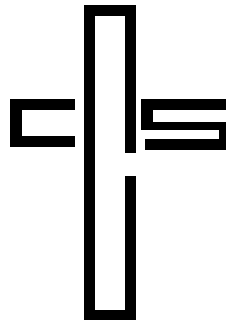


COLUMBIA CATHOLIC SCHOOL

School Handbook 2010-2011



**817 Bernadette Drive
Columbia, Missouri 65203
573-445-6516
FAX 573-445-9887**

www.ccsk8.org

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(Diocesan policies and regulations are printed in italics and are numbered as "DSP" or "DSR".)

I. MISSION STATEMENT, PHILOSOPHY, AND RELATIONSHIP OF COLUMBIA CATHOLIC SCHOOL TO THE DIOCESE OF JEFFERSON CITY

A. MISSION STATEMENT

Columbia Catholic School provides a Christ-centered learning community dedicated to the spiritual, intellectual, and moral development of each child.

B. PHILOSOPHY

Our school has evolved from years of dedicated service. The faculty, priests, administration, and families of Columbia Catholic School work together to

- inspire each student to live the Catholic faith by integrating the Good News of Jesus Christ into his/her daily life.
- strive for excellence in all areas of the curriculum by using his/her God-given talents to his/her highest abilities.
- respect and learn tolerance for the diversity of others, promote a sense of faith community, and encourage service to others.

C. RELATIONSHIP OF COLUMBIA CATHOLIC SCHOOL TO THE DIOCESE OF JEFFERSON CITY

Columbia Catholic School is an accredited Catholic Elementary School recognized by the Diocese of Jefferson City, Missouri. School objectives and policies are developed by the Columbia Catholic School Board and approved by the pastor. The Board makes recommendations to the pastor and principal who determines how best to carry out goals developed by the Diocesan Catholic School Office which, with the Bishop, sets the direction of Catholic school education in the Diocese of Jefferson City.

II. ADMISSIONS POLICIES

A. ADMISSIONS LIST REGISTRATION

All parents (current CCS families as well as others seeking admission for their children) wishing to pre-register a child for the CCS Admissions List may do so on or after the second Tuesday in October of the school year in which the child reaches the age of three before August 1.

For example, a child to be included on the list for kindergarten for the 2012-2013 school year, a parent may register that child on or after October 12, 2010. This registration timetable is established in accordance with the published CCS admissions priority policy.

B. ADMISSIONS LIST POLICY

If an opening occurs for a child and the parent declines admission at that time, but wishes the child's name to be placed on the following year's Admissions List, the parent will be informed that the child's name will go to the bottom of the Admissions List for the following year's grade level. This policy does not include parents who defer admission due to a child's academic and/or social development.

C. ADMISSIONS POLICY

1. The policy concerning admissions was revised in light of Bishop McAuliffe's decision in June, 1986, returning CCS as a parish school of Our Lady of Lourdes with equal access

for the children of Columbia's three Catholic parishes. The school board recommended, and the pastor approved, the following priority schedule which is normally followed:

- a. All Catholic siblings of all previously or currently enrolled students.
- b. Children from families currently registered at Our Lady of Lourdes, Sacred Heart, or St. Thomas More Newman Center. These children will have equal access to CCS based on the date of their registration.
- c. Catholic children from non-parish families will be admitted on a student-by-student basis, pending space availability (non-parish is described as not registered at Our Lady of Lourdes, Sacred Heart or St. Thomas More Newman Center).
- d. Non-Catholic children from families already enrolled will be admitted on a student-by-student basis, pending space availability.
- e. Other non-Catholic children will be admitted on a student-by-student basis, pending space availability.

(July 26, 1991)

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.

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, or sex in regard to enrollment, except as permitted by law.

The effective date of the Admissions List registration for Catholic families is when Columbia Catholic School officials receive the Admissions List form and proof of current parish registration from applicant family. For non-Catholic families, the effective date is when Columbia Catholic School officials receive the Admissions List form.

2. According to diocesan policy, a child entering kindergarten must be five years old before August 1. A child entering first grade must be six years old before August 1 unless he/she has successfully completed a year in an approved Kindergarten program and has had his/her readiness assessed by the principal and/or CCS faculty.
3. *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, or sex in regard to enrollment, except as permitted by law. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and this non-discrimination statement is to be part of each local school's handbook.*
4. *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 that 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.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

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

C. 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.

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

III. STUDENTS WITH SPECIAL NEEDS (DSP 5701)

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

IV. COMMUNITY AND EXTERNAL OPERATIONS

A. EDUCATIONAL AUTHORITY IN THE PARISH (DSP 1305)

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

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

B. HOME AND SCHOOL ASSOCIATIONS (DSP 1430)

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardians 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.

C. GRIEVANCE (DSP 1901)

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

D. ADMINISTRATIVE RECOURSE (DSR 1901)

1. 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.
2. 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.
3. Basic Principles:
 - a. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
 - b. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)
 - c. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
 - d. There is to be no retaliation against any party or participant in the grievance procedure.
 - e. 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.
 - f. Records of formal proceedings at every level shall be kept and made available to all parties involved.
 - g. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

4. Procedure:

- a. Informal Attempts at Resolution: Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.
- b. Formal Grievance Procedures: In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal. LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

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. 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: SUPERINTENDENT OF CATHOLIC SCHOOLS: 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 superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools with fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools 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 superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE: If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan

School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.

- E. **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 superintendent of Catholic schools 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 can be granted or denied.

V. RELIGIOUS EDUCATION

According to the document, **To Teach As Jesus Did**, Catholic schools exist in order to fulfill the Church's threefold mission: message, community, and service. "Only in such a school can the students experience learning and living fully integrated in the light of faith." Religious instruction "is not one more subject alongside the rest, but instead it is perceived and functions as the underlying reality in which the students' experiences of learning and living achieve their coherence and their deepest meaning." (#103, **To Teach As Jesus Did**)

Like Jesus who grew in wisdom and understanding, Columbia Catholic School provides an environment in which children can grow in the knowledge of their faith and in wisdom in making right moral decisions. The school's religious education program is both informational and formational and consists in daily religion class, weekly liturgies for grades K-5 on Tuesday and grades 6-8 on Wednesdays, and integration of religious beliefs with daily living. During the course of the academic year, all-school liturgies are held on special occasions (e.g., Thanksgiving, Christmas, Easter). Each liturgy is prepared and planned by a specific class to enhance participation of all the children.

During the school year, children encounter Christ in the Sacraments. Opportunities are provided for children in grades 3-8 to receive the Sacrament of Reconciliation. Second graders are prepared for First Reconciliation during first semester and for First Holy Communion during second semester. Parents in 2nd and 3rd grades are an integral part of the spiritual formation of their children for those sacraments.

Children pray daily in homeroom at the beginning and at the end of the school day. Grace before meals is said at lunch time.

During Advent each homeroom has an advent wreath and devotional prayers are said daily. On Fridays during Lent children make the Stations of the Cross and attend Benediction of the Blessed Sacrament.

Throughout the year students have the opportunity to serve others: participating in the Penny Harvest, providing food for others at Thanksgiving, getting gifts for children at Christmas, and helping St. Francis and Lois Bryant Homes are some of the ways students and parents actively help others.

The school uses diocesan approved texts for its human sexuality program. In upper grades, the biological functions, emotional, moral and spiritual aspects of sexuality are taught in both religion and science classes.

In lower grades, the human sexuality course, which covers biological functions, emotional, moral, and spiritual aspects of sexuality, is taught in both religion and science classes. In grades K-3, this material is

covered within their religion text. In grades 4-5, before the course is taught, selected materials are sent home for the first through fifth grade parents to review. A letter from the sixth through eighth grade religion teacher is sent home to parents so they will know the topics covered in religion class. A letter, requiring student and parent signature, is sent home by the sixth through eighth grade science teachers, since the study of the life cycle includes human sexuality. Parents have the right to decide whether or not they want their child to take part in this program.

VI. GENERAL SCHOOL OPERATING POLICIES

A. SCHEDULE

The school day begins at 7:15 a.m. and ends at 3:15 p.m. The school building will open at 7:15 a.m. Parent cooperation is necessary to have students at school on time. All students are to be picked up by 3:30 p.m. Students not picked up by 3:30 p.m. will be sent to Tiger's DEN (Tiger's DEN) and will be charged.

B. KEYLESS ENTRY ACCESS

The following rules and regulations will apply to the keyless entry system:

1. Each parent listed on the Student Directory Sheet will be required to purchase one key card for entry into the school buildings.
2. Students in grades 6-8 will be required to purchase one lanyard and key card.
3. Issued key cards will be operational for the duration of enrollment at CCS.
4. Replacement cards must be purchased at the CCS office for an additional fee.
5. Key cards are required for access to the school buildings.
6. Key cards are coded individually and will record all entry into the buildings. **DO NOT** share your cards with anyone.
7. Key cards will give you access to the front door of the main building and the Educational Center from 7:15 a.m. to 5:30 p.m. Monday-Friday. You still are required to check your child/children in and out at the office. Abuse of this policy will result in immediate deactivation of your family key cards.

C. PARKING LOT PROCEDURES

The front parking lot is the lot closest to Hobby Lobby. The back parking lot is the lot closest to Commerce Bank/Ruby Tuesday. Children are not allowed to play in the parking lot areas during drop-off or pick-up times. The following procedures are to be observed for the **safety of all students.**

1. Morning Drop-Off:

a. 7:15-7:30 Drop-Off (**REVISED**)

If parents drop their students off between 7:15 and 7:30, they are to **use the drop-off lane in front of the east gym entrance (the drop-off lane used last year). This includes kindergarten students as well.** All students dropped off between 7:15 and 7:30 are to go directly to the school gym using the east entrance door (same entrance used last year). Using this front drop-off lane allows for an easy safe entrance into school for the students dropped off before 7:30 a.m. Once in the gym, the students will be supervised by Miss Schwartze until 7:30 a.m. At 7:30, the students will be dismissed by grade to go to their homerooms. The kindergartners will be escorted to their classrooms.

b. 7:30-7:40 Drop-Off (**REVISED**)

If a parent is a kindergarten parent or has a kindergarten student in his/her carpool and are dropping off between 7:30 and 7:40, he/she is to use the drop-off lane in the back parking lot. To keep the line of cars moving efficiently, 6th grade students will escort kindergarten students directly to their classrooms. A parent

volunteer will be present at the drop-off site to supervise the safety of 6th grade student patrols and the students being dropped off.

Parents of 1st through 8th grade students dropping off between 7:30 and 7:40 (without a kindergartner in the car) are to use the drop-off lanes in front of church or in the front parking lot. Again, 6th graders will open car doors and assist the students exiting cars. A parent volunteer will supervise safety of ALL students at both locations. Students are to walk directly to their classrooms.

c. Front Drop-Off (REVISED)

When entering the drop-off line, parents are to pull forward until the car in front of them stops or they reach the very last cone located at the end of the drop-off line. Parents are NOT to stop mid-way through the drop-off line to let their child out. The entire drop-off line must be kept full, one car directly behind the other.

Parents are NOT to let their child out of the car before reaching the orange cones where 6th grade patrols will assist. Yes, there is sidewalk along the lot before parents reach the first drop-off cone, but the school does not want children getting out of cars without patrol assistance and the first patrol is stationed at the first orange cone.

Parents are to remain in the drop-off line as they exit the parking lot. Parents are NOT to go around the car in front of them after their child has exited the car.

All children must exit the car on the right side along the sidewalk.

Parents are to be observant of the traffic patrol directing cars at the crosswalk site.

d. Church Drop-Off (REVISED)

When entering the drop-off line, parents are to pull forward to the first cone in the circle. Four cars can fill the circle as patrols assist students out of the car.

Students are always to exit on the right side.

Students will be directed to walk on the sidewalk along the parking lot and enter school through the front doors. Students are NOT to enter school through the church doors.

Parents are to remain in the drop-off line as they exit the circle. Parents are not to pull around the car in front of them after their child has exited.

e. Back Lot Drop-Off (REVISED)

Parents are to drive to the right of the oak tree and then to the last cone. Two cars can fit in this area.

Sixth grade patrols will open the car door and help the students out. A second set of 6th grade student will escort the kindergarten students to the child's kindergarten room. A parent volunteer will be present at the drop-off to supervise the safety of the 6th grade student patrols and students exiting from cars.

f. Walking Students Into School (REVISED)

If parents are going to walk their student into school, they are to do so from the front parking lot. Front lot is the only drop-off site with a designated cross-walk. A traffic volunteer will direct "walkers" safely through the crosswalk. **Trying to**

cross over the lines of traffic at the church entrance and back lot is too dangerous without a designated cross-walk section.

Parents are to exit the parking lot onto Bernadette patiently and safely.

Parents are to remember the adults and students at the drop-off lines are **volunteers** working to keep your child safe.

2. After School Pick-Up: Children can be picked up at either the front or back parking lots. Parents are to tell their children/carpool which lot they will be parking in. **Under no circumstances are people to park or stop in the driving lanes. Parents and carpool drivers are to meet students at the cones. They are to walk with the children to their cars.** This rule applies to all students.

Parents and carpool drivers are responsible for picking up children in the school lots. Students are not to meet their parents at the Best Buy/Hobby Lobby lot, etc. Drivers who pick up their children/carpool in the lot closest to Best Buy/Hobby Lobby may exit the lot turning left on Bernadette.

Parents entering the back parking lot are to turn to their right and park. When leaving the lot, parents who are parked along the fence and the right middle section are to make a circle going through the spaces opposite the mailbox and the flower box. All cars will thus be going in the same direction. Cars exiting the back lot **are to make only a right turn**. Parents are not to make a left turn or exit straight onto Beverly Street. If parents want to make a left turn, they can exit from the main church exit and can then go directly to Stadium or turn right onto Beverly Street.

D. LUNCH PROGRAM

The school lunch program is available to every student. Parents may eat with their child but must notify the office by 8:30 a.m.

The lunch program includes the following choices: hot lunch (including salad bar) with milk, or sack lunch (including salad bar) with milk. The cost per meal is \$2.00. Additional milk or milk without a lunch may be purchased for \$.40 per half pint container. Lunch statements will be sent home via backpack mail on the first Friday of the month. Payment for lunches must be made by the 10th of each month.

If a lunch payment is not made by this date or if a balance is outstanding by the 15th of the month, payment must be made before a student will be allowed to order a lunch.

Accounts are kept on a per-family basis.

Payment is to be returned with the form that is attached to the monthly statement. Account balances will be carried over to the next month of school.

E. LOST AND FOUND

There is a lost and found box in the office. Students and parents are urged to check the lost and found box if they are missing an article. Every year there are many unclaimed articles. School staff will dispose of lost and found items to needy people in the community at the end of each semester.

F. PHONE CALLS

Only emergency phone calls may be made to the school during class hours. Students may not use the phone except in cases of illness or if they have permission from the teacher or office staff. Students will not be allowed to use the phone for trivial reasons. All arrangements for scouts and other meetings should be made **before** the student comes to school.

G. VISITORS

All visitors, parents, etc., are to **stop by the main office as they enter school** by the main school doors. Parents are to leave forgotten lunches, homework, etc., in the office to avoid interrupting class, unless directed otherwise by a school authority.

H. APPOINTMENTS

Parents are not to come unannounced to discuss their child's conduct or progress during class hours. An appointment is to be made for this after school. However, we do encourage classroom visits for the purpose of observation as long as the teacher is informed beforehand. The principal will be available at most times during the day, but an appointment is to be made to avoid delays.

I. FACULTY MEETINGS

In an attempt to better our school program, faculty meetings are held once a month on the second Wednesday. On that day the students will be dismissed at 2:00 p.m.

J. CONFIDENTIALITY (DSP 5260)

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

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

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

Columbia Catholic School operates under the procedure of not making student information available unless permission is granted by parents or as it is provided in Section 438 of the Family Educational Rights and Privacy Act of 1974, as amended by S.J. Resolution 40: 20 US Code 1232q.

There is certain directory-type information, however, that the school may provide. This information includes name, address, telephone listing and grade, and is to be used only for school purposes. **It is not to be used by anyone for political, business, or similar purposes.**

K. OFF LIMITS

The school office (beyond the counter) and teachers' lounge are off limits to students. No student may leave the school premises during school hours without being signed out at the office. Written permission from the parents is required before the office staff can release a student to someone other than the parent.

Columbia Mall, Hobby Lobby, Texaco, Ruby Tuesdays, Pizza Hut or any other stores in the surrounding areas are off limits while the teachers are responsible for the students.

L. LIBRARY PROCEDURES

Each class, K-6, has library once a week. Kindergarten students may check out one book a week, first grade students may check out two books a week and the rest of the grades may check out up to four books a week at the discretion of the librarian. If a student has an overdue book, he/she may still check out books until the librarian notifies the teacher and/or student that he/she is no longer able to check out books until the late ones are returned. Our object is to encourage reading as well as responsibility and we try to keep these goals in perspective. Books for special

projects assigned by the teacher do not count toward checkout and may be kept until the assignment is completed.

A book is checked out for a week at a time and may be renewed once. If further renewal is requested, it may be granted at the discretion of the librarian.

M. LOST BOOK POLICY

A book will be considered lost if not returned within 30 days following the due date. Parents notified after 30 days will have 30 more days for the student to return the book before a fee is charged.

The replacement fee charged for a lost book will be determined by the librarian. The replacement fee is to be paid when a lost fee notice listing the charge is received by the parents.

If a book is found before a replacement has been purchased, the fee will be refunded. If the book is found after the replacement book has been purchased, then the student may keep the lost book or donate it to the library. If the librarian chooses not to replace a book, the fee received for that book will be deposited in the library fund.

N. STUDENT INSURANCE (DSP 5575)

Parents/guardians may take out a student accident insurance policy, if there is not a standard policy in schools that are part of the Diocese of Jefferson City. Schools are to arrange for a school insurance provider to provide forms for student accident insurance which covers children during school hours and when traveling between home and school.

Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance.

VII. EMERGENCY/SAFETY PROCEDURES

A. RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL (DSP 5370)

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

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

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.

A parent or a designated person is to sign out children at the office. Children in the main building will be called by the secretary to come to the office. For children in the trailers, rectory, and the Educational Center classrooms, the secretary will call the classroom and tell the teacher that the parent is coming to pick up the child.

B. TORNADO, FIRE AND EARTHQUAKE DRILLS

Tornado, fire and earthquake drills are conducted throughout the year. In the event of a National Weather Service tornado warning during the school day, students will be taken to the safe area and will remain there under supervision until the warning is over.

C. DISASTER PROCEDURES

In the event of a disaster, the following procedures will be followed at school:

1. Children will be cared for at school until a parent or a person designated by the parent picks the child up.
2. Each child will be signed out by the designated person at the command center so the school knows to whom the child has been released.
3. If the building is considered unsafe, children will be removed to the church/cafeteria (if they are deemed safe) or the back playground.
4. Each child will be supervised until their parent or parent representative picks him/her up.

Family Plan: It is important that parents speak to their children about these procedures. Secondly, parents are to let their children know they will be cared for at school until they or their designated person comes to get them. Parents are to make arrangements with the designated person and the children are to be told who that person is.

D. MANDATED TEACHER REPORTING

In accordance with the Child Protection and Reformation Act (RSMo. 210), school personnel will follow diocesan policy in making a report to the Missouri Department of Children Services if they have reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child.

E. PRECAUTIONS AND GUIDELINES FOR A RESPONSE TO AN ARMED INTRUDER ON SCHOOL PROPERTY

1. The principal has provided the Columbia Police Department a blueprint of all school buildings and a copy of the Crisis Management Plan.
2. The first faculty member advised of an allegedly armed intruder in the building or on the property will immediately notify the principal (assistant principal or principal designee). The principal will initiate the securing of the facility. The police department will be immediately notified by calling 911. A coded announcement stating CODE TIGER will be made. Each classroom teacher will lock his/her classroom door, turn off the lights, and move all students away from windows accessing the hallways or with outside ground access. After securing his/her room, the teacher(s) closest to the bathrooms will check to see if any students are in those rooms and bring those students to his/her room. **The rooms will remain secure until the principal or his designee communicates to the staff member in charge in person. No teacher may take upon himself/herself this responsibility which is reserved to the principal.** An assigned secretary will lock the front main building doors. An assigned teacher will lock the front doors of the Educational Center. An assigned cook will lock the back cafeteria door and another assigned cook will lock the church and parish hall doors. The principal may move students and faculty to a more secure area.
4. Every classroom has a set of colored paper coded for an emergency: **red** for a child who is **injured**, **yellow** for a child who is **missing**, and **green** for everything is **all right**. After the classroom is locked down and the teacher has assessed the situation, the teacher should put the appropriate colored paper in the classroom window and under the classroom door. Personnel, either walking outside of the school buildings or inside the school corridors, will then know the particular classroom situation and can take appropriate action.
5. If a class is outside for physical education or if children are outside for recess, teachers are to bring their students into the building as soon as the announcement CODE TIGER is made. If some of these students are kindergartners from the rectory classroom, those students should go to the nearest classroom in the main building.

6. The principal will attempt to locate the intruder(s). The location of the intruder(s), when found, will be relayed to the police upon their arrival.
7. The police will, if possible, contain and detain the intruder(s) outside the buildings. **When police arrive at school, they are in charge of all subsequent action.**
8. As soon as possible, the Diocesan Catholic School Office will be notified.

VIII. ABSENCE AND TARDINESS (DSP 5210)

A. ABSENCE

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)

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

B. TARDINESS

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the state of Missouri. (Refer to #5510.)

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

C. WRITTEN EXCUSES (DSP 5211)

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

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.

Ill students are to remain at home until they have been free of fever, vomiting or diarrhea for 24 hours. Parents are to notify the office by 8:30 a.m. of their child's absence from school. If the office has not been notified by that time, the office staff will call the parent to verify the student's absence.

After an absence from school, a written excuse signed by either parent must be presented to the child's teacher before admittance to school. A written request from the parent is also required before a child will be released from class for any appointment or be allowed to remain indoors during recess. The latter permission is to be as rare as possible as we will keep students indoors during inclement weather.

If absences total more than 10% of the total number of school days per semester, a review by the principal and teacher will be made.

D. REQUESTS FOR FAMILY REASONS (DSP 5220)

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

- E. **HOMEWORK ASSIGNMENTS FOR ABSENT STUDENTS**
Homework requests must be received by 8:30 a.m. **If homework is not specifically requested, it will not be collected.** The homework assignments and needed books can be picked up in the office by 3:15 p.m.

IX. HEALTH AND MEDICINE POLICIES

- A. **DRUG/MEDICATION ADMINISTRATION (DSP 5520)**
Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

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

B. **POLICY FOR DISPENSING NON-INJECTABLE MEDICATION**

1. **All medication must be kept in the school office.** Students, therefore, are not to keep or carry medication (including aspirin and cough drops) on their person. Send medication in a plastic Ziploc bag. Clearly print the child's name on the bag.
2. Non-prescription medication must be accompanied by a written note from the parent/guardian including the information of an amount (one tsp., two tablets, etc.) to be taken, time to be taken, dates to be taken; **date and sign the note.**
3. Prescription medicine must include the pharmaceutical label and physician instructions to be accepted at school. The pharmacist can provide an extra bottle to be used for medication sent to school. It should not be necessary to give more than one dose of medication per day during school hours. The doctor may be able to schedule all doses of medication to be taken at home. **If medication is needed at school, come into the school office; a form will need to be filled out and signed in order for school personnel/volunteers to administer the medication.**
4. Students with chronic or specific problems requiring medication for emergency situations are to have their medication properly labeled as listed above in #3. Specific written instructions must be provided as to when and under what circumstances medication is to be given. **This information is to be provided and signed annually by the student's doctor.**
5. Indicate if medication is to be refrigerated.

C. **POLICY FOR DISPENSING INJECTABLE MEDICATION**

Normally, the school will not be responsible for administering injectable medications. However, the school will provide suitable storage in the office for self-administered medications. All injectable medications will be stored in the school office unless a student's special medical needs require that such medication be stored in a location other than the school office. Justification for alternate storage of injectable medication(s) shall be provided in writing by the student's physician.

- D. **POLICY FOR EXCHANGE, SALE OR USE OF PRESCRIPTION/NON-PRESCRIPTION DRUGS**
In accord with CCS's policy that all medication must be kept in the school office and that students are not to keep or carry medication on their person, students, therefore, are prohibited from exchanging, selling, using or giving prescription and/or non-prescription drugs to other students.

Any student who is found to have violated the above regulation could be subject to any and/or all of the following:

1. The principal shall record and keep written documentation of the incident.
2. The principal shall contact the parents or guardians.
3. Students shall be suspended from school for not more than five (5) days.
4. Dismissal or expulsion.

- E. **POLICY FOR POSSESSION, PURCHASE, SALE OR USE OF ILLEGAL/LOOK-ALIKE ILLEGAL DRUGS, ALCOHOL AND RELATED PARAPHERNALIA**

Because there are physical, emotional and legal consequences involved in the possession, purchase, sale or use of illegal drugs, alcohol and related paraphernalia, students are prohibited from such involvement in or on the school premises and at school-sponsored activities. Any student who is found to have violated the above regulation is subject to the following:

1. The principal shall record and keep written documentation of the incident.
2. The principal shall contact the parents or guardians.
3. The principal shall contact the appropriate law enforcement agency.
4. Any student under the influence or in possession of illegal drugs, alcohol or related paraphernalia shall be suspended from school for not more than five (5) days and shall receive appropriate counseling and/or rehabilitation.
5. Any student engaging in the distribution, exchange, purchase or sale of illegal drugs or alcohol shall be suspended from school for not more than five (5) days, shall receive appropriate counseling and/or rehabilitation, and may be subject to dismissal or expulsion from school.

- F. **POLICY FOR CONTAGIOUS AND COMMUNICABLE DISEASES**

No pupil shall be permitted to attend Columbia Catholic School while afflicted with any contagious or infectious disease, or after having been exposed to any contagious or infectious disease, if he or she is liable to transmit such disease. **For the purpose of determining the diseased condition or the liability of transmitting the disease, the principal may require a child to be examined by a physician and shall exclude the child from school as long as there is a danger of the disease being transmitted by the child.**

In all cases involving chronic infectious diseases (such as AIDS and Hepatitis B) Columbia Catholic School will follow Diocesan School Policy 8000.

Persons involved in the care and education of children with contagious and communicable infections should respect the child's right to privacy, including maintaining confidential records. At the discretion of the principal, those persons who have a need to know (in order to assure proper care and to detect potential for disease transmission) should be advised. As new information becomes available, these guidelines will be updated.

A communicable disease is an illness due to an infectious agent or its toxic products and transmitted, directly or indirectly, to a susceptible host from an infected person, animal, or arthropod or through the agency of an intermediate host or a vector or through the inanimate environment (Dept. Of Health Rules, 19 CSR 20) 20.010 Definitions Relating to Communicable Disease (4). (Revised Statutes of Missouri, 1986).

Because the school has a responsibility for the general health of its population, parents are to call the office by 8:30 a.m. to report a child's absence, and in the case of illness, to inform the office of that illness.

In accord with the Department of Health Rules, if a child, faculty, or staff member has a communicable disease (as defined by State Statutes), the school will report the disease to the Department of Health. Parents will also be informed of the presence of a communicable disease.

If a child, faculty, or staff member has a communicable disease (e.g., chicken pox), the person's readmittance into school will be determined by one of two procedures: 1) a written statement from the person's physician and/or the director of the local and/or State Health Department; or 2) after a period of time equal to the longest period of communicability of the disease.

X. UNIFORM POLICIES

It is the intent of the Uniform Policy to minimize distractions and problems which result from clothing that is immodest, promotes an unchristian message or attitude, is extremely unkempt-looking, or that brings unnecessary attention to an individual. **No dress code can possibly anticipate all situations; therefore, the administration will ultimately determine what is and what is not acceptable.**

All students are expected to dress in uniform each day unless notice to the contrary is issued. Shirts must be tucked into pants, shorts, skirts or skorts.

The following information provides specific details regarding the CCS uniform policy.

A. GIRLS

K-5 navy/red plaid jumper or navy/red plaid skort, or plain navy skort.

4-8 navy/red plaid skirt.

6-8 navy/red plaid skort, plain khaki or navy skort.

Plain skorts should have no visible zippers, pockets or other adornments. The navy/red plaid jumpers, skorts and skirts are available through Lands End and French Toast. **Skorts must be below the fingertips when arms are resting at the sides.**

B. BOYS AND GIRLS, GRADES K-5

Dress pants and shorts, navy only, with no other color showing; twill or cord; pleated or plain front (plain leg with no piping, excess pockets, loops, etc.). No cargo pants and no nylon, Spandex, knit or sweatpants. Girls' shorts must be below the fingertips when arms are resting at the sides. Boys' shorts may be no longer than just below the knee.

C. BOYS AND GIRLS, GRADES 6-8

Dress pants and shorts, navy or khaki (beige color, not brand), with no other color showing; twill or cord, pleated or plain front (plain leg with no piping, excess pockets, loops, etc.). No cargo pants and no nylon, Spandex, knit or sweatpants. Girls' shorts must be below the fingertips when arms are resting at the sides. Boys' shorts may be no longer than just below the knee.

Students are required to purchase one school-issued lanyard and key card. They must be worn and visible at all times while on school property.

D. SHIRTS

Shirts must be tucked in at all times. There shall be NO logos on shirts. **Plain** white blouse or shirt, polyester/cotton or oxford, pointed collar short or long sleeve. Plain white placket-front knit shirt with pointed or Peter Pan (picot) collar **without ruffles**, short or long sleeve. **Plain** white turtleneck shirts. Shirts must have long enough shirttails to be tucked in.

E. HOSIERY

1. Girls: plain white or navy socks; plain, footed tights only, white or navy (leggings or footless tights not acceptable).
2. Boys: plain navy or white socks.

F. OPTIONAL ITEMS

1. Sweater: Navy only with no other color incorporated into sweater (e.g., stripes, any design, etc.), crew cardigan, V-neck cardigan, V-neck pullover, crew pullover, vests.
2. K-5 Sweatshirts: Navy with school logo; to be purchased from school office only.
3. 6-8 Sweatshirts: Navy or red with school logo; to be purchased from school office only.
4. K-8 Black logo sweatshirt; to be purchased from school office only.
5. Spirit T-shirts and sweatshirts: Gold with school logo, to be purchased from school office only. To be worn on Spirit Days (2nd Wednesday) with denim jeans, shorts, skirts or

skirts below fingertip or uniform, if desired. *These are the only sweatshirts and T-shirts allowed.*

G. ITEMS NOT PERMITTED

Visible, permanent tattoos and other visual body piercing jewelry (e.g., nose ring, tongue piercing, eyebrow ring) shall not be permitted, with the exception of post earrings. Hoop and dangling earrings shall not be permitted for safety reasons. Open-toe shoes shall not be worn for safety reasons.

No lanyard décor will be allowed.

H. UNIFORM CODE ENFORCEMENT

The school board policy is in effect in regard to the enforcement of the uniform code:

First violation	The office will call the parents and inform them that the child is out of uniform.
All subsequent violations	The parents will be asked to provide the child with the proper uniform immediately.

I. SPIRIT DAY

Spirit Day is held on the second Wednesday of the month. Denim jean/skirts may be worn with the spirit T-shirt/sweatshirt on Spirit Day. If the spirit T-shirt/sweatshirt is not worn, the uniform is required. Students may also wear the regular uniform pants/skirt with the spirit shirt if they so desire. Students may wear their spirit T-shirt outside their pants except when they attend Mass. The seasonal dress policy applies to all spirit days.

J. NON-UNIFORM DAY

Non-uniform day is held once each quarter. The date will be listed on the school calendar. Students may wear decent, casual clothes or their uniform.

All clothing shall fit properly and be neat, clean and worn as required based on the Columbia Catholic School Uniform Policies. Non-uniform day clothing/apparel shall not advertise alcohol, tobacco or drugs. Clothing shall be worn so that the child's stomach and underwear are not visible.

K. UNIFORM VARIA

Students should always be in proper dress when on school premises. Dress should always reflect modesty. Inappropriate clothing includes but is not limited to strapless tops, spaghetti-strings, bare shoulders and visible undergarments. Certain activities may necessitate changes of clothes and parents should notify the principal if they desire to affect an exception. Scouts may wear their uniforms on their particular meeting day. Uniforms will be worn when representing the school on field trips and performances unless otherwise notified.

L. USED UNIFORMS

Questions regarding new or used uniforms can be directed to Lisa Orbals (443-6933).

XI. Tiger's DEN (After School Child Care) PROGRAM

A. AVAILABILITY AND HOURS OF OPERATION

The CCS Tiger's DEN Program is for any CCS student on a daily or drop-in basis. The program is open from 3:15 p.m. to 5:30 p.m., Monday through Friday.

B. ACTIVITIES

There are physical and creative activities along with daily free time. Additional activities will be scheduled throughout the year. The Homework room will open at 3:30 p.m. The Art and Games room is available Monday through Friday. "Rooms" are in session from 4:00-5:00 p.m. The computer lab is open on Tuesdays and Thursdays and the second Wednesdays of the month. At 5:00 p.m., **ALL** students will gather upstairs in the main foyer. Movies will be shown at this time.

Nutritious snacks will be served daily. A second snack is almost always available for children staying at Tiger's DEN **after** 5:00 p.m. as they leave with their parents.

C. BUILDING ENTRY

Students who are going to Tiger's DEN and coming from the rectory, trailers, or the Educational Center classrooms are to enter the building by way of the main door and are not to use the side door.

D. SIGN-OUT PROCEDURE

Safety is Tiger's DEN's #1 priority. Parents **must** sign each student out to ensure the child's safety. If someone else is going to pick up a child, parents must send a signed note releasing the child or call the office before the end of the school day so that a message can be given to the Tiger's DEN staff. If the child is participating in sports, a note must be sent to allow Tiger's DEN staff or coaches to sign them out. These students will be allowed to change into their extracurricular clothes at 5:00 p.m. If the child is not signed out with the time noted, Tiger's DEN will assume that the child was there until 5:30 p.m., therefore incurring the full two-hour charge.

E. COST

The cost is \$4.00 per hour *or any portion thereof*. Families with two or more children receive a discount: 1st child -- \$4.00; 2nd child -- \$3.00; 3rd child -- \$2.00. A flat fee of \$2.00 will be charged for students who come to Tiger's DEN from the Computer Lab. A penalty of \$1.00 is charged *for every minute* after 5:30 p.m. Bills will be sent home via backpack mail on the first Friday of the month. Payment for Tiger's DEN must be made by the 10th of each month. Children will not be allowed to attend if fees are overdue unless other arrangements are made. Charges start accruing promptly at 3:30 p.m. Charges apply whether your child has been in Tiger's DEN for one minute or one hour.

F. HALL AND STAIRWELL DECORUM

Students are expected to speak quietly in the halls and stairwells. Shouting, running and jumping in the halls and in the stairwells are not tolerated.

G. COMPUTERS

The rules and regulations stated in the Columbia Catholic School Handbook apply to any computers used during Tiger's DEN hours. Personal computers and/or handheld devices can only be used in the homework room.

H. DISCIPLINE

Tiger's DEN is an extension of the school and the 5B's must be followed. Failure to follow these rules is a violation of the school's discipline policy. Tiger's DEN will have the following consequences when these rules are broken:

First offense: Documented warning by the director with parent notification.

Second Offense: Documented warning by the director with parent notification. A meeting with the administration will be required for the parent and child and may result in a **suspension** from the Tiger's DEN program.

Third Offense: Documented warning by the director with parent notification. A meeting with the administration will be required for the parent and child and may result in an **expulsion** from the Tiger's DEN program.

The Tiger's DEN is a privilege for all of the student of CCS, therefore the staff will not tolerate inappropriate behaviors.

I. PLAYGROUND RULES

1. General Rules

- a) Students must remain within sight of duty teachers at all times.
- b) Students may not fight, push, hit, kick, climb on each other or engage in other rough play.
- c) Students may *not* climb trees; strip off leaves or break branches.
- d) Students may *not* throw rocks, snowballs or any other debris.
- e) Hula hoops and jump ropes must stay in the area designated by the recess supervisor.
- f) The students may *not* play tag, or other chasing games on the rocks or front lot.
- g) Dodge ball in any form is *not* allowed at recess.

2. Playground Equipment

- a) Students must use steps, ladders, or poles instead of jumping off the equipment.
- b) The students must come down the slides on their bottoms one at a time and never climb up.
- c) The students must sit in the swings on their bottoms and come to a complete stop before getting off.
- d) The students may not run under, between or behind swings.
- e) Students may *not* be under the swinging bridge of the climbing apparatus.
- f) The students may *not* stand or sit on top of the monkey bars.
- g) Students may not hang on the tether balls or use them for any other game.

3. Field and track

- a) Students in grades K-5 may *not* play football. Only touch football is allowed for Grades 6-8.
- b) If students use the track, they must stay on it. They may not go on the hill by the wooden fence or down in the drainage area.

4. Front lot

- a) Students must stay inside the coned area.
- b) Students may *not* sit on the wall of the wheelchair ramp or on any railings at any time.

XII. SCHOOL CLOSING

A. SNOW DAYS

If road conditions warrant cancellation due to inclement winter weather, notification will be made on radio and TV stations. Ideally we try to make that decision by 6:00 a.m., though that is not always possible. Parents will be notified via the School Reach telephone and email systems. Announcements are also made on the following stations: KOMU, KRCG and KMIZ; KCMQ-97

FM; KFMZ-98 FM; KPLA-101.5 FM; KBIA-91.3 FM; KFRU-1400 AM; KCLR-99.3 FM; KIX-96.7 FM.

B. EARLY DISMISSAL

School will dismiss early (a) if the temperature reading at the airport reaches 90 degrees by 11:00 a.m. and the air conditioning system fails or (b) in the case of severe winter weather. Parents are to consult radio and TV, and the school will also attempt to reach parents via the School Reach phone and email system. Parents are not to call the office unless their job prevents them from listening to a radio. Parents should make contingency plans for early dismissal days. In the event that parents have not heard the announcement of early dismissal, the school office will remain open to supervise the students until their parents/guardians arrive. Should there be an early dismissal, there will be no Tiger's DEN.

At the principal's discretion, activities may be curtailed during periods of extreme (hot and/or humid) weather conditions.

XIII. EXTRACURRICULAR ACTIVITIES

A. COORDINATOR

The principal is coordinator of activities and their sponsors. All policies and programs are made with her supervision and approval.

Grades 3-8: Art Club

Grades 5-8: Track and Field

Grades 7-8: Basketball, Cheerleading

Requirements for participation in activities: 1) Academic requirements are stated under XVIII. ACADEMIC STANDARDS; 2) Attendance at practices and scheduled events.

B. PHILOSOPHY OF ATHLETICS

The mission of Columbia Catholic School is to foster the physical, mental, social, emotional and spiritual growth of its students in an atmosphere permeated by the Gospel. All students at Columbia Catholic School will have an opportunity to participate in athletic activities, and these activities will be conducted in a manner that promotes mutual respect among athletes, coaches and parents. The primary goal of the CCS athletic program is to help students develop a sense of pride as individuals, as team members and as CCS students. This goal can be achieved in a program that encourages participants to perform to the best of their ability by developing their God-given talents.

C. BASKETBALL PROGRAM

(revised May 2001)

7th Grade Teams

- MSHSAA qualified head coach with volunteer assistants at coach's discretion
- Regularly scheduled games and tournaments (as available)
- All students who wish to participate will play on a team.
- There may be A and B teams if there are more than 12 players (number may vary at the coach's discretion) with the understanding that team placement will be based on the coach's assessment of skills, ability and attitude.
- Players should expect playing time throughout the season but not necessarily in every game.
- Academic ineligibility may negatively impact playing time because of the player's enforced absence from practices during the time of ineligibility.

- There should be approximately four events (practices and/or games) per week.
- The team will represent CCS, wear uniforms and have cheerleaders.

8th Grade Teams

- MSHSAA qualified head coach with volunteer assistants at coach's discretion
- Regularly scheduled games and tournaments (as available)
- All students who wish to participate will play on a team.
- There may be A and B teams if there are more than 12 players (number may vary at the coach's discretion) with the understanding that team placement will be based on the coach's assessment of skills, ability and attitude.
- Players should expect playing time throughout the season but not necessarily in every game.
- Academic ineligibility may negatively impact playing time because of the player's enforced absence from practices during the time of ineligibility.
- There should be approximately four events (practices and/or games) per week.
- The team will represent CCS, wear uniforms and have cheerleaders.

D. THE ROLE OF THE STUDENT ATHLETE

It is important to remember that at all times you, as a student athlete, can make your school proud by:

- respecting yourself, your teammates, your opponents, your coaches and the officials
- knowing, understanding, and appreciating the rules of the game/contest
- playing to the best of your ability
- attending and being on time for all practices and games and informing the coach when you have conflicts with the schedule
- maintaining the proper grades to keep your eligibility
- respecting the property, facilities and the rules of conduct of your own school as well as opponent schools
- promoting good sportsmanship
- maintaining self control
- being honest with yourself, your coach, and your parents with regard to any injuries
- remembering that you represent CCS
- promoting school spirit
- enjoying the contest

E. THE ROLE OF THE PARENT

It is important to remember at all times that the parents can demonstrate good sportsmanship by:

- supporting the athletes by being positive with your own athlete, CCS teammates and the opponents
- supporting the coach (speak privately to the coach if you have concerns)
- assisting the program by delivering athletes to practices and games on time, picking them up promptly afterward, not leaving other children at the practice, helping with concessions and/or transportation to out of town games, taking the time to attend practices and helping the coaches if they request assistance
- respecting the calls of the officials – do not argue or yell at the referees
- making family decisions regarding your athlete's participation (do not expect the coaches to change team schedules to avoid individual conflicts)
- expressing concerns to the principal and/or athletic committee as needed
- remembering that it is just a game

F. RESPONSIBILITIES OF THE COACH

In developing the athletic program the CCS coach should:

- emphasize personal improvement, teamwork, sportsmanship, school spirit, leadership and academic excellence

- structure practices to stress conditioning, basic skills, full participation and maximum effort
- evaluate the athlete's skills, knowledge of plays/strategy, attitude and effort
- make team assignments considering the philosophy of the CCS athletic program
- supervise athletes emphasizing respect for officials, teammates, opponents and coaches
- make playing time decisions based on individual skill and effort as well as the team needs and game outcome
- share decision making with athletes
- discern an athlete's injury status and play only those athletes who the coach is confident are able to play
- inform parents of significant player injury and request parent or physician approval for the injured athlete to continue
- respect confidentiality of an athlete's comments in regard to other coaches, athletes, or parents
- foster coach/athlete relationship of mutual respect and regard
- communicate strategy/theory to other coaches as well as athletes
- communicate program expectations (attendance/excused absences, attitude, effort, skill, achievement, etc.) to athletes and parents
- relate program development to athletic director and/or athletic committee as appropriate

G. RIGHTS OF THE COACH

The CCS coach is to:

- expect the support of the school community: administration, parents, students
- deserve the respect of athletes and parents
- be allowed to decide on an athlete's playing time based on the athlete's effort and attitude as well as skill and ability
- be allowed to decide on team assignments consistent with the structure of the program as detailed in the "CCS Athletic Program" document
- be allowed to discipline athletes as necessary by assigning extra drills, limiting playing time, suspension for practices and/or games or recommending dismissal to the principal/athletic committee
- have access to the principal/athletic committee to express grievances and concerns about the program

H. THE ROLE OF THE COACH

A CCS coach is to:

- believe in cooperative competition where no participant is ever considered a "loser" based on the result of the competition
- value the best efforts of the athlete
- be willing to teach teamwork/sharing to help each other and not just to win the event
- acknowledge that athletics is part of learning and have an understanding of the educational philosophy behind this belief
- have the courage to put the school philosophy ahead of individual playing time and/or a single game/event outcome
- understand his/her sport and its history and be able to apply this knowledge to practice and game situations
- accept the coach's position as a role model and interact with student athletes accordingly

I. ATHLETIC GRIEVANCE COMMITTEE PROCESS

The purpose of this committee is to attempt to resolve any problems in accordance with the established CCS Athletic Policies. It will be in the best interests of the athletic program to address and resolve any grievances in a timely manner. If a parent has expressed his or her concern to a coach in an appropriate and timely manner and has not received a satisfactory response, the parent is to contact the principal who will immediately convene the grievance committee.

Conversely, if the coach has concerns which have not been addressed by a parent or athlete, he or she may contact the principal to initiate a meeting of the grievance committee.

XIV. CCS PARTICIPATION IN VARIOUS PROGRAMS

CCS participates in several state and federal programs: the federal lunch program, Title I and Title V (supplementary educational equipment). Health screenings for students in all grades are conducted by University of Missouri student nurses. Diagnostic testing of a student's special educational needs is available through the Columbia Public Schools upon recommendation of CCS.

XV. EDUCATIONAL OUTINGS AND FIELD TRIPS

A. *POLICY (DSP 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.

A school may, but is not required to, sponsor an end of year 8th grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

The purpose of a field trip is to enhance the curriculum and to broaden students' learning experience. Teachers are to schedule these trips at least six weeks in advance and are to check with the principal to clear dates before making arrangements.

B. *REGULATION (DSR 6301)*

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

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal.

C. *CHAPERONES AND DRIVERS FOR FIELD TRIPS [EDUCATIONAL OUTINGS]. (DSP 6305)*

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

Transportation for field trips shall be provided by a licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial drivers license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid drivers license prior to departure on the field trip.

DSR 6305

All regular chaperones and drivers must complete the Protecting God's Children program.

D. INSTRUCTIONS FOR DRIVERS

Both the school office and the parent-drivers are to have written instructions concerning the trip. These instructions are to include at least the following:

1. A list of drivers and the children assigned to each car.
2. Specific instructions, including a schedule of events, for the day/trip and directions (especially if more than one place will be visited).
3. The phone number of the destination(s).
4. Parents are to be instructed that, as a chaperone, they are responsible, with the teacher, for maintaining discipline. Unruly, disrespectful, and/or disobedient students should be disciplined and given special supervision.
5. Parent-drivers are to be instructed by the teacher where to bring the students when they return to school. The driver is not to allow the children to roam inside/outside the building and is to supervise the children until the teacher returns.
6. Side trips and errands are prohibited.

E. REQUIREMENTS OF DRIVERS

According to diocesan policy, each driver is to furnish the following information which is kept on file in the school office:

1. A copy of his/her valid driver's license and insurance card.
2. Driver information form.
3. Safe Environment Form.
4. *All regular chaperones and drivers must complete the Protecting God's Children program (DSR 6305).*
5. Model Code of Pastoral Conduct form.

F. RESTRICTION OF STUDENTS FROM PARTICIPATING IN FIELD TRIPS

1. Students who have habitually been a discipline problem in/outside the classroom might not be allowed to participate in field trips since they could be a safety hazard for themselves and the students on the trip and might require an inordinate amount of supervision.
2. After a field trip date is determined, the principal will receive feedback from the teachers of the group going on the field trip. If the teachers, field trip teacher(s), assistant principal and principal decide a student is not to go on a field trip because he/she meets the above criteria, the teacher, in advance of the trip, will inform the parents that the child will not be allowed to participate in the field trip.

G. FIELD TRIP DESTINATIONS

Students take various field trips throughout the year. Some of these trips are made in conjunction with the grade's Partner-In-Education and are designated as PIE. Although these trips are annually taken, there may be some years when a particular trip is not made.

1. Kindergartners go to the Museum of Anthropology, Westlakes (PIE), State Farm Insurance main office (PIE), and the ARC where children hear about many ways to exercise and keep their bodies healthy.
2. First grade's trips are made in conjunction with its Partner-In-Education, Dr. Schauf and the Pet Center and include a hayride, visit to the Pet Center to learn about what veterinarians do, horse visit to CCS, outing to Perche Creek miniature golf, and attending a play presented by TRYPS (Theatre Reaching Young People and Students).
3. Second grade goes to the Runge Nature Center in Jefferson City and the Butterfly House in St. Louis. In the spring, the 2nd grade's Partner-In-Education, D & H Drugstore, hosts a picnic at Cosmo Park to celebrate the children's reception of First Holy Communion.
4. Third grade goes on many field trips to Candlelight Lodge (PIE), including a Saints' parade on November 1 and a Christmas party here at CCS. One class goes each month

- in January-March, and in May, all three classes go separately for a visit. The class goes to Rock Bridge Planetarium in November and March, and to Arrow Rock in April or May.
5. Fourth grade goes to the St. Louis Science Center and Zoo (PIE Coca-Cola) and to the State Capitol building.
 6. Fifth grade goes to the Museum of Art and Archaeology (study of Native Americans) and to KPLA (PIE).
 7. All sixth graders attend Vocations Day at the cathedral. The social studies classes go to the Art and Archaeology Museum in conjunction with their Greek Unit. The displays enrich their study of Egypt, Mesopotamia, India, Europe, China, and the Middle East. They visit the corn maze which is an outgrowth of the labyrinth of Knossos, which was such a huge palace that people who visited would get lost.
 8. Seventh grade's science classes make a trip to Rock Bridge State Park, Bear Creek, and the pond at Cosmo Park to study three ecosystems: caves, streams, and ponds. The social studies classes go to the Truman Library in conjunction with their World War II unit.
 9. Eighth grade goes to Worlds of Fun in conjunction with their physics unit in science class.
 10. Black and Gold Band field trips include musical Christmas cards in December to PIE members and others. Students share their hard work, performing and spreading the joy of the Christmas season. The band performs at the St. Thomas More Newman Center and Our Lady of Lourdes parishes for Catholic Schools Week. Some students will develop into future church musicians. The annual Band Tour includes a performance at a designated Catholic school and tours of the Missouri history of that locality.

XVI. SCHOOL BOARD

The school board shall consist of lay and ex-officio members. Lay members shall be as follows: six elected members from Our Lady of Lourdes Parish and one member each from St. Thomas More Newman Center and Sacred Heart Parish, chosen in accordance with their respective parish procedures. Ex-officio members shall be the pastor, the school principal and the president of the Home and School Association. All regular meetings are open to the public.

XVII. PARENTAL PRIVILEGES, RESPONSIBILITIES AND FINANCIAL OBLIGATIONS

A. PARENTAL PRIVILEGES

Parents, as the primary educators entrusting their child to CCS, have obvious privileges:

1. The privilege to quality Catholic religious education.
2. The privilege to a school atmosphere free from disruption and conducive to the education process.
3. The privilege to be informed about education programs available.
4. The privilege to competent teachers and school staff.
5. The privilege to be informed of a child's progress or lack of progress.
6. The privilege to examine their child's school records.
7. The privilege to be informed of the rules and regulations of the school.
8. The privilege to request that their child be excused from school to keep medical or dental appointments.
9. The privilege to discuss the grading system with individual teachers.
10. The privilege to have their child receive an appropriate quality education.
11. The privilege to have school administrators fairly and consistently enforce reasonable rules and regulations.
12. The privilege to confidentiality of school records.
13. The privilege for their children to attend a safe physical school plant.
14. The privilege to be told reasons for suspension or expulsion of their child.

B. PARENTAL RESPONSIBILITIES

To cooperate with the goal and philosophy of Columbia Catholic School, parents have obvious responsibilities:

1. The responsibility to adequately support their parish by attending church on Sundays with their children and participating in the sacramental and faith development of their children.
2. The responsibility to see that their child attends school regularly and on time.
3. The responsibility to emphasize discipline and responsibility.
4. The responsibility to supervise completion of homework.
5. The responsibility to notify appropriate school administrators promptly of a child's absence.
6. The responsibility to attend parent-teacher conferences.
7. The responsibility to respond to school inquiries.
8. The responsibility to pay designated tuition and fees on time.

C. FINANCIAL OBLIGATIONS

In conjunction with the above mentioned rights and responsibilities, parents have financial obligations: At the end of the academic year, parents are to sign a covenant expressing their willingness to support their church. The covenant is an affirmation of parish stewardship and a part of their parish commitment. Each Our Lady of Lourdes family is to tithe or make other financial arrangements with the parish. Sacred Heart and St. Thomas More Newman Center parishioners make financial arrangements with their respective parishes. Other Catholic families and those of other faiths pay tuition as established by the school board. Parents with financial difficulties may speak privately with the pastor about other financial arrangements. No child will be denied a Catholic education because the family may be experiencing financial constraints.

XVIII. PARENTAL REQUEST FOR A TEACHER FOR THEIR CHILD

At the end of each year, the classroom teachers for a particular grade make out the class placements for students for the coming school year. Teachers take into account social, behavioral, and academic issues when placing children in a classroom. Since the teachers have worked with their students for a year, they are in the best situation to assess their placement for the coming year. When parental input is appropriate, the principal gives this information to the teachers as they make up the coming year's class lists.

Parental input is not equated with parental choice. For example, a parent may hear wonderful things about teacher X and, therefore, want teacher X as their child's teacher for the coming year. A parent may also hear negative comments about a teacher and, therefore, request that their child not be placed with that teacher. Class placement cannot and will not be made on the basis of parental choice.

If a parent believes there are particular needs or issues that his/her child has, this information is to be shared with the child's teacher. If the parent and teacher agree this is important information which can affect the child's placement for the following year, then the parent must follow these steps:

1. The parent and teacher confer and agree that there is a particular need or issue which is important in the child's placement for the coming year.
2. The parent makes a **written request to the principal**, explaining in detail the particular need or issue and the reasons why a specific teacher can meet those needs or issues.
3. The **deadline** for making this written request is **May 1**. Requests made after that date will not be considered.
4. The principal, after reading the parental request, confers with the teacher, and makes a **written reply** to the parent before the end of the school year.
5. The principal's decision is final.

XIX. ACADEMIC STANDARDS

A. REPORT CARDS

A detailed report of your child's status will be sent home every quarter. This report will include all subjects and social development.

B. INTERIM REPORTS

Interim reports will be issued for each student in grades 3-8 at the half of each quarter.

C. PARENT/TEACHER/STUDENT CONFERENCES (DSP 5405)

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

Conferences are held after the first quarter and after the interim report during third quarter.

D. POLICY FOR BELOW-AVERAGE GRADES/WORK: K-5

Anytime a student earns a 76% or below on a test or a major project (e.g., oral or written report) or has three days of incomplete or late work which is below average for that student, the teacher will notify the parent by either a note, a telephone call or by sending the test home to be signed.

E. POLICY FOR BELOW-AVERAGE GRADES/WORK: 6-8

Anytime a student earns a 76% or below on a test or a major project (e.g., oral or written report), the teacher will notify the parent. Late work will be accepted, but at the teachers' discretion.

F. HOMEWORK

Homework reinforces and supplements classroom learning. It fosters student responsibility, achievement and character development, promotes progressively greater independence and develops study skills. It enhances communication between parents and faculty concerning student progress, and encourages communication within the family.

Homework is assigned in accordance with the student's grade and ability levels. Expectations concerning the length, amount and time to complete homework assignments will be consistently and gradually increased through the grades. Teachers, at each grade level, will communicate these expectations to one another.

Homework must be satisfactorily completed and submitted on time; consequences for late work will be imposed. Homework may be limited to week nights; however, weekend homework will be assigned when deemed necessary and appropriate.

G. MODIFIED GRADE POLICY

A student with a diagnosed learning disability, low ability, and/or medical/behavioral issues may be graded on a modified scale. The student's records, including the permanent record, will indicate the use of a modified scale.

A student who is in the above categories and is achieving in a subject according to ability and effort will receive a modified grade: e.g., C(m) or B(m). The student, however, may be graded on the regular grading scale if he/she is achieving either without modifications or without different teacher expectations for assignments.

The decision to use grading modifications is made by the principal after consultation with the counselor, learning consultant, teachers, and parents.

Students in middle school who are not taking a foreign language will take a study skills and organization course and/or participate in scheduled IEP classes. The decision concerning the foreign language is made by the principal after consultation with the counselor, learning consultant, teachers, and parents.

H. SPECIAL ACADEMIC AGREEMENT

A student who does not maintain a passing grade (70% with no more than one F) may need a special academic agreement. If the student does not attain a passing grade (70% with no more than one F) the following quarter, that student will not be allowed to continue at CCS.

If the student achieved a D average at the quarter (70%-76%), he/she will be kept on the special academic agreement. Once the student achieves a C average (77%-85%), he/she will be taken off the special academic agreement.

When a child is placed on a special academic agreement, a conference with the principal will be required.

Those with diagnosed learning disabilities or other reasonable exceptions may be excluded from a special academic agreement at the discretion of the principal, teachers involved and counselor.

I. ACADEMIC STANDARDS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

A student in grades 5-8 must maintain a C average with no more than one D to participate in extracurricular activities (academic contests, sports, student council, speech league, cheerleading, dance squad or any other activity where the student represents CCS). Band and the 8th grade play are not classed as extracurricular activities.

If a student receives one F or more than one D at a report period (interim or quarter) he/she will have ten (10) school days in which to improve his/her grades. If, in the teacher's opinion, the student has shown significant effort to maintain a C average during those 10 days, the student will return to eligibility. If at the end of 10 days, the student has not achieved a C average, he/she will be allowed an additional five days to improve. If at the end of 15 school days, improvement has not been accomplished, the student will remain ineligible until the next report period (interim or quarter). Students will be subject to the following activity-specific sanctions during their period of ineligibility:

- Participants in basketball, cheerleading and dance squad will be ineligible for participation in games during the 10/15 day period of ineligibility but may participate in practices during that time. If a student becomes ineligible at the **first reporting period** (late September) before the games begin, he/she may continue to participate in practice but will be ineligible for the **first three games** of the season or until the player has regained his/ her eligibility (either 10 or 15 days), whichever is longer. If a student becomes ineligible twice, at two of the interim or quarter reports during the basketball season, he/she will be dismissed from the team.
- Participants in the track team will be ineligible for participation in meets during their 10/15 day period of ineligibility but may participate in practices during that time. If a student becomes ineligible twice, at two of the interim or quarter reports during the track season, he/she will be dismissed from the team.
- Participants in academic contests and speech league will be ineligible to participate in related events during their period of ineligibility. Students may continue to practice for their academic contests and or speech presentations during their period of ineligibility.
- Participants in Student Council will be ineligible to participate in meetings, fund-raisers, or other related events during their period of ineligibility.

J. DIOCESAN GRADING SCALE

- A - 93-100
- B - 86-92
- C - 77-85
- D - 70-76
- E - Works on level of ability
- F - Below 70

K. 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/guardians. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and 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.

Summer school may not be used as a substitute to retention. Conditional probation is not recommended. Excessive absences may be cause for retention.

L. TESTING

All students in grades 2-8 take standardized achievement and ability tests.

M. SPECIAL TESTING POLICY

In order to assist students who may have a learning disability, the following policy was recommended by the school board and approved by the pastor:

1. After teacher(s) observe a student having difficulty in the classroom, a meeting with parents and appropriate school personnel (teachers, counselor, principal) will be held to discuss the problem.
2. Parents and teacher(s) will agree to have the student tested by a qualified service or organization (e.g., Columbia Public Schools).
3. After a referral is made, the special intervention team will offer assistance to the classroom teacher and child.
4. A meeting with testing specialists, parents and appropriate school personnel will be held to discuss the testing results and recommended remedial program.

5. The recommended remedial program must be implemented within two weeks of the first **scheduled** meeting with the remedial teacher. Parents will be responsible for transporting their own child to/from the **scheduled** tutoring session.

Parents will be required to withdraw their child from school:

1. If, after sufficient evidence of a potential learning problem is given, they do not agree to have their child tested, and/or
2. If they do not comply with the recommended services offered.

Parents are to sign a statement recognizing their refusal to comply with the recommended program.

XX. SCHOOL RULES

A. HALL/STAIRWELL DECORUM

When changing classes, students are allowed to speak quietly in the halls and stairwells. Shouting, running, and jumping in the halls and in the stairwells are prohibited.

B. LUNCH ROOM

The lunch room should have a relaxed atmosphere where all students and teachers can enjoy their lunch together.

1. All students are to go to lunch at their assigned time and leave when a teacher dismisses them.
2. Students are to dispose of their own milk cartons and sandwich bags, and to return their trays to the designated area.
3. Milk is available for all students.
4. Students are to speak in moderate tones. Shouting and yelling are prohibited.
5. Students are not allowed to consume soda in the CCS cafeteria during lunch (April 1, 1997).

C. CLASSROOM

Learning takes place in the classroom, and in order for this to happen, the following rules and regulations must be followed:

1. Students will respect teachers and other students in the room as well as other teachers, secretaries, substitute teachers, volunteers, etc.
2. Students will be courteous at all times.
3. Students are to only eat during lunch and recess or at the teacher's discretion.
4. Students are not to chew gum at school.
5. Students will place coats, lunches, etc., in areas designated by the teacher.
6. Students may use restrooms in the morning, during recess, lunch and after school, or with the teacher's permission.
7. Teachers will enforce safety precautions in labs and gym classes.
8. Students may use calculators at the discretion of the teacher.
9. Students may not possess or use alcohol, tobacco products or drugs (see policy for dispensing non-injectable medication).
10. Students will wear appropriate clothing as described in the uniform policy.

D. RESPECT FOR PROPERTY

1. Students will be careful in using the buildings, furniture, school texts, equipment, and library books. Students will be required to pay for any breakage, loss or damage caused by malicious or careless behavior.
2. Students will pay \$.10 per page for photocopies of assignments or papers needed to replace those carelessly lost by the student.

E. PLAYGROUND RULES

In the office is a detailed copy of playground rules for recess and Tiger's DEN. Each teacher and ASCC staff person has a copy for consistent enforcement of these rules, which are made for the safety of the students.

XXI. HARASSMENT AND ABUSE (DSP 5820)

A. HARASSMENT

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

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.

If a student believes he/she is being harassed, the student is encouraged to speak with any teacher, the assistant principal, the principal, or any member of the Columbia Catholic School staff. The disciplinary action, if warranted, will relate to the nature, context, and seriousness of the harassment, and can include all disciplinary actions up to and including immediate dismissal from Columbia Catholic School.

Sexual harassment deserves special mention.

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

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY (DSP 5825)

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. i 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 ii 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 comprised 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:
 - a. 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;
 - b. Reviewing diocesan policies for addressing sexual abuse of minors;
 - c. Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;

- d. Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and
 - e. 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:
- a. Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;
 - b. 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
 - c. 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:
 - a. Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;
 - b. Appointing an Assistance Coordinator for the person bringing the allegation;
 - c. Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth and coordinating the activities of the Review Teams;
 - d. Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;
 - e. Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;
 - f. Receiving information about other possible victims/survivors; and
 - g. 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 comprised 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:
 - a. 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;
 - b. 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;

- c. Meeting as needed for specific cases;
- d. Taking all appropriate steps to protect the reputation of the accused during the review process;
- e. Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and
- f. 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:
 - a. Listening to the individual and his or her allegations, treating the individual with respect;
 - b. Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;
 - c. Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;
 - d. Assisting with referrals to therapists and/or support groups;
 - e. Assisting the individual with information about how to follow-up on the options chosen by the individual; and
 - f. 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:

Address:
 Chancery Office, Diocese of
 Jefferson City
 P. O. Box 104900, 2207 West
 Main
 Jefferson City, Missouri 65110
 Telephone: (573) 635-9127

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 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.
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:

- a. 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.

- b. 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.
- b. 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.
 - c. 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:
 - a. Every step will be taken to restore the good name of the accused.
 - b. 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 OR 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.

Footnotes:

i 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.

ii 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.

iii 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.

iv The term "decree" as used in this document refers to a statement of the disposition of the matter.

v See Chapters 210.110-210.192 Revised Statutes of Missouri.

XXII. DISCIPLINE (DSP 5301)

The school makes certain that students have opportunities to grow in Christian self-discipline and behavior. Students are expected to strive for Christian ideals of behavior—within and beyond the school day.

The school's concern for children requires that extreme caution and concern be exercised in disciplining students. The student's Christian dignity is to be maintained by the school's professional staff. All disciplinary actions are designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others. When possible, the teacher, school administrator/principal, or counselor tries to discover the cause of any recurrent problem, communicating personally with the student(s) and others involved.

Each school is to have a written discipline procedure and school and classroom rules are to be specified, promulgated, explained, annually reviewed, and fairly applied. Some indication of the consequences for general types of infractions is to be published in the faculty and parent/student handbook. Parents of new students are made aware of the school's code of conduct prior to the registration of the students.

A. CATHOLIC FAITH AND MORAL STANDARD (DSP 5305)

As a condition of initial and continued enrollment as a student in the diocesan schools, 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, and welfare of other students 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.

B. PROHIBITION OF CORPORAL PUNISHMENT (DSR 5310)

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

C. WEAPONS, ALCOHOL/ILLEGAL SUBSTANCES AND DANGEROUS INSTRUMENTS (DSP 5315)

The possession, conveyance, use, or storage of weapons, alcohol/illegal substances 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.

Columbia Catholic School shall not permit the possession of a weapon or any object that is intended to harm, frighten or intimidate another person. A weapon is a gun, knife, or any object used in a manner dangerous to another person. Both the weapon and the act will be defined at the discretion of the pastor and the principal. The punishment for any weapons violation will be based on the school's discipline policy at the sole discretion of the pastor and the principal.

D. VIOLENCE

Students making threatening remarks about/to others and/or about themselves are to be reported by those hearing the remarks. Reports can be made to teachers and/or the principal, assistant principal, and/or priests.

There is absolutely no justification for students bringing to school anything that could endanger themselves or their fellow students: sharp objects, knives, guns, etc. Instruments required for art projects or after-school meetings will be provided by the teacher or adult leader.

E. DISMISSAL AND EXPULSION (DSP 5360)

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

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

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

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

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

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

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school.

F. DISCIPLINE CONSEQUENCES

The purpose of our discipline policy is to encourage self-discipline, responsibility, immediate feedback and communication among parents, students and teachers. At CCS, the BIST model is the guide for student discipline. Incorporated within the BIST model is the student code of conduct expected of CCS students. This is referred to as the 5 Bs of Columbia Catholic School. The 5 Bs are as follows:

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be A Good Learner
5. Be Christ-Like

Each teacher is primarily responsible for his/her classroom sanctions. Upon the first student infraction, the student will be sent to the "Safe Seat" and the student and teacher will discuss the infraction and how to make better choices in the future.

If the student persists in the behavior, the student will be sent to a "Buddy Room" to complete a Think Sheet. When the Buddy Room teacher feels the child is ready to process with the classroom teacher, the student will return to the classroom. The student and teacher will devise a plan for improvement.

At any time during the process, administrative intervention can/may be requested by the teacher.

If behaviors continue after a student visits the "Buddy Room," the student will be referred to a principal for further interventions and consequences.

1. Grades K-8 Detention
 - a. Teachers may give a detention for major infractions. That detention will be served the next afternoon and will be supervised by the teacher who gave the detention.
 - b. The student should have his/her parent(s) sign the form and return it to school the next day. Parents are responsible for notifying their own carpool and for picking up their child after detention.
 - c. Detentions will last from 3:15 p.m. to 4:00 p.m. (45 minutes). Homework will be completed during detention.
 - d. After three detentions the principal will arrange a conference with the teacher(s), student and parent(s). The participants will discuss and agree upon a written plan for improvement.
 - e. A fourth detention will result in suspension.
 - f. Two subsequent detentions following the first suspension will result in a second suspension.
 - g. One more detention following the second suspension will result in expulsion.

2. Grades K-8 Suspension
 - a. Suspension results only from serious or repeated violations of school policies or rules.
 - b. The principal will normally not suspend a student until he has held a conference with the student and parent(s). The principal retains the right to immediately suspend a student if, in the judgment of the principal, it is deemed necessary.
 - c. The principal will prepare a written report of the reason for the suspension with the date and the summation of the parent/student conference and will keep the report on file.
 - d. Suspension will normally be supervised at home unless specifically requested by the parent(s). In-school suspension will be supervised by a substitute teacher paid for by the parent(s).
 - e. Students must complete or make up class assignments, homework and tests given during suspension but will receive an automatic 15% reduction in grade.
 - f. Students may not participate in extracurricular activities (as defined in the student handbook) during suspension.
 - g. The first suspension will be for two (2) days.
 - h. A second suspension will be enforced when two (2) detentions are received after the first suspension. The second suspension will last three (3) days.

3. Grades K-8 *Expulsion (DSR 5360)*
If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The superintendent of Catholic schools will then approve or deny the dismissal or expulsion.

XXIII. INSTRUCTION: STUDENT INTERNET, E-MAIL AND OTHER TECHNOLOGY USE (DSP 6425)

A. INTERNET, E-MAIL AND OTHER TECHNOLOGY

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 restricted or secure 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 their own e-mail address. This includes, but is not limited to, school personnel names and addresses.*
8. *The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and 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.*

10. *The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.*
11. All technology resources are considered the property of the school. Hardware may be changed, exchanged or traded between buildings. Teachers/staff will be notified of any changes as soon as possible.
12. Electronic resources provided for home access are for the exclusive use of Columbia Catholic School students and their families, staff, school board members and Technology Committee members.
13. No user is to install software, audio or video media without prior approval from school administrators and the network manager.
14. Authorized users may use the technology resources outside of regular school hours for reasonable, incidental personal purposes as long as the use does not violate any provision of school licenses or hinder the use of technology resources by students, or waste the school's resources. Any use that jeopardizes the safety, security or usefulness of the school's technology (e.g. inappropriate or pornographic sites, sites which could allow access to viruses and/or hackers) is considered unreasonable. This statement includes employees.
15. A user is not to access fee services on the Internet (purchases, game sites, downloads). The user is entirely responsible for costs incurred by violation of this rule.
16. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited. All damages incurred due to the misuse of the school's technology will be charged to the user.
17. All users shall immediately report any security problems or misuse of the school's technology resources to a teacher or administrator.
18. Research and Observation (DSP 6480): Written permission from the parents/guardians and the superintendent of Catholic schools as well as approval of the school administrator/principal is required before any faculty member may provide student data to or allow observation of students by anyone conducting research, or for videotaping students for purposes of improving instruction.

In addition to the above, the school, after consultation with the superintendent of Catholic schools, 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 MySpace, Facebook, YouTube, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

B. CELL PHONE AND PALM-HELD COMPUTER POLICY

Students are only allowed to bring personal palm-held computers to school with the permission of the classroom teacher for approved classroom use only.

Students are not to use cell phones at school. Phones are to be turned off during school hours including Tiger's DEN. If a student needs to contact his/her parents during the day, he/she can obtain permission from his/her teacher to use the phone in the main office of the school. The cell phone number for the Tiger's DEN director is given to the parents of all students who attend Tiger's DEN. Parents of students attending Tiger's DEN who need to make contact with their child(ren) can directly call the Tiger's DEN director's cell phone or the main school phone.

Students violating this policy will have their phones confiscated and given to the principal. Parents may pick up the cell phone from the principal. For a second violation, cell phones will be confiscated and kept with the principal for the remainder of the semester and can be retrieved from the principal on either the last day before Christmas break (for first semester) or on the last day of school (for second semester).

XXIV. FINANCIAL INFORMATION

A. SEMESTER FEES

All families pay semester fees (1st and 2nd) according to the following schedule:

1 st child:	\$150.00
2 nd child:	\$150.00
3 rd child:	\$115.00
4 th child:	\$105.00
5 th child:	\$ 95.00

In addition to these fees, there are dues for Home and School membership (\$15.00 per family), party fees (\$1.50 per child), and kindergarten snack/crayon fee: \$24.00. These fees are paid with first semester fees.

B. UNIVERSAL OUTSTANDING FEES PAYMENT POLICY

Outstanding fee payments must be made by May 15. If payments are not made or suitable arrangements with the appropriate school official are not made by May 15, a child's final report card will be withheld and he/she will not be allowed to register for the upcoming year.

Outstanding fees include semester fees (see above), lunch payments (see page 12), lost library books and/or library fines (see page 13), and ASCC payments (see page 21).

C. OUR LADY OF LOURDES PARISHIONERS

OLL families sign a covenant with their parish to tithe 10% of their income to the church. If parishioners are unable to tithe, they still make a financial contribution to the church or arrange to have a conference with the pastor. Parents are to register as members of their parish.

D. ST. THOMAS MORE NEWMAN CENTER (NC) AND SACRED HEART (SH) PARISHIONERS

NC and SH parishioners make arrangements for the financial support of their parish with their respective pastor. OLL parish, on a monthly basis, will bill NC and SH parishes for the children attending Columbia Catholic School. Parents are to register as members of their parish.

E. OTHER FAMILIES

Catholics not registered at a Columbia parish and non-Catholics are charged per full-time student and pay directly to Our Lady of Lourdes Parish.

XXV. DIOCESAN DOCUMENTS

A. The Diocese of Jefferson City Policy and Regulation Manual for Schools and the Diocese of Jefferson City's Curriculum Guide are available for review by parents. These documents are kept in the CCS office or in the faculty lounge.

B. The Asbestos Management Plan for Columbia Catholic School is also contained in the school office. Our school has periodic surveillance performed every June and December, and the diocese performs a re-inspection of our facilities every three years. The last re-inspection was completed in December, 1998. All the asbestos that creates an immediate health hazard has been either removed or contained to provide a safe environment for our students and staff members.

COLUMBIA CATHOLIC SCHOOL'S

HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Columbia Catholic School of Columbia, Missouri, Student Handbook. I understand that it contains important information about Columbia 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 Columbia 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

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Please return this form to the school office by September 10, 2010.