

FACULTY AND STAFF
ST. MARY'S CATHOLIC ELEMENTARY SCHOOL
3025 South Central City Road
Joplin, MO 64804

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Secretary	Amy Oakes
Mrs. Nancy Roark	Business Office Manager – (417) 624-9320
PreKindergarten	April Englebert
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Second Grade 2B	Shannon Brower
Second Grade 2S	Bette Schoeberl
Third Grade 3L	Julie Leone
Fourth Grade 4H	Kim Hosp
Fourth Grade 4W	Carly Barwick
Fifth Grade 5L	Emily Lone
Fifth Grade 5S	Debi Staton
Art K-5	Pam Black, Sister Joan
Music	Angela Suarez
P.E.	Margie Black
Spanish	Margie Black
Librarian	Pam Black
Preschool Aides	Theresa Adams, Cassie Patrick
Before School Care	Judy Clarkson
After School Care	Lucy Borgmeyer, Hannah Becerra, Taryn Foxx
Kitchen Aides	Rebecca Williams, Sherry Connery
Custodian	John England
Reading	Judy Clarkson

SCHOOL/PRINCIPAL’S RIGHT TO AMEND HANDBOOK

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

This handbook has been ratified by the Executive committee of the JACS Schoolboard.

This handbook is a contract between St. Mary's School and its students/parents. By signing the agreement, parents and students agree to abide by all rules and policies set forth in its contents. This agreement must be returned within one week of the beginning of school. Failure to do so will result in a detention for the child/ren. If the agreement is still not returned within one month, the family will be asked to find other school arrangements.

After reading this handbook completely with your child, please sign and date the form below. This portion should be detached and returned to school.

Parent Name (please print)

Parent Signature Date

Student Name(s) _____

ST. MARY'S SCHOOL, JOPLIN, MO

INTRODUCTION

DEAR PARENTS,

It is with great joy that we welcome you to our Catholic school community. This handbook will help answer many of the questions that may arise now and as the year progresses. If at any time you have questions or concerns, please do not hesitate to contact the school or your child's teacher.

It is not enough for those of us in the ministry of Catholic education to offer the best possible academic program for your children. It is the integration of Gospel Values and instillation of Catholic teachings that make our school truly unique and give us our identity. We will do our best to work with you to give your children the best possible religious formation and academic education.

A supportive Christian environment in the Joplin Area Catholic Schools is a vital part of the accomplishment of our education mission. Each person involved in the schools has a role to play in the physical, intellectual, emotional and spiritual development of the students enrolled in the system.

This PARENT-STUDENT HANDBOOK has been written from guidelines approved by and in conjunction with the policies for excellence in education of the Springfield-Cape Girardeau Diocese.

Sincerely,

Ann Hamlet
Principal

MISSION STATEMENT

The Joplin Area Catholic School System provides students 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.

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!

CONTRACT

This handbook serves as a contract between the parent/student and the school. Your enrollment in the school and signature on the return page means you agree to abide by the rules and regulations in this handbook.

PURPOSE

We believe that the special purposes for our schools are threefold: CHRISTIAN ENVIRONMENT, ACADEMIC EXCELLENCE AND LEADERSHIP DEVELOPMENT.

The Joplin Area Catholic Schools educate the whole person – mind, body, and spirit – to be a good citizen and a future leader of church, community and nation.

STATEMENT OF PURPOSE AND BELIEFS FOR THE JOPLIN AREA CATHOLIC SCHOOLS
Our recognition of a mandate from Christ leads us to the following principles:

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.

We believe that a democratic society is the most desirable way of life for civilization, as we know it.

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

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.

MASSSES - St. Mary's students will attend weekly Eucharistic Celebrations. We invite parents, families and friends to share in these celebrations with us at 8:30 a.m. on Fridays.

RECONCILIATION - Reconciliation will be offered during Advent and Lent.

STATIONS OF THE CROSS - Stations of the Cross will be held during Lent.

ROSARY - One all school Rosary will be held in October and one in May.

COMMUNITY SERVICE - Since it is important for children to learn stewardship at a young age, St. Mary's students will be encouraged to participate in various community service projects.

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.

PARISH SACRAMENT PREPARATION CLASSES - It is customary in this Diocese for Catholic children in the 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.

ADMISSION POLICIES

NON-DISCRIMINATORY STATEMENT - St. Mary's does not discriminate on the basis of race, color, sex, national 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.
Pre-school: A child whose third birthday occurs prior to August 1 may enroll for that year.
Kindergarten: A child whose fifth birthday occurs prior to August 1 may enroll for that year.
First Grade: A child whose sixth birthday occurs prior to August 1 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 that 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 do strongly encourage parents to use the resources available 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. Immunization records and birth certificates **MUST BE** presented at a child's first registration in school. Online Registration must be completed for all children entering kindergarten. A registration fee is due upon completion of the online registration process. 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 there is class space 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.

CLASS SIZE POLICY - 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 normally exceed 25 in grades K-3 or 26 in grades 4-5 at the close of registration. In certain instances, classes may exceed the maximum with the addition of a classroom aide.

TEACHER REQUESTS – The practice of requesting a teacher for a student can be hurtful to the teacher and detrimental to the appropriate academic placement of a child. Therefore, teacher requests are not normally accepted. However, if a parent insists on making a teacher request, the request must be made in writing, stating the reason for the request and returned to the school office before June 1 for the next year.

ACADEMIC POLICIES

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

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

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.

ACADEMIC IMPROVEMENTS/CURRICULAR CHANGES - Curricular improvements continue to be a priority item in the school program. Each year at least one curricular area will be evaluated and recommendations made by a committee to adopt or retain textbook series.

CLASSROOM EXPECTATIONS AND BEHAVIOR - Within the framework of every classroom activity, a certain atmosphere for learning must prevail. It is the duty of teachers and administrators to maintain such an atmosphere through the use of **RULES** and **FAIR** enforcement. The following expectations are the minimum standards expected and will be supplemented by additional teacher requirements.

WORK AND STUDY HABITS - Students are expected to come to class with paper, pencils and other required supplies as requested by the teacher. Pencil/Paper machine will be available before and after school. This should never interrupt class.

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

HOMEWORK - Homework is assigned to encourage further learning outside of school. Students in grades 2-5 will have spelling homework each evening. Reading should be a part of each evening's activities. 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.

GRADING - Grading is only one student assessment tool used at St. Mary's. Kindergarten student's 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.

REPORT CARDS - Mid quarter progress reports for students making D's or F's will be communicated to parents through phone calls or written reports. Report cards for grades K-5 are issued quarterly. Parent/teacher conferences are held after the first and third quarter.

RETENTION & 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.

CUMULATIVE 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 School. These records include absences and tardiness, grades in each subject, standardized test scores, health records, as well as identifying information. A written 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.

LIBRARY

Our School Library is stocked with an array of books appropriate for our grade levels. The books may be read at school or 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 are to be returned on time and in the condition they were issued.
2. Books damaged or lost must be paid for by the student. Refunds will be given for lost books 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.
4. Encyclopedias, magazines or any other reference materials are not for circulation and must be used in the school.

A library period is provided for each classroom. It is during this period that books should be taken out and returned. If students wish to use the library during other times, they must receive permission from the teacher.

ATTENDANCE

REQUIREMENTS: The State of Missouri requires a minimum of 174 days of actual pupil attendance to certify a school year. The school calendar, distributed at the beginning of school will reflect that requirement.

Consistent attendance in school is absolutely necessary for a meaningful educational experience.

ABSENCES - When a child must be absent from school, a **WRITTEN EXCUSE**, signed by a parent, **MUST** 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. Make-up tests will be administered 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. If trips are made anyway, make up work will be given upon return of the student. Students will have 5 school days to complete work. No credit for work will be given after that. Work will not be given prior to the extended absence. Please contact the principal in advance if a trip is planned.

MAKE-UP WORK SHOULD BE PICKED UP BEFORE SCHOOL, AFTER SCHOOL OR THE FOLLOWING DAY, NOT DURING THE SCHOOL DAY. TEACHERS SHOULD BE NOTIFIED IN ADVANCE WHEN PARENTS PLAN TO PICK-UP SCHOOLWORK.

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 at the 8:00 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 ½ day. **Every five (5) tardies a student accumulates per quarter will be recognized as an absence when determining**

perfect attendance.

SCHOOL HOURS

Grades K-5 8:00 A.M. - 3:10 P.M.

Office Hours 7:45 A.M. - 3:40 P.M.

Before School Care is offered beginning at 7:30 a.m. each morning for those children who need it. These children should be dropped off at the front door and should immediately check in with the teacher in charge. Children left at other entrances will not be supervised and the school cannot be held responsible or liable for their care. Please do not drop off students before 7:30am.

Children arriving between 7:30 a.m. and 7:45 a.m. will be asked to participate in Before School Care for their own safety and will not be allowed to wait outside. Students arriving between 7:45 a.m. and 7:55 a.m. are to go with teacher on duty. The charge for Before School Care is \$1.00 per day. **Any Before School Program balances must be paid for by the end of each week.**

School begins at 8:00 A.M. and students not in the classroom at that time will be counted tardy or absent. The school day will end at 3:00 p.m. unless otherwise indicated on the school calendar. Any student who needs to stay at school at the end of the school day beyond 3:05 will be supervised until 3:15. At 3:15 any student still at school WILL BE sent to After School Program and parents will be charged the After School Program charge for each child that day (\$3.75 till 4:30 and \$7.50 till 6:00). **Any After School Program balances must be paid for by the end of each week.** If a child has not been present at St. Mary's during the day because of a special education or a gifted class, but still needs to attend our After School Program, please call at least 24 hours in advance to make arrangements for attendance. After school care is located in the St. Mary's Elementary cafeteria, students need to be picked up there.

EARLY DISMISSAL - Professional appointments, etc. should be scheduled outside of the school day. In the rare instances that a child must leave school early, the parents should send a written note to this effect. 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.

INCLEMENT WEATHER - School cancellations will be announced on Joplin radio and TV stations. Please do not call the school for this information. Any days missed due to bad weather will need to be made up later.

COMMUNICATION/TEACHER CONFERENCES

To conduct an effective educational program, open and frequent communication must take place between the home and school. That communication can be both formal and informal. Whenever a parent has a concern or complaint, he or she must contact the adult involved, namely teacher, After School teacher, administrator, etc. If the concern cannot be resolved mutually at that level, the correct chain of command must be followed. That chain is as follows:
Teacher - Administrator - Pastor or School Board - Superintendent.

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. Please schedule these conferences in advance to minimize disrupting class for your child and others. Teachers will not be allowed to conference with parents during regular classroom instruction time.

VISITORS - Visitors are always welcome, however ALL visitors (parents included) MUST first check in at the office. This procedure helps prevent classroom interruptions and provides a more protective environment.

PHONE CALLS - Messages will be accepted by the school secretary. Teachers will return your calls at their earliest opportunity (normally recess, lunch, or after school). Students may use the phone with permission from the administration only in the event of an emergency. Calls after school will be limited. To avoid phone calls during the day to the office and last minute messages to your child and teachers, please make any after school arrangements for your child before school begins.

NONCUSTODIAL PARENT – This school 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.

FRIDAY COMMUNICATORS – A Friday communicator will be emailed to the email address that the family provides the school. A communicator envelope is provided each Friday with the oldest child in the family. Please carefully read the contents of each envelope and sign it each week. The envelopes 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 will be available for 50 cents.

DISCIPLINE POLICY

PARENT/CHILD SCHOOL DISCIPLINE - 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 extremely important that a child be thoroughly convinced that his/her **parents stand behind the school** and that **they will demand an accounting** of what the child does in school. 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 checking out whatever misunderstandings might arise, by supporting one another in all things. If there is a difference of opinion, that is all right. This is a sign of healthy life. Do call for an appointment to talk things over. We can come to some understanding that will safeguard the child's respect for all.

DETAILED DESCRIPTION ST. MARY'S SCHOOL DRESS CODE

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 need to be khaki or navy in color, boys and girls. **No cargo pants, flair legs, or low rise pants.**

Shorts: Same description as pants but may have cuffs, no shorter than mid-thigh length. No cargo shorts. Shorts will not be allowed during the months of November through February including Casual Dress days.

Dress Shirt: Button-down or peter pan collar. Single or no breast pocket. Long or short sleeve. White cotton blend. Shirts must be tucked in.

ST. MARY'S T-SHIRT: May be worn on Monday's ONLY with uniform pants, shorts, jumpers or skorts.

Polo: 2 – 3 button placket (plain or peter pan collar), cotton blend. Solid color. Knit collar. Banded or hemmed sleeve. Long or short sleeve. White, navy, hunter green or red. No visible logos with the exception of the JACS logo. Polo's must be tucked in.

Turtleneck: Cotton blend, solid color. Long-sleeved only. White, navy, hunter green or red. Turtleneck must be tucked in.

Sweaters: Crewneck, long sleeves; vest; or V-neck cardigan, no loose weaves, no patterns, no hoods, solid Navy or White.

Jumper: Girls may only wear khaki, navy or Black Watch plaid (#55) available at 1st Choice Healthcare in Webb City. It is also available online at Land's End as Hunter/ Classic Navy plaid. No shorter than mid-thigh length.

Skort: Girls may wear fine twill or chino dress skorts in khaki, navy or Black Watch plaid (#55) (see above for available options for purchase). No jean or corduroy materials. No shorter than mid-thigh length.

Sweatshirts: Only JACS (St. Mary's, St. Peter's & McAuley). Sweatshirts must be worn over a uniform shirt except on casual dress days or on Mondays. Collar of shirt must be seen. May not be worn at Mass.

Hoodies: Only JACS (St. Mary's, St. Peter's & McAuley) will be allowed to be worn in classroom or outside. Hoodies must be worn over a uniform shirt except on casual dress days. May not be worn at Mass. All other hoodies, jackets and coats may only be worn outside.

Socks

Socks – Solid color, white, khaki, red or navy. Girls may wear ankle length, knee-highs or tights.

Socks must be clearly visible on the ankle above the top of the shoe and must be worn at all times.

Shoes - Leather shoes may be brown, navy, or black. Tennis shoe color must be predominantly white, navy, gray or black. Shoes must have closed toes and closed back and be no higher than the top of the ankle. Heel height may be no more than ½ inch. No Boots, Crocs, Sandals or Flip Flops or Toms type shoes. Tennis shoes should be worn on PE days. A change of shoes may be brought on Mass days.

Tennis Shoes are encouraged to be worn!

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

1. For identification purposes, it is highly suggested that students put 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. Jackets, coats, hoodies (exception of JACS), sunglasses, hats, caps, or scarves worn as hats are not to 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).
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 should be 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.
10. Casual Dress day Policy: Casual dress days will be posted in the communicator. No spaghetti straps, halter tops, short shorts, jeans that are torn or have holes and graphic t-shirts containing inappropriate symbols, pictures, or language. Shoes must be the same as the uniform policy. If you or your child forgets casual dress day, please do not bring a change of clothes for your child.

SUSPENSION/EXPULSION/APPEAL - St. Mary's and the School Handbook of the Diocese of Springfield-Cape Girardeau outlines the handling of serious disciplinary problems as follows:

Loss of privileges, or in school or out of school suspensions may be consequences of the following infractions. Missed assignments will be required to be completed; however, credit will not be given for tests and work missed in an out of school suspension.

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 at school or school related functions.
7. Use of controlled substances at school or related functions.
8. Use of profanity, both verbal and written.
9. For any other justifiable cause.

THE PRINCIPAL MAY EXPEL STUDENTS FOR THE FOLLOWING CAUSE:

1. Threatening violence to oneself or another person.
2. Bringing of 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. Selling of drugs at school or school related functions.
7. For a second offense during a school year of either using drugs or bringing alcoholic beverages or consumption of alcoholic beverages at school or school related functions.
8. After two out of school suspensions during a school year, a third means immediate expulsion.
9. For any other conduct or activity of a serious nature that is considered harmful to the school's reputation or well being.

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 School Board. 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.

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.

STUDENT BEHAVIOR - 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.

TEACHERS will be courteous, respectful, attentive and fair to all students, peers and parents.

STUDENTS will be courteous, respectful, attentive and fair to all teachers, peers and parents.

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.

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.

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

Only school sponsored teams may use the playground with principal approval.

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

STUDENT RULES

1. Gum chewing is prohibited at St. Mary's School during school or after school hours.
2. No snowball throwing is allowed on school property.
3. Students may not throw rocks on school property.
4. Tag games may be played on the ground only, not on the climbers.
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, electronic games or toys to school unless given permission to do so from the principal. No cell phones unless they are left in the office.
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 does include pocketknives.
10. Students are to use quiet, respectful voices in the hallways, bathrooms and cafeteria at all times.
11. No eye-rolling, heavy sighs, "but", or "he/she was doing it too."

The following are three policies that are pertinent to all JACS parents.

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.

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.

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.

EXTRA-CURRICULAR ACTIVITIES

St. Mary's participates in the following extra-curricular activities:

Field Trips	Altar Servers
Curriculum Fairs	Safety Patrol
National Catholic Schools Week	DARE
Spelling Bee	Math Contest

As well as other contests within Surrounding Communities

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.

FIELD TRIPS

A form will be sent to parents, notifying them of a field trip during school hours. We request parents to sign the form if they wish to allow their children to participate in the activity. Children will not be allowed to leave school on a field trip without the signed permission form. Phone calls and hand written notes will not be accepted.

Parents often volunteer to serve as field trip drivers. Remember, when driving for a field trip, to meet your legal responsibilities, you must have a current driver's license and auto insurance. Diocesan policy requires field trip drivers to sign a form showing proof of insurance and a safe driving record. Additionally, all parent volunteers are required to attend Virtus Training and submit to a child abuse/neglect background check.

When available, the JACS school bus will be used for scheduled field trips. The form mentioned above needs to be signed and turned in to the teacher before getting on the bus. 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.

LUNCH PROGRAM

Kindergarten through Second Grades will eat at 10:50-11:20

Preschool Daycare 11:10-11:35

Third through Fifth Grades will eat at 11:30-12:00

The cost of lunches is: \$ 2.50 per day
 \$12.50 per week
 \$50.00 (20 day ticket)

The cost of milk is: \$.30 per day
 \$ 1.50 per week
 \$ 6.00 (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.

A government funded program is available to students for free or reduced lunches for families with limited incomes. Forms are available in the school office if you wish to take advantage of this program.

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.

Students will be polite and courteous, obey instructions of supervisor, talk quietly, and remove food and trash from tables and floor.

Students will not cut in serving line, run in cafeteria, throw food, paper, etc., and use vulgar or obscene gestures.

HEALTH AND SAFETY CHILD ABUSE/NEGLECT

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

ARRIVAL & DISMISSAL PROCEDURES - Since arrival and dismissal time can be a dangerous time of day for children, we ask that all parents please cooperate with the following procedure for transporting children to and from school. If you do not transport your children to school, please be sure the person dropping off & transporting them receives the following information.

ARRIVAL

1. Students arriving between 7:30-7:55am will go to the Before School Program.
2. Please refrain from walking your child into class unless you need to speak with the teacher. We ask that parents clear the entry area as soon as possible after prayer. Parents are asked to remain quiet as students proceed down the hall in prayer.

All doors to the school except the main entry door will be locked at all times. Please help us ensure the safety of your children by not propping doors or asking students to open locked doors.

5. Preschool children not attending before school care must be walked to class by the parent/guardian.

DISMISSAL

At 3:05 all students are dismissed at the front door. Teachers will allow children to leave when the parent/guardian is visible to the teacher.

DRILLS - 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.

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.

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. General directions are as follows:

- a. Teachers must leave classroom last.
- b. Close all classroom doors when evacuated
- c. Keep silent; walk quickly, never run.
- d. Be prepared to avoid obstacles and to choose an alternate route.
- e. Each class will line up at a safe distance in a specified area facing the building where roll will be called.

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.

Specific precautions MUST be taken, at all costs, to maintain the students' well being. Those called first, depending on the disaster, etc., are: 911, POLICE, FIRE DEPARTMENT, SUPERINTENDENT, PARENTS, and COMMUNITY VOLUNTEERS.

ASBESTOS NOTIFICATION - Joplin Area Catholic Schools- In compliance with the Asbestos Hazard Emergency Act of 1986 our facilities have been inspected by a certified asbestos inspector. It has been confirmed that there is no known areas of asbestos present in our school.

PHYSICALS & IMMUNIZATIONS - It is important for children to have a complete physical examination prior to entering kindergarten. By provisions of state law, the Division of Health requires certain immunizations. It is unlawful for any student to attend school unless he/she has been immunized, as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare, and can provide satisfactory evidence of such immunization.

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 medications 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.

COMMUNICABLE DISEASES - The classroom presents a prime opportunity for the spread of disease. If your child is sick or running a temperature higher than 99.6 degrees prior to school, he or she must be kept at home. If in doubt, please consult your physician or the principal.

Notify the school of all cases of communicable or unusual diseases your child may contract.

1. Chicken Pox -- 7 days or no weeping lesions.
2. Conjunctivitis (Pink Eye), Ringworm, Impetigo **must have a note from the physician stating that the student is under care.** Usually 24 to 48 hours after antibiotics have been started the child may return to school.
3. Meningitis -- requires a note from physician.
4. Head Lice – treated and no nits.

INJURIES/SICKNESS - When a child is sick or hurt at school the Principal or a staff member will provide emergency first aid 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 hurt or ill child. Children with temperatures of 99.6 or more will be sent home. **Students should stay out of school until the fever has subsided for 24 hours.**

PHYSICAL PROBLEMS - If your child has a specific medical problem such as hearing, sight, speech, allergy, etc., please notify the principal and teacher, in writing, at the beginning of each year about any special treatment or consideration.

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.** Standardized gym suits are not required. However, appropriate attire (including tennis shoes) must be worn. No shower facilities are available.

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.

PLAYGROUND EQUIPMENT

If your child/children wish to bring their own Frisbees, balls, etc. they **MUST** be labeled with full name and grade. No hard balls will be allowed. St. Mary's cannot be responsible for damaged or lost equipment.

SCHOOL SUPPLIES

It is essential that students are well prepared for school each day. School supply lists are available before school in the office or major retailers. Check with your child often to see if supplies should be replenished.

PARENT SERVICES

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 or providing services. All activities by a volunteer take place with the supervision and permission of the principal and teacher, or 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.

ROOM MOTHER/FATHERS - At the beginning of each school year, parents are asked to volunteer as room Mother/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 the room Mothers/Fathers.

SCHOOL PARTIES - Students will have the following scheduled parties:

Halloween: October 30 - Parade at 1:30, Room Party at 2:00, Dismissal at 3:00

Christmas: December 19 - Room Party at 10:00, Dismissal at 11:00

Valentines: February 12 - Room Party at 12:30, Dismissal at 1:30

Field Day: TBA - Activities at 8:30 to 10:30 Grades 1 - 5

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

BIRTHDAYS

We know birthdays are a special time for our students. If you wish, your child may bring treats for the class on his/her birthday. The Joplin Health Department requires these treats to be commercially prepared, not home baked. Since food cannot be consumed in the classrooms and the cafeteria is used for classes, only individually wrapped treats may be handed out as the students leave at the end of the day. Please check with your child's teacher the day before you plan to send treats.

Children will NOT be allowed to pass out birthday invitations to parties held outside of school unless **ALL** children in the class are invited.

OTHER SCHOOL EVENTS

Fall Fun Festival	October 27
Grandparent Luncheon	November 6 (K-1-2)
Grandparent Luncheon	November 13 (3-4-5)
Santa's Secret Shop	December TBA
Catholic Schools Week	January 31- February 5
Project Fair	TBA

SCHOOL BOARD

The Joplin Area Catholic School Board is an advisory and legislative body formed to assist the pastor and principal in operating the school educational program.

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.

STANDING BOARD COMMITTEES

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

Any Parent wanting to donate their time/expertise on any of the above committees may contact the School Board for further information.

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.

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 for consideration and placement on the agenda. These ideas, opinions and suggestions should be submitted in writing. 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.

HOME AND SCHOOL ASSOCIATION - The St. Mary's Home and School Association exists to provide a medium for close relations between Christian home and school environments. Through the Association, teachers and parents may share more fully their responsibilities of educating our children. Membership consists of parents/guardians of students, patrons and personnel of St. Mary's School. Meetings are held regularly, scheduled in the monthly school calendar. Each Parent is urged to attend all meetings regularly.

ST. MARY'S CATHOLIC ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK 2014-2015

**ST. MARY'S CATHOLIC ELEMENTARY SCHOOL
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