



Kindergarten – Grade 8 Family Handbook 2018-2019

Sts. Joachim & Ann Catholic School
4110 McClay Road
St. Charles, MO 63304
636.441.4835
FAX 636.441.9534
www.stsja.org

July 20, 2018

Dear Parents/Guardians:

I want to begin by thanking each of you for choosing Saints Joachim and Ann School! It is an honor to be chosen to work in partnership with you in the forming of your children both academically as well as spiritually. At Sts. Joachim and Ann Catholic School, your child/children will receive a faith based education guided by a dedicated faculty and staff who model the nurturing example of our namesakes, St. Joachim and St. Ann, the grandparents of Jesus. We strive to create an atmosphere where each child is given the opportunity to reach their full potential in a welcoming and inclusive environment, surrounded by family and friends who share the same Christian values and beliefs. This year, with the help of parents, students, and teachers, we will be focusing on the virtue of Love.

This handbook is an important instrument in ensuring the success of your child/children while they are at Saints Joachim and Ann School. And so, we ask that you please take the time to read and discuss this handbook as a family. Whether you are new to the Sts. Joachim and Ann family, or have been a member for some time, it is important that you acquaint yourself with the policies and procedures herein.

We ask that you sign the page below as a commitment to the partnership you have with us at Sts. Joachim and Ann Catholic School. Your signature affirms our united goals for academic excellence and a solid formation in the Catholic faith including but not limited to:

- Participation in the spiritual and social life of the parish
- Support of the concepts upheld in the Witness Statement
- Agreement to follow the policies and procedures of the school
- Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of your child

Please sign and return the signature page to the school on Packet Sunday, August 12, 2018.

I would like to conclude with the words of Father Michael McMahon, who summed up Catholic Education with the following words: "We must continue to devote ourselves to the study of education: its history, methods, the proper formation of character... This is our duty, our glory, our own path to heaven. Entrusted to our care are the future citizens of the eternal kingdom. And we must spare no expense, nor labor, nor effort or energy, to collaborate with the Lord of the vineyard and bring to full fruition this heavenly harvest!"

Sincerely,

Mr. Jason Martinez, Ed.S.
Principal

2018-2019 Family Handbook

Signature Page **(sent home in back to school packet)**

By the act of registering at Sts. Joachim and Ann Catholic School, a student and his parents (or guardians) understand and agree to pursue the educational objectives and practices of the school as stated in this handbook, and to observe the disciplinary code of the school. All norms and policies remain in effect for all students until and including graduation.

Please print last name of family: _____

Signature of Student(s): _____

Signature of Parent(s): _____

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Sts. Joachim and Ann School Mission Statement

We, the school family of Sts. Joachim and Ann, have as our foundation the teachings of Jesus Christ. In partnership with parents, the primary educators of their children, we strive to foster educational excellence and growth of mind, body and spirit. We call forth the unique gifts and talents of our students to be of service to the community and our world. (rev. 5/17)

Sts. Joachim and Ann School Philosophy of Education

We, the parish family of Sts. Joachim and Ann, have established a school to assist us in preparing our children to understand the Catholic faith, develop a personal relationship with Jesus Christ and to proclaim the Good News in word and deed. Sts. Joachim and Ann School is here to assist parents in their primary role as educators and to be an extension of the parish foundation in the teachings of Jesus Christ. We find it our joy and responsibility to educate each enrolled child along spiritual, academic, physical and social dimensions. We will strive to strengthen the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents in a caring environment. (rev. 5/17)

In meeting the needs of the children, our school community is committed to:

- teaching the message of Jesus Christ so that it becomes an integral part of each child's life today, as he/she develops into a Catholic citizen and leader of tomorrow;
- educating the whole child--intellectually, physically, emotionally, socially, spiritually, and morally;
- maintaining academic excellence--by attempting to challenge each child to achieve his/her fullest potential;
- providing a warm, caring, supportive atmosphere in which each child can develop a feeling of confidence and self-worth.
- encouraging self-discipline and responsible behavior;
- preparing our children for lives of service in a changing society; and
- modeling Christian behavior as examples to our children.

In meeting the needs of parents, our school community is committed to

- assisting parents in their educational responsibilities by providing information, cooperation, and support;
- providing opportunities for the family to grow spiritually and socially, developing social awareness of the greater parish community and encouraging family involvement;
- opening our doors, our hearts, and our minds to the needs of parents and responding to them within our physical limitations.

In meeting the needs of the community, our school community is committed to:

- helping each child to identify himself/herself as a member of the Church through worship, service, and example;
- providing opportunities for the entire family to take a more active part in service to the parish community;
- working in harmony with all educational programs of the parish; and
- educating future citizens of the world who are called to serve God in their chosen vocations.

FAMILY CHRISTIAN WITNESS STATEMENT

Archdiocese of Saint Louis Witness Statement

For Those Seeking to Enroll Their Children in a Catholic School or a Parish School of Religion

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 the 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 reflect these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people 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 the Parish School of Religion.
- Practice stewardship in support of the school and parish.

Please sign and return the **FAMILY CHRISTIAN WITNESS STATEMENT** found in your back to school packet.

All parents and/or guardians will be required to sign the **Family Christian Witness Statement**. In keeping with the **Family Christian Witness Statement** applicable to all who are enrolled in Catholic parochial schools throughout the Archdiocese of St. Louis, at Sts. Joachim & Ann Catholic School all parents and/or guardians of children enrolled with *parishioner status* are expected as a requirement to participate regularly and actively (i) in Sunday Eucharist (Mass), (ii) in the spiritual and social life of the Parish, (iii) in Parish stewardship through the donation of time and talent as well as through monetary support of the Sunday Offering, (iv) in school religion programs including sacramental preparation for Catholic students, (v) in school activities, PTO functions, and assistance with lunch and/or recess duties, (vi) and in fulfilling all enrollment related financial obligations to Sts. Joachim & Ann School as well as supporting school fundraising efforts.

Manifest and negligent failure of parents and/or guardians to fulfill these expectations can result in the withdrawal of *parishioner status* regarding enrollment and its associated benefits including the subsidized rate of tuition and tuition assistance. Moreover, parent behavior which, in the estimation of the administration of the school and the Pastor, is chronically opposed to the Family Christian Witness Statement can result in denied readmission to Sts. Joachim & Ann School. (SB Policy #1)

Administration

Reverend John Brockland, JCL, as pastor of Sts. Joachim and Ann Parish, is the spiritual leader of the Christian parish community and is the chief administrator of the parish. He delegates the immediate direction of the school and its instructional program to Mrs. Deborah A. Pecher, who as principal of the school, is the educational leader of the school.

Family Handbook

This Student/Parent Handbook contains established policies and procedures for the 2018-2019 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.

**FACULTY/STAFF ROSTER
2018-2019**

<u>GRADE</u>	<u>STUDENTS</u>		<u>TEACHER</u>	<u>ROOM</u>
JrK	(JK)	----	Mrs. Annaka Magill	Room 12
Kindergarten	(KC)	----	Mrs. Beth Crites	Room 18
1 st Grade	(1W)	----	Mrs. Megan Wise	Room 7
2 nd Grade	(2C)	----	Miss Lisa Cooper	Room 6
3 rd Grade	(3F)	----	Mrs. Gail Fann	Room 8
4 th Grade	(4B)	----	Mrs. Diane Beck	Room 11
5 th Grade	(5G)	----	Mrs. Amanda Goughenour	Room 15
6 th Grade	(6B)	----	Mrs. Kelly Baker	Room 16
7 th Grade	(7H)	----	Mrs. Marie Hoffmann	Room 102
8 th Grade	(8B)	----	Ms. Marjorie Bolton	Room 107
	(8R)	----	Mrs. Colleen Rau	Room 105
Art/Library		----	Mrs. Christine Tavares	Room 103
Music – Band/Vocal		----	Mrs. Samantha Kaatmann	Room 2
PE		----	Mrs. Lisa Walls	Gym
Learning Consultant		----	Mrs. Eileen Emery	Room 14
Technology Coordinator		----	Mrs. Donna Roth	Room 3
Teaching Assistant		----	Mrs. Jane Diehl	
Principal		----	Mr. Jason Martinez	
Pastor		----	Rev. John Brockland, JCL	
Retired in Residence		----	Rev. James Gahan	
Director – Children’s Religious Education		----	Mrs. Rose Wieschhaus	
Music Ministries		----	Mr. Orin Johnson	
Secretary		----	Mrs. Sue Schutz	
Bookkeeper		----	Mrs. Kathy Mueller	
Health Aide		----	Mrs. Jennifer Baker	
Cafeteria		----	Mrs. Cathy Nute	
Cafeteria		----	Mrs. Donna Klekar	
Maintenance		----	Mr. Tim Goedeke	
Aftercare		----	Mrs. Donna Klekar	
Aftercare		----	Mrs. Jennifer Baker	
Aftercare		----	Stephen Baker	

SCHOOL POLICIES AND PROCEDURES

ADMISSION

Sts. Joachim and Ann and all Catholic schools of the St. Louis Archdiocese admit students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The school shall not discriminate on the basis of race, color, national, and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school-administered programs.

The principal, with proper consultation with the pastor and/or the board, will admit students to the school according to the norms set by the Archdiocesan Board of Education as follows:

REQUIREMENTS FOR ADMISSION

1. A desire for Catholic Education

If a family wishes to enroll into a Catholic school, the family must demonstrate to the administration (pastor/principal) a desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. Some evidence of this desire would be:

- a) Participation in the social and spiritual life of the parish;
- b) Support of the concepts upheld in the Family Christian Witness Statement (See p. 7-8);

c) Agreement to follow the policies and procedures of the local school and those of the Archdiocese of St. Louis;

d) Willingness to cooperate with the teachers and administration in the psychological, emotional, spiritual, intellectual, and academic development of their children.

2. Fulfillment of Age Requirements

- a) A child must be five years old before August 1st in order to enter Kindergarten. A child must be six years old before August 1st to enter Grade 1, or have successfully completed a qualified Kindergarten program.
- b) A Birth Certificate and Baptismal Certificate must be presented at the time of registration.
- c) Health Record:
The student must have received the necessary immunizations according to the state law. (Also see Health)

3. The school's ability to meet the student's educational and medical needs is based upon:

- a) The student's performance in another educational setting
- b) Successful completion of previous grade level
- c) Successful completion of the entrance evaluation process

The decision to admit a child will be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any.

4. Parent's willingness to accept the financial responsibilities of attending school.

TRANSFER OF STUDENTS

A family desiring to transfer from another Catholic school in the Archdiocese may be accepted after Sts. Joachim and Ann obtains the necessary information from the pastor/principal of the sending parish including:

- a) statement of no outstanding debt to the previous parish
- b) active cumulative file
- c) relevant and recent information regarding diagnostic testing for special needs

A student desiring to transfer from a non-Catholic school, public, or private, may be accepted into a Catholic school after a thorough inquiry regarding the religious motivation for the request for admission.

ACADEMIC PROBATION

New students are on probation for the first three months. The student needs to satisfactorily complete the required work and follow the discipline guidelines. The parents must support the philosophy of the school and work cooperatively with the teachers/staff.

Sts. Joachim and Ann is committed to reasonable class size and attempts to follow the guideline from the St. Louis Archdiocese when feasible. (SB Policy #6)

STS. JOACHIM AND ANN ADMISSION GUIDELINES

There will be school admission guidelines for grades JrK through 8th. These guidelines must be met to be admitted to Sts. Joachim and Ann Catholic School. (SB Policy #2)

1. Catholic parents sending their children to Sts. Joachim and Ann are expected to model their faith by practicing it.

2. Children of Catholic families registered in our parish are eligible to enroll in Sts. Joachim and Ann School.
3. Children of Catholic families registered outside of our parish and children of non-Catholic families are eligible to enroll in Sts. Joachim and Ann School, but require the Pastor's approval. If enrolled, students must adhere to total participation in the school's curriculum.

Priority for admission in grades K-8 will be:

- a) Students currently enrolled in Sts. Joachim and Ann School, grades K-8.
- b) Siblings of students currently enrolled in Sts. Joachim and Ann School, grades JrK-8.
- c) Children of families currently registered in Sts. Joachim and Ann Parish, but not currently enrolled in, or having siblings currently enrolled in Sts. Joachim and Ann School.
- d) Children of Catholic families registered outside of our parish.
- e) Non-Catholic students registering as new students to Sts. Joachim and Ann School.

This policy will be evaluated annually.

ADMISSION/REGISTRATION PROCESS:

1. Register in the parish with one of the parish priests.
2. Fill in the application packet provided by the school.
3. Provide verification of date of birth and sacramental celebrations by obtaining a copy of the child's official state issued birth certificate and baptismal certificate.

4. Provide verification of custody arrangements in cases in which the parents of the students are divorced (the most recent copy of the portion of the divorce decree, which verifies custody arrangements, must be provided).
5. Make an appointment with the pastor and have him sign the registration form.
6. Make an appointment for a student assessment.
7. Make an appointment with the principal, who, after reviewing the student's academic records will recommend the placement of the student.

REGISTRATION

Registration for the next school year is held each year in February. A child's name is placed on the class list only after forms have been completed and fees paid.

TUITION

There will be timely payment of agreed upon tuition for families having one or more children in the K-8 full-time school of Sts. Joachim and Ann Parish (SB Policy #4)

Prior to departing Sts. Joachim and Ann Catholic School, for whatever reason, including but not limited to graduation or transfer, any and all financial obligations whatsoever which are owed to Sts. Joachim and Ann Catholic School must be paid in full or student records will not be released. (SB 29)

Tuition payments shall have the following consideration:

1. Families who are registered and contributing members of Sts. Joachim and Ann Parish, with children enrolled in Sts. Joachim and Ann School, shall receive the

benefit of reduced tuition rates, to be determined annually by the School Board. (See SB Policy #1 p. 8)

2. Families who are registered outside of Sts. Joachim and Ann Parish, or who are non-Catholic, with children enrolled in Sts. Joachim and Ann School, shall make tuition payments equal to the total cost of educating each individual child they are enrolling (total cost per student x total number of children enrolled).
3. Tuition will be paid by one of two methods. Families have the option of paying tuition as: (1) A single payment made directly to the school on or before July 1 or (2) Ten or eleven automatic monthly payments made directly from your checking, savings or credit card account by FACTS Tuition Management. A "FACTS Automatic Tuition Payment Agreement" needs to be completed and signed to activate payments from your checking or savings account. Credit card payment agreements must be arranged by phone, please call the school office for guidance in implementing this option.
4. Families selecting the monthly payment option may choose to have the payments deducted on either the 5th or the 20th of each month that a payment is due. Ten month payment plans begin in August and continue through May, or until the contracted tuition amount is paid in full. Eleven month payment plans begin in July and continue through May, or until the contracted tuition amount is paid in full. If the 5th or 20th falls on a weekend or national holiday, the payment will be withdrawn on the first business day following.
5. An annual FACTS enrollment fee of \$43.00 is charged to the account

specified for payments within 14 days of the application being processed.

6. Credit card payments are assessed a convenience fee in addition to the annual enrollment fee.
7. A returned payment fee of \$30 is automatically processed by FACTS with the reattempt of a tuition payment. Returned payments will be reattempted on either the 5th or the 20th following the original return. For example, if your payment due date is the 5th, and funds are not available, causing the payment to be returned, the payment will be reattempted on the 20th of that same month, with an additional \$25 returned payment fee.
8. If a change is needed to a preauthorized payment, for example, change in account number, due date, etc., please contact Kathy Mueller in the parish office ten (10) days prior to your payment date.
9. Families who are unable to meet their agreed upon tuition due to financial hardship shall contact the principal and pastor to make the appropriate arrangements.
10. All book fees must be paid by Aug. 1.
11. Book fees and registration fees are non-refundable, however, if a student, after completing the screening, is found not ready for Kindergarten, the registration and book fee paid for that student will be refunded.
12. Any family leaving Sts. Joachim and Ann Catholic School must complete all tuition payments, fees and fines before report card and/or Cumulative records will be released.
13. Families with eighth graders must complete tuition payments before graduation. Failure to have accounts current will result in the student being unable to participate in the end of year activities/ceremonies.

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. (AAEG #4502)

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. (AAEG #4502.1)

FEES

Book fees, registration fees, and tuition payments are non-refundable, except for circumstances listed in the handbook. (SB Policy #3)

At the time of registration, K-8 families are asked to pay one non-refundable fee of \$200. This fee covers the registration fees for K-8 students in the family, and the book, supply and technology fees for one child. If you are registering more than one child, a subsequent payment of \$175 per additional child is due by August 1, to cover their related fees. Book fees cover, in part, the cost of renting hardback books from the school, and the cost of consumable materials such as workbooks, tests, supplies, art materials, A-V equipment, library supplies, office equipment, etc.

If textbooks or library books are lost, their full replacement cost must be paid; if books are damaged, a fine will be assessed. All fees/charges must be paid before the final report cards are available.

There will be a \$25.00 charge for each returned check.

Report card and/or Cumulative records will be released upon payment of all tuition, fees, and fines.

PTO Assessment--There is a \$100 per family assessment fee due to the PTO by August 1 (see page 37 for more details).

Shop For Our Schools--Each family is required to earn \$200 in profit from the Shop for Our Schools program. Families may buy out for \$200 by August 1. Families who utilize the program, but don't generate \$200 in profit during the year, will be sent a statement for the shortage.

Lunch

Lunch duty is on a volunteer basis and volunteers must have completed the Safe Environment program with the Archdiocese of St. Louis before they can volunteer in the school. These duties are from 11:00-12:30; please check in at the school office before 11:00.

TUITION ASSISTANCE

Families seeking assistance must be registered, contributing, active members of the parish and fill in the FACTS Grant & Aid Application which is available in January. The maximum amount of assistance to families exhibiting a financial need will not exceed more than half the tuition amount. Those with extreme hardship must meet with the principal and pastor.

Alive in Christ and Beyond Sunday scholarships are available to families that qualify.

Tuition assistance is available to families who meet the requirements (SB Policy #5).

ARRIVAL/DISMISSAL

Students are to arrive between 7:25 and 7:45 A.M. The school day begins at 7:45 A.M. and ends at 3:00 P.M. If it is necessary for students to arrive before 7:25, they need to register for Morning Care. Students will not be able to enter the building before 7:25 A.M. Parents may wait with their students prior to the 7:25 bell **in their cars**. In the morning, drivers are asked to enter the property by the driveway in front of the rectory and follow the procedure to the front of the school. (See Appendix A) The first car is to pull up to the far end of the Parish Center and the other cars pull forward as much as possible. **All cars from the Parish Center to the front of the church are to unload at one time.** Only if there is a need for extra time to unload should a car pool pull into a parking space instead of following the regular routine. Parents should be aware that the students are safer on the sidewalk than on the parking lot where they may not be seen between cars. Signs are in place to allow for **exit only** on the exit closest to Thoele. **Entrance** is always at the driveway closest to the rectory.

DURING ARRIVAL AND DISMISSAL, ALL CARS ENTER BY THE RECTORY ENTRANCE AND LEAVE BY THE EXIT CLOSEST TO THOELE.

Dismissal begins with the closing prayer of the day.

Day Care van riders will return to their homerooms at 2:45 and immediately get their things together. As soon as they have their belongings together, they will leave the classroom and line up near the

school office, where they will meet their faculty escort. **(Please notify your Day Care van to line up by the sidewalk between Church and the school entrance at 2:45. See Appendix A.)**

All other students leave their classrooms at 3:00 P.M.

All students exit the building by the main doors. Pick-up is from upper lot only.

Walkers/Bike Riders

For safety reasons, all walkers and bike riders will be dismissed after the cars. They will meet their faculty escort after cars are dismissed. Bikes are parked in the alcove at the main building (there is no equipment to secure bicycles); helmets are to be worn. Students are to walk bikes to the street and follow usual safety rules. **Students must have a note on file in the office with parent's permission to walk or to ride their bike home.**

The dismissal procedures are as follows:

1. Upon entering the parking lot everyone is expected to park facing the Junior High building. See the diagram in Appendix A.
2. It is recommended that your car pool park in approximately the same spot each day so your riders know where to look for you.
3. The teachers will escort their students to the crosswalk. The students will be given a few minutes to get to their cars.
4. **No cars will be allowed to move until all students are in their cars or back on the sidewalk.**
5. The rows of cars will be dismissed one at a time by the dismissal supervisors, starting with the first car closest to the houses in row A and then the first car closest to the houses

in row B, then row C, etc. (Row A is the first full row (front and back) closest to the Junior High building. Row B is the second, etc.) Form two lines as you approach the exit.

Those on the right, turn right onto McClay toward Thoele. Those on the left, turn left onto McClay.

6. If for any reason you are missing a child in your car pool when it is time for your row to exit, pull up to an empty row that has been dismissed and wait. The students will be sent to your car following dismissal.
7. If you know you will be late that day, please call the school office. You will need to come in to the office to pick up your child.
8. Students not picked up after our dismissal process, will return to the school office. Any student registered for After Care will be sent downstairs and after care charges will apply.
For those students not registered for After Care, **there is a charge if student is not picked up by 3:20.** If child is picked up between 3:20 and 3:30, the charge is \$6.50. There is an additional \$2.00 for every 5 minutes thereafter. An After Care registration form will also be sent home with student at that time.
9. No one will be able to leave from the faculty/lower lot (the one nearest McClay Road) until after dismissal. Students are not dismissed to this lot because it is open to moving cars.
10. Special arrangements for early dismissal (e.g. doctor/dentist appt., special services, etc.) must be made through Mr. Martinez at the school office. You will need to be off the lot **before 2:55**. Any car on the lot at 2:55 must stay and follow normal dismissal row by row.

11. Parents need to notify their Day Care providers of our policy. **The Day Care vans should park in their designated spot (see diagram in Appendix A).** They must arrive at 2:45 and may leave as soon as they have picked up children.
12. If a parent needs to come into the school building for a conference or any other reason, he/she should park in one of the rows at the lower end of the upper parking lot, so as not to block other cars during dismissal.
13. It is suggested that car pools, with patrol persons on patrol duty, park in the rows at the lower end of the upper parking lot. They need to wait for the patrol person to finish their patrol duty.
14. On party days, students of volunteers do not leave before the regular 3:00 dismissal time and should park in the upper lot.

ATTENDANCE

ABSENCE

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.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (AEEG #4201)

ABSENCE POLICY K-8

1. Missouri State Law requires parents to have school-age children at school in regular attendance. A student's absence from school interferes greatly with his/her progress. However, the school does not encourage attendance when a child is ill.
2. If a child is absent, parents must contact the school office before 8:40 A.M. The school phone numbers are 441-4835 or 447-2805.
3. **A note or email/Fast Direct stating the date, time, and reason for absence, along with the parent's signature, is required when the child returns to school** (child will give this note to homeroom teacher).
4. If a child is absent more than one day, the parents should contact the school office to arrange for pick-up of make-up work.
5. A student who is not present for one half of any portion of a morning or afternoon session (due to appointments, illness, etc.) is marked absent for a ½ day.
6. When a child is absent several days, consecutively or otherwise, the secretary or principal will contact the parents. Grades may be withheld until make-up work is completed satisfactorily.
7. Perfect attendance means never being tardy or leaving early for a doctor/dentist appointment, etc. (Our school day is 7:45AM – 3:00PM.)
8. A student who is absent for the school day will not be able to attend after school and evening events.

Excessive absenteeism may affect a child's ability to be successful in school. All learning does not come from a textbook. An important part of the learning process is the interaction between students and teachers. Students who are absent from school miss out on direct instruction, class discussions, small group activities, and class projects or experiments. These activities are not able to be made up through homework. Our goal is to set up our students for success. Therefore, regular attendance is essential to a student's academic success, now and in the future.

After 10 absences, excused or unexcused, the principal may send a letter to the parents and request a meeting to discuss issues that are affecting the child's attendance.

After 20 or more absences have accumulated, the principal may contact the parents and request a meeting to review the cause of the absences. A conference may be required to determine the child's readiness for the next grade level. Parents will be given the opportunity to correct the problem before further steps are taken. Counseling may be required for continued enrollment. Administrative discretion will govern in exceptional circumstances.

Unexcused absences include trips or vacations. Missing school for family trips is discouraged. It is impossible to fully recover the work missed when absent. A written note from parents should be sent one week in advance if a trip is anticipated. Parents should not expect work in advance for students who are traveling.

TARDINESS

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (AEEG #4202)

A child will be considered tardy if he/she is not in his/her homeroom by 7:45. Any students arriving after 9:45 A.M., or leaving before 2:00 P.M., will be considered a half day absent.

When a child is tardy, he/she must report to the office **with a parent or with a note from the parent stating the date and the reason for tardiness.** This note must be signed by the parents.

Chronic tardiness handicaps a child, causing him/her to miss announcements, and not have time to start the day in an organized fashion. In the event of repeated tardies and/or absences that are excessive, the parent(s) and child(ren) will be required to meet with the school principal to see if the problem can be resolved or **students may be required to make up the class time missed.** Counseling may be required for continued enrollment.

RELEASE OF STUDENTS FROM SCHOOL

Any child needing to be dismissed early is required to bring a note stating the reason for early dismissal to the homeroom teacher in the morning. This note will be sent to the office. Parents are to pick up the child from the office no later than 2:45 and sign them out.

Please do not go to the classroom. Students are dismissed through the office only.

Parents are strongly encouraged to schedule doctor and dentist appointments after school hours.

When a student is absent, tardy, or dismissed early from class, he/she is responsible for any work missed and is expected to inquire what was assigned.

UNFORSEEN OR EMERGENCY SITUATIONS

If it becomes necessary to dismiss students early due to a major emergency, please review the information in Appendix B. See also “School Closings” (p. 34) for closings due to minor emergencies or bad weather.

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. (AEEG #4201.1)

Truancy is considered a serious offense. A conference with parents will be required. Consequences may include, but are not limited to, service hours and probation. Repeated truancy could result in dismissal.

BEFORE/AFTER CARE

There will be an on-site Before/After Care program available for any students who need to arrive early and/or stay later than the normal school day because their parents are working. The morning hours are from 6:30-7:25 A.M. in Room 2. There is After School Care in the cafeteria until 6:00 P.M. Registration is required for this program.

BIRTHDAYS

Your child’s birthday or half-birthday (June-August) is celebrated in a variety of ways in their homeroom and within the school day. To keep students safe and healthy, we ask that parents do not

send a food treat to school for your child’s birthday.

Birthday party invitations may be distributed **by the student** in class. However, if a student distributes birthday invitations at school, invitations must include the whole class or all the boys or girls in a room.

CAFETERIA

Sts. Joachim and Ann will provide a school cafeteria and furnish a hot lunch program serving balanced and nutritional meals. (SB Policy #9)

Students may eat the lunch that is served at school or bring a lunch from home. A drink may be purchased at school (white or chocolate milk, or fruit juice).

We welcome the many parents who join their children for lunch. If you desire to eat a hot lunch, please notify the office by 8:30 AM. Parents are asked **not to bring fast food or soda** (or food from outside restaurants) for themselves or their children when they come to school.

In an effort to keep our open door policy for parents and grandparents to come to lunch, and yet being sensitive to a safe environment for all children in school, any “guests” must be accompanied by the parent of the child. **Remember that all persons who interact with students must have completed all the steps to be in compliance with the Safe Environment Program.**

A plate lunch will be served to students in grades K-8. Students will have their choice of entrees served each day. Side dishes listed on the menu, dessert, white

or chocolate milk and/or fruit juice, as well as access to a complete salad bar is included with the plate lunch. Lunch menus will be posted on FastDirect generally bi-monthly.

Students will not use cash, as their school issued debit cards will be utilized for all lunch charges. If a student forgets his/her lunch, a debit will be applied to the student's account for a plate lunch. Due to health regulations, students may not share food from their trays or food brought from home.

Students are expected to clean up their place/space before leaving the table and to push in their chairs. All paper and food products are to be disposed of in the trash containers provided. Students raise their hands and wait to be dismissed from the cafeteria. No food may be taken from the cafeteria. Students should use the rest rooms before going outside or to classrooms.

Students will go through the lunch line only one time. Extra entrees will be purchased through the morning count only.

CALENDAR

In compliance with the Missouri State Law, school will be in session a minimum of 174 days. A copy of the school calendar is included in the parent packet at the beginning of the year and posted on Fast Direct.

CELL PHONES/ELECTRONIC DEVICES

While personal electronic devices provide a student with contact to parents and guardians and also offer a measure of safety, they can also be a disruption to the general discipline and learning environment at Sts. Joachim and Ann School.

Personal electronic devices can be abused in the school setting by:

- **Presenting the opportunity for unwanted communication to other students or others outside of the school;**
- **Facilitating academic dishonesty among students by presenting the opportunity to exchange information that the teacher intends to be secure, private, or individual;**
- **Creating unnecessary disturbances by using them for acceptable purposes at inappropriate times.**

Personal electronic devices that are capable of capturing, storing, and sending digital images can also present a special concern for potential abuse in the school setting. Therefore, personal electronic devices are not to be displayed or used during school hours; or at any school-sponsored activity at or off school property.

Recognizing the potential for abuse of these devices in the school setting, especially as it relates to devices capable of making and sending digital images, if a student is found using one of these devices during the school day or at any school-sponsored activity at or off school property, these devices will be confiscated. Confiscated items will be held and returned to the students' parents. Students using or disrupting the learning environment by displaying such items will also be subject to disciplinary actions. (SB Policy #28)

See also "Privacy Policy" on page 37 and Appendix 'C.'

Parents, too, are asked to provide this measure of safety to other families in the school and are asked not to take digital images of students or others at school parties, field trips, or events without the expressed permission of the parents/guardians of each student or person in the picture.

Students who must bring cell phones to contact parents after school are required to keep them turned off and in their backpacks (Gr. K–6) or lockers (Gr. 7–8). Parents and students should contact each other through the school office telephone.

Students should not bring radios, play toys, laser pointers, or any other objects into the school that may distract them from their or other student’s studies. This includes, but is not limited to, personal digital devices, video games, game boys, IPODS, cell phones, etc. Cell phones and other items will be removed from the student and held in the office where a parent will be asked to pick it up.

CHILD ABUSE REPORTING

Sts. Joachim and Ann School abides by the state Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

All employees and parent volunteers are required to complete the educational child sexual abuse prevention program entitled, “Protecting God’s Children”. The program provides information on how to prevent situations that can lead to abuse, on what behavior should raise concern about abuse, and how to report abuse. (SB Policy #26)

COMMUNICATION/ CONFERENCES

VERBAL COMMUNICATION

Communication between the parents and the teacher is important. If a problem arises, please send a note to the teacher or call the school office and leave a number so that the teacher may get in touch with you. Parents are expected to contact the teacher first. If a satisfactory solution cannot be reached, the parent is asked to contact the following persons in this order: teacher, principal, pastor, Catholic Education Office. Faculty members should not be called at home unless the teacher has indicated that you may do so.

Parents are not to go into their child’s classroom during the school day to speak with a teacher, as this interrupts the children’s instructional program. A parent may make an appointment to observe his/her child in the classroom. This visit is limited to one hour and should be observation only. There should be no interruption of class and any discussion of observation should be done at another time. Parents are asked to set up an appointment with the principal/teacher.

Please do not let a problem grow. When a problem arises, parents are expected to come to the teacher, not to another parent.

WRITTEN COMMUNICATION

1. Newsletters:
 - (a) A monthly school newsletter, “*The Buzz*,” will generally be posted in FastDirect with the highlights of the weeks to come, and any important information or changes for our parents. Please read it carefully.

(b) Teacher newsletters can be found on FastDirect (click on “PLANNER,” then find the teacher and click on their “Bulletin Board.”)
(c) The school’s Facebook page will also be used to distribute information.

2. You may also contact us at the website www.stsja.org or through e-mail with the teacher’s last name, first initial @ stsja.org.
3. FastDirect Messaging is a tool offered for brief communication between parents and school about grades. FastDirect messages are not e-mail. Messages should be kept to two lines or less. If more communication is needed, parents should contact teachers through their school e-mail account or by telephone. Students may not turn in assignments through the messaging system.
4. The use of an assignment notebook in all grades, K-8, also provides a daily communication tool between the home and school.

FastDirect and notes to school should be used for school business only. FastDirect is not a means of personal messaging. FastDirect messaging and hand delivered letters/messages by parents to other parents (or through their child) is discouraged. Any messages received should not be considered private and may be opened before forwarding.

REPORT CARD CONFERENCES

Report card conferences will be held after the first quarter. One or both parents must attend the conference. Even though there will not be a set conference day after the other quarters,

parents may request a parent-teacher conference at anytime throughout the year.

CONFIRMATION/GRADUATION DRESS

The dress guidelines for Confirmation and Graduation at Sts. Joachim and Ann School are:

Boys: dress pants, NO jeans or cargo pants. (Pants are not to be worn in a baggy fashion.) dress shirt, nice shoes (no athletic shoes), tie (optional, but recommended), jacket (optional). NO tuxedos.

Girls: dress, skirt/top or pants suit, modest in appearance. No formals or semi-formals. No strapless dresses. Shoulders must be covered.

Graduation gowns will be worn by the students during the Graduation Mass.

COUNSELOR

In seeking to serve the needs of your children, we recognize that there may be times that counseling services are desired and needed. At the present time, we are able to access counseling services through a grant for St. Charles County Schools through Saint Louis Counseling. These services provide individual therapy sessions on a regular basis for students who meet the requirements of the grant. If these services are desired, parents must meet with the principal, sign additional paperwork, including a release of information and a consent form.

In addition, a counselor will be here another day each week to offer further services including: classroom

presentations, groups, crisis intervention, mediations, observations, and consultations. Parents are encouraged to contact the principal or counselor directly for more information.

DISCIPLINE

There will be age appropriate discipline guidelines at Sts. Joachim and Ann School. (SB Policy #13)

In a truly Christian viewpoint of life, education must develop the faculties and abilities of the whole person—physical, spiritual, and intellectual. The main objective of our school’s discipline code is to prepare the student to become a responsible member of home, church, and society. The essence of Christian behavior is respect of all and an inner spirit of self-discipline. The student needs to become responsible for his/her own actions and respectful of others and their property. All of these will prepare him/her for an ultimate life with God. We strive to be positive, consistent, and fair with all students. We ask that students come to class on time, be prepared with homework and class materials, and pay attention and follow directions during class. The teacher in the classroom represents you, the parent and primary educator, and we should always work together.

POSITIVE STUDENT BEHAVIOR

We continually work to recognize and promote positive student conduct and attitudes, and the respect of students to others. The teachers, staff, and administration will recognize good behavior on a regular basis. Developing

school pride must be an effort of all involved: the teachers, staff, parents, and students. Each classroom will format their rules through guided discussion at the beginning of the school year.

DISCIPLINE CODE

Because students are perceived as representatives of their school, students have a responsibility to conduct themselves, both in and out of school, in manners consistent with values professed by the Church and Gospel of Jesus Christ. The school has a right to discipline a student whose conduct negatively affects our school and Church community. (SB Policy #27)

Any serious or chronic disciplinary behavior is detrimental to the education of a child and/or a whole group of children, thus it cannot be permitted. Teachers will handle common infractions, and impose appropriate consequences based upon the age and discipline code of the grade level. If the student at any grade level does not respond to the corrections of the teacher, and/or shows no improvement, or has serious behavior issues, the child will be referred to the principal for an office visit. Multiple office visits will result in more severe consequences which could lead to suspension, loss of school sponsored activities or field trips, and/or a withdrawal for cause from the school.

The objectives of our discipline code are:

1. To develop self-discipline
2. To insure a favorable climate for learning
3. To provide a set of parameters for students
4. To help teach students responsibility for their choices and actions

5. To establish respect for one another and those in authority
6. To inform parents of behavioral expectations of the children at school

DISCIPLINE - GRADES K-3

Each classroom teacher in grades K-3 will work with the students to develop the classroom rules. The classroom rules and the consequences will be posted in that classroom and communicated to parents at the beginning of the year. Rules for other areas in the school are communicated to the students so they know what is expected of them and what will happen if those expectations are not met.

Teachers will keep parents informed daily of the student's behavior through the assignment notebook.

Teachers handle common misbehaviors within the classroom, correcting children lovingly but firmly, and imposing Virtue-Based Restorative practices and appropriate logical consequences.

DISCIPLINE - GRADES 4-8

Students are expected to be respectful to all and on time for class with all appropriate materials and assignments. Students are asked to respect the rights of all to learn in a Christian environment. Parents are notified by minor or major marks if the student has not been responsible in any of these ways.

***MINOR MARKS** include, but are not limited to:

- Minor classroom disruptions
- Failure to follow classroom procedures
- Out of uniform
- Tardies to class

After each accumulation of three minors, parents will be notified through a major mark.

After three minors, a major mark will be sent home.

***MAJOR MARKS** include, but are not limited to:

- Dishonesty
- Disrespect to students, teachers, and staff
- Inappropriate behavior/language
- Major classroom disruptions
- Gum/food in class
- Cheating- A zero is also given on the assignment.

With each major mark, the parent is notified, the child's conduct grade is lowered one letter grade and after school reflection time is given. During this time, students will report to the designated classroom and reflect upon the behavior and virtues desired for changing the behavior, and, if needed, seek restorative opportunities where there has been harm.

Major marks are to be returned signed the next day to the homeroom teacher. Failure to return the signed slip will result in a phone call to parents at work or at home.

- After **five major marks**, a conference (Office visit) with parents, student, and teachers will be required and the student will serve a one-day in-school suspension.
- After **ten major marks**, a conference (Second office visit) with parents, student and teachers will be required. Student will lose all field trip privileges and will serve a one-day out-of-school suspension. The student is now on probation.

- After **fifteen major marks**, a student may be asked to leave Sts. Joachim and Ann School.

Major Marks and Office Visits accumulate over the entire year. Minor marks will not accumulate beyond the quarter in which the behavior occurred.

SAFE SCHOOL POLICY

***HARASSMENT**

Catholic schools shall maintain a learning environment that is free from all forms of harassment and bullying. No student in the school shall be subjected to any type of harassment or bullying. Catholic schools forbid harassment and bullying 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 bullying and any offensive conduct that is verbal, physical, or visual.

Each Catholic school investigates every harassment and bullying 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. (AEEG #4303.7)

***BULLYING, INTIMIDATING, OR OSTRACIZING BEHAVIORS**

Sts. Joachim and Ann Catholic School participates in the Virtue-Based Restorative Discipline Program that establishes practices to address bullying behavior through Catholic Identity. This program focuses on creating and maintaining a culture of safety and peace that fully expresses our Catholic identity by growing in virtue and learning restorative discipline practices.

The program continually educates faculty, students, and parents on recognizing behaviors, responding to bullying behaviors and developing restorative intervention plans; as well as giving a clear and consistent message that bullying is not acceptable behavior. The classroom level components include: posting and enforcing school-wide rules and guiding principles, participating in regular classroom meetings, and holding parent meetings.

Classroom meetings are a valuable tool in:

- Solving problems
- Giving equal voice to everyone
- Building community and kindness
- Cultivating virtue and providing opportunities to share ideas, values, faith, etc.

The goals of this program are to reduce bullying incidents and all anti-social behaviors, increase faith practices, provide a positive school climate for the students, and achieve better peer relationships at school.

Bullying, intimidating, or ostracizing behaviors create a hostile, threatening environment for those who are the object of these behaviors and for those who witness or have knowledge of these behaviors. Anyone having knowledge of these behaviors are to report them directly to teachers or administrators immediately. Students engaging in such behaviors will have the consequences described in the discipline policy.

Reporting

Anyone witnessing, hearing, or having knowledge of any bullying behaviors are to report this information directly to teachers or administrators for investigation. Members of the staff will investigate the incident and report to the principal. While the identity of those making such reports will remain confidential, it is essential that reporters identify themselves so that those investigating the situation can follow-up for clarifying and/or additional information to facilitate the investigation.

Tattling versus Reporting (Getting someone into trouble VS Getting someone out of trouble)

Parents are encouraged to teach their children the difference between tattling and reporting. Reports of serious behavioral infractions are the responsibility of all students, volunteers, teachers and staff.

Our school defines *bullying* as follows: Bullying is mean or hurtful actions done repeatedly and on purpose toward someone who has difficulty defending himself or herself. It happens when someone hurts, frightens, threatens, or leaves someone out on purpose.

Examples of bullying include, but are not limited to:

- Continued hurtful, harmful, and unkind acts that are verbal, social, or physical in nature.
- Having money or other things taken or damaged repeatedly
- Being threatened or forced to do things
- Racial bullying
- Sexual bullying
- Cyber-bullying (via cell phone or the Internet)

Key components of bullying behavior are:

- Repeated and escalating
- Intentional
- Creating an imbalance of power

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Decrease unkind and antisocial behaviors.
- Watch for signs of bullying and stop it when it happens.
- Increase faith practices.
- Teach the Virtue-Based Restorative Discipline Model.
- Respond quickly and sensitively to bullying reports using the Virtue-Based Restorative Discipline Model.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying, based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Learn Christian virtues to model to others during hurtful situations.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Follow the Guiding Principles for VBRD:
 1. We will dedicate ourselves to living virtue
 2. We will support others in living virtue
 3. We will commit to constructive thoughts, words, and deeds
 4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another
- Tell an adult at school and an adult at home if we know that somebody is being bullied.
- Try to include everyone in play, especially those who are often left out.

Possible Positive Consequences

When a student supports a person who is being bullied, stands up to a person who is bullying, or demonstrates other virtuous behavior, they may receive a Key of Cooperation, Love, or Attitude. There may also be some form of public recognition for this positive and courageous behavior.

Other Consequences for Bullying Behavior

We want students to learn from their mistakes and repair the harm or broken relationship. In certain instances we may include:

- Discuss the incident with teacher, principal, and parents: finding out what happened, making things as

right as possible, and guaranteeing a better future

- Create a project or action to grow in virtue based on the harmful or hurtful action
- Apologize
- Spend time in the office or another classroom (in-school suspension)
- Forfeit recess or other privileges
- Pay for damaged belongings (if applicable)
- Minor and major marks according to our school discipline policy

***INTERNET & ELECTRONIC COMMUNICATIONS**

A safe environment for all members of the school community should be a hallmark of a 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; (3) compromise, damage or allow unauthorized access to the school's computer system; 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. (AEEG #4303.4)**

Students and parents will be provided with a copy of Sts. Joachim and Ann School’s “Acceptable Use Policy” at the beginning of the school year. An Internet Permission Form, included with the policy, will need to be signed by the student and parent, indicating that they have read and have understood the policy. To review the policy that is sent home, please see page 59.

Students follow appropriate use guidelines for the use of the Internet in computer labs and classrooms. (SB Policy #25)

***SEARCH & SEIZURE**

School officials with sufficient reasons to do so may search a student’s locker or desk. (AEEG #4303.5) (SB Policy #12)

Lockers, desks, etc. are school property and as such are subject to search by school officials. The school reserves the right to search any item brought onto school property such as a student’s jacket, purse, backpack, auto, or the like. The school may use individuals or dogs who are appropriately trained and certified to insure the school is free of contraband, and may use this method of search and employ them without prior notice to parents or students.

***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 which 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, on 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.

If a student engages in serious, threatening, or violent behavior, the following steps will be taken:

- **Remove the student from any contact with the school, and inform the parents a meeting will be held regarding the consequences.**
- **Contact appropriate officials.**
- **Review the student’s behavior to determine if it grounds for “withdrawal for cause.”**

- **If the student is not going to be withdrawn for cause, before a student can continue to attend or be readmitted to school, the administration must receive reasonable assurance in writing from a mental health professional that the student does not pose a threat to himself/herself or others. Appropriate forms for the release of information must be signed to allow communication between school office and the mental health professional. (AEEG #4303.3)**

All threats of violence are taken seriously.

***WEAPONS**

In order to provide a safe environment, the carrying of or possession of any type of firearm or other dangerous weapons on the premises of Sts. Joachim and Ann School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (AEEG #6202.1)

The climate of Sts. Joachim & Ann shall reflect Gospel values including an emphasis on the dignity of all persons, which is necessary for respect.

Harassment involves unwelcome conduct.

It may include, but is not limited to: physical, verbal, visual, or sexual behaviors which target a person's protected status, such as race, age, sex, gender, ancestry, color, citizenship, disability, handicap, national origin, religion, or any other category protected by law. It shall be a violation of this policy for any adult or any student to engage in conduct that interferes with an individual's academic performance or creates an intimidation, hostile, or offensive learning or working environment. Harassment is prohibited on school and parish property and at school sponsored activities on or off

school property. Violators of this policy may be referred to the appropriate legal authorities as well as being disciplined by the teacher/principal. Serious infractions will result in suspension or dismissal as deemed appropriate by the principal. (SB Policy #24)

There will be no smoking at Sts Joachim and Ann School during the school day except in the areas designated by the pastor. (SB Policy #17)

SERIOUS DISCIPLINARY CONSEQUENCES

There will be NO TOLERANCE at school and at school sponsored events for:

- **Fighting-including punching, kicking, pushing, biting and hitting**
- **Foul, vulgar, or profane language**
- **Harassment**
- **Bullying**
- **Obscene gestures or pictures, whether written or spoken/acted**
- **Possession of drugs, alcohol, cigarettes or weapons**
- **Sexual misconduct or harassment –including physical contact, indecent exposure, teasing with sexual innuendoes, or demeaning notes or actions**
- **Pantsing**
- **Technology misuse and/or violation of ethical conduct with technology**
- **Vandalism- any vandalism will require two hours of after-school service work and full payment of damages.**
- **Verbal abuse or threats - written or spoken words that are demeaning to another person (student or teacher/staff) intimidation, defiance**
- **Weapons brought to school**

Students who engage in any of these behaviors will receive an immediate office visit with a consequence fitting to the child's age and behavior. It must be understood that problems as listed above do not usually occur in the immediate presence of a teacher or adult. Thus, it is important for parents and students to communicate promptly with the teacher at the onset of any difficulties. The faculty, staff and administration are committed to monitoring this and investigating any of these behaviors. The child's conduct grade will reflect the seriousness of the action. Consequences will be dealt with on an individual basis. Consequences may include, but are not limited to service hours, counseling, in-school, or out-of-school suspension, and/or withdrawal for cause from school.

Withdrawal for cause is the permanent end of enrollment of a student from a school. (AEEG #4302.3)

Sts. Joachim and Ann School will not assume responsibility for damage to personal properties caused by differences and/or accidents between students. (SB Policy #10)

DETENTION (Moments of Grace)

Time is set aside after school as a consequence for misbehavior, excessive tardies, homework problems, and as a means to change behavior. Components of after school moments of grace include:

- Prayer
- Reflection
- Restorative practice

This time is served for each major mark, most often after school. Wednesday of each week from 3:00-3:45PM, will be the designated day. Having this

information will allow for scheduling appointments after school on other afternoons and so the parent can make arrangements for pickup of their child.

SUSPENSION

Suspension is the removal of a student from all classes for a specified period of time. (AEEG #4302.1)

IN-SCHOOL SUSPENSION

If serious behavior or multiple office visits occur, students will serve a suspension. Students are removed from all class activities to an assigned area of the school for a period of time. The student is held responsible for all schoolwork assigned which must be completed in a satisfactory manner and approved by the administration and teacher(s) before the student is reinstated in class. The parent is informed of the reason and date(s) for this action. It is the student's responsibility to have the assigned work approved by the administration on the day of suspension and by the teacher(s) before the start of classes the following day. If the incident involves disrespectful or harassing behavior toward another individual, both families will be required to meet with the administration.

OUT OF SCHOOL SUSPENSION

If serious behavior or multiple office visits occur, immediate removal from school may be necessary. In this case the student is returned to the care of the parent for a designated period of time. The parent is informed in writing of the reason and date(s) for this action. The parent and student are required to meet with the teachers and the administration before the student can return to school. The student may also be asked to see a

mental health professional before being readmitted to school. Students will be expected to satisfactorily complete work assigned during suspension and receive grades on completed assignments and make-up tests. The number of out-of-school suspension days will be determined by the administration. All class work, with required signatures, must be turned in by 8:00 A.M. to the student's homeroom teacher on the day the student returns to school. Failure to do so will result in a reexamination of student and parent commitment to the Sts. Joachim and Ann Philosophy and Christian Witness Statement, and a reevaluation by the pastor and administration for re-admittance.

DISCIPLINARY PROBATION

Probation is the continued enrollment of a student, but with specified conditions. (AEEG #4302.2)

Students may be placed on disciplinary probation. A student who commits a severe infraction during probation may be asked to leave Sts. Joachim and Ann School.

SUBSTANCE ABUSE/WEAPONS

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. (AEEG #4303.2)

Use, possession, or distribution of cigarettes, alcohol, weapons, or drugs whether illegal, prescribed, or over-the-counter, will be considered a very serious matter. While consideration for the age of the student will be given and each case will be handled individually, some steps that will always be taken include: turning illegal items over to the proper authorities, cooperation with law enforcement officials and their directives, and will result in immediate out-of-school suspension. Each case will be reviewed by the pastor and principal.

In order to provide a safe environment, the carrying of or possession of any type of firearm or other dangerous weapons on the premises of Sts. Joachim and Ann School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (AEEG #6202.1)

No student will be allowed possession of tobacco, illegal drugs, alcohol and/or weapons on Sts. Joachim and Ann property or school related activities. With the exception of law enforcement personnel, NO individual (child or adult) shall possess a concealed firearm or weapon of any sort within the Sts. Joachim & Ann school facilities without prior written consent from the pastor, even if that individual possesses a "conceal and carry" permit issued by the state of Missouri. All areas of the parish property shall be governed by the concealed weapons policy adopted by the Sts. Joachim & Ann Parish per Archdiocesan guidelines with a notice posted on the parish property prohibiting all concealed weapons. (SB Policy #11)

ENCORE CLASSES

Encore classes will be offered to grades 6-8 each semester and will provide opportunities for students in academic challenges and interests. Encore classes can also provide an opportunity for students to receive additional time and help with assignments.

Students will be selected for the classes based upon aptitude, inquisitiveness, and interest. In addition to aptitude, essential elements to being successful in some classes may include task commitment and dedication, not only motivation. The teacher will also consider whether the student can easily learn material that may be covered in the classroom. Some classes will have pre-requisites, specific criteria, or a fee associated with the class.

Each semester, classes will be offered by the teachers and parents such as: spanish, band, speech, newspaper, yearbook, academic lab, STEM, and other investigative classes that may be offered.

Students will be asked to complete an interest inventory so we might know their interests and be able to formulate classes that will encourage learning.

EXTRA-CURRICULAR ACTIVITIES

The following activities are available to Sts. Joachim and Ann students outside of the regular classroom experience with the help of volunteers both teachers and parents:

1. An **Athletic Program** is sponsored by the Sts. Joachim and Ann Parish Athletic Association.

2. **Bellarmino Speech League**- Members of the upper grades can compete in the Bellarmino Speech league. This is only available with the help of a parent volunteer.
3. **Builders Club** – A service organization for grades 7-8 students, which is sponsored by the Kiwanis.
4. **Choir**- Students meet with the choir director one day after school and sing at Sunday Masses.
5. **Chess Club** – Students learn chess moves and participate in Chess matches. This is only available with help of a parent volunteer.
6. **Clavius Project** – SLUH sponsored Robotics Club for grades 6-8.
7. **Scouts**- Various scouting programs are available within the parish.
8. **Server Training**- The opportunity to be an altar server is offered to students in grades 5-8.
9. **Student Council** is elected each school year. Students in grades 5-8 are eligible to serve as student officers within this organization.

FACULTY MEETINGS

Faculty meetings are usually held once each month. Dismissal will generally be at 12:00 PM on these days. In addition, two calendar days each school year are scheduled for teacher in-service. The faculty also gathers for an annual Retreat Day.

FIELD TRIPS

An annual field trip, which is a privilege not an absolute right, is sponsored by

Sts. Joachim and Ann School. A “PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION” will be sent home with details about the trip (date, place, cost, etc.). Signed permission forms are required for students to participate. Typically, when a child is absent on a field trip day, we cannot issue a refund as trip is usually prepaid in advance.

Students who are unable to maintain reasonable self-discipline within the school structure will not be eligible to participate in school-sponsored events and field trips. For students in grades K-8, inappropriate classroom behavior may exempt a student from a field trip.

Whenever possible, bus transportation by an insured carrier will be provided. However, if there is not a sufficient number of students attending an off-campus sanctioned event to warrant a bus, a private passenger vehicle may be used. **If a private passenger vehicle must be used, the following criteria are recommended (by the Archdiocese of St. Louis):**

- 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 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 system;

- 6. adults should not be permitted to smoke in the vehicle. (AEEG #5202.9)**

Transportation will be provided for class field trips according to Archdiocesan guidelines. (SB Policy #8)

GRADING AND REPORT CARDS

Grade Book and Report Cards can be accessed through family accounts in our Fast Direct Communication System. (www.fastdir.com/stsjaa)

All Sts. Joachim and Ann families will receive account activation information and must register in the Fast Direct system. Once registered, each family will use this system to obtain online reports, and should log-in on a regular basis to keep abreast of their child’s ongoing grades.

Grade Book - Grades are based on classroom participation, oral work, written work, tests, and homework. If a child is absent, he/she is expected to make up the missed work. Parents can access their student’s records on a regular basis through Fast Direct, to monitor work habits, check grades and view attendance records.

Report Cards – Report cards are available online through Fast Direct four times during the school year – at the end of each quarter. A copy of the first report card will be given and discussed at Parent/Teacher conferences in October. **It is the parent’s responsibility to print a copy of the online report card for the second and third quarter; sign it, and return it to school within one week.** The

final report can be accessed online usually 1 week after school ends and after all outstanding fees are paid.

The purpose of the report card is to report the child's achievement. The report card is a concise method of communicating to parents and students the level of growth attained during a specific period of time. It should be discussed by the parent and student, and serve as a positive tool to effect continued growth. Since each child has different abilities, it is important to help the child recognize his/her potential and work up to his/her ability. Please take time to review the grade reports with your child, and note their individual strengths and weaknesses - not in comparison with brothers and sisters.

Student Progress - Parents may access student grades in FastDirect under the *Grades* tab anytime throughout the year to check on a student's growth. Because these reports are an indication of a child's continuing progress and may fluctuate with each grade entered, it is important to monitor your child's progress regularly.

If you are unable to access FastDirect, please call the school office for assistance.

Grading Scale (Gr. K-2):

- M = Mastery
- S = Satisfactory
- P = Progressing
- E = Emerging

These grades will show the level of achievement in the benchmarks as outlined in the subject areas of the Sts. Joachim and Ann Catholic School curriculum.

Grading Scale (Gr. 3-8):

- A+ = 98-100
- A = 95-97
- A- = 93-94
- B+ = 90-92
- B = 87-89
- B- = 85-86
- C+ = 83-84
- C = 80-82
- C- = 78-79
- D+ = 76-77
- D = 72-75
- D- = 70-71
- F = Below 70

Conduct Grade - The student's overall conduct grade reflects his/her behavior both in the classroom and outside the classroom during recess and lunch periods, at the change of classes, etc.

We encourage parents to check with the teacher about the student's discipline card especially at the time of the report cards. Overall conduct grade is determined by the number of major marks and office visits.

Each major mark lowers the overall conduct grade by a letter grade as follows:

<u>Number of Majors</u>	<u>Conduct Letter Grade</u>
0	A
1	B
2	C
3	D
4	F

If a student receives a suspension, the child's conduct grade will reflect the seriousness of the action.

FastDirect Messaging - FastDirect Messaging is a tool offered for brief communication between parents and school about a student's grades. These messages are to be used for school activities only. FastDirect messages are not e-mail. Messages should be kept to two lines or less. If more communication is needed, parents should contact teachers through e-mail or by telephone. **Students may not**

turn in assignments through the messaging system.

GRADUATION

To move to the next grade level or to graduate from Sts. Joachim and Ann Catholic School, a student must have the ability to show satisfactory mastery of academic benchmarks in subjects at each grade level as outlined in the school's curriculum; maintained satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

HEALTH

Every child shall receive a periodic, comprehensive physical examination upon entrance into Sts. Joachim and Ann School, K through 8th grade. Following the practice in the St. Louis Archdiocese, students are required to have a completed physical upon entrance into kindergarten, 3rd, and 6th grade. (SB Policy #16)

There is a trained member of our staff on duty each day from 8:00AM – 2:30PM. This staff member has completed the proper training for personnel on “Medication Administration” through the Archdiocese, and has Heartsaver AED/CPR certification as well as training in First Aid and Epi Pen administration.

Health Records – Health records will be maintained in accordance with Missouri State Law as mandated by section 167.181 RsMo. It is unlawful for any child to attend school unless the child has been immunized according to the law or unless the parent or

guardian has signed and placed on file a statement of medical or religious exemption with the school administrator. Each school shall have a record prepared showing the immunization status of each child. School records require month, day, and year for all immunizations, a confirmed written statement of intervals. The child's immunization record must be kept up to date. Parents who have questions should contact their doctor or the St. Charles County Health Department at 949-7400.

Each case of HTLV-III virus infection, ARC or AIDS in a student, faculty member or staff person shall be evaluated upon its own merit. Upon acceptance to school, the person involved will be placed in the least restrictive environment. Only those with a need to know, such as principal, teacher, health aide, and pastor, are informed about the person's diagnosis.

Communicable Diseases - Guidelines will be followed regarding communicable diseases. (SB Policy #14)

If you suspect that your child may have a communicable disease, please notify the school office and do not send him/her to school.

The following are guidelines for school attendance regarding communicable diseases:

Chicken Pox: May not attend school until six days following the eruption of the first crop of vesicles.

Conjunctivitis (Pink Eye): Exclusion from school until treated with prescription antibiotic drops for at least 24 hours and weeping has stopped.

Fever: Following the general fever guidelines, a child with a fever greater than 100.5 degrees or 1-2 degrees above child's normal temperature will be sent home. Students must be completely fever free for

24 hours without acetaminophen/ibuprofen before returning to school.

Measles: May not attend school until rash has disappeared—usually about a week.

Mumps: May not attend school until all swelling has disappeared—usually about 12 days from onset.

Strep Throat/ Scarlet fever: Must be excluded from school until all discharge has ceased and child has been fever free for 24 hours without acetaminophen/ibuprofen.

Whooping cough: Must be excluded from school three weeks from onset of paroxysmal cough.

Impetigo: Must be excluded from school until sores are completely healed or child has note from doctor that they are no longer contagious.

Pediculosis (Lice): Must be excluded from school until free from all insects and “nits.” Proof of treatment (label from medication or note from physician) is required upon return to school. Upon return to school the child will be rechecked by school staff before student is readmitted to class.

Health Checks - During the course of the school year, various health checks will be made at school.

Emergencies -

Sts. Joachim and Ann School will maintain written procedures to guide the school staff regarding injured or ill students. (SB Policy #15)

The “Parent Data” in FastDirect is used as our emergency information and should be kept up-to-date throughout the school year.

It is most important that the information on the form be kept current. If you have a change in address or phone number during the school year, please notify the office at once.

Medication - Most medications that children require do not need to be given at school. Any medication that is given three

times a day will be given at home (morning, after school, and bedtime). The school will not administer the first dose of any medication. If a medication (prescribed or over-the-counter) must be given at school, the parents must follow these requirements:

(1) An emergency authorization form must be on file in the school listing the name of the child’s physician and phone number.

(2) There must be a written physician’s order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered “as needed” a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the pharmacy container may serve as the physician’s order.

(3) Written permission must be provided by the parent/guardian requesting that the school comply with the physician’s order.

(4) Prescription medication should be brought to the school in a container appropriately labeled by the pharmacy.

Non-prescription medication should be in the original container. Ideally, the parent will have two containers, one for home and one for school. For medication that will be given for the entire year, the child needs a new prescription container each school year.

(5) If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician’s order.

(6) The school has the right to call the physician to clarify the medication order.

(7) **Students may not carry medications with them at school.** If your child requires Tylenol for headaches or tooth pain, cough syrup for a cough, Advil for abdominal cramping, etc., you will need a physician’s order. You may want to contact your

physician and have him/her mail or fax the order to school. We will also need written permission from parent/guardian. Having the order in place will save your child from needing the medication and not being able to get it. The over-the-counter medications must be supplied by the parent in their original container.

(8) All students with a history of an anaphylactic allergy must maintain two (2) Epinephrine (Epi pen) Kits at school and have an emergency health care plan with a physician's signature on file.

(9) The school is authorized to use non-prescription topical dressings, such as hydrogen peroxide or antibiotic cream, on minor cuts, scrapes, or bruises.

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 prescribed 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 (*Physician Consent for Medication Administration*), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's order may be faxed or mailed to the school.);**
- 2. written consent of the parent/guardian for school personnel to administer the medication (*Parental Consent for Medication Administration to their Child*);**
- 3. the medication in the original container;**

4. proper training of personnel on medication administration.

All medication sent to school is secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation is kept on every dose given. (AEEG #4401.4)

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. (AEEG #4401.6)

Food Products – Food products brought into school are limited to commercially prepared treats. Because of confidentiality of information about students with a diagnosis of severe allergies, the distribution and handling of food is limited to teachers and staff. Parents should not hand food items to students at school and they should check with the teacher and health advocate in the clinic before anything is given to students. Foods prepared at home should not be brought into the classroom for sharing. (Recommendations from St. Louis Co. Department of Health.)

HOMEWORK/CLASS WORK

Homework is a means for parents to become involved in a child's education. The purpose of homework is to help students master, develop, and study concepts, which are relevant to class lessons and to foster habits of individual study. A quiet place and certain time to study help develop good study habits.

Parents may expect the children in primary grades to spend 15-30 minutes a night; in intermediate grades (4-5) 40-60 minutes; and in junior high (6-8) 60-90 minutes. If there is a question regarding homework, please contact the teacher.

Parents can expect students to be given long-term assignments from time to time. While the students will be given directions and reminders in school about the timely completion of these assignments, the parent is encouraged to do the same at home. It is helpful to encourage the student to complete the assignment before the deadline instead of waiting until the last minute.

Homework/make-up work will be given out when a student returns from vacation. Absent work is not usually sent home until the second consecutive day a student has been absent. Parents may call to make arrangements to pick up work.

HONOR ROLLS

Students in grades 4-8 are eligible to receive honor roll certificates. The honor roll qualifications are determined from the major academic subjects. However, students must have an "A" or "B" in conduct, as well as all Fine Arts and Physical Education classes to be eligible for honor roll.

Students who maintain straight A's for the quarter are on the **Principal's Honor Roll**. Students who maintain A's and B's are on the **Honor Roll**.

PRIVACY

Maintaining Family Privacy

Sts. Joachim and Ann School seeks permission from parents through the Media Authorization Form for the use of a student or family member's photographic image, video image, or audio recording which may be used for publicity or marketing purposes.

Maintaining School Privacy

Sts. Joachim and Ann 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 our 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 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 teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless

the student/parents 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.

Students who misuse or violate the privacy of others through technology will receive an immediate office visit with a consequence appropriate to the child's age and behavior.

PTO (Parent/Teacher Organization)

Sts. Joachim and Ann PTO (Parent-Teacher Organization) was formed for the advancement of Catholic education and the welfare of all the children of the school. It shall act in the promotion of parent-school activities, and to increase on the part of its members an interest in educational, religious, and civic affairs. It shall attempt to enhance the parents' and teachers' role in the education of the child by increasing their knowledge of education and its processes, by increasing their mutual understanding of the Catholic family, and also by providing an opportunity for parents and teachers to work together for the good of the child and the community. (Sts. Joachim and Ann PTO by-laws)

2018-2019 PTO Officers:

- Stacy Regnier – President
- Teresa Bishara – Vice President
- Michelle Comella – Treasurer
- Katherine Oberhill – Secretary

All parents and guardians of children in school are members of the PTO. The first general meeting is held in September. Many volunteers are needed to meet the "FUN-raising" goals of the PTO. Families are asked to pay a \$100 assessment fee. However, each family has the opportunity to earn a \$25 credit based on

8 volunteer hours of service provided by the parents throughout the year. You may allocate your \$25 credit to the following year's PTO assessment, book fees, cafeteria account. Money is spent directly to aid classroom instruction, update the computer lab and classrooms, and purchase equipment/supplies for the classrooms and the library.

RECESS

If for any reason a child must remain indoors at recess, a note must be sent by the parents stating the date and reason.

Students are expected to treat others with respect, following these guidelines:

- Use appropriate language and gestures.
- Respect all persons and property.
- Stay in assigned area unless directed otherwise by the adult on duty.
- Stop playing, be silent, and walk to the line when the bell rings.
- Stop playing and stand still when the adult on duty blows the whistle indicating a car is entering or leaving the playground area.
- Play in a safe and appropriate manner.
- Use equipment appropriately. (No kicking basketballs or volleyballs, no pulling on nets, etc.)

Students should not return to the building unless he/she is injured or ill.

On the days of inclement weather, students in Grades 1-6 are expected to be in their own classrooms playing board games, etc. and following classroom rules. Students in Grades 7-8 remain in the cafeteria or go to the gym after lunch.

RETENTION

A student may be retained in a particular grade level if it is thought to be in the best interest of the child. This decision will be made by the parents, teacher, and principal.

SAFE ENVIRONMENT PROGRAM

All Employees and Volunteers age 18 and older who work or volunteer with or near minor children in any parish program must be compliant with the Safe Environment Program established by the United States Conference of Catholic Bishops in June, 2002.

Below are the necessary steps for compliance in the Safe Environment Program.

- Attend a Protecting God's Children workshop. The schedule of classes throughout the Archdiocese is available at www.stlarch.org. **Registration for the Protecting God's Children workshop is required.** Please go online to www.virtus.org – *Registration/Begin the Registration Process/Select St. Louis Archdiocese* and follow the prompts to create your personal account.
- Submit to a Criminal Records Check (background screening). Please complete a *Worker Registration* form, **You must also register online with the Family Care Safety Registry (FCSR) at health.mo.gov/safety/fcsr.** Once on the Home Page of the FCSR,

go to *Register Online - Registration - Register – Is a Person Registered*. There is a one-time fee payable to FCSR by credit card.

- Read and agree to abide by the *Code of Ethical Conduct For Clergy, Employees and Volunteers Working With Minors*. A copy of the handbook is available from the rectory office, or at www.archstl.org. Please sign and return the last page.
- If you have lived outside of Missouri within the past 5 years, you must complete an American Checked Waiver. American Checked is a company that the Archdiocese of St. Louis has contracted with to provide out-of-state screenings for employees and volunteers.

All completed documents are to be returned to JoAnne Van Acker

- mail - 4112 McClay Road, St. Charles, 63304
- fax - 636.441.6574
- email - jvanacker@stsja.org

If you should have any questions, please don't hesitate to contact:

JoAnne Van Acker
Child Safety Coordinator
Sts. Joachim and Ann Parish
Phone: 636.441.7503
Email: jvanacker@stsja.org

SCHOLARSHIPS

Sts. Joachim and Ann Parish provides students in both the PSR and Full-Time School programs with various scholarship opportunities. Each scholarship is governed

by the rules and requirements of the individual organizations.

Sts. Joachim and Ann Athletic Association Scholarship, when available, is offered to two eighth grade students of the parish who will attend a Catholic High School.

St. Joachim's Men's Club Scholarship, when available, is awarded to a deserving eighth grade student to reward hard work and leadership.

In addition, the Sts. Joachim and Ann PTO sponsors an opportunity for all 7th grade students of Sts. Joachim and Ann Catholic School to enter into an essay contest for a \$500 scholarship. One scholarship in the amount of \$500 will be awarded to a returning 7th grade student to be used towards tuition in their 8th grade year at Sts. Joachim and Ann Catholic School.

SCHOOL ACTIVITIES

Throughout the school year, there are activities that have grown to be traditions here at Sts. Joachim and Ann School.

Accelerated Reader (AR) Students (K-8) that reach incremental levels of points through the AR program will receive incentives throughout the year.

Band Program – The students who have chosen to be a part of the band will participate in a Winter Concert and a Spring Concert. All are invited to these evening concerts. The dates are on the school calendar.

Catholic Schools Week – A week to celebrate our Catholic Identity through a variety of activities and events using the branding of Sts. Joachim and Ann Catholic School: *A Child of Faith, A Child of Wonder, A Child of Service, Embraced in Community and Empowered for Life*

Variety Show – Each year students are given directions on eligibility to try out and participate in the annual Variety Show. Be sure to check the school newsletter for specific dates.

Service Projects – Students are encouraged to participate in a number of service activities held throughout the year to benefit a variety of causes such as Pro-life, Sts. Joachim and Ann Care Service, Missionary Childhood Association, etc.

Olympic Day – This day begins late and ends early. The students are divided into teams which are composed of all grade levels. The teams participate in non-competitive type games. Students are grouped under the flags of different countries. Parent volunteers are a very necessary part of this day. Olympic Day is usually held on a school day in the latter part of May.

SCHOOL BOARD

The School Board acts as an advisory board to the pastor in determining general policies and plans for the school.

The School Board meets at 6:30 PM generally on the fourth Monday of each month with the exception of June. Meetings are usually held in the Rectory Meeting Room. Board meetings are open and visitors are welcome. Meeting dates are published in the monthly calendar.

Members of the Board:

Katie Corrigan	Cindi Johnson
Shawn Criscione	Kristen Kladiva
Becki Feldmann	Vicky Sprouse
Doug Helfrich	Mark Willard

SCHOOL CLOSINGS

In case of emergency or inclement weather, school closings will first be listed on our website at www.stsj.org. It will also be on the following television stations: KMOV channel 4 and KSDK channel 5. In addition, our School Information System, *FastDirect*, will also have a posted note on the closure. Parents who would like to receive messages via e-mail and cell phone will need to give authorization for this feature by filling in the proper information listed in their *FastDirect* profile.

Pending certain circumstances, school start time may be delayed until 9:00AM and announced as such through all of the above forms of media. If the school does start at 9:00AM, there will be NO morning care and doors will open at 8:45AM.

As a general rule, school will not close early during a school day. If parents are concerned about the weather and/or road conditions, they are encouraged to make their own decision about arrival time and/or pick-up for their children. In case of a school daytime emergency, phone lines to be used for parents calling the campus are 636-441-4835 or 636-447-8284.

In case of a major emergency, please see Appendix B in the back of this handbook.

SPECIAL SERVICES/REFERRALS FOR SPECIAL EVALUATION

The school attempts to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important that the school fairly evaluate

both students' special needs and the school's capabilities. The goal of all efforts to address students' special learning needs should be successful mastery of the standard curriculum in the regular setting. Children with extraordinary learning or behavioral difficulties may be referred to the public school district or the Special Education Department of the Archdiocese for special evaluation. Special services offered to our students through the Francis Howell School District are for hearing, learning difficulties, speech and language, and vision. Teachers are alert to special problems and will contact parents of any child they suspect should have this in-depth evaluation. Parents who believe their child might need special evaluation should confer first with the school's principal and learning consultant. Various interventions must be tried before the formal referral is made to Francis Howell School District or the Archdiocese. If the interventions are not successful, the school will then contact the appropriate agency and begin the referral.

SPIRITUALITY

The most important identifying mark of our school must be Spirituality. Together we must strive to incorporate the Gospel values into all that we do.

PRAYER- Our school day begins and ends with prayer. Students will pray before and after lunch. Prayer is encouraged at other times during the day, or as opportunities arise. Other school prayer experiences include the Living Rosary, May Crowning, and Stations of the Cross.

MASS- During the school year, all-school Masses and grade level Masses will be celebrated. Students actively participate in

the preparation and celebration through the help of their teachers, our parish liturgist and musician, priests, and principal.

Grade level Masses will be held on the following days:

Grades K-4 Wednesday

Grades 5-8 Thursday

All school liturgies will be held on major feasts and important days of the school year. Each class is scheduled to participate in Mass at least once a week. Watch the school calendar and newsletter for dates. We welcome our parents to our grade level and all school liturgies.

CHRISTIAN SERVICE- All students participate in various service projects sponsored by the school and support the Sts. Joachim and Ann Care Service as well as other worthwhile organizations and foreign missions. Students and families are encouraged to take part in the projects, volunteer time, financial help or prayer.

SACRAMENTS- The school helps parents prepare their children for the Sacraments of First Reconciliation and First Eucharist in the second grade. The school also helps parents of eighth grade students in the preparation of the Sacrament of Confirmation. The actual reception of the sacraments is a parish event and is arranged with the pastor.

Parents must attend the scheduled sacramental meetings for their children.

If a parent is unable to attend the scheduled meeting, an appointment needs to be made with the Director of Religious Education and/or Principal for children to obtain the required materials and information.

The school children are given the opportunity to participate in the Sacrament of the Eucharist on an average of once a week. The Sacrament of Reconciliation is offered during the seasons of Advent and Lent.

STUDENT COUNCIL

Students in grades 5-8 serve on the Student Council each year. The Student Council usually meets twice a month.

Qualification requirements for membership and elections are distributed to interested students by the Moderator. Reminders are announced over the PA system. Student Council Officer elections are usually held in August/September.

STUDENT RECORDS

Access by Parents

Parents/guardians have the right to inspect and review the official active file of their children. (AAEG #4601.2)

Access 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. (AEEG #4601.3)

Transfer of Records

There should be no release of student records to other schools, institutions, agencies, or individuals without the 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. (AEEG #4601.4)

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 old or older and still enrolled in the school. This applies to providing both written and/or oral information. (AEEG #4601.6)

TELEPHONE CALLS/MESSAGES

1. Teachers will not be called from classrooms for telephone calls. However, the message will be delivered and the teacher will return the call within 48 hours.
2. Messages of an urgent nature will be delivered to students.
3. Students are not permitted to make phone calls from school except in cases of emergency and with the permission of the teacher and the administration. All calls are made through the main office. After-school plans are to be made before coming to school.
4. Students who must bring cell phones to contact parents for after-school activities are required to keep them turned off and in their book bags or lockers until after the activity.

TEXTBOOKS/ LIBRARY BOOKS/ ELECTRONIC EQUIPMENT

Textbooks, library books, tablets, laptops, and computers are the property of the school. The student is responsible for the

care of the items assigned to him/her. Lost or damaged books or electronic equipment must be paid for by the student to whom the book/equipment was issued.

The textbooks used in school are on the Archdiocesan approved textbook list. Materials used to teach the curriculum are reviewed on a five to seven year schedule.

All Catholic Schools of the Archdiocese of St. Louis 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 by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright material 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. (AEEG #5202.6)

TRANSFERS

When a child transfers from Sts. Joachim and Ann School, formal withdrawal is to be made through the office at least two days before leaving. After all fees and tuition are paid, the student’s records will be sent to the new school. Student permanent records will not be given to the parent. They will be sent directly to the new school upon receipt of the school’s request for the records.

UNIFORMS

Uniforms are to be worn at Sts. Joachim and Ann, Kindergarten through 8th grade. (SB Policy #7)

The school board policy requires a standard uniform for both boys and girls in Kindergarten through 8th grade. Recommendations regarding uniform requirements are made by a parent committee and approved by the principal. Our last uniform review was in January of 2017. Each child should be in complete uniform unless there is a day specifically designated as a non-uniform day.

A student's appearance at school reflects an attitude of pride in self, school, and the community. Uniforms are an important part of the school setting. They allow the students to focus on their education and not be distracted by dress fads or accessories. They allow the teachers the opportunity to get on with the business at hand of teaching. It is not the responsibility of the school or school staff to see that children are in proper uniform each day; it is the responsibility of the parents and the child.

Therefore, Sts. Joachim and Ann needs your help, cooperation, and support of the school dress code. It is the parent's responsibility to dress their children in the prescribed dress code. All clothing should fit properly and be neat, cleaned, pressed and mended when necessary. Hair must be neat and clean. No distracting hairstyles are permitted for boys or girls. Designs, cuts into the scalp, and spiked hair are not allowed. Extreme hair colors are not permitted. For boys, the length of hair is to be no

longer than the collar and worn above the eyebrows in front.

Consequences for students who are out of uniform:

- Nonessentials will be removed (sweatshirts, sweaters, jewelry, excessive hair clips, etc.).
- For grades K-8, student will call home if essentials of the uniform are not present. Parents will be asked to bring the item to school; or if possible, the school will provide a clean uniform for the day that will be cleaned and returned on the next school day.
- For grades K-3, a message will also be noted in the student's assignment notebook.
- Students in grade 4-8, who are not in compliance with the dress code in minor ways, such as a shirt untucked, socks rolled down, inappropriate socks, no PE uniform, skirts rolled-up, etc. will receive a minor mark. Accumulation of minors over a time period can result in a detention. Parents will be notified of violations through the use of these minor marks and are expected to make corrections to the violations.

No uniform/dress code can possibly cover all eventualities or possibilities. **It should be understood that the administration will have the final decision as to what is acceptable and what is unacceptable.** Periodically, unannounced to the student body, dress code checks will be made in each classroom

BOYS' UNIFORMS

Shirt:

- white cotton polo style shirt, short or long sleeves

- Grade 7-8 only: red polo style shirt (available at Fischers Just Me Apparel)

- **A white turtleneck may be worn in cold weather.**
- **T-shirt worn under uniform shirt must be plain white and t-shirt sleeve may not extend past sleeve of the uniform shirt.**
- **All shirts must be tucked in at all times with no emblems or monograms.**

Pants:

- Solid navy blue, twill or corduroy uniform type.
- No jean-style pants, exterior pockets, cargo or painter pants.
- Pant legs must hang the way they were manufactured.
- Pants must be neat (no rips or holes) and worn appropriately at the waist.

Shorts:

- Solid navy blue uniform twill shorts
- Uniform shorts are not jean-style
- No exterior pockets, or overstitching
- May only be worn from beginning of school until Oct. 15 and April 15 until the end of the school year

Sweater (Optional):

- Ash gray, long sleeve v-neck cardigan or crew neck pullover sweater (Fischer's)
- No emblems or monogram

Sweatshirt (Optional):

- Sts. J&A red quarter-zip pullover with school logo available at Fisher/Just Me Apparel throughout the year.
- Sts. J&A red hoodie (will be phased out by the end of the 2019-2020 school year.
- Plain ash gray crew neck sweatshirt (can be purchased at Fischer's, Wal-Mart, Sears, etc.)

Students must wear only official J&A hoodie or sweatshirt, as stated above. A school uniform shirt must be worn underneath the sweatshirts.

Shoes:

- Tennis shoes must be clean and respectable looking with a non-marking sole. Shoes can be of any color. Shoes must be laced all the way up at all times. Shoes must be matching. No designs or patterns except for company logo are allowed. No shoes with flashing lights or wheels.
- Black loafer style shoes are also acceptable.
- No clogs, boots, hiking boots, sandals, high tops, or open toe or open back shoes.

Socks:

- (1 ½" cuff minimum) Solid white, gray, navy, or black
- Must be visible and cover the ankle
- No logos

Belt:

- Must be worn if uniform shorts/pants have belt loops
- Solid brown, navy, or black with plain buckle

Accessories:

- Our preference is that boys do not wear an earring or bleach the top of their hair. Hairstyle and color of hair must be in keeping with the total image the uniform represents.
- Students may wear no more than one post earring in an ear.
- Wrist watches may be worn. We ask that students do not wear Apple iWatch or other smart watches.
- No necklaces, unless they are a religious medal on a thin metal chain and are worn under the shirt.

Spirit Uniform:

- **Blue** jeans or uniform pants (no rips or holes), or uniform shorts (which only can be worn from the beginning of school year through October 15th and from April 15th until the end of the school year).
- Red J&A Spirit T-shirt (Spirit order form – included in August Packet envelope – also orders may be placed throughout the school year as needed)
- 8th graders may wear their class T-shirt/hoodie.

Note: The Spirit Uniform is worn on a variety of spirit and reward days.

Warm Weather Uniform (Optional):

- Navy dress walking shorts with white uniform shirt.
- Walking shorts must have an appropriate inseam based on the size of the student.
- Uniform shorts may be worn from the beginning of the school year through October 15th and from April 15th until the end of school year.

GIRLS' UNIFORMS

Shirt:

- white polo style shirt, short or long sleeves; or white poly/cotton round-collared blouse, short or long sleeves
- Grade 7-8 only: red polo style shirt (available at Fischers Just Me Apparel)
 - **A white turtleneck may be worn in cold weather.**
 - **T-shirt worn under uniform shirt must be plain white and t-shirt sleeve may not extend past the sleeve of the uniform shirt.**
 - **All shirts must be tucked in at all times; no emblems or monograms, lace, ruffles, or decorative stitching.**

Jumper/Skirt:

- **Grades K-4:** Uniform jumper & white uniform shirt or blouse OR uniform pants & white uniform shirt or blouse.
- **Grades 5-8:** Uniform skirt & white uniform shirt or blouse OR uniform pants & white uniform shirt or blouse.
- Uniform jumper and skirt at appropriate length (not above the fingertips with hands at sides)
- Modesty shorts should be worn under the skirt or jumper. Stretch bike shorts in the colors of solid black or navy are recommended. No long pants may be worn under skirts or jumpers.

Pants:

- Solid navy blue, twill or corduroy uniform type
- No jean-style pants, exterior pockets, cargo or painter pants
- Pant legs must hang the way they were manufactured
- Pants must be neat (no rips or holes) and worn appropriately at the waist

Shorts:

- Solid navy blue uniform twill shorts
- Uniform shorts are not jean-style
- No exterior pockets, or overstitching
- May only be worn from beginning of school until Oct. 15 and April 15 until the end of the school year

Sweater (Optional):

- Ash gray, long sleeve crew neck cardigan or crew neck pullover sweater (Fischer's)
- No emblems or monograms

Sweatshirt (Optional):

- Sts. J&A red quarter-zip pullover with school logo available at Fisher/Just Me Apparel throughout the year.

- Sts. J&A red hoodie (will be phased out by the end of the 2019-2020 school year.

Shoes:

- Tennis shoes must be clean and respectable looking with a non-marking sole. Shoes can be of any color. Shoes must be laced all the way up at all times. Shoes must be matching. No designs or patterns except for company logo are allowed. No shoes with flashing lights or wheels.
- Black loafer style shoes are also acceptable.
- No clogs, heels, boots, hiking boots, sandals, high tops, or open toe or open back shoes.

Socks:

- (1 ½” cuff minimum) Solid white, gray, navy, or black
- Must be visible and cover the ankle
- No logos
- Tights must be white or navy
- Navy blue leggings (to the ankle) may be worn with uniform socks in cold weather
- No leg warmers, buttons, lace bows, or trim of any kind

Belt:

- Must be worn if uniform shorts/pants have belt loops
- Solid brown, navy, or black with plain buckle

Accessories:

- Hairstyle, hair ornaments, and color of hair must be in keeping with the total image the uniform represents. Extreme hair colors are not permitted
- Headbands should only advertise Sts. Joachim and Ann.
- Students may wear no more than one post earring in an ear.

- Wrist watches may be worn. We ask that students do not wear Apple iWatch or other smart watches.
- No necklaces, unless they are a religious medal on a thin metal chain and are worn under the shirt/blouse.
- No make-up or colored nail polish.

Spirit Uniform:

- Blue jeans or blue jean capris, no rips or holes (capris must cover the knees) or uniform pants (or uniform shorts which only can be worn from the beginning of school year through October 15th and from April 15th until the end of the school year). Please no leggings or “jeggings”, or yoga pants.
- Red J&A Spirit T-shirt (Spirit order form – included in August Packet envelope – also, orders may be placed throughout the school year as needed)
- 8th graders may wear their class T-shirt/hoodie.

Note: The Spirit Uniform is worn on a variety of spirit and reward days.

Warm Weather Uniform (Optional):

- Navy dress walking shorts with white uniform shirt or blouse.
- Walking shorts must have an appropriate inseam based on the size of the student.
- Uniform shorts may be worn from the beginning of the school year through October 15th and from April 15th until the end of the school year.

ADDITIONAL UNIFORM INFORMATION FOR BOTH BOYS AND GIRLS:

All students will be allowed the option to add:

- A Sts. J & A gray sweatshirt available through Fischer’s; or

- Sts. J&A red quarter-zip pullover with school logo available at Fisher/Just Me Apparel throughout the year.
- Sts. J&A red hoodie (will be phased out by the end of the 2019-2020 school year.
- A plain gray crew type sweatshirt which can be purchased at any retailer.
- **NOTE: These sweatshirts must be worn with the school uniform shirt or blouse. (They cannot be worn alone.)**

SCOUT UNIFORMS:

When Scout meetings/events occur immediately after school, Boy Scouts may wear their shirt with the blue uniform pants or shorts. Girl Scouts may wear their vest or sash with a white uniform shirt and their school uniform jumper, pants, or shorts.

GYM UNIFORM:

Tennis shoes must be worn on all PE days for Gr. K-8.

Grades K-3 will wear regular uniform on PE days. If girls wear jumpers, they should wear shorts under their skirts. Girls should always have “modesty” shorts on under their uniforms.

Grades 4-5 will wear navy or red shorts and a plain red, navy, or any Sts. Joachim and Ann T-Shirt or sweatshirt. From November 15th through April 15th, red or navy sweat suits/athletic pants can be worn.

Grades 6-8 will wear navy or red shorts and a plain red, navy, or any Sts. Joachim and Ann T-Shirt or sweatshirt. From

November 15th through April 15th, red or navy sweat suits/athletic pants can be worn. Navy or black warm-up pants may also be worn.

It is suggested that shorts be worn under sweatpants.

SPIRIT UNIFORM REWARD DAY:

If a student has been in full uniform all month, he/she may wear the Spirit uniform on the designated day (usually the last Wednesday of the month). Being in uniform also includes: wearing shirt/blouse tucked in so belt or waistband can be seen, not wearing oversized clothing, dressing out for gym, wearing correct warm weather uniform shorts.

Teachers will inform students whether they may be in Spirit uniform on the designated day. If a student should be in uniform and is not, the parent will be called to bring the proper uniform to school.

VIRTUE DAYS:

As part of our Virtue-Based Restorative Discipline Program, we have monthly “Choose Love” shirts for the students. On these scheduled days, we focus on our Virtue of the Month and students have the option of coming to school in either their “Choose Love” T-shirts, to remind them of the program, with jeans, or they may wear their regular uniform. Unlike the Spirit Wear uniform, a **one-time** order for those wanting to obtain a shirt will be placed at the beginning of the year. This will provide our new families and Junior and Kindergarten families, as well as anyone whose shirt is in need of replacing due to wear or change in size, an opportunity to purchase a virtue T-shirt. Please keep in mind that this is completely optional. All

students will participate fully in any of the Virtue activities: e.g. tolerance and acceptance, regardless of whether they are in standard uniform or virtue T-shirt and jeans.

OUT OF UNIFORM DAYS SUCH AS PICTURE DAY, ETC.:

- Shirts must have sleeves (whether you are wearing a jacket or sweater over it or not) and be long enough to tuck in
- Logos, wording, and design must be appropriate
- Shorts (worn during uniform short season only) and skirts must be the appropriate length (not above the fingertips with hands at sides)
- Pants must be neat (no holes or rips) and worn appropriately around waist.
- Capris that cover the knees may be worn.
- For safety reasons, uniform code shoes must be available for recess and PE. We encourage, for safety reasons, no flip-flops or sandals.

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 will not be allowed. (AEEG #4303.6)

STUDENT ACCIDENT INSURANCE:

Student accident insurance is available to any family in our school who may be interested. This coverage is offered through K&K Insurance Group, Inc. a company that has been dealing with student accident insurance for many years. The plans are underwritten by Nationwide Life Insurance Company, an A.M. Best A+ “Superior” rated carrier. To find more information about the program, access K&K’s website at www.studentinsurance-kk.com . (Information can be found on the Links tab in Fast Direct). Online enrollment is also available at this site. You can also obtain printed information through the school office.

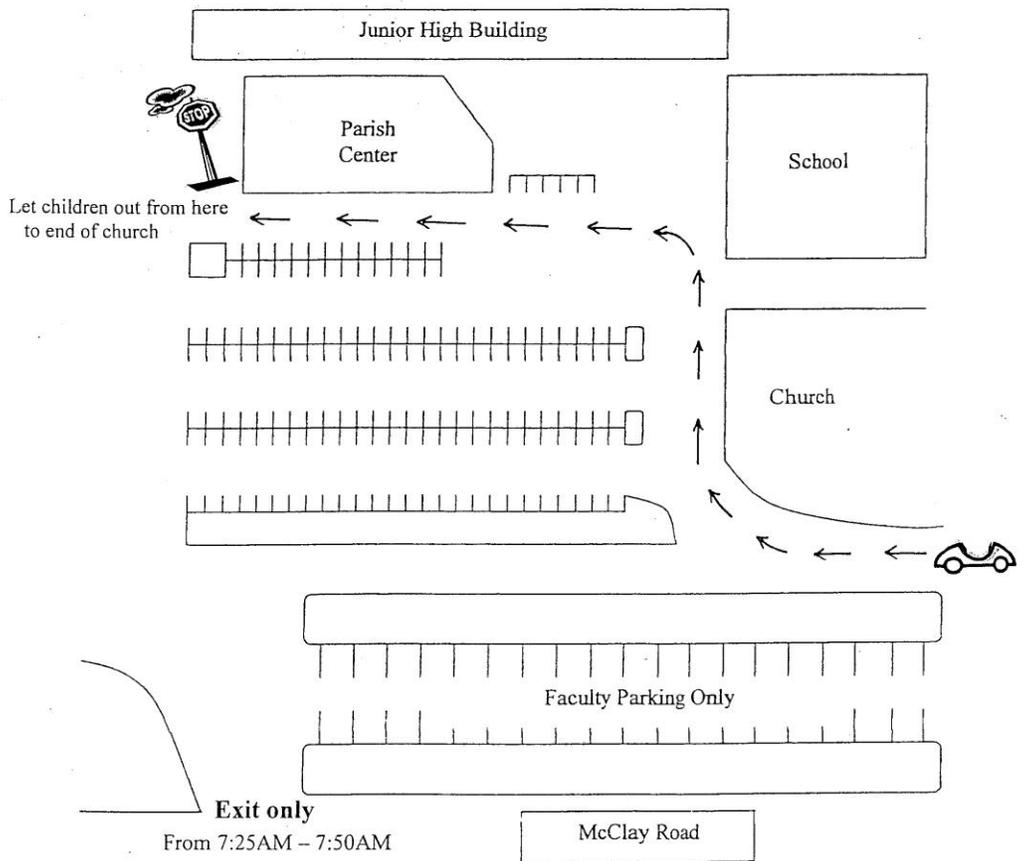
**Changes in Handbook:
The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes through the weekly newsletter.**

(AEEG #) = Archdiocesan Elementary Education Manual Guidelines
(SB #) = Sts. Joachim and Ann School Board Policy

APPENDIX 'A'

ARRIVAL AND DISMISSAL DIAGRAMS

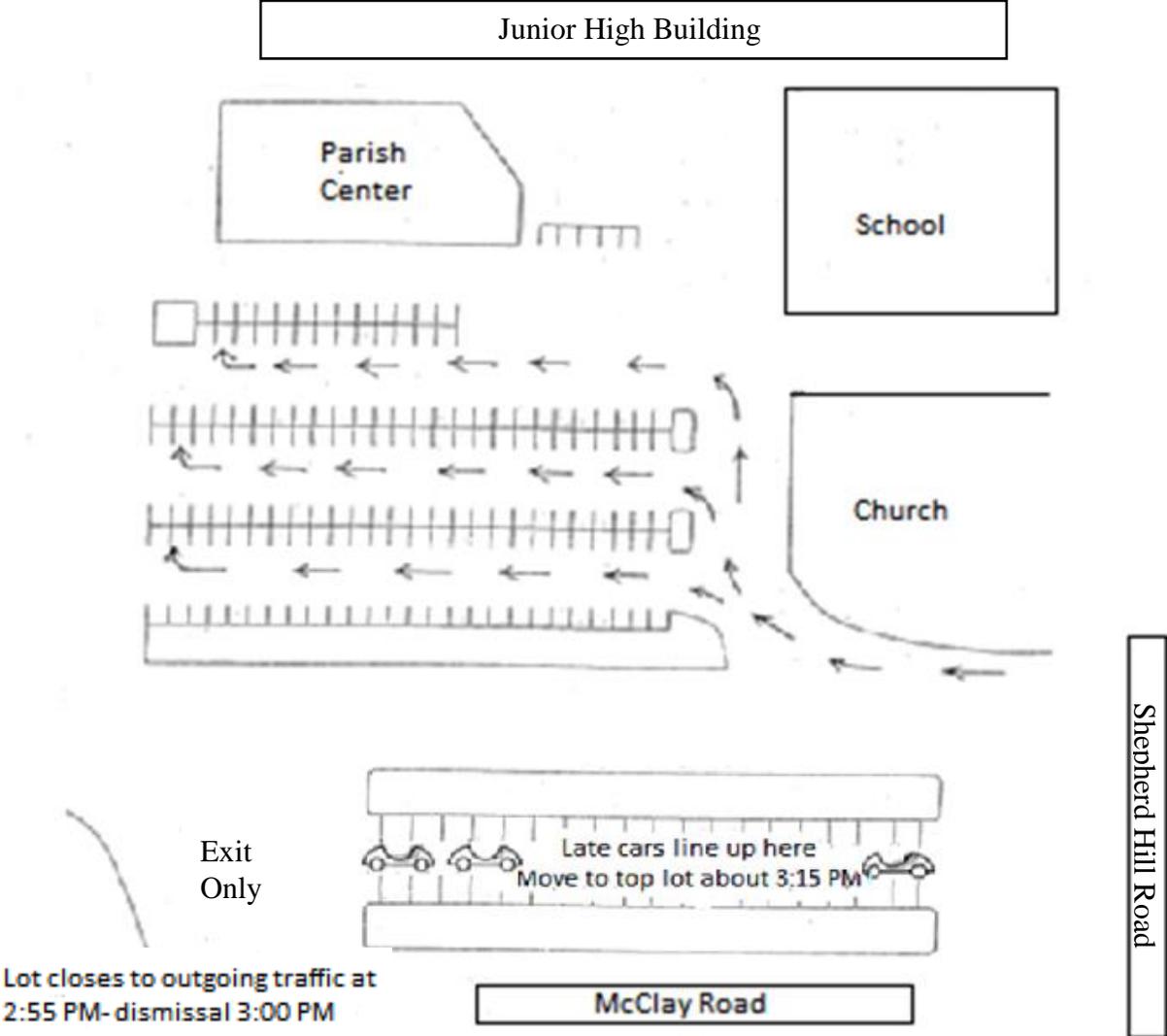
Morning Drop Off Procedure



APPENDIX A

(Over, please)

Dismissal Procedure



****All cars are expected to enter from Shepherd Hill Road and to park FACING the Parish Center****

**EMERGENCY DISMISSAL
PROCEDURE –
OUTDOOR PLAN**

EMERGENCY DISMISSAL PROCEDURE

INDOOR PLAN

If it becomes necessary to dismiss students early due to power failure or other major emergency, and it is possible to keep the students and staff indoors, we will use the following procedure:

- All students and homeroom teachers will be instructed (using intercom, or if intercom is not working, some other method) to assemble in Church or the Parish Center and sit where they normally do for Mass.
- After all the children are in the Church or Parish Center, tables will be set up at the entrance into Church (by the office) or the entrance to the Parish Center.
- All special teachers (Art, Music, P.E., Learning Consultant) will report to the office to be assigned certain tasks.
- If possible, a message will be sent to all parents via our FastDirect Communication system and the office staff will begin to call parents using the set of Emergency Information Forms kept in the office. A brief message may be recorded by office staff on the main line (636-441-4835) stating the emergency and giving instructions. KMOX may also be notified.

IF STUDENTS ARE IN CHURCH: A special teacher will be stationed at the main building's side entrance (near Rm. 15) informing individuals who will be picking up students to come into the hallway and wind around until they are by the doors going into Church (near the Office). Tables set up there will be manned by two special teachers who will check the emergency forms to see if the individual who is picking up the student(s) is listed there.

IF STUDENTS ARE IN PARISH CENTER: A special teacher will be stationed at the entrance and parents will line up in the lobby. Tables set up there will be manned by two special teachers who will check the emergency forms to see if the individual who is picking up the student(s) is listed there.

After the individual has been approved to pick up the student(s), he/she will be given a small sheet of notepaper with the student(s)' name(s) on it. They will then go into Church or Parish Center where the Principal will call for the student(s) using a bullhorn (or, if we have electricity, will speak from the podium). Parents and students will be directed to exit from the back of church or by the side exit in the Parish Center.

EVACUATION / EMERGENCY DISMISSAL PROCEDURE

OUTDOOR PLAN

In the event of an emergency or natural disaster, which makes it necessary to evacuate the building, the following procedure for evacuation and dismissal should be followed:

1. Normal fire plan should be used in exiting the building (if normal exits cannot be used, classrooms should use the secondary egress). **All classrooms** will head toward the soccer field muster area, or in case of rain or snow, the muster area on the blacktop, away from the buildings and light posts. **[TEACHERS WILL TAKE EMERGENCY BINDERS AND EMERGENCY KITS WITH THEM ON THEIR WAY OUT.]**

Note: If it is not safe to use the soccer field or blacktop, teachers will somehow be notified (either by intercom or bullhorn) that we need to move to the property next to us (new Care Service building) or to Fairmount Elementary School (636-851-4500).

2. All special teachers (Art, Music, P.E., etc.) will report to the muster area where they will be assigned certain tasks.

All homerooms will line up in a straight line in their muster area – teachers will then take attendance. Teachers will hold up red or green cards – Red – missing a student; Green – all present. One of the special teachers will check with each homeroom teacher to see if anyone is missing or injured. If possible, homerooms will then be grouped as Junior Kindergarten with 6th grade buddies; Kindergarten with 7th grade buddies; Grade 1 with 8th grade buddies; Grade 2 and 3; and Grade 4 and 5. Teachers will keep students calm – may gather them in a circle. Teachers will put on orange vests.

If any students are injured seriously, they will need to be separated and put in one staging area on the field closest to the concession stand for the clinician to tend to them.

3. Individuals arriving to pick up students will be instructed as to where to go to pick up their children. Some special teachers and office staff will man pick-up station – others will act as runners to obtain students in the muster area.
4. After individual has been approved to pick up student(s), he/she will be given a slip of paper with student(s)' name(s) on it which they will then give to a runner to obtain their children. They will then be instructed to leave the premises as quickly as possible in an orderly fashion.

(5/14)

APPENDIX 'C'

ACCEPTABLE USE POLICY

STS. JOACHIM AND ANN SCHOOL ACCEPTABLE USE POLICY

The role of the computer in education and society has evolved into a daily tool and resource and will only expand in the future. For this reason, Sts. Joachim and Ann School is committed to providing a comprehensive computer technology curriculum.

An important element of a computer program is the ability to retrieve information from a wide variety of sources. An essential part of this is the use of the Internet. Mindful of the need to educate our students on the use of the Internet, it is crucial to realize the responsibilities of its use.

Parents, students, and teachers are asked to sign an acceptable use policy which emphasizes the personal responsibilities of anyone using the school's computer and telecommunications resources, including FastDirect.

Acceptable Use Policy:

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Sts. Joachim and Ann community. Network and Internet access is provided to further the educational goals of this institution. Sts. Joachim and Ann School provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of Sts. Joachim and Ann School are encouraged to use the computers, software, electronic mail (email), or network software for educational or school related activities and to facilitate the efficient exchange of information and ideas. However, the equipment, software, and network capacities provided through the school computer services are, and remain, the property of Sts. Joachim and Ann School. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Examples of appropriate or acceptable educational use(s) of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.

Examples of inappropriate or unacceptable use(s) include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any materials in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted material without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. It is also illegal for anyone to knowingly allow any telecommunication facility under their control to be used for the transmission of illegal material.
- The sending of unsolicited junk mail or chain letters is prohibited.

- The use of offensive, obscene, inflammatory or defamatory speech or language is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The installation of personal software is prohibited unless permission from the Principal and Technology Coordinator is granted.
- The forgery, reading, deleting, copying, or modifying of any files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Principal or Technology Coordinator from intercepting and stopping email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

Access to the school's email and similar electronic communications systems is a privilege, and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manners as are required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email, or computer address or workstation to send email without their permission is prohibited.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential, should not be communicated via email.
- Sts. Joachim and Ann School reserves the right to access email, to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive, or data storage device purchased by the school, are considered property of Sts. Joachim and Ann School.

Parents should expect from school personnel:

- Content of communications must be appropriate, professional and succinct and contain only information related directly to their area of responsibility. Personal conversations are the preferred method of conveying information relating to student performance and behavior and for addressing problems or controversy.
- All electronic and digital communication and information sharing with students and parents/guardians by School Personnel must occur through applications provided and monitored by the school ("School Technology"). School Technology includes our

website and web pages, e-mail (stsjaa.org), and Fast Direct Communication. For convenience, School Personnel may communicate with parents using a personal cell phone utilizing the voice function. To ensure student safety in an emergency situation, School Personnel may communicate with students and/or parents using a personal cell phone utilizing the voice function or text messaging function.

- Identification of the sender and recipient by actual name only in all communications.
- Parents/guardians shall also be encouraged to report to the Principal/Chief School Administrator any electronic or digital communications from School Personnel that are in violation of this policy.

This agreement applies to stand alone computers as well as computers connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The administration reserves the right to determine inappropriate uses of the technology or telecommunication resources. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

(Rev. 8/10)

Sts. Joachim and Ann School
2018-2019 K-8 Internet Permission Form
Signature Page

Please return this form to school, regardless of saying Yes or No,
by Monday, August 20, 2018

Students:

I have read the Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary or legal actions.

Print User Name: _____ (last name, first initial)

Student Signature _____ **Date:** _____

Homerom: _____

Parent or Guardian:

As the parent(s) or legal guardian(s) of the student signing above, I have read the Acceptable Use Policy and grant permission for my son/daughter to use the Internet. I understand that all computer resources are used to help educate each student. I also understand that it is impossible for Sts. Joachim and Ann School to restrict access to all controversial materials and will not hold them responsible for materials acquired from the network. I understand that individuals and families may be held liable for violations. In signing this form that grants permission for Internet use, I accept full responsibility for continuing the proper and ethical teaching of Internet usage outside of the school.

Please initial Yes or No: My child may use the Internet? _____ Yes _____ No

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature _____

Home Address: _____ Phone _____