

ST. MARY'S CATHOLIC ELEMENTARY SCHOOL

FAMILY HANDBOOK

2020-2021



ST. MARY'S CATHOLIC ELEMENTARY SCHOOL

3025 South Central City Road

Joplin, MO 64804

(417) 623-1465

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ST. MARY'S ELEMENTARY SCHOOL

INTRODUCTION

Dear St. Mary's Parents,

Welcome to the 2020-2021 school year! All of us St. Mary's are eager and excited to begin what promises to be a very positive and productive year together. This year we will continue to provide academic experiences for our students that are rigorous, relevant, and build relationships. Although our school day and practices may be different from years past due to COVID-19 precautions, we will continue to help nurture the intellectual, spiritual, emotional, and physical development of each student.

The Family Handbook contains the guidelines of the school including the rules and regulations, and will help answer many of the questions that may arise now and/or as the school year progresses. It has been written from guidelines approved by and in conjunction with the educational policies of the Springfield-Cape Girardeau Diocese. It is intended to help the students, the parents, the faculty, and the staff better accomplish the mission of the school. Although it is never inclusive, it is our hope that by providing you with this information, we will be able to serve you efficiently and effectively. We ask that you read and familiarize yourself with the policies and procedures stated here and further ask that you commit yourself to following these guidelines as a condition of enrollment. We also ask you to read and discuss this handbook with your child(ren).

It is our hope and prayer that you will have a positive experience as part of the St. Mary's School family. Please do not hesitate to communicate your thoughts or questions with us throughout the year. God bless you for your support and prayers this year as we work together to bring your child(ren) closer to God while we learn, live, and grow together.

Sincerely,

Joanne Lown

Joanne Lown, Principal
St. Mary's Catholic Elementary School
3025 South Central City Road
Joplin, MO 64804
jlownd@jacss.org
(417) 623-1465

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The principal is the final recourse and reserves the right to amend the St. Mary's Family Handbook. Parents will be given prompt notification of any change in the Handbook once the school year begins. This handbook has been ratified by the Executive Committee of the JACS School Board.

This handbook is a contract between St. Mary's School and its students and parents. The school community, which not only includes our students but their parents (or legal guardians) as well, rests squarely on the concept of voluntary association. The choice to enroll and attend St. Mary's Elementary School includes the agreement to be bound by the rules, regulations, and policies of the school. The education, faith formation, and safety of your child are the most important functions of our school.

FACULTY AND STAFF
ST. MARY'S CATHOLIC ELEMENTARY SCHOOL

Deacon Rob Huff	Diocesan Superintendent	rhuff@dioscg.org
Sr. Cecelia Ann Rezac	Ast. Superintendent, West Diocese	srceiliaann@scspk12.org
Sr. Julie Brandt	Director, JACS System	jbrandt@jacss.org
Rev. Joe Weidenbenner	Pastor, St. Mary's Parish	stmjoplin@gmail.com
Joanne Lown	Principal, St. Mary's Elementary	jlownd@jacss.org
Amy Oakes	Secretary, St. Mary's Elementary	stmaryschool@jacss.org
Kathy Patton	JACS Business Office	kpatton@jacss.org
Early Learners	Teresa Scheuerman	tscheuerman@jacss.org
Preschool	Pam Black	pblack@jacss.org
Pre-Kindergarten	Carrie Cavitt	ccavitt@jacss.org
Pre-Kindergarten	Gay Currence	gcurrence@jacss.org
Kindergarten	Annette Taylor	ataylor@jacss.org
First Grade	Lorrie Estrada	lestrada@jacss.org
Second Grade	Carrie Doll	cdoll@jacss.org
Second Grade	Judy Bashor	jbashor@jacss.org
Third Grade	Brandy Riley	briley@jacss.org
Fourth Grade	Debi Staton	dstaton@jacss.org
Fifth Grade	Laurie Sullens	lsullens@jacss.org
Fifth Grade	Emily Lone	elone@jacss.org
Librarian	Pam Black	pblack@jacss.org
Art K-5	Mary Ann Turk	mturk@jacss.org
Music and Technology	Kayla Crabtree	kcrabtree@jacss.org
P.E. and Spanish	Margie Black	mblack@jacss.org
Sister of Mercy	Sr. Joan Schwager	jschwager@jacss.org
Title 1	Lisa Morin	lmorin@jacss.org
Early Childhood Aides	Ashley Drevyanko, Linda Hudson, Teresa Bracich, Clothilde Williams	
Before School Care	Amanda Hays	ahays@jacss.org
Kitchen	Amanda Hays, Joan Merrill	ahays@jacss.org

ACADEMIC POLICIES

The following curriculum is in conjunction with the requirements set by the Springfield-Cape Girardeau Diocese:

Art	Math
Creative Writing	Music
Computer Technology	Physical Education
English	Reading
Handwriting	Religion
Human Sexuality (grades 3-5)	Science
Language Arts	Social Studies
Library (grades K-5)	Spanish
Liturgy (grades K-5)	Spelling

A. Classroom Expectations and Behavior

Within the framework of each classroom activity, an intentional learning atmosphere must prevail. It is the duty of teachers and administrators to maintain such an atmosphere through the use of rules and fair treatment. The following expectations are the minimum standards expected from each student attending St. Mary's. Additional expectations will be supplemented by each teacher.

B. Work and Study Habits

Students are expected to come to class each day with paper, pencils, and other required supplies as requested by the teacher. The pencil and paper machine will be available before and after school and it is the student's responsibility to make sure he or she is prepared for the school day. This should never interrupt class.

Respect for teachers and other students is expected and will be demonstrated through attention and participation in class.

C. Homework

Homework is assigned to encourage further learning outside of school and promote self-discipline. Although homework varies with each grade, reading is an expected part of each evening's homework. Parents should read to children who are not yet reading and older children should read fiction or nonfiction material by themselves. Teachers may request homework to be checked and initialed by parents. Penalties for late work will be strictly enforced.

Parents should encourage their children to take responsibility for their work and pride in all that they do. There should be a definite time and place for your children to work at home in order to develop good study habits. We encourage parents to communicate frequently with the classroom teacher if problems should arise in this area.

D. Student Success

Given enough time, focusing on success as an individual and using effective research findings, teachers will make every effort to meet the individual academic needs of each student in Joplin Area Catholic Schools.

E. Grading

Grading is only one student assessment tool used at St. Mary's. Kindergarten student assessment symbols include I – P – B – N. I=Independent, P=Progressing, B=Beginning and N=Not yet taught. Students in grades 1-3 use the symbols of O=Outstanding, S=Satisfactory, P=Progressing but not yet satisfactory, and U=Unsatisfactory; grades 4-5 use letter grades: A B C D F. The value

of these letter grades is set by diocesan policy.

F. Report Cards

Mid-quarter progress reports will be prepared for any student earning a D or F and will be communicated to parents through phone calls and/or written reports. Report cards for grades K-5 are issued quarterly. Parent/teacher conferences are held after the first and third quarter.

G. Retention and Promotion

If retention is necessary for the well-being of a child academically, socially, or psychologically, the teacher will inform the parent of the possibility at the beginning of the second semester. Periodic conferences will be held to inform parents of progress being made. If retention is requested by the teacher or parent, appropriate forms will be completed and signed by parents, teacher, and principal by the end of the school year.

Students will be promoted to the next grade upon successful completion of the core objectives for that particular grade.

H. Academic Improvements and Curricular Changes

The scope and sequence of the St. Mary's curriculum is reviewed and updated to ensure it adheres to diocesan standards, Missouri state standards, and the mission of the school. All students follow the same curriculum for each respective grade. It is understood that all students require individualization, and St. Mary's teachers are committed to working with individual students both in and out of class.

ACCREDITATION

St. Mary's Elementary School is accredited through the Missouri Chapter of the National Federation of Non-public School State Accrediting Associations. The association is comprised of non-public schools in the state of Missouri, Minnesota, Michigan, Arkansas, and Georgia, and is recognized by the United States Department of Education, the Missouri State Board of Education, and the Missouri Department of Elementary and Secondary Education. St. Mary's will complete a full self-study process during the 2020-2021 school year. Schools are re-accredited on an annual basis.

ADMISSION POLICIES

NON-DISCRIMINATORY STATEMENT

St. Mary's does not discriminate on the basis of race, color, sex, origin, or age.

This school does give preference in admission to Catholic students living within the parish boundaries of St. Mary's, St. Peter's, and Sacred Heart; secondly, to Catholic students living outside these parish boundaries; thirdly, to non-Catholics.

A. Eligibility

1. St. Mary's is open to the children of registered members of St. Mary's, St. Peter's, and Sacred Heart parishes. Catholics from other parishes and members of other faiths are welcome as long as room permits.

2. Age requirements are based on the Public School Laws for the State of Missouri.

Preschool: A child whose third birthday occurs prior to July 31 may enroll for that year.

Pre-Kindergarten: A child whose fourth birthday occurs prior to July 31 may enroll for that year.

Kindergarten: A child whose fifth birthday occurs prior to July 31 may enroll for that

year.

First Grade: A child whose sixth birthday occurs prior to July 31 may enroll for that year.

Date of birth must be certified by a state-issued birth certificate.

Our school does not presently have the personnel or resources necessary to work with children who have significant learning disabilities, who need special education, and/or have a history of social or behavioral problems. Therefore, such students may not be accepted. We strongly encourage parents to use the resources available through public education for special education and gifted education. Please ask your child's teacher or the principal for further information on how to access the programs.

B. Registration

Pre-registration will be held in the early spring of each year to facilitate planning for the coming school year. Visit www.jacss.org to register. **Immunization records and a birth certificate MUST be presented at a child's initial registration in school.** Physical forms must be completed for all children entering Kindergarten. A registration fee is due upon return of the registration forms each year, and this fee is non-refundable.

C. Transfers

Children of families moving into the parish or desiring to transfer from other schools will be admitted during the school year if class space is available. JACS students transferring to other schools will have their records transferred at the time that tuition and all fees owed are paid in full.

D. Class Size

As a rule, St. Mary's School desires not to reject any student meeting enrollment requirements because of class size. However, certain limits must be imposed on class size so that the educational process will benefit students to the greatest extent possible. The maximum number of students per room shall not exceed 24 in Kindergarten and 26 in Grades 1-5 at the close of registration. In certain instances a classroom aide will be added to help with classroom and student needs.

E. Teacher Requests

Classroom assignments are determined by the principal with input from the faculty. Parents are discouraged from making requests for specific placement for their child. If parents believe they have a valid reason for their child not to be placed in a particular classroom, they are required to place the reason for that request in writing for consideration by the principal. These requests must be received in the office by June 1 for the next school year.

AFTER SCHOOL CARE

The After School Care program is designed for students in Early Learners through 5th grade as a convenience for parents. Activities will be conducted with the same kinds of behavioral expectations that the school has during the regular school day. Students who do not abide by these standards of conduct may be suspended or removed from the program. Students may attend After School Care on a day-to-day basis as long as space is available. The After School Care program will always accommodate parents who must leave their children at school after school because of an emergency.

Any student not picked up from the child's classroom by 3:20 p.m. will be taken to the After School Program and parents will be charged. Daily After School Care charges for the 2019-2020

school year for each child are \$5.00 until 4:30 p.m. and \$9.00 until 5:30 p.m. If a child has been absent from school due to illness, he or she may not attend After School Care that day. If a child has been absent from school due to a special education or gifted class, but still needs to attend After School Care, they may do so. **All After School Care program balances must be paid for by the end of each week.** After School Care payments are not handled by the St. Mary's school office. Please contact the JACS Business Office (417-624-5003) with any questions or concerns you may have.

The school must receive prior written notification, or in the case of an emergency an email or call, from a parent or guardian if a student is to be released to the custody of a person other than that student's parent, legal guardian, or any other person listed on the child's enrollment form. Such a person may be required to produce identification. It is the parent's responsibility to advise the school of any changes to such forms resulting from a move or other changes of circumstances.

ARRIVAL & DISMISSAL PROCEDURES

Arrival and dismissal times are hectic times of the day for families, and we ask all parents to please follow the following procedures to ensure the safety of our school community. If you do not transport your child (ren) to school, please ensure the person bringing them to school and/or picking them up from school receives the following information.

A. Arrival

1. Students arriving between 7:30-8:00 a.m. will go to the before school program. School starts at 8:05 a.m.
2. Due to COVID-19 guidelines and policies, parents may not walk their children into the school building this school year. Parents may walk their child up to the school entrance (Early Childhood Entrance for Early Learners-Pre-K students, Main Entrance for Kindergarten- 5th grade students) OR drop their child off curbside (Early Childhood students will be escorted into the building by classroom aides).

B. School Doors

During the school day, all doors to the school are locked for our school community's safety. Please buzz to enter the school through the main entrance during school hours. Please help us ensure the safety of our school by not propping doors open or asking students to open locked doors.

C. Dismissal

Parents (or their designees) of all students (Early Learners-5th grade) will be picked up in a car line system this school year. Parents with last names starting with A-M will pick their child up from the Main Entrance doors following 3:10 p.m. dismissal, and parents with last names starting with N-Z will pick their child up from the parking lot located to the east of St. Mary's Church. Parents (or their designees) must have their care line name sheet in their windshield of their car for a staff member to release students to. Parents (or their designees) who are unable to pick up their child should let the school know well in advance who the designated adult will be. Parents should inform teachers with a written note or with a phone call to the school office of carpool arrangements and/or any deviations from the normal schedule. It is the parent's or guardian's responsibility to advise the school of any changes to authorization forms from moves or other changes in family circumstances.

Students not picked up by 3:20 p.m. will be accompanied by the classroom teacher to the After

School Care program.

D. Early Dismissal

Whenever possible, professional appointments should be scheduled outside of the school day. However, occasions do arise when a doctor or dentist appointment must be scheduled during school time. On these occasions, the parents should contact the school office by email or written note notifying the school of the appointment and early dismissal time. At the time of dismissal, a parent must sign the child out at the school office and be given authorization for release from the classroom. Teachers may not release a student from class without authorization from the office. This regulation is necessary to protect both the pupil and the school. Children will not be sent to an outside door to wait for a ride as a protective measure.

ATTENDANCE

REQUIREMENTS: The State of Missouri requires a minimum of 1044 hours of student attendance to certify a school year, and the Diocese of Springfield-Cape Girardeau requires 174 days of student attendance. The school calendar, distributed at the beginning of the school year, reflects this requirement. Consistent attendance in school is absolutely necessary for a successful and meaningful educational experience.

A. Absences

When a child must be absent from school, a **written excuse**, signed by a parent, should be presented upon return to school. This excuse will be kept on file and should include the dates and reason for absence. Children are responsible to complete work missed during their absence. A time and date when make-up tests will be given will be at the discretion of the teacher. A maximum absence of ten days per semester is considered excessive and could result in retention of the student. Additionally, a report of educational neglect can be made to the Division of Family Services. Extended absences for trips during the school year are not encouraged. Students will have 5 school days to complete work. No credit for work will be given after that.

B. Make-up Work

When a student is absent, make-up work may be picked up before school, after school, or the following day. Please contact your child's teacher(s) or the school office and notify them when you plan to pick up make-up work.

C. Tardiness

Tardiness interferes with a child's progress in school, disrupts the learning of others, and contributes to the formation of undesirable character traits. A child who is **NOT** in the classroom or Commons, depending on the school schedule, at the 8:05 A.M. bell is tardy. Please remember Morning Prayer is considered an extremely important part of our school day. Students absent for two (2) hours or more of the morning, or two (2) hours or more in the afternoon, but in attendance for the remaining portion of the morning and/or afternoon shall be considered absent for 1/2 day. **Every five (5) tardies a student accumulates per quarter will be recognized as an absence when determining perfect attendance.**

BEFORE SCHOOL CARE

Before School Care begins at 7:30 a.m. each morning for students arriving at school between 7:30 and 8:00 a.m. Early Learner, Preschool, and Pre-Kindergarten students will enter through the Early Childhood entrance on the north side of the school accompanied by a teacher's aide or 5th grade safety patrol member. Students in Kindergarten-Fifth Grades should enter through the school's main entrance. For their safety, students should not be dropped off at any other entrance because they will not be supervised and the school cannot be held responsible or liable for their

care. Students may not be dropped off before 7:30 a.m.

BIRTHDAYS

Birthdays are a special time for our students! If you wish, your child may bring treats to school to enjoy with his/her class. The Joplin Health Department requires these treats to be commercially prepared, not home baked. Please make plans with your child's teacher about celebrating your child's birthday in advance. Goodie bags or any other birthday item will be handed out at the end of the school day to prevent distractions.

No invitations for any students for off-premises parties may be distributed in school unless all members of the class or of the same gender are invited. If a student or parent wishes to limit guests, he or she should mail invitations or call the guests.

This helps prevent hurt feelings. If the entire class is invited to a celebration, the best way to ensure invitations get home and not forgotten at school or buried at the bottom of a backpack is to give the invitations to your child's teacher. The teacher can ensure they are included in each child's daily folder that comes home each evening.

CELL PHONES

Students may use the school phone to make phone calls with permission from the office staff or administration. Students are advised not to bring cell phones to school, but if they do, they **MUST** turn their cell phone off, check it in at the office, and leave it in the school office until school is dismissed. Cell phones found in desks, in backpacks, or in clothing such as jackets or coats will be taken to the school office for the remainder of the school day. St. Mary's students in the After School Program may not use their cell phones during the time they are in the program for any reason. St. Mary's School is not responsible for any lost, stolen, or damaged cell phones. Parents should **NOT** contact students during the school day on their cell phones. **Smart watches of any brand and/or Fitbit related devices with communication capabilities may not be worn to school due to the distraction they cause in the classroom and their communication/tech capabilities.** The following consequences will be enforced for students who do not follow the cell phone policy:

- First offense- School personnel confiscates the cell phone, bringing it to the school office. The principal will return the cell phone to the student at **the end of the school day.**
- Second offense- School personnel confiscates the cell phone, bringing it to the school office. The principal will return the cell phone to the student at **the end of two (2) school days.**
- Third offense- School personnel confiscated the cell phone, bringing it to the school office. The principal will return the cell phone to the student at **the end of five (5) school days.**

CODE OF CONDUCT

The philosophy of discipline at St. Mary's is based on the life and teachings of Jesus. These principles are the foundations for Christian learning. St. Mary's will strive to provide an education in a safe, disruptive free environment where each person is valued as an unique individual. Students are to show care, concern and respect for all individuals. Students at St. Mary's are expected to act in a way that reflects the strong Christian values that have been taught by their parents as well as reflecting the philosophy of the school. Students who engage in conduct, whether inside or outside the school that is detrimental to the reputation of the school, faculty, or staff may be disciplined by school officials. Positive reinforcement for good behavior

and clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision. When occasions arise where students do not reflect those high values, teachers are expected to handle those situations appropriately and to communicate with the parents regarding these things. Students have a responsibility to inform teachers or the principal of inappropriate behavior directed toward them or any student or person as soon as possible. Repeated offenses, documented by the school, by the same person to another person could result in suspension or dismissal. If necessary, the principal will become involved to the extent that the teacher and/or parents believe it will be helpful or the administration feels it is necessary.

- Verbal teasing and threats will not be tolerated. This includes cyber-bullying.
- The use or possession of any potentially dangerous or lethal weapon is prohibited on all-school grounds and at all school-related functions.
- Threats of violence will be taken seriously.

Diocesan guidelines are established that direct the administration in serious cases where suspension or expulsion might be considered. Students who are suspended from school may not participate or attend extracurricular activities (academic and sporting events) when suspended from school. Corporal punishment is never an option; however, removal of student privileges or service work might be a consequence. Cooperation, communication, and a positive approach to the relationships between home and school will always be the key to happy and successful student life. Each of us, as members of St. Mary's School Community, commit ourselves to act as peaceful and respectful people:

- **To Respect Self and Others:**
We will respect ourselves, affirm others, and avoid uncaring criticism, hateful words, physical attacks, and self-destructive behavior.
- **To Communicate Better:**
We will share our feelings honestly, look for safe ways to express our unhappiness, and work at solving problems peacefully.
- **To Listen:**
We will listen carefully to one another, especially to those who disagree with us, and consider others' feelings and needs rather than insist on having our own way.
- **To Forgive:**
We will apologize and make amends when we have hurt another, forgive those who have hurt us, and keep firm from holding grudges.
- **To Respect Nature:**
We will treat the environment and all living things with respect and care.
- **To Play Creatively:**
We will select activities and toys that support our school's values and avoid activities that make violence look exciting, funny, or acceptable.
- **To Be Courageous:**
We will reject inappropriate behavior in all its forms whenever we encounter it, whether at home, at school, or in the community, and we will stand with others who are treated unfairly.

COMMUNICATION

Consistent communication and cooperation between home and school is vital to the success of any school program. Teachers should feel free to call or email parents, and parents should feel equally comfortable to contact teachers. Teachers send the majority of their communications to the parents through their students' backpacks. We recommend that all parents check their child's

backpack on a daily basis so that important information will not be missed. Email is the most effective way of communicating with teachers, which allows teachers to schedule a convenient time to address parent concerns thoroughly and promptly. A spirit of cooperative and respectful problem solving will prevail in all communication. The teacher should be the first point of contact regarding any question or concern in the classroom. Conflicts that cannot be solved between the parents and teachers should next be directed to the principal, who encourages parents to contact her at their convenience via email or phone. The correct chain of command needs to be followed with any question or concern. This chain is as follows:
Teacher - Administrator - Pastor or School Board - Superintendent.

COURTESY

Respect and courtesy will be shown to all adults as well as to each student. When attending a school or social function, the students are expected to conduct themselves in a courteous and Christian manner.

DISCIPLINE POLICY

Generally, behavior is dealt with in class by the teacher. Each teacher develops a protocol for acceptable behavior consistent with his or her students' age levels and the tone of the class. Teachers are expected to act as carefully in addressing their students' behavior as they do in their instructional duties. In the case of continual or serious academic or behavioral concerns, teachers may refer a student to the principal for counseling and/or disciplinary action.

The moral obligation of training children rests first with the parents. The responsibility of the school is to give extension and broadening to parental training. The teachers in this school are dedicated to finding the best means of guiding and teaching your children, and in this way helping you, the parents. It is important that a child understand that his/her parents stand behind the school and that the child will be held accountable for his/her school day at home. Without such an understanding, a child can come to think that home and school are unrelated areas of authority. We can best serve the children by working together, by resolving whatever misunderstandings may arise, and by supporting one another.

DRESS CODE

The purpose of wearing school uniforms is to promote unity in the school and pride in one's personal appearance. Students are expected to maintain a neat, clean appearance at all times. Exceptions to the dress code may be made by the principal for special occasions such as Catholic Schools Week, Read Across America Week, and Spirit Week for homecoming. Other issues related to cleanliness or neatness of the uniform, hairstyles or color, or general appearance of students, although not specifically addressed in the school dress code, can be judged appropriate or inappropriate by the administration. If the administration determines that a student's appearance is distracting to the educational process at St. Mary's, they will request that the student make modifications and will expect that the parents will cooperate with, and help to enforce, these requests. Exceptions must be pre-approved by the principal. Uniform pieces may be purchased from any vendor; however they must meet the following guidelines:

A. Pants

Fine twill or chino dress trousers (no jean or corduroy fabric), plain or pleated front, four or less pockets on the front or back only, regular fit, straight leg. May have elastic waist (Kindergarten, 1st, 2nd, 3rd grade). Must have belt loops (4th and 5th grade). No cuff. Pants should be khaki or

navy blue in color for both boys and girls. **No cargo pants, jogger, flair legs, jeggings or low rise pants.**

B. Shorts

Shorts may be worn from March 1st until October 31st and should be modest in length. Shorts follow the same description as pants but may have cuffs, but may not be shorter than mid-thigh length. No cargo shorts.

C. Skorts and Skirts

Girls may wear fine twill or chino dress skorts and skirts in khaki, navy blue, or plaid. Catholic Supply Black Watch plaid (#55) or Lands' End Hunter/Classic Navy plaid are examples of the correct uniform plaid. No jean or corduroy materials. Skorts and skirts may not be shorter than mid-thigh length. From November 1st to February 28th girls **must** wear tights or knee socks with skorts and skirts. Solid colored leggings (see Accessories, section L of Dress Code) may also be worn as an additional layer under skorts or skirts in colder, winter months.

D. Jumpers

Girls may wear khaki, navy blue, or plaid. Catholic Supply Black Watch plaid (#55) or Lands' End Hunter/Classic Navy plaid are examples of the correct uniform plaid. Jumpers may not be shorter than mid-thigh length. From November 1st to February 28th girls must wear tights or knee socks with a jumper. Solid colored leggings (see Accessories, section L of Dress Code) may also be worn as an additional layer under skorts or skirts in colder, winter months.

E. Dress Shirts

Button-down or Peter Pan collar. Single or no breast pocket. Long or short sleeve. White cotton blend. Dress shirts must be tucked in.

F. Polos

Polos should have 2-3 button placket (plain or Peter Pan collar), cotton blend. Solid color with knit collar. Banded or hemmed sleeve. Long or short sleeve. White, scarlet red, or navy blue. No visible logos with the exception of the JACS logo. Polo shirts must be tucked in.

G. Turtlenecks

Cotton blend, solid color. Long-sleeved only. White, scarlet red, or navy blue. Turtlenecks must be tucked in.

H. St. Mary's / JACS T-shirts

St. Mary's/JACS T-shirts may be worn on Spirit Day Mondays with uniform pants, shorts, jumpers, or skorts. They may also be worn on field trips and any other day planned/cleared by the principal.

I. Sweaters

Sweaters may be crewneck with long sleeves, vest, crewneck or V-neck cardigan, or quarter zip. No loose weaves, no patterns, no hoods. Solid white, or red, navy blue.

J. Sweatshirts, Quarter Zips, and Zip Up Vests

Only JACS (St. Mary's, St. Peter's, or McAuley). These items must be worn over a uniform shirt except on Charity Dress Days, Casual Dress Days or on Spirit Day Mondays. The collar of shirt must be seen. Sweatshirts may not be worn to Mass.

K. Hoodies

Only JACS (St. Mary's, St. Peter's, and McAuley) hoodies are allowed to be worn on a typical

school day. JACS hoodies must be worn over a uniform shirt except on Charity Dress Days or Casual Dress Days, and may not be worn to Mass. All other hoodies, jackets, and coats may only be worn outside as outerwear.

L. Accessories

Face Masks- For the 2020-2021 school year, facemasks must be worn for Kindergarten – 5th grade students as they enter the school building, during times of transition within the school, and during school dismissal. Students must wear a cotton mask that may be washed in any small pattern as long as it is not deemed distracting and/or inappropriate by the administration. Facemasks need to be free from fringe, pom poms, extra trims, or any other material that may be distracting to the student or those around him or her.

Leggings- Solid colored leggings in white or navy may be worn from November 1st to February 28th **under** skirts, skorts, or jumpers as an extra layer during colder weather. Leggings may not be worn as pants at any time.

Socks- Solid colors in white, khaki, red, or navy blue. Girls may wear ankle length, knee-highs, or tights. Must be plain with no patterns, emblems, shapes, or logos. Either leggings, tights, or knee high socks must be worn with skirts, skorts, or jumpers from November 1st to February 28th to offer additional warmth during colder weather. Boys may wear crew or mid-calf socks only. Socks must be clearly visible on the ankle above the top of the shoe. **No-show socks are not allowed.**

Shoes- Shoes must have closed toes and closed back and be no higher than the top of the ankle. Leather shoes may be brown, navy blue, or black. Tennis shoe color must be predominantly brown/black/navy/gray/white, no predominate neon. Heel height may be no more than ½ inch. No boots, Crocs, Toms or similar shoe style, sandals, house shoes, slippers, or flip flops. No patterns, no sparkles or glitter, no metallic. Tennis shoes are encouraged to be worn.

Belts- Solid color in brown or black, unadorned with school appropriate belt buckle (4th & 5th grade required).

M. Spirit Day Mondays

Students may wear a St. Mary's or JACS shirt with uniform bottoms (pants, skorts, skirts, jumpers, and shorts) each Monday of the month unless otherwise specified by the principal for a special event.

N. Charity Dress/Casual Dress Day Policy

No spaghetti straps, halter tops, short shorts, jeans that are torn or have holes, and/or graphic t-shirts containing inappropriate symbols, pictures, or language may be worn. Shoes must be the same as the uniform policy.

N. Dress Code Helpful Hints

1. For identification purposes, it is highly suggested that students have their name inside each article of clothing.
2. No manufacturer's logo, trademark, or embroidery (including same color on color) may be visible.
3. No oversize or tight-fitting clothing.
4. No jackets, coats, hoodies (exception of JACS), sunglasses, hats, caps, or scarves worn as hats may be worn indoors.
5. No body piercing. Any jewelry or accessories (watches, etc.) must be in keeping with the conservative nature of the uniform. Girls may wear one pair of earrings (small hoop or stud

- only). Smart watches and/or any Fitbit style of device are not to be worn to school.
6. All students should wear their hair in a well-groomed manner. Boys' hair must be out of the eyes, off the collar, and cover no more than half the ear. Girls' hair should be out of the eyes. Student's hair must be of a natural color.
 7. Students may not have visible tattoos (permanent or temporary).
 8. No layering of clothing items. Only white T-shirts with no graphics may be worn under uniform shirts.
 9. Shirts must be tucked in at all times.

EXTRA-CURRICULAR ACTIVITIES

The following extracurricular activities are available to students attending St. Mary's:

After School Choir (3-5 th grades)	Field Trips
Alter Servers (5 th grade)	Rise Above (5 th grade)
Contests within the community	Girl Scouts
Cub Scouts	Nat'l Catholic Schools Week
Curriculum Fairs	Safety Patrol (5 th grade)
Enrichment (4-5 th grades)	Spelling Bee (4-5 th grades)

FIELD TRIPS

Teachers plan field trips for the purpose of supporting curricular objectives and/or building relationships among students. St. Mary's believes that productive education occurs in many places—and well-planned field trips promote this end. All field trips must receive prior approval from the principal. A release form will be sent home to parents notifying them of the details of the field trip. Parents must sign the form if they want their children to participate in the activity and return it to school in a timely manner. Children will not be allowed to attend field trips unless a signed permission form has been returned to school. Phone calls and hand written notes will not be accepted. It is vital to remember that field trips are privileges given to students. Students may be denied participation if they fail to meet academic and/or behavioral requirements.

Parents often volunteer to serve as field trip drivers. Please remember that when driving for a field trip you must meet your legal responsibilities by having a current driver's license and auto insurance. Diocesan policy requires that field trip drivers sign a form showing proof of insurance and a safe driving record. Additionally, all parent volunteers attending field trips must be VIRTUS compliant.

When available, a JACS school bus will be used for scheduled field trips. Students are reminded to follow safety rules as well as to maintain proper behavior while on the bus. Please note that our insurance **does not allow parents to ride the bus**, only enrolled JACS students and JACS employees are allowed on the bus.

FRIDAY COMMUNICATORS

A Friday Communicator will be emailed to the email address that each family member provides the school. To ensure your family receives the Friday Communicator news in an email, please notify the school office if your email address changes during the school year. A communicator envelope will be sent home each Friday with the oldest child in the family. Please carefully read the contents of each envelope and **sign it each week**. The enveloped **must** be returned to school on the following Monday. Students or parents will not receive contents of the envelope unless it is sent back to the school office each week. Replacement envelopes are available for 50 cents in the school office.

HEALTH AND SAFETY CONCERNS

St. Mary's is not equipped to handle serious medical problems. When such situations arise, the school will notify parents or other persons listed on the emergency form on file in the school office. If a child must be taken to the hospital or other medical care unit, the school will use the "Medical Release" form on file in the office.

If your child has a specific medical concern such as hearing, sight, speech, allergy, etc., please notify the teacher and office by email or written note at the beginning of each year about any special concerns or needs. For additional information about the medication policy at St. Mary's, please read the "Medication" section of this Handbook.

All faculty and staff members of schools are considered mandated reporters of suspected child abuse or neglect. St. Mary's faculty and staff must and will follow the guidelines established by the state for reporting suspected abuse or neglect.

HOME AND SCHOOL ASSOCIATION

The St. Mary's Home and School Association serves the interests of students and faculty at the school. It provides support for school activities, develops opportunities for parents to become better acquainted, and raises funds to purchase out-of-budget materials and equipment that teachers can use to improve instruction. All parents, guardians, and grandparents may become members of the Home and School Association, in addition to patrons and personnel of St. Mary's School. Meetings are regularly scheduled in the monthly school calendar and members are encouraged to attend. For the safety of all students, the diocese requires that all volunteers are VIRTUS compliant.

ILLNESS AND INJURIES

With concerns to symptoms associated with COVID-19, please refer to the JACS *Guide for Returning to School* policies presented on pages 4-8 in the document.

The classroom presents a prime opportunity for the spread of illness. **In the event of any contagious illness, such as chicken pox, pink eye, head lice, Fifth's disease, ringworm, impetigo, or a temperature of 99.6° or higher, parents should notify the school to prevent the spread of the condition, and the child should remain at home until he/she is no longer contagious. Students who have a temperature of 99.6°, are suffering from diarrhea or vomiting, or who have been placed on antibiotics should remain at home until they are free of symptoms or until they are been on medication for 24 hours.** Please note that the above-mentioned list is not all-inclusive. Children should not attend any school related activities, including parties and field trips, while contagious. Children should also not attend any school-related evening activities if they have been out of the school the same day for illness.

The following illness procedures must be followed in accordance with the JACS general illness policy:

1. Chicken Pox: 7 days or no weeping lesions.
2. Conjunctivitis (pink eye), ringworm, and impetigo **must have a note from the physician stating that the student is under care.** A child may usually return to school 24 to 48 hours after antibiotics have been started.
3. Meningitis: requires a note from physician.
4. Head Lice: treated and no nits.

When a child is sick or hurt at school the principal or faculty/staff member will provide emergency first aid and comfort. Parents will be notified to transport the child to required medical facilities. Only when the parent cannot be contacted will the school assume responsibility for transporting the injured or ill child.

INCLEMENT WEATHER

St. Mary's and the JACS system are closed for snow and inclement weather at the discretion of the Director of Schools. School cancellations will be announced on Joplin radio and TV stations, and parents are responsible for being aware of cancellations. When severe weather occurs during the school day, the school may dismiss students early. Because the JACS community comes from a wide area, road and weather conditions can vary, and parents should use their judgment in driving to school when the weather conditions are poor. Days in which school is canceled due to inclement weather will be made up at the end of the school year.

INSURANCE

At the beginning of each school year, student accident insurance is offered to each family. It is not required and is provided only as a service to the parents.

LIBRARY

St. Mary's school library is stocked with an array of books appropriate for our grade levels. The books may be read at school or may be checked out. The student is responsible for the book and will be asked to pay for abnormal damage or loss before report cards can be issued.

LIBRARY RULES ARE:

1. If books are borrowed, they have to be returned on time and in the condition they were issued.
2. Books damaged or lost must be paid for by the student/family at the cost of replacing the book. Refunds will be given for lost books which have been paid for if they are returned prior to the end of the school year. Lost books will be accepted after the current school year, but no refunds will be given.
3. Every book must be checked out before it can be taken out of the library. The library is available for check out on Tuesdays only. Chapter books may be checked out for grades 3-5.
4. Encyclopedias, magazines, or any other reference materials are not for circulation and must be used in the school.
5. A library time is scheduled for each classroom. It is during this time that books may be checked out and/or returned. If students wish to use the library during other times, they must receive permission from the teacher.

LUNCH PROGRAM

A. Lunch Times

Preschool and Pre-Kindergarten: 11:00 a.m. to 11:30 a.m.

Kindergarten – 1st Grade: 10:45 a.m. to 11:10 a.m.

2nd Grade – 3rd Grade: 11:20 to 11:40 a.m.

4th - 5th Grade: 11:50 a.m. to 12:10 p.m.

B. Milk Cost

The cost of milk is: \$0.50 per day
 \$2.50 per week

\$10.00 (20 day ticket)

C. Meal Cost

The cost of lunch is: \$3.00 per day
 \$15.00 per week
 \$60.00 (20 day ticket)

Lunch money must be paid in advance. Please send this money on Monday of each week in an envelope labeled with the child’s name and class. Occasionally, lunch/milk charges may occur. If so, no more than 2 charges per child are allowed. The office will notify parents of any balances owed.

School lunches may be managed by downloading a free app, myschoolbucks.com. You may view your child’s account balance, schedule automatic payments, and make payments at any time with the app. The St. Mary’s school office can help you with any questions or concerns you may have about your child’s lunch billing.

D. Subsidized Lunches

A government funded program is available to students for free or reduced school lunches. Forms will be sent home for you to complete and return to school if you wish to take advantage of this program. We encourage all families who qualify to take advantage of this opportunity.

E. Packed Lunches from Home

Those students bringing their lunches are required to have their lunch boxes or paper sacks labeled with their full name and grade on the OUTSIDE of the box or sack. This is very important to ensure each student has his/her own lunch. Soda is not allowed in the lunch room during lunch. Students should not share to trade lunch items.

F. Outside Lunches

In the spirit of forming a caring community, where students do not stand out because of financial status, no food can be brought in by parents or workers from commercial establishments to school.

G. Lunchroom Expectations

Students will be polite and courteous, obey instructions from adults, talk quietly, and remove food and trash from tables and floor. Students will be held accountable for their behavior during lunch and may lose recess time, talk to their classroom teacher, or visit with the Principal if their behavior is not acceptable.

MEDICATIONS

School personnel have been directed by Diocesan policy not to administer any medication to students at school unless that medication is prescribed, labeled, and is in the original container with dosages specified, accompanied by written parent permission. Special arrangements can be made with the Principal to keep medication for certain medical conditions such as diabetes, asthma, or severe allergic reactions in the school office. All other medication needs to be taken to school on a day-to-day basis and administered in the school office. Students may not keep any type of medication on their person or in their backpacks. All medications must be kept in the school office. Aspirin CAN NOT be administered by school personnel under any circumstances. All medications to be given at school must have:

- A written doctor’s statement or current prescription, given to the school office, which indicates that the prescription medicine is to be taken during school hours. To

- administer nonprescription or over-the-counter medicines, such as cough drops, lozenges, ointments, etc., a note from a parent (or legal guardian) is necessary;
- The original prescription container, which contains the name of the student, the medication and dosage, and the time when the medication is to be administered;
 - A written statement of permission by the parent or guardian which includes the student's name, medicine, and dosage, and the duration that the medication is to be given. All permission is valid only for the current school year and must be resubmitted each year.

MISSION STATEMENT

The Joplin Area Catholic School System provides students with a strong academic and Catholic faith foundation. Our goal is to teach young people to integrate Christian values into all aspects of life. We provide students with educational and social skills needed to be active, productive members of the community and Church. We endeavor to graduate young adults who are effective witnesses to the presence of Christ in the world.

NONCUSTODIAL PARENT

St. Mary's abides by the provisions of the Buckle Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced parents are welcome, if they so desire, to bring a copy of the custody section of the divorce decree to school. This information may also prove useful in determining when, if ever, the child can be released to the non-custodial parent.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences will be scheduled in conjunction with the 1st quarter report card and 3rd quarter report card. Other conferences may be scheduled by either parents or teachers as necessary throughout the school year. Please schedule these conferences in advance to minimize disrupting class for your child and others. Teachers may not conference with parents during regular classroom instruction time.

PARENT OPPORTUNITIES

A. SCHOOL VOLUNTEERS

Volunteers bring practical expertise, experience, and talent that enrich the school program. Volunteers may be used in different areas of St. Mary's School freeing staff to concentrate more time on providing services. All activities by a volunteer take place with the supervision and permission of the principal or faculty and staff member. When volunteering to help students in the classroom, lab, or library, volunteers should not bring younger children. **Each volunteer is required to complete a Child Abuse/Neglect Screening Form and attend the Safe Environment Training, VIRTUS.**

B. ROOM MOTHERS/FATHERS

At the beginning of each school year, parents are asked to volunteer as Room Mothers/Fathers. These Room Mothers/Fathers are responsible for an individual grade, the coordinating of activities, and parties celebrated during the school year. Communication is usually between the classroom teacher, Home and School, and other Room Mothers/Fathers.

C. SCHOOL PARTIES

Students will have the following scheduled parties:

Halloween:	October 30
Christmas:	December 18
Valentine's Day:	February 12
Field Day:	TBA - Activities from 8:30 to 10:30 (1 – 5)

*Room Mothers/Fathers will be asked to help with the above.

D. OTHER SCHOOL EVENTS

Trunk or Treat	October 29, 2020
Grandparents Day	TBA
Santa's Secret Shop	TBA
Catholic Schools Week	January 31-February 6, 2021
Project Fair	TBA

PHONE CALLS

Messages will be accepted by the school secretary during the day when the school office is open (7:45 a.m.-3:45 p.m.). Teachers will return calls at their earliest convenience (normally recess, lunch, or after school). To avoid last minute messages to your child and/or child's teacher, please make any special arrangements for your child before school begins. An automated telephone service is active from 3:45 p.m. until 7:45 a.m. weekdays and on Saturdays, Sundays, holidays, and when the school secretary may be otherwise occupied.

PHYSICAL EDUCATION

Physical Education is an integral part of our total formative package, and all students will participate. If a physical problem prevents participation, please provide a note to that effect **from your physician. Athletic shoes are required for PE classes**, and shoes with laces are preferred. PE days for Kindergarten-2nd grade are Mondays and Wednesdays, PE days for 3rd-5th grades are Mondays and Thursdays.

PHYSICALS & IMMUNIZATIONS

It is important for children to have a complete physical examination prior to entering Kindergarten.

In accordance with the Missouri Department of Health, St. Mary's Elementary School requires proof that age-appropriate immunizations have been administered or that a written medical or religious exemption is filed for the following:

1. Diphtheria, tetanus, pertussis (DtaP, DTP, DT)
2. Polio (IPV, OPV)
3. Measles, mumps, rubella (MMR)
4. Hepatitis B (HB)
5. Varicella (chickenpox) or proof of disease (a statement signed by a physician indicating the month and year the child had chickenpox)

PURPOSE

The Joplin Area Catholic Schools (JACS) educate the whole person –mind, body, spirit, and heart- to be a good citizen and a future leader of the Church, community, and nation. We believe that the special purpose for our schools is threefold:

1. Christian Environment

2. Academic Excellence
3. Leadership Development

Statement of Purpose and Beliefs for the Joplin Area Catholic Schools:

Our recognition of a mandate from Christ leads us to the following principles:

1. That all human beings of every race, condition, and age enjoy a specific dignity as human beings and have an inalienable right to an education that is in keeping with their ultimate goal. A true education aims at the full formation of every individual.
2. We believe that a democratic society is the most desirable way of life for civilization, as we know it.
3. We believe that this way of life is perpetuated through the education of the members of this society. Society will benefit by fitting our educational goals to each student’s developmental level, ability, interest, and desire.

RELIGIOUS ATMOSPHERE

St. Mary’s Elementary School is a Christian community that aims to model and educate students with the morals, values, and traditions of our Catholic faith. These ideals are practiced through:

A. Prayer

Each school day will begin and end with prayer. Students will also pray before and after lunch. Regularly scheduled faculty meetings will begin with a reflection. Other opportunities for special moments of prayer and worship will be provided as appropriate.

B. Mass

St. Mary’s students will attend Mass at 8:30 a.m. each Friday morning, and occasionally throughout the school year on other days. We invite parents, families, and friends to share in these celebrations with us.

C. Reconciliation

Reconciliation will be offered during Advent and Lent.

D. Stations of the Cross

Stations of the Cross will be held during Lent.

E. Rosary and Adoration

One all-school Rosary will be held in October and one in May. Adoration will take place throughout the year, especially during Lent.

F. Community Service

It is important for children to learn the importance of stewardship at a young age. St. Mary’s students will be encouraged to participate in various community service projects during the school year.

G. Parents are Primary Teachers

Although religious education is an integral part of the mission of Joplin Area Catholic Schools, the Church recognizes that parents are the primary religion teachers of their children. Parents are encouraged to make family prayer, charitable works, and attendance at church services regular family activities. Parents are welcome to attend school religious celebrations.

H. Parish Sacrament Preparation Classes (PSR)

It is customary in this Diocese for Catholic children in second grade to make First Reconciliation and First Communion. These sacraments signify a moral milestone in the child’s development, which is celebrated by the parish with parents representing the larger parish community and the school providing additional sacramental instruction in religion class. Students enrolled at St. Mary’s Elementary School will receive instruction for First Reconciliation and First Communion at school and are not required to enroll in PSR classes, but are required to attend any special

meetings, activities, or practices outside of the school day in preparation.

SAFETY DRILLS

St. Mary's cares about your children, and has taken precautions to provide for the safety and security of all students and employees while maintaining a positive learning environment. The ability to ensure the safety of our school children is dependent on their preparation for emergency situations. Fire and tornado drills will be conducted frequently. City Fire, Police, and Health Departments have been utilized as consultants.

A. FIRE DRILL

The purpose of the fire drill is to teach the students to evacuate the building quickly and safely. Fire drills are conducted on a regular basis, and general directions are as follows:

- a. Teachers must leave the classroom last and ensure classroom doors are closed.
- b. Students, faculty, and staff will keep quiet, walk quickly, and never run.
- c. Be prepared to avoid obstacles and to choose an alternate route if needed.
- d. Each class will line up at a safe distance in a specified area facing the building where roll will be called.

B. TORNADO DRILL

At the sound of the alarm all students will proceed to the main halls marked "safe room" and remain there under the supervision of his/her teacher.

C. PROCEDURES FOR DISASTERS

In the event that any disasters, accidents, or emergencies occur during school time or at school events, the administration is the first in charge to make decisions. In the case of their absence or in the event that they are hurt, the acting principal and/or teachers make the decisions. If NO personnel are present, a responsible adult/parent should take charge.

SCHOOL BOARD

The Joplin Area Catholic School Board is an advisory and legislative body formed to assist the director, pastors, and principals in operating the school educational program.

A. DUTIES AND FUNCTIONS

1. The Board determines the long range goals and other needed educational programs for the school.
2. The Board selects policies that will guide the administrative staff in working toward these goals.
3. The Board establishes policies in consultation with the professional staff.
4. The Board reviews the decisions made by the administrative staff in carrying out the Board's policies.

B. STANDING BOARD COMMITTEES

- | | |
|---------------------|-----------------------|
| A. Executive | D. Development |
| B. Finance & Budget | E. Building & Grounds |
| C. Policy | |

Any parent wanting to donate his/her time and expertise on any of the above committees may contact the School Board for further information.

C. SCHOOL BOARD POLICIES

The policies set by the Joplin Area Catholic School Board is on file in each school. These

policies are available for your inspection at each school office.

D. MEETINGS

The School Board meets on the 3rd Wednesday of each month at McAuley High School. All meetings are open meetings unless otherwise designated. Your ideas, opinions and suggestions are most welcome. However, they should be referred to the board president in writing prior to the Board meeting for consideration and placement on the agenda. The school board president will then submit the proposed items for discussion to the secretary. This permits enough time for Board Members to familiarize themselves about the proposed topic.

SCHOOL HOURS

Early Learners: 8:05 a.m. to 11:00 a.m. with dismissal to parents at 11:00 a.m.

Preschool: 8:05 a.m. to 11:00 a.m. with either dismissal to parents at 11:00 a.m. or full-day academic program with dismissal at 3:10 p.m.

Pre-Kindergarten: 8:05 a.m. to 11:00 a.m. with either dismissal to parents at 11:00 a.m. or full-day academic program with dismissal at 3:10 p.m.

Kindergarten to 5th grade: 8:05 a.m. to 3:10 p.m.

School Year Office Hours: 7:45 a.m. to 3:45 p.m.

Summer Office Hours: 9:00 a.m. to 1:00 p.m. on Tuesdays, Wednesdays, and Thursdays

SCHOOL RECORDS

The school maintains permanent records on file for each student until the student has completed the fifth grade at which time they are sent to St. Peter's Middle School. These records include absences and tardiness, grades in each subject, standardized test scores, health records, as well as identifying information. A written email request to see a child's record must be given at least 24 hours in advance to the principal.

In the event of a transfer, a copy of the student's record will be mailed to his/her new school upon written request from the new school. Permanent records, or copies of such, should not be hand carried to the child's new school. Records will not be sent until all outstanding fees are paid.

SCHOOL SUPPLIES

It is essential that students are well prepared for school each day. School supply lists are available before the school year begins online, in the school office, and at major retailers. Check with your child often to see if supplies need to be replenished.

SMART TUITION

Joplin Area Catholic Schools have partnered with Smart Tuition as a service for families to manage payments for billing and collections. Smart Tuition allows for a transparent, confidential system in which individual families may view a complete report on their family's fees and tuition account. There is no cost to families for this service unless you use a credit card to make payments, in which a 2.85% convenience fee is charged by Smart Tuition. For more information, please call the JACS Business Office at (417) 624-5003 or access online information 24 hours a day on the JACS website, www.jacss.org.

SPORTS

All St. Mary's students are encouraged to participate in organized sports activities. Many of our students participate through the Joplin Family Y or Boys & Girls Club. Due to Diocesan policy, St.

Mary's School may not sponsor sports teams.

ST. MARY'S SCHOOL CREED

I believe that God created me to be special. I am a capable and dependable person, full of possibilities and potential. He has provided me with choices and guidance. With these, I can achieve my goals. I believe I must start today to prepare my future. No one can create my future but me. I am in control of my tomorrows. I will practice my Catholic faith, work hard, and wisely use my time. I pledge to be a good steward of the talents God has given me. I will treat others with respect and dignity. I will be a witness to our Lord. I am a St. Mary's School student. This is my time to shine!

SUSPENSION/EXPULSION/APPEAL

St. Mary's and the Family Handbook of the Diocese of Springfield-Cape Girardeau outlines the handling of serious disciplinary problems as follows:

A. In school or out of school suspensions may be consequences of the following infractions:

1. Open defiance of school authority.
2. Threat of violence to oneself or another person.
3. Striking a teacher.
4. Causing bodily harm to another person.
5. Causing minor destruction of property. Payment for destroyed property will be enforced.
6. Bringing/consuming alcoholic beverages or tobacco (including vaping materials or juuls) at school or school related functions.
7. Use of controlled substances at school or school related functions.
8. Use of profanity, both verbal and written.
9. For any other justifiable cause.

Missed assignments will be required to be completed; however, credit will not be given for tests and/or work missed during an out of school suspension.

B. The principal may expel a student for the following reasons:

1. Threatening violence to oneself or another person.
2. Bringing any weapon to school.
3. Causing serious bodily harm to another person.
4. Striking a teacher.
5. Causing major destruction to school property. Payment for destruction will be enforced.
6. The selling of drugs, alcohol, or tobacco (including vaping materials and juuls) at school or school related functions.
7. For a second offense during a school year of either using drugs or bringing alcoholic beverages or tobacco (including vaping materials and juuls) or consumption of alcoholic beverages and tobacco (including vaping) at school or school related functions.
8. A third out of school suspension results in immediate expulsion after a student has accumulated two other out of school suspensions during a school year.
9. For any other conduct or activity of a serious nature that is considered harmful to the school's reputation or well being.

C. Right of Appeal

1. In any of the above disciplinary actions, the student or parents have the right of appeal. The first appeal is to the principal of the school.
2. In the event that the parents or student are not satisfied with the principal's decision on

appeal, they may then appeal to the Director of Schools. The School Board acts in an advisory capacity to the principal. All requests must be received in writing within one week by the board president.

STUDENT EXPECTATIONS AND RULES

Students of St. Mary's School are expected to conduct themselves in a manner that is conducive to maintaining the school's mission goal of excellence in academic education and spiritual formation. Teachers will be responsible for discipline in their classroom, except for severe or repeated offenses that will be referred to the principal. Parents will be informed immediately of any serious problem and are expected to participate in resolving that problem. Students are expected to be courteous, respectful, attentive, and fair to all peers, faculty, staff, and parents.

A. Rules for acceptable behavior within the individual classroom will be carefully defined for students by the individual teacher.

It must be understood by the students that teachers are individuals and therefore, may expect different things and accept different types of behavior from their students. It is the student's responsibility to recognize such differences and comply with them. This behavior must coincide with Diocesan guidelines. Multiple and abusive infractions of the guidelines will lead to suspension or expulsion.

Students are expected and will be reminded to show respect for and consideration for the rights, privileges, and feelings and needs of themselves and others. In addition, each student is expected to respect and follow the following:

B. School Property

The school building and its contents, including books, should be treated with care and respect. Any misuse or abuse of school property will not be allowed. If books, materials, or property are lost or damaged, students and their parents are expected to make reimbursement.

C. Restroom Behavior

Students using restrooms are to cooperate with teachers and behave in a mature manner. Staff personnel have been directed to prevent student congestion, intimidation, eating, and loitering in restrooms. These directions are for the welfare of all.

D. Student Rules

1. Gum chewing is prohibited at St. Mary's School during school or after school hours.
2. No throwing of rocks, snowballs, shoes, other non-sporting items, etc. is allowed on school property. This does not include athletic throwing at recess or during PE.
3. Students may not climb on or hang on handrails.
4. Tag games may be played on the ground only, not on playground equipment.
5. Jump ropes are for jumping only.
6. No profanity is to be used on school grounds.
7. Students may not bring radios, iPod's, MP3 players, smart watches of any brand, Fitbit devices with communication capabilities, electronic games or other electronic devices or toys to school unless given permission to do so from the principal.
8. Animals may be brought to school only when approval has been given by the teacher at least one day in advance.
9. No play or real weapons of any sort may be brought to school. This includes pocketknives.
10. Students are to use quiet, respectful voices in the hallways, bathrooms and cafeteria at all times.

VIRTUS

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. St. Mary's Elementary School remains committed to being in compliance with Diocesan Safe Environment Policy and Procedures and other related policies. In accordance with the USCCB Charter for the Protection of Children and Young People, The Safe Environment training program, the VIRTUS Protecting God's Children (commonly referred to as "VIRTUS") is used in the Diocese. Students in grades Kindergarten through 12th grade participate in two safety lessons each school year; one in the fall and one in the spring. The Safe Environment Procedures and other related policies of the Diocese include training on how to recognize, prevent, and report abuse. All employees, and volunteers who regularly work with minors, receive this initial training, as well as ongoing training and background screening. These documents are available at the Diocesan Child and Youth Protection page [www.dioscg.org](http://dioscg.org) or <http://dioscg.org/index.php/about/child-youth-protection2/>.

An overview of the children's training is available on the diocesan website and copies of these documents and the children's lessons are available at the diocesan office. We sincerely appreciate all of the efforts and your continued support for this mission and ministry of protecting all of our children.

VISITORS

Due to COVID-19 precautions and our commitment to protecting our school community, the number of visitors will be strictly limited during the 2020-2021 school year. Visitors to campus must be cleared by the principal well in advance of a scheduled visit and must sign in and pass a wellness check before being allowed into the school. Parents, grandparents, and other guests may not join students for lunch.

WEBSITE

The address for the Joplin Area Catholic Schools (JACS) website is www.jacss.org. This site provides information about admissions, curriculum, faculty and staff, and recent news. It also provides calendars for school events and holidays. The site is regularly updated with timely information, including any changes in scheduled event dates or times. School supply lists, back to school information, and school lunch menus are available for St. Mary's students on the website, in addition to a variety of other information.

The following policies are pertinent to all JACS parents:

1. TITLE OF POLICY: Special Needs Policy

APPROVAL DATE: July 27, 2006

REVIEW DATE: 2009

It is the goal of the Joplin Area Catholic School System (JACS) to provide a classroom environment in which children with differing learning styles can achieve success as they progress through the curriculum. JACS is committed to providing a classroom environment in which all children and teachers feel safe and respected and in which teaching and learning can occur. JACS will work in partnership with any family with a child requiring special accommodations within the parameters of the system's human and financial resources. JACS will be able to serve most students, however it may not be possible to accommodate every child or to provide all the accommodations that might be needed for every child to be successful.

2. TITLE OF POLICY: Enrichment Education Program

APPROVAL DATE: March 18, 2009

REVIEW DATE: March, 2014

- 1) Should any parent feel that his/her child(ren) in grades K-5 may be eligible to participate in an enrichment program, they may contact their public school district for qualifications and procedures. The teacher/s and administrator/s of St. Mary's will offer assistance in contacting the appropriate public school district department, as well as offer past grade reports and complete needed forms provided by the public school district.
- 2) St. Mary's faculty and administration do actively support the students who participate in an enrichment program and will make every effort within the parameters of the system's resources to ensure that their participation in that program will not, in any way, affect their ability to fully participate in any programs or activities offered at St. Mary's.

PROCEDURE:

- 1) Due to the homework requirements assigned to those enrolled in an enrichment program, students in 3rd, 4th, or 5th grades who maintain a G.P.A. of 3.0 or higher at St Mary's are exempt from assignments given on the day they are to attend the enrichment program, with the exception of tests. Assignments shall be sent home for the parents to review with the students, to ensure that both parent and students are aware of what lessons were discussed during their absence. Tests should be made up the following day. Due to the optional nature of enrichment programs, it is the responsibility of the parent/s to ensure that their child understands the concepts and procedures of the exempt assignments.
- 2) Should the G.P.A. of a student attending an enrichment program drop below 3.0, his/her parent/s shall be notified mid-quarterly and quarterly and required to meet with their child's teacher/s and administrator/s to evaluate whether their weekly absence from the regular classroom is in the best interest of their child's education. It shall be noted that students qualifying for enrichment in one or more subjects may have learning deficits in other subjects, which would potentially impact a student's overall G.P.A. It shall also be noted that students in grades below four (4) receive grades that do not lend themselves to calculating a G.P.A.
- 3) Students attending an enrichment program will not be counted as absent from St. Mary's on the day of enrichment attendance. Parents will notify St. Mary's of absences on enrichment days at the public school attendance location.
- 4) St. Mary's teachers will keep in regular contact with the student's enrichment teacher via email, phone conversations etc. ...as necessary.
- 5) Every effort will be made to ensure field trips and special class events will not occur on the days when a student is attending an enrichment center. If this is not possible, the teacher will notify the parent of the student that attends the enrichment program so parents can determine if the student will attend the enrichment program on that day or attend the class event with the St. Mary's class, and appropriate arrangements can be made.
- 6) Every effort will be made to ensure students attending an enrichment center will continue to receive art, music, physical education and Spanish at St. Mary's. Schedules will be sent home to all parents informing them of what days their student/s have these subjects. Notes will be sent home prior to beginning practice for music programs, class masses, etc. ... It is possible that enrichment students shall not attend every music, physical education, art or Spanish class at St. Mary's.
- 7) If a student attends an enrichment center when his/her class visits the St. Mary's library, arrangements will be made for the student(s) to attend the St. Mary's library based on availability of staff.

3. TITLE OF POLICY: Harassment Policy

APPROVAL DATE: July 27, 2006

REVIEW DATE: 2011

It is the policy of the Joplin Area Catholic School System that all persons within

its association, including the administration, teachers, staff, volunteers as well as students and parents/guardians, will be treated with the utmost respect and dignity. Harassment or discrimination by any personnel, employee, volunteer, student or parent/guardian will not be tolerated. No one at any level of authority is exempt. Violation of this policy can result in disciplinary action including but not limited to dismissal from employment or suspension of the child from school. (Refer to Diocesan policy 5600)

PROCEDURE:

Any person who believes that he or she has been subject to harassment should immediately report the matter to his or her supervisor, pastor, or principal. Anyone who becomes aware of any possible harassment should immediately advise the supervisor, pastor, principal or superintendent. The supervisor, pastor, principal or superintendent should then report the complaint to the Chancellor of the Diocese, who will direct the investigation. The complaint will be investigated in as confidential a manner as possible. A resolution of the issue will be offered within sixty days of the complaint and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese.

Refer to Diocesan policy 3010/5535.