



**St. Richard Catholic School
Board of Education Policies**

**CATHOLIC
SCHOOLS**



The Good News in Education

St. Richard Board of Education Policies Index

<u>Policy #</u>	<u>Policy Description</u>
1	Archdiocesan Policies
2	Education Program Registration & Enrollment
3	Parish School of Religion Early Enrollment
4	Student Council Election
5	Disaster Preparedness
6	Exit Interview
7	Parent Survey
8	Retention
9	Probation
10	Child Abuse
11	Completion of School
12	Alcohol / Drugs
13	Administration of Medication in School
14	Human Sexuality Education
15	National Achievement Test
16	Summer School Recommendation
17	Reduction in Staff
18	Budget
19	After School Care
20	Admission
21	Class size
22	Kindergarten Enrollment
23	Age of Admission
24	Communicable Diseases
25	Tuition Payment
26	Late Registration Enrollment
27	CPR Training
28	Firearms, Weapons & Explosive Devices
29	Anti-Harassment
30	Policy Review
31	Field Trips

ST. RICHARD BOARD OF EDUCATION POLICIES

ARCHDIOCESAN POLICIES – POLICY #1

The policies stated are a local extension of the St. Louis Archdiocesan policies. Saint Richard Board of Education and Administration support and implement all Archdiocesan policies in addition to those stated.

Reviewed and Accepted March 27, 2008

Adopted November 16, 1994

EDUCATION PROGRAM REGISTRATION AND ENROLLMENT – POLICY #2

The director of each education program shall develop guidelines for the registration and enrollment into the program. The guidelines shall have defined enrollment periods, class size limits and some accommodation for students who transfer into the parish. The guidelines shall be reviewed and approved by the Board of Education.

Reviewed and Accepted March 27, 2008

Adopted November 16, 1994

PARISH SCHOOL OF RELIGION EARLY ENROLLMENT – POLICY #3

The Director of Religious Education for the Parish School of Religion shall conduct early registration for the next academic year during the final quarter of the current academic year.

Reviewed and Accepted March 27, 2008

Adopted November 16, 1994

STUDENT COUNCIL ELECTION – POLICY #4

The St. Richard School shall develop guidelines for the student council elections. These guidelines should include provision for the nomination of any eligible student, respect for nominees and candidates, procedures for write-in candidates, secret balloting, vote counting by at least two non-participating persons, and acknowledgement for all of the participants. The guidelines shall be reviewed and approved by the Board of Education.

Reviewed and Accepted May 22, 2008

Adopted November 16, 1994

EMERGENCY RESPONSE PLAN – POLICY #5

The students of the St. Richard School and Parish School of Religion shall be instructed and drilled for fire, earthquake and tornado disasters, intruder and crisis events at least once each semester.

Reviewed and Accepted September 27, 2007

Adopted December 22, 1994

EXIT INTERVIEW – POLICY #6

The principal of the St. Richard School and Parish School of Religion will notify the President of the St. Richard Board of Education or his/her designee of any student who is withdrawn, does not return for the following school term. The notification should occur within one week of the student's withdrawal. In a timely manner, the Principal or President or his/her designee, preferably a Board of Education member with experience in that program shall conduct the exit interview. The results of the interview will be summarized by the President or his/her designee and presented to the Board of Education while protecting the confidentiality of the student, family and/or teacher. The Principal of the respective school shall summarize and report to the Board of Education any corrective action that was undertaken. The Board of Education shall routinely review the summaries to determine if and where policy changes should occur.

Reviewed and Accepted April 24, 2008

Adopted December 22, 1994

PARENT SURVEY – POLICY #7

St. Richard School and Parish School of Religion shall perform a parent survey, based on the Archdiocesan form but expanded to include areas for suggestions and problem identification, periodically by the Board of Education Survey Committee of the respective school. The results of the Parent Survey will be communicated the school parents. The Board will review the results and make recommendations to implement new ideas or appropriate actions. At the following meeting, the principal will report on follow-up activities based on the Board recommendations.

Reviewed and Accepted March 27, 2008

Adopted December 22, 1994

RETENTION – POLICY #8

A child may be retained in a grade if he/she has not successfully completed the work required at a particular level as determined by the child's teachers and the Principal. If retention is determined to be a real possibility, the teacher or Principal will notify the parents/guardians as soon as possible and suggest possible alternatives such as a remedial/tutorial program, special testing and summer programs.

Parents/guardians, however, will be advised by the teacher or Principal that if sufficient improvement does not take place, their child will be retained at the current grade level.

Reviewed and Accepted March 27, 2008
Adopted January 25, 1995

PROBATION – POLICY #9

A child who has a habitual discipline problem may be placed on probation only after a review of his/her conduct with his/her parents/guardians, the child's teacher and the Principal. This is a very serious classification and a student will be placed on probation only after all other means have failed to correct the problem. The Pastor will be notified by the Principal of this action.

Reviewed and Accepted March 27, 2008
Adopted January 25, 1995

CHILD ABUSE – POLICY #10

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. Every volunteer, in any capacity, must take "Protecting God's Children" and fill out the application for child abuse/neglect screening form.

Physical abuse is any non-accidental physical injury to a child caused by a parent or care giver which results in or threatens serious injury. Neglect is the failure of a parent or guardian to provide a child with adequate food, clothing, shelter, medical care, education or supervision. Sexual abuse is any physical contact with a child by an adult or older child in position of power over the child for the sexual gratification of the adult or older child. Emotional abuse is an important factor in all forms of child abuse and can also be abuse in itself, for example, the failure to provide the understanding and nurturing necessary for a child's healthy psychological growth and development. Verbal abuse is the use of words that threaten, harshly criticize, ridicule, or harass a child.

Reviewed and Accepted May 22, 2008
Adopted January 25, 1995

COMPLETION OF SCHOOL – POLICY #11

The St. Richard Board of Education endorses the policies of the Archdiocese of St. Louis describing the Completion of School (Graduation) in the Policies Manual for Schools. The liturgy with students, parents and staff should be central to the school's celebration of this event. The eighth grade celebration should be scheduled as close as possible to the official ending of the school year. Other events and aspects of the celebration should be planned in light of such factors as the philosophy of the school, the significance of this event in the students' overall education and the financial burden to school and family.

Reviewed and Accepted March 27, 2008

Adopted February 22, 1995

ALCOHOL / DRUGS – POLICY #12

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

The use, possession and/or transfer of nicotine products, alcohol, narcotics, counterfeit drugs, depressants, stimulants or hallucinogens of any type anywhere on school property, or at any school-sponsored activity off school property is expressly prohibited. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. This does not include the possession and use of prescription medication being used by the individual for whom the prescription was filled.

Reviewed and Accepted April 24, 2008

Adopted January 25, 1995

ADMINISTRATION OF MEDICATION IN SCHOOL – POLICY #13

School personnel will not dispense medication of any kind to a student in school unless acting under a direct order, signed and properly filed, of a licensed physician and with the written permission of the parent or guardian to dispense medication and proper training of personnel on medication administration has occurred. The medication must be in its original container. The first dosage of any medicine will not be given at school due to possible allergic reaction. In accordance with Archdiocesan policy, non-prescription external or internal medication or any holistic medicine will not be administered by the school, including cough drops, without a note from the parents.

All medication sent to school will be kept in a secured locked place under the supervision of the Administration. Students may **not** carry medicine on their persons unless approved by the Principal. Students may **not** share medication with others. Parents may **not** give permission to administer medication different from the physician. A new written prescription and a new prescription container must be provided each new school year. Any student required to take prescribed medication during regular school hours must comply with school regulations. The Family Handbook provides further explanation of this policy.

Reviewed and Accepted April 24, 2008

Adopted January 25, 1995

HUMAN SEXUALITY EDUCATION – POLICY #14

Beginning with the fourth grade, the St. Richard Parish School and the Parish School of Religion shall implement, with parental approval, an age appropriate human sexuality education program that will complement the education provided by the parents and the Catholic faith.

Reviewed and Accepted March 27, 2008

Adopted February 22, 1995

NATIONAL ACHIEVEMENT TEST – POLICY #15

The St. Richard Parish School will conduct the Iowa Tests of Basic Skills within the first quarter of each academic school year, beginning with the 3rd grade. The teacher or principal will notify parents or guardians of the student of the results of the test by a sealed envelope.

Reviewed and Accepted March 27, 2008

Adopted March 15, 1995

SUMMER SCHOOL RECOMMENDATION – POLICY #16

The teacher and/or principal will notify a student's parent or guardian of their eligibility for summer school programs offered by the local public school district based on the result of a standardized test program, such as the Iowa Test of Basic Skills (ITBS) and/or the student's academic performance.

Reviewed and Accepted March 27, 2008

Adopted March 15, 1995

REDUCTION IN STAFF – POLICY #17

The following factors will be taken into consideration in reducing the number of teachers on staff based on the following order of importance:

1. Qualifications to teach assigned subject/grade level
2. Past evaluations and work history
3. Length of service at St. Richard School
4. Length of service at other parishes in the Archdiocese

Reviewed and Accepted April 24, 2008

Adopted February 4, 2004

BUDGET – POLICY #18

The annual budgets for all parish education programs shall be prepared and approved by the St. Richard Board of Education, then presented to the Parish Finance Committee and the Parish Council for approval.

Reviewed and Accepted April 24, 2008

Adopted March 15, 1995

AFTER SCHOOL CARE – POLICY #19

The policies of an after school care program will be incorporated within the general policies of the St. Richard Parish School.

Reviewed and Accepted April 24, 2008

Adopted March 15, 1995

ADMISSION – POLICY #20

The principal or director of the St. Richard School, Parish School of Religion, Preschool of Religion and Vacation Bible School, with proper consultation with the Pastor, will admit students to the programs according to the norms set by the Archdiocesan Board of Education.

A child transferring from a public school will be accepted in Saint Richard School.

Acceptance will be based on the following preferences:

- A. Catholic children who already have siblings enrolled in St. Richard School
- B. Catholic children who are registered in St. Richard Parish

- C. Non-Parishioners who are Catholic.
- D. Children of other faiths will be accepted with the following conditions:
 - 1. Family agrees that student will participate in all religious formation activities. However, no attempt will be made to evangelize the child.
 - 2. The family regularly attends a Religious Service and has a recommendation from their Spiritual Leader.
 - 3. The family agrees to pay the appropriate tuition and fees.

Reviewed and Accepted March 27, 2008
Adopted May 27, 1998

CLASS SIZE – POLICY #21

Class size will not exceed thirty (30) students.

Reviewed and Accepted March 27, 2008
Adopted May 18, 1998

KINDERGARTEN ENROLLMENT – POLICY #22

St. Richard School enrollment will be based upon the following conditions:

LEVEL ONE PRIORITY

Catholic families who are registered in St. Richard Parish and have children presently enrolled in St. Richard School.

LEVEL TWO PRIORITY

Catholic families who are registered in St. Richard Parish and are active in St. Richard Religious or Spiritual Programs.

LEVEL THREE PRIORITY

Catholic families who are registered in St. Richard Parish and are not active in any Parish Religious or Spiritual Programs.

LEVEL FOUR PRIORITY

Catholic families who are registered in other Catholic Parishes provided they follow the guidelines set up by the Catholic Education Office.

LEVEL FIVE PRIORITY

Families of other faiths who regularly attend a Religious Service and have a written recommendation from their Spiritual Leader.

THE PASTOR WILL HAVE THE DISCRETION TO ADMIT STUDENTS IN THE EVENT THERE ARE MORE STUDENTS THAN AVAILABLE OPENINGS WITHIN ONE OF THE ABOVE PRIORITY LEVELS.

Reviewed and Accepted March 27, 2008
Adopted April 22, 1998

AGE OF ADMISSION – POLICY #23

A child must be five years old on or before July 31 in order to be admitted to kindergarten. A child must be six years old before August 1 in order to be admitted to first grade. Evidence of kindergarten completion is acceptable for first grade entrance.

St. Richard School will have discretion in accepting students who do not meet the age requirement. Acceptance may be granted to these children after adequate examination determines the child has sufficient maturity and social skills to enter kindergarten.

The following criteria will be considered for determining acceptance of students:

1. Completion of pre-kindergarten program;
2. Superior performance on readiness tests which indicate cognitive, affective and psychomotor maturity. The Principal and kindergarten teacher will determine which tests are acceptable measures of maturity and ability;
3. Proof of acceptance in another full-time kindergarten program;
4. Observation of the student in a learning situation;
5. Written recommendation(s) of pre-school and/or kindergarten teacher;
6. Sufficient room in the school for this student;
7. Approval by the Pastor to accept the student.

The child will be accepted on a provisional basis for the first eight weeks of the school year. During this time, St. Richard School reserves the right to reassess its decision.

Revised January 31, 2007

COMMUNICABLE DISEASES – POLICY #24

The St. Richard Parish School and Vacation Bible School will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health and by the St. Louis Archdiocese for students, faculty members and staff.

Reviewed and Accepted April 24, 2008

Adopted April 26, 1995

TUITION PAYMENT – POLICY #25

Tuition payments for each family must be current based upon their chosen payment plan. If tuition is delinquent, the family will be notified. The approval of the Pastor of St. Richard will be required for the child(children) to remain in school.

Applicable invoices will be sent home from the school on a periodic basis for other fees and expenses due.

No transcripts will be released until the student's financial obligations have been paid in full.

No child's registration will be accepted until all previous school year's financial obligations have been paid in full.

Families who are not current in payment will not receive final report cards until payments are current.

Reviewed and Accepted April 24, 2008

Adopted May 24, 1995

LATE REGISTRATION ENROLLMENT – POLICY #26

New families will be required to pay all registration, fees and tuition retroactive to the 1st day of the month in which the child is enrolled. Previously enrolled families will be required to pay full registration, fees and tuition for the entire year.

Reviewed and Accepted March 27, 2008

Adopted May 24, 1995

CPR TRAINING – POLICY #27

St. Richard School, Vacation Bible School and St. Richard Parish School of Religion should have a minimum of two staff members trained and certified in C.P.R. and Life Saving Training.

Reviewed and Accepted March 27, 2008

Adopted October 26, 1996

FIREARMS, WEAPONS, AND EXPLOSIVE DEVICES – POLICY #28

In order to provide a safe environment, the possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. In addition, the possession of a concealed firearm or weapon on the property of St. Richard Parish and School, including the buildings, parking areas and other premises is strictly prohibited. The local administration shall deal with such incidents according to the requirements of state law, local ordinances, and accepted educational practices.

Reviewed and Accepted March 27, 2008

Adopted May 23, 2000

ANTI-HARASSMENT – POLICY #29

St. Richard School, Parish School of Religion and Vacation Bible School shall maintain a learning environment that is free from harassment. Harassment of any type shall not be tolerated.

Harassment is defined as any unwanted or unwelcome behavior that interferes with a 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.

Reviewed and Accepted March 27, 2008

Adopted November 15, 2000

POLICY REVIEW – POLICY #30

St. Richard Board of Education will review all policies every four years or sooner if deemed necessary by the Board.

Reviewed and Accepted March 27, 2008

Adopted February 4, 2004

FIELD TRIPS – POLICY #31

Field trips are planned by the faculty, are related to the curriculum, are of an educational nature, and are approved by the Principal. The students fund expenses for field trips. An official permission slip will need to be signed and returned to the school. No child will be permitted to accompany his/her class on a field trip unless this written permission has been granted by parents/guardians. No exceptions will be made. A phone call will **not** take the place of the official form. All field trips will be conducted in accordance with the disposition of the field trip form on file.

All parent volunteers must have completed the Protecting God's Children Program. Parents who drive for field trips are not covered by liability insurance provided by the Archdiocese. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely. The vehicle should have a valid registration and meet state safety requirements. Compliance with all Federal and State laws is required. Further explanation of this policy is provided in the Family Handbook.

Adopted May 22, 2008