Center Roster**

School or center rosters, or buzz books, are recommended as a tool to assist in creation of community and a spirit of interdependence. If the school or center publishes a roster, parents/guardians should know in advance that their phone numbers will be listed. Under no circumstances is the roster to be used for commercial solicitation without the express written consent of the Principal or Director. A statement of this policy should be included in the Roster. (370.5)

### **Student Publications**

Student publications foster creativity, responsibility, and improved communications skills. Such publications should be under the guidance and supervision of a competent teacher. Every effort should be made to keep the expenses reasonable. (370.6)

### **SGB--Local School Yearbook**

- ***St. Gregory's School publishes a memory book that is designed by the eighth grade class with the technology teacher serving as the advisor.***
- ***Yearbooks will be published in the spring. The memory book will include school pictures and candid shots. · Yearbook fees are listed in the school directory.***

### **SGB--Local School Pictures**

*· Individual school pictures are taken each fall and group pictures are taken in the spring. All children will have their pictures taken for school purposes, but parents/guardians have the option of buying the packages from the vendor.*

## **RECORDS AND REPORTS**

### **Release of Transcripts and Report Cards**

Transcripts and report cards shall not be released to parents/guardians or to other educational institutions until all financial obligations with respect to the student have been satisfied. This policy should be so stated in the Parent Handbook. (380.32)

### **SGB--Release of Transcripts and Report Cards**

*Student transcripts or report cards will not be released to parents or the school a student is transferring to until all financial obligations have been satisfied.*

### **Transfer of Records**

When students change schools, records are transferred upon the signed request of the parent or guardian. (380.33)

### **Access to Student Records**

All professional staff should have ready access to all student records on a “need to know” basis. According to the federal student privacy law, when a file is viewed, a record should be kept indicating the name of the student, the person viewing the record and the date.

A parent or guardian may view a child’s record upon request and in the presence of the Principal or teacher. A parent may not remove a child’s cumulative record but may request removal of certain subjective data, e.g., a teacher’s opinion, a specific label given the child, etc.

In the case of a student whose parents’ marriage has been dissolved, the name and addresses of both parents should appear in the student file. Both parents shall have access to their child’s school records, except for a non custodial parent in the case where the school has been provided with a certified copy of a court order denying visitation rights with the child. (380.5)

## **GRIEVANCE**

### **Grievance Policy**

Any person or persons feeling aggrieved concerning any mailer connected with the school or center may have recourse to a grievance process. Each school or center should have a grievance process, written in the handbook, to be followed in the school or center. Emphasis should be placed on fairness and justice with a view toward conciliation. (385.1)

### **Grievance Procedure**

In ordinary circumstances, the subject of the grievance first should meet, in person, with the aggrieved person or group. If this meeting fails to resolve the conflict, the next higher level of authority (i.e., teacher, Principal or Director, Pastor) should meet personally with the aggrieved person or group. If the local process fails to achieve agreement or satisfaction, the grievance should be referred to the Superintendent of Schools or the appropriate Associate Superintendent of Schools. (385.2)

### **SGB-Local Grievance Policy**

*St. Gregory’s School follows Diocesan grievance procedures.*

## EXTENDED-DAY AND DAY-CARE PROGRAMS

### **Policy Statement for Extended-Day and Child-Care Programs**

The Diocese recognizes the importance of extended-day and early education programs as part of the Christian educational experience. Before a school or parish initiates such a program, approval must be obtained from the CSO. (390.1)

### **SGB--Local School Age Child Care (SACC) Program**

· *School age childcare is available before and after school. Before school childcare is available from 6:30 a.m. to 7:30 a.m. The after school childcare hours are from 2:45 p.m. (preschool) and 3:00 p.m. (elementary) to 5:30 p.m.*

*The supervised program provides study time, refreshments, play time and special activities. A registration fee enrolls the child(ren) in the before and after school childcare program.*

· *A calendar of days SACC will be offered during the school year will be available by the first day of school each fall. SACC will not be offered on snow days.*

· *A registration fee per family is charged for enrollment in this program. Information in the school directory lists the rates for childcare.*

## STUDENT SAFETY AND SUPERVISION

### **Emergency Student File**

Parent/guardian must supply an emergency information file with an individual card for each student and shall be readily accessible to the Principal or Director. This card will include parent(s)/guardian(s) home and work phone numbers, alternative parent-authorized contact person with home and work phone numbers, special health information and, if available, a recent photograph of the student. Teachers should bring copies of these cards on Study Trips, Class Trips, etc. (400.2)

### **Child Abuse and Neglect (Including Sexual Abuse)**

School officials including Principals, Directors, teachers, early childhood providers/early childhood aides and non professional personnel, are required by Missouri law to report, any observed or suspected child abuse or neglect to the Missouri Department of Social Services, Children's Division.

Under Missouri law, child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (a person under eighteen [18] years of age) other than by accidental means by those responsible for his/her care, custody and control (including a teacher), except that discipline, including spanking, administered in a reasonable manner is not considered to be child abuse under state law.

Under Missouri law, child neglect is defined as any failure to provide the proper and necessary support, education to the extent required by law, nutrition, medical, surgical or any other care necessary for a child's well-being. (400.4)

### **Visits by Division of Family Services Employees to a School or Center**

If a Division of Family Services employee visits a school or center to interview a child regarding an incident that occurred at the school or center or outside the school or center, the Principal or Director may offer to attend the interview in order to give support to the child. (400.4)

### **SGB--School Doors**

· *School doors are locked from 8:00 a.m. to 3:00 p.m. daily.*

### **Fire Drill**

Fired drills are to be held as often as recommended by policy of the local fire department and according to procedures posted in every classroom where students assemble.(400.7)

### **SGB--Local Fire Drill Policies**

- *Fire drills are to be held regularly according to procedures posted in every classroom and place where students assemble.*
- *Fire exits shall be clearly marked.*
- *Each teacher is responsible for informing students of the procedures.*
- *An announced or unannounced fire drill will be each semester.*

### **Tornado Drill**

The signal for the tornado drill shall be familiar to the students but distinctively different from the fire drill signal. At least two tornado drills should be held during each school year; in the fall and in the spring. Where possible, schools should participate in local area-wide tornado drills. A weather radio should be available in the office of the Principal, Director or school secretary. (400.8)

### **SGB--Local Tornado Drill Policy**

- *Tornado drills will be held in the fall and the spring.*
- *Each teacher and staff employee is responsible for knowing the procedures and informing students.*

### **Bomb Threat**

A bomb threat, written or phoned, shall be taken seriously and shall be responded to in the following manner:

1. Notify the local police department immediately.
2. Explicitly follow directions received from law enforcement authorities.
3. Notify the Catholic School Office promptly.

Evacuating the building is necessary when so directed by the police, and such evacuation should be prompt and orderly. Cell phones should be turned off during a bomb threat. (400.9)

### **SGB--Active Shooter/Armed Intruder**

***School staff/faculty, as means of deterrence and preparation, will undergo active shooter/armed intruder training on a regular basis. The training itself, based on the RUN-HIDE-FIGHT methodology, is designed to equip staff with the necessary knowledge to protect students, as well as themselves, should an active shooter/armed intruder incident occur. The information contained in the training will be discussed with students in a grade-level appropriate manner to ensure emergency preparedness throughout the school campus.***

***In the event of an active shooter situation/armed intruder on the campus of St. Gregory Barbarigo School and/or Parish, local law enforcement will work in conjunction with the school staff/faculty to ensure the following post-event necessities are met in a safe, effective manner:***

1. ***Evacuation of students and personnel from all campus buildings.***
2. ***Reunification of students with their parent(s) and guardian(s).***

***Given the fluid nature of the active shooter/armed intruder events, law enforcement will be working diligently to preserve the scene for safety, as well as evidentiary purposes. Should such an event unfold, parents are asked to refrain from approaching the vicinity of the school to retrieve their child until directed to do so by law enforcement and/or the St. Gregory Barbarigo TextCaster messaging system.***

**Post-event counseling services will be made available to students, staff, and faculty by the Kansas City-St. Joseph Diocese**

**SGB-- Emergency Notification to parents**

**Parents will be notified in the event of a major emergency and a directive to parents will be issued via text and email. We ask that you follow any instructions provided, rather than calling the school directly. Clearing the building is necessary when so directed by the police, and such evacuation should be prompt and orderly. Cell phones should be turned off during a bomb threat.**

**Asbestos**

All schools and early childhood centers of the Diocese shall comply with federal and state regulations governing asbestos, asbestos removal, asbestos files, and public notification of the presence of asbestos in a building. Principals and Directors are to ensure that the periodic asbestos surveys are returned to the Diocesan Director of Property Management twice annually, on January 1 and June 1. Principal and Directors will notify parents and patrons of any asbestos on the premises each fall. A copy of the notification will be sent to the Diocesan Director of Property Management on or before September 1.

**SGB--No Asbestos Information**

- **St. Gregory's School has complied with the directives of the Diocesan Office with respect to the regulations governing asbestos, asbestos removal, asbestos files and public notification according to the directives. The file and letters of notification are found in the principal's office.**
- **There is no asbestos in St. Gregory School or Preschool.**

**Safety Inspections**

The Principal/Director should work with maintenance and custodial personnel to ensure that there are regular safety inspections of the buildings and property. (400.11)

**SGB--General Supervision**

**It is important to model and teach appropriate behavior to students from the very beginning and throughout the school year. It is the responsibility of every teacher/coordinator to discipline students when appropriate. Teachers are responsible for the supervision of students and shall endeavor to protect their safety during the school day.**

**SGB--Classroom Supervision**

**Teachers should not leave a classroom unattended by an adult during regular school hours. If a situation occurs requiring a teacher to leave the classroom, he/she should notify the office or another teacher immediately.**

**SG-Special Class Supervision (PE, MUSIC, Technology)**

**Generally, the classroom teacher is responsible for escorting students to and from special class areas. This is especially important in grades K-4. Upper level students may be allowed to transition between classes without adult supervision, depending on their ability to do so in a responsible and respectful way. Teachers are responsible for the supervision of students in hallways and special class areas, and shall endeavor to protect the safety of students in these areas.**

**TRANSPORTATION**

**Transportation of Children Enrolled in Elementary Schools and Early Childhood Centers** The following requirements are set forth for early childhood providers and elementary schools when transporting children on study trips, class trips or extra curricular activities as well as early childhood field trips: The school or center shall be responsible for the care, safety and supervision of children any time they transport children away from the facility.

- Written parental consent shall be on file at the facility for trips and transportation.
- Parents/guardians shall be informed when trips are planned.

- Short, unscheduled walks may be taken without parent notification. These unscheduled outings shall be discussed with the parent/guardian at the time of enrollment.
- All children shall be seated in a permanent seat and restrained by seat belts or child restraint devices as required by Missouri law.
- Identifying information regarding the name of the school or center, the names of the children, and the names, addresses and telephone numbers of each child's parent/guardian shall be carried in the vehicle. · Staff/child ratios shall be maintained any time the school or center transports children away from the facility. · Children shall be required to remain seated while the vehicle is in motion.
- Doors shall be locked when the vehicle is moving.
- Order shall be maintained in the vehicle at all times.
- Children shall not be left unattended in a vehicle at any time.
- Children shall leave and enter the vehicle from the curbside unless the vehicle is on a protected area or driveway. · Children shall be assisted, when necessary, while entering or leaving the vehicle.
- Children shall be released only to the parent/guardian or individual authorized by the parent/guardian. · The operator of the vehicle shall wait until the child is in the custody of the parent/guardian or individual authorized by the parent/guardian to receive the child.
- Drivers should go only to the place(s) indicated on the permission form. No side-trips should occur. · Name to face count shall be taken before leaving the school or center, after entering the vehicle, during the trips, after taking the children to bathrooms, after returning to the vehicle and when back at the school or center.
- When children leave the vehicle, the vehicle shall be inspected to ensure that no children are left on or under seats. (420.1)

### **Using Volunteer or School Employees to Drive Personally Owned Vehicles**

If parent/adult volunteers or teachers/coaches/advisers are used as drivers for study trips, class trips or extra curricular activities, the following guidelines must be followed:

- Each occupant must have and use his or her own seat belt if the vehicle has seat belts.
- Drivers should be at least twenty-one (21) years of age with no physical disability that may impair the ability to drive safely.
- Drivers must have a valid driver's license. A copy of each driver's license should be kept on file with the Principal or Director.
- When using personal vehicles for school purposes, the driver must carry liability insurance as required by state law. This is a key element because the insurance carried by the driver provides the primary coverage while diocesan insurance provides or may provide secondary coverage. These coverages are shown on the declaration pages of the individual's insurance policy. A copy of the State Insurance Card for each driver should be kept on file.
- No one may ride in the bed of pick-up trucks.
- Must be in compliance with the policy on Ethics and Integrity in the Ministry and the Critical Employment Policies of the diocese. (420.5)

## **STUDENT HEALTH**

### **Student Insurance**

The Diocese of Kansas City - St. Joseph provides both Basic School Time Accident Insurance and Catastrophic School Time Accident Insurance. (440.1)

### **Immunizations**

Section 167.181 of the Missouri Revised Statutes requiring immunization against specific diseases for all children shall be strictly observed in all schools and centers of the Diocese. Each year, every school and center shall strive for 100% compliance with the immunization laws of the State. Failure to provide immunization information by the specified date is cause for exclusion from school. (450.3)

### **Student Injury/Illness**

Each student shall be observed for contagious diseases and other signs of illness on arrival and throughout the day. Should a student suffer a minor injury or illness, first aid may be rendered.

In the event of a more serious illness or injury, the Principal or Director or his/her delegate shall use the emergency file to notify the parent/guardian, or his/her delegate as listed in the Emergency Student File for specific instructions on how to proceed in the treatment of the illness or injury.

If the situation is urgent and it is not possible to contact the person(s) listed on the emergency file, the principal or director shall contact "911" emergency medical services and follow their instructions. (450.4)

### **SGB--Local Illness Policy**

· ***Do not send your child(ren) to school with the following symptoms:***

- 1. Sore throat, earache, or swollen glands***
- 2. Unexplained rash or skin eruptions***
- 3. Headache or behavior that is noticeably out of the ordinary***

· ***Children should use good personal hygiene at all times for their own good and the consideration of others.***

· ***Inform the school office if your child has a health problem such as rheumatic fever, epilepsy, diabetes, asthma, etc.***

· ***To be allowed to return to school after an illness, a student may not have thrown up, had diarrhea or run a fever in the past 24 hours.***

### **Dispensation of Medication**

Prescription and Non-prescription medication may not be dispensed by the school or center without written authorization by a student's physician and parent/guardian. This permission may be per event or annually. Permission forms to dispense medication should be kept in the school for a period of ten years.

Prescription medication may be dispensed only if:

1. It is not the first dose.
2. The medication is in the original prescription container.
3. Written authorization from the parent or guardian is on file.

All medication shall be stored out of the reach of children or in a locked container. Medication shall be returned to storage immediately after use. Medication shall be returned to the parent/guardian or disposed of immediately when no longer needed. (460.4)

### **SGB--Local Dispensation of Medication Policy**

· ***The school will notify the parent/guardian when medication is dispensed so that they are aware of the child's complaint. Further, only one dose of an "as needed" medication will be administered during any school day.***

· ***If symptoms are not relieved, the parent/guardian will be notified.***

· ***No medication will be given during the before and after school child care program.***

· ***Students will report to the office to receive their medication.***

· ***Documentation is recorded each time the medicine is dispensed to the child.***

### **SGB--Emergency Medical Form**

- *The school utilizes a parent authorization form for emergency medical care for each student.*
- *Parents should keep children with communicable disease symptoms at home and immediately notify the school of such illness.*
- *A note from school informing parents of communicable diseases and alerting them to watch for symptoms will be sent home if the need should arise.*

### **Student Pregnancy**

Even with the care and guidance of the Catholic family and school community, a student may become pregnant. At such time, the school has a dual responsibility toward the student and the school as a whole. The good of the school community requires that the school continue to teach the value of chastity and to oppose anything that would encourage premarital sexual activity. The school must continue to promote a respect for all life, especially that of the unborn, and must stand strongly against abortion. In considering the good of the student(s) involved, we follow the leadership and directives of the Catholic Church, which urges us, as an educational and faith community, to provide an environment where a pregnant student can find support, compassion and forgiveness. We further hope to offer students who have already experienced an abortion a spirit of reconciliation. Therefore, we will not automatically expel such student from the school community. The school must recognize that the pregnant student or student father has made a choice that cannot be undone, and seek to offer support to carry the pregnancy to term. No attempt will be made to discipline the student(s) for the purpose of punishing a moral offense. This is an issue between the students, their priest-confessors, and God. Care will be taken that there is no discrimination in the manner in which young men and young women are considered in this issue. The school will not encourage pregnant students or student fathers to get married. Nevertheless, the students are expected to assume responsibilities concomitant with the act of bringing a new human life into the world. This implies a change in their priorities. The pregnant student should be caring for herself as a mother-to-be. The father should respond in a stance of support for the mother and the child.

## **SUBSTANCE ABUSE EDUCATION**

### **Substance Abuse Education**

Schools shall be committed to the prevention of substance abuse through the implementation of educational programs on drug, tobacco and alcohol abuse. Schools should work with the parents/guardians to provide assistance in referral of afflicted students to appropriate rehabilitation agencies or professional personnel.

Any student who refuses to cooperate with either the school administration or the appropriate rehabilitation agency shall not be allowed to continue in school. Schools of the Diocese shall strictly adhere to existing laws and assist law enforcement agencies where violations of criminal laws are present or suspected. (490.1)

### **SGB-Local Substance Abuse Education**

- *St. Gregory's participates in the Drug Awareness and Resistance Education Program (DARE) provided by the local & area public safety departments.*

## **AIDS AND OTHER CHRONIC INFECTIOUS CONDITIONS**

### **General AIDS Policy**

AIDS is an infectious condition, however, according to the Surgeon General's report on Acquired Immune Deficiency Syndrome, it cannot be spread in the same manner as a common cold or chicken pox, and none of the identified causes of AIDS in the United States are known or suspected to have been transmitted from one student to another through regular school contact. Therefore, students with AIDS who are enrolled or seeking enrollment should ordinarily be permitted to attend school in an unrestricted setting. They should be excluded from school only if exceptional conditions are evident, such as the inability to control bodily fluids or unusual physical aggression with a documented history of biting or otherwise harming others.

It is understood that the Department of Health will notify "the head of a private school" of students who are infected with the HIV (AIDS) virus. It is anticipated that such notice will be given to the Superintendent of Schools. (495.2)

### **Policy for AIDS and Other Chronic Infectious Conditions**

Students, faculty or staff having evidence of HTLV-III, HIV-I, or HIV-2 virus infections, or symptoms associated with acquired immune deficiency syndrome (AIDS) or AIDS-related complex (ARC), should not be restricted from school or work setting unless after a medical review such action is recommended, all in conformance with the Diocesan AIDS policy. (495.1)

### **Procedure for AIDS and Other Chronic Infectious Diseases**

1. If notice is given to the Principal or Director, the Principal/Director shall immediately notify the Superintendent.
2. The Principal or Director, in consultation with the Superintendent, shall immediately appoint and assemble an Advisory Team. The Pastor/Pastoral Administrator, or someone designated by the Pastor/Pastoral Administrator, should be a member of the Team. The student's physician and at least one of the student's parents (or guardians) should generally be asked to serve on the Team. Other appropriate persons, such as a public health officer, a psychologist, and a social worker, may also be appointed to the Team.
3. The Team shall meet as soon as feasible after it has been appointed. It should:
  - Be advised of and consider the current recommended policies and procedures of the Missouri Department of Health;
  - Assess the student's condition based on data made available to it;
  - Advise the Principal or Director whether, in the opinion of the Team, any restriction should be imposed on the student's attendance or activities at school/center.
  - Advise the Principal or Director as to which staff members have a medical reason to know the identity and condition of the student. Ordinarily, this would be staff persons who are responsible for providing health care during the school day and those likely to be in a position to render first aid to the student;
  - Protect the student's right to confidentiality;
  - Report its recommendations to the Principal/Director, the recommendations to be in writing if so requested by the Principal or Director.
4. The student's doctor should be requested to evaluate the risk of infection to the student with HIV because students with HIV risk severe complications from other infections commonly picked up in school such as chicken pox and other infections. If the doctor should recommend higher-than-average absenteeism, the student's teachers should be encouraged to help the student keep up with classes as much as the teacher's other duties will permit.

The number of people who are made aware of the infected student's identity and condition should be kept to the minimum needed to assure proper care of the student and to detect any extraordinary situation that may present a potential transmission of the virus. Every person receiving information about a student with HIV should recognize his or her obligation to treat and keep that information confidential and should be aware that Missouri law provides for civil damages for breach of this confidentiality.

### **Staff Precautions**

The Center for Disease and Control has issued guidelines which are set forth in 360.95 which are entitled "Precautionary Measures for Cleaning Blood and/or Body Fluids." These guidelines should be followed. Note that they do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomit unless they contain visible blood. However, thorough hand washing is needed in these latter cases. As additional guidelines and data are made available to the Principal or Director from the Diocesan School Office, they should be complied with unless there is a compelling reason not to do so. Parents should be adequately informed about the existence of this policy.

### **Universal Precautionary Measures for Cleaning Blood and/or Body Fluid**

Because HIV and other infections or blood-borne pathogens are present in blood and other body fluids and because no one can determine visually whether such infection is present, the Center for Disease and Control recommends that Universal Precautions be taken in cleaning up spills of blood and/or other body fluids. The suggested guidelines and procedures are as follows:

### **Guidelines**

1. Adopt a precautions policy to be followed by all school personnel (including administrators, early childhood providers/early childhood aides, teachers, food service, custodial staff, and bus drivers).
2. Keep rubber or latex gloves readily available for use by all personnel.
3. Provide a 10% chlorine bleach/90% water disinfecting solution in suitable containers at all workstations.
4. Keep proper disposable supplies available (paper and disposable towels, disposable gloves, heavy duty trash bags with twist ties) at all workstations (teaching, custodial, office, food service, buses).
5. Train ALL personnel in precaution procedures.
6. Periodically review and reinforce the precautionary procedures.

### **Procedures for Blood Spill/Body Fluid Clean Up**

Follow instructions located inside blood spill clean-up kits, if provided. If no instructions are available, proceed using the following steps:

1. Don appropriate protective apparel. At a minimum, don a pair of disposable gloves, possible disposable gown/apron if clothes are likely to be soiled.
2. Use an absorbent or ample supply of paper towels to soak up blood spill and discard in a plastic bag. If blood cannot be compressed from the towels or does not drip from the towels, waste will meet the definition of regulated waste and may be discarded in regular trash. If the opposite is true, be sure soiled waste is placed in a biohazard bag.
3. Cleanse spill area with soap and water or detergent plus disinfectant solution
4. Wipe with hospital-grade disinfectant that is labeled "effective in killing human immunodeficiency (HIV) and hepatitis B viruses" or a bleach solution of freshly diluted (1 part bleach to 10 parts water) A 1:64 dilution is ¼ cup bleach in 1 gallon (16 cups) water.
5. Allow above to air dry
6. Discard clean-up towels/wipes into plastic bag.
7. Remove disposable gloves and discard in plastic bag.
8. Put on a second pair of disposable clothes, tie off the plastic bag and place it inside another plastic bag (biohazard or unlabelled depending on if waste meets the definition of regulated waste.)
9. Carry waste to appropriate receptacle.
10. Remove gloves and discard in regular waste
11. WASH HANDS with soap and water.

### **SGB--Local Staff Precaution Training**

- ***Faculty and staff are given yearly training in compliance with OSHA standards for control of blood borne pathogens. The school nurse utilizing health department input reviews the blood borne pathogens exposure control plan annually.***
- ***This plan is available for review and copies can be obtained in the school office.***

## **CURRICULUM AND INSTRUCTION**

### **CURRICULUM**

#### **Diocesan Curriculum Guide**

The Catechism of the Catholic Church, Director for Catechesis, National Catechetical Directory and USCCB guidelines for religious instruction shall be used as a guide in the development of course content for grades Pre-K through 12 for the religion curriculum.

All professional staff should have ready access to the KC-SJ Diocesan Curriculum. They should be used in curriculum mapping and in long range planning.

### **SGB--Local Academic Dishonesty**

***St. Gregory students are expected to complete their own school work as instructed by teachers. If a student is found to be dishonest in his/her work, action will be taken.***

- For the first offense the student may receive a zero on the assignment. In addition, the student will be expected to complete the given assignment to prevent a lapse in skills.***
- A subsequent offense in any subject area will result in a zero on the assignment and a detention, as well as the completion of the assignment. If the behavior continues, further action will be taken.***

### **SGB--Local Kindergarten through Eighth Grade Curriculum**

- St. Gregory School has a comprehensive kindergarten through eighth grade curriculum. With religion intertwined throughout the school day, the students receive instruction in the doctrines and practices of the Catholic Church and have opportunities to develop their spirituality.***
- Courses of study include the following areas/subjects: Reading, Writing, English, Spelling, Math, Social Studies, and Science. Theology of the Body, Music, Band, Technology, Physical Education, and Art round out the course of studies.***

### **Early Childhood Curriculum**

All early childhood programs shall be developmentally appropriate and shall follow the KC-SJ Diocesan Curriculum and/or the Missouri Standards for Early Childhood and the Core Competencies. (500.3)

### **SGB--Local Preschool Curriculum**

- St. Gregory Barbarigo School provides a comprehensive preschool curriculum designed to meet the needs of children three to five years of age. This is a developmentally appropriate program that enables young children to grow spiritually, intellectually, socially, and physically. The preschool program provides a crucial foundation for a child's future excitement and involvement in continuous lifelong learning.***
- The preschool curriculum is a two-year program with the first year emphasis on social and emotional development while the second year of preschool focuses on kindergarten readiness skills.***
- Parents/guardians may choose to enroll in one of the two options: All day-- Monday through Friday or Three days--Monday, Wednesday, Friday.***

### **Religion Curriculum (Catechetical Formation)**

The Religion curriculum in a Catholic school is the heart and soul of the total educational program. Content of this curriculum should be developmentally appropriate to the abilities of children/youth. The Religion program shall provide students with means to learn the doctrinal teachings of the Catholic Church, to experience the richness of sacred tradition, sacred scripture and the Deposit of Faith as echoed in the Creed through the four pillars of the Catechism of the Catholic Church. Emphasis in the full and active participation in the Holy Sacrifice of the Mass is central to an understanding of the Holy Eucharist as the source and summit of the Christian Life. All religion textbooks must be selected from the list of texts approved by the Ad Hoc Committee to Oversee the Use of the Catechism as established by the United States Conference of Catholic Bishops and determined for use by the superintendent of schools. (500.6)

### **SGB--Local Religion Curriculum**

- Prayer at school is an important part of each day.***
- Teachers are encouraged to use prayer methods of both formal and informal.***
- The school day will begin with prayer and prayers will be said at various times throughout the day. · Formal religion classes are a scheduled part of our curriculum. The content will reflect the current approved teachings of the Church.***
- Mass will be attended by all grades throughout the week. Each grade will plan and participate in the liturgy for that day. Mass begins at 8:00 a.m. Typically, grades 5th through 8th will attend weekly Mass together and grades kindergarten through 4th grade will attend Mass together. On the first Fridays of each month, all students will attend***

**Mass with their Falcon Faith Families. All-school Masses will be held on holy days and selected days throughout the school year.**

- **The sacramental program is in cooperation with the parish sacramental preparation programs. In the second grade, students are given formal instruction in the preparation for the sacraments of Reconciliation and First Eucharist.**
- **Individual and communal reconciliation services will be scheduled during the school year for 2nd through 8th grade students.**

### **Sacramental Programs**

Elementary and high schools in the Diocese shall cooperate fully with parish sacramental preparation programs. The responsibility of providing adequate preparation before reception of the sacraments of First Reconciliation and First Eucharist are spelled out in Canon 777.

The catechesis and celebration of First Reconciliation must precede the catechesis and celebration of First Communion. (Cf. Canon 914)

A child is to receive adequate preparation for the sacrament of First Reconciliation before she/he receives the catechesis for First Communion. The catechesis of the two sacraments should be distinct and separate from each other so that the uniqueness of each sacrament may be fully celebrated.

The usual preparation for First Reconciliation is in the primary grade levels. The parents of the child are encouraged to participate in the preparation with their child at home and in appropriate family or parent sessions. After the necessary catechesis is completed the sacrament is to be scheduled and celebrated in the local parish. Parents should be encouraged to join their children in celebrating the sacrament of Reconciliation.

If it is determined that a child is not ready, no coercion should be made to keep the child with his/her "group" or "class". If the decision is made to delay the sacrament of Reconciliation, then the celebration of First Communion is to be delayed until after 1st Reconciliation is sacramentally celebrated.

First Communion should also involve separate and distinct preparation for the celebration of this sacrament. Family and parent sessions are encouraged with preparation for the child occurring both at home and in sacramental preparation classes. The celebration is to be scheduled in the local parish at an appropriate liturgical time. (500.6)

### **SGB--Local Theology of the Body/Sexuality Education Materials and Teaching**

- **St. Gregory Barbarigo provides information to 5<sup>th</sup> Graders about puberty. Parents are invited to meet and view videos and materials prior to them being shared with students.**
- **St. Gregory's curriculum includes Theology of the Body taught in grades K-8. The texts are approved by the Diocese and are incorporated into classroom time determined by the classroom teacher.**
- **Biological information about reproduction is shared in 5th--8th grade science classes.**
- **Eighth graders and their parents are provided a sexual awareness curriculum which involves discussions with parents and the opportunity to support a computerized baby for a period of time under the supervision of the eighth grade teacher.**

### **Constitutions and American History**

Missouri law governing education mandates instruction and testing in the Constitutions of the United States and the State of Missouri, as well as regular instruction in American History and American Institutions. It is recommended that such instruction be given in accordance with the policy of the local public school district. (505.1)

### **Missouri History**

In elementary schools, instruction in the history of the State of Missouri should be included in the Social Studies curriculum. Ordinarily, this occurs at the Fourth Grade level. (505.2)

### **SGB -- Band**

- **Band is an option for all 5th through 8th grade students. Classes are held 2-3 times a week from 7:25-7:50am.**
  - **Band is a graded class and students and their parents will be responsible for arriving on time for class and for practice and preparation for class. Repeated tardiness or lack of preparation will affect a student's band grade.**
  - **The band performs several times a year at events (Examples: National anthem at basketball game, Veteran's Day, Christmas & Spring Music concerts) and those performances are mandatory for band students unless in cases of illness or family emergency.**
  - **In addition to required performances, students may be given the opportunity to audition for District Band (November) or perform at the Junior High Music Festival at NWMSU (February). These opportunities depend on the student's abilities and instructor recommendations.**
- **Instruments may be rented from the school each year or provided by the student's family.**
  - **Students and their parents/guardians will sign instrument check-out forms each year and will be responsible for any repairs to the instrument that result from neglect or abuse of the instrument**
  - **Students who provide their own instrument will be responsible for those instrument repairs.**
- **5th Grade Band: At the beginning of 5th grade, all students will be given an opportunity to try out band instruments at the beginning of the year during their regular music class time. After this try-out period, those students who wish to continue will enroll in band and begin morning rehearsals.**

### **SGB--Local Technology Curriculum**

*· Technology classes are offered to kindergarten through 8th grade two times per week. National Education Technology Standards from the International Society for Technology in Education are followed.*

### **Special Services**

It is recommended that parents/guardians be informed of their rights regarding Public Law 94.142 and Individuals with Disabilities Education Act of 2004 (IDEA) which mandates special education service to all children, regardless of enrollment in a particular school. Schools shall make every effort to cooperate with the local public school district in which they are located to ensure the delivery of such services to the students enrolled in schools of the Diocese. (505.4)

### **SGB--Local Special Services**

*· If St. Gregory School cannot meet the needs of a student's Individualized Education Plan (IEP) the student should not remain enrolled at St. Gregory Barbarigo School. Keeping a student whose needs cannot be met is considered educational neglect under Missouri Law and the Division of Family Services Children's Division.*

### **SGB--Federally Funded Programs**

*· St. Gregory's School participates in Title I when funding meets requirements, which is a federally funded program for remedial assistance in reading and mathematics for eligible students.*

## COMPREHENSIVE ASSESSMENT

### SGB--Local Vision of Assessment

· *The vision of strengthening and encouraging the many gifts within each child is shared by us as educators. It is our goal that through a comprehensive assessment process, children will realize individual educational success and an appreciation of their own capabilities as gifts from God.*

### SGB--Local Philosophy of Assessment

· *Assessment is the avenue used by teachers to communicate to students and parents the child's observable progress. Assessment is based on the theories of learning. It is grounded in the skills and capabilities needed for future achievement and is self-regulated. To know something is to show that the knowledge received has been interpreted and demonstrated through a variety of techniques.*

· *While recognizing and respecting the different learning styles of the individual student, each teacher will assess the progress of each child through various evaluation methods.*

### SGB--Local Assessment Procedures

· *Grade cards are issued quarterly during the school year. Parents/guardians are encouraged to review the grade cards. The copy of the quarterly assessment report may be kept at home.*

· *Midterm grade cards are completed by teachers in Grades 1-8 to inform parents of their child's academic progress. These are mailed home at approximately the midpoint of each quarter.*

· *Teachers may also send reports home at other times.*

· *Teachers in grades preschool through 8<sup>th</sup> grade will consult with parents throughout the school year.*

· *In all grades, samples of student works are available in student portfolios.*

· *Conferences are scheduled once in the fall and again in the spring.*

### SGB--Preschool through 2nd grade will use the following codes to mark assessment:

**+ Consistently demonstrates skill**  
**S Usually demonstrates skill**  
**√ Frequently experiences difficulty with this skill**  
**N Not introduced**

### Third grade through eighth grade are assessed using the following scale:

<b>A+ = 100</b>	<b>B+ = 92</b>	<b>C+ = 83</b>	<b>D+ = 73</b>	<b>F = 67 and below</b>
<b>A = 94 -99</b>	<b>B = 85 - 91</b>	<b>C = 75 - 82</b>	<b>D = 70 - 72</b>	
<b>A- = 93</b>	<b>B- = 84</b>	<b>C- = 74</b>	<b>D- = 68 - 79</b>	

### School Achievement Testing

Standardized achievement tests shall be administered annually in elementary and secondary schools. At the elementary level this ordinarily occurs in grades four (4) and six (6). In addition, each January, all eighth grade students will be tested with a secondary school placement test.

Test scores for individual schools and individual students will be used for the purpose of improving instruction within the school.

Principals will make their schools' test scores available to parents/guardians and teachers. The Diocesan School Office will not use the scores of individual schools to rank schools.

Principals are responsible to ensure that all staff are trained to administer standardized tests properly and tests are stored in a secure manner. (510.1)

### **SGB--Local Standardized Testing**

- *The Iowa Assessment test is given to children in grades 3rd through 8th grade. The results of these tests are primarily to help the teacher provide a better instructional and guidance program for each pupil. The test results will be shared with students privately by the teacher or principal. Parents will receive the test scores with final grade cards or they may request to view the results with the principal at any time.*
- *Brigance Inventory of Early Development is given as a readiness tool for kindergarten.*
- *Orleans-Hanna is given to 8th graders to determine Algebra Readiness*

### **Grading Guidelines**

Principals will ensure that all teachers are aware of and adhering to the Diocesan Grading Guidelines. (510.2)

### **Report Cards**

It is recommended at the elementary and high school levels that report cards, or progress reports, be issued at least on a quarterly basis. (510.3)

### **Conferences**

It is recommended that each school or center schedule parent-teacher/early childhood provider/early childhood aide conferences at least once per year. Ideally, conferences at the elementary and high school level will include students evaluating their own performance through the use of portfolios. (510.4)

### **Permanent Records**

Permanent records include cumulative records and transcripts. These records require safe, responsible care, either as active or inactive files.

The permanent record is kept permanently on file at the original elementary or high school. Photocopies may be sent to schools requesting information. (510.5)

## **PROMOTION, RETENTION, GRADUATION**

### **Promotion/Retention**

All promotions, regular or special, and retention should be decided by the Principal and the teacher in consultation with the parents(s)/legal guardian(s). Such decisions should be based on a total evaluation of a student's growth in all areas of his/her development. Parents should always act in consultation with the student's teachers, the final responsibility for a student's promotion or retention rests with the Principal. (520.1)

## **INSTRUCTIONAL PROCESS**

### **Instructional Process**

All teachers and early childhood providers/early childhood aides of the Diocese should be familiar with accepted characteristics of the instructional process and incorporate them into their professional work with students.

All Principals, Directors, teachers and early childhood providers/early childhood aides should be working to improve instruction and student outcomes by utilizing best practices in education. Technology should be used as a tool by all teachers in order to broaden the base of education and prepare students for their futures. (530.1)

### **Daily Schedule**

In all schools and centers, a comprehensive daily schedule should be available to all school personnel, parents, guardians and students. The use of daily agendas for students is encouraged. (530.4)

## **Homework**

Home assignments should be educationally sound, providing an application of previously learned material or a correlation between past and present material. Reading assignments are appropriate. It is inappropriate to use academic work as a punishment for undesired behavior.

Homework should not engender negative attitudes in the student, but rather enhance his/her independence and personal responsibility while promoting increased understanding and/or skill development. Immediate feedback is needed for student success. Teachers should return homework in a timely fashion. (530.7)

### **SGB--Local Homework Policy and Classroom Procedures**

*· Teachers will be required to distribute a syllabus/handbook for their classroom at Back to School Night. This document should include guidelines, procedures, and expectations for coursework and behavior.*

### **SGB--Local Acceptance Standard for Assignments**

*An assignment is acceptable if the assignment is completed on time, the student has followed directions, and the student has completed the assignment to the best of his/her ability. This will be determined by the classroom teacher and/or the principal. Late and/or unacceptable assignments will result in the following Late Homework Policy for students in grades 4<sup>th</sup>-8<sup>th</sup>:*

- 1<sup>st</sup> time Verbal Warning Full credit on the assignment*
- 2<sup>nd</sup> time Pink Slip sent home. Half credit on the assignment*
- 3<sup>rd</sup> time Pink Slip sent home and the student will receive a Late Lunch detention for the following day. A conference with the teacher, parents and the principal will be scheduled.*

*A copy of the policy will be signed by all 4<sup>th</sup> through 8<sup>th</sup> grade students and parents/guardians at the beginning of the school year. The late homework procedures will start over on the first day of each quarter.*

*Late lunch detention – The student will get their lunch and report to the Principal's office. The student will eat lunch and then use the recess time to complete the missing assignment. If the assignment has been turned in, the student will be allowed to work quietly on other assignments. In addition, the student will be ineligible for athletics at all St. Gregory events and public school co-ops on the day of the detention.*

## **Journals**

Journals are an acceptable tool of instruction and assessment. However, if a teacher or staff member assigns journal writing as a part of class instruction, the teacher must monitor the journal. (530.8)

## **INSTRUCTIONAL MATERIALS**

### **Textbooks**

Textbooks should be appropriate to course content, age and maturity of the student, available to all, and reasonably current in copyright. (540.1)

### **SGB--Local Textbook Policy**

*· There will be a fee for books that are lost or damaged.*

### **SGB--Local Library Policy**

- Kindergarten through fourth grade will have at least one period or part of a class period in the library each week if there are sufficient volunteers.*
- Books lost or damaged must be paid for by the student responsible for the damage.*
- Grades fifth through eighth grade will have access to the library at various times through their daily curriculum.*

## TECHNOLOGY RESOURCES

### **Telecommunications and Electronic Information Sources**

As telecommunication and other new technologies shift the ways in which information may be accessed, communicated and transferred, those changes may also affect instruction and student learning. The Diocese generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a democratic society, access to information is a fundamental right of citizenship.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Student use of telecommunications and electronic information resources shall be permitted upon submission of permission forms and agreement forms by parents/guardians and by the students themselves.

Cell phones are not normal and customary devices to be used in a network setting. Catholic Schools provide adequate and monitored computer network services for students to use for academic purposes only. Students are not allowed to engage in specific email, download, texting, or any other form of electronic communication that is not approved for academic use.

### **Network Rules**

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system responsibility. Users should not expect that files stored on school servers will always be private.

The following are not permitted:

- Sending or displaying offensive messages immoral messages or images of any nature, especially of a sexual nature, e.g. sexting, pornographic images, images from a cell phone of a sexually explicit nature, etc.
- Using obscene language that is implicit and explicit
- Harassing, insulting, bullying, spreading malicious rumors, e.g. cyber-bullying or attacking others via pictures, images and language electronically
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited network resources
- Employing the network for commercial purposes.
- Using the network for networking unrelated to educational purposes, such as Facebook or Myspace, or otherwise.

### **Sanctions**

1. Violations may result in loss of electronic or network access.
2. Additional disciplinary action may be determined at the school level consistent with the Series 340. When appropriate, law enforcement agencies may be contacted. (550.81)

### **Parent/Guardian Permission Letter**

A student must submit a signed permission form prior to obtaining independent access to any electronic information source or network on school premises. (550.9)

## FINANCE

### **Fees and Tuition**

Each school or center should have a written policy regarding fees and tuition which is included in the Parent Handbook and promulgated to all parents, guardians and parishioners of those parishes served by the school or center. (600.4)

### **SGB--Local Fees and Tuition**

· ***Fees and tuition costs can be found in the school directory, website, or by calling the school office. Please refer to this handbook for information about the Scholarship Assistance Program and tuition guidelines.***

### **SGB--Lunch Program**

- ***St. Gregory offers a hot lunch program which provides healthy and economical nourishment for our children.***
- ***St. Gregory participates in the government lunch program which provides free and reduced meals for families that qualify. Forms are available in the school office.***
- ***St. Gregory must meet nutritional guidelines to participate in the free and reduced lunch program. · All students are encouraged to participate in the hot lunch program. The cost of each meal is determined yearly according to the economy and cost of food.***
- ***No soda beverages are allowed during the hot lunch program or in the lunches brought from home.***
- ***No fast food lunches may be brought to school for students.***

### **SGB--Bus**

· ***The State of Missouri does not provide transportation to students attending parochial or private schools. St. Gregory does offer bus service through Maryville R-2 for a monthly fee. The fee information is available from the school office.***

### **Non-Discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, [USDA Program Discrimination Complaint Form](#) which can be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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| 1. Mail: U.S. Department of Agriculture<br>Office of the Assistant Secretary for Civil Rights<br>1400 Independence Avenue, SW<br>Washington, D.C. 20250-9410 | 2. Fax: (833) 256-1665 or (202) 690-7442                                       |
|  | 3. Email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> |

This institution is an equal opportunity provider.

## AMENDMENTS

The principal, pastor and school board retain the rights to amend this handbook for just cause and parents/guardians will be given prompt notification of changes that are made.