



2024-2025 FR. TOLTON CATHOLIC HIGH SCHOOL STUDENT/PARENT HANDBOOK

Fr. Tolton Catholic High School
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SPIRIT

HEART

MIND

BODY

Fr. Tolton Catholic High School Student/Parent Handbook

Dear Students and Parents,

Welcome to the Fr. Tolton Catholic High School community. At Fr. Tolton Catholic High School, we educate students within a community of faith founded upon the teachings of Jesus Christ and His Church. As a college-preparatory school, we have high expectations for both behavior and academic performance. We are committed to providing students with a challenging curriculum and equipping them with a strong moral compass and sense of personal accountability to ensure their success in higher education.

By teaching respect for the dignity of every human person, we facilitate the growth of the whole student: spirit, heart, mind, and body. The curriculum and activities are structured to challenge students on their academic and spiritual journey so that they reach their fullest potential and cultivate their unique God-given talents into a lifelong devotion to learning and serving others. We are proud of all that our school has to offer and encourage each of you to become fully involved in our programs and activities. This Student/Parent Handbook provides you with important information about our policies, procedures, and programs. Please read the Handbook and keep it as a reference throughout the school year. This Handbook is also available on the school website: www.toltoncatholic.org.

We look forward to working with you for the benefit of our students and school family. May God bless the Tolton Catholic community throughout this new school year.

Respectfully,

Dr. Dan Everett, President/Principal

Fr. Ignitius Nimwesiga, Chaplain

Fr. Mike Coleman, Chaplain

Table of Contents

<u>ABOUT FR. TOLTON CATHOLIC HIGH SCHOOL</u>	<u>8</u>
<u>Mission</u>	<u>8</u>
<u>Vision</u>	<u>8</u>
<u>School History</u>	<u>8</u>
<u>Biography of Fr. Tolton</u>	<u>8</u>
<u>School Prayer</u>	<u>10</u>
<u>Alma Mater</u>	<u>10</u>
<u>School Colors</u>	<u>10</u>
<u>School Motto</u>	<u>10</u>
<u>School Crests</u>	<u>11</u>
<u>Leadership Roles in the School</u>	<u>11</u>
<u>House System</u>	<u>11</u>
<u>PARENT PARTNERSHIP</u>	<u>12</u>
<u>Covenant of Trust</u>	<u>12</u>
<u>Parental/Guardian Custody</u>	<u>14</u>
<u>Non-Catholic Student Participation</u>	<u>14</u>
<u>Parent Service</u>	<u>14</u>
<u>ACADEMIC PROGRAMS</u>	<u>14</u>
<u>Credit Requirements</u>	<u>14</u>
<u>Additional Credit Requirement Information</u>	<u>15</u>
<u>Class Designation</u>	<u>15</u>
<u>Transfer Credit Policy</u>	<u>16</u>
<u>Adding/Dropping Classes</u>	<u>16</u>
<u>Homework Assignments</u>	<u>17</u>
<u>Grading</u>	<u>17</u>
<u>Grading Scale</u>	<u>18</u>
<u>Course Levels</u>	<u>18</u>
<u>Academic Integrity</u>	<u>19</u>
<u>Academic Eligibility</u>	<u>20</u>
<u>Academic Probation</u>	<u>20</u>
<u>Graduation (Latin) Honors</u>	<u>21</u>
<u>Graduation Requirements</u>	<u>21</u>

<u>Exams/Semester Assessments</u>	<u>21</u>
<u>ATTENDANCE GUIDELINES</u>	<u>22</u>
<u>Attendance</u>	<u>22</u>
<u>Daily Attendance</u>	<u>22</u>
<u>Early Dismissal of a Student</u>	<u>22</u>
<u>Extended Absence</u>	<u>23</u>
<u>College Visits</u>	<u>23</u>
<u>Make Up Work and Tests</u>	<u>24</u>
<u>Eligibility for Extracurricular Activities When Absent</u>	<u>24</u>
<u>Tardies</u>	<u>25</u>
<u>First Hour Tardy</u>	<u>25</u>
<u>Class Tardy</u>	<u>25</u>
<u>Excessive Absence</u>	<u>25</u>
<u>Truancy/Absence from Class</u>	<u>26</u>
<u>RETREAT PROGRAM</u>	<u>26</u>
<u>CHRISTIAN SERVICE PROGRAM</u>	<u>27</u>
<u>Service Requirement</u>	<u>27</u>
<u>HEALTH ISSUES</u>	<u>28</u>
<u>Communicable Diseases</u>	<u>28</u>
<u>Immunizations</u>	<u>28</u>
<u>Illness or Injury During the Day</u>	<u>29</u>
<u>Medication</u>	<u>29</u>
<u>DRESS CODE POLICIES</u>	<u>29</u>
<u>Shoes</u>	<u>29</u>
<u>Socks</u>	<u>30</u>
<u>Pants</u>	<u>30</u>
<u>Skirts/Skorts</u>	<u>30</u>
<u>Shorts</u>	<u>30</u>
<u>Uniform Shirts</u>	<u>31</u>
<u>Sweatshirts/Hoodies/Quarter Zips</u>	<u>31</u>
<u>Sweaters</u>	<u>32</u>
<u>Jackets/Seasonal Outerwear</u>	<u>32</u>
<u>Physical Education Dress Code</u>	<u>32</u>
<u>Accessories/Cosmetics/Hair</u>	<u>33</u>
<u>Dress Down Days, Extracurricular Activities, and School Trips</u>	<u>33</u>
<u>Special Exception Request for Dress Code</u>	<u>33</u>

<u>Dress Code Enforcement Process</u>	33
<u>STUDENT BEHAVIOR GUIDELINES</u>	34
<u>Probationary Contract</u>	35
<u>Disciplinary Ineligibility</u>	35
<u>Discipline levels</u>	35
<u>School Discipline – Level 1</u>	35
<u>School Discipline – Level 2</u>	36
<u>School Discipline – Level 3</u>	36
<u>School Discipline – Level 4</u>	37
<u>Outside-of-School Conduct</u>	37
<u>Parties/Alcohol and Drug Usage</u>	38
<u>Parent Sponsored Parties</u>	38
<u>Disciplinary Review Committee</u>	38
<u>Disclosure Policy</u>	39
<u>Discipline Related Definitions</u>	39
<u>SUBSTANCE ABUSE POLICIES</u>	40
<u>Tobacco</u>	40
<u>Student Substance Abuse Policy</u>	41
<u>Prohibition of Drugs and Alcohol</u>	41
<u>Drug Testing Policy</u>	41
<u>Use of a Breathalyzer</u>	43
<u>Disciplinary Consequences</u>	43
<u>TECHNOLOGY USAGE</u>	43
<u>Tolton Minimum Requirements for BYOD Devices</u>	44
<u>Acceptable Use Policy</u>	44
<u>Cell Phones, Smart Watches, Air Pods, and Personal Electronic Devices</u>	45
<u>Smart glasses</u>	45
<u>Electronic Conduct</u>	46
<u>Email</u>	47
<u>Chromebook/Laptop Policy</u>	48
<u>Appropriate use of the Chromebook/Laptop at School</u>	48
<u>Appropriate Use of the Chromebook/Laptop in the Classroom</u>	48
<u>Chromebook/Laptop Undergoing Repair</u>	48
<u>Screensavers/Background Photos</u>	48
<u>Administrative Rights to Student Chromebook/Laptops</u>	49
<u>Managing Files & Saving Work</u>	49

Misuse of a Chromebook/Laptop	49
STUDENT CO-CURRICULAR ACTIVITIES	49
Philosophy	49
Eligibility Requirements for Student Participation	50
Rationale	50
Application	50
Academic Standards	50
Conduct Standards	50
GENERAL GUIDELINES	51
Building/Facility Hours	51
Child Abuse	51
Confidentiality	51
Deliveries	52
Emergency Plan	52
Engagement/Marriage	52
Facility Use	53
Field Trips	53
Fundraising	53
Lost and Found	53
Parking	53
Pets	54
Police and Department of Social Services Contact	54
Pregnancy	54
Religious Observance Policy	55
School Dance Policy	55
Searches	55
School Video Surveillance Policy	56
Severe Weather School Closing	56
Shadowing	56
Student Guests/Visitors	56
Student Insurance / Accidents	57
Textbooks	57
Unauthorized Activities	57
Water Bottles	57
Weapons or Other Dangerous Devices	57
SUPPORT OF TOLTON	58

<u>Advocate within the Community</u>	58
<u>Volunteer Time and Talent</u>	58
<u>Support as you are Able</u>	59
<u>TUITION POLICIES AND FINANCIAL REQUIREMENTS</u>	59
<u>Tuition and Fee Schedule</u>	60
<u>Tuition Payment Options</u>	60
<u>Fundraising Raffle</u>	60
<u>Payment Policy</u>	61
<u>Financial Aid Information</u>	61
<u>Non-Admission of Student Due to Tuition Delinquency</u>	62
<u>Tuition Refunds</u>	62
<u>DIOCESAN CATHOLIC SCHOOLS OFFICE POLICIES</u>	63
<u>COMMUNITY AND EXTERNAL OPERATIONS</u>	63
<u>DSP 1305 - Educational Authority in the Parish</u>	63
<u>DSP 1430 - Home and School Associations</u>	63
<u>DSP 1530 - Use of Student Photos</u>	64
<u>DSR 1530 - Use of Student Photos</u>	64
<u>DSP 1810 - Parent Communication Agreement</u>	64
<u>DSP 1901 - Grievance</u>	65
<u>DSR 1901 - Administrative Recourse</u>	65
<u>DSP 1902 - Penalty Status During Administrative Recourse</u>	68
<u>DSR 3920 - Law Enforcement Authorities on School Grounds</u>	68
<u>DSP 5101 - Non-Discrimination</u>	69
<u>STUDENTS</u>	69
<u>DSP 5107 - High School Admission Priority</u>	69
<u>Helias Catholic High School</u>	69
<u>Tolton Catholic High School</u>	69
<u>Choice of School</u>	69
<u>DSP 5201 - Proof of Guardianship</u>	70
<u>DSP 5210 - Absence and Tardiness</u>	71
<u>DSP 5211 - Written Excuses</u>	72
<u>DSP 5220 - Requests for Family Reasons</u>	72
<u>DSP 5260 - Confidentiality</u>	72
<u>DSP 5305 - Catholic Faith and Moral Standard</u>	73
<u>DSR 5310 - Prohibition of Corporal Punishment</u>	73
<u>DSP 5315 - Weapons and Dangerous Instruments</u>	73
<u>DSP 5360 - Expulsion</u>	73

DSR 5360 - Expulsion	74
DSP 5370 - Release of Individual Students from School	74
DSP 5380 - Search and Seizure	74
DSP 5405 - Parent/Teacher/Student Conferences	76
DSP 5410 - Promotion and Retention	76
DSP 5520 - Drug/Medication Administration	77
DSP 5545 - Alcohol Use at School Related Events	77
DSP 5701 - Students with Special Needs	78
DSP 5820 - Harassment/Bullying	78
DSR 5820 - Harassment/Bullying	78
DSP 5825 - Safe Environment Requirements	79
DSR 5825 - Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors	80
DSP 6235 - Non Catholic Student Participation	80
INSTRUCTION	81
DSP 6301 - Educational Outings, Field Trips, 8th Grade and Senior Trips	81
DSR 6301 - Educational Outings, Field Trips, Eighth Grade Trips, and Senior Trips	81
DSP 6305 - Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities	82
DSP 6425 - Student Internet, E-mail, and Other Technology Use	83
DSP 6610 - Athletics	84
DSR 6610 - Athletics	84
Appendix #5820	86
Appendix #5825	87
Appendix #6305	91

ABOUT FR. TOLTON CATHOLIC HIGH SCHOOL

Mission

Inspired by the life of the Venerable Fr. Augustus Tolton, Fr. Tolton Catholic High School is committed to providing a college-preparatory education rooted in the Catholic faith and designed to develop each student in spirit, heart, mind, and body. Its diverse, Christ-centered community seeks to ensure that all students are encouraged to blaze a unique trail in service to God, the Church, and the world.

Vision

The vision for Fr. Tolton Catholic High School is that of a rigorous learning environment where each student is able to develop spiritually, emotionally, academically, and physically within a community of faith founded on the person of Jesus Christ and His Catholic Church. Building upon the values that Fr. Augustus Tolton exemplified in his own life, faith, courage, and perseverance to overcome tremendous obstacles, students are formed into Christian leaders whose lives reflect these ideals. Tolton Catholic embraces an environment where the home, parish, and school work together to model the Christian life which serves to dignify, unite and inspire the entire community.

School History

Tolton Catholic exists thanks to the tireless efforts of Catholic families, local churches, and supportive members of the Mid-Missouri business community. After many years of grassroots fundraising and planning efforts, Tolton Catholic opened in August 2011 with only 9th and 10th grade and just over 50 students. Tolton expanded in year two to serve grades 9-11 and were proud to graduate its first senior class in the spring of 2014. Tolton now serves grades 9-12 and enrollment has reached just over 350 students.

Fr. Tolton Catholic High School is fully accredited through the Missouri Nonpublic Accrediting Association (MNSAA) and the National Federation of Nonpublic Schools State Accrediting Association (NFNSSAA). Additionally, Tolton is a member of the National Catholic Education Association (NCEA).

Biography of Fr. Tolton

John Augustus Tolton was born into a slave family at Brush Creek, Missouri, on April 1, 1854. He was owned by a white Catholic family. His father, Peter Paul Tolton, escaped slavery to join the Union Army while his mother, Martha, remained the maid of her owners.

In 1862, he and his family escaped slavery by crossing the Mississippi River into Illinois. With the assistance of a local priest, Fr. Peter McGirr, Tolton attended St. Peter's Catholic School, an all-white parish school in Quincy, Illinois. Fr. McGirr baptized him and prepared him for his first Holy Communion. Tolton graduated from high school and Quincy College.

Unfortunately, no American seminary would accept a Black man. In 1880, with Fr. McGirr's continued support, Augustus began his studies for the priesthood in Rome. There, he learned German, Italian, Latin, and Greek as well as African dialects. He became an accomplished and talented musician with a beautiful voice. For the first time in his life, Augustus experienced racial harmony and total acceptance within the church.

In 1886, after six years of study in the seminary, Tolton was ordained to the priesthood in Rome. He expected to serve an African parish but was surprisingly directed to return to the United States to serve the Black community. Fr. Augustus Tolton became the first Black American priest in the United States.

Tolton held his first public Mass at St. Boniface church in Quincy, Illinois, and eventually he became pastor of St. Joseph Catholic Church and school. Due to racial tension in Quincy, Fr. Tolton accepted a reassignment to Chicago. He served the poor, sick, and hungry. His tireless and devoted work led many to the Faith.

In 1897, the first Black Catholic priest in America, lovingly known as "Good Father Gus," died unexpectedly while on a priests' retreat. Tolton was only 43 years old.

Fr. Tolton's cause for canonization began in 2010. In 2011, he received the designation "Servant of God." In March 2015, the Acts of the Diocesan Inquiry into the life and virtues of Tolton were officially opened at the Congregation for Causes of Saints in Rome. The Congregation unanimously agreed that he was a deserving candidate based on his extraordinary life. The cause was presented to the Ordinary Meeting of Cardinals and Archbishops, where a final vote was taken before presenting the Decree of Heroic Virtues to the Pope for his approval. On June 11, 2019, Pope Francis issues the declaration that Father Augustus Tolton lived a life of heroic virtue - living out the theological virtues of faith, hope, and charity and the cardinal virtues of prudence, justice, fortitude, and temperance at a heroic level - thus advancing him to the title, The Venerable Father Augustus Tolton.

Locally, the Fr. Tolton Legacy Society, established at the St. Thomas More Newman Center, continues to work to promote Fr. Tolton's works. An annual Mass and luncheon are held at the Newman Center in his honor. As a school, we continue to pray for his canonization.

School Prayer

God our Father, we offer You all of our prayers, works, joys, and sufferings of this day in union with the Church throughout the world.

May we be true witnesses to an ardent love for Your Son Jesus, and true Christian leaders like Fr. Tolton, with deep respect for the dignity of every human life.

Give us grace and strength in facing the challenges of this day, following Your call upon our hearts, knowing that You only call us to be faithful.

Fr. Tolton, Pray for us. Amen

Alma Mater

Tolton Catholic, sons and daughters,
Raise our voices true,
To give God glory, praise, and honor,
As we fight for the silver and blue.

We blaze new trails in all endeavors
A light upon a hill
Lead by serving all His people
To fulfill the Fr.'s will.

Mind and body, heart and spirit,
These the tools we use
Always blazing, we'll remember
Tolton Catholic High
All our lifetimes through.

School Colors

The official school colors are navy, Carolina blue, and white.

School Motto

Follow not the well-worn path. Go instead where there is no path and blaze a trail.

School Crests



Academic Shield



Athletic Shield



TC Logo

Leadership Roles in the School

The school's leadership team is made up of the President/Principal, Vice President of Advancement, Vice Principal/Athletics and Activities Director, Dean of Academics, and CFO/Director of HR. All members of the Leadership Team share the responsibility to create an educational environment that fosters Catholic growth and formation within the school community.

House System

The purpose of the House System is to enhance the school's mission by providing daily opportunities for development in the areas of our four pillars: Spirit, Heart, Mind, and Body. Houses create smaller communities where students can interact with all grade levels which provides mentorship, encourages fellowship, and develops leadership.

The House System is organized into six Houses. They are:

- House of St. Blaise
- House of St. Ethelbert
- House of St. Gonzaga
- House of St. Maximilian Kolbe
- House of St. Sebastian
- House of St. Francis Xavier

Students remain in the same House during their four years at Fr. Tolton. Each House will be under the guidance of at least three mentor teachers. Each House is separated into smaller homerooms for regular meetings and activities which will focus on various aspects of the school's overall mission.

Houses have a yearlong competition for the House Cup. Points can be awarded for participation in academics, events, service activities, spirit, and other aspects aligned with the school's mission statement.

PARENT PARTNERSHIP

In accepting students, we look for young people who can benefit from and contribute to the educational and Catholic mission of Fr. Tolton Catholic High School. We admit students on the basis of standardized test scores, records from their previous school, and the recommendation of the Pastor, President, or Principal of their previous school as needed. We do not discriminate on the basis of race, color, or national/ethnic origin.

The education of a student is a partnership between the parents and the school. We expect parents to cooperate with the teachers and administration in the intellectual, physical, emotional, spiritual, and social development of their children. Likewise, families need to meet all financial obligations associated with attending Fr. Tolton Catholic High School. In extreme situations, school administration reserves the right to require the dismissal/expulsion of a student if the parent-school partnership is not sustainable.

Parents/Guardians who enroll their students at Fr. Tolton Catholic High School must agree to and abide by the Covenant of Trust as set forth by the Diocese of Jefferson City (included below).

Covenant of Trust

Between Parents, Students, and the Catholic School/Religious Education Program

The Church identifies three authors of education: parents, the community, and the Church. Parents have the most serious obligation, provide the first knowledge of God, and lead their child to a knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society and so provides schools. The Church has a duty to educate so that they "promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human." (Declaration of Christian Education, 3)

At Baptism, parents accept the responsibility of training their child in the practice of the faith. Godparents promise to assist them, and the whole community also promises to assist with this responsibility. "Catholic parents also have the duty and right of choosing those means and

institutions through which they can provide more suitably for the Catholic education of their children..." (Canon 793.1)

Catholic schools are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

"Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly...." (Canon 796.2)

Parents at Fr. Tolton Catholic High School, aware, then, of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the faith. Practically, this means they will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child's education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children's participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with the Fr. Tolton Catholic High School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to have a love and concern for the needs of others;
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

Fr. Tolton Catholic High School enters into a relationship of trust with each school family. This handbook provides the school's framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

Parental/Guardian Custody

Divorced or separated parents must file a court-certified copy of the custody and educational obligations sections of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known. Any changes to such decrees or documents must be immediately filed with our office in order for any changes to be recognized. The decree and documents must clearly stipulate custody arrangements and responsibility for financial liability.

Enrollment is not final until all necessary parties have completed the appropriate registration and financial obligation forms as well. Changes in custodial and/or financial obligation documentation may affect enrollment of the student until all documents and forms are adjusted accordingly. Tolton reserves the right to disenroll a student in cases where the custodial or financial agreements do not allow us to provide the educational partnership required.

Students who do not reside with an approved guardian will not be allowed to remain at Fr. Tolton Catholic High School.

Non-Catholic Student Participation

Non-Catholic students are required to respectfully participate in the religious life of the school, including mass, retreats, prayer, and curricular and extracurricular activities.

Parent Service

A Catholic school can only thrive with the dedication and commitment of a large group of volunteers, each serving in his/her own way. For this reason, all families will be required to volunteer for at least two shifts per school year in support of Game Day Operations (concessions, gate, team store, etc.) We also encourage family members to lend their time and talent in other relevant areas. Thanks in advance for your help.

ACADEMIC PROGRAMS

Credit Requirements

For a four-year student, graduation from Fr. Tolton Catholic High School requires the successful completion of no less than 28 credits.

A year-long course earns 1.0 credit. A semester-long course earns 0.5 credits.

The following is a list of the minimum required credits by department needed for graduation.

Theology	4.0 Credits
English	4.0 Credits
Mathematics	3.0 Credits
Social Studies	3.0 Credits
Science	3.0 Credits
World Language	2.0 Credits
Health	0.5 Credits
PE	1.0 Credit
Fine Arts	1.0 Credit
Personal Finance	0.5 Credits
Practical Arts	0.5 Credits
Electives	5.5 Credits

Electives and other courses which students desire to take off-campus may be approved for credit on a case-by-case basis. Students and parents must obtain written approval from the Dean of Academics before enrolling in any off-campus or online courses to ensure that the course will be accepted for credit at Tolton Catholic.

Though only 3 credits are required, it is strongly recommended that students graduate with at least four credits each of Mathematics and Science.

Additional Credit Requirement Information

Tolton graduation requirements includes the following State of Missouri required courses:

Government (must pass Constitution Test)	0.5 Credits
United States History	1.0 Credit
Personal Finance (Practical Arts)	0.5 Credits
Health	0.5 Credits

Class Designation

Student class designation will be determined by the following credit completion requirements:

- Freshman less than 7 credits

- Sophomore between 7 and 13.5 credits
- Junior between 14 and 20.5 credits
- Senior greater than 20.5 credits
- Diploma earned at 28 credits

If a student fails a required course, he or she must retake and pass the course during summer school or through an online course. Any arrangement for making up the credit must be approved by the Dean of Academics prior to taking the course. A make-up course added to the regular school year schedule may require a fee comparable to summer school. This fee is added to the tuition statement.

Some courses are eligible for validation. Normally, a student will be required to retake any first semester course in which they receive an F. However, in a few skill-based/spiraled courses such as math, chemistry, and world language, validation may be possible. If the student earns an A in the second semester of the same class, their first semester grade will be considered validated, and they may be granted a waiver from having to make up the first semester F. It should be noted, however, that the first semester F will still remain on the transcript, and it will still have a significant impact on the student's GPA.

A senior who has not made up failed required courses will be allowed to participate in the graduation ceremony but will not receive a diploma until all requirements are met.

The President/Principal reserves the right to waive any credit requirements except those mandated by the State of Missouri.

Transfer Credit Policy

Fr. Tolton Catholic High School may accept, but is not obligated to accept, transfer credits.

For a course from another institution to be added to Fr. Tolton's transcript and for credit to be granted, the institution should be accredited, and an official transcript from the institution must be provided.

For non-accredited institutions or for course work from homeschooling, Tolton may require student competency assessments before being added to Fr. Tolton's transcript and credit being granted.

In limited cases, the President/Principal may grant course credit through credit-by-exam.

Adding/Dropping Classes

The student should contact the Dean of Academics in order to change a course. Class changes should occur before the semester begins or during the add/drop period.

If a student remains in a course beyond the add/drop period and withdraws before mid-semester, then a “W” for withdrawal will be added to the transcript in place of the semester grade. If a student remains in a course beyond the add/drop period and withdraws after mid-semester, then a “WF” for withdrawal fail will be added to the transcript. A “W” on a transcript does not count toward a student’s GPA; however, a “WF” on a transcript will count as an F toward a student’s GPA. Neither a “W” nor a “WF” will grant any semester credit for the course.

To add or drop a course, a student needs to obtain permission from their parent/guardian and the Dean of Academics. The Dean of Academics will check availability of classes and advise whether the class change can take place. Schedule changes will only be made for valid reasons; this does not include changing classes to be with friends. Students will only be allowed to transfer into a class if there is room. Once a class is full, no more students will be added. After the add/drop period, the only changes allowed to a student’s schedule would be those initiated by a teacher, counselor, or administrator.

Homework Assignments

Students regularly have homework assignments for their classes. The amount and length of these vary with each course. Students and parents should refer to each course’s syllabus for policies regarding expectations for homework, late work, and projects.

Grading

In order to facilitate communication among parents, teachers, and students, Tolton uses RenWeb/FACTS. Students and parents have separate RenWeb/FACTS accounts. Student progress will be available online so that students and parents can monitor student progress at any time. It is recommended that parents check their student’s academic status on a regular basis and communicate with the teacher via email or a phone call as needed.

Grading Scale

Letter Grade	Percentage	Standard GPA	High School Weighted GPA
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.4	4.4
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	0.4	1.4
F	0-59	0	0

Course Levels

Fr. Tolton Catholic High School has designed several levels of courses to meet the specific needs of the individual student at his/her ability. The distinguishing criteria between College Preparatory, Honors Courses, and Advanced Placement/Dual Credit Courses include the following: strategies of presentation, amount of content material, assignments, degree of independent work, and testing. The following can be used as a guide to the different levels:

- **College Preparatory:** Appropriate for any student; each student will be expected to assume some responsibility for working independently.
- **Honors:** Appropriate for the student who is capable of learning above the ordinary content of a course and who assumes the responsibility of working independently.
- **Advanced Placement (AP):** AP courses are courses that are designed to prepare a student for the annual College Board AP exam. In these classes, as in college, students are required to do an advanced level of independent work to supplement in-class instruction. AP classes are classes for which advanced standing or credits may be granted in college. Students enrolled in AP courses may choose to take the AP exam at their own expense. For AP students that take the AP exam, colleges may or may not grant college credit for a requisite score on their AP exam, based upon their individual college policies.

- **Dual Credit (DC):** In DC classes, as in college, students are required to do an advanced level of independent work to supplement in-class instruction. DC classes are college level classes taught on Tolton’s campus in association with a local college or community college. DC courses provide credits at the college of dual enrollment but do not necessarily transfer to every college. All DC courses have a course fee required by the cooperating college/institution.

Honors, Advanced Placement, and Dual Credit courses will be weighted on a 5.0 GPA, as shown in the grade scale listed in the chart above.

Academic Integrity

The Fr. Tolton Catholic High School community is committed to academic integrity. Tolton Catholic upholds the highest standards of academic excellence and therefore expects academic integrity of all students. Cheating is a violation of personal integrity and contrary to Christian values. Students have an obligation to exhibit honesty in carrying out their academic assignments. Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. Violations of the Academic Integrity code can include the following:

- **Plagiarism:** The adoption or reproduction of ideas, words, or statements of another person without due acknowledgment. Note: while copying and pasting large amounts of text and then citing it is not considered plagiarism, it may result in a poor grade.
- **Fabrication:** The falsification of data, information, or citations in any academic exercise.
- **Deception:** Providing false information to an instructor concerning an academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating:** Any attempt to give or obtain assistance in an academic exercise without due acknowledgment, obtain unauthorized access to academic or administrative records or systems, obtain an unfair advantage; copy from another’s assignment or examination, or allow another to copy from one’s own work.
- **Sabotage:** Acting to prevent others from completing their work. This includes destroying the work of others or willfully disrupting the experiments or work of others.

The school and its teachers may, at times, proactively use plagiarism detection software with or without notifying students. The software may:

- Search the internet and other submitted papers for originality and/or for sources that were copy and pasted into the assignment.
- Check for AI generated content

- View the entire edit history of a document, including everything that is typed, deleted, and/or edited at any point in the writing process. For example, some software is able to take a document, view the history of the document, and convert it to a video that plays back the entire writing process of the document from start to finish.

It is the student's responsibility to understand copyright infringement, plagiarism, and cheating. When in doubt, students should consult with the teacher in advance of the due date of the assignment. Consequences of violations of academic honesty may include a failing grade, notification to parents, disciplinary/academic probation, detention, suspension, or in extreme cases, withdrawal for cause from Fr. Tolton Catholic High School.

Academic Eligibility

All members of the school community must maintain an environment where academics come first. For this reason, students will be monitored internally on their academic progress. During any one-week time period during which a student is failing two or more classes, he or she will likewise be ineligible to participate in extracurricular activities (including practices, games, club activities, etc.), in order that appropriate time and attention may be devoted to academic studies. Once a student's academic progress has reached a satisfactory, all-passing level, they may return to extracurricular participation.

All students must comply with MSHSAA requirements that 3.0 credits must have been earned the previous semester in order for the student to be eligible. Failure to do so results in ineligibility for the entire semester. This means that if a student earns a failing grade in two or more courses in the first semester, the student is ineligible to participate in any sports in the second semester. If a student earns a failing grade in two or more courses in the second semester, the student is ineligible to participate in any sports the following fall semester, unless they complete credit recovery during the summer, which may involve additional costs for the families. No more than one unit of credit in summer school shall be counted toward fall eligibility.

Academic Probation

The Fr. Tolton Catholic High School administration may place a student on academic probation if that student's credit standing at the end of any school year is such that his or her accumulated credit is below what is needed to be classified for advancement to the next class. (See section on credit requirements.)

For example:

- A student should accumulate 7.0 credits by the end of freshman year.

- A student should accumulate 14.0 credits by the end of sophomore year.
- A student should accumulate 21.0 credits by the end of junior year.

The goal of academic probation will be to achieve the recovery of credits. The Administration reserves the right, at any point, to determine whether a student may recover enough credits to remain at Tolton.

Graduation (Latin) Honors

Beginning with the Class of 2019, Fr. Tolton will no longer recognize Valedictorian and Salutatorian awards. This is consistent with our practice of non-ranking students and belief in community. Students will be recognized based upon their cumulative weighted grade point average. The grade point average will be calculated on coursework completed only at Fr. Tolton Catholic High School, typically for 15 quarters. Students must attend for at least four semesters to be eligible.

Graduation Requirements

In order to graduate from Fr. Tolton Catholic High School, a student must have attended Tolton Catholic for at least one full school year. Consideration will be given to extenuating circumstances, such as a family relocating to the area in the middle of a student's senior year.

In order to receive a diploma, a student must:

- Have successfully completed the 28 credit requirements of coursework listed above
- Have no un-remediated grades of "F" on his or her transcript
- Be in good standing regarding attendance and discipline
- Have completed all Christian service hours
- Have returned any school property, such as books, computers, or athletic uniforms
- Have no outstanding financial obligations with the Business Office

Seniors that do not meet these requirements at the time of graduation will still be able to participate in senior week activities and graduation ceremonies but will not receive their diploma and transcript until the above requirements are met.

Exams/Semester Assessments

- All students are expected to complete fall and spring semester exams/projects.
- Final exams/projects are worth 20% of the semester grade.
- All students taking exams are to be in the classroom during the ENTIRE length of the scheduled exam time.

- Students who have a study hall period during the semester do not need to be in school during the times scheduled for exams for that period.
- The nature of some classes may require that a large project take the place of a final exam. In this case, the project will still be weighted as a final exam. In this event, students are NOT expected to attend school during the regularly scheduled exam time.
- Second semester seniors may qualify for a Second Semester Senior Exam Exemption. This exemption would waive the need for a senior to take a final in their class. In order to qualify for this, seniors have to have had a B- or better for their second semester grade. Dual Credit and AP classes may be the exception and may require a final exam.

ATTENDANCE GUIDELINES

Attendance

Students are considered absent whenever they are away from school during school hours, except for school-sponsored or school sanctioned co-curricular activities (e.g. school sports contests, field trips, and enrichment, etc.). Missing school may adversely impact a student's academic achievement and ultimately his or her grade. Excessive absences can be a factor in determining a student's continued enrollment in the school. If a student wants to achieve A+ certification, missing more than 8 days a school year can place their qualification in jeopardy.

Students absent during the school day are prohibited from attending after school or evening functions that day unless given prior approval by the President/Principal.

Daily Attendance

The school day begins promptly at 7:55 a.m. with the student's first period class. Students will be considered tardy to class if they are not in the classroom when the class bell rings. A student will be considered absent from a class if they miss half of the class period or more.

If it is necessary for a student to be absent from school for a full or partial day, parents/guardians are asked to email the office at attendance@toltoncatholic.org. If emailing is not possible, parents/guardians may call the office at 573-445-7700. If it is before office hours, please leave a voicemail message. Any absence, without previous notice from a parent or guardian, is followed up with a telephone call or email from the school office that day.

Early Dismissal of a Student

Parents, guardians, and students need to adhere to the following procedures when an early dismissal is required:

- For appointments:

- Parents/Guardians should notify the main office about the appointment and the required dismissal time.
- A doctor's note is not required but is appreciated.
- Ill at school:
 - When a student is ill at school and feels that they need to leave, they must report to the main office. A parent or guardian will be contacted so that the student can be picked up or be given verbal permission to drive themselves home.
- Students cannot be released from school without the approval of parents or another responsible adult listed in the school's Student Information System. If parents/guardians will be out of town or otherwise out of contact for any length of time, please notify the office by email or phone as to who has temporary custody of the student.
- Departure from school without permission of parents/guardians and the school administration is considered truancy.
- Students must sign out in the office before leaving school and sign in when returning or arriving.

Extended Absence

In cases of prolonged illnesses or hospitalization, parents/guardians should keep an open line of communication with the office. Medical documentation from the student's physician may be necessary.

Before a student returns to school from a psychiatric hospitalization, a report from an attending medical doctor or health care case manager is required. The report should be turned in to the school's Social/Emotional Counselor.

Because daily attendance is crucial to a student's academic success, we strongly discourage student absences for vacations, hunting/fishing trips, etc. However, when it becomes absolutely necessary for a parent to request an extended absence (one school week or more) from school for reasons other than illness, please contact the President/Principal to receive prior approval. Please note, even if approved, these days will be coded as a student absence from school; see the Excessive Absence section below for more information.

College Visits

Our college counselor will provide students with many opportunities to learn about various colleges and universities and to visit with college representatives on site at Fr. Tolton Catholic High School. Students genuinely interested in visiting colleges are encouraged to do so on weekends, school holidays, or designated college visit days. However, if a student chooses to visit a college or university during a regular school day, the absence may be coded as a "College

Visit” if the student provides documentation from the college or university visited. While the day a student spends on a college campus counts as a “College Visit,” additional travel days to and from the college will count as absences.

The number of allotted college visit days is determined by grade level:

- Juniors - 2 college visit days per year
- Seniors - 3 college visit days per year

Special exceptions may be made with prior permission from the President/Principal.

Make Up Work and Tests

Students must make up the work they have missed while absent. Students are responsible for contacting their teachers and checking Google Classroom to find out what was missed. When absent, the student will receive a one-day extension for each day missed. However, this policy may not apply to major class projects/papers that have been given two or more weeks for completion. These assignments may still need to be turned in on or before its due date, even if the student is absent; please direct specific questions to the classroom teacher.

Tolton’s late work policy does not apply to Dual-Credit classes. Dual-Credit classes will follow the policy of the higher education facility administering the class.

If a student misses classes due to an extracurricular activity, they will not receive any additional time to make up missing homework or tests. All homework should be turned in the day they return to class. Any tests missed for an extracurricular activity should be taken the day the student returns to class.

Eligibility for Extracurricular Activities When Absent

Students must attend school in order to attend extracurricular activities, including practices, rehearsals, plays, games, etc. Any student not at school by 9:45am will not be eligible to participate in extracurricular activities that day, unless the absence has been pre-approved by the school administration. If a student leaves school early due to illness, they may not participate in any after school activity.

In the event that a student must miss school for doctor’s appointments, physical therapy, etc., the student must return to school within 1 hour and 45 minutes from the time he/she leaves, or they cannot participate in practice or contests that day. Any rare exceptions or exemptions must be pre-approved by the school administration.

Further, the student will not be eligible to participate on any subsequent date until the student attends a full day of classes or is excused by the school administration. (See MSHSAA By-Law 2.2.3)

Tardies

Tardiness is defined as arrival to class after the bell has rung. It is the responsibility of each student, with the support of parents/guardians to be on time to school and to each class. All activities that take place during the school day are considered required school activities (class, Mass, House events, etc.). A school-sponsored night event is not an acceptable excuse for arriving late or missing school the following day. The consequences for being tardy to class and/or school (per semester) are as follows:

Num. of Tardies (per semester)	Consequence
4	Conference with principal
5-9	Detention
10-14	Saturday school
15-19	Saturday school and other consequences as determined by administration.
20+	Parent/guardian meeting with administration and other consequences as determined by administration.

First Hour Tardy

Any student that arrives after 7:55 am must report to the office to sign in. They will not be admitted to their first hour class without a pass from the office. However, a student will be considered absent if they miss half of the class period or more.

Class Tardy

Students will be considered tardy to class if they are not in the classroom when the class bell rings. A student who is tardy to a class should report directly to that class. If a student is more than five minutes late to class, the student may be considered truant and may be sent to the office for a re-admit slip. A student will be considered absent from a class if they miss half of the class period or more.

Excessive Absence

Earning credit in any course requires regular attendance and a passing grade. Any student with ten or more absences during the semester is considered to be excessively absent. Extended illnesses or other extenuating circumstances will be addressed on a case-by-case basis.

Absences will be dealt with according to the following chart:

Number of Absences (per class, per semester)	Consequence
10	Letter to the student and family regarding excessive absenteeism.
15	Parent/guardian meeting with administration.
20	Student and family meeting with administration. Potential loss of credit for the class and other consequences as determined by administration.

Truancy/Absence from Class

A student is truant if they are absent without the consent of the parent/guardian. It is a violation of the law for a student to be truant. Truancy will result in the student receiving a disciplinary consequence.

RETREAT PROGRAM

In support of our mission, retreats allow students to grow in spirit and heart as they seek physical, emotional, and spiritual renewal through quiet time, communal prayer, and fellowship. Participation in the program offers students the opportunity to practice their faith while deepening their personal relationship with God, building trust among classmates, and considering life's directions and priorities by addressing who they are and why they are here. This allows the student to take time away from the daily demands of school and home for rest and reflection. Retreats are considered a regular school day activity and all attendance policies apply.

CHRISTIAN SERVICE PROGRAM

“Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.”

- Matthew 25:40

Service Requirement

The mission of Fr. Tolton Catholic High School is to educate the whole student, including a heart for service, which is manifested in various ways, not the least of which is our service program. Students are encouraged to pursue interests and passions, which uphold and reinforce the Catholic Christian identity of the school.

One of the requirements for all Fr. Tolton Catholic High School students is to complete service hours. In order to graduate, students must complete 10 service hours per semester that they attend Tolton. For example, if a student attends Tolton all four years (eight semesters total), they will have to complete 80 service hours by the end of their senior year. On the other hand, if a student transferred into Tolton in the second semester of their sophomore year (five semesters attended), then they would only need to complete 50 service hours by the end of their senior year. Students may complete these service hours at any time over the course of their time at Tolton, as long as they have finished the required amount before graduation.

Examples of ways to get service hours might include:

- Working at the Food Bank
- Volunteering at church
- Volunteering for other non-profit organizations
- Providing assistance to a disabled neighbor or elderly relative (such as mowing or cooking)

If questions arise as to whether or not an activity qualifies for service hours, please contact the school office. Please note that any paid activity or family chore will not be approved.

It is the student’s responsibility to document all service hours in a timely manner, using the school’s online system. Verification is also done through that system, and it is the responsibility of the student to provide e-mail contact information of a non-parent/guardian adult for verification. Hours need to be verified before they can be approved. Students should submit service hours within 90 days of having performed the service.

Completion of 125 service hours by the end of senior year earns special recognition and a lapel pin at commencement, and the student who earns the greatest number of service hours earns the highest service recognition during commencement.

Tolton Catholic hopes that, through exposure to service in high school, students will be inspired to serve and care for community needs throughout their lives. We would like every student to experience the reward that comes from giving to those who need help.

HEALTH ISSUES

Communicable Diseases

In a Catholic school, compassion for the sick should be evident as well as a concern for their psychological and physical wellbeing. In addition, the school has a responsibility to seek balance between its obligation to the welfare of the infected individual and its obligation to the welfare of the larger school community of students and staff.

Immunizations

Missouri State law prohibits any student from attending school unless immunizations are current and filed in the main office. There will be no exceptions to this state law except documented legally recognized exemptions. For the protection of all students, Tolton Catholic will strictly enforce this law. Students will be sent home if documentation of immunizations is not sent to school. The State of Missouri Health Department monitors this process.

In order to protect all students, state statute prohibits any child from attending school while afflicted with a contagious disease or if a child is liable to transmit a contagious disease. A child who is excluded from school may be readmitted either:

- With certification in writing by an attending physician that the child is not infectious, or;
- After a period of time, equal to the longest period of communicability of the disease.

A child who is not immunized is “liable to transmit” a disease during an outbreak, so that child must be excluded from school unless and until he or she is vaccinated or until the outbreak is over. (Statute 167.191)

Students that are not immunized shall not be enrolled in school unless they qualify for either a medical exemption as confirmed by a statement from a duly licensed physician, or a religious exemption as confirmed by a statement from the family’s faith leader that is furnished by the parent/guardian of the student. Religious exemptions for Catholic families shall not be accepted.

Illness or Injury During the Day

Students who become too ill to remain in class should report to the Main Office. The parents/guardians will be contacted.

Medication

Fr. Tolton Catholic High School follows the Diocesan policy on dispensing all medication (over the counter & prescription) to students during school hours by faculty/staff personnel.

- Prescription medication MUST be brought to school in its original container with the student's name clearly visible on the outside. A parent/guardian must contact the school to give consent before medication can be distributed.
- Any drug, which may lawfully be sold over the counter without a prescription may be administered in compliance with the consent of the student's parent or guardian.
- Medication will be locked and kept in the office.

DRESS CODE POLICIES

Fr. Tolton Catholic High School recognizes the importance of establishing a policy of dress for its students in order to foster a sense of discipline, self-respect, neatness, and to promote school spirit. The dress code is a direct reflection of the school's overall mission as a Catholic Christian educational institution dedicated to the development of the whole person. A dress code also helps ensure clothing does not become a distraction in the classroom. A student's dress and grooming must display appropriateness, respect, concern for oneself and for others, and be conducive to student learning. Upon admission to Tolton Catholic, students and their parents are expected to agree to abide by the dress code in its entirety. Failure to conform to the dress code, as set forth below and as interpreted by the school's administration, may result in disciplinary consequences. In all cases, the administration reserves the right to determine standards of dress and appearance.

All uniform tops must be purchased through one of the school's designated vendors, including Lands' End, Tommy Hilfiger, or Snow Creek Apparel. Purchasing clothing from these vendors will ensure compliance. More information about the school's vendors can be found on the school website at <https://toltoncatholic.org/uniform-provider-links/>

Shoes

Students may wear athletic shoes, dress shoes, or boots. Shoes are to be closed-toe, closed-heel, clean, and in good condition. Boots may only be worn inside pant legs. Heels for

any shoe should never exceed one inch. The following shoes should not be worn: slipper-style shoes, sandals, croc-style shoes, slides, Wheelies, etc.

Socks

Any socks may be worn. For girls, tights or leggings may be worn under their skirt/skort in the school uniform colors (solid colors: navy blue, white, and/or gray). The tights/leggings must be plain with no logos or designs.

Pants

Both boys and girls may wear pants. Pants may be purchased from the Tolton uniform providers or from a store of the family's choice. Pants should be khaki or navy blue. Pants must have the look of dress pants, Dockers, or a trouser-style. The material should be twill and should appear pressed; permanently wrinkled material is not permissible. Pants may have either a pleated or plain front. Leg should be plain with no piping, excess pockets, loops, tears, etc. Pants must be worn at the waist. Pants should not have an elastic or drawstring waistband and should not have elastic at the ankles. No excessively tight clothing is allowed. No jeans or corduroy should be worn. Leggings may not be worn as pants, but leggings may be worn under a skirt/skort.

Skirts/Skorts

Girls may wear a khaki or navy blue skirt or skort. Skirts/skorts may be purchased from the Tolton uniform providers or from a store of the family's choice. Skirts/skorts should be worn at a length of mid-thigh or longer (when standing).

Additionally, girls may wear the Land's End "clear blue plaid" skort or skirt. No other plaid skorts/skirts will be allowed.

Shorts

Both boys and girls may wear dress shorts. Shorts may be purchased from the Tolton uniform providers or from a store of the family's choice. Dress shorts should be khaki or navy blue with no other color showing. The material should be twill and should appear pressed; no jean, nylon, Spandex, knit, or sweatpants material will be allowed. Shorts may have either a pleated or plain front. Shorts should not have an elastic or drawstring waistband. Leg should be plain with no piping, excess pockets, loops, tears, etc. No cargo shorts will be allowed. Shorts should not be tight-fitting and should be of a length of mid-thigh or longer (when standing).

Uniform Shirts

All uniform polos and oxfords must be purchased from one of the approved uniform providers: Land's End, Tommy Hilfiger, and Snow Creek Apparel. All uniform polos and oxfords should have the Tolton Catholic embroidery or academic logo.

- Polos
 - Both short and long sleeves are acceptable.
 - Approved colors include gray, light blue, navy blue, and white.
 - Athletic team polos or shirts may not be worn during the school day.
 - Appropriate length polos may be untucked.
- Oxfords
 - Both short and long sleeves are acceptable.
 - Approved colors include light blue and white.
 - Athletic team button-down, oxford-style shirts may not be worn during the school day.
 - Undershirts should be solid white. No printed t-shirts may be visible through uniform shirts.
 - Appropriate length shirts may be untucked.

Sweatshirts/Hoodies/Quarter Zips

Students may wear a Tolton-branded sweatshirt, hoodie, or quarter zip. These items must be from a Tolton approved source. Approved sources are the Tolton Team Store, Snow CreekApparel, or something that has been team or school issued. Non-Tolton sweatshirts, hoodies, and quarter zips may not be worn during the school day. Team uniforms and team warm-ups may not be worn during the school day.

A uniform polo is NOT required to be worn under a Tolton sweatshirt, hoodie, or quarter zip; however, the shirt worn underneath the sweatshirt, hoodie, or quarter zip must be white, gray, light blue, navy, or black. The shirt underneath should not be visible anywhere but at the collar and shouldn't be hanging down underneath or have a hood hanging out, etc.

If a student is not wearing a polo underneath, the sweatshirt, hoodie, or quarter zip must stay on all day. It cannot be removed at lunch or if a student is hot in any classrooms. If it is removed and a student does not have a polo on underneath, it is considered a uniform violation, which will follow the existing uniform violation policy.

If a student wears a Tolton hoodie, the hood should remain down throughout the day.

Sweaters

Navy uniform sweaters, sweater vests, and cardigans may be worn. All sweaters/sweater vests/cardigans should have the Tolton Catholic embroidery or academic logo. A Tolton uniform polo or oxford must be worn under the uniform sweater vests and cardigans.

A uniform polo is NOT required to be worn under a Tolton long-sleeve sweater; however, the shirt worn underneath the sweater must be white, gray, navy, light blue, or black. The shirt underneath should not be visible anywhere but at the collar and shouldn't be hanging down underneath or have a hood hanging out, etc.

If a student is not wearing a polo underneath, the long-sleeve sweater must stay on all day. It cannot be removed at lunch or if a student is hot in any classrooms. If a student takes off the sweater and does not have a polo on underneath, it is considered a uniform violation, which will follow the existing uniform violation policy.

Jackets/Seasonal Outerwear

Students may wear Tolton-branded jackets/full zips over their uniform. These items must be from a Tolton approved source. Approved sources are the Tolton Team Store, Snow Creek Apparel, and Jostens. Since these items will be worn over the student's uniform, students will still need to wear a Tolton polo, oxford, sweatshirt, hoodie, or quarter zip underneath. Though they are Tolton branded, the Tolton parkas and coats may not be worn during the school day.

Non-Tolton jackets or seasonal outerwear may not be worn during the school day. Coats, hats, gloves, etc. may be worn to school but must be kept in the student's locker during the day. Students may not bring blankets to school.

Physical Education Dress Code

Students enrolled in Physical Education classes are required to wear the following:

- Shirts: Any Fr. Tolton Catholic High School t-shirt or school appropriate shirt with sleeves. No tank tops, cut off shirts, or shirts with cut off sleeves.
- Shorts: Gym shorts must be worn, should rest on the hips, be modest in length and should be a solid color. Cut off shorts or excessively tight shorts should not be worn. Undergarments should not be visible above or below the short
- Shoes: Street or dress shoes are not allowed. Athletic shoes are required and should be appropriate for safe PE use.
- Socks: Must be worn

Accessories/Cosmetics/Hair

- The use of make-up should be tasteful, moderate, and appropriate for the educational setting.
- Hair must be neatly trimmed and clean. No hair colors or hairstyles that draw undue attention are allowed, such as a Mohawk or an unnatural color. Boys' hair length should be above the shoulders.

- Boys must be clean shaven, and their sideburns should not go below the earlobes.
- Modest jewelry may be worn. Jewelry is not to be excessive or distracting. Jewelry should not contain any inappropriate symbols or language. No septum piercings may be worn.
- Hats and scarves are not to be worn in the building.
- Inappropriate or offensive tattoos or other body art need to be covered.

Dress Down Days, Extracurricular Activities, and School Trips

Students are expected to dress appropriately during all school dress down days, extracurricular activities, and school trips. At such events, students should dress in an appropriate manner conducive to Tolton’s expectations and values. Clothing at these events should follow any event specific guidelines or dress codes and should not contain any images that are vulgar, associated with drugs or alcohol, or inappropriate in any other way. The appropriateness of clothing, hairstyles, and accessory items during these events will be subject to the discretion and approval of the Administration.

Special Exception Request for Dress Code

In some cases, a variance from the dress code may be granted for individual students. In these cases, administrative approval is required. Administrators have the final judgment as to what is appropriate or inappropriate.

Dress Code Enforcement Process

Dress code violations will receive the following consequences:

- The first two violations of the school year will be entered into the system as a warning.
- The 3rd and subsequent violations of the school year will each receive a detention.
- Parents/guardians will be notified via email of uniform violations.

The normal procedure when students are out of uniform is as follows:

- Students will be sent immediately to the office.
- If a dress code violation can be immediately remedied, students will be asked to correct the dress code violation.
 - For example, a student may be asked to remove a jacket or a non-Tolton sweatshirt, etc., and it will be kept in the office until the end of the school day.
 - For example, girls that are wearing a skirt that is shorter than mid-thigh will be asked to either adjust their skirt to the appropriate length if they are able or will be lent an item (skirt/skort, shorts, pants, or tights) from the uniform closet.

- If the dress code violation cannot be immediately remedied, for example, a student is wearing jeans, the student will either be sent home to change or remain in the office until the appropriate attire is brought to school.
- Boys that have facial hair may be asked to shave at school or may be sent home to shave, and they will be given the following consequence:
 - 1st - warning
 - 2nd and beyond - detention

STUDENT BEHAVIOR GUIDELINES

Enrollment at Fr. Tolton Catholic High School includes an expressed agreement of the student and his or her parents/guardians to observe the student guidelines of the school.

Enrollment as a student at Tolton is a privilege. In all disciplinary cases, both the welfare of the student and welfare of the school are of paramount concern. The school reserves the right to review a student's individual performance in accordance with these expectations.

While it is impossible to write policies to address every circumstance and provide specific regulation or policy for every issue, Fr. Tolton Catholic High School insists on certain standards of behavior. In all circumstances, the administration has the authority to enforce a code of discipline in the best interest of the school, including, but not limited to, determining the severity of the infraction and the level to which the infraction is assigned.

Fr. Tolton Catholic High School is a tobacco and weapon free campus. Absolutely no tobacco, firearms, explosive devices, or weapons of any kind, including pocket knives or other items that could be used in a threatening manner will be tolerated at school, school functions, or on the premises. Serious consequences include suspension, withdrawal for cause, and/or legal action.

Any student who poses a danger to persons or property, is a continuing disruption to the academic process, continually disobeys school rules and policies, whose behavior and/or actions in or out of school seriously conflict with Catholic values, or whose conduct inside or outside of school is detrimental to the reputation and good name of Fr. Tolton Catholic High School may be subject to suspension, dismissal, or expulsion.

Probationary Contract

Students with more serious or repeated conduct, disciplinary, attendance, or academic issues may be placed on a probationary contract. The President/Principal issues this contract. The

contract is meant to clarify Fr. Tolton Catholic High School's expectations for the student and to assist the student and family in meeting these expectations. The student, the student's parents/guardian, and the President/Principal must sign the contract. Failure to meet the conditions of the contract may result in suspension or removal from school/withdrawal for cause.

Disciplinary Ineligibility

Students participating in extra-curricular activities are representatives of Fr. Tolton Catholic High School who have earned that privilege by meeting academic and behavioral standards. Serious infractions of school discipline policy may be cause for temporary extra-curricular ineligibility. Such instances shall be determined by the school administration and communicated to the student and the parents/guardians.

Discipline levels

Students are required to follow the handbook rules while on campus and representing Fr. Tolton Catholic High School. Teachers and administrators in the classroom, the building, and at Tolton Catholic related activities are the primary enforcers of the handbook rules. Certain handbook rules may apply to student activity even when not on campus. Violations will be dealt with through the school office and will generally be categorized into the following levels.

School Discipline – Level 1

Level 1 issues are infractions that are related to breaking local classroom rules. Each teacher has the leeway to establish particular rules in their classroom that help facilitate and organize learning. An example of an individual classroom rule might be "please raise your hand before speaking." If a student violates an individual classroom rule, the consequence will be determined and assigned by the teacher of the class. Classroom consequences/detentions are given by individual teachers to be served at the convenience of the teacher, not to exceed 30 minutes. The detention is served in the teacher's classroom. Students will be given 24-hour notice for when the detention is to be served. The teacher determines the length and nature of the consequence/detention. If a student does not complete the teacher's consequence, they will receive a school detention in addition to the teacher's consequence.

School Discipline – Level 2

Level 2, as with the subsequent levels, deals with handbook/schoolwide related issues, unlike level 1. Level 2 violations are considered minor violations and can be characterized as decisions that have a minor impact on the school and are related to a student's personal responsibility. Examples of level 2 violations may include but are not limited to disregarding policies such as:

- Dress code violation

- Being regularly tardy to class (please see attendance section)
- Minor violation involving offensive language: written, verbal, or gestures
- Misbehavior during mass
- Truancy on campus
- Use of any unauthorized electronic devices during class time
- Forgery
- Unauthorized use of elevator
- Academic dishonesty
- Failure to attend school detention

A level 2 violation will usually result in a detention. More than 5 detentions in a given year for level 2 violations may be elevated to a level 3 situation.

School Discipline – Level 3

Level 3 behaviors are considered more substantial in nature and require the immediate involvement of the school administration. These are moderately serious violations of the code of conduct. Level 3 violations are characterized as decisions that have a direct impact on another person or to the school. Such transgressions may include, but are not limited to:

- Multiple or habitual level 2 violations
- Excessive missed detentions
- Excessive tardies
- Disruptive behavior inside or outside the classroom
- Disrespectful treatment of others or of others' property
- Lying of a moderate to severe nature
- Defiance
- Excessive speed or reckless driving on or off campus

Consequences for situations in this category may include but not be limited to a detention, Saturday School detention (SSD), or an in-school suspension (ISS). Parents will be notified by a teacher or administrator of any such behavior.

School Discipline – Level 4

The following are considered among the most significant offenses. Such transgressions may include but are not limited to:

- Multiple or habitual level 3 violations
- Bullying or retaliation
- Fighting/Violent behavior or threats of the same
- Racist actions or language: written, verbal, or gestures

- Sexist actions or language: written, verbal, or gestures
- Vandalism
- Major violation involving offensive or vulgar language: written, verbal, or gestures
- Theft
- Truancy off campus
- Major violations of the drug and alcohol policy
- Violations of the weapons policy
- Serious forgery
- Assault
- Harassment
- Possession of materials that contradict Catholic moral values
- Actions which diminish the integrity of others in the school or which contradict those values inherent to a Catholic school
- Use of technological devices to record or distribute photographs, video, audio, messages, or conversations of Tolton personnel or students without their consent
- Media misuse as defined by policy (see the *Acceptable Use Policy* under the *Technology Usage* section)

Consequences for actions in this category will result in significant disciplinary measures such as in-school suspension, out-of-school suspension, probationary contract, dismissal, expulsion, and/or involvement of law enforcement authorities, depending on the severity of the violation.

Outside-of-School Conduct

While outside of school, students are expected to act in ways that uphold the reputation and the code of conduct of Fr. Tolton Catholic High School. Inappropriate or irresponsible conduct out of school that detracts from the reputation of the school or defames others either within or outside of the school community may result in disciplinary action, including but not limited to situations that involve alcohol, drugs, fighting, reckless driving, destruction of property, or criminal behavior. Disciplinary actions may include consequences from any of the three levels of school discipline depending upon the severity of the situation up to and including expulsion.

Parties/Alcohol and Drug Usage

Students should not engage in underage drinking or illegal drug usage. If the school becomes aware, in any way, of students using or possessing alcohol or drugs or being present at an outside of school event where alcohol and drugs are being used, then it will be investigated, and consequences may follow.

Parent Sponsored Parties

Parents put themselves at risk of lawsuit or criminal prosecution when sponsoring parties where alcohol and/or drugs are present. Parents sponsoring such activities with minors is inconsistent with the partnership Tolton requires.

Disciplinary Review Committee

The Disciplinary Review Committee (DRC) shall convene for the following reasons:

- To review the behavior of a student who has committed an infraction or a series of infractions for which they may be dismissed or expelled from school
- To review students who, as a condition of their probationary contract, require an evaluation at the end of their probationary period

Whenever a student is potentially subject to dismissal or expulsion from the school for misconduct, the President/Principal shall convene a meeting of the Disciplinary Review Committee to review, discuss, and decide on a course of action for the student. The Committee will consider all of the facts presented relevant to the behavior in question, the effect of the judgment on the rest of the school population, and the reputation of the school. The disciplined student and their parent or guardian may attend the meeting; however, no attorney or other third party may attend or represent the disciplined student or their parent or guardian in connection with the meeting. The student will be given a chance to explain their accounting of the situation, and the parents will have the opportunity to offer their thoughts. Upon completion of the meeting, the student and parents will be asked to leave, and the committee will remain for a period of deliberation. A student's failure to appear at any Disciplinary Review Committee meeting will result in their automatic expulsion from Fr. Tolton.

The Disciplinary Review Committee is composed of the President/Principal as chair and three advising members including the Vice Principal/Athletic Director, the School Counselor, and a faculty representative appointed by the President/Principal or designees as approved by the President/Principal. The School Counselor will also fill the role of student advocate on the committee. The three advising members of the Committee will recommend a course of action to the President/Principal. The President/Principal will make the final decision and notify the student's family of the committee's decision via a phone call after the deliberation period.

The student and their family may appeal the decision of suspension for more than five (5) days, dismissal, or expulsion to the diocesan Catholic School Office. For this process, please refer to diocesan Administrative Recourse process (DSR 1901), found in the last section of this document.

Disclosure Policy

The school expects all students to model a high level of citizenship and responsibility. Therefore, when students are asked on college applications about disciplinary actions, students are expected to answer truthfully and completely. The school may report any serious disciplinary actions that result in at least an out-of-school suspension during their time at Tolton to colleges. The school complies with the procedures outlined in the National Association for College Admission Counseling's (NACAC) Statement of Principles of Good Practice. Those principles include reporting to colleges any "change in status" in academic performance or serious violations of school rules or standards of conduct that result in disciplinary action during the senior year. "Change of Status" disciplinary action includes probation, out-of-school suspensions, and expulsions. Seniors are encouraged to work with their counselor when such actions occur. Seniors should initiate a letter to the Director of Admissions at each institution to which the student has applied. A general letter from the Dean of Academics or College Counselor will follow.

Discipline Related Definitions

Classroom Detention: Students who violate individual classroom rules and procedures may be subject to a teacher detention. Classroom detentions are given by individual teachers to be served at the convenience of the teacher not to exceed 30 minutes. The detention is served in the teacher's classroom. Students will be given 24-hour notice for when the detention is to be served. The teacher determines the length of the detention. If a student does not show up for a teacher's personal detention, that student will receive a school detention in addition to the teacher's detention.

School Detention: Detention is a one-hour time period that a student is required to serve as a consequence for a first or minor violation of the discipline policy. Students may be required to write, to sit in silence, to study quietly, or to assist with school tasks or projects. Regular detention will usually be held Monday through Friday for one hour after school. Students will be given at least 24 hours' notice of the impending detention. Failure to attend detention will result in additional detentions. Detentions will be assigned by the school's administration. Detentions take precedence over athletic practices or other extra-curricular events.

Saturday School Detention (SSD): Saturday School may be assigned as a disciplinary measure for any conduct violation for which the President/Principal deems it an appropriate consequence. Saturday Schools are scheduled Saturdays during the school year from 8:30 a.m. to 11:30 a.m. Students are not required to wear their uniforms, but students must dress in a manner that is appropriate for Fr. Tolton. Students are expected to report to Saturday School on time. Tardy students may not be admitted and therefore will be considered a "No-Show" resulting in additional disciplinary measures.

In-School Suspension (ISS): During an in-school suspension, the student is separated from other students for the day but is sent assignments and permitted to make up work missed within a defined time period. In-school suspensions are not reported to colleges.

Out-of-School Suspension (OSS): During an out-of-school suspension, a student is asked to remain home for a specified amount of time. A student that receives an out-of-school suspension will not be allowed to attend any or all school activities either on campus or at other locations (such as away games). When conduct threatens the physical or moral welfare of anyone in the school community, the President/Principal can immediately suspend a student until a final decision is made. Colleges may ask a student to self-report out-of-school suspensions. Out-of-school suspensions may be reported to colleges (see Disclosure Policy above).

Dismissal and Expulsion: The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases.

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

Expulsion is termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

SUBSTANCE ABUSE POLICIES

Tobacco

The use and/or possession of tobacco in any form, smoking paraphernalia such as matches and lighters, on a student's person or their property anywhere in the school building, on the school grounds, or at a school-related event is forbidden. A student's presence in a group where tobacco is being used or openly displayed subjects the student to applicable penalties under this regulation. When discovered, all tobacco products will be confiscated.

For clarity in our policy and due to the ability of vaping devices (like 'Juuls') to be used for marijuana and other drug use, all "vaping" and similar devices will be handled under our Drugs and Alcohol policies.

Student Substance Abuse Policy

Fr. Tolton Catholic High School strives to provide the best possible education for its students. We believe that education occurs only as students are actively engaged in the learning process. In that regard, the school recognizes that the use of illegal drugs while at school or away from school leads to increased accidents, injuries, illnesses, and medical claims and can lead to the deterioration of the health of students. Students who abuse controlled substances are dangers not only to themselves but also to other students, teachers, and members of the public. In light of these concerns, the school's goal is to maintain a safe, healthy, and productive environment free of substance abuse.

Prohibition of Drugs and Alcohol

The school prohibits the sale, purchase, transfer, or possession of any alcohol, controlled substance, or drug paraphernalia (including vaping devices) by a student on the property of the school at any time or at any school-sponsored or endorsed function. The school also prohibits any student from being under the influence of alcohol or any controlled substance while on school premises or at any school-sponsored or endorsed function. Presence in a group where alcohol, a controlled substance, or drug paraphernalia is/are being used or openly displayed or presence in a vehicle containing alcohol, a controlled substance, or drug paraphernalia may subject a student to the same penalties as the sale, purchase, transfer or possession of the alcohol or controlled substance. Any offense will result in immediate notification of parents or guardians and disciplinary action that may include up to expulsion. In some cases, the police may also be notified.

Drug Testing Policy

Fr. Tolton Catholic High School seeks to provide an environment that emphasizes healthy choices, wise decision-making, and safe living. For this reason, the school has implemented a random drug testing policy for all students.

Any student enrolled at Fr. Tolton is eligible to be selected for testing as part of the school's random drug testing program. The details of the program are as follows:

- An outside drug-testing agency will be employed by the school to administer the tests.
- The ID numbers of the students will be provided to the agency, without identifying student information.
- The agency will randomly select multiple numbers for testing, providing to the President/Principal of the school the ID numbers selected. The President/Principal will match the numbers to names of the students to be tested.
- Students selected will be retrieved for testing. They will be asked to empty their pockets of all items, before meeting the agency representative for testing.
- The test will consist of a urine drug screen. In the event of a non-negative result, the testing sample will be sent to a certified lab for confirmation of the results.

- Any student who is using a prescribed medication that provokes a non-negative result on the test will be required to provide documentation to the drug testing agency from the prescribing physician regarding the medication prescribed and the duration of usage. When such appropriate documentation is provided, the consequences for a positive result will not be applied.
- This process will be repeated multiple times throughout the school year.
- Findings of a student's FIRST confirmed positive test will result in the following actions:
 - The President/Principal will notify the parents/guardians and student.
 - The student will receive a one day out-of-school suspension.
 - The student will be required to meet with the school's outreach counselor for a minimum of three sessions.
 - The student will automatically be tested in all remaining drug tests for one calendar year.
- Findings of a student's SECOND confirmed positive test at any time during the student's tenure at Tolton Catholic will result in the following actions:
 - The President/Principal will notify the parents/guardians and student.
 - The student will receive a two day out-of-school suspension.
 - The student will be required to meet with the school's outreach counselor for a minimum of three sessions.
 - The student will automatically be tested in all remaining drug tests for one calendar year.
- Findings of a student's THIRD confirmed positive test at any time during the student's tenure at Tolton Catholic may result in dismissal from the school.
- As the testing program is designed to be one of high quality, any attempt to alter or provide false samples will be detected. If any student attempts to alter the sample or the results, the student will receive a detention for tampering with the test, and they will be retested.

Use of a Breathalyzer

Fr. Tolton Catholic may employ the use of a breathalyzer at school functions to ensure compliance with the school's alcohol policy as stated above. The administration may also use the breathalyzer on campus or at any school-sponsored event when a student's behavior or other circumstances give the Administration "reasonable suspicion" to believe that the student may be under the influence of alcohol. Any positive reading on the breathalyzer will subject a student to the discipline process as it relates to alcohol use and/or possession at school functions. In any situation, a refusal to be tested by the breathalyzer will be handled in the same manner as a positive test.

Disciplinary Consequences

Compliance is a condition of continued enrollment at Fr. Tolton. A violation of any provision of the drug and alcohol policy, a failure or refusal to cooperate or participate fully in the drug testing program, a failure or refusal to sign any required document including but not limited to the handbook acknowledgement form, or failure or refusal to consent to a search of a backpack, purse, cell phone, laptop, vehicle or locker may be grounds for dismissal.

TECHNOLOGY USAGE

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the internet. Fr. Tolton utilizes technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. We provide students with access to the internet for limited educational purposes only and utilize online educational services to enhance the instruction delivered to its students. The school's internet system does not serve as a public access service or a public forum, and the school imposes reasonable restrictions on its use consistent with its limited educational purpose.

Students are required to bring a device (BYOD) for use at school. Recommended devices that interface well with Tolton's technology systems include Chromebooks and laptops (Macintosh or Windows).

Tolton is not responsible for the upkeep or repairs of any device.

Tolton Minimum Requirements for BYOD Devices

- Operating System: Mac OS 12 or greater, Windows 10 or greater, or Google Chrome OS
- Wireless Connection: Devices must be Wi-Fi enabled (WiFi 5 recommended)
- Battery Life: Devices should be expected to last the entire school day (minimum of 5 hours) with normal use. Opportunities to charge devices in school are limited and subject to teacher discretion.
- Storage and RAM: 8 GB RAM and at least 24 GB of storage (laptops generally have 250 GB storage min.) Chromebooks do not use storage and are only RAM based, we recommend 4 GB RAM.
- Screen Size: At least 11.5" of screen (measure is diagonally)
- Input Devices: Keyboard and mouse, trackpad mouse, or other pointing devices.

- Special Features: Camera and microphone (optional but recommended)
- Headphones / Earbuds: Optional
- A protective or “tough” case is strongly recommended regardless of the device.

We do not recommend tablets, such as an iPad for BYOD, as the screen size and platform limits the capabilities of the device and may not meet some of our online assessment requirements.

Tolton recommends that students do the following:

- Document your device serial number at home
- Place a label with the student’s name on the device and all cables and accessories
- Password protect the device

Acceptable Use Policy

Students should use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.

Students should understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a student in school. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students should promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.

Students should not impersonate nor attempt to impersonate another nor use or attempt to use somebody else’s accounts on any device. Students should not delete or tamper with anyone else’s files, folders, or work. Students should not let another student use their accounts on any device.

Students should understand that network use, files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school’s network, devices, and services, and anything they do can be viewed by administration at any time.

The school has the right to confiscate any electronic device that violates the acceptable use policy of the school. Users consent to the confiscation and/or search of their device by the Administration or their agents should any suspicion of inappropriate or unacceptable uses arise. The decision of Fr. Tolton Catholic High School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration may be sought for damage necessitating repair or replacement of equipment.

Cell Phones, Smart Watches, Air Pods, and Personal Electronic Devices

Students are permitted to possess cell phones, smart devices, and air pods/earphones on school property and at school-sponsored events. Students may access and/or use these devices during breaks and lunch only. Cell phones, smart devices, and air pods/earphones may NOT be accessed and/or used during class time, mass, or assemblies unless expressly given permission by a teacher or administrator. Students will be asked to place their phones in a phone caddy at the beginning of class, and it is the student's responsibility to ensure that these devices are turned off or silenced.

- Students who are ill and wish to consult with their parents or to go home are to report to the school office to report their illness. Students will be permitted to use their phones from the school office in order to speak with their parents. Students are NOT to call their parents regarding an illness without reporting to the school office.

Should a student violate this policy:

- The device/air pods will be confiscated and turned into the office. The student will receive a school detention, and the phone can be picked up by the student at the end of the school day.

Smart glasses

Smart glasses such as Meta smart glasses are not allowed on campus during school hours.

- Should a student violate this policy:
 - The glasses will be confiscated and turned into the office. The student will receive a Saturday school detention, and the glasses may be picked up by a parent/guardian at the end of the school day.

Electronic Conduct

A safe environment and one that emphasizes the dignity of and respect for all persons is a hallmark of Fr. Tolton Catholic High School. Words, actions, or depictions, which violate the privacy, safety, or good name of others, are inconsistent with that goal. Whether occurring

within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action. All users are expected to conduct their online activities in an ethical and legal fashion. All postings on any social media are considered public and there is no expectation of privacy associated. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the internet. Some unacceptable practices include the following:

- Transmission of any material in violation of any federal or state law, including, but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or messages that are sexually explicit constitute harassment, which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Anonymous or forged messages will be treated as a violation of this policy.
- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email, or computer address or workstation to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.

School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over email.

The school/institution reserves the right to access email to retrieve school-institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data, or files to law enforcement authorities.

Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Administration or Network Administrator from intercepting and stopping email messages, and/or reviewing information stored on the system to determine whether it is being used properly.

This policy applies to communications or depictions through email, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or 3) in the Administration's discretion, cause harm to the school, or the school community. Consequences for inappropriate electronic conduct may include suspension, withdrawal for cause, and/or legal action.

Email

All students are issued a student email address. Appropriate use of the student email account falls within the Electronic Conduct policies. The email account will be deleted at the time of withdrawal if prior to graduation. Graduate email accounts will be deleted at the beginning of August following graduation.

Chromebook/Laptop Policy

Students are expected to use a personally owned Chromebook/Laptop to work on and complete school assignments, research, and collaborate with other students. This device must not be used for illegal or unethical activities such as cheating on assignments or tests. Misuse of a Chromebook/Laptop will result in a disciplinary consequence.

Appropriate use of the Chromebook/Laptop at School

- Students may only use the Chromebook/Laptop for educational purposes.

- Students are responsible for having a fully charged Chromebook/Laptop with them in each class every day.
- Students are expected to come to class with all necessary apps installed and kept up-to-date on the Chromebook/Laptop. Students are responsible for all updates and backups to be done at home, not on campus.
- When students are not using Chromebook/Laptop, it should be stored in a secure place.
- Students are encouraged to take Chromebook/Laptops home every day after school, regardless of whether or not it is needed; students participating in activities are expected to follow standard activity guidelines regarding securing devices.

Appropriate Use of the Chromebook/Laptop in the Classroom

- Students may not take pictures or record any other students or teachers without permission from a teacher or administrator in the room.

Chromebook/Laptop Undergoing Repair

- Students with Chromebook/Laptops undergoing repair are still responsible for preparing for class and completing all assignments as if they had the Chromebook/Laptop.
- The student is ultimately responsible for the Chromebook/Laptop and as such is responsible for ensuring that the device is not lost or stolen.
- In the event the Chromebook/Laptop is lost or stolen, the family will be responsible for the replacement of the device.
- Fr. Tolton Catholic High School recommends students do not leave the Chromebook/Laptop unattended or in unlocked lockers.
- The school recommends students should secure the Chromebook/Laptop with a pass code.
- Lost or stolen Chromebook/Laptops should be immediately brought to the attention of the President/Principal.

Screensavers/Background Photos

- Inappropriate media and/or photos may not be used as screensavers or backgrounds.
- Presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors is not allowed. Behaviors that will be cause for disciplinary consequences include, but are not limited to, alcohol, drugs, weapons, and/or pornographic materials.
- The presence of inappropriate text, media, and/or photos on the Chromebook/Laptop may result in suspension from school.

Administrative Rights to Student Chromebook/Laptops

- The Administrators at Fr. Tolton Catholic High School reserves the right to search a Chromebook/Laptop if they suspect, observe, or otherwise are informed of inappropriate use; the Chromebook/Laptop may be confiscated, if necessary.
- If there is something in question in regards to the student Chromebook/Laptop usage and its contents and the student has the Chromebook/Laptop secured through a password, the student will be required to unlock the Chromebook/Laptop in the presence of an Administrator so that the Chromebook/Laptop can be searched.

Managing Files & Saving Work

- Backing up files is necessary to ensure that work is not lost due to mechanical failure or accidental deletion.
- It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion; device malfunctions are not an acceptable excuse for not submitting work.

Misuse of a Chromebook/Laptop

- Misuse of a Chromebook/Laptop will result in an automatic detention and/or consequence.

STUDENT CO-CURRICULAR ACTIVITIES

Philosophy

Tolton provides a broad spectrum of student activities beyond the classroom as one means of implementing our core mission to “facilitate the growth of the whole student: spirit, heart, mind, and body.” We strive to bring each student to full potential in a Christian atmosphere that promotes growth, self-expression, and the discovery and acknowledgement of strengths and weaknesses. The activities program is designed to fulfill this Tolton objective. The classroom environment alone cannot accomplish all of the above goals and objectives. Therefore, Tolton offers a wide range of co-curricular activities to enable each student to have the opportunity for development in all of the above-mentioned areas.

Eligibility Requirements for Student Participation

Rationale

We maintain that academic pursuits must be the first pragmatic priority for students attending Fr. Tolton Catholic High School. Yet, in order to achieve a total education, students are encouraged to participate in activities beyond the classroom, according to their talents and

time. To assist the student in achieving the desired priority in his education, we abide by certain requirements for a student to be eligible to participate in activities.

Application

Following are the student eligibility standards for all student activity organizations unless the moderator or coach, with the approval of the administration, has set tighter standards for a particular organization. Such standards are written, approved, and published prior to the semester in which they become effective.

Academic Standards

Students wishing to be eligible to participate in co-curricular activities must be making satisfactory progress toward graduation, as determined by Tolton policy.

Cumulative Studies

Students cannot be more than $\frac{1}{2}$ credit deficient towards minimum requirement for graduation in their academic career. This is calculated at 3.5 credits per completed semester. (For example, a student just completing their sophomore year should have accumulated a minimum of 14.0 credits. If that student has successfully completed 13.5 credits, they are eligible for co-curricular activities. If they have successfully completed 13.0 or fewer, they are academically ineligible to participate in co-curriculars.) Also, students wishing to participate in co-curriculars and are behind in the minimum graduation requirements must also have an approved plan in place with the President/President/Principal to make up those credits.

Current Studies

Students are not eligible to participate in any co-curricular activity, including practices, if they currently have any grades of "F" or two grades of "D's". Grades are often checked weekly. Students may return to co-curricular activities when their current grades are improved and the new grade is posted by the teacher indicating they no longer have an "F" or two "D's".

Conduct Standards

Though a student's behavior problem might not automatically restrict his or her activity participation, it must be kept in mind that participation in student activities is a privilege not a right. It is possible that a disciplinary process would affect a student's participation in student activities. For example, excessive discipline issues or involvement with alcohol and/or other controlled substances could result in a period of probation, suspension, or dismissal from an organization or activity. Since participation in high school activities is a valuable educational experience, it is not the usual channel through which student behavior problems are addressed. A student whose behavior is problematic will be dealt with through other appropriate channels in the school.

GENERAL GUIDELINES

Building/Facility Hours

On school days, students will have access through the front lobby doors by 7:00 a.m. Their access will end at 5:30 p.m. Students entering or leaving at any other time will need to be with an administrator, teacher, or coach. Access to the school building during the school day can only be made through the front lobby doors near the main office. Students may stay at school until 5:30 p.m., but they will need to stay in the commons. Students are not allowed in classrooms, athletic areas, concession areas, fine arts areas, labs, or offices after school hours unless accompanied by a teacher or administrator. Similarly, students should not be in the gymnasium or athletic facilities unless they are with a coach, teacher, or administrator. When students are waiting for pick up later than 5:30 it requires faculty or staff members to stay until students are picked up. Parents will be asked to meet with school administration if students are consistently left waiting for pick up past 5:30p.m.

All visitors, parents, and vendors must sign in at the main office when entering the school. They will be asked to present their driver's license and will receive an identification badge that must be worn while in the buildings.

Child Abuse

Tolton Catholic follows the policies and procedures regarding child abuse, as set down by the Diocese of Jefferson City.

Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality”. This means that 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:

- Information that concerns violation of the law;
- Matters involving the health and safety of the student or any person;
- Serious moral issues;
- 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/President/Principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel, or other personnel deemed necessary.

Deliveries

If a student receives birthday gifts, flowers, balloons or any other commercial delivery to the school office, those items will be stored in the office, space permitting. The student will be notified of the delivery, but the items must remain in the office until dismissal.

Emergency Plan

Fr. Tolton Catholic High School believes the safety and health of the students, employees, and visitors are primary concerns in the operation of the school. Fr. Tolton Catholic High School is committed to providing a safe and healthful environment in which all can best work together for the accomplishment of the school's mission. Tolton Catholic is committed to a safety program that complies as completely as possible with standards recommended and recognized by those agencies that exist to protect the common good. Therefore, Tolton Catholic has on file and in effect a comprehensive incident response plan and is in full compliance with recommendations of local fire and law enforcement officials and risk management personnel to secure the safety of the school community. Tolton Catholic has constant radio and internet access to emergency and weather information broadcast facilities. Students routinely receive required disaster, safety, and evacuation instructions. All staff members fully comply with Missouri Department of Family Services screening requirements as defined by policy of the Diocese of Jefferson City. In cases where the school is in an emergency situation, we will notify parents as quickly as possible. Instructions on any early dismissal or release of students will occur when the emergency is over and/or once we are able to relay that information.

Engagement/Marriage

There shall be no public or formal announcement of engagements to marry during the time of enrollment in high school. Married students are not permitted to attend Fr. Tolton Catholic High School.

Facility Use

Fr. Tolton Catholic High School and all its facilities, furnishings, etc. are owned by the Archbishop of the Jefferson City Diocese and operated under the policies and direction of the Catholic Education Office. When these facilities are not needed for the school's programs and maintenance/upkeep can occur in a timely fashion, the facility may be rented to groups on an occasional basis. The President/Principal must approve all use of the facility in advance. For

safety, liability, and stewardship purposes, authorized access to the facilities only occurs in the presence of authorized school personnel. Unauthorized use of the facilities will be brought to the attention of the proper legal authorities.

Field Trips

Field trips are valuable parts of a well-rounded school experience. Certain procedures must be followed to insure the privilege of participation in any school-sponsored activity. Prior to the activity:

- Students are required to get any assignment from classes that will be missed due to the field trip.
- Students should arrange times for making up any material missed during the field trip.
- Students must complete any necessary field trip permission forms. Students failing to follow these responsibilities may lose the participation privilege. Factors that may render a student ineligible for the participation privilege include failing any class to be missed, previously assigned work has not been completed, conduct is not satisfactory, or failing to have any necessary permission forms completed. Telephone calls will not be accepted in lieu of permission slips. Faxed or emailed permission slips may be permitted.

Fundraising

Students and parents are expected to help defray the cost of education by actively participating in the major fundraising activities of the year, which include the Raffle and the Gala. No fundraising programs (by students, staff, or parents) may take place at Fr. Tolton Catholic High School or under the auspices of Tolton Catholic without the expressed permission of the President/Principal and VP of Advancement.

Lost and Found

Lost and Found items are stored in a bin next to the main office. Items remaining in the Lost and Found will be donated periodically.

Parking

Students driving to school are required to park on the school lot and must register their vehicles with the Main Office. Parking spaces in the school parking lot are rented for the school year at the current annual rate as reflected on the parking permit application. Official hang tags must be visible in parked cars at all times.

Students who park in an incorrect location or spot risk losing the privilege of parking on school premises. Vehicles without an approved parking pass/hang tag may be towed at the owner's expense. After multiple parking violations have been issued to the same vehicle or student, all

parking privileges may be revoked and/or additional disciplinary action may be taken. Parking privileges may also be temporarily suspended as a disciplinary consequence for reckless driving.

Tolton is not responsible for damages to vehicles in the parking lot and urges students to take appropriate security measures. Students are encouraged to lock their vehicles and not to have anything of significant value inside a vehicle when it is parked at or around the school. Students are permitted to go to their vehicle during the school day only with permission granted at the main office.

Pets

No pets are allowed on the campus. Service animals may be allowed; however, only dogs that are individually trained to perform work or tasks on behalf of an individual with a disability will be considered service animals. Other animals are not permitted on campus.

Police and Department of Social Services Contact

The administration of Fr. Tolton Catholic High School will make every reasonable effort to cooperate with the civil authorities, while protecting both the rights of the student and the school's privacy. Any situation involving a student and law enforcement authorities or Missouri Department of Social Services (DSS) caseworkers will be handled in accordance with DSR 3920 which can be found in the Diocesan Catholic Schools Office Policies section of this handbook.

Pregnancy

A student who becomes pregnant may continue in school. A conference needs to occur with school administration. A doctor's note is required indicating the student's ability to continue in school and to participate in school activities. When a student cannot continue in school, according to the judgment of the administration, arrangements will be made for the student to continue courses outside the regular school setting. No parties or baby showers are to take place on school premises.

Religious Observance Policy

In accordance with Catholic tradition to keep Sunday as a day for God and family, no practices (sports or otherwise) or work should be scheduled. This would also include Christmas Day and the Easter Triduum (beginning at 4:00 p.m. on Holy Thursday through Easter Sunday). Individual moderators or coaches must ask school administration to make an exception. Anyone granted an exception must present a plan and timeline for the elimination of the need for an exception.

School Dance Policy

Fr. Tolton Catholic High School sponsors dances for its students and their guests. Behavior at these dances should always be in accordance with our Catholic and Christian values and within the spirit of the school handbook. Disciplinary consequences may be given for behavior at a dance.

Students will not be allowed into the dance after the designated beginning time and will be required to stay until the dance is over. If students need to leave early for some reason, parent or guardian permission will be required. Once students have left the event, they may not return. Students must be off school premises 15 minutes after the dance is over. Any exception to these policies must be approved in advance by the President/Principal.

There will be a breathalyzer at all dances and students and guests will be tested randomly. No one will be allowed into the dance under the influence of any drug/alcohol. Students who test positive for alcohol will have their parents called to come and pick them up from Fr. Tolton Catholic High School. The President/Principal will communicate with students and parents regarding appropriate consequences. School administration may search any vehicles transporting students to a dance including buses or limousines.

All guests attending any Tolton dance must have permission from the President/Principal and a guest form signed by both a parent or guardian the student's current school principal/administrator indicating they are students in good standing.

Junior/Senior Prom: This end of the year dance is a special privilege reserved for juniors and seniors. Freshmen may not attend the dance. Sophomores may only attend if attending with a junior or senior.

Searches

The students' right to privacy is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. In certain circumstances, the school administration may have cause to believe that a student is concealing material that is prohibited by law or may distract from or endanger the educational process. In such cases, the school will address the situation in accordance with DSR 5380 which can be found in the Diocesan Catholic Schools Office Policies section of this handbook.

School Video Surveillance Policy

In an effort to work towards increasing school safety, Tolton Catholic has installed video camera surveillance on property, including the school building and outside areas. Areas where there is an expectation for privacy will not be subject to video surveillance. Violations of school policy or rules may be captured through video surveillance and those recordings may be used by the

school to enforce disciplinary action and, in the event of criminal activity, may be disclosed to law enforcement.

Severe Weather School Closing

The school's primary concern is always for the safety and well-being of students and staff. Parents have similar concerns and may keep a student home when they deem the conditions warrant such action. Because our students come from many areas, conditions in one area are not always the same as conditions in the others.

In the case of overnight bad weather, the school will be using RenWeb, text messaging, and the email communication system, to notify faculty, staff, and students when school is called off or if there is a late start. We will utilize the late start schedule when conditions are not severe enough for school to be closed. In this case, school will start at 10:00 a.m., and the building will be open at 9:30 a.m. If the weather becomes problematic during the day, the school may close school early so that students can reach home before it becomes dangerous. If the school cancels school, athletic contests, practices and other events are automatically canceled also. If the weather clears early enough, the Administration may allow an event to occur in the late afternoon or evening. However, student participation may not be mandatory.

Shadowing

Shadowing is an opportunity for students who are considering enrollment at Fr. Tolton Catholic High School to see the school in action on regular school days. Contact for shadowing must occur by the parents at least one week prior to the visit, and the shadowing form must be completed.

Student Guests/Visitors

As a general rule, students are not allowed to have visitors in the school building or on the grounds during the school day. Student guests or former students should not visit just for lunch or assemblies.

Student Insurance / Accidents

All Fr. Tolton Catholic High School students are covered by a student accident policy that is included in the tuition costs. This policy is a secondary insurance to the parent/guardian health plan. Injured students or their parents are to contact the President/Principal, Vice Principal/Athletic Director, the CFO to report all pertinent accidents/injuries.

Textbooks

If a faculty member is using a textbook, they will distribute them to the students or online access will be provided. The student is responsible for the textbook assigned to them. If it is damaged, lost, or stolen, the student in whose name the book was issued will be fined the replacement cost of the book. Students should write their names in the book in the space provided. At the completion of the course, the books must be returned to Tolton Catholic in the same condition as they were received.

Unauthorized Activities

At times some Tolton Catholic students participate in activities which may appear to be school related but in reality are neither sponsored nor authorized by the school. Because of the unpredictability of such activities, the school does not always issue a statement concerning them. The absence of such a statement does not imply that the school sponsors, authorizes, or approves of the activity. Therefore, the school does not assume responsibility for the students at such an activity. Such activities include out of school parties, picnics, pre and post prom parties, etc. This list is not all-inclusive. However, if participation by Tolton Catholic students in such an activity is detrimental to the school in any way, it may be necessary for Administration to take disciplinary action, even to the extent of criminal prosecution, against such students.

Water Bottles

In line with brain-based learning best practices, we allow and encourage students to carry water bottles at school to remain hydrated. Water bottles do not need to be clear, but must have a closable lid to avoid spillage. Water bottles are subject to inspection at any point in the day.

Weapons or Other Dangerous Devices

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Fr. Tolton Catholic High School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. Absolutely no firearms, explosive devices, or weapons of any kind, including pocket knives or other items that could be used in a threatening manner will be tolerated at school, school functions, or on the premises. Verbal threats suggesting the possible use of such items will be taken seriously. Consequences may include suspension, withdrawal for cause, expulsion and/or legal action.

SUPPORT OF TOLTON

As part of the partnership that exists between Fr. Tolton Catholic High School and our families, it is an expectation that parents work in collaboration with Tolton leadership and advancement staff to further the mission and interests of the school community to collectively support the needs of all students. The Tolton Advancement staff concentrates efforts on enrollment marketing and admissions, communications, special events, fund development, capital campaigns, and donor and constituent relations. Special events and fundraising projects are necessary to bridge the “tuition gap” in order to cover the difference between the real cost of educating each student and tuition income.

The participation of Tolton parents, students, faculty, alumni, and friends as volunteers, donors, and ambassadors is critical to the advancement process. Please consider these three key capacities in more detail and contact the Advancement team anytime at 573.445.7700 with questions.

Advocate within the Community

- Refer prospective students to our Admissions Office - word of mouth is powerful.
- Encourage prospective advertisers or sponsors to connect with the Advancement team.
- Intentionally thank our friends and supporters!

Volunteer Time and Talent

- Sign up for “CAGE” duty. Use the school-provided SignUp Genius to work Concessions, sell Apparel in the Team Store, or man the entry Gate at an Athletic Event, etc. **Note: Parents are expected to sign up for a minimum of three CAGE shifts (plus 1 additional shift for each additional student/sport/activity), or provide equivalent service in other approved capacities (see below), during a given school year.**
- Serve as a volunteer leader with the TPA (Trailblazer Parent Association). Online nominations are accepted each fall for officer and committee chair positions. More information can be found at: toltoncatholic.org/tpa/.
- Consider helping in the lunchroom, laundering altar cloths or serving on an event committee.
- Use your other specific gifts on Tolton’s behalf when needs arise – light carpentry, audio/visual expertise, groundskeeping, etc.

Support as you are Able

Giving options include:

- **The Trailblazer Annual Fund:** Contributions to Tolton’s Trailblazer Annual Fund represent the most immediate and far-reaching means of supporting the school. The fund impacts the experience of every student, because it represents unrestricted gifts

intended to support the school's ongoing daily operations; Trailblazer fund giving also allows school administration the flexibility to support strategic projects, as well as unanticipated needs and/or maintenance throughout the school year. Convenient online link: toltoncatholic.org/make-an-annual-fund-gift.

- **Tuition Assistance and Scholarship Funds:** Tuition assistance and scholarships make Catholic education more accessible. Awards are either need or merit-based and are funded almost entirely with income generated by specific fundraising events or named endowments, which have been privately funded. Tribute and memorial gifts also often contribute to the growth of these important funds.
- **Tolton Catholic Endowment:** Contributions to the school's operations endowment represent sustaining contributions that support the school's long term viability. This is a perpetual endowment, the annual earnings of which are used to supplement the school's annual budget. So, a gift applied to grow the corpus of the endowment is truly a gift that keeps on giving.
- **Fundraising events:** You will be invited to participate in events such as the fall Gala dinner & auction, spring Golf Tournament, or Online Day of Giving. If you aren't in a position to support, please help promote these opportunities to your personal networks, grandparents, godparents and other individuals who are invested in your child(ren)'s lives!

Thank you for your parent partnership to help Tolton Catholic thrive for all Trailblazers!

TUITION POLICIES AND FINANCIAL REQUIREMENTS

Fr. Tolton Catholic High School believes that tuition payments are an investment in each student's future. They also provide the resources which enable the school to offer the best quality Catholic secondary education possible.

Tuition and Fee Schedule

The annual tuition and fee schedule can be found on the school website on the financial aid page under admissions.

Tuition Payment Options

Option 1 – Full Payment (with 2% discount)

Full payment of tuition paid directly to the school by June 26, 2024 with a 2% discount on the net tuition (e.g., less awards). If payment is more than five days late, you will be asked to pay through FACTS.

Option 2 or 3 – Two Payment Plan (with 1% discount)(either directly or 529 funds)

A two-payment option with 50% of the tuition due by June 26, 2024 and the remaining amount due January 21, 2024 paid directly to the school. The 1% discount will be deducted from the second payment of the net tuition (e.g., less awards). If either payment is more than five days late, you will be asked to pay through FACTS.

Option 4 – 12-Month Payment Plan (July 2024 thru June 2025)

This payment plan is an automatic cash withdrawal from your personal checking/savings account on either the 5th or 20th of each month through the FACTS Tuition Management Company. There is a \$55 annual fee for per family and must be set up by May 20, 2024. Please see our website for enrollment instructions.

Families of senior students: please note all tuition and fees are to be paid before graduation.

Fundraising Raffle

A portion of the operation of the school’s extra-curricular program depends not on tuition, but rather on the school’s annual raffle. Each family is required to participate fully in the raffle.

Families have two options:

- Active involvement which requires sale or purchase of the entire raffle ticket quota
- Buy out; donating a tax-deductible amount equivalent to active involvement.

The school will bill families who do not sell their quota or choose to buy out. This billing will be considered a fee due the school and is subject to the school’s non-payment policy. The extra-curricular activities help establish the atmosphere of the school and therefore benefit all students. This fundraiser, and in turn, our extracurricular program, succeeds only through the cooperation and participation of all families.

Payment Policy

It is the goal of Fr. Tolton Catholic High School to provide an affordable Catholic education. Many families will be sacrificing a great deal in order to invest in their student’s education. Local parishes, as well, have invested significant resources in the development of this high school as well as in its future. Therefore, it is critical to the financial health of the school that commitments to tuition payments are upheld, and that communication between families and the school remains clear and consistent.

Fr. Tolton Catholic High School provides multiple tuition payment options. All families are expected to meet their tuition obligations in a timely manner. If, at any time during the school year, a family is unable to honor a payment obligation, it is the responsibility of the family to contact the finance office before the payment is missed. Any bank fees associated with a family's late tuition payment will be added to the family's invoice, and not absorbed by the school.

Financial Aid Information

A limited amount of tuition assistance is available for school families with financial need. Normally, requests for such assistance should be made in March/April for the following year. However, since some circumstances are unpredictable, families should not hesitate to inform the President/Principal or CFO of their need whenever it may arise during the year. For the sake of a family's security and peace of mind and for the general financial stability of the school, parents or guardians are encouraged to contact the school as soon as possible when they are experiencing economic difficulties. It is the mission of Fr. Tolton Catholic High School to provide a Catholic education to families who want to send their students to our school, even those who cannot afford the full tuition. Funds for financial aid are available, but they are limited.

Financial Aid Applications are available to anyone who believes they need assistance in order to afford to send their student(s) to Tolton Catholic. Financial aid granted to a student is granted solely on the basis of the family's financial need. The services of FACTS Grant & Aid Assessment are used to assess a family's level of financial need. This is done by an application process by which the family provides the needed information so that their ability to contribute towards private school education expenses can be evaluated. Eligibility is determined by a completed FACTS Grant & Aid application accompanied by a copy of the relevant IRS Form 1040 with all schedules, W-2 forms, and an application fee.

For returning students, Financial Aid application forms are available in January. For incoming freshmen, the application forms are available at the time of registration. Tolton Catholic will inform parents of the amount of tuition assistance to be granted by mid/late April. Tuition assistance is granted for a given school year. Parents must reapply each year.

Non-Admission of Student Due to Tuition Delinquency

Families failing to pay tuition according to the agreement which they have made or who have been unwilling to make suitable alternative arrangements will be informed that their child/children will not be readmitted. All families must be current in their payment of tuition:

- By August 1: If not, students will not be admitted on the first day of school.

- By May 1: If not, permanent records/transcripts will not be released by the Administration.

Students whose tuition balance is more than 60 days past due may be suspended from all school activities until a written payment agreement has been made. The payment agreement must be initiated by the family and made with the CFO or President/Principal. Prolonged failure to establish a payment agreement or failure to make payments according to the written payment agreement may result in further consequences not limited to suspension as determined by school administration.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition which has been paid for the current school year. Fees are not refundable. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to an established formula.

DIOCESAN CATHOLIC SCHOOLS OFFICE POLICIES

Select Diocesan Catholic Schools Office policies have been included below, but the full policy manual can be found on the Catholic Schools Office webpage. The address is <https://diojeffcity.org/school-office/>.

COMMUNITY AND EXTERNAL OPERATIONS

DSP 1305 - Educational Authority in the Parish

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 diocesan Catholic school administrator/principal, and consults the parish school advisory council.

The parish school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/ principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The parish school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises on the temporal goods to ensure the mission is sustained.

DSP 1430 - Home and School Associations

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/ guardians shall be established and held in high esteem. Each 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/guardians are to be set up and held in high esteem," Code of Canon Law, Canon 796. The home and school association fulfills its purpose by supporting the school and collaborating with faculty and personnel.

DSP 1530 - Use of Student Photos

Diocesan Catholic school student photos may be used in brochures, newspapers or other publications, and the school, parish or diocesan website or social media only if the parent/guardian signs a release allowing such use (See Appendix #1530).

Neither the first nor last name of the student shall be referenced on any website or social media. To clarify, the diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

DSR 1530 - Use of Student Photos

A one-time release may be used by diocesan Catholic schools who wish to recognize a student for a specific reason via social media. This release must be in addition to the annual release, and kept on file (either digitally or in paper form) (See Appendix #1530-A).

DSP 1810 - Parent Communication Agreement

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

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor; if unsatisfied, the complaint will move to the diocesan level.

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

By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support the school and its policies and regulations.

DSP 1901 - Grievance

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse 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. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation.

DSR 1901 - Administrative Recourse

Definition

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

Purpose

The primary purpose of Administrative Recourse shall be 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.

Basic Principals

- Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
- Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) By mutual written agreement, however, the timeframes may be extended.
- The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
- There shall be no retaliation against any party or participant in Administrative Recourse.
- 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.

- Records of formal proceedings at every level shall be kept and made available to all parties involved.

Procedure

- 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 grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.
- Formal Procedures
 - In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; 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 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven 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 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/principal's written decision, the grievant may

appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven 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 days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

■ LEVEL THREE — CATHOLIC SCHOOL OFFICE

- If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

■ LEVEL FOUR — OFFICE OF THE BISHOP

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

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

DSR 3920 - Law Enforcement Authorities on School Grounds

Diocesan Catholic schools shall cooperate with law enforcement authorities, per diocesan policy. However, the Catholic Schools Office shall be contacted and consulted before any personnel or students are allowed to speak to law enforcement for interrogation purposes. Law enforcement shall be allowed to wait in the school administrator/principal's office until the pastor and/or school administrator/principal has contacted the diocesan attorney and/or the Catholic Schools Office who, in turn, will speak to law enforcement.

Depending on the circumstances, exceptions may be made for individuals other than the pastor or school administrator/principal to speak with law enforcement. Permission (if any) may be granted only after the pastor or school administrator/principal speaks with the diocesan attorney or the Catholic Schools Office.

Catholic schools are private institutions just as much as homes are. Law enforcement authorities normally need warrants, subpoenas or permission to conduct investigations.

In the case of students who are not minors, law enforcement authorities may question the student without parent/ guardian permission, but the administrator/principal is advised to make every effort to notify the parent/guardian before the student is questioned, and to be present during the questioning.

Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse hotline report. In these cases, investigations are conducted primarily by the Missouri Department of Social Services (DSS) caseworker. In these situations, the school administrator/principal shall take the following steps:

1. ask the caseworker to share appropriate identification;
2. request permission to contact the parent/guardian prior to questioning the student;
3. document any parent/guardian denial of permission and request permission for school personnel to be present for questioning; and
4. cooperate with the decision of the caseworker in regard to the request.

Based on the nature of the investigation, the DSS caseworker may determine the administrator/principal's presence is not appropriate.

DSP 5101 - Non-Discrimination

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall not discriminate on the basis of race, nationality, sex or any other basis that is prohibited by law, in regard to enrollment.

STUDENTS

DSP 5107 - High School Admission Priority

Ordinarily, families who reside in the following communities or send students to the following diocesan Catholic elementary schools shall enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic Schools Office. Families in the "Choice of School" column may attend the high school of their preference.

Designated Catholic High School

Helias Catholic High School	Tolton Catholic High School	Choice of School
Eldon, Sacred Heart	Boonville, Ss. Peter & Paul	Ashland
Folk, St. Anthony of Padua	Columbia, Our Lady of Lourdes	California, Annunciation
Frankenstein, Our Lady Help of Christians	Columbia, Sacred Heart	Fulton, St. Peter
Freeburg, Holy Family	Columbia, St. Thomas More Newman Center	Hermann, St. George
Holts Summit, St. Andrew	Martinsburg, St. Joseph	Tipton, St. Andrew
Jefferson City, Cathedral of St. Joseph	Mexico, St. Brendan	With Sacred Heart, Sedalia being another option

Jefferson City, Immaculate Conception	Moberly, St. Pius X	
Jefferson City, St. Peter	Montgomery City, Immaculate Conception	
Linn, St. George		
Loose Creek, Immaculate Conception		
Mary's Home, Our Lady of Snows		
Osage Bend, St. Margaret of Antioch		
Rich Fountain, Sacred Heart		
Russellville, St. Michael		
Taos, St. Francis Xavier		
St. Martins, St. Martin		
St. Thomas, St. Thomas the Apostle		
Wardsville, St. Stanislaus		

DSP 5201 - Proof of Guardianship

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

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools shall indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/guardian/student handbook along with a statement that

indicates the parents/guardians shall notify the school immediately of any change in the agreement.

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

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

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

DSP 5210 - Absence and Tardiness

Absence

Excessive absenteeism of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri.

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

Tardiness

Excessive tardiness of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (See DSP 5810.)

The parent/guardian/student handbook specifies times for the beginning of the morning and afternoon sessions. Any student who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration in allowing the student to continue to be enrolled in the school.

DSP 5211 - Written Excuses

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/ guardian. All notes concerning absences are kept on file until the end of the

school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring “Return to School” documentation from a medical professional after a period of illness (e.g., if a student misses more than three days due to illness, documentation is required for return to school).

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

DSP 5220 - Requests for Family Reasons

Parents/guardians of diocesan Catholic school students may occasionally wish to take their child out of school for several days because of family plans. The school administrator/principal and teacher(s) shall discuss the child’s progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making-up schoolwork shall be specified in writing.

DSP 5260 - Confidentiality

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

- information that concerns violation of the law;
- matters involving the health and safety of the student or any person;
- serious moral issues; and/or
- any other matter raising serious enough concern in the mind of the employee that they believe it is important to share the information with the school administrator/principal.

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

DSP 5305 - Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in diocesan Catholic 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, reputation and welfare of other students or personnel 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.

DSR 5310 - Prohibition of Corporal Punishment

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

DSP 5315 - Weapons and Dangerous Instruments

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

DSP 5360 - Expulsion

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

Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement.

In cases of serious misconduct which could lead to expulsion, the parent/guardians shall be 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 their difficulties. Careful documentation shall be kept of all disciplinary proceedings.

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

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding expulsion. All expulsions must be reviewed with the

Catholic Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

DSR 5360 - Expulsion

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor.

DSP 5370 - Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/ guardians 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 the parent/guardian. Under no circumstances shall a student be released to anyone other than the parent/guardian listed on the student's registration form or another person explicitly authorized in writing by the parent/guardian.

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

A student shall never be sent home for assignments, books or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone.

DSP 5380 - Search and Seizure

The choices presented by searching students and seizing property are difficult and expose diocesan Catholic school personnel to potential legal liability. Catholic schools in Missouri, being private institutions, are not governed by the warrant and search and seizure requirements of the Fourth Amendment of the United States Constitution. Therefore, the following guidelines shall be carefully followed.

In carrying-out the responsibility to maintain a safe and healthy environment, the school administrator/principal is sometimes faced with a decision that requires balancing the school's interest in conduct which constitutes a "search and seizure" under the law against a student's interest in freedom from intrusion into their privacy. The following guidelines are offered to assist the school administrator/principal in arriving at a decision.

When making a determination that reasonable grounds exist for a search, the following factors shall be considered and weighed in each instance:

- student's age, history and school record;
- prevalence and seriousness of the problem to which the search is directed;
- urgency of requiring the search without delay;
- probative value and reliability of the information used as justification for the search; and/or
- teacher's (or administrator/principal's) prior experience with the student.

When carrying-out a search, the following factors shall be considered and weighed in each instance:

- Search of school lockers and desks
 - Application of the right of privacy protections to items in lockers and desks depends upon the degree of ownership or control vested in the student in relation to the school, and whether the student has a reasonable expectation of freedom from intrusion for the things placed there.
 - School policies shall include a statement regarding the authorized use of student lockers and desks and a statement that school officials retain the right to periodically inspect student lockers and desks.
 - Searches of lockers and desks shall be carried-out with the student and a witness present.
 - Random searches are permissible.
- Searches of student-owned vehicles
 - Indiscriminate blanket searches of student-owned vehicles shall not be permissible.
 - Unless the safety of other students requires prompt removal of dangerous items, or there is a possibility of imminent destruction or distribution of illegal substances, school officials having a "reasonable suspicion" of the presence of contraband in a vehicle in the school parking lot are advised to contact law enforcement.
 - Searches of student-owned vehicles shall be carried-out with the student-owner and a witness present.
- Searches of students
 - Indiscriminate blanket searches of students are clearly and unequivocally not permitted.
 - A demand to produce the contents of a student's pockets can be construed as a non-consensual search.

- Searches of students by school officials are best avoided, except in the most extreme circumstances, but can be conducted if the immediate safety or the welfare of a student is in danger. Searches of students shall be carried-out with a witness present.
- Unless the safety of other students requires prompt removal of dangerous items, or there is a possibility of imminent destruction or distribution of illegal substances, school officials having a “reasonable suspicion” of the presence of contraband in a vehicle in the school parking lot would be well-advised to contact law enforcement.

DSP 5405 - Parent/Teacher/Student Conferences

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student’s growth and development.

DSP 5410 - Promotion and Retention

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher’s recommendation and in consultation with the parent/guardian and with the student, 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 parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student’s teachers and parent/guardian, 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 parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal’s decision, the school administrator/ principal and the parent/guardian shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal’s decision whether or not 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 a parent/guardian who are aware that a special education

program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student as well as the type of diploma to be awarded upon termination of attendance.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs shall receive a diploma that indicates the modified nature of the curriculum (i.e., modified diploma).

DSP 5520 - Drug/Medication Administration

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

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

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

DSP 5545 - Alcohol Use at School Related Events

No alcohol shall be present or consumed at any diocesan Catholic school events where students and youth are the primary focus (e.g., field trips, school carnivals, school picnics, school-sponsored athletic events).

DSP 5701 - Students with Special Needs

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

The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends.

Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card.

DSP 5820 - Harassment/Bullying

All diocesan Catholic schools shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

DSR 5820 - Harassment/Bullying

Harassment is defined as any unwanted and 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 in diocesan Catholic schools shall be addressed using appropriate disciplinary consequences, counseling methods and parent/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is repeated and habitual. One essential prerequisite is the perception

(by the bully or by others) of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school shall have a comprehensive anti-bullying plan consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents/guardians and students. This plan shall also be available in the school office for parents/guardians to refer to if they have questions. This can also be in the parent/guardian/student handbook. Sexual harassment deserves special mention.

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. No student shall be subject to sexual harassment as a student. Any student or personnel who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that they are being sexually harassed shall immediately report such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment shall be immediately reported to the Catholic Schools Office and/or chancellor, and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic Schools Office.

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

DSP 5825 - Safe Environment Requirements

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers. (See DSR 5825 and Appendix #5825.)

DSR 5825 - Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering:

- complete a Protecting God's Children (VIRTUS) workshop in-person or online;

- agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
- read, consent to and sign the Code of Pastoral Conduct.

Effective July 1, 2021, all parents/guardians of K-8 students shall complete these requirements. In some instances, parents/guardians may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program.

If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer's background check or screening, they shall notify the superintendent. The superintendent shall notify the pastor and school administrator/principal regarding the situation.

Working with the pastor and the school administrator/principal, the superintendent shall notify the parent/guardian or volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The school administrator/principal shall also notify the student's teacher and any necessary personnel as to parent/ guardian and/or volunteer's level of accessibility.

DSP 6235 - Non Catholic Student Participation

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

INSTRUCTION

DSP 6301 - Educational Outings, Field Trips, 8th Grade and Senior Trips

Diocesan Catholic school field trips and outings shall be learning experiences, but they are also privileges. Each teacher or moderator shall, in advance, explain 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 shall follow the local procedures for the distribution and return of the field trip forms with parent/guardian signatures.

A school may, but is not required to, sponsor an end of year eighth grade and/or a senior trip. If it does, 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 accompany students on the trip.

If the school does not sponsor the trip, then DSP 6306 shall be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, the school name is not to be used. The school tax identification number is not to be used in any way for the trip, and any contracts shall not use the school name.

Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.

In general, overnight trips are discouraged for elementary/middle school classes. Such trips must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.

DSR 6301 - Educational Outings, Field Trips, Eighth Grade Trips, and Senior Trips

All diocesan Catholic school field trips and outings shall be pre-approved by the school administrator/principal. The written consent of parents/guardians must be obtained for every student participating in a field trip or outing. The consent shall include basic information about the trip, including destination, times, chaperones and mode of transportation.

No student shall participate in outings or field trips unless a signed parent/guardian permission slip for the specific event is on file with the school administrator/principal. A sample Field Trip Permission Slip is included in Appendix #6301.

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

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

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

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

- Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
- Drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See Appendix #6305: Agreement to Transport Students.).
- Drivers must complete the diocesan safe environment training.
- The vehicle must have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence.

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

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

DSP 6425 - Student Internet, E-mail, and Other Technology Use

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

- Internet, email and other technology access and use in school is a privilege, not a right.
- Use of technology access shall be consistent with Catholic teaching, doctrine, morality and values.
- Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
- Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology for the purpose of plagiarism.
- Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
- Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, email or other technology use can be suspended or revoked at any time by administration.

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

DSP 6610 - Athletics

All athletic programs offered through diocesan Catholic schools shall reflect the values of, and be consistent with the mission and principles of the schools and the diocese. All students, parents/guardians, leaders, coaches and referees will sign a code of conduct prior to participation in any athletic event/team sponsored by a diocesan school. Additionally, schools may require all involved with an extracurricular activity (including athletics) to agree to sportsmanship training prior to the start of the activity.

DSR 6610 - Athletics

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

- Sports are viewed as a ministry to students and families.
- Teams are seen as moral communities.
- Moral growth and character development are emphasized.
- Spiritual development is expected.

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools. Additionally, when a diocesan school facility is used for extracurricular activities (e.g., athletic games) involving diocesan schools, a designated monitor for the host school must be present. This monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy. (Refer to the school facility's guidelines.)

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter

Sunday. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extracurricular activity held over school holidays must have the express, written permission of the administrator/principal.

Appendix #5825

To: All Priests, Deacons, Principals, Parish Safe Environment Coordinators and Parish Life Collaborators
From: Most Reverend W. Shawn McKnight
Date: October 8, 2019
Re: Reporting Protocols Relating to Allegations of Abuse or Neglect

I am writing you today to announce a change in process relating to reporting allegations of abuse or neglect of a minor to members of law enforcement and related agencies/entities. I have made this change in process after reviewing the investigation report from the Missouri Attorney General that was issued September 13, 2019. In this report, the Missouri Attorney General recommended that referrals be made to appropriate prosecutor's offices because such referrals may help ensure that viable referrals to law enforcement are not missed.

Following this, for reports involving abuse of a person who is currently a minor and the person who is accused of abuse is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, in addition to reporting to the Missouri Children's Division and local law enforcement, such reports will be shared with the appropriate prosecuting attorney's office.

With this change in policy, I thought it would be helpful to delineate clearly the expectation of the Diocese regarding reporting allegations of abuse, involving minors or vulnerable adults. For reference purposes, there is a "Frequently Asked Questions" document attached to this memorandum which, among other things, contains key definitions regarding what is meant when referring to "abuse," "neglect," and "vulnerable adult." Additionally, for purposes of clarification, this reporting responsibility, as it pertains to allegations involving priests and brothers, applies equally to religious order priests and brothers.

Please share this memorandum with those in your parish with responsibility of working with minors.

1. Allegations of Abuse or Neglect Involving Current Minor Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse or neglect involves a person who is currently a minor (under 18) and the person accused of the abuse or neglect is a priest, deacon, religious sister, employee of the Diocese/ parish/school or a volunteer of the Diocese/parish/school, then the diocesan/parish/school representative receiving the information about the allegation and who has reasonable cause to suspect that abuse or neglect may have occurred, shall immediately make a hotline call to the Missouri Children's Division Child Abuse Hotline and shall then notify his/her supervisor. Thereafter, the supervisor shall notify the Chancellor of the Diocese. Thereafter, the Diocese, or its agents, shall notify the local police and the appropriate county prosecuting attorney. If the person receiving information about an allegation of abuse believes there is not reasonable cause to suspect that abuse has occurred, he or she shall notify his/her supervisor in order to ensure the supervisor is aware of the reported situation, as well as the determination. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
2. Allegations of Abuse or Neglect Involving Current Minor Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse or neglect involves a person who is currently a minor (under 18) and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the diocesan/parish/school representative receiving the information about the allegation and who has reasonable cause to suspect that abuse or neglect may have occurred, shall immediately make a hotline

call to the Missouri Children's Division Child Abuse Hotline and shall then notify his/her supervisor. Thereafter, the supervisor shall notify the Superintendent of Catholic Schools of the Diocese. If the person receiving information about an allegation of abuse believes there is not reasonable cause to suspect that abuse has occurred, he or she shall notify his/her supervisor in order to ensure the supervisor is aware of the reported situation, as well as the determination. If the person accused is the supervisor, then the person receiving the report shall directly notify the Superintendent of Catholic Schools of the Diocese.

3. Allegations of Abuse Involving a Person Who Is Not a Minor Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse does not involve a current minor (the person is 18 years old or older) and the person accused is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
4. Allegations of Abuse Involving a Person Who Is Not a Minor Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse does not involve a current minor (the person is 18 years old or older) and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
5. Allegations of Abuse Involving a Person Who Is a Vulnerable Adult Against a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse involves a vulnerable adult and the person accused is a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.
6. Allegations of Abuse Involving a Person Who Is a Vulnerable Adult Against a Person Who Is Not a Priest, Brother, Deacon, Religious Sister, Employee or Volunteer: If an allegation of abuse involves a vulnerable adult and the person accused is not a priest, brother, deacon, religious sister, employee of the Diocese/parish/school or a volunteer of the Diocese/parish/school, then the person receiving the allegation shall inform his/her supervisor of the allegation. Thereafter, the supervisor shall remind the person making the allegation of his/her right to contact law enforcement and shall offer the assistance of the parish or the Diocese in contacting law enforcement. The supervisor shall also notify the Chancellor of the Diocese. If the person accused is the supervisor, then the person receiving the report shall directly notify the Chancellor of the Diocese.

I thank you in advance for your compliance with these reporting protocols. If you have any questions whatsoever, you are responsible for contacting the Chancellor of the Diocese for clarification.

EXHIBIT 1 — Frequently Asked Questions

Does Missouri have a law relating to child abuse reporting?

Yes. Missouri Statute 210.115* provides information about who is considered to be a mandatory reporter of child abuse and the responsibility of mandatory reporters to report abuse.

Does Missouri law define “abuse” for purposes of child abuse reporting?

Yes. Missouri Statute 210.110* defines “abuse” as “any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.”

Does Missouri law define “neglect” for purposes of child abuse reporting?

Yes. Missouri Statute 210.110* defines “neglect” as “failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being.”

Does Missouri Children’s Division offer options for making a hotline report of suspected child abuse or neglect?

Yes. Missouri Children’s Division offers an online reporting system as well as a hotline number. It is the expectation of the Diocese for mandated reporters of suspected child abuse or neglect to make a hotline call rather than submitting an online report.

What is the Missouri Children’s Division Child Abuse/Neglect Hotline number?

The hotline number is 1-800-392-3738.

What do I need to consider before making a hotline call?

A copy of the abuse/neglect reporting form is attached as Exhibit 2. This form can serve as a guide for the information that is helpful to have, to the extent it is available, before making a hotline report. If it is not possible to obtain all of the information sought in the form, this should not delay the making of a hotline report. Timely reporting is the goal.

Do I need to make a hotline call if I have reasonable cause to suspect that a minor has abused another minor?

Yes. Missouri law requires reports to be made, even if the individual who is accused of abuse did not have care, custody or control of the minor alleged to have been abused. If there are questions, please contact diocesan legal counsel.

What is meant by the term “vulnerable adult”?

A “vulnerable adult/person” is defined by Church law as “any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.”

*See revisor.mo.gov, the official website for Revised Statutes of Missouri.

EXHIBIT 2 — Child Abuse/Neglect Hotline Call Form

If the abuse or neglect is reported in a school context, provide the completed form to the administrator/principal. If the abuse/neglect is reported in a parish context, provide the completed form to the pastor. If the abuse/neglect is reported in a diocesan context, provide the completed form to the chancellor.

Name of minor who may have been abused or neglected: _____

Sex: M F Date of Birth: _____

Address: _____ Phone: _____

Parents/Guardians: _____

Siblings: _____

Timing, nature and extent of injuries/neglect/other abuse: _____

Comments related to the incident: _____

Prior concerns of abuse/neglect: _____

Alleged perpetrator: _____ Relationship to minor: _____

Address: _____

Abuse/neglect reported by: _____ Occupation: _____ Date reported: _____

Person receiving the report of abuse/neglect: _____

Hotline call made? Y N Date/time of hotline report: _____

Hotline representative's name: _____ ID number: _____

The Child Abuse/Neglect Hotline number is 1-800-392-3738

Revised May 17, 2022

Agreement to Transport Students in Private Passenger Vehicles

I, the undersigned, have agreed to use my personal vehicle to transport students. In so doing, I understand and agree to the following:

- All passengers must have a seat; seat belt laws are to be observed at all times. All passengers must wear a seat belt at all times unless they are a passenger in a commercial carrier without seat belts.
- No fireworks and/or weapons are to be stored, carried or transported in a vehicle at any time.
- The use of alcohol or other illegal substances is prohibited. Drivers are prohibited from the use of alcohol, illegal substances and legally prescribed substances that may cause impairment.
- Smoking is not allowed in the presence of a minor or in any vehicle.
- Drivers should be focused on driving. Any activity which could be considered a distraction is to be avoided while the vehicle is in motion. This includes, but is not limited to, talking on cell phones, texting and other electronic communications.
- Drivers must conduct a head count upon arrival and before departing from any activity when transporting youth. Drivers must also do a visual check upon unloading to be sure that no young person has been left in a vehicle.
- Persons serving as drivers for an activity/event must have a valid, non-probationary driver’s license with no physical limitation that could in any way impair his/her ability to operate and drive the vehicle safely.
- No one under the age of 25 may drive minors as a part of an activity/event.
- When a personal vehicle is used to transport students for an activity/event, the person to whom the vehicle is registered is responsible for any passengers. The vehicle must be insured for minimum liability limits of \$100,000 per person, \$300,000 per occurrence.
- The vehicle should have a valid registration and meet state safety requirements.

I agree to the foregoing and I understand that my insurance shall be primary, in the event of a claim.

Parent/Guardian Name (*please print) Parent/Guardian Signature Date