



OUR LADY OF THE SNOWS
PARISH & SCHOOL

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@olosschool on Facebook

Parent and Student Handbook

Revised September 2022

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



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Catholic School Mission and Philosophy

PRINCIPAL'S LETTER

Welcome
Parents and Students of
Our Lady of the Snows Catholic School!

This handbook is prepared to familiarize you and your child with the information you will need throughout the school year. Take time to read this handbook carefully.

The policies and procedures are necessary to assure that Our Lady of the Snows School functions in an orderly and efficient manner. The staff of Our Lady of the Snows School believes parents are very important in the educational process. We want you to feel welcome to visit our school at any time per school procedures. If you have any questions or concerns, please feel free to see me. Contact me by phone or email if you have any questions or concerns.

Respectfully,

Lucinda Varner

Lucinda Varner
lvarner@olosschool.org
573-498-3574

MISSION STATEMENT

Our Lady of the Snows School provides a quality Catholic education and develops the whole person in a faith-filled Catholic environment.

STATEMENT OF PHILOSOPHY

The mission of Our Lady of the Snows School in partnership with the family, church, and community, is to provide a Catholic education of superior quality that promotes the maximum potential in spiritual, academic, physical, emotional, and social development. As a symbol of our dedication to Christ's life and teachings, within the school and community we, the pastor, teachers, guardians, and students accept our responsibility to love one another, to respect each person's uniqueness and to prepare ourselves and our students to be successful, responsible Christian leaders in society.



General School Information

ORGANIZATION

Our Lady of the Snows is a parish of the Catholic Diocese of Jefferson City. The parish school operates under the direction of the Diocesan Catholic School Office. The principal directs daily activities of the school. The pastor and principal form the local school administration. An advisory school board recommends general policies and finances.

PROFESSIONAL MEMBERSHIP

Our Lady of the Snows School is a member of the National Catholic Educational Association Elementary Department (N.C.E.A.), the Missouri Chapter of the Council on American Private Education (MO-CAPE) and Elementary Department and the Parochial Athletic League (PAL).

HISTORY

In the 1800's, Father Cosmas Seeberger ventured into the Ozark hill country of Miller County near the Osage River. He found a sparsely populated, rough, wooded region inhabited by people of predominantly German Catholic heritage. Upon learning that the town was going to be named after the local tavern proprietor and landowner, Father Seeberger voiced his outrage and proclaimed that the town belonged to the Mother of God and should be named Mary's Home accordingly.

The parish was divided by the river, with the church being on the east side. Undaunted by the circumstances, families on the west side took turns holding Mass in their homes, until on August 5, 1885, the first church was dedicated in honor of St. Mary. The church was a frame structure with plaster walls and a wood burning stove. It burned to the ground on January 1, 1907. The cornerstone for a new church was laid June 10, 1907. The new church was erected of stone blocks, was dedicated in 1911, and is still being used.

While the new church was being built, Mass was held in the school building. School was taught from 1899 until 1951 in a frame two-story building, which sat just forward of the present school building. This school was used until a new brick school was built in 1951. The brick school is the present school building which stands on the grounds of Our Lady of the Snows Parish. The school served as a public school until September of 1954, when it was opened by the parish under the direction of the Sisters of St. Francis from Nevada, Missouri. From the opening of the school as a Catholic School, all eight grades were taught with Kindergarten being added in 1987. The new school addition was built in 2009. The new addition to the school has allowed additional classrooms to be supported in the community. Our new addition also allows Our Lady of the Snows parish to host many weddings, athletics, funerals, and many other activities with a full industrial kitchen, and gym facility.



Today, Mary's Home remains an active town with various activities available for the parish community. The Knights of Columbus purchased land in 1983 for a park where Little League, co-ed softball, and other various recreational activities are held. With funds raised through fund-raisers and community support, the Knights of Columbus is currently in their facility a few blocks down the street. It can be viewed from the parking lot of the school. League bowling is held in the Parish Hall in the winter months on a very unique two lane bowling alley. Many of the present bowlers started their bowling career as pinsetters before the automatic pin-setters were installed. Our new facility was first used in the 2007/2008 school year. Since then we have used the facility to support our parish picnics, and other fundraising activities. The school currently supports our primary grades preschool-4th grade, along with our special classes including P.E., Art, and Music.

The teachers, staff, and volunteers at Our Lady of the Snows school are extremely dedicated and are excellent role models for their students. Some travel considerable distances to attend but still make the commitment to our school.

CLASS SIZE

Class size goals are set to ensure a quality-learning environment for all Our Lady of the Snows School students.

- There is an optimal goal of 10 in the preschool and kindergarten classes. These classes operate with a teacher.
- An optimal goal of 15 students is set for grades 1-5.
- An optimal goal of 20 students is set for grades 6-8.

When enrollment exceeds the optimal goal of students per classroom for a given grade, the principal will determine the need for an aide or paraprofessional. If the enrollment *significantly* exceeds the optimal goal for a given grade, administration will explore the possibility of an extra classroom and teacher for this grade. If the principal determines that an aide, paraprofessional or extra classroom is necessary, then the principal will present this request to the Advisory School Board for the recommended action and approval by the pastor.

In the event that the optimal number of students is reached in any grade and the principal determines that there is insufficient need for an aide, paraprofessional or additional classroom, the school administration may create a waiting list of students wishing to enroll in that grade. When/if an opening occurs, students on the waiting list shall be admitted in the following priority order:



1. Student of current, active Our Lady of the Snows school families
2. Students of current active Our Lady of the Snows parish families
3. Students from other local Catholic institutions
4. Others

Nothing in this policy shall prevent the principal from limiting the number of students in any grade due to classroom configuration, student needs, or concerns raised by teachers. In such situations, the principal shall have the discretion to create a waiting list at student enrollment below any student class size goals set forth in this policy.

ACCREDITATION

The Missouri Chapter of the National Federation of Non-Public Schools State Accrediting Associations accredits Our Lady of the Snows School. The school makes annual progress reports to this association. It participates in a self study, which is verified by an outside Visiting Team of educators and develops a plan of action based upon the Self Study and Visiting Team recommendations once every seven years. The accreditation process examines every aspect of the school's operation including, student services, professional staff, curriculum, administration, physical facilities, school finances, and long range planning.



Staff

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish (DSP 1305)

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

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

The role of the parish Pastoral Council is to advise the pastor on all areas of the mission and direction of the whole parish. The School Advisory Council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish Finance Council advises on the temporal goods to ensure the mission is sustained.

SUPERINTENDENT

The diocesan superintendent of Catholic Schools whose offices are located in Jefferson City, Missouri, is responsible for the overall administration of all diocesan schools. The bishop serves as the chief administrator of the diocesan schools.

PASTOR

The pastor is the spiritual leader of the parish community. He is responsible for these matters within the school that affect worship, catechesis, and the spiritual welfare of students, teachers and staff. It is his duty to see that the teachings of the Church are clearly presented.

The pastor delegates the immediate direction of the school and its instructional program to the principal. The pastor is the final decision-maker concerning local school policy.



PRINCIPAL

The school principal is responsible for the overall operation of the school and the professional support staff. Issues involving the school, students or the teachers are to be discussed with the classroom instructor first before contacting the principal. This is because the teacher has the most direct knowledge of the student and situations that transpire in the classroom. The principal is available to parents by appointment to discuss issues or exchange ideas.

TEACHER IN CHARGE

A senior teacher is appointed by the principal to serve as a teacher in charge in the absence of the principal. A teacher in charge may make limited on site emergency administrative decisions when the principal cannot be contacted.

TEACHER

Teachers are state certified by the Missouri State Department of Elementary and Secondary Education and receive religious education certification from the Diocesan Religious Education Office.

ATHLETIC DIRECTOR

The athletic director supervises the school's athletic program under the direction of the principal. This person is in charge of all extra-curricular sports teams and cheerleading squads representing the school. The athletic director serves as the chairperson of the athletic committee and is responsible for the selection and supervision of all coaches and athletic advisors. All school related sports activities and gym use are scheduled by the athletic director. The person recommends and administers the sports budget for the principal. The principal notifies student athletes if they become academically or behaviorally ineligible to participate in the athletic and/or cheerleading programs.

SCHOOL ADVISORY COUNCIL

The Our Lady of the Snows School Advisory Council (SAC) advises the school administration (pastor and principal). Five board members are elected to three year rotating terms. The Home and School Association appoints an officer to the SAC for a one-year term. The principal and pastor serve as non-voting, executive members of the board. The principal serves as the chief executive officer of the board. The School Advisory Council formulates local school policies, recommends and monitors the annual budget, serves as a public relations body for the school, and recommends tuition/fees rates and professional staff salary scales. All local school board policies must have the approval of the pastor.



ASB meets monthly on the first Sunday of the month, October through April. The meetings are open to the public. If anyone wishes to appear before the SAC or to have an item added to the monthly agenda, they are to contact the principal or SAC president at least a week in advance of the scheduled meeting. The School Advisory Council does not deal with individual student, faculty, or staff personnel issues. **These issues need to be referred to the school administration.**

DSP 1430

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

In fulfilling their mission, schools are to collaborate with parents/guardians. Associations of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a Home and School Association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. *(School) Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The Home and School fulfills its purpose by supporting the school and collaborating with faculty and staff. General meetings are scheduled and placed on the general school calendar, and meets, at the minimum, four times a year. The Home & School Association coordinates the activities of all volunteer programs within the school.

July 1, 2021



Admissions and Obligations

ADMISSIONS

Our Lady of the Snows School admits children regardless of race, sex, color, or ethnic background. Verification of previous school and/or health records must take place before a child is admitted.

The normal order of priority by which admissions shall be made is:

1. Children of active registered parishioners
 - a. Children from families with children already enrolled
 - b. First child reaching school age
 - c. Other children registered on approved waiting list
2. Children from families newly registered in the parish, which were enrolled in Catholic schools at their previous address
3. Catholic children from non-parish families
 - a. Children from families with children already enrolled
 - b. First child now reaching school age
4. Non-Catholic children
 - a. Children from families with children already enrolled
 - b. First child now reaching school age

For families with older children already enrolled, every effort will be made to provide enrollment for other children in that family, assuming all other criteria for enrollment have been met.

The administration reserves the right to make a decision that is in variance to the above priority. Transferring students are admitted only after checking past academic and behavioral records to assure a good chance of success in the school. **In addition, all new families, including potential students, are required to interview with administration before a decision on enrollment is made.**

The principal, in consultation with the pastor of Our Lady of the Snows (and if they deem necessary, school board members), reserves the right to deny a child's admission, including, but not limited to, circumstances where admission could:

- present a conflict with the mission and philosophy of the school;
- exceed available capacity;
- reasonably be expected to create a disruptive environment, based on demonstrated behavioral deficiencies;
- create safety or security concerns;



- place a child in a grade level for which he is not academically or socially prepared; or
- be inappropriate for the special needs of a child, when those needs cannot be met by current resources of the school.

In order to be admitted to first grade, a child needs to be 6-years-old by August 1. School administration will decide placement for children who do not meet these requirements.

In order to be admitted to kindergarten, a child must be 5-years-old by August 1. In addition, a screening procedure will take place for each kindergarten applicant prior to class placement. If the screening indicates the child might not be ready for kindergarten, the decision on placement will be made by administration after consultation among the kindergarten team, school counselor, principal, and the child's parents.

A child generally must be either 3-or-4-years-old by **August 1st** in order to be admitted to the appropriate preschool class. To be admitted to any preschool class, children must be completely toilet trained. The principal may determine lack of readiness based on the amount of support needed for restroom assistance.

SPECIAL CASES (DSP 5103)

Written local policy may provide exceptions for the following special cases:

1. Children fulfilling the age requirement, but who after sufficient examination are found lacking in maturity or readiness for preschool or kindergarten need not be admitted. The teacher or school administrator may recommend readiness activities or other programs for the development of the child.
2. Children nearing, but not fulfilling, the age requirement, but who after examination are found to possess extraordinary maturity to enter preschool or kindergarten may be accepted. The following criteria are determining factors:
 - a. Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity;
 - b. Observation of the child in a learning situation;
 - c. Sufficient room in the school for the student;
 - d. Recommendation of preschool or kindergarten teacher;
 - e. Approval by the school administrator/principal in consultation with the pastor.
3. At the discretion of the school administrator/principal, children transferring in from a school whose entrance age is lower than Missouri guidelines, and whose educational performance is verified by the sending school, may be admitted into the school on a trial basis.



STUDENTS WITH SPECIAL NEEDS (DSP 5701)

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

NON-DISCRIMINATION (DSP 5101)

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, sex, or any other basis that is prohibited by law, in regard to enrollment.

NON-DISCRIMINATION BASED ON DISABILITY

The school does not discriminate on the basis of disability if, with reasonable accommodations, the students can meet the academic and behavioral requirements of the school.

NON-CUSTODIAL PARENT

Upon request, in the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school-related information regarding any enrolled biological children. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a copy of the court order. Copies of changes in court orders need to be provided to the school office as they occur. The school office may request the non-custodial parent to pay a modest postage fee if weekly and monthly information is requested.



PROOF OF GUARDIANSHIP (DSP 5201)

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

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

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

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

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

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

SCHOOL/FAMILY PARTNERSHIP

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

STEWARDSHIP

The operational expense of the school is directly subsidized by the generous contributions of the parishioners of Our Lady of the Snows School. **Approximately 65% of all ordinary Sunday donations are used to support the parish school.**

Each family that claims membership in Our Lady of the Snows parish is expected to register in the parish office, fill out a time-and-talent card, and consistently make use of the weekly church envelope accordingly to support the parish financially. Each fall, school families are to make a yearly/weekly pledge for the financial support of the parish. This is a serious moral obligation. The Diocese of Jefferson City suggests families



contribute 5% of their adjusted gross income to the parish, 1% to the Diocese (Catholic Stewardship Appeal), and the remaining 4% to charities of the donor's choice. Families who are not able to contribute to the parish on a consistent basis need to contact the pastor to make appropriate arrangements to remedy the matter.

Additionally, and most importantly, each “active parishioner” family commits to attending Mass every weekend and on Holy Days of Obligation, unless excused by the conditions established by the Church.

TUITION

Tuition is charged to all non-Catholic families, as well as Catholic families who are non-active or who belong to other parishes. Tuition applies to students in grades K-8. Tuition may be paid on a monthly basis in nine equal payments, if necessary. Tuition payments are arranged through the school principal. The current tuition is determined by the Advisory School Board annually and is based upon the actual per student cost.

A daily tuition/fee is charged for the preschool program. Preschool fees are charged per number of days OLOS school is in session. Enrolled students are billed monthly for the number of days their preschool class met. Preschool students are billed for days they are absent from the program. Preschool tuition and fees can be used for federal child care credit on the Internal Revenue Service income tax forms or with a cafeteria plan. **Preschool tuition is due in advance**, either by the week or by the month, at your preference.

The school is tuition free for those active Catholic families who are registered in the parish, make an annual stewardship pledge and honor this pledge to the best of their financial ability, volunteer in parish activities and regularly participate in the weekend parish liturgies. The pastor will make any final determination if registered Catholic families fail to meet the requirements for active parishioner status. Non-active, registered families will be assessed a tuition.

Please see the appendix for Summary of School Fees.

NON-PAYMENT OF FINANCIAL OBLIGATION

Parents are responsible to pay all financial obligations owed the school, such as resource fees, registration fees, tuition, preschool fees, lunch charges, library fines, gum/candy fines, and book fines for excessive damages or loss, etc., in full before a final progress report is released for the current school year. Other consequences may result, as well, if fees reach too high of an amount before the end of the year. School records are normally not released until such charges are paid in full. Students with outstanding debts from the previous school year cannot be considered registered for the next school year until all such obligations are paid in full. Diplomas or certificates of completion may be held for



students who are moving on from the 8th grade.

Parents will be assessed a late fee for any payments received after deadlines unless arrangements have been made with administration.

If a serious financial problem exists within the family that necessitates payments on a school balance, the parent should submit to the principal a written or electronic request to make payments. The request will be considered in consultation with the pastor.

ENROLLMENT EXPECTATIONS:

The following are fees incurred for *each* registered student at Our Lady of the Snows School.

1. Registration Fee/Application Fee

A non-refundable application fee secures placement for the following year upon a successful application to the school.

The registration fee is due by the first day of school. The registration fees are used to buy textbooks and curricular materials, support technology, and supply a school sponsored shirt. The School Advisory Council recommends fees annually. These fees are then approved by the pastor.

If registration and other fees are not paid, then those students may be ineligible to pre-register for the coming year.

Please see the appendix for Summary of School fees.

2. 20 Hours of Service

A minimum of 20 service hours per year for each family (parents/guardians) is required and may be logged on the FACTS portal. If 20 hrs. is not reached, a \$10/hr. fee will be added at the end of the year for each hour under 20. You may opt out by adding \$200 to your registration fee.



General Operations

OFFICE HOURS

The school office is open each school day between 7:15 am and 3:15 pm. The school office officially opens on the first weekday in August and closes on the last weekday in May each year.

SCHOOL HOURS

Classes in grades PK-8 are held each school day between 7:45 am and 3:15 pm.

Other early dismissal dates and end times are published in the school yearly calendar, monthly calendar, and parish bulletin.

SCHOOL CLOSING

Any emergency early dismissals or closings of the school will be announced by parent alert (text, email, voice) and through social media, as well as over area television stations. **PARENTS SHOULD NOT CALL** the school office during inclement weather conditions to learn if the school is closing early. *This unnecessarily ties up our phone lines for emergency communications.*

School Telephone Numbers

School Office	573-498-3574
School Office Fax	573-498-3776
Church Office	573-498-3820

The school office phone is intended for official school business. The phone may be used by students with permission of the teacher, secretary, or principal for emergency and other serious reasons.

Parents may leave phone messages for students in the office between 7:15 am and 3:15 pm. Students are normally not asked to leave class for phone messages unless there is an urgent matter or an emergency.

Cell phone use is not allowed to be used by the students until after school hours or with special permission in line with our technology agreement.



ARRIVAL/DISMISSAL PROCEDURES

If drivers other than the parent is to pick up or drop off, parents are to inform them of the below procedures.

ARRIVAL

MORNING ARRIVAL FOR GRADES K-8:

Students are dropped off behind school and parents will drive through and follow the cemetery road out to Ten Mile. Please do not loop around and exit by the gym (do not exit the way you entered), this causes congestion and possible hazards for students unloading. When students are dropped off they are to proceed to either the gym (inclement weather) or to the playground for morning recess.

MORNING ARRIVAL FOR GRADE PRESCHOOL:

Students are dropped off behind school and parents will drive through and follow the cemetery road out to Ten Mile. Please do not loop around and exit by the gym (do not exit the way you entered), this causes congestion and possible hazards for students unloading. When students are dropped off they are to proceed to the preschool classroom.

DISMISSAL

AFTER SCHOOL DISMISSAL (AT 3:15 PM) FOR All GRADES:

REMINDERS:

According to school policy, all students must be picked up by 3:30 pm. Students who remain after that time will be escorted to After School Care and assessed a drop in charge for each time, regardless of the time spent there.

All of these procedures apply to early dismissal days, as well, with the appropriate adjustment in times.

EARLY DISMISSAL

The above procedures also apply to early dismissal days. Please note that afternoon extended care services are not available in the event of early dismissal due to weather or other emergencies.



GENERAL SCHOOL SCHEDULE

6:30 am – 7:15 am	Extended Care - Gym
7:25 am – 7:45 am	All students report to the Gym or Playground for supervision; students will be dismissed when the teacher(s) on supervisor duty blows the whistle or calls students to line up.
7:45 am	Classes begin
11:10 am – 12:00 pm	Lunch period begins and Lunch completed by 11:45
2:45 pm - 3:15 pm	Afternoon recess before dismissal
3:15 pm	Dismissal -- Students are to be dismissed from the Gym (unless the gym is in use on special occasions; we will dismiss from the Hallway)
3:15 pm – 3:30 pm	Students are picked up by parent(s) or designated individuals. All students not picked up by 3:30 pm must report to extended school care
3:30 pm – 5:30 pm	Extended Care

Classes are dismissed at 12:30 pm for professional development or other reasons. The after school care begins at 12:45 that time. Additional fee may be applied to half day After-School Care.

GENERAL SCHOOL LITURGY SCHEDULE

Wednesdays	Grades Preschool - 8 8:00 am
Holy Days	Grades Preschool - 8 8:00 am
Special Feasts	Grades Preschool - 8 8:00 am

Wednesday Mass Schedule:

7th/8th grades	1st Wednesday of the month
5th/6th grades	2nd Wednesday of the month
4th grade	3rd Wednesday of the month
2nd/3rd grades	4th Wednesday of the month
Kind/1st grades	5th Wednesday of the month (occurs 2/3 times per year)

Preschool classes attend all-school Masses on Wednesdays, special feasts, and holy days if the instructor feels students are able to follow instructions for this structured activity.

FUNDRAISING POLICY

Any group or organization established or sponsored by Our Lady of the Snows School shall obtain prior approval of the principal before conducting any fundraising activities.



Substantial fundraising activities must have prior approval of the Advisory School Board and Finance Committee.

A “fundraising activity” includes any attempt to raise money from a source other than the parents of the students involved with the group or organization. All proceeds will be placed within the parish funds (this includes school).

LUNCH PROGRAM

The school offers a hot lunch program. Students are contracted for the year. Preschool students’ lunch fees are included in the daily Preschool fee.

Fees are posted online once a month through FactSIS.

✓ *Student lunches are billed on the 15th of each month, August through April in nine equal installments. Payment of the lunch fee is due by the fifth of each month, in advance.* Payment is to be made payable to Our Lady of the Snows School (OLOSS) Lunch. The check is to be sent to the school office with the student(s) name(s), and homeroom(s) listed on the front. **The lunch fee cannot be paid on the same check as other school fees.** Please see the appendix for Summary of School fees.

✓

✓ Students in K/1 are assessed a yearly fee for snack-time milk. This payment is due at the time of Open House. Please see the appendix for Summary of School fees.

Because the cost of our school lunch is subject to change due to inflation and the amount of government subsidy, parents will be notified of the cost change at the beginning of the school year and during the school year if a change in cost occurs.

Families who meet guidelines may participate in the federal free and reduced lunch program by completing the Application for Free and Reduced Price School Meals. These applications are kept strictly confidential. Applications for free or reduced lunches may be made anytime during the school year. Applications are available in the school office and in your initial packet at the time of Open House.



Attendance

ABSENCES

When a student is absent, a written or e-mailed excuse must be presented to the homeroom teacher from the parent or guardian stating the reason for the absence. These notes are to be dated and signed. ***It is at the discretion of the school administration to decide whether or not absences are considered excused. Consequences can be assigned for unexcused absences.*** The homeroom teacher files the notes for the year. The school office is to be immediately notified when a student is hospitalized.

Parents are to notify the school office by telephone no later than 8:00 am when a student is absent for the day or will be tardy. Parents and/or guardians are still responsible to send a written, dated and signed note or e-mail when a student returns to school even if they have notified the school previously by phone.

If the parent does not notify the school of a child's absence, school personnel may call the parent and/or person designated by the parent as an emergency contact. Documentation of all such calls and/or attempted calls will be kept.

Parents are required to notify the school office and homeroom teachers in writing if students are being taken out of school to participate in family vacations or other special activities. Students are responsible to make up all missed assignments, projects, quizzes and tests upon return to school. The general guideline is that students are to have one day for each day absent to make up work. Teachers may not be able to supply parents and students with all their assignments prior to such an absence.

ABSENCE AND TARDINESS (DSP 5210)

Absence

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

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

Tardiness

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



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

If a student is regularly missing Mass because of arriving late this may be taken into consideration of allowing the student to continue to be enrolled in the school.

ABSENCE AND TARDINESS (Building Policy)

The student attendance guidelines are designed to ensure consistent student attendance in elementary school. Guidelines cannot be expected to outline every possible attendance scenario, which if occurred, would result in action by school officials. However, it is the purpose of these guidelines to list attendance criteria. Student absences or tardies that meet or exceed these guidelines will result in action by school officials.

Definition of Absence

An absence shall be defined as any day (or half-day) where a student has not attended or has missed a substantial portion of that day (see DSP #5210).

Attendance Guidelines

Consistent attendance is a huge indicator of success. The school believes that through regular daily attendance, along with active and regular participation in learning, leads to improved student achievement. Regular attendance also promotes a level of responsibility that will develop and prepare students to become contributing members of our community.

The guidelines of the Missouri Department of Elementary and Secondary Education provides an expectation that all students attend school at least 90% of the time. Students whose attendance does not meet the 90% expected attendance will be handled in the following manner:

First Offense: Parents / legal guardians will be notified of attendance concern in writing by the principal.

Subsequent Offense: Second written notification of concern and principal / parent conference.

Note: If attendance concerns persist after interventions by school administration, then the principal and pastor, upon consultation with the diocesan superintendent, can decide to refer the case to The Division of Family Services or Juvenile Court.



WRITTEN EXCUSES (DSP 5211)

STUDENTS: Written Excuses

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

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

REQUEST FOR FAMILY REASONS (DSP 5220)

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

INDIVIDUAL-STUDENT EARLY DISMISSAL

Medical and dental appointments are to be made outside of school time. However, if this is impossible, a note is to be sent to the office and homeroom teacher to state the reason for the student's early dismissal or absence due to appointments. A student must be signed out to leave the building with the parent/guardian before a child is dismissed from the office.

RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL (5370)

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



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

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

Instruction and Assessment

HOMework PROCEDURE

Homework is due at the beginning of each class period. Work must be completed in the manner prescribed by the teacher. Work corrected for partial credit is at the teacher's discretion. Generally, an additional day is given for homework completion due to illness for each day of excused absence.

General recommendations are that students spend an average of 30 minutes for homework in the primary grades, 45 minutes to one hour in the intermediate grades and one to two hours in the junior high grades. Students, who consistently spend more than these recommended times completing their normal homework assignments, need to have their parents contact the teacher to discuss the situation.

STUDENT PLANNERS

The school provides students in grades 2 - 8 with a Student Planner at the beginning of the school year. The planner provides spaces for all daily assignments in each subject area. Families are requested to use this communication device on a daily basis.

DIOCESAN PERFORMANCE KEY

The following assessment scale is used for reporting student academic progress and work habit skills in preschool – Grade 2:

- 4- The student, with limited errors, understands key concepts, processes, and skills and applies them effectively.
- 3- The student is progressing towards understanding key concepts, processes and skills, but demonstrates inconsistent application of concepts independently.
- 2- The student is demonstrating progress towards understanding and application of key concepts, processes and skills with additional time and support.
- 1- The student is not demonstrating progress towards understanding of key concepts, processes and skills even with additional time and support.



The following assessment scale is used for reporting student academic progress in Grades 3 – 8:

Performance Key

A+ = 99 – 100	A = 95 – 98	A- = 93 – 94
B+ = 91 – 92	B = 88 - 90	B- = 86 – 87
C+ = 84 – 85	C = 80 - 83	C- = 77 –79
D+ = 75 – 76	D = 72 - 74	D- = 70 -71
F = 69 – 0	E = Working at Ability	X = Needs improvement

* = modified report

The following is used for the Work Habits (concerns) Key for grades 3-8:

- 1 – needs to observe rules of classroom
- 2 – needs to be prepared for class
- 3 – needs to make good use of time
- 4 – needs to complete assignments on time
- 5 – needs to apply effort
- 6 – needs to improve neatness

MODIFIED GRADING

Students whose academic progress is guided by a service plan or accommodation plan are eligible for a modified grading scale when final grades are reported on each quarter's report card. Both the school and parents need to agree to the application of this scale based on the student's specific plan.

PROGRESS REPORTS

Progress reports are issued at the end of each academic quarter to each student. For grades Preschool through 2nd, Progress reports are to be returned to the homeroom teacher, signed by the parent or guardian, within the week of distribution. For grades 3rd through 8th, Progress Reports are to be viewed in your family portal and the sign off sheet (enclosed in the Friday folder) is to be signed by the parents and returned to the homeroom teacher within the week of distribution. Any questions are to be addressed directly with the teacher involved. A conference with the teacher can be arranged by calling the school office. The teacher will contact you to arrange the conference time.



PARENT-TEACHER-STUDENT CONFERENCES

The school annually schedules parent-teacher-student conferences at the end of the first academic quarter. Parent-teacher-student conferences are scheduled for all parents of preschool – grade 8 students. Special teacher conferences are made by appointment only.

PARENT/TEACHER/STUDENT CONFERENCES (DSP 5405)

STUDENTS: Parent/Teacher/Student Conferences

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

PROMOTION AND RETENTION (DSP 5410)

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.



BUILDING-LEVEL RETENTION POLICY (Grades 3-8)

Students who fail any two of the six major subjects for the year are not promoted to the next grade. The six major subjects are religion, reading/literature (5&6), English, math, science, and social studies.

To pass a subject for the year, students must receive a final grade of at least D-. This is computed using the average percentage of all four quarters of the school year. A very low failing grade will present a lower overall average than a high failing grade.

8th grade students who fail any two subjects of the six major subjects for the year will not receive a Our Lady of the Snows School diploma at the graduation ceremony. If a student who fails two core classes chooses to attend the graduation ceremony, that student will receive a diploma cover only until a plan for remediation has been developed and completed to the satisfaction of OLOS administration.

ACCELERATED ACADEMIC PROMOTION

Instructional programs at Our Lady of the Snows School are designed to appropriately challenge a wide range of learners through differentiated instruction within the classroom. Students will not typically be allowed to advance two grade levels (i.e., skip a grade) or to take a specific subject with a higher grade level, as such accelerated promotions can present social and schedule-based challenges that affect other students.

The decision to allow any accelerated academic promotion shall solely rest in the discretion of the school's administration.

For students who do show giftedness in specific subjects, typical differentiation will include a modification of current curriculum, as well as supplemental resources, such as online coursework. Often a student will need to do advanced work independently, as a classroom teacher's first responsibility is to the students engaged in the curriculum assigned to a specific grade.

SPECIAL SERVICES AND RESOURCES

Students who are receiving accommodations or modifications in instruction/grading must have a service plan (through cooperation with the local public school) or a modification plan on file. This plan should be the result of collaboration between all appropriate stakeholders.



MIDTERM REPORTS

Midterm progress reports are issued within a week of the midterm date and may be viewed on the FACTS parent portal in grades 3 – 8. Parents/guardians will be asked to sign a slip stating that they have viewed the midterm report. Students in grades K-2 will receive a paper version of the mid-term report. These are unofficial grades and are subject to change at the end of the academic quarter. They do not need to be returned to school unless specified by the teacher.

HONOR ROLL POLICY

Honor roll exists for students in grades 3 -8 in order to provide recognition and encouragement for those who achieve academic success and display a Christian attitude.

Recommendations:

1. A Honor Roll for students who have achieved all A's.
2. A/B Honor Roll for students who have achieved all A's or B's.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

In order to help promote Catholic Christian values and academic excellence, the following policy will apply for students in grades 4-8.

Second, if a student receives an academic “F” on the quarterly grades, then the student will be ineligible for participation

The two-week period will begin with the issuance of quarterly grades. The principal monitors the “F” grade(s). If, at any point during that quarter, a student receives a failing grade in any class, that student will continue on with two-week checks until the next quarterly grades are issued.

The principal indicates, in writing, to the parent or guardian if a child becomes either eligible or remains ineligible during all other two-week periods. When a student becomes ineligible for participation in school-sponsored athletic activities, the principal will notify the activity leader of such ineligibility or restoration of eligibility, during each two-week monitoring period. For other extra-curricular activities, the principal will notify the appropriate activity leaders of such ineligibility or restoration of eligibility during



each two-week monitoring period. Ineligible students may not participate in any extra-curricular or athletic activity including games and practices.

WEEKLY “FRIDAY” FOLDERS (from office)

Weekly folders contain important communications concerning school activities and events. Information includes items from the school office, parish office, the School Advisory Council, the Home & School Association, etc.

*****Information to be included in the weekly folder must be submitted for approval by 9:00 am the day before they are sent home. Inserts must receive approval from administration, and school paper, copy machines, or staff cannot be used for making sufficient copies if the insert comes from a group outside of the school budget.***

WEEKLY NEWSLETTER

The weekly school newsletter (Friday Notes) is disseminated by paper copy in the weekly folder and also posted weekly on the parish/school website under the “Office” tab @ ourladyofthesnows.diojeffcity.org

COMMUNICATIONS

The first line of communication is the most local level. Individuals with questions or concerns, except for in very sensitive circumstances, are to contact the teacher or staff member directly involved for a phone or in-person conversation. If resolution is not reached at the most local level, the principal may be contacted, followed by the pastor, whose decision is final and binding upon all parties involved.



Supervision

SUPERVISION

Supervision of students is provided between 7:15 am and 3:30 pm only. Students are not to be on campus at other times unless participating in an extracurricular activity or under the direct supervision of faculty or staff members or an adult volunteer coach. All students arriving at school between 6:30 am and 7:15 am are to be registered in the Extended Care program and report to the gym. All students remaining after 3:30 pm on regular school days are to be registered in the Extended Care program. The Extended Care program requires special registration, as well as payment of a family registration fee and monthly or per diem fees. Students remaining 15 minutes past dismissal time will be sent to the After School Care program. **A fee will be assessed to the parents for this service.** Please see the appendix for Summary of School fees.

VOLUNTEERS

Volunteers in any aspect of school operations, including, but not limited to, recess and lunch supervision, homeroom parent, field trips, coaching, and committees, must complete VIRTUS training, a diocesan background check, and the pastoral code of conduct. The background check is available as an appendix in this handbook, while session and registration information on VIRTUS training can be found online (https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0) and the pastoral code of conduct, which must be signed, can be found online (<http://www.diojeffcity.org/Schools/SafeEnvironment/PastoralConduct.pdf>).

All volunteers will be cross-checked by the Principal with Virtus records.

BEFORE SCHOOL CARE

Before School Care (6:30 am - 7:15 am) is available in the cafeteria of the school, for an additional fee Adult supervision is provided, and students are required to remain in the gym until 7:15 am. The fee is to be paid at the beginning of each month. Charges for this program are eligible for the federal childcare tax credit or appropriate cafeteria plans.



AFTER SCHOOL CARE

After School Care (3:30 - 5:30 pm) is provided on days when school is in session, for an additional fee. The monthly fee charged for after school care is payable the first school day of each month. All program fees are eligible for federal childcare tax credits or cafeteria plans. The advisory school board recommends fees annually. These fees are then approved by the principal and pastor.

Please see the appendix for Summary of School fees.



Field Trips and Extra-Curricular

FIELD TRIPS

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

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

Field trips are a privilege. No student has a right to participate in a field trip.

Teachers may plan field trips with educational value during the school year. The sponsoring teacher, in consultation with administration, will plan the trip and determine the eligibility for student participation. A teacher must accompany all field trips. No overnight or out-of-state field trips are permitted. All field trips must have the prior approval of the principal. Field trips may be taken using commercial school buses. Students/Families may be responsible to pay the bus fare prior to the field trip. The driver and students in private vehicles being used for a field trip must wear seat belts. **All drivers for field trips must have documented VIRTUS training.**

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

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

An adequate number of responsible adult chaperones shall accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply:



- Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
- Drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices.
- Drivers must complete the diocesan safe environment training. (VIRTUS)
- The vehicle must have a valid registration and meet state safety requirements. The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence.

All drivers shall be given a copy of the above criteria.

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

ALCOHOL USE AT SCHOOL RELATED EVENTS (DSP 5545)

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

BELLARMINE SPEECH LEAGUE

The Bellarmine Speech League provides students the opportunity to experience training in oral communications. Participants are chosen from grades 5-8 at the discretion of the school sponsors, based on the number of students who choose to participate. Students may participate in the categories of humorous, serious and duet acting. There are three regional meets a year in November, January and March. A diocesan speech meet is held in late spring.

STUDENT COUNCIL

The Student Council consists of two homeroom representatives elected at the beginning of the school year by the respective homeroom students in grades 4-8. The Student Council officers are elected at the beginning of the school year by students in grades 4-8. The Student Council officers are the president, vice president, treasurer, secretary and



historian. Officers must be 7th or 8th grade level students. Officers are installed in office at the beginning of each school year.

QUIZ BOWL

The academic quiz bowl is open to all students grades 6-8.

ATHLETICS (DSP 6610)

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

ATHLETICS (DSR 6610)

INSTRUCTION: Athletics

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

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

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

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

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



ATHLETIC PROGRAM

The purpose of the Athletic Program is to provide our children with an opportunity to develop and expand their Christian values into an area outside the classroom. The program strives to offer students the chance to enjoy the benefits of physical activity, learn the fundamentals of the sport, and acquire a proper attitude toward participation, teamwork and sportsmanship. Every coach, player and parent is required to sign a Code of Conduct.

In addition, all volunteers must complete the forms described in the volunteer section of this handbook, in the “Supervision” section.

In addition, at the seventh and eighth grade level, opportunities may be provided to further enhance skills in a more challenging atmosphere.

Guidelines Include, But Are Not Limited To, The Following:

A. Athletic Committee (in the event one is formed - none existing)

With authority delegated from the principal, the athletic committee shall be responsible for monitoring and evaluating the athletic program to ensure that it complies with and supports the school mission.

The committee membership shall consist of a school board member appointed by the board president, the athletic director, and one coach and one parent who are both appointed by the athletic director.

B. Coach Selection

Coaches for the various sports will be selected by the principal. Coach candidates must submit to the principal a basic personal background information including references. Candidates selected as coaches are to participate in a nationally recognized volunteer youth sports coaching association certification and must sign an agreement to comply with Our Lady of the Snows School policies pertaining to athletics and facility usage. Additionally, each coach must complete the diocesan Virtus training. High school or college students may be assistant coaches for Our Lady of the Snows School athletic teams. However, a parent ‘head coach’ must be assigned to each team where a student is an assistant coach. The parent coach must attend all practices and games.



C. Team Selection/Organization

The Athletic Committee shall meet prior to each sport season to determine the most appropriate method of varsity volleyball and basketball team selection. The athletic director is responsible for monitoring team selections in an effort to ensure all eligible players are given equal consideration for the varsity team(s) based on individual talent and that the teams are chosen to reflect this goal. A seventh grader will only be considered (selected) for the varsity team(s) if the student is expected to contribute significantly to the team.

In addition, it is the responsibility of the athletic director to ensure that there is an approximate equalization of talent between all other (non-varsity) teams. A sports season shall consist of scheduled league games and additional tournaments. Our Lady of the Snows School teams will follow PAL rules when applicable. When PAL rules concerning playing time do not apply, each player must play at least 3 minutes of each tournament basketball game, unless said player was declared by the coach prior to the game as being held out for disciplinary or other reasons. The initial roster of each team shall constitute the only approved roster of players for school-sponsored activities.

D. Disagreements/Conflicts

Any disagreements or conflicts relating to the school's athletic program are to first be brought to the attention of the athletic director who will then apprise the principal of the complaint. Individuals may contact the principal if a resolution is not reached. A final review of the issue can occur by following the school review committee policy if deemed appropriate and necessary by the principal.

E. Facility Use

The use of the facilities for activities not sponsored by the school will require permission and scheduling through the appropriate individual designated by the Parish Council. A one-month advance notice is required for the use of the gym for school-sponsored/Athletic Committee approved tournaments.

CHEERLEADING POLICY

The purpose of cheerleading shall be to provide all students the opportunity to participate in the sport of cheerleading; promote and uphold school spirit; develop and display good sportsmanship and Christian values; provide an opportunity for students to work together in a group environment and as a team; and to represent the school in a positive, respectful, and Christian manner in school-related activities (e.g. games, assemblies, community parades).



The cheerleading squad is open to any number of male and female students in all grades, with younger student eligibility determined by the principal. The school's Eligibility for Extra-curricular Activities Policy, along with the school's Discipline Policy and Guidelines, are to be followed when determining a student's eligibility for participation. Specific guidelines for the squad(s) are established and set forth by the administration and are reviewed by the athletic committee.



Dress Code

Our Lady of the Snows School Dress Code - K-8 (Revised 2022)

Our Lady of the Snows School’s Dress Code creates a sense of school spirit and belonging to Our Lady of the Snows, ensures the equality of all students regardless of race, gender, or financial standing and promotes the gospel message that each person is special in the eyes of God. The goal of this policy is to align the Dress Code with our parish & school mission and traditions, with safety and health issues, and with relatively easy implementation and enforcement. *It is the responsibility of parents to send their child/ren to school in uniform. Students will also be held responsible for properly wearing their uniforms.* **Students will be asked to change into appropriate attire when non-compliant of our Dress Code. If clothing items are not available from the school’s supply of clothing, parents/guardians will be called to bring appropriate clothing. Uniforms must be neat, clean and fit properly.**

Slacks: Solid navy or khaki (only “Docker” style) - no wind pants, cargo pants, jogging pants, form fitting stretch pants, fleece pants, no gathered at the bottom pants, no denim, no overalls, no sports-like pants, no saggy pants, no stripes or designs

Leggings: Only navy, black, or white leggings may be worn under skirts or jumpers, no other type of leg covering will be allowed under skirts or jumpers.

Shorts, Skirts Jumpers, Capri: Solid navy or khaki - no shorter than 2 inches above the knee - no white, no patterned shorts, skirts, jumpers or capris, jumpers that are sleeveless must have a dress code collared shirt underneath

Collared Shirts, Turtleneck sweaters with fold-over collar - Solid Navy, Light Blue, Yellow (Gold), or White - no patterned shirts or sweaters, shirts may be button front or polo type, as long as shirt has a fold-over collar, no mock turtlenecks, shirts must be long enough to be tucked in properly and remain tucked in throughout the day, small logos are permitted, including OLOS & Helias emblems, Name brand emblems larger than 2” x 2” are not permitted, no other wording on shirts, if t-shirts are worn, they must be worn as undershirts and must be school colors - navy blue, light blue, yellow, white, buttons need to be buttoned - no cleavage showing, shirts must have sleeves that extend to mid point between shoulder and elbow



Sweaters, Hoodies, Zippered Sweatshirts - may be worn over an acceptable dress code shirt, - Solid Navy, Light Blue, Yellow (Gold), or White - Coats, hoodies, sweaters & jackets are generally only worn outdoors, must be school colors to wear indoors.

Shoes & Socks - For safety reasons, all students are encouraged to wear only tennis shoes or dress shoes with white, navy, khaki or black socks. Sandals, crocs, and open back shoes are discouraged. No cowboy boots or open toed shoes allowed, **this applies to all school days - including dress down days, and applies to Preschool students as well.**

Makeup and Hair - Cover up and powder for cosmetic reasons only is allowed and must be discreet, hair must be combed and clean, no eyeliner, lipstick, or other make-up, no hair color that isn't a natural color (pink, purple, etc), no hairstyle can interfere with others' learning, no mohawks or wild colored hair

Jewelry, Tattoos, Writing - No large or hoop or dangling earrings allowed for safety reasons, earrings are only allowed on the ear, no washable or permanent tattoos allowed on the body. No writing or decorative ink on any part of the body.

Best Uniform (Mass Day/Wednesday): Dress code bottoms with button up or polo shirt, is to be worn, if possible, to present a unified, neat appearance. **This applies to preschool as well.** No dress down passes can be used on Mass days.

Dress Down Days (Fridays) - clothing must meet all length and sleeve requirements, logos cannot have suggestive or advertising of alcohol, tobacco, drugs, and sexual or implied sexual content, jeans may not be frayed or have holes in them that show skin, leggings/tights are NOT to be worn as pants, but may be worn under skirts, shorts, or jumpers, clothing must be neat, no yoga pants, spandex, no tight fitting clothing should ever be worn. These rules apply to dress down passes issued for birthdays and for Home & School attendance.

School Spirit Days: To participate in School Spirit Day students must wear the school sponsored spirit shirt, either new or from a previous school year, following that, all rules applying to dress down days apply to spirit days.



Community Service Days: Students must wear the school sponsored community service shirt. All rules applying to dress down days apply to community service days.

Preschool Dress Code: The preschool dress code is outlined in the preschool pamphlet.

Picture Day: Students may dress up for pictures, but must follow all length and sleeve guidelines. Students may dress up for picture make up days, but then must change into dress code attire.

Violations of Dress Code: Violations of dress code will follow regular discipline action. Parents will be notified by letter or phone call if their child isn't appropriately dressed. Parents may be called to bring appropriate clothing to school for their child. Violations will follow a three strike warning. After three strikes, they will no longer be able to wear shorts/skirts for the rest of the year, if the violation is in regards to length. After three strikes, other violations could result in a loss of dress down privileges on Fridays.

Dress Code Responsibility: The primary responsibility for complying with the dress code is with the parents. We must have your support and cooperation. Since all styles of clothing cannot be considered in this policy, if a particular style is not listed, it is considered unacceptable. The administration reserves the right to determine appropriateness of attire in relation to the dress code in particular instances.

Student Behavior and Management

Our Lady of the Snows School Discipline Policy

Any school discipline policy reflects the knowledge that a particular climate is necessary for children to learn. Our discipline policy is rooted in the teachings of our Lord, Jesus, who taught us to learn, grow and thrive by his example of respect for all humanity. It is therefore our policy that discipline be one of many means by which we teach our children to recognize and choose those behaviors that demonstrate an awareness of respect for oneself, respect for others and the self-discipline necessary for respect to grow from within. The particular discipline methods chosen shall be consistent with this overall guiding philosophy. Likewise, all disciplinary methods shall be adapted as necessary or age-appropriate, within the context of this philosophy. The student behavior codes, and the disciplinary procedures, are found in the Our Lady of the Snows School Discipline Guidelines, which follow this policy.



Although our entire school community of parents, volunteers, teachers, staff and students share responsibility for shaping our school climate, it is the classroom teacher who is charged with initial responsibility for the behavior, attitudes and conduct of his/her students. It shall be his/her responsibility to determine the appropriate method for establishing an atmosphere of mutual respect and self-discipline within the context of this guiding policy. Individual teacher requirements for specific student and class behavior will be communicated to all concerned at the beginning of the school year. As a general rule, it shall be our guideline that inappropriate behavior be normally most effectively addressed as follows:

1. On an individual basis;
2. Immediately after the behavior occurs.
3. Consistently, by student, by class, by school;
4. Within the context of teaching about the example of Jesus, our children's choices, and mutual respect.
5. Teachers will inform parents of any serious classroom behavior problems.
6. Students will be referred to the principal for further disciplinary action when inappropriate behavior cannot be resolved at the classroom level. The principal will contact parents concerning serious behavior problems referred to the school office.

All parents are to support our commitment to create a climate in which all of our children can thrive and grow in Jesus' example.

The student is an OLOS student at all times. A student who engages in conduct, whether inside or outside of school (including online), that is detrimental to the reputation of the school/parish/Catholic faith, may be disciplined by school officials.

STATEMENT OF PHILOSOPHY

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

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

We believe the area of personal growth and discipline is important, both at school and at home. A family is a strong influence on developing responsibility, conviction, courage,



and faith. The school cannot substitute for a lack of family leadership in these areas. Home and school must work cooperatively in fostering these virtues to have the best chance for success with children.

ADULT/STUDENT DISCIPLINARY INTERACTION

All students, by virtue of their enrollment, are entitled to due process through the school and diocesan disciplinary procedures on school grounds or at school functions off of school grounds. Adults who are acting as employees, volunteers, or visitors are not to address with students disciplinary or social concerns that fall outside of the responsibilities or scope of the adult's role with the school. Any concerns addressed on school grounds or at school functions are to be done through the proper administrative and disciplinary channels. Violation of this may result in a limitation of opportunities for future volunteering, employment or participation in school events.

BEHAVIOR CODE

A Christian student treats others as they wish to be treated. This includes; but is not limited to, the following:

1. Playing fairly and refraining from fighting at all times.
2. Complimenting others and using good, positive comments, not vulgar or profane language.
3. Walking quietly to and from church and becoming silent and respectful during church services.
4. Being orderly in the classroom, hallways, restrooms, cafeteria and playground.
5. Acting respectfully toward teachers, staff, volunteers, guests and other students.
6. Treating all school property (buildings, furniture, books) and other people's property with respect and not defacing property or littering.

A Christian student is honest and truthful, by doing at least the following:

Doing his or her best work, not cheating or copying.
Encouraging others to do their best.

A Christian student demonstrates responsibility by doing at least the following:

1. Doing work assigned on time and to the best of his or her ability.
2. Having all necessary materials with him or her in class and at school.
3. Obeying and respecting others assigned to duties (bus drivers, cafeteria helpers, and playground supervisors).
4. Following the rules of the classroom and school.



A Christian student acts safely by refraining from at least the following:

1. Bringing anything that might be considered a weapon to school.
2. Using any illegal drugs or misusing legal drugs.
3. Distributing any drugs to others.
4. Leaving school or assigned areas without permission.
5. Bringing radios, toys, etc.
6. Throwing snowballs, rocks, or any type of dangerous objects.
7. Playing games that involve tackling, pulling, and knocking others down.

BULLYING

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time.

Bullying can take many forms, including hitting or punching; name-calling; threatening or intimidating; maliciously teasing and taunting; making sexual remarks; stealing or damaging others belongings; spreading rumors or encouraging others to reject or exclude others. These forms of bullying can be physical, verbal, emotional or electronic. Cyber-bullying includes, but is not limited to, emails, instant messaging, text or digital messages sent on cell phone, web pages, blogs and chat rooms or discussion groups.

Bullying behavior will not be accepted or tolerated. Parents and students are to bring any type of bullying to the attention of the school administration.

THE NORMAL PROCEDURES FOR HANDLING BULLYING CASES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Complaints regarding bullying should first be brought to the teacher's attention, as should repeated instances of the behavior. If the response is not satisfactory, the chain-of-command then directs the parent or student to the principal; then the pastor; and finally, to the superintendent.
2. In addition to investigating the incidents, the school will notify parents of the situation. If a student has been engaged in bullying, his/her parents will be notified of any consequences assigned as a response to this behavior. Consequences given by administration are logged in a student's record and may increase due to repeated occurrences.
3. Depending on the severity and consistency of the action, consequences could range from a conference to suspension from school, either out of school or in school, to discontinuation of enrollment. During the suspensions, students may complete school service work or other remediation.



4. Depending on the severity, students engaged in bullying may also be required to meet with the parish priest or outside counseling resources to help address unhealthy social behaviors.

5. Because bullying can come in many different forms of action or behavior, the above steps are suggested steps in addressing bullying behavior. The school reserves the right to amend these steps to correct and address any bullying behavior and/or to appropriately address the context of the particular situation.

PROHIBITION OF CORPORAL PUNISHMENT (DSR 5310)

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

CHEATING

This includes homework and tests. If a child chooses to copy homework, the child who gives the assignment and the child copying the assignment may both receive a zero as determined by the supervising teacher. All children are to do their own work. Other forms of cheating, which may result in academic or behavioral consequences include, but are not limited to, plagiarism and electronic transmission of answers.

DEPARTMENTAL DISCIPLINE PROCEDURE

In addition to the school discipline procedures, different departments (e.g. primary, intermediate, junior high) or grade levels will have discipline and academic guidelines and expectations that work within the school guidelines.

WEAPONS AND DANGEROUS INSTRUMENTS (DSP 5315)

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

CONTROLLED SUBSTANCES AND WEAPONS

Our Lady of the Snows School does not permit use, possession or sale of drugs, alcohol or weapons on school premises or off-campus at school sponsored activities by students.



A weapon will be defined as any dangerous item such as a gun or knife but may also include any object used in a manner dangerous to another student or teacher.

Drugs include tobacco products, alcohol, illegal drugs, or any look alike drugs and unauthorized prescription medication.

Lockers, desks, and other storage areas that are the property of the school are used with the understanding that authorized persons may inspect them at any time for the health, safety or welfare of the school community.

THREATS OF VIOLENCE

All threats of violence will be taken seriously, including possible reporting to the proper authorities and disciplinary acts.

RESPECT FOR PROPERTY

A student is responsible for any property that is willfully or negligently damaged. The parent, student or legal guardian is required to either repair or replace the damaged property. The school principal is authorized to enforce the property policy with appropriate action within the administrative range of options.

PLAYGROUND RULES

Playground rules include, but are not limited to, the following:

1. Students conduct themselves in a Christian manner.
2. Students remain on the school and parish campus in assigned play areas.
3. Students share all equipment and toys with classmates.
4. Pushing or shoving is not allowed.
5. Inappropriate language is prohibited.
6. Students follow the directions of the supervising teacher(s).
7. Mulch is to remain in the areas surrounding the major playground equipment.
8. Only one student per swing is allowed
9. Only objects to be thrown are approved playground balls. No other objects are to be thrown such as snowballs, Mulch, rocks, toys, etc.
10. Students exit and enter the school building in silence in a single file manner.
11. Food and snacks are not permitted on the playground without permission.
12. Students line up in a single file manner in silence when recess ends.
13. Every student is to go outside at recess time, weather permitting, unless a parent has sent a written request to the teacher because of illness.



LIBRARY RULES

Library rules include, but are not limited to, the following:

1. Whispers only in the Library.
2. You may check out only a predesignated number of books at a time.
3. Lost books must be paid for before another book is checked out. If paid for and later found, money will be refunded.
4. If no adult is present, you may not be in the Library.
5. All classroom normal rules apply.

SUSPENSION RULES

A student may be suspended by the principal, usually after there has been a conference with the parents or preferably with the parents and student. However, there might be times when immediate suspension is deemed necessary. A written record of the reason for the suspension with the date and a summary of the parent conference is kept on file.

Student behaviors that could lead to suspension include; but are not limited to the following:

1. Repeating a misbehavior or negative attitude for which three or more consequences/detentions have previously been assigned.
2. Bringing a controlled substance to school, including alcohol, tobacco or an illegal drug, or inappropriate use of a prescribed or over-the-counter drug.
3. Bringing to school any object that's intended to be used to harm, frighten or intimidate another person.
4. Engaging in angry, assault-type fighting.
5. Engaging in repeated pushing, shoving or smaller-scale fighting.
6. Participating in any vandalism of school, student or teacher/staff property at school. In addition to suspension, the student will be required to pay for the damage.
7. Harassing or assaulting (verbal or physical) behavior, which is perceived by the teacher or principal as significantly emotionally or physically harmful to another student or staff member.
8. Demonstrating deliberate obscene gestures or language.
9. Bringing to school any pictures or written material that is considered obscene by the teacher or principal.
10. Displaying deliberate, disrespectful outburst or interaction with another student, faculty member, staff member or volunteer.



A second or more suspension from school within the same school year will result in, at least, a two-day suspension following a conference with the student, parent/guardian, teacher, pastor and principal, though effective immediately in severe cases. The pastor is invited to participate in these conferences.

Suspensions may be either an in-school (ISS) or out-of-school (OSS) suspension as determined by the principal. Most suspensions will be served in school.

Students who receive an in-school or out-of-school suspension will normally be allowed to make up academic work from during this time. However, students with a suspension will normally not be allowed to participate in extracurricular events from the point a consequence is assigned until the completion of the entire day of the suspension, including activities during the evening.

DISMISSAL AND EXPULSION (DSP 5360)

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

The term "expulsion" is the 'termination of a pupil as a student from the school permanently (no opportunity for reinstatement)'.

The term "dismissal" is the 'termination of a pupil as a student from the school less than permanently (indefinite or for a given term)'.

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

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

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



DISMISSAL AND EXPULSION (DSR 5360)

DSP 5360

STUDENTS: Expulsion

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

The term "expulsion" is the 'termination of a pupil as a student from the school permanently (no opportunity for reinstatement)'.

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

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

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

Revised July 1, 2021

Revised May 7, 2009

DSR 5360

STUDENTS: Expulsion

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



Technology, Content, and Copyright Laws

CELLULAR PHONES

Cellular phones are not to be used or turned-on during school hours, including for text messaging. There is a phone in the office for emergency use. Students may use cellular phones after school hours and at extracurricular events to contact for rides.

DEVICE USE

The rules/procedures below apply to the use of the school's devices, library and classroom computers.

- **RULES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**
- Food, candy, gum, and beverages may not be consumed near the device in use.
- Students wishing to use the internet must have permission from their teacher with the teacher present.
- No marking on Chromebooks, Ipads, mouse pads, etc.
- Students may print **ONLY** class-related items. If in doubt, the student must check with the teacher.
- Teachers will check printed items for appropriateness.
- No unauthorized changes to the device, if changes are needed, students/teachers are to contact the teacher. This includes the screensaver, the computer menu, or other computer settings. Report any error messages or malfunctions of the devices or printers to the teacher.
- Students are not to install software on the workstations. If software needs to be installed, contact the teacher.
- Students are not to remove portable devices from the classroom without the teacher's permission.
- Students are not to access the internet without the teacher present..
- Students are to use proper etiquette and language when using the computer.
- Students are not to change other student's work.
- Students are to use the device specifically assigned to them by the school office. Students may not use another student's device without the express permission of the teacher.



STUDENT INTERNET, EMAIL AND OTHER TECHNOLOGICAL USE (DSP 6425)

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

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

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



PERSONAL ELECTRONIC DEVICES

Students can bring cellphones to school as long as they stay in their backpacks for the day. Students will not be allowed to make calls from them, text, use the internet, take pictures, or use the calculator. They must stay in the backpack all day. Cell phones must be turned off or on silent for the day. If the phone rings or is outside of the book bag the phone will be taken, and the offense steps below will be followed. Students are not allowed to carry them around.

Use of any device for telephonic communications, including texting, taking pictures, or use of non-assigned (must be approved from supervising teacher) apps are not allowed. Smartwatches must be silent for the day and if caught messing or distraction occurs from the watch, the device will be taken and the offense steps below will be followed. One exception exists, which is that students may use a phone after school hours, with staff permission, to check on late pick-ups or other transportation issues.

Games may not be played on ANY electronic devices with the exception of after school care, and only then with the permission of the staff in charge.

A student bears all responsibility for damaged or lost electronics he owns, by virtue of them being brought to school.

If disciplinary violations by another student are the cause of damaged electronics, these violations will be handled as disciplinary violations normally are, with responsibility for damage determined through normal disciplinary investigations.

Personal Electronic Device Disciplinary Steps:

First offense: On the first offense, the device will be taken away and held in the office until the end of the day. The student will receive a warning and a note will be sent home with the child. The child may pick up the device at the end of the school day. The note must be signed and returned.



Second offense: The student will be assessed a \$10.00 fine. The guardian will be called. The guardian must pick up the device. The fine must be paid before the device will be released. The device must be picked up during normal office hours.

Third offense: The device will be taken to the office. The guardian will be notified. The student will serve detention and must pay a \$15.00 fine. The device will be released to a guardian after detention is served and the fine is paid. The device may be picked up during normal office hours.

Any further violation of the above policy will result in the loss of privilege to bring the device to school for the remainder of the year. Other disciplinary consequences may apply.

USE OF VIDEO/AUDIO MATERIALS IN THE CLASSROOM

The use of video material in the classroom or at any school function shall be limited to material with a rating of A-I for general audiences. A-II video materials may be shown in junior high classes only. The supervising teacher will preview all videos prior to student viewing.

The use of video and computer games shall be limited to those with a rating of E for everyone.

Faculty members are encouraged to use video materials for educational purposes only.

SPEAKERS, OUTSIDE PROGRAMS, AV MATERIALS (INCLUDING MOVIES AND VIDEOS) (DSP 6410)

All outside speakers, programs, AV material and literature used in the school are to have the prior approval of the school administrator. Care is to be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

The USCC movie-rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Catholic School Office is to be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.



Spirituality and Morality

CATHOLIC FAITH AND MORAL STANDARD (DSP 5305)

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

RELIGIOUS EDUCATION CLASSES & LITURGICAL PARTICIPATION

All students enrolled in the school are expected to attend and participate in all appropriate grade level religious education classes. Students are to participate in all Masses, prayer, Stations of the Cross, Adoration/Benedictions and other para-liturgical services conducted for the school community. All religious education classes reflect the official doctrine and religious practices of the Roman Catholic Church. The school primarily exists to assist parents in the Christian formation of their children in the Roman Catholic tradition.

NON-CATHOLIC STUDENT PARTICIPATION (DSP 6235)

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

HUMAN SEXUALITY EDUCATION

Our Lady of the Snows Cathedral School recognizes that education in human sexuality is a vital part of the formation of children into responsible adult Catholics. The school recognizes and respects sexuality and reproduction as a gift from God: the Creator, and intends to exemplify this attitude of thankfulness, reverence, and respect in the sexuality education program. The school wishes to impart and share with the students a profound reverence for the sanctity of human life and an ability to cherish and respect all of nature as a gift from God.

The school believes that the primary educators of children in human sexuality are the parents. Children will learn and understand their roles most clearly if this learning is centered with the context of Catholic family life. Parental involvement in sexuality education will focus on the individual needs of the child. The school is to play a



supportive role in reinforcing Catholic values and teachings.

The major focus of the school’s sexuality education program shall be to provide students with accurate, age-appropriate information regarding human sexuality and reproduction from a Catholic moral perspective. The sexuality education program will provide for regular parental input into the development, implementation, and evaluation of the overall program. Parents will be involved in the educational process of the individual student. The school will provide an in-class K through 8 program that is approved by the Diocesan Religious Education Office.

The human sexuality program is offered to all school families. If parents do not want their children to participate in part or all of the program, this request will be honored. Such requests are to be made in writing to both the principal and homeroom teacher.

ADHERENCE WITH CATHOLIC TEACHING ON SEXUALITY

Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events.

All students are expected to conduct themselves in a manner consistent with their biological gender.



Student Health

GENERAL HEALTH INFORMATION

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

Students will be excluded from school for:

- Fever of 100.4° or over
- Undiagnosed rashes
- Vomiting
- Diarrhea
- Red, inflamed eyes (pink eye) until diagnosed and treated, if necessary
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Ringworm
- Head Lice (excluded until proper medicated treatment has been initiated and **NO live lice or nits visible**)
- Scabies (excluded until appropriate medical treatment)
- Common childhood diseases – **State Regulations**
- Chickenpox (**excluded for seven days** from onset of rash)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)
- Other as determined by the principal of health professional

Students sent home ill with elevated temperatures, vomiting, or diarrhea are to be kept home until they are symptom-free for twenty-four hours. Students with fevers must be fever-free for 24 hours without the use of fever-reducing medications, such as Tylenol or Advil. Many children are sent home ill one day, return the next, and need to be sent home again because they have not recovered.

Parents are to share the diagnosis and treatment of children sent to physicians so staff can be alerted to possible problems in other children (e.g., pink eye, head lice, strep throat, mono, chicken pox, flu, worms, etc.)

FOOD ALLERGY POLICY

Each individual situation involving a student with a food allergy shall be carefully considered on a case-by-case basis. A team consisting of the student's parent(s) or legal guardian(s) and input from the student's physician shall advise the administration.



The school will be notified by the student’s parent(s) or guardian(s) of the food allergy. Each student with a food allergy will have a Food Allergy Action Plan completed by his/her physician. This plan is to include what the student is allergic to, what symptoms the student may have if exposed to or if he/she ingests the allergen, what to do in the case of an allergic reaction and any additional information the student’s physician deems beneficial.

The storage and location of an Epi pen, which may be needed in the case of accidental exposure, will be determined on a case-by-case basis. This medication must be prescribed for the individual student and brought to the school by the parent or legal guardian. Parent(s) or legal guardian(s) are to sign a Medicine Permission slip at the school office.

If substitutions are required for lunch, the “Medical Statement for Student Requiring Meal Modification” form must be remitted to the school. Forms are available from DESE and the school office.

MEDICINE POLICY

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

1. **Parents are not to send medicine to school unless it is absolutely necessary.**
2. Medications prescribed (or given) **three times a day** are to be given at home.
3. **ALL** prescription medications must be presented to the school nurse/office staff in the **original container** that is properly labeled, including the physician’s instructions with the child's name. Over-the-counter medication is to preferably be presented in its original container, but if it is not, the medications must be clearly identifiable by the office staff. Examples would include tablets/capsules clearly marked with the medication name or wrapped cough lozenges. A signed consent form or note including medication name, administration information, student’s name and signature from the parent must accompany medications for staff to administer. The consent form is available in the school office.

According to policy only the school office staff will administer medications that meet the above criteria. All medications will be kept in a locked cabinet. The office staff will maintain proper documentation of medications administered, to include their signature or initials with the date and time given. The office staff will ensure the correct medication, correct dose, correct route, and correct frequency to the correct student. The office staff on a routine basis will check all medication expiration dates. All medications shall be returned to the students at the end of the school year.



DRUG/MEDICATION ADMINISTRATION (DSP 5520)

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

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

Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under physician's care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian.

IMMUNIZATIONS (DSR5105)

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

Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator is responsible for completing and maintaining a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services. Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either:

- (1) a medical exemption as confirmed by a statement from a duly licensed physician; or
- (2) a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parents or legal guardian of the student. Religious exemptions for Catholic families will not be accepted.

See Appendix 5105 in the diocesan *Policy and Regulation Manual for Schools* for current Missouri Health Record Immunization Requirements.



CHRONIC INFECTIONS POLICY

Our Lady of the Snows Cathedral School follows Diocesan School Policy 8000 in this regard. The entire document is found in the Policy and Regulation Manual which is available upon request or online at www.diojeffcity.org.

CONCUSSION / HEAD INJURY POLICY

Any student athlete in a school-sponsored sport (including cheerleaders) showing signs of a concussion or head injury must be removed from play for the remainder of that day. Emergency medical assistance will be contacted for severe symptoms, such as:

- Loss of consciousness
- Direct neck pain
- Increase of symptoms
- Other signs of emergency attention are needed.

The student's parents will be contacted immediately and informed of the nature of the injury. A student-athlete who is suspected of sustaining a concussion or head injury shall have a medical examination and must provide a written medical clearance by a physician or licensed health care provider before the student is allowed to return to participation in any school-sponsored sport, including physical education or active recess sports. The medical release must be approved by school administration. In addition, the school reserves the right to develop a plan of gradual return to competition and practice.

ASBESTOS

Our Lady of the Snows Cathedral School has an Asbestos Management Plan in the custodial office and is available for review by appointment in the school. Our school has a periodic surveillance performed every June and December. The diocese performs an inspection of our physical facilities every three years. All the asbestos that creates an immediate health hazard has either been removed or contained to provide a safe environment for our students, staff, and guests. Contact the school office if you have any questions.

NUTRITION AND WELLNESS

The school has adopted a nutrition and wellness policy that actively encourages the use of nutritious foods and drink in all school sponsored programs including, but not limited to, the federal hot lunch program (strictly mandated by federal guidelines), extended care program, classroom snacks and treats, the athletic program and athletic concession stand, birthday/feast day celebrations etc. Teachers, staff, room parents, and parents in general



are especially requested to use a variety of healthful and nutritious foods/drinks and non-food items when planning snacks, treats and rewards for the classroom. Pre-packaged snacks are preferred. Students are encouraged to engage in a variety of healthful and appropriate physical activities during recess periods, classroom breaks, and physical education classes.

Student Safety

INSURANCE

Student accident insurance is provided as part of each family's registration fee.

If a child is injured at school or at a covered extra-curricular activity through the private company offering school wide insurance, a form must be picked up, completed, and filed immediately in the school office.

HARASSMENT (DSP 5820)

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying plan that is consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents and students. This plan will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.



Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall immediately report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. Samples of bullying documentation forms are available at Appendix #5820.

July 1, 2021

Revised

Revised June 1, 2015

Revised May 7, 2009

May 7, 2004



Student Harassment

All students at Our Lady of the Snows School are to treat each other with dignity and respect. Harassment in any form is prohibited. The prohibition applies to all students. Behaviors that may be undesirable include, but are not limited to the following:

- derogatory comments, jokes and slurs;
- unwelcome physical touching, contact assault, deliberate impeding or blocking of movements;
- any intimidating interference with normal school movement.

Any of the above may be undesirable in and of themselves or because they are of a sexual nature.

Students who have been harassed are to report the incident immediately to the supervising staff.

The guidelines outlined in the Discipline Policy will be followed in dealing with each situation.

STUDENTS: Sexual Abuse of Minors (DSP 5825)

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

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any



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

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

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements:

- (1) a Review Board established by the Bishop whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors;
- (2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations;
- (3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact-finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop;
- (4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors. Each of these four elements will be discussed below.

A. REVIEW BOARD

1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel. The membership of the Review Board will be composed of at least five persons who are in full communion with the Church. At least one member will be a diocesan priest who is an experienced and respected pastor. The majority of the



members will be lay persons not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five-year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.

2. Duties of the Review Board include:
 - Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;
 - Reviewing diocesan policies for addressing sexual abuse of minors;
 - Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and
 - Maintaining an ongoing review of unresolved cases.

3. If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:
 - Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
 - Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment; and
 - Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.

B. REVIEW ADMINISTRATOR

1. A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.

2. Duties of the Review Administrator include:
 - Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
 - Appointing an Assistance Coordinator for the person bringing the allegation;



- Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;
- Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
- Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
- Receiving information about other possible victims/survivors; and
- Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.

C. REVIEW TEAMS

1. A Review Team will be established for each allegation which is to be investigated under these policies. It shall be composed of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.
2. The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team but shall not be members.
3. Duties of the Review Team include:
 - Investigating and gathering facts regarding allegations referred to it by the Review Administrator, reporting its findings to the Bishop, and providing him any appropriate counsel;
 - Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;
 - Meeting as needed for specific cases;
 - Taking all appropriate steps to protect the reputation of the accused during the review process;
 - Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.



D. ASSISTANCE COORDINATORS

1. An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.
2. Duties of the Assistance Coordinator include:
 - Listening to the individual and his or her allegations, treating the individual with respect;
 - Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;
 - Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
 - Assisting with referrals to therapists and/or support groups;
 - Assisting the individual with information about how to follow-up on the options chosen by the individual; and
 - Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.
3. The Assistance Coordinator shall maintain a professional relationship with the individual and will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.

II. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A. BRINGING AN ALLEGATION

1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:



Nancy Hoey
Review Administrator
Diocese of Jefferson City
Alphonse J. Schwartze Memorial Catholic Center
2207 W. Main
P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: 573-635-9127 (ext. 224)

B. RECEIVING AN ALLEGATION

1. Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)
2. If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.
3. Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.



4. If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.

C. REVIEW OF AN ALLEGATION

1. Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone. The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:
 - When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.
 - When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the person in charge of the parish, school or agency where the accused is an employee or volunteer, that the accused be immediately placed on a temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.



2. If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.
3. If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will inform the person making the allegation of this conclusion and no further action will be taken.
4. A. The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:
 - i. The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.
 - ii. The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.
 - iii. The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his votum, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.
 - iv. When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present



assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.

- v. The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.

A. The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:

- i. The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.
- ii. The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.
- iii. The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.
- iv. The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.



- B. The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.
5. If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.

D. REVIEW OUTCOME

1. If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.
2. If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:
 - Every step will be taken to restore the good name of the accused.
 - If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.

E. CARE FOR THE PERSON AFFECTED BY ABUSE

1. From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.



2. If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon receiving this information, the Review Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.
3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.

F. CARE FOR THE CLERIC

When a priest is placed on indefinite administrative leave from his assignment because of a substantiated accusation of sexual abuse of a minor, the Bishop or his designee will assist him in finding housing, arrange for his financial support and encourage him to receive pastoral and psychological support during the time immediately following the accusation. A permanent deacon in this circumstance will be assisted by the Vicar for the Permanent Diaconate in obtaining appropriate pastoral and psychological support.

G. CLERGY OR OTHER CHURCH PERSONNEL FROM OTHER DIOCESES AND OTHER STATES

1. When a priest or deacon from another diocese or a member of a religious community requests faculties in the Diocese, the Chancellor shall receive from the priest's or deacon's proper ordinary certification that the latter is unaware of anything in the priest's or deacon's background which would render him unsuitable to work with minors. In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese. The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.



2. When any other church personnel from another diocese or another state are to be employed or are to serve as volunteers, other than on an occasional basis, the Diocese or the parish, school or agency which is to employ them or have them as a volunteer shall check the references given and the agency in the state of their former residence with responsibility for maintenance of child abuse investigation records to verify that the individual does not have a history of sexual abuse of a minor or other history that would indicate that he or she may pose a danger to children.

H. Communication

Inquiries from members of the media about this policy and its implementation should be addressed to the Director of Communications of the Diocese. If statements or information are to be released concerning an allegation of sexual abuse of a minor by a member of the clergy or other church personnel, that information shall be made available by the Office of Communications in collaboration with the Bishop, or his designee, and the diocesan attorney.

Addendum

(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability [moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416. (2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true. (3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible. (4) The term "decree" as used in this document refers to a statement of the disposition of the matter. (5) See Chapters 210.110-210.192 Revised Statutes of Missouri

CHILD ABUSE INVESTIGATION

When the school has been contacted by a state agency authorized to investigate a child abuse complaint, the issue of consent must be addressed. Our Lady of the Snows School will follow the Diocesan Policy in handling the situation.

CHILD ABUSE AND NEGLECT (DSP 5810)

The State of Missouri has a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the immediate reporting of suspected child abuse and neglect.



This law specifies that all school personnel and administrators are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators, counselors, child care workers in a day institution, or child care institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are healthcare professionals and clergy. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments all school administrators/principals, the Diocese of Jefferson City Catholic schools are to educate their school staff members in recognizing the signs of child abuse and/or child neglect.

Under the law, any person or institution who reports suspected child abuse or neglect in good faith has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

(A copy of the law is included in the Appendix #5810 of the Diocese of Jefferson City Policy and Regulation book.)



Community and External Operations

DSP 1810

COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

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

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

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

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

Revised July 1, 2021

Revised June 1, 2015

May 15, 2013



DSP 1901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

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

Revised July 1, 2021

Revised June 1, 2015

May 7, 2004

DSR 1901



COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

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

B. Purpose

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

C. Basic Principles

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

D. Procedure

1. Informal attempts at resolution: Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and



open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedure outlined in the policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is (1) teacher; (2) principal; (3) pastor. The school principal or pastor may ask a third party to attend and assist the discussion.

2. Formal grievance procedures: In the event that informal attempts at resolving the dispute have been unsuccessful, formal grievance procedures outlined below shall be observed. For complaints to be resolved the Formal Grievance Procedures, the following shall apply:

- If the complaint relates to a school principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO, and if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

LEVEL TWO: PASTOR

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



present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOL OFFICE

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

LEVEL FOUR: OFFICE OF THE BISHOP

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

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE (DSP 1902)

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



CONFIDENTIALITY (DSP 5260)

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

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

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



Our Lady of the Snows
CATHOLIC SCHOOL'S HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Our Lady of the Snows Catholic School of Mary's Home, Missouri, Parent Handbook. I understand that it contains important information about Our Lady of the Snows Catholic School's general policies and regulations and about my privileges and obligations as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand Our Lady of the Snows Catholic School's policies and regulations and agree to adhere to these policies and regulations. I further acknowledge that revisions to the Handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

[A copy of this Parent Handbook Acknowledgement is to be signed and returned to Our Lady of the Snows School.]



APPENDICES

Appendix A



Our Lady of the Snows Catholic School **Summary of School Fees:**

K-8 Registration Fee: First child - \$275*/Second child - \$225/Third child - \$200/Fourth child & more - No additional cost, \$100 nonrefundable family deposit due with initial enrollment with balance due at Open House (Aug. 13, 2022). Payable to OLOS Church.

Church/School Tithing Agreement: payable to OLOS Church through collections basket at weekend Mass or may send to parish office through the school office (see the principal for out-of-parish school support fees)

Preschool Registration Fee - \$125* non refundable fee, due with initial enrollment Yearly fee, payable to OLOS Church.

Daily Preschool Attendance Fee - \$22/day full-time, \$24/day part-time, PREPAY weekly or monthly, payable to OLOS Church. Payment is expected for each day your child is registered, regardless of actual attendance. Minimum payment of three days per week for those enrolled part-time.

Extended Care: \$2 per day/morning care full-time attendees (\$3 drop-in), \$6 per day afternoon full-time attendees (\$7 drop-in), \$10 for early-dismissal drop-in, payable to OLOS Church.

School Lunches: Flat monthly rate of \$47 per month for nine months – August through April (Total \$423). For reduced lunches - \$8 per month for nine months (Total \$72), payable to OLOS Lunch. **We highly encourage every family to submit a Free/Reduced lunch application at the beginning of the new school year.**

Milk Money (for afternoon snack) – Kindergarten/First Grade only: One-time fee of \$65, due at the beginning of the school year. This will cover milk costs for the year. Payable to OLOS Lunch.

Service Hour Requirement: 20 service hours per year for each family on the FACTS portal. If 20 hrs. is not reached, a \$10/hr. fee will be added at the end of the year for each hour under 20. You may opt out by adding \$200 to your registration fee.

* **Early Registration Reduction:** If online enrollment is completed and the \$100 family deposit is made by May 1, 2022, \$25 may be deducted from the registration fee of the **first** child. All remaining fees apply.

Recruitment Bonus: An additional \$25 reduction can be earned by recruitment of a new school family, which must be documented by the new family in their online application/enrollment (1 time for each new family).

*If you have any questions, please call the school office @ 498-3574.
All payments are expected unless arrangements are made with the Pastor.*



Appendix B

Our Lady of the Snows School Wellness Policy

(Physical Activity and Nutrition Policy)

The primary goals of the Our Lady of the Snows School’s wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the school’s wellness program.

- Our Lady of the Snows School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing the school wide nutrition and physical activity policies.
- All students in grades Preschool – Grade 8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served as part of the lunch program will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning, and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent possible, Our Lady of the Snows School will participate in available federal school meal programs (including the National School Lunch Program).
- Our Lady of the Snows School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.



To Achieve these policy goals:

I. Wellness Committee

Our Lady of the Snows School will establish a wellness committee that consists of at least one (1): parent, nurse, school food service representative, advisory school board member, and school administrator. The Principal of the school will serve as the wellness program coordinator. The wellness coordinator, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy. All meetings are open to the school community members.

II. Nutrition Guidelines

It is the policy of Our Lady of the Snows School that all foods and beverages made available on campus during the school lunch periods are consistent with the USDA nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. Our Lady of the Snows School will create procedures that address all foods available to students throughout the school day in the following areas:

- A. National School Lunch Program
- B. Classroom parties, celebrations, fundraisers, rewards, and school events.
- C. Snacks served in after-school programs.

School Meals

Meals served through the National School Lunch Program will:

- 1. be appealing and attractive to children;
- 2. be served in clean and pleasant settings;
- 3. meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- 4. offer a variety of fruits and vegetables; and
- 5. serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA).

Our Lady of the Snows School will provide information about the nutritional content of meals with parents and students upon request.

Free and Reduced-Priced Meals

Our Lady of the Snows School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-priced meals.



Mealtimes and Scheduling

Our Lady of the Snows School:

- will provide students with at least 15 minutes to eat after sitting down for lunch;
- will schedule meal periods at appropriate times (e.g., 11:00 AM - 1:00 PM);
- will not schedule tutoring, club, organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff

Qualified food service personnel will administer the school meal program. As part of the school's responsibility to operate a food service program, the school will provide continuing professional development for all food service in schools. Staff development programs are to include appropriate certification and/or training programs for food service personnel.

Sharing of Foods and Beverages

Our Lady of the Snows School will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about sanitation, sensitive allergies, and other restrictions on some children's diets.

Fundraising Activities

Our Lady of the Snows School will encourage fundraising activities that promote physical activity and good nutrition.

Snacks

Snacks served during the school day or in after-school-care or enrichment programs will make positive contributions to children's diets and health. Whenever possible, fruits and vegetables will be served, and water will be offered.

Rewards

Our Lady of the Snows School will encourage staff not to use foods or beverages, especially those that do not meet nutritional standards as the only rewards for academic performance or good behavior and will not withhold food or beverages (including food



served through school meals) as a punishment.

Celebrations

Our Lady of the Snows School will encourage the use of a variety of nutritional snacks and drinks during various celebrations.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day will include a variety of snacks and drinks.

III. Nutritional and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

Our Lady of the Snows School aims to teach, encourage, and support healthy eating by students. The school will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a physical education, science, and/or health education curriculum;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruit, vegetables, whole grain products, low-fat and fat-free dairy products, health food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutritional-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting



For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents

Our Lady of the Snows School will support parents’ efforts to provide a healthy diet and daily physical activity for their children. The school will send home nutritional information and provide nutrient analyses of school menus upon request. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents’ efforts to provide their children with opportunities to be physically active outside of school.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K – 8

All students in grades K – 8, including students with disabilities, special health-care needs will receive weekly physical education (or its equivalent of approximately 60 minutes / week for K – 3 and approximately 60 – 90 minutes/week for 4 – 8) for the entire school year. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class participating in moderate to vigorous physical activity.

Daily Recess

Students in PreK – 8 will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students will be encouraged to participate in moderate to vigorous



physical activity through verbal communication and through the provision of space and equipment.

The school will discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity After School

Our Lady of the Snows School will offer extracurricular physical activity programs (e.g., Parochial Athletic League PAL). A variety of activities will be offered to meet the needs and abilities of students.

After-school-care and enrichment programs will provide and encourage daily periods of moderate to vigorous physical activity for all participants through the provision of space, equipment, and activities.

Use of School Facilities Outside of School Hours

School spaces and facilities will be available to students, staff, and parish members before, during, and after the school day, on weekends, and during school vacations by reservation only. These spaces and facilities will also be made available to parish groups and organizations offering physical activity. School policies concerning safety will apply at all times.

V. Monitoring and Policy Review

Monitoring

The school principal or designee will ensure compliance with established school-wide nutrition and physical activity wellness policies and report on the school's compliance to the school superintendent or designee.

School food service staff will ensure compliance with nutritional policies within school food service areas and will report this matter to the school principal. In addition, the school will report on the most recent USDA School Meals Initiative (SMI) review findings and resulting changes.

A summary report will be conducted every three years by the school principal or designee detailing the school's compliance with the physical activity wellness policies.

Policies

Our Lady of the Snows School will establish a baseline assessment of the school's existing nutrition and physical activity environments and policy.



Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. The school will, as necessary, revise the wellness policy and develop work plans to facilitate their implementation.





