



Fr. Tolton Catholic High School
Student/Parent Handbook
2018-19

August 1, 2018

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.

Decision making in our school follows our core mission of educating each student in four pillars of spirit, heart, mind, and body as one. Within the school, decisions are also prioritized by the order of the pillars as stated. This is the core of what makes us a Catholic school community.

We are proud of all 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 thank you for your involvement and trust. May God bless the Tolton community throughout this new school year.

Blessings in spirit, heart, mind, and body,

Deacon Dan Joyce, President

Mrs. Gwendolyn Roche, Principal

Father Mike Coleman, Chaplain

FATHER AUGUSTINE TOLTON CATHOLIC HIGH SCHOOL
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This Student/Parent Handbook contains established policies and procedures for the 2018-19 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the Administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in a timely manner, and this will include a statement about when the change will take effect.

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PARENT PARTNERSHIP

In accepting students, we look for young people who can profit from and contribute to the educational and Catholic mission of Fr. Tolton Catholic High School. We admit students on the basis of academic, behavior, and discipline records from the previous school, and the recommendation of the pastor and/or principal of the elementary or previous school. We do not discriminate on the basis of race, color, or national/ethnic origin. We give priority to those whose families have supported our school and Catholic education in general and students of faculty and staff.

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. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the dismissal/expulsion of a student if the administration determines that the partnership is irretrievably broken.

We also expect that all parents will volunteer to help at the various events and times when volunteer assistance is needed (i.e. Gala, fundraising events, Activities Fair, chaperoning social events for students, workdays at school, ticket taking, and concessions for athletics and serving refreshments at events are some of the opportunities). Finally, parents 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.

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 Principal's 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 non-enroll 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 enrolled in a 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 Catholic Church law.

Parent Service

A Catholic school can only thrive with the dedication and commitment of a large group of volunteers each year, each serving in his/her own way. Every parent is strongly encouraged and welcome to offer volunteer time to the school to serve on committees, assist at special events, accompany field trips or the Day of Service, serve lunches, and more. Contact the main office for opportunities.

ABOUT FR. TOLTON CATHOLIC HIGH SCHOOL

MISSION

Father Augustine Tolton Catholic High School educates students within a community of faith founded upon the teachings of Jesus Christ and His Church. As a Catholic college-preparatory school, there are high expectations for both behavior and performance such that Tolton students reflect the values of the Church while attaining academic excellence. Teaching respect for the dignity of every human person facilitates 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, seeking God's will, and serving others. Our priorities are displayed in the order of our witness statement—spirit and faith development are our reason for being and takes precedence in any conflict, followed by heart and mind. Athletics are meant to support and help our students grow in these other primary areas.

VISION

The vision for Father Augustine Tolton Regional 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. Augustine 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 unite and inspire the entire community.

SCHOOL HISTORY

Tolton Catholic is a reality 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 grades and just over 50 students. We expanded in year two to serve grades 9-11 and were proud to graduate our first senior class in the spring of 2014. We now serve grades 9-12 and our enrollment has reached nearly 300.

Fr. Tolton Catholic High School is fully accredited through the AdvancED/North Central Association-Commission on Accreditation and School Improvement (NCA-CASI), the Missouri Nonpublic Accrediting Association (MNSAA), and the National Federation of Nonpublic Schools State Accrediting Association (NFNSSAA). As a member school, Tolton School focuses on a continuous process of school improvement. We are also members of National Catholic Education Association (NCEA).

BIOGRAPHY OF FR. AUGUSTUS TOLTON

Born in Brush Creek, Missouri, on April 1, 1854, John Augustus Tolton began life with the odds stacked against him. He began life without his God-given rights of freedom, dignity, and equality; he began life not as a human being, but as someone's personal property—as a slave of a white Catholic family. Augustus Tolton's early childhood coincided with the Civil War; his father, Peter Paul Tolton, escaped slavery to join the Union Army while his mother, Martha, remained the maid of her owners. Some black people were freed during these times, but most lived a life of inhumane cruelty and bondage. Many were baptized as Catholics, yet they still suffered in a way that was not condoned by God.

Augustus Tolton was raised in the Roman Catholic Church; his mother was baptized a Catholic because her owners were of the Catholic faith. Despite adversities, human cruelties and hatred by his fellow man, Augustus Tolton had the love of Jesus Christ in his heart. In 1862, he and his family found the courage to escape slavery by bravely crossing the Mississippi River into Illinois. According to one report, when they reached freedom, Tolton's mother turned to him and said, "John, boy, you're free. Never forget the goodness of the Lord." Perhaps this is when John Augustus Tolton decided to give his life to God. Perhaps this is when he realized that God is good all the time...all the time God is good.

John took his mother's advice and never forgot God's grace and mercy. Even though racial conflict haunted Tolton most of his life, he remained devoted to service in the Catholic Church. With the blessing of a loving man of God, Fr. Peter McGirr, Tolton was allowed to attend St. Peter's Catholic School, an all-white parish school in Quincy, Illinois. Fr. McGirr and others mentored and tutored him as they began to realize that Tolton was destined to greatness. After Augustus entered St. Peter, Fr. McGirr, who was the school's pastor, baptized him and prepared him for his first Holy Communion. God indeed had a plan for this young black man's life and the will of God would be done.

Augustus Tolton devoted himself to serving God by making his life a living example of God's words. Unfortunately, no American seminary would accept a Black man. Without allowing his faith in the Lord to falter, Tolton graduated from high school and Quincy College. In 1880, with Fr. McGirr's continued support, Augustus began his studies for priesthood in Rome. Prayer to God and trust that God answers prayer guaranteed the success of Tolton as he completed his training. He was an excellent student because everything he did and all he accomplished were to glorify God.

Augustus Tolton, born a commodity to be bought and sold, owned as a mere piece of property, blazed a trail while following God's calling. He learned to speak fluent English, German, Italian, and Latin, Greek and 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. By the grace of God, he finally came to experience the love of his Church, the Catholic Church.

In 1886, after six years of study in the seminary, Tolton was ordained to the priesthood in Rome at the tender age of 31. He had expected to serve in an African parish; surprisingly, he was 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 of America! Born as a slave in America, he became an American hero! For a brief moment in history, racial differences that only ran skin deep were forgotten because of this great man of God.

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. Racial tension in Quincy still ran rampant and Father Tolton accepted a reassignment to Chicago in order to fulfill his calling to serve God. He gave service by helping the poor and sick, feeding the hungry and winning souls for God. His endless, 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, yet he left a legacy that will live forevermore. He was called by God, but not chosen by the world. He refused to allow himself to be deterred from the path that had been mapped out for him by God...a path not yet well worn.

This beautiful new school, Fr. Tolton Regional Catholic High School, is named in honor of Father Tolton. Tolton Catholic celebrates each of our differences because our differences make us unique individuals. We

celebrate our divine likenesses, because our likenesses make us all God's children. We celebrate our common goal which is the same as was Augustus Tolton's: to profess our love of God and to thank Him for giving His Son, Jesus Christ, so that we may be saved. Hand in hand with each other, we will continue in the tradition of Father Augustus Tolton: "Follow not the well-worn path. Go instead where there is no path and blaze a trail."

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. Father 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 Father'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 blue and silver.

SCHOOL MOTTO

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

SCHOOL CREST



Tolton High School



Tolton Athletics

ROLES IN THE SCHOOL

All members of the administrative team share the responsibility within their role of working to achieve a climate and create programs that foster Catholic growth and formation within the total school community.

The President, Deacon Dan Joyce, is the chief executive officer of the school. He is responsible for maintaining Catholic mission and identity, administering the financial aspects of the school, supervising the maintenance and usage of the facilities, hiring and supervising all personnel, directing the activities of the Advisory Board, Board of Directors, development, and public relations of the school.

The Principal, Mrs. Gwendolyn Roche, is the chief operating officer of the school. She is responsible for the day-to-day operations of the school and for the administration and supervision of the academic program, the hiring and supervision of teachers, creation of staff development programs, and maintenance of appropriate records and completion of forms. As the Dean of Student Services, her responsibilities include creating and maintaining a climate where teachers can teach and students can learn, coordinating student discipline and student activities, keeping records, assisting teachers with classroom management, and assisting with teacher supervision.

The Director of Athletics and Student Activities, Mr. Chad Masters, is a member of the administrative team whose responsibilities include: administering and supervising the athletics, House, and student activities programs; scheduling competitions, transportation, and facility use, ensuring the maintenance of appropriate records and completion of forms, working with the Boosters, collaborating with the president on the hiring and supervision of coaches, and managing the athletic finances.

The Chaplain, Fr. Mike Coleman and the Director of Campus Ministry, Ms. Chelsea Schuster, work with the president and principal to coordinate the spiritual activities, which provide for the Christian growth of students and staff. Responsibilities include planning faculty faith development and prayer experiences, assisting with student retreats and days of prayer, liturgy planning, student prayer groups, the Campus Ministry student program, reconciliation services, daily prayer and prayers for special events, and spiritual counseling.

The Dean of Academics, Mr. Tim Scherrer works to help the students develop academically, socially, emotionally and spiritually. His responsibilities include college planning, career information, testing, student personal concerns, and problems in school, class scheduling, NCAA and NAIA Eligibility Center, credit checks and helping with credit deficiencies, parent consultations, and referrals to outside resources. He acts as a resource to teachers, parents, administrators, and students regarding services for students with mild or moderate special needs. Responsibilities include reviewing diagnostic and evaluation reports, developing student profiles; communicating with teachers, students, parents, tutors, and others on admitting of students with special needs, coordinating special testing, being an advocate for students and parents.

HOUSE SYSTEM

The purpose of the Father Tolton 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. The House system is also a call to serve God's Church, and we do that by forming the whole person. We are here to ensure that the students in our communities and houses are ministered to as diverse individuals with physical, emotional, relational, intellectual, and spiritual needs. Houses create smaller communities where students can interact with all grade levels providing mentorship, encouraging accountability, and developing leadership.

The House System creates bonds between all members of our school community and expands the opportunities for students to grow in spirit, heart, mind, and body. Our House System is designed to foster student engagement and school spirit through the assignment of every student, teacher, and staff member into one of six groups known as Houses:

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 that same Saint Community for the duration of his or her presence at Father Tolton. Each Saint Community will be under the guidance of at least three mentor teachers. Each Saint Community is separated into smaller homerooms for daily meetings. All students are considered active members within the House System.

Homerooms/Houses meet daily for planning or activities. Activities will focus on various aspects of the school's overall mission and can involve house, school or outside of school events. Each house will be required a number of service and/or social events for their house and for the entire school.

Houses will also have a yearlong competition for the House champion. Points are awarded yearlong for academics, community, event participation, service, spirit, behavior, and other aspects aligned with our mission statement.

ACADEMIC PROGRAMS

Daily Schedule

Normal Daily Schedule				
A Lunch			B Lunch	
Period 1		7:55-8:50		Period 1
Period 2		8:54-9:44		Period 2
House		9:48-10:10		House
Period 3		10:14-11:09		Period 3
Lunch A	11:13-11:38		11:13-12:03	B Period 4
A Period 4	11:42-12:32		12:07-12:32	Lunch B
Period 5		12:36-1:26		Period 5
Period 6		1:30-2:20		Period 6
Period 7		2:24-3:15		Period 7
All-School Mass Schedule				
A Lunch			B Lunch	
Period 1		7:55-8:44		Period 1
Period 2		8:48-9:32		Period 2
Mass		9:36-10:45		Mass
Period 3		10:49-11:33		Period 3
Lunch A	11:37-12:02		11:37-12:21	B Period 4
A Period 4	12:06-12:50		12:25-12:50	Lunch B
Period 5		12:54-1:38		Period 5
Period 6		1:42-2:26		Period 6
Period 7		2:30-3:15		Period 7

Assembly Schedule				
A Lunch			B Lunch	
Period 1		7:55-8:40		Period 1
Period 2		8:44-9:24		Period 2
House		9:28-9:46		House
Period 3		9:50-10:35		Period 3
Lunch A	10:39-11:04		10:39-11:19	B Period 4
A Period 4	11:08-11:48		11:23-11:48	Lunch B
Period 5		11:52-12:32		Period 5
Period 6		12:36-1:16		Period 6
Period 7		1:20-2:00		Period 7
Assembly		2:05-3:15		Assembly
Late Start Schedule				
A Lunch			B Lunch	
Period 1		10:00-10:40		Period 1
Period 2		10:44-11:21		Period 2
Period 3		11:25-12:02		Period 3
Lunch A	12:06-12:31		12:06-12:43	B Period 4
A Period 4	12:35-1:12		12:47-1:12	Lunch B
Period 5		1:16-1:53		Period 5
Period 6		1:57-2:34		Period 6
Period 7		2:38-3:15		Period 7

Daily Schedule Rotation

	Daily Schedule Rotation							
	A Day	B Day	C Day	D Day	E Day	F Day	G Day	H Day
7:55-8:50	A	B	C	D	E	F	G	H
8:54-9:44	B	C	D	E	F	G	H	A
9:48-10:10	house	house	house	house	house	house	house	house
10:14-11:09	C	D	E	F	G	H	A	B
11:13-12:32 includes lunch	D	E	F	G	H	A	B	C
12:36-1:26	E	F	G	H	A	B	C	D
1:30-2:20	F	G	H	A	B	C	D	E
2:24-3:15	G	H	A	B	C	D	E	F
3:15-3:30	academic	academic	academic	academic	academic	academic	academic	academic
<i>drop</i>	H	A	B	C	D	E	F	G

Credit Requirements

Graduation from Fr. Tolton Catholic High School requires the successful completion of no less than **28 credits**, in an acceptable sequence. Additionally, all students must complete no less than 20 hours of Christian service per year in order to receive a diploma.

A full course, taken for one year, gives the student 1.0 unit of credit. Courses taken for only one semester are given .5 credits, in accordance with the timeframe of the class.

Theology	4 Credits	Health/PE	1.5 Credits
English	4 Credits	Art/Music	1 Credits
Mathematics	3 Credits	Practical Arts	1 Credit
Social Studies	3 Credits	Electives	5.5 Credits
Science	3 Credits		
World Language	2 Credits		

All graduation requirements in Math, Science, English, Social Studies, Theology, and World Language must be taken on campus at Fr. Tolton Catholic High School. 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 of a Tolton administrator before enrolling in any off-campus or online courses, to be sure, that the course will be accepted for credit at Tolton Catholic and how such credit will be applied.

Special Notes regarding Credit Requirements

1. It is strongly recommended students to graduate with at least four credits each of Mathematics and Science.
2. The state of Missouri requires all students to have completed a course in which the Federal and State Constitution are part of the course material. This is covered in our Government/Constitution Class. In

addition, the state of Missouri requires one year of U. S. History. Additionally, students are required to take Personal Finance as one of their Practical Arts requirements and one semester of Health to graduate.

3. For a student to be classified as a sophomore, he or she must have earned at least 7.0 credits by the beginning of the school term. To be classified as a junior, he or she must have earned at least 14.0 credits by that time. To be classified as a senior, he or she must have earned at least 21.0 credits and have all failed credits made up by that time.
4. Most courses grant credit by the semester. It should be noted that any two F's in a course during a semester (quarter and/or exam) would ordinarily result in a semester failure. However, in a few skill/progressive courses such as math, chemistry, and world language, a student may make up a first semester failure by earning a satisfactorily high grade for the second semester.

If a student fails a required course, he or she must retake and pass the course during summer school or through a correspondence course. Any arrangement for making up the credit must be approved by the principal 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. A student who has not made up failed required courses would not participate in the graduation ceremony. (Note: Driver education during summer school does not satisfy as makeup for a failed credit, or portion thereof.)

5. If a student is to graduate with the class, that student must provide the school office with a **written official** record of all credits made up through summer school or correspondence courses. This record must be on file with Tolton High School one week prior to the date of graduation.
6. The right to waive any credit requirements (except those mandated by the State of Missouri) is reserved by the principal of the school.
7. It is recommended that a transcript of a completed class during the summer or through another means (online etc.) be submitted shortly after completion of the class and before the next semester starts.

Credit Earned Outside Tolton's On-Site Program

Tolton High School accepts transfer credits (fulfilling Tolton's graduation requirements as listed above) earned in another school or program accredited by AdvancED or by another accrediting association. MoVip and similar on-line courses must be approved in advance to be applied to graduation requirements.

Tolton may accept – but is not obligated to accept – credit from a non-accredited institution or for course work from a home-school situation. Tolton may require student competency assessments.

Home-schooled students must in addition, provide materials required by the Missouri State Department of Elementary and Secondary Education for credit consideration (e.g. lesson plans, portfolios of work, etc.). Students from non-accredited schools or home-schooled students will not be accepted into the senior year at Tolton except under extraordinary circumstances as determined by the administration.

Extra Credits/Summer School

The administration shall govern the granting of achievement, summer school, night school, correspondence, independent study, make-up, educational travel, and off-campus instruction credits. Summer school and credit recovery information will be available through the counselor's office. Only those credits pre-approved by the administration shall be counted.

Adding/Dropping Classes

Class changes should be made before the school year or semester begins. Students sometimes find themselves in a course to which they are not suited, academically or personally. When this occurs, a student is to contact the Dean of Academics within the first five days of a semester to drop a course and add another more suitable course. If a student remains in a course for more than 10 school days, that student's transcript shall indicate both the withdrawal (indicated by a W) and the student's grade at the time of departure.

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 these five days, the only changes allowed to a student's schedule would be those initiated by a teacher, counselor, or administrator. No changes will be made to a schedule to merely change sections of a class.

To add or drop a course, a student needs to obtain permission from the teacher, parent, and Dean of Academics. The Dean of Academics will check availability of classes and advise whether the class change can take place. The student will then fill out the Add/Drop form making sure to get all of the signatures required. This form needs to be completed prior to the student changing classes.

Homework Assignments

Students regularly have homework assignments for their classes. The amount and length of these vary with each course. Some courses have long-range assignments, which may be given one week or one quarter in advance. In many courses, the quality and punctuality of the student's completion of assignments is a percentage of the student's quarterly grade.

Grading

In order to facilitate communication among parents, teachers, and students, Tolton uses RenWeb. Student progress will be available online so that students and parents can monitor student progress at any time. Parents are asked to check the academic status, especially if a student is struggling, and communicate with the teacher via e-mail or a phone call. Since most teachers teach approximately 120 students per day, parents are asked to initiate the contact with the teacher if there is a question. For record-keeping purposes, grades will be marked quarterly; class rank, GPA, weights, and honor rolls will be determined at the end of each semester.

Grading Scale

Grading Scale			
Letter Grade	Score	GPA	Meaning
A+	100 - 98	4.0	Superior
A	97 - 95	4.0	
A-	94 - 93	4.0	
B+	92 - 90	3.7	Above Average
B	89 - 87	3.4	
B-	86 - 85	3.0	
C+	84 - 82	2.7	Average
C	81 - 77	2.4	
C-	76 - 75	2.0	
D	74 - 70	1.0	Below Average
F	< 70	0.0	Failure

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 Academic, Honors Courses, and Advanced Placement 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 much beyond the ordinary content of a course and who assumes the responsibility of working independently. (Weight=1.05)
- **Advanced Placement (AP) or Dual Enrollment** – intended for those subjects for which advanced standing or credits may be given in college. Students enrolled in these courses may choose to take the AP exam at their own expense. As in college, students are required to do independent work to supplement in-class instruction and earn top scores. For AP testing, credit at the higher-education level is determined by the score earned and by the policy of the institution, not by the AP program or Tolton. Dual enrollment courses provide credits at the school of dual enrollment, but do not necessarily transfer to every college. (Weight=1.10)

Academic Integrity

The Fr. Tolton Catholic High School community is committed to academic integrity. Tolton Catholic High School 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 or words or statements of another person without due acknowledgment.
- **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; obtaining unauthorized access to academic or administrative records or systems; obtaining an unfair advantage; or copying from another's examination (or any other work used as the basis of grading) or allowing 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.

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 to 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 Intervention and Eligibility

All students will be monitored internally every week on their academic progress. For those students who are not meeting academic expectations, intervention practices will be in place. These intervention practices could

include parent monitoring requirements, will be in the form of mandated extra-help opportunities. These opportunities will be available before school, after school and/or as tutorials during school and during the Academic Period.

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, 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, that student may return to extracurricular participation, and may or may not continue with the extra instruction or tutoring, as needed. Such notice will be provided in writing to the athletic director, who will communicate in writing to the appropriate coach (es) and the student.

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.

For those students who do not meet overall course expectations, information regarding summer or other credit recovery options will be provided. These opportunities may involve extra costs for families of students who need the credit recovery. This will not replace the original grade, but will allow for credit to be earned and reflected on a student's transcript. Eligibility for fall extracurricular participation is dependent upon successful completion of summer credit recovery for any second semester or prior year failing grades.

Academic intervention sessions are necessary for students to achieve satisfactory levels of learning. Fr. Tolton Catholic High School graduates who choose to attend two- or four-year postsecondary institutions should transition without the need for remediation. Academic progress and the need for intervention will be tools to accomplish this goal; therefore, student academic achievement will be closely monitored by the school's administration. All members of the school community must maintain an environment where academics come first.

Academic Probation

The Tolton 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:

1. A student should accumulate 7.0 credits by the end of freshman year.
2. A student should accumulate 14.0 credits by the end of sophomore year.
3. 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.**

Academic Honors

Tolton Catholic emphasis on academic excellence is represented by two levels of honor roll distinction based on grades and the grade point average (GPA) achieved cumulatively. Students qualify for the Honor Roll with a semester-weighted grade point average of 3.75 or higher.

Grade Point Average	Honor Roll
3.75 – 3.99	Second Honors
4.0 & above	First Honors

This broad approach to recognizing the effort and achievements of Tolton students will reflect grades earned on semester report cards only. Quarter grades alone will not determine academic achievement levels.

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 eight semesters. Students must attend for at least four semesters to be eligible.

Cumulative Grade Point	Latin Honor
3.75 – 3.99	Cum Laude
4.00 – 4.09	Magna Cum Laude
4.10 and above	Summa Cum Laude

Graduation Requirements

In order to graduate from 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. Students will receive a Tolton Catholic High School diploma provided they have passed all classes and accumulated the required credits. If a student fails a class or loses credit due to excessive absences during senior year, the student must retake the class before a diploma will be issued. Students who fail a required course will not be allowed to walk in the graduation ceremony.

A senior who receives a grade of "F" on his or her final transcript will not receive a diploma from Tolton Catholic High School until the "F" has been remediated. In order for this student to participate in graduation exercises and senior week activities, he or she must:

- Have no un-remediated grades of "F" on his or her transcript.
- Have successfully completed the required minimum (28) credits of coursework.
- Be in good standing with regard to attendance and discipline.
- Have no outstanding financial obligations with the Business Office.
- Additionally, before a student may graduate and receive a diploma and final transcript, all final obligations to the school must be met. For instance, final tuition balances must be paid; all school property (such as books, computers, or athletic uniforms) must be returned; service hours must be completed; detentions must be served.
- Have completed all Christian Service obligations.
- Must have attended a retreat for each year, or made similar arrangements to meet this requirement.

Students who do not meet the criteria will receive their diploma at a later date upon completion of any outstanding requirements and obligations.

Exams/Semester Assessments

1. Each course has a semester exam or assessment. If this happens to take some form other than a test that is to be administered during the scheduled exam time, the final exam period will be used for instructional purposes – which students are required to attend. If an exam is designed to take longer than the scheduled time, the teacher makes the necessary arrangements for the additional time needed.
2. All students are to be in the classroom during the ENTIRE length of the scheduled exam time.

3. Students who have study hall period during the semester do not need to be in school during the times scheduled for exams for that period, except when that period falls between two exam periods. If students are in school during those periods, they are to report to their study halls. They are not to be in the corridors, outside, on the parking lot, etc.
4. The semester exam is important because it becomes part of the cumulative GPA, is recorded on the student's permanent record, and determines credit gained or lost.
 - The semester exam grade is recorded in the exam column of the student's report card; this accounts for 20% of the semester average.
 - Each quarter grade is 40% of the semester average.
 - It should be noted that any two F's (quarters and/or exam) would ordinarily result in a semester failure; that results in loss of credit.
5. **Senior Exam Exemption:** No one is exempt from mid-term exams. Only seniors may be exempt from the second semester final exams, upon the discretion of each teacher and the following conditions.
 - To be exempt from an exam, a senior must have a 90% or better grade in the given subject for both the third and fourth quarters. They **MUST** also have satisfactory attendance in that class as determined by the teacher.
 - Students must have less than five demerits for the semester.
 - Seniors must have less than 5 tardies to school or 5 total absences in that semester.
 - Exceptions to this are the Dual Credit courses. Students taking Dual Credit courses **MUST** take the final exam to earn the college credit.
 - Seniors, who have the required grades and are eligible for exemption but would like to raise a B average to an A by taking the exam, may do so. If such a student makes less than a B on the exam, that grade is disregarded. Students who choose this option must inform the teacher of the subject in advance that they wish to take the exam.

Academic Probation Policy

An Academic Probation Policy has been established for those students whose grades are consistently unsatisfactory. The provisions of this Policy are as follows:

- A student who earns an F at the end of a semester grading period will be placed on Academic Probation for the following semester. At the teacher's discretion and in consultation with the College Guidance Department, students who are carrying a failing class average at a mid-semester reporting date may be placed on Academic Probation for the remainder of the semester.
- A conference may be held with the student, student's parents, Principal, Dean of Academics, and/or the student's teacher.
- A Probationary Plan of Action will be developed at the conference, detailing the student's academic and/or behavior goals, as well as strategies necessary to achieve these goals.
- This plan will be reviewed during the semester by the designated College Guidance Coordinator or the Academic Advisor.
- If a student fails to fulfill his/her contracted requirements, he/she may be asked to leave Fr. Tolton Catholic High School.

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. field trips, enrichment, and remedial programs, etc.) Missing school may adversely impact a student's academic achievement and ultimately his/her grade. Excessive absences with substantial cause can be a factor in determining a student's continued enrollment in the school. Students absent during the school day without prior approval by the Principal are prohibited from attending after school or evening functions that day.

If it is necessary for a student to be absent from school for a whole day or a partial day, parents are asked to call school by 7:45 a.m. (573-445-7700), leaving a message on the recorder or with the secretaries. Any absence, without previous notice from a parent, is followed up with a telephone call that day. If it is necessary for a student to leave school early or come late to school, a note or phone call should be sent prior to the beginning of the school day requesting that the student be released from school, indicating the reason and the time of the release.

Students must sign out in the office before leaving school and sign in when returning or arriving. Students can not be released from school without approval of parents or another responsible adult listed on the student's emergency card. Departure from school without permission of parents and Administration is considered truancy. If parents will be out of town or otherwise out of contact for any length of time, a note must be sent to the office indicating who has temporary custody of the student. In cases of prolonged illness, parents must send a note from the student's physician.

Before a student returns from a non-medical hospitalization, a report from an attending medical doctor or health care case manager is required. Serious reasons for missing school include illness, a death in the family, and serious personal reasons.

If a student wants to achieve A+ certification, missing more than 8 days a school year can place qualification in jeopardy.

Daily Attendance

The school day begins promptly at 7:55 a.m. with the student's first period class.

Attendance is computed in the following way:

	<u>Arriving</u>	<u>Leaving</u>
7:55 - 8:15	Tardy	
8:16 - 9:44	0.25 days absent	1 day absent
9:45 - 11:09	0.50 days absent	0.75 days absent
11:10 - 1:26	0.75 days absent	0.50 days absent
1:01 - 3:15	1.00 days absent	0.25 days absent

Any student arriving after 7:55 must obtain an admission pass from the main office before proceeding to class. If a student arrives between 7:55 – 8:15 a.m. the student's demerit card is signed.

Doctor/Dentist Appointments, Etc.

Fr. Tolton Catholic High School does not recommend routine visits to doctors or dentists during the school day. When emergency visits during school time are necessary, the student is to present the school office with a note from his/her parents/guardians detailing the appointment. It is assumed that the student will be away from school only for the time at the doctor/dentist office and return immediately to school with note from the doctor/dentist office. Teachers will allow makeup work and tests when presented by the student with a permit for makeup work. Examples: illness, doctor or dentist appointment*, death in the family, family emergency, college visits, family trips which have been pre-approved by the school principal at least two days prior to the trip when the student is traveling with a parent or guardian, and other special situations approved by the school administration.

College Visits

College visits on school time are strongly discouraged. Students genuinely interested in visiting colleges are encouraged to do so on weekends or school holidays. The Dean of Academics will provide students with many opportunities to learn about various colleges and universities, and to visit with college representatives on site at Tolton Catholic. However, having properly notified the school office at least one week in advance, second-semester juniors may be granted one excused absence for a college visit and seniors may be granted two excused absences for college visits. Upon his/her return, the student must bring a signed verification from the admission office of the school visited to confirm the college trip.

Extended Absence

Because daily attendance is so crucial to a student's academic success, we strongly discourage students' absence for vacations, hunting/fishing trips, etc. However, when it becomes absolutely necessary for a parent to request a student's extended absence (one week or more) from school for reasons other than illness, please contact the Principal. Fr. Tolton Catholic High School will work with parents when a student is forced into a prolonged absence due to illness or injury. Parents are to contact the school office when these circumstances arise.

Make Up Work and Tests

Students must make up the work they have missed while absent. They are responsible for contacting other students, their teachers, or check Google Classroom to find out what was missed. A test or quiz missed because of absence must be made up within two days of return, according to the teacher's direction. The student is responsible for contacting teachers on the day of the return to school to make arrangements for make-up. Contact time each day provides the opportunity for students to make up missed work. Senior privilege will be suspended until missed tests/quizzes have been taken.

Unexcused Absences

Parents have the right to take their child from school at any time for any reason; however, Fr. Tolton Catholic High School is not required to accept the reason as excusable. That judgment will be made on a case-by-case basis. When it is determined that the absence is not excused, the student will not be authorized to make up work and tests, will lose class participation points, and may be assigned detention up to the amount of time missed. Examples of situations may include, but are not limited to, family trips not properly pre-approved, non-school activity participation, parental decisions to keep the student out of school, unauthorized college visits, ski trips, shopping, hunting, errands, etc. Significant periods of unexcused absences may be cause for dismissal from the school.

Absence from Class

All students are responsible to be in their assigned classroom or with the assigned instructor at all times. If a student is going to be anywhere other than as scheduled, he/she must have a signed hall pass from the teacher to whom that student is assigned at that time. Students who are not where they are supposed to be or who do not have the appropriate pass, will be marked truant, and assigned one-hour detention. Repeat offenses may result in further discipline, up to and including expulsion.

Excessive Absence

Earning credit in any course requires regular attendance, as well as a passing grade. Class participation is a valid component of a grade given for class work. After five absences in a semester or in a particular course, the student and the parents may be contacted to discuss an appropriate action. After ten absences in a semester or in a particular course, the Principal and/or Dean of Student Services will meet with the student and a parent to excuse, place on probationary contract, and/or deny credit. Excessive absences may also be cause for dismissal from Fr. Tolton Catholic High School.

Early Dismissal

When absolutely necessary for a student to leave early they must follow the procedure outlined below:

1. For appointments: a student should bring a note from parents stating the reason and time of dismissal to the main office before the start of the school day to receive a checkout pass.
2. When a student is ill at school and feels they need to leave, they must report to the main office, contact a parent, and have a parent speak with one of the office personnel.

No student may leave school for any part of a school day without first receiving permission from the parent and the main office. Students not following this policy will be considered truant, will receive no credit for work missed, and must make-up the time missed at the discretion of the Administration.

Eligibility for Extracurricular Activities When Absent

Any student not at school by 9:45 a.m. (the start of House), will not be eligible to participate in practice, contests or any co-curricular events that day, unless the tardy has been pre-approved by the Principal or Director of Athletics (10:30 on late start days). A student may not leave school early to go home ill and then participate in an activity. In the event that a student-athlete must miss academic time for doctor's appointments, etc., the student must return to school within 1 hour and 30 minutes, or they may not participate in practice or contests that day. In addition, these appointments must be pre-approved by the school administration. This non-participation policy includes practices, rehearsals, dances, plays, games, etc.

If a student misses class(es) on the day of a contest without being excused by the Principal or Director of Athletics, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence. (By-Law 212.0 MSHSAA)

Students with 10 **attendance occurrences** in a semester (an occurrence includes any tardy, early dismissal, late arrival, partial absence or full absence) a student is ineligible from participating in co-curricular activities for one week of the current season, or one week beginning with the first contest of the next season in that semester. Students with 15 or more attendance occurrences in a semester will not be allowed to participate in any extracurricular events for the remainder of the semester. Appeals may be made to the Director of Athletics who will consult with the Principal and make a final determination.

Prayer Days and Retreat Program

In support of our mission, these days 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. Participation in the program each year is a requirement for graduation and supersedes all other school activities.

Senior Privilege Late Arrival/Early Dismissal

Any senior whose guided study hall occurs during the first or last period of the day, and whose name is on the approved list may come after first period or leave school during that last period. Students who use this privilege are asked to leave campus. Students remaining in the building must attend the study hall they are assigned to at that time. Seniors wishing to apply for this privilege receive a special form to be signed by his or her parents and returned to the Dean of Student Services prior to any absence. The permission applies for a full semester for students on the approved list. To be on the approved list, seniors must:

- have less than 5 demerits in that semester
- have less than 5 tardies to school or 5 total absences in that semester
- no failing grade in any class or be on academic intervention or probation
- have at least 60 service hours verified in by August 15; or 80 by December 1

This privilege will not apply to Mass, Assemblies or special events scheduled at the end or beginning of the day.

Tardy to School

Students who are not present in first period at 7:55 a.m. when the school day begins are considered tardy to school. They must first report to the main office to check in and receive an admit pass. Excused tardies to school include only doctor or dentist appointments with appropriate verification or an occasional traffic problem when traffic tie-ups are reported in the media. In those instances, students need to present a signed note from the doctor or dentist indicating the date and time of the appointment. All other tardies to school, even with the approval of the parent, will be considered unexcused.

All tardies will be recorded on report cards and permanent records. Students receive a demerit for each tardy. On the third and all subsequent unexcused tardies to school in the same quarter, the violator will be assigned a detention. Students with five or more unexcused tardies in a semester **may** lose parking privileges for that semester.

Tardy to Class

If a student is tardy to class, arriving after the bell has rung, the teacher will record a tardy for that class. Teachers are authorized to assign discipline as they deem appropriate, including demerits, which accumulate into detention.

Truancy

A student is truant if they are absent from school for a day or portion of the day; or absent from an assigned place (class, study hall, assemblies, Mass, homeroom, etc.) without the knowledge and/or consent of the parent/guardian and school officials without prior permission. It is a violation of the law for a student to be truant. Schoolwork missed during the truancy may not be made up. Parents will be notified. Upon a second

truancy, the student will normally need to withdraw from Fr. Tolton Catholic High School for the remainder of the year. Parents are urged not to cooperate with their students in any attempt to skip school.

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.

Students are required to perform a minimum of 20 service hours per year; these are necessary for graduation.

Tolton requires that **each student perform a minimum of 80 hours of service for graduation.** We suggest that you work at a pace of at least 20 hours per year to reach the requirement. Most students record well beyond this number. Students, who transfer in, will be required to perform a prorated amount for graduation, based on their time at Tolton.

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 must submit service hours within 90 days, during the school year, of having performed the service; or by September 15 if performed over the summer; otherwise, it may not be counted.

At Tolton Catholic, we define **Christian Service as any activity done without payment that assists another human being to fulfill a basic human need.** A basic human need is one of the following: life, health, food, shelter, clothing, and education (the corporal and spiritual works of mercy, CCC 2447). Please note that life, health, food, and education can be interpreted on both a physical and spiritual level. In addition, caring for the earth and animals (through recycling programs, park and recreation events, or animal shelters) will count as service as it contributes to the interdependent health of all God's creation.

The Service Moderator will consider proposals for service that meet a basic human need other than the ones listed, but the decision rests with the Moderator and Administration. If you are unsure whether your project will be considered service work, we encourage you to ask in advance. If you have any questions, you can contact the Service Moderator. All service hours submitted are subject to the approval of the Service Moderator.

Besides encouraging the Christian tradition of selfless giving, providing community service has many benefits for students. Some school organizations such as the Athletics, House Program, and National Honors Society, require regular service hours to qualify for membership. In addition, colleges and universities are interested in well-rounded students who see and participate in the bigger picture, and service hours may be the deciding factor between students of similar academic caliber. Completion of 125 service hours earns special recognition (to be determined) at end of year; and 200 or more hours earns a highest service recognition (TBD) at graduation.

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 satisfaction that comes from giving to those who need help.

Some Guidelines

We want the service experience to be an outreach into the broader community as well as broad-based learning experience for the student. As such, there are some recommendations we make to enhance a student's service experiences. Students can perform an unlimited number of service hours. In counting towards the required 80, we recommend the following:

1. Service associated with parish worship (altar server, lector, choir member, etc.) is limited to 25% of a student's total required hours.)
2. Coaching or helping coach a children's sport team is limited to 25% of a student's total required hours.
3. Service associated with a Tolton sports team, or any sports team, such as summer camps, statistics field clean up etc. is limited to 25% of a student's total required hours.
4. A+ requires 50 hours of tutoring and mentoring. Generally, all tutoring and mentoring can qualify as community service, but not all community service counts for A+.

What Is Not Service

While we cannot come up with a comprehensive list of activities that do not count as service, some common ones that we often receive questions about that we do not accept are:

- Any work done for a **family member or relative** (grandparent, aunt, uncle, cousin) cannot be counted as service. The reason for this is family obligations coincide too closely with service work for us to fairly assess the service.
- Babysitting, dog sitting or housesitting is typically not service unless it is a response to a **medical emergency or an extreme situation**.
- Yard work or shoveling snow is not service unless the person for whom you are working cannot shovel or mow the yard himself or herself due to **old age or disability**.
- Any activity that earns money that benefits an organization that is a **for-profit business** such as a club sports team, a for-profit medical center, or restaurant is not service. Anytime you assist at a fundraiser, inquire where the money is going and whether it is going to a non-profit organization or a private person who needs assistance (i.e. for medical bills).

Common Examples of Accepted and Declined Service

Hours accepted: Working at a fundraising event for a charity, non-profit organization, or person in need

Hours declined: Working at a fundraising event to pay for your soccer team's upcoming tournament

Hours accepted: Working after school in the office of a charity or other non-profit organization

Hours declined: Working free instead of taking a paycheck at your after-school job

Hours accepted: Mowing the lawn for your handicapped neighbor

Hours declined: Mowing the lawn for your parents or another family member

Hours accepted: Time spent working at an overnight service project

Hours declined: Time spent sleeping or in recreation at an overnight project

Finally, while we do accept service hours from students' work with organizations such as Boy Scouts and Girl Scouts, House programs, Tolton Service Days, and National Honor Society, not all activities done with those organizations will count as service according to the definition of service as fulfilling some basic human need.

Recording of Service Hours

Submitted service hours will be reviewed, and approved hours will be updated on or by September 15, November 15, February 15, April 15, and June 15.

Lack of Completed Service – Consequences

Students who do not meet their service requirement for an academic year before September 15 of the following year will be ineligible to participate in extra-curricular activities (including summer leagues and camps) until the required hours are submitted, verified, and approved. Students who turn in their hours may regain eligibility to participate in extra-curricular activities only when hours are updated (based on the scheduled “Recording of Service Hours”).

Hours required are:

Sophomores:	20 hours by September 15 of school year
Juniors:	40 hours by September 15 of current year
Seniors:	60 hours by September 15 of current year

All service must be completed by the end of the First Semester Senior year. In order to have **Senior Privilege** a student must have 60 hours reviewed and approved hours by September 15; and 80 hours reviewed and approved by February 15.

Students who do not meet their service requirement for an academic year before the second semester final exams begin will be ineligible to participate in extra-curricular activities (including summer leagues and camps) until the required hours are submitted, verified, and approved.

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 an obligation 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.

Health Records

A record of a physical exam immediately preceding a student's entering 9th grade and an official immunization record showing compliance with Missouri law MUST be on file at Tolton High School at the time the student begins attendance. The State of Missouri mandates this requirement. For students intending to participate in athletics while at Tolton High School, they will need to refer to Athletic Program Guidelines.

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 High School 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)

Illness or Injury During the Day

Students who become too ill to remain in class report to the Main Office. The parents/guardians will be called. Parents'/guardians' up to date work phone numbers should also be on file in the school office.

Medication

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

- Medication MUST be brought to school in its original container with the student's name clearly visible on the outside.
- Students will be called to the office where they may take the medication dosage. School personnel will notify the student but will not administer the medication.
- Any drug, which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist, or podiatrist and written consent from the student's parent or guardian.
- For prescription drugs, a copy of the signed doctor's prescription and a signature of parent/guardian with the time(s) of each dosage must be given and kept on file for each student.
- 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. The dress code is intended to create a standard of dress that is neat, economical, modest, and attractive. This uniform appearance promotes a visible sense of school unity and identity. A secondary goal of the dress code is to emphasize the neatness and care appropriate to pursuits such as learning. Finally, a professional and clean standard of dress inherently teaches students the basics of how to dress for success. We anticipate the cooperation of parents in ensuring their students' adherence to the dress code. **In all cases, the administration reserves the right to determine standards of dress and appearance.**

Students who are not in appropriate dress code will be asked to correct their situation immediately. If a student presents and cannot immediately resolve their dress code issue, their parents will be called, and the student will be sent home to obtain appropriate clothing.

Shoes

Shoes are to be closed-toe, closed-heel with a substantial heel, and of one solid, neutral color (such as black, brown, tan or cordovan) primarily with a leather or leather-like finish. Athletic shoes – shoes made specifically for the purpose of sport competition are not permissible. Boots that meet the description above may only be worn inside the pant legs. Heels are never to exceed 1 inch.

Socks

Matching socks must be visible at all times. For Girls, tights in the school uniform colors (navy blue, light blue, white, gray, and/or tan) may be worn with the skirt.

Pants

Only khaki or navy blue pants may be worn. Pants must have the look of “Dockers” or dress pants. The material must appear pressed. (Permanently wrinkled material is not permissible.) Pants must be worn at the waist. External pockets are prohibited, as are jean-type pants, pants with rips, tears, or frayed material, and pants with elastic or drawstring waistband or elastic at the ankles. If pants have belt loops, a belt must be worn. Excessively tight clothing of any kind is not appropriate.

Skorts

For ladies, only khaki or navy skorts may be worn. **Skorts must come within 3 inches of the top of the knee.**

Polos

Polo/golf shirts with the Tolton Catholic embroidery may be worn. Both short and long sleeves are acceptable. Approved colors include gray, light blue, navy, and white. Tommy Hilfiger and Snow Creek Apparel are the only approved vendors for these shirts.

Oxfords

Button-down oxford-style shirts with the Tolton Catholic embroidery may be worn. Both short and long sleeves are acceptable. Approved colors include light blue and white. Tommy Hilfiger and Snow Creek Apparel are the only approved vendors for these shirts.

No printed t-shirts may be visible through uniform shirts.

Undershirts should be solid white.

Shirts must be tucked in at all times.

Sweaters

Uniform sweater vests, cardigans, and pullovers with the Tolton Catholic embroidery may be worn over an approved uniform shirt. Approved colors include navy blue and white. Tommy Hilfiger and Snow Creek Apparel are the only approved vendors for these sweaters.

Accessories/Cosmetics/Hair

- The use of make-up should be tasteful, moderate, and appropriate for the educational setting.
- No hair colors or hairstyles that draw undue attention are allowed, such as a Mohawk or unnatural color.
- Upon arrival at school, boys are to be well groomed and clean-shaven. Mustaches, beards, and sideburns below the earlobes are not permitted.
- Jewelry is not to be excessive or distracting. Modest jewelry with no inappropriate symbols is allowed. Only ears may be pierced. No other body piercings are allowed (tongue, eyebrow, nose, etc.)

(Nail polish and earrings are not allowed for our young men.)

- Hats are not to be worn in the building.
- Coats or jackets (other than approved jackets above) may not be worn in the building during the day.
- Hair must be neatly trimmed and clean.
- Make-up must be appropriate for the educational setting.
- No scarves may be worn.
- At any school function, including special dress-up days with very specific guidelines, students should dress neatly and modestly. Advertising which is vulgar or associated with drugs or alcohol is not allowed.

The appropriateness of clothing, hairstyles, and accessory items is always subject to the approval of the Administration.

Dress code for Casual Dress Days

Throughout the school year, some days will be designated for dress down. Some will be offered to the school community as a way to raise funds for various “student life” projects. Jeans are permitted, but ripped or torn jeans are not permitted.

- Tank tops or shirts that do not cover the shoulders are not permitted.
- Appropriate t-shirts may be worn. T-shirts advertising or promoting alcohol, cigarettes, or any morbid or vulgar material or content inconsistent with Catholic moral values are not permitted.
- Halter tops or any top, which exposes the midriff, is not permitted.
- Skirts are to be no more than three inches above the knee.
- Sweat pants, sweatshirts, shorts, are permitted provided they are not tight and form fitting. Yoga pants, leggings and similar style pants are not permitted.
- Clothes that are too form fitting are never appropriate for school.

The administration reserves the right to modify this policy as needed.

Sports and Club Outerwear

Team/club apparel purchased for athletics or clubs will not be considered daily uniform attire, and may only be worn on Spirit Days and outside of school. The uniform polo is to be worn beneath the outerwear jacket. No shirts can hang out under the jacket.

Physical Education Dress Code

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

- Shirts: Any Tolton High School t-shirt or plain, solid color shirt. No cut off shirts or shirts with cut off sleeves
- Shorts: Gym shorts must be worn and should rest on the hips 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 designated for PE and not regularly worn on the street.
- Socks: Must be worn

Regulations for Dress Code Enforcement

- In the event of a situation where the variance from the dress code is necessary, the student is expected to present a written request from the parents for approval by the Dean of Student Services.
- The administrators have the right and responsibility of final judgment of what is appropriate or inappropriate dress.
- Students should ask the Dean of Student Services before wearing something that is questionable.
- Normal procedure for students out of uniform:
 - Students will be asked to remedy immediately a dress code violation when it is possible to do so, (tuck shirttail in, unroll skirt etc.). The teacher may choose to sign the student demerit card for these remediable infractions.
 - Students in the unapproved jacket or sweatshirt will be asked to remove the item, the item will be given to the Dean of Student Services, and a detention will be issued.
 - If the dress code violation cannot be immediately remedied, (no school polo, jeans style pants) one of the following action(s) should be taken:
 - Student will be sent to the Dean of Student Services
 - Student will be issued a detention. (Students will receive only one detention for the same violation), and a pass will be used for admission into later classes.

STUDENT BEHAVIOR GUIDELINES

A student's enrollment at Tolton High School is an expressed agreement on his or her part and the part of his or her parents or guardians to observe the student guidelines. Both parents/guardians and students commit to the goals and ideas of Catholic education, as well as the philosophy and mission of Tolton High School.

Acceptance 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. The purpose of this review is to determine if the student and the school can continue to benefit one another by allowing the student to continue at Tolton.

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 does insist on certain standards of behavior. In all circumstances, the administration of the high school 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.

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 is subject to suspension, dismissal, or expulsion.

Tolton 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. Book bags, handbags, lockers, and vehicles are subject to searches at the discretion of the Administration.

Demerit System

Fr. Tolton Catholic High School uses a demerit system as a tool to assist in the communication process between faculty and students in the discipline process. Students receive a demerit card at the beginning of each semester, which they must carry with them at all times. Failure to display a demerit card results in an automatic detention. Students who "fill a card" by receiving five demerits, will receive a detention and a new card.

- If a student attains 15 demerits in a year, notification of parent will occur, and the student may face further consequences including and up to activity/athletic suspensions as well as in-school suspension (ISS).
- If a student attains 25 demerits in a year, parents will be notified and required to have an in person meeting with school administration and the student will face further consequences including and up to continued suspension from activities, out-of-school suspension (OSS) and a Disciplinary Probationary Contract.
- If a student attains 35 demerits in a year, the school administration will review the situation and make a determination if the school and student are no longer a good fit. The student will face further consequences up to and including dismissal from Tolton.

- If a student is under suspension (ISS or OSS), they are ineligible for participation in all extra-curricular activities (including practices and games) until they complete one full school day after the suspension.
- Students who acquire 25 demerits or more in an academic year may lose eligibility for financial aid in subsequent years.
- All detentions will be served on Saturday of the week assigned a detention. The time will be 8:00-9:00 a.m. Failure to serve the assigned detention will result in further discipline consequences possibly including and up to ISS or OSS.

Probationary Contract

Students with more serious or repeated conduct, disciplinary, attendance, or academic issues may be placed on a probationary contract. The Principal or the Dean of Student Services issues this contract. The contract is meant to clarify Tolton 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, the Principal and the Dean of Student Services, 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 shall 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.

School Discipline – Level 1

Students are required to follow the handbook rules at all times while on campus and representing Tolton. Teachers, in the classroom, the building and at Tolton related activities are the primary enforcer of the handbook rules. Teachers will handle minor situations. Teachers and administrators may assign demerits for violations of classroom policies, dress code, and other minor policy violations. Any accumulation of five demerits will be reported to the administration and will result in a detention. Such infractions are typically classified as Level 1 Offenses.

School Discipline – Level 2

Some behaviors are more substantial in nature and require the immediate involvement of the school administration. These are considered to be more serious violations of the code of conduct and carry from five to 10 demerits. Detention is the minimum consequence for situations in this category. Parents will be notified by a teacher or administrator of any such behavior.

Such transgressions include, but are not limited to

- Disruptive behavior inside or outside the classroom
- Disrespectful treatment of others or of others' property
- Lying
- Defiance
- Academic dishonesty
- Violations of tobacco/drug policy.

Major Discipline – Level 3

The following are considered among the most significant offenses. Consequences carry a minimum of 10 demerits. Such behaviors will result in significant disciplinary measures, from in school suspension or out of school suspension, to possible expulsion and/or involvement of law enforcement authorities, depending on the severity of the violation. Such transgressions include, but are not limited to

- Fighting/Violent behavior or threats of the same
- Throwing objects (including food)
- Vandalism
- Unexcused absences from assigned classes
- Offensive language (written or verbal) or gestures
- Theft
- Truancy
- Violations of the drug and alcohol policy
- Violations of the weapons policy
- 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.
- Media misuse as defined by policy (see page 43)

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 Tolton High School while outside of school. When it comes to the attention of the Administration, parents will be notified of concerns about student behavior even when the behavior occurs off campus. Inappropriate or irresponsible conduct out of school that detracts from the reputation of the school or defames others in the school community may result in disciplinary action. Disciplinary actions may include parent contact, probationary contract, suspension, or dismissal.

Parent Sponsored Parties: Parents put themselves at risk when sponsoring overnight parties, especially where alcohol is present. Taking students' car keys and allowing them to use alcohol in personal homes or on personal property is not a wise choice. In addition to the moral and ethical problems, parents put themselves at risk of lawsuit or criminal prosecution. Parents' sponsoring such activities with minors is not consistent with the partnership we require.

The Administration of Fr. Tolton High School will be compelled to investigate all rumors of such overnight parties, before and after the fact, informing parents of rumors and taking appropriate action as deemed necessary in a given situation. 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 drugs and alcohol are being used, then it will be investigated and consequences may follow.

Definitions

Detention: Typically, the first step in the disciplinary process is the assignment of a 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 study quietly, or to assist with school tasks or projects. Detentions may be assigned by individual teachers or by the school's administration and may take place before school, after school or on Saturday as assigned by the school's administration. Detentions take precedence over athletic or other extra-curricular practices or events.

In-School Suspension: Students who consistently or repeatedly violate the disciplinary policies or whose behavior is of a serious nature, attain 15 demerits, who miss assigned detentions, or whose behavior is flagrant, may be assigned one or more days of in-school suspension. With this step, 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.

Out-of-School Suspension: Students who consistently or repeatedly violate the disciplinary policies or whose behavior is of a serious nature, attain 25 demerits, or whose behavior is flagrant, may be assigned one or more days of out-of-school suspension. With this step, the student is not allowed in the building on those days and is not allowed to make up work or assignments missed as a result of the suspension. These students are not allowed to attend school activities at other locations (like away games).

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).

In cases of serious misconduct that could lead to expulsion, the parents are so advised immediately. They are urged to take advantage of assistance from school, parish, or social service agencies, which can help the student with his/her difficulties. 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 can immediately suspend a student until a final decision is made.

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. A second tobacco-related offense could be grounds for expulsion. When discovered, all tobacco products will be confiscated.

For clarity in our policy and due to the ability of e-cigarettes and 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. Decreased productivity, low morale, and increased absenteeism and turnover can adversely affect the school's ability to provide the best possible education for its students. In light of these concerns, the school's goal is to maintain a safe, healthy, and productive environment free of substance abuse.

Our objectives include:

- To create and maintain a safe, drug-free learning environment for all students by prohibiting and disciplining substance abuse;
- To prevent the problems of absenteeism, tardiness, carelessness and/or unsatisfactory performance related to substance abuse;
- To reduce the likelihood of accidental personal injury and/or property damage;
- To prevent and eliminate substance abuse and its effects from the school;
- To reduce the likelihood that property of the school will be used for unlawful drug activities;
- To identify substance abuse as early as possible
- To encourage students with substance abuse problems to seek professional assistance; and,
- To protect the reputation of the school in the community.

The school encourages any student with a substance abuse problem to seek counseling or treatment. The school will make available to students and parents information concerning the availability of alcohol and drug abuse counseling and rehabilitation. Participation in those programs will be at the parents' expense. This program is not intended to affect the ability of the school to manage the learning environment or to discipline its students. The administration reserves the right to interpret or change this program at any time.

Prohibition of Drugs and Alcohol

The school prohibits the sale, purchase, transfer, or possession of any alcohol, controlled substance, or drug paraphernalia (including e-cigarettes/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 use or possession of alcohol, drugs, or drug paraphernalia (including e-cigarettes/vaping devices) by a student on school premises or at any school-sponsored function is prohibited. This applies to students arriving at school or any school-sponsored function under the influence of or in possession of alcohol or drugs. Any offense will result in immediate notification of parents or guardians and disciplinary action that may include expulsion. If students are caught in possession of, distributing or selling alcohol, drugs, or drug paraphernalia, the police and the parents will be notified and the student will be subject to disciplinary action.

It is important to note that the selling or distribution of drugs and/or alcohol at Tolton Catholic High School or at events off campus will result in immediate dismissal.

Drug Testing Policy

Concern for student safety has increased dramatically in recent years, and since Fr. Tolton Catholic High School seeks to provide an environment that emphasizes moral decisions, healthy choices, wise decision-making and safe living, the school has implemented a random drug testing policy for all students.

Any student enrolled at Fr. Tolton Catholic High School is eligible to be selected for testing as part of the school's random drug testing program. The pool of students will include all students enrolled. However, any student enrolling after the school year has begun will be tested in the next random test. The description of the program is as follows:

1. An outside drug-testing agency will be employed by the school to administer the tests.
2. The ID numbers of the students will be provided to the agency, without identifying student information.
3. The agency will randomly select multiple numbers for testing, providing to the principal of the school the ID numbers selected. The principal will match the numbers to names of the students to be tested.
4. 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.
5. The test will be comprised 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.
6. 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. If and when such appropriate documentation is provided, the consequences for a positive result will not be applied. The student will be required to be tested during the next round of testing, subsequent to the end of the prescription.
7. This process will be repeated periodically throughout the school year.
8. Findings of a negative results (indicating no drugs detected in the sample) will be shared by the principal with the student and his/her parent(s) in writing.
9. Findings of a student's FIRST confirmed positive test will result in the following actions:
 - a. A meeting of the student, parent(s), principal, and school counselor will take place to discuss the results.
 - b. The student will be required to meet with a drug and alcohol counselor, to determine further remedial actions. A list of approved counselors will be provided by the school. Families who wish to use a different counselor must provide documentation to the school for approval.

- c. The student **MUST** comply with the recommendations of the drug and alcohol counselor. Failure to comply or to cooperate will result in immediate dismissal from the school.
 - d. The student will lose the privilege of participating in and competing for Tolton Catholic High School in extra-curricular activities according to the guidelines in the Tolton Athletic Handbook or for a period of not less than 2 weeks.
 - e. The student will automatically be tested in all remaining drug tests for one calendar year at the parents' cost. (\$25/test)
10. Findings of a student's **SECOND** confirmed positive test at any time during the student's tenure at Tolton Catholic will normally result in dismissal from the school.
11. 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, then the test will be considered a non-negative/positive result and the policy will be administered accordingly.

Use of a Breathalyzer

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 Catholic High School. 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 drug testing consent form), or failure or refusal to consent to a search of a backpack, purse, vehicle or locker is 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. 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 and Windows).

Tolton is not responsible for the upkeep or repairs of any device. All students are to pay an annual \$200 technology fee to help defray the costs of bandwidth, servers, access points, and other network expenses.

Tolton Minimum Requirements for BYOD Devices

- Operating System: Mac OS 10.7 or above or Windows 7 or higher or Google Chromium OS (Chromebooks -- self-updating OS)
- Wireless Connection: Devices must have wireless capability.
- 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: recommended a minimum of 16GB of storage on the device and 4GB of RAM for most operating systems, however 2GB of RAM may be sufficient for some devices.
- Screen Size: Tolton recommends a minimum 11" screen.
- Input Devices: A device with a keyboard is a minimum requirement as is a mouse, trackpad, or other pointing device. Some touch screens may meet this requirement, such as a Microsoft Surface Pro, but we strongly discourage use of tablets, both Android and Apple (iPads) at this time.
- Special Features: Camera and microphone will ensure students can participate in 21st century learning activities and collaboration. (Optional)
- Headphones / Earbuds (Optional)
- A protective 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.

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 your device.

Acceptable Use Policy

The school provides computing and network resources for the use of the students, employees and others affiliated with the school. Fr. Tolton High School provides internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. Members of the school community are encouraged to use electronic devices, software packages, and email for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of the school.

Appropriate or acceptable educational uses of these resources include:

- Accessing the internet to retrieve information from libraries, databases, and internet websites to enrich and expand curriculum is encouraged
- Use school issued email to post and share information
- Use proper email and internet etiquette
- Use electronic devices to complete classroom activities as directed by the teacher
- Use of personal computing devices to take notes during class
- Use of personal computing devices during study hall for studying or completing homework
- Use of Chromebook/Laptop to listen to music with headphones during study hall

This agreement applies to all electronic devices used at school. Once any student or staff connects to the school WIFI – regardless if using a school or personal device – any expectation of privacy is gone. 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 High School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Computer/Internet Usage:

Only students who have a signed Acceptable Use Policy Form on file are allowed to use any electronic device, including personal devices and devices owned by Fr. Tolton High School. Students must be working on a school-related assignment to be able to use any electronic device either provided by the school or brought from home. Any violation of the Acceptable Use Policy will result in the student losing the privilege of working on the computers in our building. This would cover electronic devices used both during study hall time and during any academic course in which the student is enrolled where the teacher has integrated technology into the curriculum.

Cell Phones and Personal Electronic Devices

Cell phones, smart phones, I-pods and other personal electronic devices are to be turned OFF from 7:50am to 3:15pm. Students are not permitted to call, text, check the time or otherwise use their phone or other electronic devices in the classrooms, hallways, restrooms at any time during the school day.

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.

The normal consequences for having cell phones or personal electronic devices turned on at unauthorized times are as follows: the phone/device is confiscated and turned in to the Principal. The phone can be retrieved after payment of a \$20 fine.

Electronic Conduct

A safe environment and one that emphasizes the dignity of and respect for all persons is a hallmark of Fr. Tolton 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. The use of these resources is a privilege, not a right. 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 the 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 enforcements 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 review 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 withdraw 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. The Chromebook/Laptop should be turned off during instructional times as directed by the teacher. Misuse of a Chromebook/Laptop will result in a detention.

• 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 are expected to clear their home bars before each class period.
- Students may not take pictures or record any other students or teachers without permission from a teacher or administrator in the room.
- Chromebook/Laptops are not to be used in the hallways during passing periods.
- Chromebook/Laptops may not be open in the cafeteria during contact time and lunch.

- **Chromebook/Laptops Left at Home**
 - If a student fails to bring the Chromebook/Laptop to school, he or she is responsible for getting the coursework completed on time as if the device had been in class.

- **Caring for the Chromebook/Laptop**
 - The student is responsible for the care of his/her Chromebook/Laptop and for any and all damage that might occur either at school or at home.
 - Fr. Tolton recommends that students keep the Chromebook/Laptop in a protective case at all times.
 - Do not put books or heavy items on the Chromebook/Laptop.
 - Keep food and drink away from the Chromebook/Laptop.
 - Do not put anything in the protective case that will apply pressure to the Chromebook/Laptop and cause damage.
 - Fr. Tolton High School is not responsible for damaged or non-working Chromebook/Laptops and does not repair damaged or non-working Chromebook/Laptops.

- **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 High School recommends students do not leave the Chromebook/Laptop unattended or in unlocked lockers.
 - Fr. Tolton recommends students should secure the Chromebook/Laptop with a pass code.
 - Lost or stolen Chromebook/Laptops should be brought to the attention of the Principal, or Dean of Student Services immediately.

- **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 Tolton High School reserve 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.

- **Sounds, Music, Media, and Programs**
 - Sound must be muted at all time unless permission is obtained from the teacher for instructional purposes.
 - Music is allowed only with permission of the teacher. Students can listen to music in Study Hall only if they have personal earphones and permission from the teacher.
 - Games and videos for personal use may not be played during the school day.
 - Students should not use non-educational apps or the Internet for non-educational purposes.

- **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 consequences.

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 Tolton 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 ½ 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 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 checked at mid-quarter and quarter. 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”.

Christian Service Requirement

Juniors and seniors who do not have minimum levels of service will be ineligible for activities and privileges until the hours are completed and approved. Activities include: Athletics, Plays, Clubs,

and any other extracurricular organizations. See refer to the **Christian Service Program** section of the Handbook for the specific levels and consequences.

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 demerits 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.

Determination of Eligibility

Student eligibility is determined immediately preceding the beginning of each semester. Each moderator verifies that each participant in his activity meets the eligibility requirements by checking students' records in the office prior to the beginning of each semester.

GENERAL GUIDELINES

Building/Facility Hours

On school days, students will have access through the front lobby doors by 6:30 a.m. Their access will end at 6:00 p.m. Students entering or leaving at any other time will need to be with a teacher or an administrator. During the school day, access to the school building can only be made through the front lobby doors near the main office.

All visitors, parents, and vendors must sign in at the main office when entering the school. They will receive an identification badge that must be worn while in the buildings and returned when they leave campus.

When it is necessary for students to remain in the building after dismissal (i.e. waiting for a ride home), they should remain in the main lobby/student commons areas. Students are not allowed in classrooms, athletic areas, concession areas, fine arts areas, labs or offices unless accompanied by a teacher or administrator. Similarly, students should not be in the gymnasium or athletic facilities unless they are with a teacher or administrator. If students have no specific purpose for being on campus after dismissal, they are expected to leave campus.

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. This policy applies also to the delivery of food by a non parent/guardian.

Emergency Plan

Tolton High School believes the safety and health of the students, employees, and visitors are primary concerns in the operation of the school. Tolton 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 High School 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 High School 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 High School 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 Tolton High School.

Facility Use

Tolton 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 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 the field trip permission form. 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 the permission form 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 Car Raffle and Gala. No fundraising programs (by students, staff, or parents) may take place at Tolton High School or under the auspices of Tolton High School without the expressed permission of the President. We greatly respect the limited resources available to the school and want to maximize the benefits for all our students

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 outside of the seal of confession between priest and penitent, strict confidentiality can not 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 school administrator.

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

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

Police Contact: The administration of Tolton 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. The administration will make every reasonable effort possible to contact the student's parents. Before the administrator permits the questioning of a student by a law enforcement officer the administrator will obtain

the officer's name and title, the reasoning for the questioning, and Proof that a juvenile authority will be present during questioning, if the student is less than 17 years of age. No student will be questioned by law enforcement authorities or officials of other public agencies unless a school Administrator or parent is present. If a student is subject to arrest or apprehension by a law enforcement officer, the administrator will request to see the summons or warrant and will deliver the student into the officer's custody.

Lost And Found

Students may also check with the Main Office and in the athletic office for lost or misplaced items.

Messages

Only phone messages received directly from parents or guardians will be relayed to students. The student is not called from class for such messages unless the situation is an extreme emergency. The school cannot relay messages between students. The phones in the office may be used only in case of illness or emergency. Please go through the office to contact your student when necessary. Do not contact them on their cell phone.

Student 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 hangtags must be visible in parked cars at all times.

Students who participate in a carpool arrangement that involves multiple drivers and wish to share a parking space may request additional hangtags for carpool participant-drivers. Each person assigned a hangtag must complete a parking permit application.

Students who park in an incorrect location or spot may receive detention. Vehicles without an approved parking pass/hangtag 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.

Any student who rents a parking space in the Tolton parking lot who is unexcused tardy to school for the fifth time during a semester forfeits his/her right to park in the lot; the parking space will be reassigned and no refunds will be given. Students should not expect a warning to let them know they are close to losing a parking spot. Students should come into school when they arrive in the morning; no sitting in cars or loitering near streets or in the lots. The administration has the right to inspect all cars parked on school property at any time without the owner's permission. 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.

The convenience of a guaranteed parking spot is a privilege. Driving carelessly on school property may be cause for immediate loss of parking lot privileges and other disciplinary action. Tolton is not responsible for damages to vehicles on the parking lot and urges students to take appropriate security measures

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.

Pregnancy

A student who becomes pregnant may continue in school. A conference needs to occur with the 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 the 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 the President to make an exception. Anyone granted an exception must present a plan and timeline for the elimination of the need for an exception.

Severe Weather School Closing

Our 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 case of overnight bad weather, we will be using RenWeb, a phone, and email communication system, to notify faculty, staff, and students when school is called off or there is a late start. We will continue to post school closings on KRES radio and TV channels KOMU and KRCG. We will utilize the late start schedule when conditions are not severe enough for school to be closed. In that case, school will start at 10:00 a.m. The building will be open at the regular time to accommodate those who need to come earlier. If the weather becomes problematic during the day, we may close school early so that students can reach home before it becomes dangerous. Again, we will use RenWeb for phone and email communication. We will also put the message on our website. If we cancel school, athletic contests, practices and other events are automatically cancelled 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 Tolton High School to see the school in action on a regular school day, not on days when special activities are occurring. Students may shadow generally one time either during eighth grade or the second semester of seventh grade. Contact for shadowing must occur by the parents at least one week prior to the visit. The shadowing form must be completed and brought with the student on the day of the visit. Shadows are allowed only with freshmen or sophomore students. Forms are obtained from the main office, website, or a parent phone call.

Textbooks

If a faculty member is using a textbook, they will distribute them to the students. 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 in the same condition as they were received.

Unauthorized Activities

At times, some Tolton 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 even if a Tolton teacher is present. 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 students in such an activity is detrimental to the school in any way, it may be necessary for Tolton High School to take disciplinary action, even to the extent of criminal prosecution, against such students.

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 principal or athletic director to report all pertinent accidents/injuries. All accidents involving Fr. Tolton Catholic students must be reported on the Fr. Tolton Catholic High School Accident Report Form that is turned in to the principal or athletic director.

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 Tolton 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 pocketknives 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, and/or legal action.

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 reserves the right to search backpacks, book bags, cars, purses, lockers, etc., in order to preserve the safety of each individual and the common good of the school. Administrators may seize any illegal, unauthorized materials or contraband found in such a search.

The school administration will initially request voluntary consent for a search of personal belongings. If a student resists or otherwise refuses to consent for such a search, the student will be reasonably isolated until parents and/or law enforcement representatives arrive to assist with the situation. The administration reserves the right to conduct random searches in accordance with DSP 5380.

A student or family's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action, up to and including expulsion from the school.

School Dance Policy

From time to time, Tolton Catholic will sponsor dances for its students and their guests. Behavior at these dances should always be in accordance with our Catholic and Christian values, includes modest attire, and sensible behavior.

Students will not be allowed into the dance after the designated beginning time. Students will not be allowed to leave until the time designated by sponsor. Once students have left the event, they may not return. Students must be off school premises 15 minutes after dance is over. Any exception to these policies must be approved in advance by the Dean of Student Services.

There will be a breathalyzer at all dances and students and guests will be tested. 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 Tolton High School. The Dean of Student Services for appropriate consequences will contact these students. The Administration may search any vehicles transporting students to a dance.

All guests attending any Tolton dance must have permission from the Tolton Dean of Student Services and a Guest Form signed by their parent indicating permission and signature of their current principal indicating they are students in good standing academically and disciplinarily.

Junior/Senior Prom: This end of the year dance is a special privilege reserved for juniors and seniors only. Freshmen and sophomores may not attend the prom. Once students have left the event, they may not return. A permission slip is required for any participant not attending Tolton High School.

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. Students who wish to bring a guest on campus during school hours must obtain permission for the visit from a school administrator prior to the visit. Student visitors from the Columbia area who are seriously considering transferring to Tolton and wish to shadow a Tolton student for a partial or full day must have their parent(s) contact the Admissions Coordinator in order to set up a shadowing experience. Such guests are invited to attend Tolton Catholic only once during a school year. Student guests or former students may not visit just for lunch or assemblies.

Water Bottles

In line with brain based learning best practices, we do allow 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 only allowed to carry water and are subject to inspection at any point in the day. Coffee, tea, or other soft-drinks are not permitted.

SUPPORT OF TOLTON

As part of the partnership that exists between Tolton High School and our families, it is an expectation that parents volunteer and contribute to help promote the school in the community and in volunteer efforts. Advancement is a process which identifies, coordinates and expands on all the positive factors – people, events, programs and activities – at work within Tolton High School for the purpose of meeting the needs of our families and advancing the mission of the school. The participation of parents, students, faculty, alumni and friends in the community – as volunteers, as donors, as ambassadors – is critical to the advancement process.

The Office of Advancement staff concentrates efforts on student recruitment, communications, community relations, alumni relations and fund developments. Last year, special events and fund-raising projects affected a total of \$300,000+ in revenue, much of which helped to bridge the “tuition gap,” that difference between the real cost of educating each student and tuition income. The Gala dinner/auction and the Annual Golf Tournament are among the special projects that generate vital funds.

Community Awareness Tolton Booster Club

The Tolton Catholic High School Booster Club is an organization open to all Tolton High School parents, staff and alumni. They work closely with the President and Director of Athletics and Activities in their mission to support and promote the all athletic teams and extracurricular activities with financial support and volunteerism. It is important for all parents, staff and alumni to understand that their involvement is very important and their participation will make a positive difference to our children and our school community.

Recognizing that strong enrollment spells stronger programs, Tolton parents have established a tradition of sharing their experiences with prospective parents. Whether on the telephone, at special events or at open house, word-of-mouth is powerful. You, as a parent, are an especially credible source of information. Every day you have opportunities to boost Tolton High School. Lean across the backyard fence or take a moment after Mass to let family, friends and associates know what pleases you about the school. The school’s Web site www.toltoncatholic.org, provides comprehensive information about our school, events, curriculum, publications and more.

Endowments

Tuition assistance and scholarships for students are funded almost entirely with income generated by the Tolton High School endowment. Currently, the growth of this critical resource comes from tributes, memorials and special fund-raising events.

Trailblazer Fund

Tolton’s Trailblazer Fund is the cornerstone of all fund raising for the school. The fund includes unrestricted gifts intended for the sole purpose of supporting the school’s daily operations and closing that “tuition gap.” Without it, we would not be able to keep our doors open for the entire school year.

TUITION POLICIES AND FINANCIAL REQUIREMENTS

Fr. Tolton 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.

Tuition

Catholic Students

First Child	\$7,765
Second Child	\$5,765
Third Child	\$5,765

Non-Catholic Students

First Child	\$9,970
Second Child	\$7,970
Third Child	\$7,970

Optional and Other Fees

Athletic Fee	\$100 - per season
Donation in lieu of fundraiser	\$850 per student or \$1,100 per family
Parking permit	\$100 per year
Sports pass	\$150 / family, additional options available
Yearbook	\$ 60

Four tuition payment plans are available.

Option 1 - Single payment due by June 28. \$200 discount given.

Option 2 - Two payment plan (June 28 and November 27) \$100 discount deducted on 2nd payment.

Option 3 - Four equal payments (June 28, Sept 4, Nov. 27, and Feb 28) No discount given.

Option 4 - FACTS monthly payment plan over 10 or 11 months from July through April or May.

FACTS charges an annual \$43 fee and the account must be set up (new families) or verified (returning families) by June 1. See our website for instructions.

Fundraising

The success of the school's extra-curricular activities depends, not on tuition, but rather on a quality fundraising effort. There will be a **maximum** of three fundraising activities throughout the school year.

Each family is required to participate fully in each fundraiser. Families have two options:

1. Active involvement; which requires fulfillment of the entire quota.
2. Buy out; paying the equivalent of 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. These fundraising endeavors succeed 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 remain 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 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 child(ren) 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. The annual deadline for filing with FACTS Grant & Aid is April 15, unless the family registers at a later date.

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

Students who acquire 25 demerits or more in an academic year may lose eligibility for financial aid in subsequent 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 December 1: If not, students will not be eligible for semester examinations and will not be readmitted on the first day of class of the new semester. No grades/report cards will be released.
- By May 1: If not, students will not be eligible for semester examinations. Also, they will not receive report cards and permanent records/transcripts will not be released by the Administration. Seniors may not participate in graduation and related activities.

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 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.

Delinquent Tuition/Fees From Previous Year(s)

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the President.

Consequences Of Non-Payment

Transcripts will not be sent unless tuition and fees are current. Students will also not be able to take exams if tuition payment is delinquent. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the President has the right to require a specific method of payment. Students who do not meet these requirements may not participate in the graduation ceremony.

Late Registration

Families registering after June 30 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

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 SUPPLEMENTAL INFORMATION

COMMUNITY AND EXTERNAL OPERATIONS:

Educational Authority in the Parish

DSP 1305

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school advisory board. The school advisory board is an advisory board established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal. The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory board advises the pastor that the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to insure the mission is sustained.

Home and School Associations

DSP 1430

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) *Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

Use of Student Photos

DSR 1530

Much care must be taken in the use of photos of students (either of individual students or groups of students) for public relations purposes. Student photos may be used in brochures, newspapers, or other publications only if the parent/guardian of the student signs a release allowing such use. The Diocesan photo release can be found in Appendix #DSR 1530.

Principals, after obtaining permission from the appropriate pastor, may utilize photos of students (either of individual students or groups of students) on the school website or parish website only if the parent/guardian of the student signs the Diocesan release found in Appendix #DSR 1530. Similarly, Presidents of Diocesan high schools, shall obtain permission from the Diocesan Catholic School Office, before utilizing student photos for the school website. If the pastor or representative of the Catholic School Office of the Diocese provides permission for the use of student photos on the school website or parish website, neither the first name of the student nor the last name of the student may be referenced on the website. 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

Parent Communication Agreement

DSP 1810

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

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

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

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

Grievance

DSP 1901

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

Administrative Recourse

DSR 1901

A. Definition

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

B. Purpose

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

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within

the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*

3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance.

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

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

LEVEL TWO: PASTOR

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

days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOL OFFICE

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

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

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

Penalty Status During Administrative Recourse

DSP 1902

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

Non-Discrimination

DSP 5101

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and this non-discrimination statement is to be a part of each local school's handbook.

Admission Requirements

DSP 5102

Entrance requirements regarding age and medical records should be consistent with the local public school district.

Catholic schools in the Diocese of Jefferson City should also use the local public school as a model for any requirements regarding the admission of students that have been previously homeschooled.

STUDENTS:

High School Admission Priority

DSP 5107

Ordinarily, families who reside in the following communities or send students to the following Catholic parish schools will enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic School 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
Immaculate Conception Jefferson City	Ss. Peter & Paul, Boonville	Ashland
St. Andrew, Holts Summit	Our Lady of Lourdes, Columbia	St. Peter, Fulton
St. Joseph Cathedral, Jefferson City	Sacred Heart, Columbia	St. George, Hermann
St. Peter, Jefferson City	St. Thomas More, Columbia	Annunciation, California
St. Francis Xavier, Taos	St. Joseph, Martinsburg	St. Andrew, Tipton
St. Martin, St. Martin	St. Brendan, Mexico	Sacred Heart, Sedalia
St. Stanislaus, Wardsville	St. Pius X, Moberly	
St. Margaret Antioch, Osage Bend	Immaculate Conception, Montgomery City	
St. Michael, Russelville		
Sacred Heart, Eldon		
Our Lady of the Snows, Mary’s Home		
St. Anthony of Padua, Folk		
Our Lady Help of Christians, Frankenstein		
Holy Family, Freeburg		
St. George, Linn		
Immaculate Conception, Loose Creek		
Sacred Heart, Rich Fountain		
St. Thomas, St. Thomas		

Proof of Guardianship

DSP 5201

- The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.
- In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.
- Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

- When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.
- The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.
- Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

Absence and Tardiness

DSP 5210

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

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

- B. Tardiness
- Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)
- The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.
- If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

Written Excuses

DSP 5211

- When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.
- In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

Written Excuses

DSR 5211

- When a child has been absent, the school requires a written excuse from his/her parent guardian. All notes concerning absences are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal or dean/athletic director may investigate or delegate someone to investigate the situation.
- In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record. When a note is turned in, assuming that it constitutes an excused absence, the student will be given a permit for making up assignments. It is then up to the student to make arrangement for makeup work with all teachers no later than the second day back to school. Teachers will not allow makeup work without the permit.

Requests for Family Reasons

DSP 5220

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the

recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

Confidentiality

DSP 5260

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

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

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

Catholic Faith and Moral Standard

DSP 5305

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

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

Prohibition of Corporal Punishment

DSR 5310

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

Weapons and Dangerous Instruments

DSP 5315

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

Dismissal and Expulsion

DSR 5360

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

Dismissal and Expulsion

DSP 5360

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

The term "expulsion" is:

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

The term "dismissal" is:

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

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

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal 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 president regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

Release of Individual Students from School

DSP 5370

- Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.
- In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.
- A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

Parent/Teacher/Student Conferences

DSP 5405

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

Promotion and Retention**DSP 5410**

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

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

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

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

The school's service coordinator and administration have the responsibility of approving the service hours, once they have been submitted and verified. Questions about the service requirement should be directed to those offices. For questions and help logging hours, see the Tolton Catholic Service Website at: <https://sites.google.com/a/toltoncatholic.org/blazers-serving-christ/>

Drug/Medication Administration**DSP 5520**

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

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

Alcohol Use at School Related Events**DSP 5545**

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

Students with Special Needs**DSP 5701**

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

Sexual Abuse of Minors

DSP 5825

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

INTRODUCTION

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

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

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

A. BRINGING AN ALLEGATION

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

Mr. Mike Berendzen
Review Administrator
Diocese of Jefferson City
Alphonse J. Schwartze Memorial Catholic Center
2207 W. Main
P.O. Box 104900

Jefferson City, Missouri 65110-4900
Telephone: 573-635-9127 (ext. 224)

The entirety of the policy can be found in the Policy and Regulation Manual for Schools.

Protecting God's Children

In order to create an environment which is safe for all students, the Protecting God's Children program has been chosen to supplement the existing laws for identifying, reporting and preventing child sexual abuse. All who have contact on a regular basis with Fr. Tolton Catholic High School students are required to undergo screening, submit proper clearances, and comply with standardized application and employment procedures. In addition to these screenings, all those who come into contact on a regular basis with Tolton students are required to participate in the Protecting God's Children program. This program fulfills the mandates of the USCCB charter for the Protection of Children and Youth.

Non Catholic Student Participation

DSP 6235

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

INSTRUCTION:

Educational Outings, Field Trips, 8th Grade and Senior Trips

DSR 6301

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

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

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

DSP 6305

Schools should 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 are to 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 - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;

2. 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;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the *Protecting God's Children* program and read and sign the *Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

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

Chaperones and Drivers for Field Trips [Educational Outings]

DSR 6305

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

Student Internet, E-mail and Other Technology Use

DSP 6425

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

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

9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

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

Acknowledgement Form

I hereby acknowledge that I have read this handbook and will abide by these regulations, that I have had an opportunity to ask questions about its contents, and that I will fulfill my responsibilities as the primary educator of my child as outlined in this covenant of trust.

Parent Name (print) _____ Signature _____
Date _____

Parent Name (print) _____ Signature _____
Date _____

I will fulfill my duties as a student at Tolton Catholic High School and abide by the regulations in this handbook.

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____