

# **STUDENT/ PARENT HANDBOOK**

**2018-2019**

**ST. JOSEPH SCHOOL  
401 E. Kellett Street  
Martinsburg, MO 65264-2011**

**573-492-6283**

*The mission of St. Joseph School, Martinsburg, is to provide a quality Catholic education so students can grow academically, spiritually, emotionally, and physically to reach their full potential.*

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2017-2018**

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## INTRODUCTION

This handbook has been prepared to provide information about St. Joseph School, Martinsburg. It is intended to serve as a resource to parents regarding school policy, school regulations, and Jefferson City diocesan policy and regulations.

No St. Joseph School statement, policy, or regulation may contradict the policies of the Diocese of Jefferson City, Missouri, as stated in the *Diocesan Policy and Regulation Manual for Schools*. Only those Diocesan policies and regulations that are relevant to students are included in this handbook. The complete *Diocesan Policy and Regulation Manual for Schools* is available in the school office upon request.

Diocesan School Policies are indicated by a DSP. Diocesan School Regulations are indicated by a DSR. *DSP and DSR are typed in italics.*

There is no way that one handbook, no matter how complete, can include all the information about a school. Additions and changes to this handbook will be made as needed by the St. Joseph School Board and St. Joseph faculty, and the information will be sent to parents via the School-Home Communications envelope.

The organization of this St. Joseph School handbook is based on the Diocesan Policy and Regulations Manual. Sections are numbered to correspond to Diocesan policies and regulations as follows:

- 1000 – Community and External Operations
- 5000 – Students
- 6000 – Instruction
- 8000 – Communicable Disease

**NOTE: highlighted areas are either new or have changes**

## **1000 – Community and External Operations**

### **MISSION STATEMENT**

The mission of St. Joseph School, Martinsburg, is to provide a quality Catholic education so students can grow academically, spiritually, emotionally, and physically to reach their full potential.

### **PHILOSOPHY**

St. Joseph School, Martinsburg, is called by its Catholic Parish Community to assist the parents of our community in the development and education of their children toward adulthood. Under God's guidance, there should be an open relationship of communication between the parents, the teachers, and the students.

St. Joseph School believes that people must live and teach the message of Jesus Christ. God shared a message of love and salvation to guide the growth of each person. Parents must develop in that person a sense of belonging by learning to participate as an active member of the family, the church, the school, the neighborhood, and society. In this way St. Joseph School inspires a community spirit, an awareness of the needs of all people and attitudes of good citizenship.

The school believes that each child is a unique person and we must offer opportunities for the development of the talents and the abilities of each individual. At the same time, **it** must teach responsibility, self-discipline, confidence, cooperation, and self-worth.

St. Joseph School is committed to providing a quality education through a well-planned curriculum, qualified teachers, the proper teaching facilities, and modern technology to implement these.

The school must develop Christian attitudes and values in the students so they can meet the challenges of living their lives in a Christian manner today and in the future.

St. Joseph School is an integral part of the Catholic community, and it must work together so it will always be here to carry on the traditions of the Catholic Church upon which it has been so richly built.

### **STRUCTURE**

*DSP 1305*

#### ***COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish***

*The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school advisory board. The school advisory board is an advisory board established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal. The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory board advises the pastor that the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to insure the mission is sustained.*

#### **ST. JOSEPH SCHOOL ADVISORY BOARD**

St. Joseph School Advisory Board consists of six elected voting members who serve three year terms, and the pastor and principal, who are ex-officio members. Meetings are ordinarily scheduled for the second Thursday of each month.

*DSP 1430*

#### ***COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations***

*There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.*

### **ST. JOSEPH HOME AND SCHOOL ASSOCIATION**

The St. Joseph Home and School Association has been organized for the purpose of promoting better understanding between the parents and school personnel and to assist the school in the total education of the students.

Parents of St. Joseph School students are automatically members of the St. Joseph Home and School Association; a yearly \$5.00 per family fee is assessed. Meetings are ordinarily scheduled for the second Tuesday of each month.

### **SCHOOL EVALUATION AND ACCREDITATION**

#### **SCHOOL EVALUATION AND ACCREDITATION**

St. Joseph School is accredited through the Missouri Nonpublic School Accrediting Association, which is a member of the National Federation of Nonpublic School State Accrediting Associations.

### **GRIEVANCE**

**DSP 1901**

#### **COMMUNITY AND EXTERNAL OPERATIONS: *Grievance***

*Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation.*

**DSR 1901**

#### **COMMUNITY AND EXTERNAL OPERATIONS: *Administrative Recourse***

**A. *Definition***

*A “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.*

**B. *Purpose***

*The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.*

#### **C. Basic Principles**

1. *Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.*
2. *Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. **(By mutual written agreement, however, the time limits may be extended.)***
3. *The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.*
4. *There is to be no retaliation against any party or participant in the grievance procedure.*
5. *Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.*
6. *Records of formal proceedings at every Level shall be kept and made available to all parties involved.*

#### **D. Procedure**

##### **1. Informal Attempts at Resolution**

*Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.*

##### **2. Formal Grievance Procedures**

*In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.*

#### **LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL**

*The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.*

#### **LEVEL TWO: PASTOR**

*If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins*



with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

#### **LEVEL THREE: CATHOLIC SCHOOL OFFICE**

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The Catholic School Office will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

#### **LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the Catholic School Office and the grievant of his ruling. The decision of the bishop will be final and binding.

**DSP 1902**

#### **COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse**

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

**DSP 1810**

#### **COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement**

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face to face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

## **5000 – Students**

### **ADMISSION OF STUDENTS**

#### **ADMISSION OF STUDENTS**

The principal, in consultation with the pastor, will admit students according to the norms set by the Catholic School Office.

**DSP 5101**

#### **STUDENTS: Non-Discrimination**

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, sex, or any other basis that is prohibited by law, in regard to enrollment.

**DSR 5102**

#### **ADMISSION AGE**

The educational laws of the State of Missouri require that each minor from seven (7) to sixteen (16) years of age enroll and regularly attend full-time academic instruction.

The meeting of general entrance dates may be certified by either a birth or a baptismal certificate:

Preschool: Children are to be three (3) or four (4) years of age by August 1.

Kindergarten: Children are to be five years of age by August 1.

Grade 1: Children are to be six (6) years of age by August 1.

Other grades: Student placement will be based on records received and additional screening if warranted.

#### **ADMISSION PRIORITY POLICY**

Non-Catholics, as well as Catholics, are welcome to apply for admission to St. Joseph School. St. Joseph School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

When space in a class is limited, the following is the order of priority for admission to St. Joseph School:

1. Children of St. Joseph Parishioners
  - a. Children from families with children already enrolled.
  - b. First child now reaching school age.
  - c. Other children registered on approved waiting list.
2. Children from families new to the parish who were enrolled in the Catholic school at their previous address.
3. Catholic children from non-parish families with students already enrolled at St. Joseph School.
4. Non-Catholic children from families with students already enrolled.

Students in Grades 1-8 may apply for admission to St. Joseph School by contacting the principal. If there is room in the classroom for the student, the previous school will be contacted for an appraisal of the

student's academic and disciplinary background. St. Joseph School does not have the facilities or personnel to aid students who are in need of extensive academic or emotional remediation. If the previous school's appraisal is satisfactory, registration information will be given to the parents of the potential student.

***DSP 5201***

***STUDENTS: Proof of Guardianship***

*The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.*

*In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.*

*Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.*

*When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.*

*The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.*

*Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.*

**PROOF OF GUARDIANSHIP POLICY**

At the time of enrollment, the parent is to provide St. Joseph School a copy of the portion of the Custody Agreement that stipulates custody and any other pertinent information. This information is to be up-dated as changes are made.

**NON-CUSTODIAL PARENT**

St. Joseph School abides by the provisions of diocesan policy with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**ACTIVITIES**

***DSP 5545***

***STUDENTS: Alcohol Use at School Related Events***

*No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.*

**ELIGIBILITY FOR SCHOOL-SPONSORED ACTIVITIES**

A student who wishes to participate in extracurricular activities must meet certain scholastic and behavioral standards. A student: 1.) Must maintain scholastic achievement to the best of his/her potential; 2.) Must meet behavioral standards in effort, conduct, and Christian social development.

A student who does not meet these standards may not participate in extracurricular activities. Teacher(s) and principal will make regular evaluations of the student every two weeks until the next report period. If during this period the student meets the requirements, he/she will be placed on probation and may participate in the activity as long as scholastic and behavior standards continue to improve. The principal will make the final decisions in the above procedures.

Parents and coaches will be notified in writing when a child is ineligible. Ineligible students are not to practice or participate in extracurricular activities during periods of ineligibility. Ineligible students do not attend practice.

### **ATHLETIC COMMITTEE**

There is a permanent Athletic Committee; the members of this committee are the coaches, two parents who have players on the basketball or track teams who have been selected by the Home and School officers, the principal, athletic director, and two school board members. The purpose of this committee is to review and revise the athletic policy, as needed.

### **SPORTS PHYSICALS**

Each student athlete and cheerleader must have a completed physical form on file by the date of the first basketball practice.

### **NON-SCHOOL SPONSORED ACTIVITIES**

Teachers shall have or assume no responsibilities for student's activities that are not school sponsored. To clearly indicate that such activities are not school sponsored, the principal shall not allow the school name to be used for such groups or activities. The principal will approve all school activities.

### **ASBESTOS MANAGEMENT**

Control of the asbestos in St. Joseph School is coordinated by the principal with assistance from the Diocese of Jefferson City. Asbestos has been found in the crawl space above the ceiling of the original section of school (which is not accessible to students) and there is a 99.6% possibility that the floor tile in the original school building contains asbestos.

All federal and state regulations, including periodic inspections, are followed. This is the annual notification that the asbestos management plan for this school is available for public review in the school office.

### **ATTENDANCE**

**DSP 5210**

#### ***STUDENTS: Absence and Tardiness***

##### ***A. Absence***

*Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)*

*An absence of more than two hours is recorded as one-half day absence.*

**B. Tardiness**

*Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)*

*The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.*

*If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.*

**ST. JOSEPH SCHOOL ATTENDANCE STANDARDS** All students are considered tardy if they arrive after the bell at 7:40 a.m. Students who miss **two hours** or more, **whether in the morning or afternoon**, are considered absent one-half day; those who miss three hours or more are considered absent the entire day.

Students who are tardy more than **ten minutes** should be accompanied in the building by the parent/guardian bringing them. The student will proceed to their classroom immediately while the parent/guardian should sign them in at the office.

When a doctor appointment or other need requires a child to be picked up before dismissal time, a note is to be sent or the school called. Before a child leaves the building, the person picking him/her up must sign the student out in the Teacher Workroom; requested information includes date, time, name, signature, and relationship to student.

If a student is absent for three or more hours, he/she is not eligible to participate in extra-curricular activities that day or night. The faculty will make the decision of eligibility in case of a funeral, etc.

After a student has been absent, an Absentee Slip, stating the date and the reason for the absence, must be given to the teacher or secretary the day the student returns to school. These slips are kept on file

A sibling or neighbor of the absent student should pick up the student's homework daily. In theory, the student is allowed one day for each day absent in which to complete all assignments; in reality, it is beneficial for the student to be caught up with work when he/she returns to school.

If the student is to be absent for several days for any reason, surgery or otherwise, the principal and teachers are to be notified in writing (normally at least a week prior or as soon as the parents are aware of the upcoming absence). In most such cases, students will be given their homework when they return to school.

If a parent's schedule requires the child to go to a different place after school, a note is to be sent to school so the school knows the parent is aware of the change in plans.

**ST. JOSEPH SCHOOL TARDINESS STANDARDS**

The morning session begins at 7:40 a.m.; the afternoon session begins at 12:00 noon.

**DSP 5211**

**STUDENTS: Written Excuses**

*When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegate someone to investigate the situation.*

*In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.*

**STUDENTS: Requests for Family Reasons**

*Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.*

DSP 5370

**STUDENTS: Release of Individual Students from School**

*Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.*

*In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.*

*A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.*

DSP 5405

**STUDENTS: Parent/Teacher/Student Conferences**

*It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.*

DSP 5410

**STUDENTS: Promotion and Retention**

*All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.*

*If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.*

*During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.*

*If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.*

*High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma*

## **CALENDAR OF SCHOOL EVENTS**

A copy of the current year's school calendar is located in the Appendix.

## **COMMUNICATION**

### **CALENDAR**

Parents will receive a copy of the yearly calendar at the beginning of the school year. Additionally, every attempt will be made to keep the Parish "Google" calendar up to date.

### **WEEKLY NEWSLETTER**

It is the intent of the administration and staff of St. Joseph School to keep parents informed of all school policies and events. Parents will receive a weekly newsletter in the school-home communication envelope.

When the envelope arrives, parents are asked to read the information, complete any necessary forms, and return the envelope (together with necessary enclosures) within three days via their oldest child. The school secretary will collect the envelopes from the classroom teachers, analyze returned items, and prepare the envelopes for their next use. If parents have special enclosures in the envelope, these are to be indicated in the "Comments" section.

E-mails will be used to update information during the month; please notify the school if you do not have access to e-mail or do not check it regularly. Newsletters and calendars are also available on the parish website, <http://www.stjosephmb.org>

### **CHURCH BULLETIN**

It is assumed that parents read the parish bulletin each week as it contains information regarding last minute changes to the St. Joseph School schedule. Bulletins are available in the back of church during daylight hours.

### **TELEPHONE CALLS**

All telephone calls come through the office. Except in cases of emergency, parents are not to call school to talk to their children.

When absolutely necessary, a student may get permission from his/her homeroom teacher to go to the school office to place their call.

Parents who want to communicate with a teacher may call school and leave a message or send a note to school with a child and/or an e-mail may be sent to the teacher's school account. The teacher will return the call or respond to the note at their earliest opportunity. Courtesy demands that anyone who wants to speak with a teacher would set up an appointment time convenient to both teacher and parents. Normally, business is to be taken care of during the day rather than through evening phone calls to a teacher's home.

### **COMMUNICATION WITH THE PRINCIPAL**

Parents may call the principal anytime at 573-492-6283 (St. Joseph School) or 217-779-3016 (cell). The principal ordinarily leaves home by 5:30 a.m. and would prefer no telephone calls after 10:30 p.m. Evening phone calls are preferable to being met at the school door in the morning.

The principal's school e-mail address is: [rstruck@stjosephmb.org](mailto:rstruck@stjosephmb.org)

### **COMMUNICATION REGARDING ST. JOSEPH SCHOOL AND/OR PERSONNEL**

If a parent has any questions or concerns dealing with personnel of St. Joseph School, the proper procedure is to discuss the question or problem with the person it concerns. If a satisfactory response is not received, the proper channel of communication is: parent—teacher—principal—pastor.

It is strongly recommended that if parents have negative comments or complaints about the school that these be made to the appropriate school personnel rather than to others in the community. Parents are to remember that negative comments heard by students have a way of affecting the attitude and behavior of students.

### **PLEASE KEEP US INFORMED**

Communication is a two-way process and often personal events affect a student; please give the faculty the opportunity to assist your child if things are changing at home, such as: a move, ill grandparent or other relative, illness of family pet, anything that would affect your child's performance/behavior at school.

Also, please keep us informed of problems your child is having at home, such as: spending too much time on homework, crying every morning or evening about school, complaining about the same student day after day, etc.

### **CURRICULUM**

St. Joseph School provides an approved, updated curriculum for all academic levels. The primary goal of the instructional program is to provide those learning experiences which are necessary for the student's moral, intellectual, social, emotional, and physical development. This program is in accordance with the diocesan philosophy, mission statement, goals and curriculum guidelines.

The curriculum at St. Joseph School includes, but is not limited to: religion, math, language arts, reading, spelling, handwriting, social studies, science, computers, art, music, and physical education.



## DISCIPLINE

### CHRISTIAN SELF-DISCIPLINE

The general discipline rule of St. Joseph School is to treat each other with courtesy at all times.

Catholic education concerns itself with a fully integrated program of education. This involves not only the development of the intellect, but also the establishment of sound Christian principles which are derived from the teachings of Jesus Christ. Good discipline originates in the home.

The greatest influence in a child's life is his/her parents. From them he/she learns respect for himself or herself and for others. All these values help to develop self-discipline which is a necessary part of our school curriculum. At times in dealing with students, correction is necessary. It is the duty and responsibility of the school to take care of these needs to the best of his/her ability.

However, parents must also do their part in cooperating with the school if the matter is such that it comes to their attention.

In order to promote an environment conducive to learning and one that reflects a Christian atmosphere, all students will conduct themselves in keeping with their level of maturity. Each student is to:

1. Act in agreement with school policies and regulations.
2. Treat others with respect.
  - obey all teachers and persons in authority
  - use appropriate language
  - handle disagreements peacefully
  - keep hands, feet, and objects where they belong
3. Meet classroom standards of courtesy, behavior, and performance.
  - have academic honesty and integrity
  - listen when teacher or others are speaking
  - complete homework and other assignments
  - be prepared for class
  - follow directions
  - maintain a quiet hallway
4. Assume responsibility for the care of school property.
  - take care of school property
  - respect belongings of teachers and students
5. Be prompt and regular in attendance.
6. Accept the consequences of his/her own actions.

At the beginning of each school year, the general school rules are reviewed with each student and by his/her signature each student takes responsibility for obeying St. Joseph School Rules. The general school rules indicate "Students will show respect and courtesy for all persons at all times in their words, actions, and attitude. Students will demonstrate that they are trustworthy individuals who also trust others. Students will strive to give their best academic work by putting forth their best effort, being organized, and showing a positive attitude."

### SCHOOL/CLASSROOM RULES

School and classroom rules will be specified, promulgated, explained, annually reviewed and fairly applied. When a discipline problem does arise, the normal discipline procedure will be as follows:

**Step 1-**The teacher will follow classroom rules and confer with the student to resolve the issue.

**Step 2-**The teacher will send the student to the principal.

**Step 3-**A conference will be scheduled with the student, parent(s), teacher, and principal.

**Step 4-**A conference will be held with the student, parent(s), teacher, principal and pastor. The decision of the pastor is final.

### **GENERAL CONSEQUENCES**

General Consequences will include, but not limited to, the following unless a more serious response is needed:

1. The teacher will follow classroom rules which include a verbal reminder or warning.
2. A student may be denied privileges or required to do an act of Christian service for the school.
3. If property is damaged, the student will be required to make restitution for the damaged property.
4. A student may be removed from the classroom to prevent the student from disrupting or interfering with the atmosphere that is conducive to learning.
5. Situations that require more serious responses may lead to suspension or expulsion.

### **DOCUMENTATION**

In all instances of disciplinary action, there will be documentation for the disciplinary file. In the case of suspension, the written record is to contain the reason, the date of the suspension, and a summation of the parent conference. The date the report is made is to be noted and the name and signature of the person preparing the report.

**DSP 5305**

### **Catholic Faith and Moral Standard**

*As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.*

*If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.*

**DSP 5310**

### **PROHIBITION OF CORPORAL PUNISHMENT**

*Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of the prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.*

**DSP 5315**

### **WEAPONS POLICY**

Parents of students found to possess a weapon or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons and dangerous objects might be reported to law enforcement officials after consultation with the Catholic School office, and the student is subject to disciplinary action including suspension, dismissal, or expulsion.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the principal to develop administrative regulations regarding this policy.

**DSP 5360**

**STUDENTS: Dismissal and Expulsion**

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

**DSR 5360**

**STUDENTS: Dismissal and Expulsion**

If a dismissal or expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school.

**DRESS CODE**

St. Joseph School uniforms are simple, neat, and reflect the ideals of Christian values and are important to the overall discipline and spirit of the school. Parents are responsible for sending students in clean and appropriate clothing.

Guidelines are to be followed; if necessary, parents will be called to bring the proper uniform for the student. See Appendix for current Dress Code.

## **FACULTY MEETINGS**

This is a time when faculty addresses various issues for smooth and efficient operation of the school. A portion of the meeting will be used for in-service or professional growth. Regular faculty meetings are normally held on the second Friday of each month and are listed on the school calendar; school will be dismissed at 1:00 p.m. on these days.

A brief special faculty meeting may be called by the principal as needed.

## **FAITH DEVELOPMENT**

DSP 5305

### **CATHOLIC FAITH AND MORAL STANDARD**

*As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.*

*If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.*

## **FINANCIAL RESPONSIBILITIES**

### **ST. JOSEPH SCHOOL FINANCIAL INFORMATION**

St. Joseph School has existed since 1885 because the parents and the students as well as the members of St. Joseph Parish are willing to share their time, talents, and treasure. Parents are to fully participate in all activities, including academic, financial, and social, of St. Joseph School.

If parishioners with children in St. Joseph School are not able to make the contribution, they are asked to discuss their situation with the pastor.

See Appendix for current school financial information.

### **ST. JOSEPH PARISH TITHING**

The amount donated to the parish is to include funding for St. Joseph Parish needs; St. Joseph School is just one part of the parish. Each family is strongly encouraged to tithe.

### **TUITION FOR NON-PARISHIONERS**

Tuition is due on the first of each month, starting July 1 of the current year to June 30 of the following year.

### **REFUNDS AND REBATES**

St. Joseph School participates in a number of programs which offer refunds and rebates. More information about these programs will be distributed periodically.

St. Joseph School is to be contacted regarding new programs as you become aware of them.

### **WITHHOLDING STUDENT RECORDS**

A student's records may be withheld if all financial obligations owed to the St. Joseph School have not been paid in full.

DSP 5260

### **CONFIDENTIALITY**

*Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a "spirit of confidentiality." This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:*

- 1. Information that concerns violation of the law;*
- 2. Matters involving the health and safety of the student or any person;*
- 3. Serious moral issues;*
- 4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.*

*The school administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.*

### **GRADING**

#### **QUARTERLY REPORTING**

Report cards are issued at least quarterly to the parents of St. Joseph School students. These reports provide pertinent factual information about the individual student's performance. To the extent possible, the report should include not only cognitive learning, but also the student's growth in social, affective, and physical areas. In addition, current grades can be viewed on Option C at any time.

St. Joseph School uses the diocesan report cards and follows guidelines so that all diocesan report cards are completed in a consistent manner.

#### **PERFORMANCE KEY FOR KINDERGARTEN AND GRADES 1 - 2**

S = Satisfactorily achieved skill/objective

P = Progressing toward skill/objective

[ ] = Objective/Skill not evaluated at this time

X = Area of concern

#### **GRADE KEY FOR SUBJECT AREAS, GRADES 3 – 8**

A +99-100	B +91-92	C +83-85	D +75-76
95-98	88-90	80-82	72-74
- 93-94	-86-87	-77-79	-70-71
F Below 70		E Working at ability level	

#### **WORK HABITS KEY**

1 = needs to observe rules of classroom

4 = needs to complete assignments on time

2 = needs to be prepared for class

5 = needs to apply effort

3 = needs to make good use of time

6 = needs to improve neatness

### **GRADUATION**

#### **GRADUATION**

Eighth graders receive their diplomas during the Sunday Mass before the close of the school year; high school, trade school, and college graduates are also recognized at this time. Parents and/or students are

required to pay the actual cost of the rental of the caps and gowns, diploma cases, and pictures. A list of fees and the necessary information is sent to the eighth grade parents in early May.

## **GUARDIANSHIP ISSUES**

**DSP 5202**

### **STUDENTS: Transfer of Guardianship Issues**

*When legal guardians are unable or unwilling to fulfill their responsibilities, and there is no court document in existence, the school should see that the Power of Attorney document found in the Appendix (Appendix #5202) is executed.*

*(An example of this would be if parents are disabled or in therapy and want grandparents or an other to handle the everyday affairs for the student(s) such as signing permission slips, attending parent teacher conferences. Another example would be that parents are gone on an extended trip over a period of weeks or months during the school year and want someone else to make decisions for their children.)*

## **GUIDELINES FOR USE OF SCHOOL FACILITIES**

### **GUIDELINES FOR USE OF SCHOOL FACILITIES**

St. Joseph School facilities are to be used for school and parish functions only, with preference being given to school functions and needs. The person requesting (and responsible) for the use of any of the facilities must check with the school secretary and the event must be written on the Master Calendar.

When families use St. Joseph School facilities for meetings, groups, etc., children are to be actively supervised; teacher desks and all teaching supplies are not to be used by visitors. Furniture and items are to be returned to their original location. The school secretary is to be notified of items in need of repair. All trash is to be removed from the school.

## **CHILD ABUSE**

**DSP 5810**

### **CHILD ABUSE**

*St. Joseph School agrees to follow the Diocesan Policy on Child Abuse. It is non-negotiable. The school abides by the Missouri Child Abuse Law.*

### **DFS CHILD ABUSE FORM**

Since it is expected that all St. Joseph School parents assist in many ways at school, each new parent is required to complete a DFS Child Abuse Form which is forwarded to the diocese. Names are then checked via computer to be certain that the person has not been found guilty of child abuse.

## **HARASSMENT**

**DSP 5820**

### **HARASSMENT/BULLYING POLICY**

*All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.*

*Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using*

appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

*Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.*

*Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.*

*Sexual harassment deserves special mention.*

*1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."*

*2. No student shall be subject to sexual harassment as a student.*

*3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.*

*4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.*

*No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.*

## **LIBRARY**

### **ST. JOSEPH SCHOOL LIBRARY**

St. Joseph School has a beautiful, well-equipped library. Each class visits the library on a regular basis; the teacher will inform the students of the schedule at the beginning of the school year.

No materials are to be removed from the library unless they are checked out.

### **AUDRAIN COUNTY LIBRARY BRANCH**

Students are permitted to check out books from the Audrain Library Branch at times designated by the librarian and the classroom teacher. Students must obey rules of street safety and the policies of the library, especially in regard to returning books on time. Failure to obey these rules will result in the loss of library privileges.

## **LOCKERS**

### **LOCKERS**

Lockers will be assigned by each faculty in the designated area the first day of classes and a record kept by the secretary.

There are to be no stickers or other items attached to lockers; it is the responsibility of the St. Joseph School faculty to check lockers periodically. There is to be no food left in lockers overnight.

Students are to open and close lockers with no noise; the secretary is to be notified of any squeaky lockers.

## LUNCH AND MILK PROGRAM

### LUNCH

Students are to bring a nutritious lunch which they are to eat in the area designated by the classroom teacher. Because it is so vital to health and learning, parents are to make certain your child has enough food each day.

Non-perishable food items are kept for those who forget their lunch. The first time a student requests a lunch, he/she is allowed to select lunch from the designated food box and there is no charge. If the student "forgets" his/her lunch more than once, \$1.00 must be paid for each lunch. A student who owes money to "lunch fund" may not borrow another lunch. This system was developed so that parents do not have to stop what they are doing to bring a forgotten lunch; do not abuse this privilege.

### MILK

Because of St. Joseph School's participation in the Federal Special Milk Program, milk is available at a lower cost. All students may get milk at lunch; **Pre-k--kindergarten students may also get a second milk.** Payment for milk for the entire school year is due August 14<sup>th</sup>.

## SAFETY PATROL

### SAFETY PATROL

The St. Joseph Safety Patrol exists for the protection of the students. It consists of grades 7-8 students who help other students cross the streets and highway under the supervision of an adult. Students are to obey the safety patrol at all times.

**DSP 5825**

### **STUDENTS: SEXUAL ABUSE OF MINORS**

#### *PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY*

##### *INTRODUCTION*

*Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has*



*serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.*

*It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB*, and the *Code of Canon Law*.*

## **I. PROMOTING HEALING AND RECONCILIATION WITH VICTIMS/SURVIVORS OF SEXUAL ABUSE OF MINORS**

*In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements:*

*(1) a Review Board established by the Bishop whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors;*

*(2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations;*

*(3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact-finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop;*

*(4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors. Each of these four elements will be discussed below.*

### **A. REVIEW BOARD**

- 1. The Bishop has established a Review Board whose mission is to assist him in responding to allegations of sexual abuse of minors by clergy or other church personnel. The membership of the Review Board will be comprised of at least five persons who are in full communion with the Church. At least one member will be a diocesan priest who is an experienced and respected pastor. The majority of the members will be lay persons not in the employ of the Diocese. At least one member will have particular expertise in the treatment of sexual abuse of minors. Members of the Review Board may include permanent deacons, as well as women and men religious. Members will be appointed to five year terms which may be renewed. The diocesan Promoter of Justice is to be a participant in the meetings of the Review Board.*
- 2. Duties of the Review Board include:*
  - Providing counsel to the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry;*
  - Reviewing diocesan policies for addressing sexual abuse of minors;*

- *Providing counsel to the Diocese on all aspects of these cases whether retrospectively or prospectively;*
  - *Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by clergy or other church personnel; and*
  - *Maintaining an ongoing review of unresolved cases.*
3. *If the allegation of sexual abuse of a minor involves a cleric, in addition to the aforementioned duties, the duties of the Review Board will also include:*
- *Providing counsel to the Bishop regarding any further action which may appear needed when a cleric has had a psychiatric or psychological evaluation;*
  - *Providing counsel to the Bishop regarding any further action which may appear needed and, where appropriate, regarding return to ministry when a cleric has received treatment; and*
  - *Maintaining an ongoing review of clerics who are in treatment and who have either returned to ministry or who are on temporary or indefinite administrative leave.*

## **B. REVIEW ADMINISTRATOR**

1. *A Review Administrator appointed by the Bishop will serve as a point of contact and will ensure that the process is followed. An Alternate will also be appointed to serve in case of the unavailability or a conflict of interest on the part of the Review Administrator.*
2. *Duties of the Review Administrator include:*
  - *Interviewing those bringing an allegation of sexual abuse of a minor and preparing an initial report for the diocesan attorney and the Bishop;*
  - *Appointing an Assistance Coordinator for the person bringing the allegation;*
  - *Appointing Review Teams to investigate allegations which are deemed by the Bishop to have a semblance of truth (3) and coordinating the activities of the Review Teams;*
  - *Maintaining ongoing communication with persons alleged to have been abused and their Assistance Coordinators throughout the process of implementation of this policy;*
  - *Attending Review Board meetings, preparing reports, answering questions and assisting the Review Board as needed;*
  - *Receiving information about other possible victims/survivors; and*
  - *Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.*

## **C. REVIEW TEAMS**

1. *A Review Team will be established for each allegation which is to be investigated under these policies. It shall be comprised of members from the Review Board chosen by the Review Administrator for each case, provided that in certain cases as determined by the Review Administrator the entire Review Board may be designated to serve as a Review Team. It shall have a consultative role to the Bishop.*
2. *The Bishop, the Vicar General and the diocesan attorney may meet with the Review Team, but shall not be members.*
3. *Duties of the Review Team include:*
  - *Investigating and gathering facts regarding allegations referred to it by the Review Administrator, reporting its findings to the Bishop, and providing him any appropriate counsel;*
  - *Conducting, if necessary, a further investigation of those allegations which the Bishop deems to be serious, thereafter providing him any additional appropriate counsel as to whether the allegation bears the semblance of truth;*
  - *Meeting as needed for specific cases;*
  - *Taking all appropriate steps to protect the reputation of the accused during the review process;*

- *Providing counsel to the Bishop regarding notification of parishioners about allegations against their parish priest, deacon, or other church personnel; and*
- *Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.*

#### **D. ASSISTANCE COORDINATORS**

1. *An Assistance Coordinator shall be appointed for each alleged victim. The Assistance Coordinator will assist persons who allege that as minors they were sexually abused by a member of the clergy or other church personnel in making their claims known to the proper diocesan personnel.*
2. *Duties of the Assistance Coordinator include:*
  - *Listening to the individual and his or her allegations, treating the individual with respect;*
  - *Being present during meetings between the person alleged to have been abused and diocesan personnel, as requested by the individual;*
  - *Explaining the diocesan response to the specific allegations raised by the individual in order to allow the individual to select the options for assistance;*
  - *Assisting with referrals to therapists and/or support groups;*
  - *Assisting the individual with information about how to follow-up on the options chosen by the individual; and*
  - *Maintaining the confidentiality of all information relating to any and all allegations of sexual abuse of minors by a member of the clergy or other church personnel.*
3. *The Assistance Coordinator shall maintain a professional relationship with the individual and will not act as a therapist, attorney or spiritual director for the individual. A person shall not serve as the Assistance Coordinator for an individual with whom he or she has a family relationship or to whom he or she is a personal friend, or where there is any other potential conflict of interest.*

## **II. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS**

*The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.*

### **A. BRINGING AN ALLEGATION**

1. *A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:*

*Mr. Mike Berendzen  
Review Administrator  
Diocese of Jefferson City  
Alphonse J. Schwartze Memorial Catholic Center  
2207 W. Main P.O. Box 104900  
Jefferson City, Missouri 65110-4900  
Telephone: 573-635-9127 (ext. 224)*

### **B. RECEIVING AN ALLEGATION**

1. *Any person bringing an allegation of current or past sexual abuse of a minor by a member of the clergy or other church personnel of the Diocese will be referred to the Review Administrator. The Review Administrator will then promptly consult with the diocesan attorney and the Bishop upon receiving the allegation. If after such consultation the Bishop determines that the allegation is without any semblance of truth, a decree (4) is to be issued stating such, and no additional action is to be taken other than informing the person bringing the allegation, and making a record of the contact for future reference. If at that time or any other time during the review of the allegation, there is reason to suspect sexual abuse of a person who is then a minor, a report shall immediately be made to the Missouri Division of Family Services in accordance with the provisions of the laws governing child abuse and neglect. (5)*
2. *If an allegation of sexual abuse of a minor is received by an employee or volunteer of a parish, school or agency of the Diocese, he or she shall report the allegation to his or her supervisor who shall immediately contact the Review Administrator, who will then contact the diocesan attorney and the Bishop. If the accused is a member of the clergy, the Vicar General will also be contacted. If the alleged victim is then a minor, the supervisor of the staff member receiving the allegation has the obligation of making a report to the Missouri Division of Family Services immediately upon making a determination that there is reasonable cause to suspect that abuse has occurred or is likely to occur.*
3. *Upon receiving an allegation which has the semblance of truth, the Review Administrator shall arrange a personal interview as soon as possible with the person bringing the allegation and will provide a written report of this meeting to the diocesan attorney and to the Bishop. The Review Administrator will also advise the person bringing the allegation of his or her right to bring the allegation to civil authorities.*
4. *If an allegation of sexual abuse by a member of the clergy or other church personnel is made first to civil authorities and the civil authorities bring the information to the Diocese, the matter shall be referred to the Review Administrator. The Review Administrator shall immediately contact the diocesan attorney, the Bishop, and the Vicar General, and the information shall then be brought to a Review Team for further investigation. The Review Administrator will be available to assist the person alleged to have been abused, to the extent he or she wishes assistance, in accord with this policy. The Diocese will cooperate with law enforcement officials investigating an allegation of sexual abuse of a minor.*

### **C. REVIEW OF AN ALLEGATION**

1. *Within 72 hours, or as soon as circumstances permit, after meeting with the person bringing an allegation which has at least the semblance of truth and/or the person alleged to have been abused, the Review Administrator will assemble a Review Team. The Review Team, the Review Administrator, the Vicar General and the diocesan attorney will then meet to discuss the allegation which will be presented by the Review Administrator. This meeting may be held by conference telephone.  
The Diocese is deeply committed to protecting children and youth from sexual abuse. After its initial review, the Review Team will take one or more of the following actions as it deems appropriate:*
  - *When the accused is a member of the clergy, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the Bishop and Vicar General that the accused be immediately placed on a temporary administrative leave at a place to be determined with the Vicar General. Every effort will be made to protect the good name of the accused. The cleric shall be informed of the identity of his accuser and any information concerning the accusation against him. He shall also be informed of his right to seek civil and canonical legal counsel.*

- *When the accused is a member of the church personnel and not a cleric, if there is reasonable cause to believe that a minor is presently at risk, a recommendation will be made to the person in charge of the parish, school or agency where the accused is an employee or volunteer, that the accused be immediately placed on a temporary administrative leave pending the inquiry of the Review Team. Every effort will be made to protect the good name of the accused. The employee or volunteer shall be informed of the identity of his or her accuser and any information concerning the accusation against him or her. He or she shall also be informed of his or her right to seek legal counsel.*
- 2. *If the allegation bears a semblance of truth, but is lacking in sufficient detail, the Review Administrator may be instructed by the Review Team to meet again with the person bringing the allegation. More information shall be sought or the person bringing the allegation may be referred to a professional for help in clarifying the alleged incident.*
- 3. *If after having heard the Review Team the Bishop finds that the allegation does not bear the semblance of truth, the Bishop will issue a decree to this effect, the Review Administrator will inform the person making the allegation of this conclusion and no further action will be taken.*
- 4. a. *The following procedures shall be followed in cases of allegations involving a member of the clergy if, after hearing the results of the Review Team's investigation, the Bishop judges an allegation to bear the semblance of truth:*
  - i. *The Review Team will typically meet with the person alleged to have been abused and, if a minor, with his or her parents. The Review Team will listen to the account of the allegation, gathering any additional pertinent facts and information which may be available.*
  - ii. *The Review Team will typically meet with the cleric who has been accused. In the meeting the Review Team will communicate to the cleric the details of the accusation and the name of the accuser. Prior to the meeting, the cleric is to be informed that he may retain the assistance of civil and canonical counsel.*
  - iii. *The Review Team will prepare a complete report of the facts of the case and provide it to the Bishop along with any additional appropriate counsel. The Bishop will review the report, make a judgment on the merits of the allegation, and issue that judgment by means of a decree which concludes the preliminary investigation. When there appears to be sufficient evidence that sexual abuse of a minor has occurred, the Bishop is then to make the facts of the case known, along with his votum, to the Congregation for the Doctrine of the Faith at the Holy See. The determination of the need for a canonical trial, the venue for such, and the determination of any further definitive action to be taken against the accused cleric are henceforth subject to whatever directive is received from the Holy See.*
  - iv. *When a report of the allegation has been made to the Holy See, the cleric is to be placed by decree of the Bishop on temporary leave from his present assignment, effective immediately and pending the outcome of a canonical trial or the issuance of any other decree from the Holy See. The Bishop or his designee will make contacts to assure immediate assistance and support for the cleric.*
  - v. *The Bishop or his designee may encourage the accused cleric to undergo a comprehensive evaluation. The accused cleric is free not to undergo an evaluation. If the cleric agrees to undergo an evaluation, the Bishop or his designee will arrange for the evaluation. Information resulting from such an evaluation is the property of the accused cleric. He may agree to make it available to the Bishop or he may decline to do so. He may further agree to have the information made available to the Review Team. Any such information shall be kept confidential by those receiving it, except as it may be required by law to be revealed.*
- b. *The following procedures shall be followed in the case of an allegation involving a member of church personnel who is not a cleric if after due consultation with the Review Team the Bishop finds an allegation to bear the semblance of truth:*

- i. *The Review Team will typically meet with the person alleged to have been abused and, if he or she is a minor, with his or her parents. The Review Team will listen to the account of the allegation and may inquire as to whether others are alleged to have been abused.*
  - ii. *The pastor, Superintendent of Schools or agency director, as applicable, will be informed and the accused will be placed on temporary administrative leave in accordance with the personnel policy for the parish, school or agency, as applicable.*
  - iii. *The Review Team will typically meet with the person against whom the allegation has been made and present him or her with the details of the allegation. He or she shall be advised of his or her right to legal counsel. This shall be done in coordination with the pastor, Superintendent of Schools, or his or her designee, or agency director to assure that applicable personnel policies are followed.*
  - iv. *The accused may be provided immediate assistance and support as determined to be appropriate, consistent with applicable personnel policies and benefit plans.*
  - c. *The Bishop may direct the formation of a task force to communicate with the parish and/or school community and to offer help in dealing with the alleged abuse and its effects on the community at large. Spiritual and pastoral care will always be offered.*
5. *If an accused cleric is from another diocese or is a member of a religious community, the Review Administrator will make a report of the allegation to the Bishop or his designee and to the diocesan attorney. The diocesan bishop or major superior of the accused cleric will be informed of the pending investigation and the diocesan protocol in response to such allegations. The diocesan bishop or major superior of the accused cleric will be asked to provide full cooperation throughout the process. With the permission of the Bishop, the Review Administrator will make a full report to the diocesan bishop or major superior when necessary.*

#### **D. REVIEW OUTCOME**

1. *If the allegation is against a cleric and has, according to the process outlined above, been referred to the Holy See, any eventual outcome, including the determination of penalties to be applied to the cleric, will result wholly from either a canonical trial or from a decree of the Holy See.*
2. *If, after due consultation, the Bishop has judged that there does not appear to be sufficient evidence that sexual abuse of a minor has occurred, the following shall occur:*
  - *Every step will be taken to restore the good name of the accused.*
  - *If the allegation is against a cleric, the Bishop will make a decision regarding the ministry assignment of the cleric.*

#### **E. CARE FOR THE PERSON AFFECTED BY ABUSE**

1. *From the time an allegation is perceived or determined to be credible, the Review Administrator will encourage the victim/survivor to seek psychological treatment and/or pastoral counseling, or to continue, when useful, if treatment has already begun. The duties of the Review Administrator in working with victims/survivors shall be carried out in coordination with the Assistance Coordinator. The Assistance Coordinator works directly with the victim/survivor in the process of presenting his or her allegation and receiving appropriate assistance. The Review Administrator will maintain a current list of those experienced in the pastoral counseling and psychological treatment of victims/survivors.*
2. *If a victim/survivor wishes to begin treatment, the Review Administrator will request that he or she obtain a diagnostic evaluation and treatment plan and sign appropriate forms for release of this information to the Review Administrator which will be limited to that which is necessary for the assessment of the needs of the victim. Upon receiving this information, the Review*

*Administrator will refer this information to the Review Team which will make a recommendation to the Bishop regarding an assistance plan.*

- 3. The Review Administrator will communicate with the victim/survivor the details of any assistance plan offered by the Diocese. After having consulted with the Review Team and the Bishop, the Review Administrator will attempt to bring about an agreement between the victim/survivor and the Diocese concerning the assistance plan. When the victim/survivor is represented by legal counsel, the communication will be between the diocesan attorney and the attorney for the victim/survivor. If a written agreement is entered into, it will not contain a confidentiality provision unless one is specifically requested by the victim/survivor.*

## **F. CARE FOR THE CLERIC**

*When a priest is placed on indefinite administrative leave from his assignment because of a substantiated accusation of sexual abuse of a minor, the Bishop or his designee will assist him in finding housing, arrange for his financial support and encourage him to receive pastoral and psychological support during the time immediately following the accusation. A permanent deacon in this circumstance will be assisted by, the Vicar for the Permanent Diaconate in obtaining appropriate pastoral and psychological support.*

## **G. CLERGY OR OTHER CHURCH PERSONNEL FROM OTHER DIOCESES AND OTHER STATES**

- 1. When a priest or deacon from another diocese or a member of a religious community requests faculties in the Diocese, the Chancellor shall receive from the priest's or deacon's proper ordinary certification that the latter is unaware of anything in the priest's or deacon's background which would render him unsuitable to work with minors. In the case of a report of any previous allegation of sexual abuse of a minor, the Chancellor shall obtain from the proper ordinary a comprehensive report of the allegation and its disposition. If the report indicates that the priest has had a substantiated case of sexual abuse of a minor, he shall not be granted faculties to exercise any ministry in the Diocese. In cases where an allegation of sexual abuse of a minor has not been substantiated, the Bishop shall use his discretion deciding whether to grant faculties to the priest or deacon for the exercise of ministry in the Diocese. The Chancellor shall provide the proper ordinaries of extern priests with a copy of the policy and procedures of the Diocese.*
- 2. When any other church personnel from another diocese or another state are to be employed or are to serve as volunteers, other than on an occasional basis, the Diocese or the parish, school or agency which is to employ them or have them as a volunteer shall check the references given and the agency in the state of their former residence with responsibility for maintenance of child abuse investigation records to verify that the individual does not have a history of sexual abuse of a minor or other history that would indicate that he or she may pose a danger to children.*

## **H. COMMUNICATION**

*Inquiries from members of the media about this policy and its implementation should be addressed to the Director of Communications of the Diocese. If statements or information are to be released concerning an allegation of sexual abuse of a minor by a member of the clergy or other church personnel, that information shall be made available by the Office of Communications in collaboration with the Bishop, or his designee, and the diocesan attorney.*

## **ADDENDUM**

*(1) According to the Essential Norms, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment (USCCB, Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). A canonical offense against the sixth commandment of the Decalogue (CIC, c. 1395 §2; CCEO, c. 1453 §1) need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. Moreover, "imputability*

*[moral responsibility] for a canonical offense is presumed upon external violation...unless it is otherwise apparent" (CIC, c. 1321 §3; CCEO, c. 1414 §2). Cf. CIC, canons 1322-27, and CCEO, canons 1413, 1415, and 1416.*

*(2) An allegation is deemed to be substantiated when based upon a preponderance of evidence and, after assessing all available information, the allegation is believed to be true.*

*(3) The term "semblance of truth" as used herein in the context of an allegation, means that, based on the information provided, the allegation appears that it may be credible.*

*(4) The term "decree" as used in this document refers to a statement of the disposition of the matter.*

*(5) See Chapters 210.110-210.192 Revised Statutes of Missouri.*



## ST. JOSEPH SCHOOL ROUTINE

### NORMAL DAILY SCHEDULE

7:00 a.m. – Doors open, students under supervision of faculty member in Father Ahrens Hall or library

7:30 a.m. – Students go to classrooms

7:40 a.m. – Bell rings, faculty and students go to church for song practice on Tuesdays or Mass on

Fridays

11:30 -11:55am Lunch

2:55 p.m. – Closing Prayer

3:00 p.m. – Classes dismissed

3:15 p.m. – Remaining students to Extended Care

3:30 p.m. – Teachers leave

### MORNING DROP-OFF OF STUDENTS

As parents drop off students in the morning, consideration is to be given to others. If parents need to meet with someone in school, they are to park in the church parking area or well past the second sidewalk entrance to allow the flow of cars to proceed safely when parents are dropping off their children.

### BICYCLES

Bicycles are to be parked in the bicycle rack at all times. They are not to be ridden on the blacktop or on the concrete playground or on the school grounds before 6:00 p.m. No other types of cycles are to be brought to school.

### A REVIEW OF THE MORNING PROCEDURE

It is strongly recommended that all students be at St. Joseph School no later than 7:30 a.m. The school doors are open by 7:00 a.m. and students are supervised by one of the faculty members in Father Ahrens Hall (basement) until 7:30 a.m.; students are to leave their backpacks at their locker or outside their classroom.

At 7:30 a.m. students empty their backpacks and prepare their desks for the days work. The bell rings at 7:40 a.m. and grades 1-8 students go to song practice on Mondays and Mass on Tuesdays through Fridays. Kindergartners ordinarily attend Mass on Tuesdays and Fridays. Parents are encouraged to attend Mass as often as possible.

### DISMISSAL

Closing prayer is at 2:55 p.m. Students are dismissed from their classroom at 3:00 p.m. under the supervision of their classroom teacher and the after-school supervisor. Walkers are to wait by the crosswalk for adult and safety patrol supervision.

Those picking up students are to park facing north on Cedar Street and there is to be no parking on Kellett Street (between school and church). Students walking to the church parking lot are to walk in back in the vehicles so they can be seen by the drivers as they pull forward out of the parking lot.

Those waiting for their driver are to stand quietly along the south outside wall of the school (in case of inclement weather, students will wait in the third and fourth grade room); students who remain at 3:20 p.m. go to extended care.

If a student is not going to the normal after-school location, a note is to be sent so school personnel know where the student is to go.

No one is allowed on the school playground before 6:00 p.m. (except Early Learning and Extended Care students).

## **NORMAL WEEKLY MASS SCHEDULE**

Friday – Special Mass, 7:45 a.m.

## **FUNERALS**

Students in grades 5 - 8 will attend funeral Masses during the school day when Father and school staff deems necessary. Attending a funeral addresses two of the missions directed to Catholics in the “Works of Mercy” – Bury the Dead and Console the Sorrowing.

## **OTHER RELIGIOUS ACTIVITIES**

The school’s mission is to teach according to the Gospel of Jesus Christ. Daily religion class will be held. Students will pray daily in their classrooms. Other forms of prayer will take place when appropriate; such as praying the rosary, Stations of the Cross, reconciliation service, etc.

## **EXTENDED CARE PROGRAM**

Beginning in 1995, St. Joseph School has an extended care program which is self-supporting. Please send a message to the principal if you would like to enroll your child in St. Joseph Extended Care.

## **COMPUTERS**

Using a wide variety of computers, it is the goal of St. Joseph School to allow students in Pre-k– Grade 4 to use the computers at least 30 minutes a week and those in grades 5-8 to use the computers at least 60 minutes a week.

## **SCHOOL CLOSING**

St. Joseph School will notify parents of delayed starts, early dismissals and the closing of school because of inclement weather. Dismissal information is available on Option C e-mails, texts, and phone messages.

Parents are asked to use their discretion in regard to weather when bringing their students to school and/or picking them up early because of a forecast of dangerous weather.

## **STUDENT HEALTH**

DSP 5520

### **STUDENTS: Drug/Medication Administration**

*Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.*

*Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)*

### **ADMINISTRATION OF MEDICINE AT ST. JOSEPH SCHOOL**

Guidelines for the administration of medicine brought from home include, but are not limited to, the following:

1. All medication from home is to be kept and administered under the secretary's supervision.
2. The medicine container is to be labeled with the child's name, purpose, the dosage, time when the medicine will be taken, and the written instruction of the physician. Also indicate if the medication is to be refrigerated and if the child needs to bring it home each afternoon.
3. Medication given will be logged on the child's Medication Administration Daily Log.

**Telephone instructions regarding the dispensation of medicine will not be accepted.**

### **HEALTH SERVICES AT ST. JOSEPH SCHOOL**

A volunteer nurse will check student records for current immunization status.

Vision and hearing tests are administered to the students by the school secretary and volunteers.

### **PHYSICIAN NOTE REQUIRED FOR RE-ENTRY**

A student who has contracted a contagious disease such as measles, chicken pox, tuberculosis, etc. will not be permitted at school or school sponsored activities as long as the possibility of contagion exists. Physician should send a note stating how long the student should remain out of school.

### **ACCIDENTS AND SERIOUS ILLNESS AT SCHOOL**

Parents of all students will complete a Student Health and Emergency Information form which includes important information in regard to location of parents during the day, who to contact in case the parents cannot be located, and the name of the doctor, dentist, and hospital to be contacted in case of emergency. Also included is important health information in case of an emergency or natural disaster.

If a student becomes extremely ill or has a serious accident, the parent or guardian will be contacted immediately. If a parent or guardian cannot be reached immediately, and/or if the student's condition demands immediate attention, the principal or designated representative will call for emergency medical help.

Students who have a temperature above 101 degrees or who have had gastrointestinal distress (vomiting and/or diarrhea) must go home. Students must remain away from school twenty-four (24) hours after the fever has abated; students must remain away from school for twenty-four (24) hours after gastrointestinal distress has subsided.

Basic medical supplies for emergency first aid and for minor accidents are available in the Teacher Workroom. Ordinarily a classroom teacher, the principal, or the secretary will supply general first aid needs. A copy of the Accident Report will be sent to parents.

### **PINK EYE**

All students and staff found to have evidence of reddening of the white of the eye and inner eyelid with drainage will be excused from school. Parents will be notified to pick up their children. Students and/or staff found to have pink eye will need the permission of a physician to be readmitted to school.

## **SCABIES INFESTATION**

All students and staff found to have evidence of scabies will be excluded from school attendance until they have been treated by a physician. Parents will be given written material that explains the reason for exclusion. The student and/or staff member will be required to submit a written statement from the physician that he/she has been treated for scabies before returning to school.

## **HEAD LICE INFESTATION**

All students and staff found to have evidence of head lice infestation (lice or nits) will be excluded from school attendance until all nits have been removed. Parents will be given written materials that explain the reasons for exclusion and methods to treat the infection on the hair and the home.

The child will be examined, by appointment, with the school nurse, principal, or daycare director before returning to school. If nits are found, the child must leave school for additional nit removal. Upon returning to school, the child must be inspected again. If there are still nits, a note from a physician or a county health department is needed for clearance back to school.

A log will be kept and those students who have been excluded and returned to school will be reexamined within ten to fourteen days to ensure that they remain free of infestation.

## **CHRONIC INFECTIOUS POLICY**

For each individual situation involving a chronic infectious condition (i.e. HIV virus or AIDS), diocesan policy will be followed.

## **OTHER HEALTH CONDITIONS**

In case of other health conditions, the school will follow the guidelines of the Missouri Department of Health and/or the Mexico City-County Health Department and the Diocese of Jefferson City.

## **CONTROLLED SUBSTANCES**

Possession, use, or sale of look alike or illegal drugs, alcohol or tobacco, by students on St. Joseph School premises is prohibited. This situation could result in suspension, dismissal, expulsion, or approved punishment recommended by the principal in accordance with diocesan policy.

## **STUDENT SUPPLIES**

### **STUDENT SUPPLIES**

Students are to have adequate supplies at all times. A copy of the current student supply list is located in the appendix.

## **STUDENTS WITH SPECIAL NEEDS**

**DSP 5701**

### **STUDENTS: *Students with Special Needs***

*If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the*

*needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.*

## **TITLE I**

Title I is a federal program coordinated by NESI which involves improving students' academic skills through a variety of teaching methods.

## **SPECIAL SERVICES**

After consultation with the parents, the classroom teacher may begin the process of having a student evaluated by the Special Services team of the public school district in which they reside. The purpose of such an evaluation is to find the strategies needed to enable the student to have a successful school career.

## **SUPERVISION**

### **SUPERVISION**

The supervision of students is a priority of St. Joseph School. Supervision is both a mental and physical act and is to occur when the teacher is in or out of the classroom. The teacher will ordinarily be present in the classroom or other supervisory position at all assigned times, implementing all applicable school rules.

If the teacher must leave the class, the teacher must first secure other adult supervision and/or give students clear directions about what to do and/or provide scrutiny to the greatest extent possible. Legitimate reasons for absence from the classroom or other supervisory assignment are limited to emergencies as determined by the principal or delegate.

## **6000 – Instruction**

### **DRILLS**

DSP 6121

#### **FIRE, EARTHQUAKE, AND TORNADO DRILLS**

*Fire, earthquake and tornado drills are to be held regularly according to procedures specified by the local defense agency and fire department. Some of the duties included in the procedures may be delegated to another member of the faculty or to the custodian, but the principal is ultimately responsible. If the locality has monthly testing of the tornado alert system, the school may consider correlating its drills with that testing.*

#### **ST. JOSEPH SCHOOL FIRE DRILL**

**The signal for a fire drill or fire is one long ring of the fire alarm.**

When a fire drill is held, all children and adults are to leave and return to the classroom in complete silence. Teachers are to take their **Crisis Manual and Emergency Bucket** with them so that an account may be made of all students. The last student to leave the room is to turn out the lights and close the classroom door.

Fire drills will be held periodically. Directions for classroom procedure and exit routes are to be posted in each classroom and at each end of the hallway.

#### **ST. JOSEPH SCHOOL TORNADO DRILL**

**The signal for a tornado drill is one short -- one long -- one short ring of the bell.**

Children take assigned places in Father Ahrens Hall. All are to kneel silently with face down and hands folded over the back of the head. They are to remain in the position until a signal is given to return to the classroom.

#### **ST. JOSEPH SCHOOL EARTHQUAKE DRILL**

**The signal for an earthquake drill is two short rings.**

During an earthquake or earthquake drill students will find shelter under their desks or tables in the classroom. All are to kneel silently with face down and hands folded over the back of the head. They are to remain in this position until an all clear signal is given.

#### **SAFETY AND SECURITY OF ST. JOSEPH SCHOOL STUDENTS**

For the safety and security of St. Joseph School students, the south and west doors are locked after 7:40 a.m. Visitors are asked to enter school through the west doors (by Eikels'), after requesting and being granted entrance permission, and **must check in at the school office.**

Parents are welcome to visit St. Joseph School or observe classes at any time. Those other than parents must secure permission from the classroom teacher or principal before speaking to students who are in the classroom or on school property.

Those picking up students are to **sign the student out** and the student will be sent from the classroom.

### **RELIGIOUS EDUCATION PROGRAM**

DSP 6207

#### **RELIGIOUS EDUCATION PROGRAM**

*Guidelines for the religious education program shall be in accordance with those established by the diocesan religious education office, and texts shall be selected from those approved by that office.*

**DSP 6208**

**EDUCATION IN HUMAN SEXUALITY**

*All religious education programs in the diocese, including school programs, shall incorporate some form of education in human sexuality.*

**PRAYER**

Prayer is an important part of the lives of the St. Joseph School family. Students will be required to learn specific prayers during each grade and to use their talents in the composition of their own prayers.

**DSP 6235**

**INSTRUCTION: Non-Catholic Student Participation**

*Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.*

**ASSIGNMENTS**

**DSP 6240**

**HOMEWORK ASSIGNMENTS**

*Homework assignments are to be educationally sound – applying previously learned material, correlating past and present learning, and promoting supplementary reading. Departmental structures will require some coordination of assignments to balance them with time for completion. Assignments which may required specialized resources or in any way disrupt the home are to be avoided; those which help develop family communication are encouraged. The local school can consider a policy which limits regular homework to weeknights, leaving weekends free for family activities.*

**AMOUNT OF HOMEWORK**

A reasonable amount of homework is necessary for adequate progress, self-discipline, and self-motivation. Homework is the responsibility of the student. However, parents can assist their child by providing a quiet and regular place for study. Another way parents may help the child is through discussion and checking of material the child has read or written. If a student has problems with the homework assigned, the individual teacher should be contacted.

Suggested amounts of time for home study are on a five nights per week basis; review and extra reading should be done if the amount of homework does not utilize all of the suggested time:

Grades 7 – 8 .....	60 to 90 minutes per night
Grades 5 – 6 .....	45 to 60 minutes per night
Grades 3 – 4.....	30 to 45 minutes per night
Grades 1 – 2 .....	15 to 30 minutes per night
Kindergarten.....	10 to 15 minutes per night

## **EDUCATIONAL OUTINGS AND FIELD TRIPS**

**DSP 6301**

### **INSTRUCTION: Educational Outings, Field Trips, 8<sup>th</sup> Grade Trips and Senior Trips**

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8<sup>th</sup> grade and/or a senior trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

**DSR 6301**

### **INSTRUCTION: Educational Outings, Field Trips, 8<sup>th</sup> Grade and Senior Trips**

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

**DSP 6305**

### **INSTRUCTION: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities**

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities. An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

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

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);



5. regular drivers (those transporting students three or more times in one school year) must complete the **Protecting God's Children** program and read and sign the **Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors**;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

## **ST. JOSEPH SCHOOL FIELD TRIP GUIDELINES**

Field trips are learning experiences but they are also privileges. St. Joseph School reserves the right to deny participation for academic or disciplinary reasons. Any student denied this privilege must be present at school the day of the field trip.

Field trips are usually arranged under the guidance of the classroom teacher after consultation with the principal. No student will be taken on a field trip without a request signed by one parent.

All disciplinary rules of St. Joseph School are enforced on a field trip. At the discretion of the teacher and/or principal, failure to follow these rules will result in denial of the privilege to participate in other field trips. No additional riders, including preschoolers and other children under the age of eighteen, are to accompany the driver of the vehicle.

The teacher, in consultation with the principal and other faculty members, will decide who rides in which vehicle. Chaperones are asked to complete a Driver's Information Form and abide by the standards set for in the Chaperones' Letter as well as submit a copy of driver's license and proof of insurance.

## **STUDENT INTERNET, E-MAILS, AND OTHER TECHNOLOGY USE**

DSP 6425

### **INSTRUCTION: Student Internet, E-mail and Other Technology Use**

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Catholic mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or

*music. Such action will be considered theft and is in violation of Catholic and legal standards.*

5. *Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.*
6. *Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.*
7. *Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.*
8. *The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Catholic standards.*
9. *Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.*
10. *The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.*

*In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.*

#### **ST. JOSEPH SCHOOL INTERNET USAGE AGREEMENT (Acceptable Use Policy)**

The reason to use the Internet at St. Joseph School, Martinsburg, is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communications. Although there is material of questionable value or controversial content available on the Internet, the educational benefits of access to its resources outweighs the risks. Access to the Internet is an unparalleled opportunity to interact with the world at large.

1. The opportunity brings with it a number of responsibilities. In order to use the computer services over the St. Joseph School Internet network, you must read the following information and sign the Internet Usage Agreement that follows. The use of the St. Joseph School Internet is a privilege that may be revoked by the administration of the network at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public and private files or messages.
2. St. Joseph School reserves the right to inspect any material stored in files to which users have access and will edit or remove any material that the school staff, at its sole discretion, believes to be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
3. The St. Joseph School Internet connection is provided primarily for educational purposes under the direction of the school staff. Users shall not use the Internet for the purpose of plagiarism. The Internet will not be used for any purpose not sanctioned by a staff member. Non-educational use may be limited at any time by a St. Joseph staff member.
4. Information services and features contained on the St. Joseph School network are intended for the private use of its patrons. Any commercial or other unauthorized use of these materials, in any form, is expressly forbidden.

5. Information contained on the St. Joseph School network is placed there for education or general information purposes, and is in no way intended to refer to, or be applicable to, any specific person, case, or situation.
6. St. Joseph School does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
7. Any changes made to a computer will be done by a St. Joseph School staff member. Installation of any software (especially games, screen savers, etc.) without the permission of a staff member is considered a violation of this portion of the agreement and will result in immediate suspension of computer privileges.
8. Users may not harm or destroy St. Joseph School computer equipment, or the data of another user, or change network configuration settings. This includes creating or spreading computer viruses.
9. Users will abide by existing Federal and State laws in force regarding electronic communications, copyrighted materials, threatening material, or any protected trade laws. This includes accessing information without authorization, giving out passwords, or causing a malfunction. Violations will be reported to law enforcement officials.
10. E-mail will be sent and received only through teacher e-mail accounts. Users will not receive or send e-mail from personal e-mail accounts on the St. Joseph School network. Chat rooms will not be accessed through the St. Joseph School network.
11. Students may use electronic reading devices, such as Nook, Kindle, Kindle Fire, etc. but may not download books or access the internet at St. Joseph School.
12. Under the supervision of a St. Joseph School staff member, students may access internet games.
13. In addition to the above, the school and/or diocese can take disciplinary action against any student who, **either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings**, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites, etc.
14. If a user violates these guidelines, the person will be barred from the use of the Internet and/or be referred to the Principal for disciplinary actions. Violation could result in restitution and suspension or expulsion depending on severity.

### **SPECIFIC GUIDELINES FOR USE OF ST. JOSEPH COMPUTERS/LAPTOPS**

1. Laptops are to be placed on a desk or table, not in/on a lap or the floor.
2. Screens/monitors are not to be obstructed from the teacher's view.
3. Students may not change the desktop display (color, font, etc.).
4. Any time spent on the computer must be education related.
5. Students may not check e-mail, Facebook, etc.
6. Students are to report any issues with the laptop to the teacher immediately, especially if there is questionable content on the screen.

### **CELL PHONES**

**Cell phones are not to be seen or heard at St. Joseph School.** Student's cell phones should be silent and left in the student's book bag inside the locker. **The phone should not be used at school from the time the bell rings to begin the school day until the bell for dismissal. If a parent contacts the student prior to the beginning bell students are to go to the office to make or take the call.**

If a cell phone is seen or heard during school hours the following consequences will be followed:

1<sup>st</sup> offense: The student will be warned and the phone will be kept by the teacher for the remainder of the day. The student may claim the phone at the end of the day.

2<sup>nd</sup> offense: Parents are notified. The phone will be taken to the office where it will be kept for the remainder of the day. Parents will claim the phone at the end of the day.

3<sup>rd</sup> offense: Parents will be notified, the phone will be sent to the office where it will remain for a week.

4<sup>th</sup> offense: Parents will be notified and the student will lose the privilege of bringing a cell phone to school for the remainder of the school year. Cell phone will remain at home.

## TESTING

**DSP 6502**

### ***INSTRUCTION: Standardized Testing***

*All schools are to participate in the fall in the diocesan standardized testing of students' cognitive ability and academic achievement in grades 2-8, maintain testing records of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students are to be apprised of testing results, with appropriate explanations and printed student profiles. Standardized testing for kindergarten is not recommended. Schools may test students in other grades and at other times of the year at their option.*

*All elementary schools are also to participate in the Assessment of Catechesis/Religious Education (ACRE) in grades five, eight, and eleven, and apply the findings to instructional planning and priorities.*

## VOLUNTEERS

### **VOLUNTEERS**

Help by volunteers, either parents or other interested individuals, is always appreciated. Volunteers are required to complete a DFS Child Abuse Form as well as attend a Protecting God's Children class.

The principal or secretary is to be contacted if someone would like to volunteer in the Teacher Workroom or classrooms.

**DSP 6610**

### ***INSTRUCTION: Athletics***

*All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.*

**DSR 6610**

### ***INSTRUCTION: Athletics***

*All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will participate in the Play Like a Champion Today program.*

*The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on:*

1. *Athletics as ministry to children and families.*
2. *Building teams as moral communities.*
3. *Promoting moral growth and gospel-oriented character development on and off the field.*
4. *Spiritual development linking play to prayer.*

*All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.*

*Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.*

*At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once.*

*Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.*

*The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.*

## **8000 – Contagious and Communicable Diseases**

### **CONTAGIOUS AND COMMUNICABLE DISEASES**

**DSP 8000**

#### **CONTAGIOUS AND COMMUNICABLE DISEASES**

*Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis, etc.) will not be permitted at school or school sponsored activities as long as the possibility of contagion exists.*

*To determine the disease condition or liability of transmitting the disease, the principal may require a student to be examined by a physician and, if the diagnosis is positive, may exclude the person from school as long as the danger of disease transmittal exists.*

## ST. JOSEPH SCHOOL

401 E. Kellett Street  
Martinsburg, MO 65264-2011  
573-492-6283

### 2018 - 2019 CALENDAR

(Subject to Change updated 8/8/18)

Monday, July 9	Summer School Cleaning (3 hrs per family from 3:00pm-9:00pm)
Tuesday, July 10	Summer School Cleaning (3 hrs per family from 3:00pm-9:00pm)
Thursday, July 12	St. Joseph School Advisory Board Meeting, 6:00pm
Monday, July 30	Diocese of Jefferson City Administrators' Meeting
Tuesday, July 31	Diocese of Jefferson City Administrators' Meeting
Wednesday, August 1	Diocese of Jefferson City Pastor/Principal Meeting
Wednesday, August 8	Diocese of Jefferson City Professional Development Day
Thursday, August 9	St. Joseph School Advisory Board Meeting, 6:00 pm
Sunday, August 12	"Meet Me at St. Joseph" after 9:00 am Mass
Monday, August 13	St. Joseph Faculty In-Service
Tuesday, August 14	St. Joseph Faculty In-Service
Wednesday, August 15	St. Joseph Faculty In-Service
Thursday, August 16	Start of the 2018–2019 school year
Monday, August 20	AR Testing Begins
Tuesday, August 21	8 <sup>th</sup> Graders Work at St. John's Food Pantry Laddonia, MO
Friday, August 24	School Pictures
Grade students)	Bible Presentation at Mass (New students/Pre-K & Kindergarten/ 3 <sup>rd</sup> )
Saturday, August 25	16 <sup>th</sup> Annual St. Joseph Home and School Golf Tournament- Arthur
Hills, Mexico MO	
Monday, September 3	NO CLASSES – Labor Day
Saturday, September 8	Bellarmino Speech League Regional Meeting
Sunday, September 9	13 <sup>th</sup> Annual St. Joseph Home and School Sporting Clays Tournament
	Prairie Grove Shotgun Sports- Columbia, MO

Tuesday, September 11	St. Joseph Home and School Meeting, 6:30 pm
Thursday, September 13	New Administrator's Meeting at Jefferson City, MO
Friday, September 14	St. Joseph School Advisory Board Meeting, 6:00 pm
Tuesday, September 18	1:00 pm Dismissal; St. Joseph School Faculty Meeting, 1:15 pm
Friday, September 21	8 <sup>th</sup> Graders Work at St. John's Food Pantry Laddonia, MO
TBA	Blue & Gold Day
Tuesday, September 25	Baptismal Anniversary Recognition at Mass (Aug/Sept)
Wednesday, September 26	Catechetical Sunday
Thursday, September 27	Pre-Retreat Gathering for Principals
Monday, October 1	Principals' Retreat
October 2-October 5	Picture Re-take Day
Sunday, October 7	Community Service Project Day- (Regular scheduled school day)
Monday, October 8	Achievement Testing/No 7:45 am Masses this week
Tuesday, October 9	St. Joseph Parish Oktoberfest
October 9 - 10	No School- Columbus Day
Thursday, October 11	St. Joseph Home and School Meeting, 6:30 pm
Friday, October 12	Achievement Testing Make-up Dates
Tuesday, October 16	St. Joseph School Advisory Board Meeting, 6:00 pm
Friday, October 19	Ship Achievement Tests
Thursday, October 25	1:00 pm Dismissal; St. Joseph School Faculty Meeting, 1:15 pm
Friday, October 26	8 <sup>th</sup> Graders Work at St. John's Food Pantry Laddonia, MO
Tuesday, October 30	Administrator's Meeting at Jefferson City, MO
Thursday, November 1	Blue & Gold Day
Saturday, November 3	Baptismal Anniversary Recognition at Mass
Sunday, November 4	End of 1 <sup>st</sup> Qtr; 45 days
Monday, November 5	Dismiss at NOON; Parent/Teacher Conferences 12:15pm-8:15pm
Thursday, November 8	NO CLASSES
Friday, November 9	New Administrators' Meeting, Jefferson City, MO
Friday, November 16	All Saints Day; Parties 1:30 pm-2:40 pm
Tuesday, November 20	Regional Speech Meet- (Location TBA)
Wednesday, November 21-23	St. Joseph Home & School 5K Run to the Cross (Tentative)
Tuesday, December 4	Daylight Savings Time Ends "Fall Back"
Thursday, December 13	NO CLASSES; Diocesan Professional Development Day- Jefferson
Friday, December 14	Administrators' Meeting, Jefferson City, MO
Tuesday, December 18	St. Joseph School Advisory Board Meeting, 6:00 pm
Wednesday, December 19	1:00 pm Dismissal; St. Joseph School Faculty Meeting, 1:15 pm
Thursday, December 20	Blue & Gold Day
December 21 - January 2	Baptismal Anniversary Recognition at Mass
	1:00 pm Dismissal; St. Joseph School Faculty Meeting, 1:15 pm
	8 <sup>th</sup> Graders Work at St. John's Food Pantry, Laddonia, MO
	No Classes- Thanksgiving Break
	Advent Activity Night 6pm (Current Kindergarten students & 2019-2020 kindergarteners)
	New Administrators' Meeting; Jefferson City, MO
	St. Joseph School Advisory Board Meeting, 6:00 pm
	Blue & Gold Day
	Baptismal Anniversary Recognition at Mass
	1:00 pm Dismissal; St. Joseph School Faculty Meeting, 1:15 pm
	8 <sup>th</sup> Graders Work at St. John's Food Pantry, Laddonia, MO
	St. Joseph School Christmas Play, 6:30 pm
	Read-A-Thon; Early Dismissal 1:00 pm
	Christmas Break

Thursday, January 3	Classes Resume
Tuesday, January 8	St. Joseph Home and School Meeting, 6:30 p.m.
Wednesday, January 9	End of 2 <sup>nd</sup> Quarter; (44 days)
Thursday, January 10	St. Joseph School Advisory Board Meeting, 6:00 pm
Friday, January 11	1:00pm Dismissal; St. Joseph School Faculty Meeting 1:15 pm
Monday, January 14	Winter School Cleaning (2 hrs per family from 3:00pm-9:00pm)
Tuesday, January 15	Winter School Cleaning (2 hrs per family from 3:00pm-9:00pm) 8 <sup>th</sup> Graders Work at St. John's Food Pantry, Laddonia, MO
Friday, January 18	Administrator's Meeting, Jefferson City, MO
Saturday, January 19	Blue & Gold Day; Baptismal Anniversary Recognition at Mass Regional Speech Meet- (Location TBA)
Monday, January 21 (needed)	St. Joseph Home & School Snowflake Dinner & Dance NO CLASSES; Martin Luther King Day- (Weather Make-Up Day if
Wednesday, January 23	All School Spelling Bee 10:15 am
January 27-February 1	Catholic Schools Week
Friday, February 1	St. Joseph School Mission Carnival, 12:30-3:00 p.m. NO EXTENDED CARE
Tuesday, February 5	New Administrator's Meeting, Jefferson City, MO
Friday, February 8	1:00pm Dismissal; St. Joseph School Faculty Meeting 1:15pm
February 11-22	ACRE Testing Window Grades 5 & 8
Wednesday, February 14	Valentine Parties 1:30 pm-2:40pm St. Joseph School Advisory Board Meeting, 6:00 pm
Friday, February 15	Blue & Gold Day; Baptismal Anniversary Recognition at Mass
Monday, February 18	NO CLASSES; President's Day
Tuesday, February 19	8 <sup>th</sup> Graders Work at St. John's Food Pantry, Laddonia, MO
Monday, February 25	NO CLASSES; Diocesan Wide Professional Day
Thursday, February 28	Fine Arts/Science Fair Night
Friday, March 1 pm	Grandparents Day; 1:00 pm Dismissal; St. Joseph School Faculty Meeting 1:15
Saturday, March 2	Regional Speech Meet (Location TBA)
Tuesday, March 5	Administrator's Meeting, Jefferson City, MO Spring Pictures Ash Wednesday
Wednesday, March 6	Diocesan Science Fair
Friday, March 8	Daylight Savings Time Begins "Spring Forward"
Sunday, March 10	St. Joseph Home and School Meeting, 6:30 pm
Tuesday, March 12	End of 3 <sup>rd</sup> Qtr; 43 days
Thursday, March 14	St. Joseph School Advisory Board Meeting, 6:00 pm
Friday, March 15	Blue & Gold Day; Baptismal Anniversary Recognition at Mass
Tuesday, March 19	8 <sup>th</sup> Graders Work at St. John's Food Pantry, Laddonia, MO
Wednesday, March 19-20	Music Appreciation Days 3 <sup>rd</sup> & 4 <sup>th</sup> Grade (Tentative days)
Thursday, March 21	Dismiss at Noon; Parent/Teacher Conferences 12:15pm-8:15pm
Friday, March 22	No School
Monday, March 25	No School-(Weather Make-Up Day if needed)
Wednesday, March 27	First Reconciliation 6:00pm (Tentative)
Monday, April 1	Birthday Lunch for all Students and Staff
Wednesday, April 3 2019, 6:30 pm	Meeting for Parents of those entering Pre-K/Kindergarten in August,
Saturday, April 6	Diocesan Speech Meet, 12:30-4:00pm Jefferson City, MO
Tuesday, April 9	St. Joseph Home and School Meeting, 6:30 pm



<b>Thursday, April 11</b>	<b>New Administrator’s Meeting, Jefferson City, MO</b>	
<b>Friday, April 12</b>	<b>St. Joseph School Advisory Board Meeting, 6:00 pm</b>	
	<b>1:00 pm Dismissal; St. Joseph School Faculty Meeting 1:15 pm</b>	
<b>Tuesday, April 16</b>	<b>Library books for Branch Library Due</b>	
	<b>Sketch Day for 8<sup>th</sup> Graders</b>	
<b>April 17-22</b>	<b>8<sup>th</sup> Graders Work at St. John’s Food Pantry, Laddonia MO</b>	
<b>Friday, April 26</b>	<b>Easter Break</b>	
	<b>Blue &amp; Gold Day; Baptismal Anniversary Recognition at Mass</b>	
<b>Sunday, April 28</b>	<b>All School Panoramic Picture</b>	
<b>Monday, April 29</b>	<b>St. Joseph Parish First Communion, 9:00 am (Tentative)</b>	
	<b>Library books for St. Joseph School Library Due</b>	
<b>Wednesday, May 1</b>	<b>May Crowning Mass; 7:45am (1<sup>st</sup> Communicants come dressed in</b>	
<b>Communion clothes)</b>		
<b>Tuesday, May 7</b>	<b>Administrator’s Meeting, Jefferson City, MO</b>	
<b>Thursday, May 9</b>	<b>St. Joseph School Advisory Board Meeting, 6:00 pm</b>	
<b>Friday, May 10</b>	<b>1:00 pm Dismissal; St. Joseph School Faculty Meeting, 1:15 pm</b>	
	<b>Blue &amp; Gold Day; Baptismal Anniversary Recognition at Mass (May-</b>	
<b>June-July)</b>		
<b>Thursday, May 16</b>	<b>Last day for Eighth Graders; Tree Planting</b>	
<b>Friday, May 17</b>	<b>Field Day</b>	
<b>Sunday, May 19</b>	<b>8<sup>th</sup> Grade Graduation 9:00 am Mass</b>	
<b>Monday, May 20</b>	<b>Field Day “Rain Day”</b>	
<b>Tuesday, May 21</b>	<b>Last Day of School, End of 4<sup>th</sup> Qtr 42 days</b>	
<b>Wednesday, May 22</b>	<b>Weather Make-Up Day (if needed)</b>	
<b>Thursday, May 23</b>	<b>St. Joseph Faculty End of Year In-Service</b>	
<b>June TBA</b>	<b>Aquinas Academy; Missouri Military Academy, Mexico</b>	
	<b>August =12</b>	<b>January =20</b>
	<b>September =19</b>	<b>February = 18</b>
	<b>October = 21</b>	<b>March = 19</b>
	<b>November = 18</b>	<b>April =18</b>
	<b>December = 14</b>	<b>May = 15</b>
<b>TOTAL = 174</b>		



## ST. JOSEPH SCHOOL

401 E. Kellett Street  
Martinsburg, MO 65264-2011  
573-492-6283

### DRESS CODE

Dress is important to the overall discipline and spirit of a school. St. Joseph School students are to dress simply, neatly, and reflect the ideals of Christian values.

**It is the parents' responsibility to see that the students abide by the following dress code:**

#### GIRLS:

Non-faded navy blue classic uniform type pants, Capri pants, walking shorts, skirt, gouaches, culottes, skorts, cargo style pants or shorts, or simple jumper with no frills.

Clothing is to be at least as long as the student's fingertips when she is standing in a relaxed manner; clothing is not to be tight fitting.

No jeans, sweat pants, stirrup pants, jean shorts, or gym shorts.

Solid white or light blue blouse or polo shirt with no trim.

Blouses must have a collar or a turtleneck.

Either short or long sleeves.

No tee-shirts.

Must be worn tucked in unless it has a square bottom.

Shirts under uniform blouses must be **white** and tucked in.

#### BOYS:

Non-faded navy blue classic uniform type pants, cargo style pants or shorts, or walking shorts.

Shorts are to be at least as long as the student's fingertips when he is standing in a relaxed manner.

No jeans, sweat pants, jean shorts, or gym shorts.

Solid white or light blue shirt or polo shirt with no trim.

May be dress shirt, sports shirt with a collar, or turtleneck.

Either short or long sleeves.

No tee-shirts.

Must be worn tucked in unless it has a square bottom.

Shirts under uniform shirts must be **white** and tucked in.

#### ALL STUDENTS:

**Allowed are: solid unfaded navy blue or white sweater or sweatshirt without design crew neck sweatshirt (new blue and gold style) full zip hooded sweatshirt (new blue and gold style)**

Uniform **blouse or shirt** should **NOT** show below sweater or sweatshirt.

Optional belt may be solid navy, brown, or black.

Socks and shoes must be worn, no sandals, boots, or crocs.

No obvious make-up.

No excessive or fad jewelry.

Chains and necklaces must be within the "v" of neckline (when buttons are buttoned, necklace should not be visible).

One watch and one bracelet is acceptable. One small ring may be worn.

No earrings over 1/2" in diameter.

For safety reasons, no dangling earrings of any type.

#### FREE DRESS DAYS:

On "free dress days" all dress still needs to be in keeping with the dress code. Sleeveless shirts/dresses are not allowed on these days. Dress blue jeans (with no holes) **are** allowed.

St. Joseph School students are to come to school looking clean and neat, and dressed in a manner which is in good taste according to local norms and is not distracting to classroom instruction. Students are to be in uniform each day unless specified by the principal.

Additional changes may be made at the discretion of the faculty.

**ST. JOSEPH SCHOOL**

401 E. Kellett Street  
Martinsburg, MO 65264-2011

573-492-6283

**2018 – 2019 FINANCIAL INFORMATION**

Automated withdrawal to begin **July 1, 2018**, or pay weekly until it takes effect.

**Pre-Kindergarten Fees:**

\$107.50 weekly (Instruction/care from 7:00 am to 5:30 pm)

In the event that school is not in session for a normal five day week, parents will be required to pay the daily rate of \$21.50 for the number of days that school is in session. Payments are due the first day of the school week. There will be a \$5.00 late fee for payments not turned in on time. Our Pre-K program has a set fee and no discounts will be given for multiple children.

\*\*\*The first payment of \$150.50 will be due June 1, 2018. This includes 2 days of the first school week and 5 days for the second week. Following payments will begin on Monday, August 27, 2018.

*Extended Care: Provided for Pre-K students from 3:00-5:30pm at no additional charge*

**Registration form and the first fee payment of \$150.50 is due to school by June 1st, 2018 for the 2018-2019 school year. For your convenience, you may make out one check payable to "St. Joseph" for the first fee payment and milk.**

**Kindergarten - 8<sup>th</sup> Grade:**

The following is the Fee Schedule for support of St. Joseph School. Parishioners of St. Joseph, in addition to your regular church tithing, should use the fee schedule. The cost to the parish to educate one student at St. Joseph School, Martinsburg, during the 2016-17 school year was \$6,266.72.

**2018-2019 School Fee Schedule:**

Payment Options:		<b><u>Annual</u></b>	<b><u>Monthly</u></b>	<b><u>Quarterly</u></b>	<b><u>Weekly</u></b>
		<i>(\$100.00 Discount if Paid by June 1)</i>	<i>(12 months)</i>	<i>(Jul-Oct-Jan-Apr)</i>	<i>(52 weeks)</i>
<b>One Student</b>	<b>\$ 3,640</b>	\$3,540	\$304	\$ 910	\$ 70
<b>Two Students</b>	<b>\$ 4,420</b>	\$4,320	\$369	\$1,105	\$ 85
<b>Three Students</b>	<b>\$ 4,940</b>	\$4,840	\$412	\$1,235	\$ 95
<b>Four Students</b>	<b>\$ 5,460</b>	\$5,360	\$455	\$1,365	\$ 105

\*Enroll in Automated Withdrawal (ACH) for Monthly/Quarterly/Weekly payments and receive a reduction for the value of one weekly payment. ACH Forms are enclosed.

**Required School Fees:**

Registration Fee-- \$100 per student

Home & School Fee--\$5.00 per family

**Milk Fee \$20.00 per year per student if desired** (Students in Pre-K / Kindergarten may have 2 milks if desired for \$40.00 per year)

**Extended Care Fee** (after school care from 3:00 to 5:30 pm daily)

\$6.50 per day, if attending on a regular basis, \$7.50 per day for drop-ins

**Summer Cleaning** \$150.00 due Sunday, August 12, 2018, if you do not help with the Summer Cleaning; check made payable to “St. Joseph School”.

**ST. JOSEPH SCHOOL**  
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**2018-2019 STUDENT SUPPLY LIST**

General Guidelines: There is no need to purchase new supplies each year as many are designed for multiple years of use. Please make sure that students have adequate supplies for the entire school year.

No colored paper or notebooks.  
Only wide-line paper and notebooks

No "perfect-edge notebooks" (they fall apart)  
Book bag should hold both books and papers.

**Pre-Kindergarten and Kindergarten**      \* = label items with your child's name

- 12 pencils #2
- \*1 large eraser (not novelty)
- \*Crayola Crayons – box of 16 or 24
- Crayola WASHABLE markers – classic colors
- \*Crayola or Prang Water paints
- \*1 large bottle of Elmer's glue
- \*Scissors – 1 pair Fiskars
- \*1 2-pocket folder
- \*School box – regular sized "Spacemaker"
- \*1- Paint Shirt (old adult t-shirt)
- \*Backpack (no wheels)
- \*Extra set of clothes (uniform/under garments) to keep at school
- \*Rag rug or large towel for quiet time mat
- \*1 pair of headphones
- 2 rolls paper towels
- 2 boxes Kleenex
- 1 Germ-X
- 1 box gallon size zip-lock bags
- 1 container antibacterial wipes

**Grades 1-2**      \* = label items with your child's name

- 24 #2 plain pencils
- 24 pencil cap erasers
- \*Large eraser
- \*Crayons (no more than 24)
- \*Markers – washable
- \*Watercolor paints (if you have some from last year you can use again)
- Glue sticks-6 (regular size)
- \*School Box (or zipper pencil bag- crayons, markers, scissors must fit inside)
- \*2- 70 page spiral notebook (wide lined)
- \*2-2 pocket folder
- 1 pack of 3x5 lined index cards
- 2 rolls paper towels
- 2 boxes Kleenex
- 3 containers anti-bacterial or clorox wipes)
- \*Backpack – no wheels (must fit inside locker which is 10 inches by 11 inches; 34 inches high)

**Grades 3-4** \* = label items with your child's name

- 24 #2 pencils
- 24 pencil cap erasers
- 1 scissors
- \*1 large eraser
- \*School box or zipper pencil bag (crayons, markers, scissors must fit inside)
- \*Crayons – 24 pack
- \*Markers
- \*Colored pencils – small box
- Glue sticks – 6 (regular size)
- 1-bottle of liquid glue
- 1 package of wide-ruled loose-leaf paper
- \*1- 3 ring binder (1 ½ inch); zipper works best
- \*3 folders
- \*5- 70 page spiral notebook (wide-lined)
- 1- package of (2) dry erase markers
- 3<sup>rd</sup> grade only** 1- package of thin multi-colored highlighters
- 4<sup>th</sup> grade only** 1- package of black sharpies (fine point)
- 2 rolls paper towels
- 2 boxes Kleenex
- 3 containers Anti-bacterial wipes or Clorox wipes
- \*Backpack – no wheels (must fit inside locker which is 10 inches by 11 inches; 34 inches high)

**Grades 5-6** \* = label items with your child's name

- Bible (should have the one they received as a third grader)
- \*1 Calculator (scientific with a root button)
- \*Something to organize your assignments (Binder/Folder/File Holder- Your Choice)
- \*6 subject dividers/tabs or 6 3-hole folders (If you purchase a binder)
- \*Pencils - #2 lead
- \*1 large eraser or cap erasers
- \*Blue or black ball point pens
- \*Glue (1- liquid and 6-sticks)
- \*Crayons
- \*Markers (Fine line)
- \*Colored pencils
- \*Scissors
- \* 1 package black sharpies (fine point)
- \*2 folders with pockets
- \*2 wide-lined one subject notebooks
- \*Wide-line loose-leaf paper or notebook (but must have perforated pages)
- Hinged book rings to hold note cards (at least 6 rings)
- 1 sketch pad (can use from previous year)
- 4 rolls paper towels
- 1 boxes Kleenex
- 4 containers Clorox wipes
- \*Backpack – no wheels (must fit inside locker which is 10 inches by 11 inches; 34 inches high)

**Grades 7-8 \* = label items with your child's name**

Bible (should have the one they received as a third grader)

\*1-Calculator (scientific with a root button)

\*Something to organize your assignments (Binder/Folder/File Holder- Your Choice)

\*6 subject dividers/tabs or 6 3-hole folders (If you purchase a binder)

\*Pencils - #2 lead

\*1 large eraser or cap erasers

\*Blue or black ball point pens

\*Glue (1- liquid and 6-sticks)

\*Crayons

\*Markers (Fine line)

\*Colored pencils

\*Scissors

1- package of black sharpies (fine point)

\*2 folders with pockets

\*2 wide-lined one subject notebooks

\*Wide-line loose-leaf paper or notebook (but must have perforated pages)

1 pack of 3x5 lined index card

Hinged book rings to hold note cards (at least 6 rings)

1 sketch pad (can use from previous year)

2 rolls paper towels

1 boxes Kleenex

4 containers Clorox wipes

\*Backpack – no wheels (must fit inside locker which is 10 inches by 11 inches; 34 inches high)