

WELCOME !

Dear Parents/Guardians,

The pages of this handbook will provide you with the policies, procedures, and programs at St. Joachim School. The handbook's purpose is to provide you with the answers to any question that may come to mind as your child begins his/her school year. If the answer is not here, you are encouraged to contact the school for the answer, the information and/or the details to your question or concern.

In order to make the school year run smoothly for both you and your child, you are encouraged to take some time to read through this handbook. It is suggested that you and your child read through this book together. This handbook is a vital link between home and school.

As we begin the school year, know that the educational community of St. Joachim School is here to serve you by providing a quality, Catholic education for your child. The most effective schools are those in which the parents/guardians and teachers work side by side to provide for the educational needs of the child. With this in mind, please be aware and take advantage of our small school atmosphere. You are strongly encouraged to keep the doors of communication open between home and school.

Sincerely,

Principal & Staff of St. Joachim School

WITNESS STATEMENT For Those Whose Children Attend Catholic Education Programs

One of the blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the following call from God to evangelize their children:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) up to keep God's commandments as Christ taught us, by loving God and our neighbor . . . You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say or do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

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

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and example, the first and best teacher of my children in the faith. Practically, this means I will:

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

BRIEF HISTORY OF ST. JOACHIM SCHOOL

As early as 1852 there are records of the existence of a school in Old Mines, but there are no records of enrollment or teachers. In 1924, the Sisters of Charity of the Incarnate Word came to Old Mines to teach in the parish school. Many changes have been witnessed since that date. The present building dates back to 1949, with the second floor being added in 1950. In the fall of 1977, a Kindergarten class began. The fall of 1991 brought about the opening of a Pre-Kindergarten program.

In 2016, three students graduated from 8th grade.

“Who is St. Joachim?” St. Joachim is the husband of St. Ann, the father of Mary, our Blessed Mother, and the grandfather of Jesus. His feast day, along with St. Ann’s, is celebrated on July 26th each year.

MISSION STATEMENT

The mission of St. Joachim Catholic School is to assist the parents and the parish in their shared responsibility of providing an excellent Christian and academic education that is Alive in Christ for the children of Washington and surrounding counties. (revised and amended 8/2/24)

ST. JOACHIM SCHOOL PHILOSOPHY

St. Joachim is a rural, Catholic elementary school in the Archdiocese of St. Louis that embraces the fourfold mission of Catholic education: to proclaim the Gospel Message, to build community, to provide worship experiences, and to render service to those in need. In doing this, we help our students to grow in personal holiness and in their relationship with God.

We believe that every child is a gift who can learn. We strive for academic excellence by expecting each child to work to his/her potential. As a small, multi-grade school, we are able to address individual learning styles and needs. In addition we work cooperatively with local agencies and the public educational system to ensure that every child’s needs are addressed. We provide religious education, *a full standard curriculum*, social experiences, field trips to enhance the curriculum, and extracurricular activities that make for a well-rounded individual.

We strive to provide a safe and healthy environment where students can grow spiritually, academically, socially, aesthetically and physically. In addition, students are encouraged and supported to develop self-discipline and moral responsibility.

We recognize parents as the primary educators of their children and are committed to assisting parents fulfill their educational responsibilities in the formation of healthy, knowledgeable and productive Christian children.

We believe that *“it takes a village to raise a child”* and that it is the responsibility of the whole community to provide the opportunity for a Catholic education for the children of Washington and surrounding counties.

SCHOOL SONG

Our hearts are filled up to the brim, with love for you St. Joachim.

We pledge with great Sincerity, Affection, Love, and Loyalty.

O Alma Mater dear, your students gather here sing loud,

Your praises never dim, we love you St. Joachim.

SCHOOL COLORS

Navy Blue and White

FACULTY AND STAFF

FATHER ANTHONY DATILLO.....	PASTOR/EXECUTIVE
MRS. DANA BOYD.....	PRINCIPAL
MRS. DIANA WOOLARD.....	ADMINISTRATIVE ASSISTANT AND TECHNOLOGY
MRS. NICOLE PELIKAN.....	PRESCHOOL/PRE-KINDERGARTEN
MISS CRYSTAL GRANT.....	KINDERGARTEN/1 ST GRADE
MRS. DEBRA KOCH.....	2 ND AND 3 RD GRADE
MRS. AMBER BARRETTE.....	4 TH AND 5 TH GRADE
MRS. PAM BOYER.....	6 TH , 7 TH AND 8 TH GRADE
MRS. AMY COOLEY.....	P.E.
MRS. TERRI CHAZELLE.....	MUSIC
MRS. KEELI SINGER.....	ART
MRS. CATHEY SKILES & MRS. ELAINE PORTELL.....	LIBRARIAN
MR. ALAN ECKHOFF.....	CUSTODIAN
MISS ANGIE MITCHELL.....	PARISH ACCOUNTANT
MRS. JOEY THEBEAU.....	SCHOOL COOK

ORGANIZATIONS

HOME & SCHOOL ASSOCIATION

All parents are important members of this organization. The purpose of the Home & School Association is to assist the school in every way possible and to create a line of communication between the home and school. The Home & School Association should assist parents as co-educators of their children by providing opportunity to discuss and explore aspects of child development essential to the better formation of the whole child.

One of the many ways the Home & School Association assists the school community is through the fund-raisers it conducts throughout the school year. These funds provide for much needed materials, audiovisual equipment, and numerous other supplies and materials necessary in the running of a school. Therefore, active participation in the Home & School activities is expected of all parents.

The Home & School Association meets during the school year and for parent education events.

ADVISORY BOARD OF EDUCATION

The Advisory Board of Education should consist of members of the school and parish community who value Catholic education.

The purpose of the Advisory Board is to advise the pastor and principal on educational matters and to be a liaison between the Home & School Association.

The functions of the Advisory Board of Education include establishing the philosophy and goals for the educational programs, interpreting and applying the policies of the Archdiocesan Board of Education, formulating additional policies which may be necessary, evaluating the implementation of policies, approve the budget to be recommended to the Finance Committee and pastor, recommend to the pastor the employment of the principal, and advance community relations.

ADMISSIONS

St. Joachim School will admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of this school.

The Principal, with proper consultation of the Pastor, will admit students to St. Joachim School according to the norms set by the Advisory Board of Education and accepted educational procedure.

ADMISSION POLICY

Admission to a Catholic elementary school at any point of entry is contingent upon:

- 1. The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school.) Evidence of any family's desire to be a part of this type of school includes:
 - a. participation in the spiritual and social life of the parish or religious congregation;**
 - b. support of the concepts upheld in the Witness Statement;**
 - c. agreement to follow the policies and procedures of the school;**
 - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.****

TRANSFER POLICY

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission would apply at any transfer point.

- 1. From St. Joachim School:** A family desiring to transfer a child from St. Joachim School to another Catholic school or public school is responsible for any outstanding debts owed to St. Joachim School for tuition, book fees, or lunch fees. Grades and transcripts will be withheld until all such fees are paid.
- 2. From another Catholic school:** A family desiring to transfer a child from one Catholic school in the archdiocese to another may be accepted after the receiving parish obtains the necessary information from the pastor/principal of the sending parish verifying that there are no outstanding debts owed to the parish by the family. If there are outstanding debts still owed, the family must make financial arrangements to the satisfaction of the sending pastor before the family is accepted in the receiving school. It is permissible to accept a family on a conditional basis until the debt is retired.
- 3. From a non-Catholic school:** Catholic schools are religious schools. Therefore, transfer students must have reasons for enrolling consistent with the Catholic school's nature. A deliberate choice for religious instruction and values must be a part of that decision. Parents should agree to the concepts upheld in the Parent Witness Statement.

- Transferring students must provide copies of their most recent report cards. Parents are required to fill out a Request for Records form for copies of accumulative records, health records, and other pertinent student information. Records will be sent only with a parent signature. Transfer students are accepted for a probationary period of six weeks.

AGE REQUIREMENTS

Children are admitted into St. Joachim School who meet the specified age requirements of the Archdiocese and who demonstrate sufficient maturity and academic and social skills consistent with the grade level.

Age of Admissions:

- Preschool – 3 years old by August 1
- Pre-Kindergarten – 4 years old by August 1
- Kindergarten – 5 years old by August 1

FINANCIAL INFORMATION

*Tuition is the school’s main source of income. St. Joachim Parish provides an online giving link to pay tuition weekly or monthly. Parents are strongly encouraged to use this link. Any special financial arrangements are to be made with Mrs. Boyd and the Finance Committee. Please note: **All tuition payments begin on July 1st and end on May 31st.** Parents are required to pay the full tuition cost for the year. Please read carefully and understand the payment amount that reflects your child’s tuition cost. Nonpayment of tuition will entail a conference with administration or possible exiting of the program.*

Preschool-Prekindergarten Program: The Preschool-Prekindergarten Program is for students who are age 3 by August 1st. The program is a full-day, Monday-Friday program for \$5011.00 with payments starting July 1st and ending May 31st. Payment is due regardless of attendance. This can be paid monthly, quarterly, or in full at the beginning of the year. Cost includes a daily snack. A two-week notice is required if you are exiting the program. Payment will be required for two weeks if the spot is not filled.

<i>Tuition Prices July 1-May 31</i>	<i>Rural Parish Workers Grant</i>	<i>Total tuition to be paid by parent</i>	<i>Payment made in full (with 2% discount)</i>	<i>Payment per quarter (with 1% discount)</i>	<i>Payment per month</i>
Amount per child- \$5011.00	\$500.00	\$4511.00	\$4420.78	\$1116.47	\$410.09

Book Fee: \$60.00-payable by August 31st

Supply Fee: \$35.00 per student – payable by August 1st

Kindergarten through Grade 8:

St. Joachim/St. Joseph/St. James Parishioner:

<i>Tuition Prices July 1-May 31</i>	<i>OMCET Grant</i>	<i>Total tuition to be paid by parent</i>	<i>Payment made in full (with 2% discount)</i>	<i>Payment per quarter (with 1% discount)</i>	<i>Payment per month</i>
1 child-\$4417.00	\$500.00	\$3917.00	\$3838.66	\$969.45	\$356.09
2 children-\$5306.00	\$1000.00	\$4306.00	\$4219.88	\$1065.73	\$391.45
3 children-\$5952.00	\$1500.00	\$4452.00	\$4362.96	\$1101.87	\$404.72
4 children-\$6599.00	\$2000.00	\$4599.00	\$4507.02	\$1138.25	\$418.09

Non-Parishioner:

<i>Tuition Prices July 1-May 31</i>	<i>OMCET Grant</i>	<i>Total tuition to be paid by parent</i>	<i>Payment made in full (with 2% discount)</i>	<i>Payment per quarter (with 1% discount)</i>	<i>Payment per month</i>
1 child-\$4781.00	\$500.00	\$4281.00	\$4195.38	\$1059.54	\$389.18
2 children-\$5791.00	\$1000.00	\$4791.00	\$4695.18	\$1185.77	\$435.54
3 children-\$6437.00	\$1500.00	\$4937.00	\$4838.26	\$1221.90	\$448.81
4 children-\$7084.00	\$2000.00	\$5084.00	\$4982.32	\$1258.29	\$462.18

Book Fees: \$140.00 per student – payable by August 31st

Supply Fees: \$40.00 per student – payable by August 1st

SERVICE HOURS

All parents are required to contribute to the financial support of the school through time, talent, and treasure. The Parent Witness Statement states that families will “meet their financial responsibilities in supporting the Catholic School.” **A minimum of 20 volunteer hours per family per year is required. 10 hours must be completed by December 31, 2025 and another 10 hours must be completed by May 31, 2026. If parents are unable to achieve these required hours a \$250 fee will be charged through FACTS, \$125 in December and \$125 in May.** Grandparents may assist in this requirement. It is recommended for parents to work five hours per quarter. It is the responsibility of the parent to report volunteer hours served to the office.

Should circumstances warrant a decrease or release from this financial obligation, parents are required and encouraged to request a conference with the principal or pastor.

All parents/volunteers are strongly encouraged to attend a **Protecting God’s Children** training. The Archdiocese of St. Louis requires that all regular volunteers who are in contact with children attend a Protecting God’s Children training.

REGISTRATION IN ST. JOACHIM SCHOOL

The principal, according to the admission policies established by the pastor and/or the board, will register students to the school according to the norms set by the parish board of education, the Archdiocesan Board of Education and accepted educational procedures.

The registration process includes:

- 1. completion of a registration form;**
- 2. verification of the date of birth by a review of the birth certificate or baptismal certificate;**
- 3. verification of the dates of other sacramental celebrations;**
- 4. verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.).**

As a part of the registration process, appropriate medical information should be collected on each student and maintained in a secure area. All students should have:

1. a completed emergency form;
2. a registration form indicating special needs.

Students may also have an action/care plan, and/or medication administration form.

Registration begins February 1 of each year.

An interview is required with the principal for all new families and transfer students prior to registration.

DUAL ENROLLMENT

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

PROBATIONARY ENROLLMENT

Probation is the continued enrollment of a student, but with specified conditions for a specified period of time.

UNIFORM POLICY

The purpose of the Uniform Policy is to help promote a learning environment that is conducive to learning, respect for one another, modesty, safety, and school pride. St. Joachim asks that parents carefully supervise their student's clothing and adhere to the Uniform Policy.

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

Students attending St. Joachim School are required to wear uniforms. Students are expected to be attired in clean, well-kept clothing that shows no tearing or stains and is consistent with accepted standards of good taste and decency, including the length of hair.

School uniform colors are navy blue, royal blue, light blue, khaki, and white. School Spirit wear colors are navy blue and royal blue

Suggested retail outlets for uniforms are, Wal-Mart, Target, J.C. Penney, The Children's Place, or Old Navy.

ALLOWABLE ATTIRE:

GIRLS:

- Navy blue or khaki jumper
- Navy blue or khaki slacks
- Navy blue or khaki skirt
- Navy blue or khaki dress shorts
- Navy blue or white leggings and tights are permitted under jumpers and skirts.
- Shorts and skirts may be worn from August until November 1 and March 1 through May.
- Navy blue, royal blue, light blue or white polo
- Navy blue, royal blue, light blue or white blouse
- Navy blue, royal blue, light blue or white pullover polo shirt with a collar or turtleneck
- Navy blue, light blue, khaki, or white sweater or sweater vest
- Navy blue, light blue, khaki, or white sweatshirt (No logos across the front)
- St. Joachim logo sweatshirt (Navy blue, light blue, gold/yellow, white, grey)
- Navy blue, light blue, or white jacket
- Athletic shoes or dress shoes.
- COWBOY BOOTS MAY BE WORN ON MONDAYS

BOYS:

- Navy blue or khaki dress pants
- Navy blue or khaki dress shorts
- Navy blue, light blue or white pullover polo shirt with a collar or turtleneck
- Navy blue, light blue, khaki or white sweater, sweater vest
- Navy blue, light blue, khaki, or white sweatshirt (No logos across the front)
- St. Joachim logo sweatshirt (Navy blue, light blue, gold/yellow, white, grey)
- Navy blue, light blue, or white jacket
- Athletic shoes or dress shoes
- Cowboy boots may be worn on Mondays.
- Shorts may be worn from August until November and March 1 through May.
- COWBOY BOOTS MAY BE WORN ON MONDAYS

NOTE:

- All shorts, skirts, and dresses should be 4 inches above the knee.
 - Collared shirts must always be worn under sweatshirts.
 - Boots can be worn during inclement weather. (November, December, January and February).
 - No soft woven house boots
- For safety and keeping in line with the accepted standards of good taste and decency, these items are not allowed unless approved by the principal:
- Gym shorts
 - Sandals
 - Flip flops
 - Biker shorts/spandex
 - Soft woven house boots
 - Tank tops or sleeveless tops
 - Tattoos
 - Body piercing

- Colored hair sprays or hair dyes
- Make-up (Grades 6-8 may wear mascara)
- Sweatshirts of any kind other than school uniform.

Students are required to wear uniforms on field trips unless the trip requires vigorous outdoor activity or at the discretion of the principal.

OUT-OF-UNIFORM DAYS

While out-of-uniform days are special days when students may wear non-uniform apparel, they must use the same guidelines as on uniform days for keeping the standards of modesty, safety, and school pride in mind. No sleeveless tops, criss-cross or low back tops, shorts/skirts must be 4” above the knee.

There will be a \$1.00 out of uniform day announced every month. This money is recycled back into student activities and special occasions throughout the year. Students will receive an Out-of-Uniform pass to be used on their birthday. Another day will be designated for those with a birthday that does not fall during the school calendar year the first week of school, or that falls on a weekend.

SPIRIT DAYS

Spirit Days will be designated randomly throughout the school year. On these days, students may wear St. Joachim navy blue, royal blue, light blue, grey, or white logo items, hoodies, or St. Joachim athletic uniforms.

FAN CLUB FRIDAYS

Each Friday students will be allowed to wear their “fan club t-shirt” with their school uniform approved pants or shorts. On these days, students must wear the designated “fan club t-shirt” and no other Spirit wear.

VIOLATION PROCEDURE

First offense: The teacher will address the violation with the student.

Second offense: A written warning will be sent home indicating the uniform policy violation.

Repeated offenses: The principal will call for a parent/guardian conference.

Parents are responsible for supervising the school’s uniform policy.

ATTENDANCE

The school follows the recommended number of required days in attendance equaling 174 days or 1044 hours every year. A student who is not present at the appointed times is designated “absent”. Teachers shall keep daily records of attendance for the student’s permanent file during the time of enrollment in St. Joachim School.

ATTENDANCE POLICY

Students are expected to attend all classes and school activities (including but not limited to standardized testing, sports programs, field trips, etc.) on days scheduled by St. Joachim School as days of student instruction. A student who is not present at the appointed times is designated “absent”.

1. The school day begins at 7:45 a.m. and ends at 3:00 p.m.
2. Anytime a student is not in school he/she is designated absent.
3. Parents must call the school office before 8:30 a.m. if their student will be absent.

4. **Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.** Parents are encouraged to make medical and dental appointments after school hours and on free days from school.
5. **Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.**
6. Parent conferences will be required after excessive or chronic absences have occurred within a semester. Excessive absences may result in retention. Absences require a written excuse from the parent or physician.

TRUANCY

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

TARDINESS

A student is tardy who arrives after the time fixed by school policy for the start of the school day. St. Joachim students who arrive after 7:45 a.m. are considered tardy. If a child is picked up before the completion of the school day (prior to 2:50 p.m.) he/she will be marked tardy. A written excuse or other verifiable evidence is required for each tardy. Parents are required to sign a child in or out when tardy in the office.

1. A student who is not present for one half of any portion of a morning or afternoon session is marked absent for one half day. A student who is absent for the majority of both sessions is marked absent for one day. Students not in attendance for half days are marked a full day absent.
2. For excessive excused or unexcused tardiness, appropriate action should be taken in dealing with students and/or parents/guardians.
3. A student who is absent for two hours or less in either the morning or afternoon is marked accordingly on the attendance and report card.

RELEASE OF STUDENTS FROM SCHOOL

If a child must leave early, a written request or phone call from the parent is required. This request must state the date and the reason for early dismissal and should be sent to the teacher the morning of the dismissal. The parent/guardian must sign out the student in the office at the time of pick-up. Care will be taken to determine that the parent giving permission has the custodial authority to do so.

Students will be sent home by the homeroom teacher to their usual destination unless indicated by a note or a phone call. Please phone prior to 2:00 p.m. (unless there is an emergency).

RELEASE FROM SCHOOL DUE TO ILLNESS

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a

parent/guardian cannot be reached should be kept on file. Parents/guardians are responsible for providing transportation for the student to leave.

DISMISSAL

Students will be dismissed at 3 p.m. on full days of school. For safety reasons, students are dismissed in the order that cars are lined up. Students will be allowed to go to their cars parked elsewhere only after the cars in line have gone.

Parents are asked to please wait OUTSIDE for the children to be dismissed. It prevents congestion and confusion in the hall. If you wish to speak to a teacher, wait outside until after the children exit the building.

All students must be picked up by 3:15 p.m. After that time, students will be sent to After School Care.

*Note that on some occasions, parents may need to pick their children up early for a doctor's appointment or other appointment. They are to be signed out in the office.

REGARDING ILLNESS AND ATHLETICS

Students who participate in sports and who may be absent from school on a practice or game day may not participate in either event that day. A student who leaves school due to illness on a day of practice or competition will not be allowed to participate that day. The principal may grant prior approval.

BEFORE AND AFTER SCHOOL CARE

Before and After School Care is available for all students. The building opens at 7:15 a.m. Special arrangements may be made if needed. After School Care is provided from 3:15-4:00 p.m. Monday-Thursday. The charge will be determined upon participation in after school care. **No After School Care** will be provided on days when dismissal is at noon or on days when school is not in session.

HEALTH

St. Joachim School does not have a full-time nurse on staff. St. Joachim is provided with some nursing assistance through the support of a nurse from Cardinal Glennon Hospital through SDAC. Any health/first aid needs will be attended to by the school secretary, principal, or member of the Emergency Response Team.

School personnel have had training in basic first-aid and CPR. Essential first-aid supplies are available should an injury to a student occur.

HEALTH DOCUMENTS

As a part of the registration process, appropriate medical information should be collected on each student and maintained in a secure area. All students should have:

- 1. a completed emergency form;**
- 2. a registration form indicating special needs;**
- 3. immunization records.**

School health records should be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. An exception will arise when health care is delivered as a part of the student's educational program, such as health services delivered in an Individualized Service Plan ("ISP").

EMERGENCY FILE

The school will maintain a file on each student indicating the parents'/guardians' wish for the handling of any physical emergencies for their child. This form will bear the parents'/guardians' signature. The information on file will include phone numbers or other directions for contacting parents or other persons who have agreed to assume responsibility in an emergency, name of the family doctor, preferred hospital address and phone numbers, and insurance carrier and policy number.

ILLNESS

Students who become ill during the school day will be sent to the office for observation by the school secretary. If necessary, parents/guardians will be contacted.

IMMUNIZATIONS

According to Missouri State Statute 167.181, prior to entrance into school, students are required to be immunized. All students must present proof of compliance with the immunization rule on the first day of school. Students without proof of immunization or appropriate exemption card will not be allowed to attend school. A medical exemption card must be signed by a medical doctor and need only be completed once and kept in the student's file. A religious exemption card must be completed each school year and requires a parent signature.

Keep in mind that students are at risk if a vaccine preventable disease should break out at school and they are not properly immunized. **Students must be in compliance on the first day of school or be excluded until they are.**

PHYSICAL EXAMINATION OF STUDENTS

Students should have a complete physical examination upon entrance to kindergarten, third grade, and sixth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past twelve months. Vision examinations are strongly recommended for students entering kindergarten.

ADMINISTRATION OF MEDICATION

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication during the school day, the following must be in place:

- 1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);**

2. written consent of the parent/guardian for school personnel to administer the medication;
3. the medication in the original container;
4. proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life-saving medication when properly registered with the school. Life-saving medication should be kept in a secure place, but not locked. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

COMMUNICABLE DISEASES

St. Joachim School will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

- Chickenpox – exclusion from school attendance for 6 days after appearance of rash.
- Conjunctivitis (pink eye) – children should not attend school during the acute stage.
- Impetigo – exclude until skin lesions are healed, or until child is under adequate and continuous medical treatment.
- Head Lice – exclusion until effective insecticiding of scalp, skin and clothing and no “nits” are visible.
- Strep Throat – children should not return to school until at least 24 hours after beginning antibiotic treatment. Prescribed treatment should be completed.

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS

A student enrolled in a Catholic school who has a significant or potentially life-threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

WELLNESS POLICY

Students will be provided access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students, and meet the nutrition requirements of the U.S. Dietary Guidelines for Americans. Students will be served in a clean, safe and pleasant environment and will be provided with an adequate amount of time to eat. Students in preschool through eighth grade will have opportunities, support, and encouragement to be physically active on a regular basis while in the school setting. Students will be provided with nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. The school will also establish links between health education and the school meal program, and with related community services.

STUDENT RECORDS

The school administration shall maintain and supervise the active and inactive files of the students ensuring that all files are accurate, complete, and available.

ACCESS TO STUDENT RECORDS BY PARENTS

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy.

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to, report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that is granted in writing by a court or the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

ACCESS TO STUDENT RECORDS BY OTHERS

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

An individual who is not a school employee has no automatic right to access student records, simply because the person is providing services to the school or its students. Either the individual must be denied access to all student records and information or expressed written consent of the parent/guardian must be obtained for each student whose record is to be accessed by the individual.

SPECIAL NEEDS RECORDS

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

TRANSFER OF RECORDS

There should be no release of student records to other schools, institutions, agencies, or individuals without prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

Students' records may be released without prior consent in the following circumstances:

1. to school officials, including teachers and counselors within the school or school system who have legitimate interest;
2. to the courts when subpoenaed.

The Catholic Education Center should be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized.

RELEASE OF STUDENT DISCIPLINE INFORMATION

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years or older and still enrolled in the school. This applies to providing both written and/or oral information.

PROCEDURES FOR RELEASE OF STUDENT DISCIPLINE INFORMATION

Although the revised *Safe Schools Act* law does not require a private school to forward any school-generated pupil information, including discipline information, it is essential that Catholic schools maintain adequate discipline information and document, in writing, communication with parents about discipline matters.

INSTRUCTION

CURRICULUM

St. Joachim School will follow the prescribed courses set down by the Archdiocesan Board of Education.

The Curriculum will include:

- Religion, with accompanying Theology of the Body
- Reading and Language
- Math
- Science
- Social Studies
- Spelling/Vocabulary/Phonics
- Fine Arts Program
- Health & Physical Education

Computer Literacy
Handwriting
Experiences outside the classroom that integrates learning with life
Safe Touch (K-8)

ASSESSMENT

Assessment should provide an evaluation of the progress of individual students in learning the curriculum. The results of assessment provide valuable information that should be used in the evaluation and redesign of the curriculum and in making adjustments to instructional planning in order to achieve the school's educational mission and to enable students to learn to the maximum extent possible.

The content of assessments should be aligned with the school's stated curriculum priorities. A variety of methods should be used to assess what students know and are able to do. Assessments should require students to use knowledge and skills rather than assess them in abstract, disconnected contexts. Constructed responses are preferable to selected responses. DRA Assessment is completed yearly and is placed in permanent files.

Students' work should be compared to clear standards for quality work that have been established and communicated to students. The school administers the ITBS (Iowa Basic Skills) tests in fourth, sixth, and eighth grades in September. Preschool and Kindergarten will be screened for readiness prior to the start of the school year. St. Joachim School uses the standardized testing program provided through the Archdiocesan School Office.

GRADING SCALE

The school's grading system reflects the Archdiocesan grading policy, which is as follows for grades 1-8:

A+ = 100-97	A = 96-93	B+ = 92-89
B = 88-85	C+ = 84-82	C = 81-78
D+ = 77-75	D = 74-70	F = 69 & below

REPORTING FOR ABSENTEE STUDENTS

When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete ("I") is reported until the student has fulfilled the required work for that grading period.

GRADE REPORTS

Reporting of student progress will take place on a quarterly basis. Report cards will be sent home at the end of each quarter except for the First Quarter. Parent/Student/Teacher Conferences are held at this time and report cards will be given to the parents/guardians. Attendance at the first conference is **required** of parents and students alike. Parents or teachers may request a conference at any time during the school year. The academic year is divided into four grading periods. Progress reports are sent home at the midpoint of each quarter.

REPORTING STUDENT CONDUCT

The teacher in every subject area should report evaluation of conduct to parents/guardians. There should be some uniformity of standards among teachers in evaluating conduct. These standards should be clearly communicated to parents/guardians and students.

WITHHOLDING REPORT OF STUDENT PROGRESS

The school may withhold reports of student progress if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. If schools adopt this policy of withholding reports of student progress for these reasons the policy should be published in the student/parent handbook.

WITHHOLDING RECORDS

A school may establish a policy that it withholds the transfer of records and disciplinary information if there is an unpaid tuition balance.

HOMEWORK

Assignments given to students are related to the development of the child's learning skills. Homework provides an opportunity to develop responsibility, to expand knowledge, to review material taught in class, to help students to look at things in a different way, to work on certain projects, to master skills, to support and enrich concepts already taught, to provide for the development of good study habits and to work independently. Parents are encouraged to provide an atmosphere where this can be accomplished, and periodically check to see the quality of work. The amount of homework assigned should fall within the following guidelines per evening:

- Kindergarten: 10 to 15 minutes
- First through Third Grade: 15 to 30 minutes
- Fourth through Sixth Grade: 60 to 80 minutes
- Seventh through Eighth Grade: 60 to 90 minutes

MAKEUP ASSIGNMENTS

Students are responsible for completing all work in a timely manner. Missing work will be required to be completed at recess and/or after school. Grade deductions may be taken at the teacher's discretion.

Please note that it is the responsibility of the students and parents to request that all assignments be sent home when a student is absent. Parents may pick up assignments and books in the school office after 2:00 p.m. on the day the student is absent from school.

Students who miss assignments due to an extended illness or extended family emergency will be given one week to make up the assignments before receiving a 0% for the work. Again, parents/guardians are encouraged to confer with their child's teacher should there be a need to extend the time allotment to complete the makeup work.

HONOR ROLL & AWARDS

Requirements for Honor Roll and Awards are as follows:

Gold Honor Roll	All As
Honor Roll	All As and Bs
Perfect Attendance	No absences or tardies during the quarter
Works of Mercy	Exhibits the Works of Mercy with abounding Christian manner
Improvement	Significant improvement in schoolwork
Effort Award	Significant effort and diligence in schoolwork
Service Awards	Those Serving Mass and Readers

SERVICE

Part of the Philosophy of St. Joachim School is to teach service. Service shall be a mandatory part of the formation process of the children. They shall engage in various activities throughout the year whereby they bring the message of Jesus to others.

GRADE CLASSIFICATION

The normal progression through elementary school is nine years with a student being classified in grades kindergarten through grade eight in successive years.

PROMOTION

Students should pass all required subjects in order to be promoted. Failing grades must be made up either through summer school programs or tutoring on particular concepts and skills specified by St. Joachim School. **Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.**

RETENTION

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

GRADUATION

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

FINANCIAL REQUIREMENTS

Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and

the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents'/guardians' permission must be obtained for a student to participate in extracurricular activities.

Requirements for participation in extracurricular activities are: students must maintain a B average or show effort to do their best and meet attendance requirements as explained on Page 12. Participant's conduct/behavior must be acceptable. Please see the Athletic Handbook for more information. (Revised 2016)

SPORTSMANSHIP

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

STUDENT PUBLICATIONS

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

SACRAMENT PROGRAMS

Students in the second grade will be prepared to receive the Sacraments of Reconciliation and Eucharist. Students in other grades requesting sacraments will be prepared on an individual basis. Two years of catechesis and regular attendance at Saturday/Sunday Liturgy is required before sacraments may be received. Students in the seventh and eighth grades are prepared for the Sacrament of Confirmation, which takes place during even-numbered years. Candidates for the Sacrament of Confirmation will not be accepted for sacramental preparation from other parishes without the mutual consent of the pastor of the sending parish and of St. Joachim Parish.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

St. Joachim School should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

FIELD TRIPS

St. Joachim School will determine the appropriateness of school-sponsored field trips. Only if there is an evident educational purpose may the trip be planned under the school's auspices. This applies even if the trip takes place outside the school year. All field trips must be approved in advance by the administration and noted in the school calendar.

- **Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom.**
- **To ensure the desired outcomes of such trips, teachers should prepare the students for the place that is to be visited and the experiences that will occur.**
- **A discussion should be held regarding the purpose(s) and the goal(s) of the trip.**
- **The teacher should visit the site and review its program before the student field trip.**
- **Teachers must use the Archdiocese permission form for field trips**

Caution

- **Field trips that include potentially dangerous activities for students, such as water events and ski trips, are prohibited.**
- **Long trips to distant locations and multi-day, overnight trips are to be discouraged.**
- **Age-appropriate outdoor educational activities and programs that are effectively integrated into the curriculum are fitting experiences for elementary school students.**

Students are required to wear uniforms on field trips unless the trip requires vigorous outdoor activity or at the discretion of the principal.

SUPERVISION

These field trip guidelines pertain to those events that are school-sanctioned including athletic contests and extracurricular activities. For trips other than inter-school athletics, supervision of at least one adult per 10 students is recommended. A smaller supervisory ratio may be necessary for younger children. The administration will determine the appropriate ratio after consultation with the moderators of the trip. At least one teacher or designated faculty member should accompany students on field trips, should stay with the students the entire time, and should carry a cell phone for emergencies.

PARENT/GUARDIAN PERMISSION

The written consent of parents must be obtained for every child participating in a field trip. Permission forms must inform parents/guardians of the following:

- 1. name, location, educational goals, and date(s) of the event;**
- 2. cost to the student, if any;**
- 3. method of transportation to be used;**
- 4. name of the moderator supervising the activity;**
- 5. parent/guardian's responsibility.**

No student may participate unless a permission form signed by the student's parent/guardian for the specific event has been received by the school. Permission received by phone, fax, or e-mail should not be accepted in lieu of the original signed form. The emergency information which accompanies the teacher/supervisor should include: emergency procedures, emergency contact names and telephone numbers, medication, and instruction for administering medications.

TRANSPORTATION OF STUDENTS

St. Joachim School has "a volunteer driver program". These volunteers, including parents and others, are used regularly to transport students for educational field trips, sports events, or other off-campus school-sanctioned events. Since they are considered school volunteers and would be covered under Archdiocesan insurance while acting as volunteer drivers, the Archdiocesan insurance will be excess coverage over the automobile insurance maintained by the volunteer.

1. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. the vehicle should have a valid registration and meet state safety requirements.
3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. Adults should not be permitted to smoke in the vehicle.

Volunteer drivers must provide the school with:

- copies of a valid driver's license
- their vehicle registration
- proof of insurance coverage.
- The documents will be kept on file by St. Joachim School.
- The school would also maintain a record of each event and date when each volunteer driver transports students.
- Drivers who regularly volunteer to transport students in the manner described above are subject to these records check and are expected to attend the *Protecting God's Children* for Adults program and sign the *Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors*.

In the cases of athletic events and extracurricular activities, where the use of private passenger vehicles is likely, a general permission slip should be signed by parents/guardians in the beginning of the school year. In the event a private passenger vehicle will be used for an educational field trip, the regular field trip permission form should be used. Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.

For those students who are required to be transported utilizing a child passenger restraint system¹, the school must either hire a school bus to transport the students,

or the parent of each student must be responsible for transporting his/her own child to and from the event.

The policy outlined below applies only to transporting students who do not require a child passenger restraint system.

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

- 1. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;**
- 2. the vehicle should have a valid registration and meet state safety requirements;**
- 3. the vehicle must be insured for minimum limits of \$100,00 per person, \$300,000 for occurrence;**
- 4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;**
- 5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system¹; and**
- 6. adults should not be permitted to smoke in the vehicle.**

Drivers should be given a copy of the above criteria.

¹ Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age, and who weigh at least 40 pounds, but less than 80 pounds, and are less than four feet nine inches tall, must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds, or children taller than four feet nine inches, must be secured by a vehicle safety belt or booster seat appropriate for the child. RSMo Section 307.179.

PARTIES

The students will have three parties during the school year, All Hallows Eve, Christmas, and Valentine's Day. Volunteer room parents will work with the classroom teacher to schedule and arrange all party activities. Nutritious snacks or snack alternatives are recommended. Homemade snacks are prohibited.

STUDENTS WITH SPECIAL NEEDS

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

Before admitting students with special needs, schools should consider their capability to make the adjustments necessary to meet the student's needs and to provide him/her with an appropriate education. Schools must obtain complete information from the students' parents and from all prior schools before determining what steps are necessary and feasible to meet the students' educational needs and whether the school can do so without undue risk to the student seeking admission or to other students or staff. When a special need becomes evident only after a student has already been admitted, schools must likewise obtain appropriate information related to the special need. Schools should then ascertain what is necessary to address the need and whether it is feasible for the school to meet the need. Failure of parents/guardians to supply pertinent information may result in denial of admission or discontinuation of enrollment.

CONDUCT

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. Each school shall develop specific disciplinary procedures in keeping with its mission and philosophy of Catholic education and consistent with the accepted education practices to ensure high standards of moral, intellectual, and spiritual formation of its students.

The essence of Christian discipline is self-discipline and students who attend St. Joachim School are expected to exhibit Christian behavior consistent with their age and maturity level. The philosophy of the school states the following objective: *“provide for a value-centered, disciplined learning environment which will enable a student to grow spiritually, intellectually, socially, aesthetically, and physically.”* This objective can be reached if all students have a clear sense of what Christian discipline means. The home and school must work together to teach this concept of Christian Discipline. *(Do unto others, as you would have them do unto you.)*

In keeping with the philosophy of Catholic education, the following disciplinary methods are unacceptable: corporal punishment; personal indignities, such as striking, pulling hair, pulling ears, etc.; sarcasm, ridicule, nagging, calling names and public humiliations; memorization, writing lines, or work of an academic nature; indiscriminate punishment of all students in a class for the misconduct of some or one student; transference of biases and/or comparison with other members of the family.

St. Joachim School uses the Discipline with Purpose program, a developmental approach to teaching self-discipline. The Discipline with Purpose framework lists 15 self-disciplining skills, which provide an objective standard for evaluating growth in self-directed behavior. These skills are categorized into 1) Basic skills of listening, following instructions, questioning, sharing (time, space, people and things) and basic social skills; 2) Constructive skills of cooperating with others, understanding rules, figuring out how to accomplish tasks on your own, exhibiting leadership, and communicating effectively; and, 3) Generative skills of organizing (time, space, people, things), resolving mutual problems, taking the initiative in problem solving, distinguishing fact from feeling and sacrificing/serving others.

Good conduct is necessary to foster the spiritual, moral and intellectual growth of the child. We encourage all children to become self-disciplined. Children will be taught to be kind, respectful, and caring toward each other and toward their teachers.

CONSEQUENCES

School Rules of Conduct will be devised by the teacher to ensure proper classroom management. Although very similar in nature, they will vary according to age group. Each teacher will send home a copy of these rules at the beginning of the school year. Teachers will inform the principal of the Classroom Rules of Conduct.

SERIOUS DISCIPLINARY CONSEQUENCES

The administration and/or school board, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

- 1. an individual infraction of a major school rule;**
- 2. disrespect of authority;**
- 3. repeated truancy;**
- 4. repeated infractions of school rules;**
- 5. disruption of the learning environment;**
- 6. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;**
- 7. harassment, threats, or physical acts against others;**
- 8. out of school conduct which seriously detracts from the reputation of the school.**

In guiding a student's growth in Christian attitudes, values, and behavior, it is desirable to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline.

IN-SCHOOL SUSPENSION

In-School Suspension is a designated period of time for repeated disruptive behaviors, disrespect, lack of cooperation, or other offenses. If a student is placed in in-school suspension two times, parents and students must attend a mandatory meeting to establish a plan for behavior improvement. The student will be suspended from athletic activities the day of the suspension, and possibly from the team.

SUSPENSION

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing suspension should be communicated to parents and students in the appropriate manner.

If students are placed on suspension the following procedures should be followed:

1. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
2. A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and conditions of the student's return to school and the procedure for the student making up class work. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is to be kept on file at the school, and a copy is given to the family.

PROBATION

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing suspension should be communicated to parents and students in the appropriate manner.

If a student is placed on probation, the parents/guardians and student should be informed in writing. This communication should indicate: the reason for the probation; the period of time of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended. The school should request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation. The original signed statement is to be kept on file at the school, and a copy is to be given to the family.

The administration, with the approval of the pastor, may determine specific reasons for placing a student on probation. The following may generally lead to probation:

1. multiple infractions of school rules;
2. an individual infraction of a major school rule;
3. a single suspension for an infraction of a major school rule;
4. multiple suspensions for infractions of school rules.

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

WITHDRAWAL FOR CAUSE

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal. This decision should only be considered when

withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

When considering the decision regarding a withdrawal for cause, the principal and pastor need to realize the potential effect, if the parents seek to enroll the student in Revised 7/2023 a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

The administration and/or local school board may determine specific reasons for the withdrawal of a student for cause. The following serious conduct may lead to withdrawal for cause:

1. engaging in public behavior or taking a public position contrary to Church teachings;
2. membership in organizations which espouse positions contrary to Christian values;
3. serious violations of the Archdiocesan Violence Policy;
4. possession of a weapon;
5. assault, with or without a weapon;
6. possession or distribution of controlled substances;
7. serious acts of harassment;
8. inappropriate conduct of a sexual nature.

When considering withdrawal for cause, the following procedure **MUST** be followed:

1. The student should be placed on indefinite suspension and the parent/guardian and student are notified that withdrawal for cause is being considered.
2. The principal should consult with staff members, students, or others to obtain information about the student's behavior leading to consideration of withdrawal for cause.
3. The principal should also consult with their Region Director from the Office of Catholic Education and Formation to review the situation before a decision is made.
4. The principal should recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior, and in the best interest of the school community.
5. A conference should be held with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause.
6. Following the conference, a decision should be reached by the pastor and communicated to the parents in writing. The Office of Catholic Education and Formation should be informed of the decision.
7. "Withdrawal for cause" should be recorded on the student's cumulative record, along with the date of the action. No other comment or information about the action should be included in the student's cumulative record.

SEARCH AND SEIZURE

Lockers, desks, etc., are school property and as such are subject to search by school officials. A student's jacket, purse, backpack, and the like are personal property which may be searched upon reasonable grounds to justify the search. Reasonable grounds to search exist when the school has knowledge of specific and describable conduct leading a reasonable person to believe the student has engaged in prohibited conduct. If reasonable grounds exist, the best practice is for school officials to request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal, or if the school remains convinced of the reasonable

grounds for a search of the student's personal property, the school official may conduct a reasonable search notwithstanding the student's refusal.

DRESS AND GROOMING

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

DRUG, ALCOHOL AND SUBSTANCE USE AND ABUSE

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

In addition, preventive approaches through counseling and other educative opportunities should be used. St. Joachim School requires intervention, assessment for chemical dependency, and treatment if professionally indicated for students found in violation of drug and alcohol policies as part of the conditions for readmission.

TOBACCO

As an educational institution dedicated to the promotion of the growth and wellbeing of every aspect of a student's life, St. Joachim School prohibits tobacco use at all times. This tobacco use prohibition applies to all school properties and all school-sponsored events. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, St. Joachim School is a tobacco-free environment.

VIOLENCE AND THE THREAT OF VIOLENCE

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace that are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or a teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

HARASSMENT

Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student in St. Joachim School shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

SUPERVISION

St. Joachim School shall ensure that appropriate policies, administrative rules, and procedures be developed and implemented to provide for the supervision and safety of students. These policies, rules, and procedures should be published in the faculty handbook and the parent/student handbooks, and should be periodically reviewed with faculty, staff, and students.

QUESTIONING OF STUDENTS

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public

agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

MEDIA AND THE SCHOOL

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

MAINTAINING SCHOOL PRIVACY

St. Joachim School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in the school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parents has the express written from the school to do so. This includes but is not limited to online photo-sharing and posting videos to You-Tube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission.

Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student's parent has the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to You-Tube or similar applications.

DISTRIBUTION OF MATERIALS TO STUDENTS

St. Joachim School should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

MAILING LISTS

Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Schools should acquire annual parent permission for use of photos on the school web site. This includes information about students that appears in school newsletters which are posted on the school's web site.

A letter will be sent home in the First Day Packet that releases your student, and everyone that he or she may be with during school activities and events, to be published on our school website as well as other media outlets.

LUNCH PROGRAM

St. Joachim School offers a hot lunch program Tuesday-Thursday and the cost per tray is \$3.50. On Mondays, students are required to bring a lunch. On Fridays students may purchase Domino's Pizza for \$3.00. Students may purchase milk for \$.40. Milk, water, and 100% fruit juice drinks are acceptable drinks for students who bring their lunch.

COMMUNICATIONS

The school's philosophy states, *"We recognize parents as the primary educators of their children and are committed to assisting parents in fulfilling their educational responsibilities in the formation of healthy, knowledgeable and productive Christian children."* With this in mind, the school and school families will find the following communication opportunities:

PARENT NEWSLETTER

The Administration will communicate information to the parents through weekly newsletters, monthly calendars, the school web site, Remind Me texting service, school email and the school Facebook page. Most information will be sent home with the students. Please check with your child for any such communications.

TEACHER COMMUNICATION

Teachers are available before or after school to meet with parents/guardians. Please contact the homeroom teacher to set up an appointment for these conferences. If an emergency occurs, parents please report to the office and request for your child to be sent to the office.

Teachers may also be reached via their respective e-mails:

- Mrs. Dana Boyd-danaboyd@stjoachimschools.com
- Mrs. Diana Woolard & all general correspondence – dianawoolard@stjoachimschools.com
- Mrs. Pam Boyer – pamboyer@stjoachimschools.com
- Mrs. Amber Barrette – amberbarrette@stjoachimschools.com
- Mrs. Debra Koch – dkoch@stjoachimschools.com
- Miss Crystal Grant – Crystalgrant@stjoachimschools.com
- Mrs. Nicole Pelikan-Nicolepelikan@stjoachimschools.com

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of St. Joachim Catholic School. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

STUDENT INTERNET ACCESS

St. Joachim students will have access to the Internet only under the supervision of the computer teacher or classroom teacher, who will provide guidance in the appropriate use of such resources. Students will be instructed on acceptable use of the network and proper network etiquette.

Use of the Internet will be provided to students who agree to act in a considerate, responsible, and ethical manner. Access is a privilege, not a right; access entails responsibility. This privilege may be revoked for inappropriate conduct.

***All staff, students and parents who use Internet at St. Joachim will be required to sign an Internet Acceptable Use Policy Acknowledgement.**

DUE PROCESS

The administration shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's computer system. In the event there is a claim that a student has violated this Policy in his/her use of the computer system, that student will be provided with notice and an opportunity to be heard in the manner set forth by the St. Joachim School Disciplinary Policy. If the violation involves a violation of other provisions of the St. Joachim School Disciplinary Policy, it will be handled in a manner described in the Discipline Policy. The student's access privilege will be revoked. Any act of vandalism will result in the loss of computer services, disciplinary action, and legal referral.

LIMITATION OF LIABILITY

St. Joachim School makes no guarantee that the functions or the services provided by or through the school will be error-free or without defects. The school will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. St. Joachim School is not responsible for the accuracy or quality of the information obtained through or stored on the Internet or local system. St. Joachim School will not be responsible for financial obligations arising through the unauthorized use of the computer system.

CELL PHONES, MESSAGING, DIGITAL IMAGING DEVICES, & SMART WATCHES

Cell phones, messaging devices, digital imaging devices, and smart watches are ubiquitous in our society. They provide a useful function when used for their intended purposes. Under normal circumstances, there should be no need for elementary school students to access the functions of these devices during the school day. However, there are circumstances in which these devices can provide a student with contact to parents/guardians and also offer a measure of safety.

If used by elementary school students during the regular school day, cell phones, messaging devices, digital imaging devices, and smart watches can be a disruption to the general discipline and decorum of a school.

At St. Joachim School, cell phones, messaging devices, digital imaging devices, and smart watches must be turned off and kept in the student's locker or book bag while on the premises. Fitbits are allowed because they encourage physical activity and cannot be used to communicate; Apple Watches and all other communication watches are prohibited. Cell

phones may be used only with the permission of the homeroom teacher or the principal. If the policy is violated, the following consequences will be enforced:

1. **First offense – the student will have his/her phone confiscated.**
2. **Second offense – the parent must confer with the principal and claim the cell phone at the school office.**

Cell phones and digital imaging devices are not allowed in the bathrooms at any time.

MAINTAINING SCHOOL PRIVACY

St. Joachim School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in the school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

VISITOR POLICY

Parents, alumni, and friends of St. Joachim Parish are encouraged to visit the school. Whenever possible, we ask that individuals contact the school to schedule a visit in advance. All visitors please register at the secretary's office upon arrival and pick up a visitor's badge. Once registered, a school representative will direct visitors to the appropriate classrooms or offices. Visitors must check out in the secretary's office prior to leaving the premises. To avoid interrupting instructional time, visitors who are delivering items to a student or faculty member must drop them off at the office.

OPERATION OF THE PHYSICAL PLANT

The health, safety, and security of students, faculty and staff, and others visiting or using St. Joachim School facilities will be given the highest priority. St. Joachim Parish will make every effort to maintain the physical plant and grounds, keep them secure, and in compliance with safety standards. Both long-term and short-term planning is encouraged to ensure that maintenance, security, and safety needs are addressed effectively. Failure to maintain a healthy and safe environment in the school and on the school grounds could result in a liability for the school, parish, and/or Archdiocese.

SAFETY OF STUDENTS

Safety of students and staff will be a high priority for all staff members, including clerical and maintenance staff, and volunteers. Administrators will take the necessary steps to communicate this priority to school staff and volunteers.

To ensure the safety of students, the school will take the following steps:

School entrance

1. All entrances to the school should be secured throughout the school day.
2. The main entrance to the school is equipped with a video/audio or intercom system, monitored by the school staff. Visitors will be identified and permitted entrance to the school electronically.
3. The main entrance to the school is equipped with “panic” type hardware.
4. All entrances to the school should be numbered with numbers visible from the interior and exterior of the door.
5. Signage should be provided at the entrances directing visitors to the main office and announcing sign-in protocol.
6. A visitor’s badge should be provided to all visitors.
7. Teachers, clerical and maintenance staff, substitute teachers, and volunteers should be provided with an identification badge.

Individual classrooms

8. All classrooms should be numbered in such a way that the numbers are visible to first responders from the inside and the outside of the buildings.
9. All classroom doors should be fitted with appropriate security locks.
10. All exterior windows on the first floor or any window providing a view of the classroom (i.e., windows in the classroom doors) should be covered with blinds, shades, tinting, etc. to prevent a view into the room. Updated 6/2024
11. Two-way communications should be available in all classrooms.
12. All classrooms should possess red/green cards.

Non-classrooms and playground

13. Areas of the school facilities that pose potential safety hazards for students should be clearly identified as off limits to students, and students should be directed not to enter these restricted areas.
14. The use of video-monitoring equipment should be considered for non-classroom areas inside or outside of the school building.
15. When playground equipment is installed on an asphalt or hard surface, a soft-landing area such as rubber, bark, or sand should be installed under the equipment to ensure the safety of the students. Consultation with the Office of Risk Management is required when new equipment is purchased, and a base is put in place and when repairs are needed.

Equipment and facilities

16. All maintenance rooms and custodial closets should be locked at all times when not in use.
17. All vacant lockers should be secured.
18. Student use of school materials and equipment should be regulated, and necessary precautions should be taken to ensure their safe use. Equipment should be kept in good working order.

19. All chemicals and other potentially hazardous equipment and materials used in science or other classes should be secured in designated locked cabinets. Chemicals should be stored in appropriate containers and labeled with information about the contents and handling directions. Schools should also maintain a current and accurate inventory of chemicals used in science and other classes. Any chemicals that are determined to be unneeded or beyond expiration should be disposed of properly.

20. As required by state law, students and teachers in science and other classes should use appropriate protective equipment, including industrial quality eye protective devices, when activities involve exposure to hazardous materials or situations. Eye wear should be designated for individual student use. If eye wear is shared, it should be cleaned after each use.

21. The use of candles should be strictly limited. Schools should use fire resistant materials for holiday and special event decorations. Candles should not be placed next to curtains, live trees, etc. Candles should never be left unattended and any student contact with candles should be appropriately supervised.

Training

22. All administrators should participate in National Incident Management System (NIMS) training.

23. All administrators and all staff members should participate in active shooter training.

24. On-going training should be provided to all students, parents, and staff on the proper procedure for allowing visitors entrance to the school facility.

25. Training that focuses on the location and use of safety equipment and fire extinguishers, and basic first aid materials and procedures should be provided to all appropriate personnel.

26. For classes and activities that pose potential safety risks for students, safety rules and procedures should be developed and communicated to students and their parents. Steps should be taken to ensure that these rules and procedures are understood, as are the consequences for failing to follow them. Student use of school materials and equipment will be regulated, and necessary precautions will be taken to ensure their safe use. Equipment will be kept in good working order.

PLAYGROUND SAFETY

In the continuing effort by St. Joachim School to provide quality, well-maintained, clean and safer playgrounds, St. Joachim School has developed standard operating procedures to protect and preserve its playgrounds. This program may only be accomplished through a commitment to a playground safety program which assures that every attempt will be made to eliminate playground hazards while not totally eliminating the element of risk, which is an essential part of any successful children's play and learning environment.

WEAPONS PROHIBITION

A Missouri law permits an individual, 23 years of age or older, who has passed an eight-hour firearms safety training course, to obtain a permit to carry concealed firearms on or about his/her person or vehicle throughout the state of Missouri. However, having a concealed carry permit does not authorize a person to carry concealed firearms into certain facilities, including schools, churches and child care facilities, without the consent of the respective governing body, pastor, or manager of the facility. Additionally, under the law, any owner of private property where signs

have been posted stating that the property is off limits to concealed firearms may prohibit persons with concealed carry endorsements from bringing concealed firearms onto the private property. The owner of private property is not restricted to prohibiting only concealed firearms, but may restrict any and all weapons.

“In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Joachim Parish/School property is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.”

WEATHER

When inclement weather occurs during school hours and it is deemed necessary to dismiss early from school, an announcement will be made by television stations 2, 4, and 5. Parents will also be contacted if it is necessary for them to pick up their child/children. A text message will be sent for emergencies or inclement weather. To join the text message service, text “@stjoac” to 81010.

When inclement weather occurs the day or evening before the next school day, a “no school” announcement will be broadcast by the above-mentioned TV stations.

On days when there is a slight covering of ice or snow on the roadways and when the predicted temperature will cause melting to take place early in the day, our “snow schedule” will be in effect and school will begin at 9:00 a.m. This later starting time will be announced on the TV stations, as “St. Joachim School will be following the snow schedule”.

EMERGENCY PROCEDURES

If, during school hours, a severe emergency would occur due to fire, tornado, or earthquake, the following procedures will be followed:

FIRE

In case of a fire, the bell will signal with 3 SHORT RINGS.

1. Teachers and students should calmly and quietly follow the escape route for their classroom. Everyone should be prepared to use alternate routes if the fire/explosion is in the path of their usual evacuation route. FIRST FLOOR use the side door and walk to the meeting place in front of the rectory. SECOND FLOOR use the main door and walk to the meeting place in front of the rectory.
2. Go Kits should be taken by staff member when building is evacuated.
3. Once at the designated spot, take roll to account for all building occupants. If someone is known to be missing, notify the first responders immediately.
4. No one should return to the building until an “all clear” is given by the authorities.
5. Student Releases: A parent/guardian pick-up station will be in front of the rectory if we are outside or at the main entrance if we are inside. Exiting pick-up location will be determined by the criteria of the emergency situation. Parents must exit Hwy. 21 or Pat Daly Road (the road immediately south of the school entrance), through the cemetery entrance (the rock entrance). Students must be signed out by their parents or those adults designated on the Emergency Form. Identification will be needed. Sign out forms will be at the pick-up station.

TORNADO/SEVERE WEATHER

In case of a tornado or severe weather, the bell will signal with 1 LONG RING.

1. Teachers and students should calmly and quietly follow the escape route for their classroom. Should an obstruction prevent the use of this escape route, they should proceed to an alternate route.
2. Students on the second floor will evacuate to the first floor where all students will crouch against the south wall and cover head with their hands.
3. After the tornado, take roll to account for all building occupants. If someone is known to be missing, notify the first responders immediately. Teachers should have their Emergency Student List with them.
4. If a tornado hits the building, dial 911 and contact the pastor or facility administrator.
5. If the building is not safe to occupy following a tornado strike, it should be evacuated. Use alternate routes if exits are blocked.
6. Go Kits should be taken by staff member when building is evacuated.
7. The school's Crisis Response Team will perform its specified duties. The team will have ready the Parent Permission Slip to Release Students forms, emergency file box and first aid kit.
8. Student Releases: A parent/guardian pick-up station will be in front of the rectory if we are outside or at the main entrance if we are inside. Exiting pick-up location will be determined by the criteria of the emergency situation. Parents must exit Hwy. 21 or Pat Daly Road (the road immediately south of the school entrance), through the cemetery entrance (the rock entrance). Students must be signed out by their parents or those adults designated on the Emergency Form. Identification will be needed. Sign out forms will be at the pick-up station.

EARTHQUAKE

1. During an earthquake, the greatest immediate danger is being hit by falling objects. When the ground is shaking, the teacher should announce "earthquake" and direct all to take cover under desks or tables. Everyone should drop to their elbows and knees and cover their heads with their hands. A second option is to take shelter against interior walls or near door frames. Stay away from windows and freestanding cabinets and bookshelves, since they are likely to topple.
2. If outside at the start of the earthquake, move away from the building, utility poles and areas with overhead wires. Move to the open space of the upper lot, between the school and the cemetery. Lie down or crouch low to the ground as legs will not be steady.
3. When the tremors cease or several minutes lapse between shocks, evacuate the facility. Go Kits should be taken. Use alternate routes if exits are blocked.
4. When exiting the building, staff should be aware of falling bricks or other items falling from above. Teachers and students will move one group at a time to the lot between the school and the cemetery.
5. Authorities will shut off gas, water and electricity leading to the building. **STAFF SHOULD NOT TAKE ON THIS RESPONSIBILITY.** However, someone should be prepared to explain to authorities where those shut-offs are located.
6. Post security a safe distance from all building entrances to see the no one reenters the building. No one should return to the building for any reason until an "all clear" has been declared by authorities.
7. Take roll. Render first aid if necessary. Avoid touching fallen electrical wires. Do not light any fires. Release students as directed for parent reunification.

8. The school's Crisis Response Team will perform its specified duties. The team will have ready the Parent Permission Slip to Release Students forms, emergency file box and first aid kit.
9. Student Releases: A parent/guardian pick-up station will be in front of the rectory. Exiting pick-up location will be determined by the criteria of the emergency situation. Parents must exit Hwy. 21 or Pat Daly Road (the road immediately south of the school entrance), through the cemetery entrance (the rock entrance). Students must be signed out by their parents or those adults designated on the Emergency Form. Identification will be needed. Sign out forms will be at the pick-up station.

OTHER EMERGENCIES/CRISIS SITUATIONS

The following topics have a plan of action in place and are on file in the classrooms, the school office, and in the Emergency and Crisis Response Handbook: Assault/Fight, Bomb Threat, Bus/School Vehicle Accident, Death/Suicide, Hazardous Materials – Chemical Accidents, Intruder, Medical Emergency, and Missing Person.

BUILDINGS AND THE POLITICAL PROCESS

The following concepts should be adhered to in making decisions related to the use of school buildings in the political process:

1. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.
2. Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
3. Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
4. Schools should not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.
5. School facilities should not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must insure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

Note: "Town Hall" meetings requested by already elected officials may be held on school/parish property as a service to the community. Further guidance regarding the involvement of schools with the political process in light of the church's tax-exempt status is available through the Catholic Education Office.

Disclaimer: This Parent/Student Handbook contains established policies and procedures for the 2025-2026 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook,

parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.