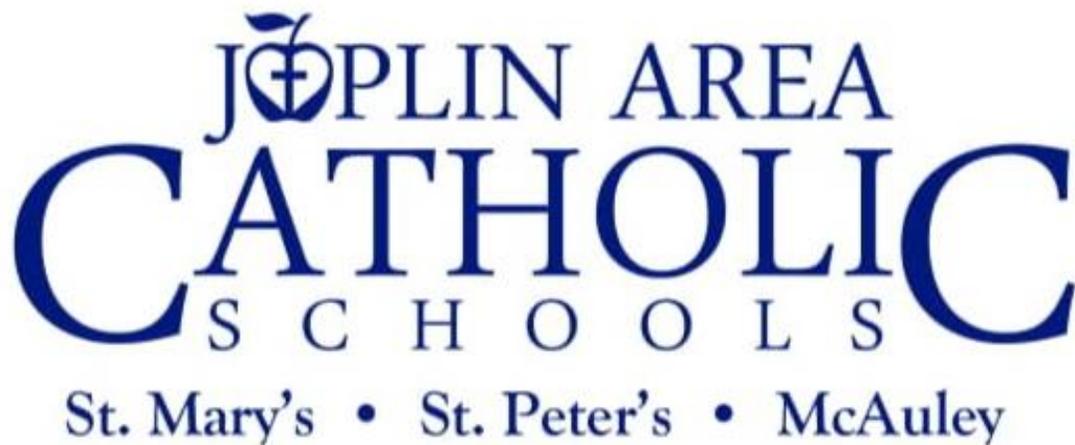


**ST. MARY'S CATHOLIC ELEMENTARY SCHOOL**

**PARENT/STUDENT HANDBOOK  
2018-2019**



**ST. MARY'S CATHOLIC ELEMENTARY SCHOOL  
3025 South Central City Road  
JOPLIN, MO 64804  
(417) 623-1465**

Revised August 9, 2018

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**ST. MARY'S CATHOLIC ELEMENTARY SCHOOL**  
**3025 South Central City Road**  
**Joplin, MO 64804**  
**417-623-1465**

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**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.

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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 ELEMENTARY SCHOOL**

### **INTRODUCTION**

Dear St. Mary's Parents,

Welcome to the 2018-2019 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. Each person involved in the Joplin Area Catholic Schools (JACS) has a role to play in the physical, intellectual, emotional and spiritual development of each student, and this nurturing and inspiring environment helps form our identity. We will all do our best to give your child the finest academic education and religious formation.

The Parent-Student Handbook 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. Each person associated with St. Mary's should read the handbook carefully to help eliminate misunderstandings about the school's policies, procedures, and practices.

I am looking forward to meeting you and getting to know your family. If at any time you have a question or concern, please do not hesitate to contact your child's teacher or myself.

Sincerely,

*Joanne Lown*

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

## **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.

## **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!

## **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.

## 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 August 1 may enroll for that year.  
Pre-Kindergarten: A child whose fourth 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 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](http://www.jacss.org) to register. **Immunization records and a birth certificate MUST presented at a child's first 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. 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 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.

### **E. 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.

## **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 7:30-7:55 a.m. will go to the before school program. School starts at 8:05 a.m.
2. Preschool and Pre-Kindergarten students not attending before school care **must** be walked to their classroom by a parent or guardian.
3. If you would like to start your day by staying for Morning Prayer and the Pledge of Allegiance, you are more than welcome. Please clear the entry area as soon as possible afterwards to allow teachers and students to make their way to their classrooms.

### **B. School Doors**

During the school day, all doors to the school except the main entry door will be locked for our school community's safety. Please help us ensure the safety of our school by not propping doors open or asking students to open locked doors.

### **C. Dismissal**

At 3:10 all students are dismissed at the front door. Teachers will allow children to leave when the parent/guardian is visible to the teacher.

## **ATTENDANCE**

**REQUIREMENTS:** The State of Missouri requires a minimum of 1044 hours of actual pupil attendance to certify a school year. 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, **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. 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. 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.

### **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 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 ½ day. **Every five (5) tardies a student accumulates per quarter will be recognized as an absence when determining perfect attendance.**

### **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 will be distributed in any manner 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.

### **COMMUNICATION**

To conduct an effective educational program, open and frequent communication must take place between the home and school. Teachers should feel free to call parents, and parents should feel equally comfortable to contact teachers. This important communication can be both formal and informal. 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.

### **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.

### **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**

#### **Parent and 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 understand that his/her **parents stand behind the school** and that **they will be held accountable** for his/her school day. 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, 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. No article should be worn that detracts from the learning environment. 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, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade). Must have belt loops (4<sup>th</sup> and 5<sup>th</sup> grade). No cuff. Pants should be khaki or navy blue in color for both boys and girls. **No cargo pants, flair legs, jeggings or low rise pants.**

#### **B. Shorts**

Same description as pants but may have cuffs and no shorter than mid-thigh length. No cargo shorts. Shorts may be worn from March 1<sup>st</sup> until October 31<sup>st</sup>.

#### **C. Skorts**

Girls may wear fine twill or chino dress skorts 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. No shorter than mid-thigh length. From November 1<sup>st</sup> to February 28<sup>th</sup> girls must wear tights or knee socks with skorts.

#### **D. Jumpers**

Girls may wear khaki, or 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 1<sup>st</sup> to February 28<sup>th</sup> girls must wear tights or knee socks with a jumper.

#### **E. Dress Shirt**

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. Polo**

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. Turtleneck**

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

#### **H. St. Mary's T-shirt**

St. Mary's T-shirts may only be worn on Mondays with uniform pants, shorts, jumpers, or skorts.

#### **I. Sweaters**

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

#### **J. Sweatshirts:**

Only JACS (St. Mary's, St. Peter's, and 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 to Mass.

#### **K. Hoodies**

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

#### **L. Accessories**

**Socks-** Solid colors in white, khaki, red, or navy blue. Girls may wear ankle length, knee-highs, or tights. Must be plain, no patterns, emblems, shapes, or logos. Crew or mid-calf socks only. No-show socks are not allowed. Socks must be clearly visible on the ankle above the top of the shoe.

**Shoes-** Leather shoes may be brown, navy blue, or black. Tennis shoe color must be predominantly brown/black/navy/gray/white, no predominate neon. 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, 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 (4<sup>th</sup> & 5<sup>th</sup> grade required).

#### **K. 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. If you or your child forgets casual dress day, please do not bring a change of clothes for your child.

#### **L. Dress Code Helpful Hints**

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 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.

#### **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.

#### **EXTRA-CURRICULAR ACTIVITIES**

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

Alter Servers

Rise Above

Contests within the community  
Cub Scouts  
Curriculum Fairs  
Field Trips

Girl Scouts  
Nat'l Catholic Schools Week  
Safety Patrol  
Spelling Bee

### **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.

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 are required to submit to a child abuse/neglect background check.

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 the family provides the school. 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. 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.

### **HEALTH AND SAFETY CONCERNS**

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.

### **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. Meeting are regularly scheduled in the monthly school calendar and members are encouraged to attend.

### **ILLNESS AND INJURIES**

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 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 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 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 a 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. 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 bad. Any days in which school is cancelled 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. \$20 per book. 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. 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 period is provided for each classroom. It is during this period 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 - 2<sup>nd</sup> Grade: 10:50 a.m. to 11:20 a.m.

3<sup>rd</sup> Grade - 5<sup>th</sup> Grade: 11:30 a.m. to 12:00 p.m.

### **B. Milk Cost**

The cost of milk is:     \$0.40 per day  
                                   \$2.00 per week  
                                   \$8.00 (20 day ticket)

### **C. Lunch Cost**

The cost of lunch is: \$2.75 per day  
                                   \$13.75 per week  
                                   \$55.00 (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](http://myschoolbucks.com). You may view your child's account balance, schedule automatic payments, and make payments at any time with the app.

### **D. Subsidized Lunches**

A government funded program is available to students for free or reduced lunches for families with limited incomes. Forms will be sent home for you to complete and return to school if you wish to take advantage of this program.

#### **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.

#### **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. Expectations**

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/or use vulgar or obscene gestures.

### **MEDICAL CONCERNS**

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.

### **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.

### **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.

## **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences will be scheduled in conjunction with the 1st quarter report card and 3<sup>rd</sup> 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.

## **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, 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, 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 the room Mothers/Fathers.

### **C. SCHOOL PARTIES**

Students will have the following scheduled parties:

Halloween: October 31

Christmas: December 21

Valentines: February 14

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

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

### **D. OTHER SCHOOL EVENTS**

Trunk or Treat October date TBA

Grandparents Day November (K-1-2)

Grandparents Day November (3-4-5) date TBA

Santa's Secret Shop December date TBA

Catholic Schools Week January (the last week)

Project Fair TBA

## **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.

### **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, but appropriate attire (including tennis shoes) must be worn. No shower facilities are available.

### **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.

### **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.

### **PURPOSE**

The Joplin Area Catholic Schools (JACS) educate the whole person –mind, body, and spirit- to be a good citizen and a future leader of 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.

### **REGISTRATION**

Pre-registration will be held in early spring of each year to facilitate planning for the upcoming school year. Visit [www.jacss.org](http://www.jacss.org) to register. **Immunization records and birth certificates MUST be presented at a child's 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. This fee is

non-refundable.

### **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 weekly Eucharistic Celebrations. We invite parents, families, and friends to share in these celebrations with us at 8:30 a.m. each Friday morning.

#### **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**

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

#### **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 which parents representing the larger parish community and the school providing additional sacramental instruction in religion class.

### **SAFETY 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.

#### **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. 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.

### **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 3<sup>rd</sup> 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**

**Preschool:** 8:05 a.m. to 11:00 a.m. with either dismissal to parents at 11:00 a.m. or afternoon day care option.

**Pre-Kindergarten morning class:** 8:05 a.m. to 11:00 a.m. with either dismissal to parents at 11:00 a.m. or afternoon day care option.

**Pre-Kindergarten afternoon class:** 8:05 a.m. to 11:00 a.m. morning day care option transitioning into afternoon class dismissing at 3:10 p.m.

**Kindergarten to 5<sup>th</sup> 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

#### **A. Before School Care**

Before School Care begins at 7:30 a.m. each morning for those children who need it. These children should be walked in or dropped off at the school and should immediately check in with the teacher in charge. Students in Preschool and Pre-Kindergarten should enter through the Early Childhood entrance on the north side of the school, students in First-Fifth Grades should enter through the school's main entrance. For their safety, children 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.

#### **B. Children arriving between 7:30 a.m. and 7:45 a.m.**

These students will be asked to participate in Before School Program 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 the teacher on duty.

#### **C. School begins at 8:05 a.m.**

Students not checked in with their teacher and sitting with their class in the gathering area by 8:05 a.m. will be counted tardy or absent. The school day will end at 3:10 p.m. unless otherwise indicated on the school calendar.

#### **D. After School Care**

The After School Care program is designed as a convenience for parents. Activities after school have the same kind of behavioral expectations that the school has during the regular school day. Students who do not abide by these stand of conduct may be suspended from the program.

Any student who needs to stay at school at the end of the school day will be supervised until 3:15 p.m. At 3:15 p.m. any student still at school WILL BE sent to After School Program and parents will be charged the After School Care charge for each child that day (\$4.00 until 4:30 p.m. and \$9.00 until 5:30 p.m.). **Any After School Program balances must be paid for by the end of each week.** If a child has been absent due to an illness, he or she may not attend After School Care. If a child has not been present at St. Mary's during the day because of a special education or gifted class, but still needs to attend our After School Care, please call

at least 24 hours in advance to make arrangements for attendance. The After School Care program will always accommodate parents who must leave their children at school after school because of an emergency.

**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 in 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.**

### **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 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, or at major retailers. Check with your child often to see if supplies should be replenished.

### **SMART TUITION**

Joplin Area Catholic Schools have partnered with Smart Tuition as a service to our families to manage payments and 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 will be collected 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](http://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.

### **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:

**A. Loss of privileges, or 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 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.

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 or alcohol 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. 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, and then, they may then appeal to the director. 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 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 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 and organizations may use the playground with principal approval.

**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 snowball throwing is allowed on school property.
3. Students may not throw rocks on school property.
4. Students may not climb on or hang on handrails.
5. Tag games may be played on the ground only, not on the climbers.
6. Jump ropes are for jumping only.
7. No profanity is to be used on school grounds.
8. 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 may be brought to school unless they are left in the school office.
9. Animals may be brought to school only when approval has been given by the teacher at least one day in advance.
10. No play or real weapons of any sort may be brought to school. This includes pocketknives.
11. Students are to use quiet, respectful voices in the hallways, bathrooms and cafeteria at all times.

## **VISITORS**

Visitors are always welcome at St. Mary's! All visitors, including parents, **must first** check in at the office. This procedure helps keep our school community safe and helps prevent classroom interruptions.

### **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 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> 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.

**PARENT/STUDENT HANDBOOK  
2018-2019**

**ST. MARY'S CATHOLIC ELEMENTARY SCHOOL  
3025 South Central City Road  
JOPLIN, MO 64804  
(417) 623-1465**