

ST. JUSTIN MARTYR SCHOOL

Family Handbook

2026-2027

Love is Loud

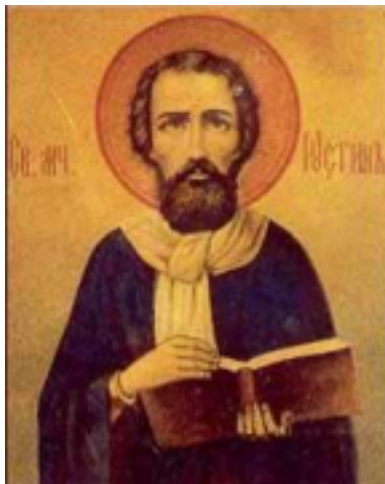


SAINT JUSTIN MARTYR
LOVE GOD. LOVE OTHERS. MAKE DISCIPLES.

2026-2027 Family Handbook

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ST. JUSTIN PATRON OF OUR SCHOOL

St. Justin was born in Samaria at the beginning of the second century. After spending years studying pagan philosophies, his quest for religious truth led him to investigate the Christian religion, which he found answered the great questions of life and existence better than pagan philosophy. Already impressed by the zeal of the Christian Martyrs, he became a convert to the Christian faith.

After his conversion, Justin moved to Rome where he opened a school in which he taught the best elements of Greek philosophy in the context of Christian belief. Justin is known as an apologist - one who defended in writing the Christian faith against the attacks and misunderstandings of the pagans. Among his writings are some of the earliest descriptions of Baptism celebrations and the Eucharist. Because of his public witness to his faith in Christ, Justin was martyred by Emperor Marcus Aurelius around the year 165.

This student and parent handbook provides basic information to help you throughout the school year. In addition to brief background information on our history and philosophy, we have included policies and guidelines necessary to create a wholesome safe environment for the pursuit of faith formation and academic excellence consistent with the teachings of the Catholic Church.

While we have made every attempt to cover as many concerns as possible, we cannot list everything that could happen. Therefore, the specific rules and procedures are not all inclusive. We retain the right to amend the handbook for just cause as needed in response to the dynamics of daily life at St. Justin Martyr School. In the event of changes, the parents/guardians will be given prompt notification.

We welcome you to St. Justin Martyr School and look forward to your active participation in the growth and development of tomorrow's adults.

St. Justin Martyr School is accredited by the Missouri Chapter of the National Federation of Nonpublic Schools State Accrediting Associations and is a National Catholic Educational Association (NCEA) member.

SAINT JUSTIN MARTYR

CATHOLIC SCHOOL



OUR CORE VALUES

As a school community, five Core Values reflect who we are and what we do.

At St. Justin Martyr, our students are:

FORMED with FAMILY

We celebrate a family atmosphere and a close-knit community.

FORMED by the BEST

We commit, with our award-winning staff, to understand students as individual learners and meet their needs.

INFORMED with INNOVATION

We enhance the learning environment with innovative practices and hands-on learning.

TRANSFORMED by KNOWLEDGE

We empower our students to apply their knowledge and become lifelong learners.

TRANSFORMED by FAITH

We embrace a culture rich in prayer and acts of service guided by Jesus, our best teacher.

OUR PHILOSOPHY

As believers in Jesus Christ and the Catholic Church, the parish community of St. Justin Martyr is called to support the mission of our school by encouraging:

ALL to be faithful to the evangelizing mission of the church in the giving of time, talent, and treasure.

PARENTS to embrace their role as the primary educators of their children, and unite with the school community in developing the whole child.

STUDENTS to excel to the best of their abilities using their God-given talents to become creative and critical thinkers as Disciples of Christ.

STAFF to give witness by their words and actions and to aspire to the highest levels of professionalism.

OUR MISSION

Inspired by the Franciscan Charism, St. Justin Martyr is committed to supporting the whole child through faith development and academic excellence.

FORMING | INFORMING | TRANSFORMING

ST. JUSTIN MARTYR PARENT WITNESS STATEMENT

(A copy of the St. Justin Martyr School Parent Witness Statement is presented to each family at the beginning of the school year. Parents are asked to review the statement carefully, and to sign it as a sign of support.)

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

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

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

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of faith concerning their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families. Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

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

- **Regularly participate in the Sunday Eucharist {if not Catholic, regularly participate in worship and prayer} with my family.**
- **Commit to speak more with my children about God and to include prayer in our daily home life.**
- **Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.**
- **Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.**
- **Teach my children by word and example to have a love and concern for the needs of others.**
- **Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.**

I hereby request that my child(ren) be (re)enrolled in St. Justin Martyr School for the coming school year.

ST. JUSTIN MARTYR SCHOOL CALENDAR**2026-2027 SCHOOL YEAR**

August	12-19	Faculty Work Week
August	15/16	School Information Packet Pickup after Masses
	16	K-8 New Family Orientation in the Library
	16	6:15 pm K-8 New Family Meet the Teacher in classrooms; 6:15 pm Preschool NEW and RETURNING Meet the Teacher in classrooms.
	16	6:30 pm PreK-8 Backpack Blessing & Ice Cream Social (begin in Church)
	20	First Day of School K-8; Noon Dismissal for K-8
	21	Noon Dismissal for K-8 ; Friday Assembly
	24	Regular schedule K-8; First day of Aftercare; 6:30pm Middle School Back to School Night
	26	Preschool 1st Day of School; PreK-5th Back to School Night @ 6:30
September	7	Labor Day; No School
	8	First Day Hot Lunch
	10	7pm Fall HSO meeting
	23	First Reconciliation Parent Meeting 7pm in Church
	24	Fall picture day
	25	PREK - 8th Noon Dismissal; Midquarter; Badger Huddle; Faculty Meeting; Fall Festival Adult Night
	26	Fall Festival Family Day
October	2	K-8 Safe Touch program; 1st quarter Progress Reports emailed
	4	Feast of St. Francis: Pet Blessing 12pm
	7	Confirmation Orientation (candidate/parent) @ 7pm in Church
	9	Grandparents/Special Friends Mass for 4th - 8th grades @8am
	10/11	Rite of Enrollment for all Confirmation Candidates
	16	Grandparent's/Special Friends Mass NEW (PreK-3): 8am Mass followed by reception; Badger Huddle; Noon Dismissal, Faculty Meeting
	22	End of 1st Quarter
	28	8am All Saint's Mass; & Saints' Museum in Gathering Space after Mass; Report cards emailed in am; PT Conferences 3:30 - 7:30pm
	29	PreK-8 Noon Dismissal; Halloween parties: PreK 8-9:15; K-2 @ 11am; snack grades 3-8; Parent Teacher Conferences 1-5pm
	30	No School
November	11	Veterans' Day Mass @8am
	18	First Reconciliation for Second Grade @ 6:30pm in Church
	19	Vendor Fair/Holiday Boutique
	20	PreK-8 Noon Dismissal; Badger Huddle, Faculty Meeting

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	24	All School Thanksgiving Mass @ 8am
	25-27	No School - Thanksgiving Holidays
	27	Midquarter mark
	29	Advent by Candlelight 6-9pm in Parish Center
December	3	Christmas Musical at 7pm; Picture Make-up day
	4	Prek-8 Noon Dismissal; Badger Huddle; Faculty meeting; 2nd quarter Progress Reports emailed
	8	Feast of the Immaculate Conception - All School Mass @ 8am
	7/8	Santa's Workshop
	14	Parish Advent Reconciliation Program 6:30-8pm pm in church
	18	Noon dismissal; End of 2nd Quarter; Christmas Parties 8-9:15 for PreK & 10:45-11:45 for K-8 ; Kindergarten Nativity; 8th grade play
January	4	School Resumes
	8	2nd Quarter Report Cards Emailed
	9	Confirmation Retreat w/Sponsors in church (9:15- 12:15)
	15	Prek - 8th Noon Dismissal; Badger Huddle; Faculty Meeting
	18	No School Martin Luther King Jr. Day
	22	All School ProLife Mass @ 8am
	31	Catholic Schools Week Open House
February	1/31-2/5	Catholic Schools Week
	3	First Communion Parent Meeting 7pm in church
	5	Mid-quarter
	6/7	First Eucharist Rite of Enrollment @ all weekend Masses
	10	Ash Wednesday Special Mass @ 8am
	12	Prek - 8 Noon Dismissal; Valentine's Parties PreK (8-9:15), K-2 (11:-11:45); 3-8 Snack; 3rd Quarter Progress Reports Emailed
	15	No School - President's Day
	TBD	6th & 7th Retreat (offsite)
	TBD	4th/5th Grade Retreat (at SJM)
March	8	Parish Lent Reconciliation Service 6:30pm in church
	12	8am All School Mass Honoring Fathers; Noon Dismissal Badger Huddle; Faculty Meeting
	15-19	Spring Break; end of 3rd quarter
	25	Holy Thursday; Noon Dismissal; Student Lenten Retreat in am
	26	Good Friday; No School; 3rd Quarter Report Cards Emailed
	28	Easter
	29	No School - Easter Monday
April	2	Prek-8 Noon Dismissal; Badger Huddle; Faculty Meeting
	10	First Communion Family Day Retreat 9 - 11:30 in church & parish center
	TBD	Spring HSO meeting

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	15	Spring Concert @7pm
	16	No School - Great April Exhale!
	17	Confirmation @ Cathedral @1:30pm
	19	No School - Great April Exhale!
	23	Midquarter
	24	First Communion in Church (2nd graders) at 11am Mass
	28-30	6th Grade Camp
	30	PreK-8 Noon Dismissal; Badger Huddle; Faculty Meeting; 4th quarter Progress Reports emailed
May	1	Parish Day of Service 12 -4
	7	8am; All School Mass Honoring Mothers; Prek - 8th Noon Dismissal; Badger Huddle; Faculty Meeting
	14	Badger Bash
	21	Field Day; 8th grade last day; Transfer of Leadership Mass @ 8am
	24	8th Grade Fun Day (Mystery Trip)
	26	8th Grade Graduation Mass @ 6pm; Preschool Completion
	28	Last Day; 8am Mass with donuts & dismissal immediately following Mass; End of 4th Quarter
June	4	Report Cards Emailed

2026-2027 FACULTY AND STAFF

Mrs. Beth Woodley 6-8 Grade Science and Social Studies

Mrs. Teresa Killian 6-8 Grade Math and Religion

Mrs. Kathy Regnier 6-8 Grade English Language Arts

Ms. Lisa Crotty Grade 5 Homeroom 4th and 5th Grade Math, Science, and Religion

Mrs. Mary Clare Bena Grade 4 Homeroom 4th and 5th Grade English Language Arts

Mrs. Annmarie Hamill Grade 3 Homeroom Self-contained

Mrs. Jennifer Rohlring Grade 2 Homeroom Self-contained

Mrs. Bridgette Geraghty Grade 1 Homeroom Self-contained

Ms. Annie Yuede Kindergarten Homeroom Self-contained

Mrs. Teresa McIntyre Preschool Director and Teacher

Mrs. Kristin Johnston Preschool

Mrs. Victoria Miller Art K-8

Mrs. Emily Bowman Music K-8

Mrs. Sue Stumpf PE PreK-8

Dr. Cynthia Neu Learning Consultant

Mrs. Beth Kassel Learning Consultant

Ms. Amanda Lindsey School Counselor

Mrs. Karen Loeffler Teacher Aide

Ms. Lyndall Gregson Teacher Aide

Mrs. Lisa Arends Middle School Aide, Assistant *to* the Principal

Mrs. Margaret Poulin Teacher Aide

Mrs. Peggy Klipsch Teacher Aide

Mr. Sam Collett Teacher Aide

Mrs. Allison Rabia, Paraprofessional

Mrs. Angie Brumfield Teacher Aide and After Care Coordinator

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Mrs. Kailey Maier Principal

Mrs. Annie Finke School Secretary

Ms. Marge Kathalynas Pastoral Minister for Faith Formation and Missionary Discipleship

Mrs. Tammy Barnes Catechesis of the Good Shepherd Facilitator

Mrs. Liz Miller Parish Youth Ministry

Father Brian Hecktor Pastor

Mrs. Marie Tate Parish Administrator

Mrs. Karen Wood Parish Secretary

Mr. Bryan Golden Maintenance

Mrs. Adriane Vitale Hot Lunch

Phone Extensions

Dial 843-6447. When the message begins, dial the following prompts.

Dial # for Directory by Name.

0 Office

1 Principal

3 Absentee Mailbox

4 Aftercare

5 Preschool Director

6 Learning Consultant

7 Health Room

8 DRE/PSR

St. Justin Martyr E-mails

Most staff e-mails are the last name@stjustinmartyr.org. For example, the principal's e-mail is maier@stjustinmartyr.org. Exceptions are Mrs. Finke, school secretary: secretary@stjustinmartyr.org

ADMINISTRATIVE ORGANIZATION

PASTOR

The pastor is the spiritual leader of the Catholic Parish Community. He is the chief administrator of the parish. By his office, the Pastor is responsible for those matters within the school that affect worship, the ministry of the Word, and the spiritual welfare of the students.

PRINCIPAL

The Principal is the director of the school. The Principal is to work closely with the Pastor and faculty to achieve a climate and programs that foster Christian growth and formation within the total school community. The Principal is responsible to the Pastor, to the Archdiocesan Superintendent, and to the parish community for all school matters.

PARISH COORDINATOR OF RELIGIOUS EDUCATION

The Parish Coordinator of Religious Education (CRE) is the chief administrative and catechetical leader of all parish catechetical programs. In the school, the Parish CRE works in collaboration with the principal, and catechists in Sacramental preparation and reception as well as involvement in parish wide catechetical efforts.

SCHOOL BOARD

The School Board acts in an advisory capacity to the Pastor in making policy for the Parish School. The School Board is made up of 10-12 parents and/or parishioners, elected by the Parish community, with the Pastor and the Principal serving as ex-officio members.

FACULTY

All faculty members are responsible to the Principal. Members of the faculty will be accountable to the Principal in upholding the philosophy and goals of education of St. Justin Martyr School.

2025-2026 SCHOOL BOARD

Byron Caskey, President
Colleen King, Vice President
Alyssa Gedders
Ben Barnes
Taylor Elhoffer
Lucy Feicht
Eric Lauver
Laina Prehm
Jim Weiss
Stephanie Henschel
Danielle Fox
Fr. Brian Hecktor Pastor, St. Justin Martyr (ex officio)
Kailey Maier Principal, (ex officio)

THE ROLE OF THE SCHOOL BOARD

One of the primary functions of the school board is the formulation of policies by which the school is governed. It then becomes the role of the Pastor, through the Principal and Faculty, to develop procedures for the administration of the educational program consistent with the policies recommended by the board.

A policy is a statement that gives direction for administrative action. A policy sets a goal or an end to be achieved. A policy answers the question “what,” i.e., what does the board want to see happen? An example of a policy statement is, 'All students in the school shall receive instruction in the Catholic religion, whether they are Catholic or non-Catholic.'

Policies are formulated on two levels. The Archdiocesan Board of Catholic Education makes general policies that

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govern all Catholic schools in the Archdiocese of St. Louis. All Catholic schools are required to be administered in a manner consistent with these policies. On a local level, parish boards develop policies that deal with specific situations or problems unique to that parish.

It is the role of the Administration to develop procedures or rules that determine how policies are to be carried out. The Board does not make such rules, although the Board gives input to the Administration when evaluating the effectiveness of the rules.

By making a copy of this handbook available to each family enrolled at St. Justin Martyr School we hope to open communication and understanding. Parents are always welcome to address concerns about policies and procedures at the monthly School Board meeting, which is scheduled for the first Monday of each month.

THE ROLE OF THE HOME & SCHOOL ORGANIZATION

The Home and School Organization is an organization under the Christian Formation/Education Ministry of the Parish Council. Its purpose is to facilitate the cooperation of parents, pastors, principal, and teachers so that our children will be given the best possible witness and preparation for living out their commitments as Catholics.

2026-2027 HOME & SCHOOL ORGANIZATION

President: Jamie McGrath

Vice-President: Emily Vander Pluym

Secretary: Marissa Ashley

Treasurer: Liz Hair

GENERAL INFORMATION

OFFICE HOURS

Office hours are 7:30 a.m. through 3:30 p.m. on school days.

Calls to report absences can be made at any time before 9 am on the day of the absence. Please call 843-6447, extension 3, and leave your message. Absences **MUST** be reported to Mrs. Finke.

VISITORS

All visitors who should enter through the front door must sign in at the vestibule table and put on a “visitor” tag. For the safety and security of our students, no one is permitted to go directly to classrooms, libraries, cafeterias, or playgrounds. **Please note that any parent dropping off a forgotten lunch or other item should buzz in and leave the item on the vestibule table. Playground and Cafeteria supervisors should sign in at the Office no later than 11:45 a.m.**

GENERAL SCHOOL HOURS

- | | |
|------------|---|
| 7:30 a.m. | Faculty members and student patrol guards report outside for duty. Students begin to assemble on the sidewalk in front of the school. All cars should use the driveway to the north of the Church to enter and exit the parking lot. Cars should turn right and circle the parking lot, allowing students to exit the cars only next to the church. Cars exit through the same driveway. If you are parking to come into the school, please be aware of walkers and bicycle riders in the lot in front of the school. Walkers and bike riders use the driveway with the crosswalk and should cross only with the patrol. Bikes are to be placed in the bicycle rack and locked. |
| 7:40 a.m. | First bell rings - the school door opens. |
| 7:50 a.m. | Tardy bell rings. Students who arrive after this time must stop in the office to pick up a tardy slip before going into the classroom. If a child arrives after 8:00 a parent must walk them into the office to sign them in. |
| 11:45 a.m. | Pre-K (M-F) and Kindergarten (F) dismissal for those leaving early. Noon. Early dismissal days for |

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grades PK-8. (THESE ARE NOTED ON MONTHLY CALENDARS.)

11:45 a.m. – 12:45 p.m. Lunch/Recess for grades K-8

2:45 p.m. Preschool dismissal

3:07-3:10 p.m. Gr K-8 Dismissal

SCHOOL POLICIES

4100 Admissions

4101 Policy of Non-Discrimination

St. Justin Martyr of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. The school shall not discriminate based on race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

4102 Admission to an Elementary School

Parents/guardians wishing to enroll their children in St. Justin Martyr School must apply for admission at the school.

4102.1 Requirements for Admission (Rev April 2013)

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in St. Justin Martyr School must understand and agree to the purposes of Catholic schools.

Admission to St. Justin Martyr elementary school and Preschool at any point of entry is contingent upon:

1. The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school/ (non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this type of school includes:
 - a) Participation in the spiritual and social life of the parish or religious congregation.
 - b) Support of the concepts upheld in the Witness Statement (See page 4). Witness Statement for Those Whose Children Attend Catholic Education Programs and Witness Statement: Called to be Catholic for Students Who Attend Catholic Schools and Parish Schools of Religion).
 - c) Agreement to follow the policies and procedures of the school.
 - d) Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. The child's fulfillment of the age requirements listed below:
 - a) For admission to kindergarten, the child should be five years of age before August 1.
 - b) For admission to first grade, the child should be six years of age before August 1.
 - c) For admission to preschool, the child should be three years of age before November 1.

Children who fulfill the age requirement for Preschool, Kindergarten, or first grade but who after sufficient examination are found lacking in maturity or readiness for Preschool, Kindergarten, and first grade need not be admitted. In these cases, the principal should recommend readiness activities or some program for the further development of the child.

For those children who do not fulfill the age requirement for kindergarten or first grade see Admission of Students Not Meeting the Age Requirement (4102.64).

3. The school's ability to meet the student's educational needs; determination of the ability is based upon:
 - a) The student's performance in another educational setting.
 - b) Successful completion of the previous grade level.
 - c) Successful completion of the entrance evaluation process.

The decision to admit a child should be made only after a thorough review of the child's previous school records and all records related to the child's special needs, if any. Parents should be required to sign the "Exchange of Information" form to enable the school to obtain all necessary information from professionals or agencies that have made diagnoses and prescribed adjustments for students who have known special needs. If parents will not provide complete information and/or will not cooperate in ensuring that professionals who provide diagnostic, prescriptive, or therapeutic services to their child complete information, the school may need to postpone any further consideration of admission.

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

4102.11 Class Size (Adopted 3/5/01, Revised 4/5/04, 5/4/15)

A maximum of 28 students will be admitted per grade. Exceptions to the application of this policy are subject to the discretion of the Principal of St. Justin Martyr School.

4102.13 Order of Precedence for Admission* (Revised 12/7/16)

Guidelines for the order of precedence for admission will be:

1. Active parishioners within boundaries with siblings in school and enrolled in St. Justin Martyr Preschool.
2. Active parishioners within boundaries with siblings in school and not enrolled in preschool at St. Justin Martyr.
3. Active parishioners outside of boundaries with siblings in school and currently enrolled in preschool at St. Justin Martyr.
4. Active parishioners outside of boundaries with siblings in school and not enrolled in preschool at St. Justin Martyr.
5. Active parishioners within boundaries without siblings already enrolled in preschool.
6. Active parishioners within boundaries without siblings in school and not enrolled in preschool at St. Justin Martyr.
7. Active parishioners outside of boundaries without siblings already enrolled in preschool at St. Justin Martyr.
8. Active parishioners outside of boundaries without siblings in school and not currently enrolled in preschool at St. Justin Martyr.
9. Catholic students whose parents are not members of St. Justin Martyr parish and whose parents are currently meeting their obligations of parish participation and have written permission of their pastor to attend St. Justin Martyr, but have no siblings enrolled in school. The "written permission of their pastor" to attend a portion of this clause does not apply to preschool students.
10. Non-Catholic students whose parents give evidence of a desire for a religiously oriented education.

An active parishioner meets their obligations of parish participation based on the parent witness statement such as:

- Regularly participate in Sunday Liturgy at St. Justin Martyr
- Participate and volunteer in the parish or school

Other factors to consider in order of precedence:

- Length of parish membership

*Exceptions to the application of this policy are subject to the discretion of the Principal of St. Justin Martyr School and the Pastor of St. Justin Martyr.

Guideline for Establishing Wait Lists

Administration will establish a wait list for any applicants when a particular grade is deemed full. Wait-listed students follow the same order of precedence for admission.

4102.14 Kindergarten Admission Policy

Any child who will be five (5) years of age before August 1 may register for Kindergarten in St. Justin Martyr School. The date of birth must be certified by a birth certificate. Catholics must submit a baptismal certificate if not on file at St. Justin Martyr or St. Elizabeth of Hungary rectory. Acceptance will be determined after St. Justin Martyr School has completed the screening process.

The kindergarten admission process consists of two steps:

1. Readiness
2. Order of Precedence

Readiness

A Readiness Test will be administered to each child registered for kindergarten by St. Justin Martyr.

The Readiness Test and evaluation of a child will make one of two possible determinations:

1. Child is ready for Kindergarten.
2. Child is not ready for Kindergarten.

There are only two possible determinations. If a child is deemed not ready, no matter how many places remain in a class, the child will not be admitted. If a child is deemed ready, he/she will proceed to the Order of Precedence.

Admission of Students Not Meeting the Age Requirements (4102.64)

Students not meeting the age requirement, but who after adequate examination are found to possess sufficient maturity to enter based on determining factors:

1. Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity. These tests are to be decided on by the principal and primary coordinator or kindergarten teacher.
2. Observations of the student in a learning situation.
3. Recommendations of preschool or kindergarten teacher.
4. Sufficient room in the school for this student.
5. Approval by the pastor to accept this student.

4102.15 Preschool Admission Policy (Adopted 4/8/13)

Any child who will be three years of age before November 1st may apply for St. Justin Martyr Preschool. Prospective students must be **toilet independent*** and ready to be a part of a classroom. Admission to the preschool will follow the Order of Precedence outlined in Admission Policy 4102.13.

*Definition of “toilet independent”: Preschool students must be able to go to the bathroom without ANY assistance. Teachers provide supervision only and are not allowed to provide ANY physical help (button, zip, wipe, etc.)

Guidelines for Applying Policy

Children who fulfill the age requirement for Preschool, but who after sufficient examination are found lacking in maturity or readiness for Preschool need not be admitted. In these cases, the Preschool Director should recommend readiness activities or some program for the further development of the child.

4102.2 Transferring from Another Catholic School

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission (4102.1) would apply at any transfer point.

4102.21(Revised 9/2014) Transferring students requesting admission to St. Justin Martyr School may be accepted after a thorough inquiry regarding their previous academic and behavioral standings. Admission will not be finalized unless all documentation has been received from the sending school.

4102.3 Transferring from a Merged/Consolidated Catholic School

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason, a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish.

4102.4 Transferring from a Non-Catholic School

A student transferring from a public or private school may be accepted into St. Justin Martyr School after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission (4102.1) would apply at any transfer point.

4102.5 Transferring from a School District under Court Ordered Desegregation Plan

Public school students from public school districts directly affected by mandatory court orders for integration may not be accepted into Catholic schools.

4102.63 Admission of Students from Other Countries (Revised 8/2015)

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Center before making admissions decisions and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

4103 Registration in the Elementary School (Revised January 2017)

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

Guidelines for elementary school registration (REVISED September 2014, January 2015, and 2017)

1. Completion and return of the Stewardship Pledge Card
2. Completion of a registration form.
3. Verification of the date of birth by a review of the birth certificate or baptismal certificate.
4. Verification of the dates of other sacramental celebrations.
5. Verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
6. Payment of a family registration fee due at the time of registration.

4103.1 Registration for St. Justin Preschool Guidelines for Preschool Registration (REVISED Jan. 2017)

1. Completion and return of the Stewardship Pledge Card
2. Completion of registration forms.
3. Verification of the date of birth by a review of the birth certificate or baptismal certificate.
4. Verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
5. The payment of a family registration fee is due at the time of registration. This registration fee is non-refundable.

SJM 6102.11 Finances (Revised 1/7/02)

Parishioners of St. Justin Martyr Parish support and maintain the parish school through voluntary contributions. Parents of students are responsible for instructional fees (book fees) covering the cost of specific curriculum-related expenses.

SJM 6102.2 Preschool Tuition

SJM 6102.21

The Finance Committee, in consultation with the School Board and Principal, recommends to the pastor policies

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regarding the amount of tuition and the manner of payment. Furthermore, it is the responsibility of the Finance Committee to ensure that adequate financial resources are available for the Preschool.

SJM 6102.22 Tuition Payments

Tuition payments are due on the first of every month. The first payment of the school year is due by September 1st. Tuition for students registering after the first day of school will be prorated over the number of days the student will be in attendance.

Families withdrawing students before the first day of school shall receive a full refund of tuition paid to date. After the first day of school, tuition refunds will be prorated over the number of days each student was in attendance.

SJM 6102.23 Late Payments

Families who have a monthly payment and have not made suitable payment arrangements within 30 calendar days of the missed payment will forfeit admission to St. Justin Preschool according to policy # SJM 6102.24 (see below).

SJM 6102.24 Non-Admission of Students Due to Tuition Delinquency

All families must be current in their payment of tuition:

1. By September 1st or students will not be admitted on the first day of school
2. Within 30 days of any missed payment or admission will be revoked immediately.
3. By May 20 or students will not receive final report cards and permanent records will not be released to any other school.

The Preschool Director is responsible for holding report cards and permanent records. A letter from the Business Manager will be sent to parents when revoking admission status.

After Care

St. Justin School offers an aftercare program that is staffed and supervised by faculty, staff, and student workers.

- Aftercare is available after full school days from dismissal until 5:30 pm
- Aftercare is NOT available on the last day before Christmas break, the last day of school, or snow days. Please refer to the school calendar for any other exceptions.
- The daily schedule includes snacks, playtime/crafts, and quiet time to work on homework.
- Payment for After-Care is due on the first of each month.
- Families are asked to pre-register for a regular schedule in 3-month segments.
- Students must be registered to participate in either or both programs. One registration fee covers both programs.

Arrival and Dismissal

Arrival K-8:

- Use the entrance to lot B being mindful of those who are walking or riding bicycles along there as well.
- Walkers and bike riders must use the crosswalk if crossing Eddie & Park Rd.
- Walk in front of the Parish Center, across the crosswalk, and down the sidewalk.
- If you need to park to come into the building before school in the morning, please be watchful of students walking in that area.
- Use the bicycle rack located near the playground to keep bikes safe and out of the way.
- Students should leave their cars anywhere along the sidewalk where the car stops, not waiting to reach the first space. This keeps traffic flowing.
- Cars continue around and leave through the same driveway.

Arrival Preschool:

- Child should arrive between 7:30 and 8:00 am
- Follow the K-8 traffic flow until you reach the front of the school.
- Park in the lane closest to the rectory and school. Walk the child into the classroom and sign them in.
- If a child has older siblings in the school, they may enter with them using the K-8 procedures.

Dismissal Preschool:

- Preschool dismisses at 11:45 for part-time and 2:45 for full time.
- At 11:45 park in the first lane and wait on the sidewalk in front of the school for your child to be brought out by their teacher.
- At 2:45 pull up to the curb as done in the morning and the teacher will come out with your child. You may leave the lot before 3:05. If after 3:05, you must wait and follow the K-8 procedures.
- We have a 3:00 dismissal option for families with siblings in elementary school. Parents should park in their assigned family spot and wait on the sidewalk for the teacher to bring out their child.
- Any preschooler not signed out by a parent or a caregiver by 3:00 pm will be included in the Preschool Aftercare program and charged accordingly.

Dismissal K-8:

- The entrance to the parking lot is closed to drivers at dismissal, to provide a safe route for those who are walking or riding bicycles.
- Please arrive no later than 3:00 p.m.
- All vehicles enter through driveway A and proceed to designated parking spaces.
- Those who arrive late must wait in the driveway until all the students are in cars and cars are dismissed before coming into the lot. If you are late you need to pull around the lot to the sidewalk next to Church to pick up your passengers.
- Parents/drivers are asked to remain in their vehicles. When students are dismissed from the building they are expected to go directly to their cars, or the sidewalk next to the Church, if the car is not in its designated place.
- Please make sure your child gets into the car immediately. If your child needs to return to the building, drive around rather than allow them to run back.
- Walkers will proceed down the sidewalk, and cross at the Parish Center. They will utilize the sidewalk in front of the Parish Center to the crosswalk on Eddie and Park Road.
- Bike riders will follow the perimeter of the parking lot along the rectory and recycle cans to the crosswalk at Eddie and Park.
- The teachers on duty watch and wait until all the children are in vehicles, and then signal for the lot supervisor to allow cars to leave.
- When the teacher on duty gives the signal, all vehicles pull forward and exit according to the direction of the parking lot supervisor.
- If your child has an appointment that would require you to leave immediately from the lot, it would be best to arrange to pick up your child 10 minutes before dismissal, to allow you to leave the lot early.

○

Aftercare services are available from 3:10 to 5:30 if needed. At 3:30 all students must be in Aftercare or under a teacher's supervision. Parents will be charged for Aftercare if the services are needed. An attempt to contact a parent or guardian will be made if they haven't picked up their child by 3:30.

If parents are regularly unable to abide by regular drop off and pick up times, a parent should designate another adult to take responsibility for the student. Please note that parents must permit the emergency card for another adult to pick up their child.

Attendance

ARCHDIOCESAN POLICY 4200 Attendance

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

4201 Absence

Students are considered absent whenever they are away from school during school hours except for school-sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a

parent/guardian stating the time, length, and reasons for absence. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

4201.01 Absences Due to Parental Discretion Including Shadow Days

Students are expected to be in regular attendance. Discretionary absences during the school year are discouraged. Teachers are not responsible for providing make-up work prior to any absence.

Guidelines: Parental wishes are respected, provided the parents and student take responsibility for the missed work. The student, not the school, is responsible for making up the missed work. The student and/or parent should consult with the child's teacher prior to the absence to determine the teacher's expectations.

On the day the student returns to school from any absence, he/she must meet with the teachers to be sure all assignments are completed, receive any additional assignments missed, and to make arrangements to take any tests/quizzes missed during the absence. Parents should be aware that repeated or prolonged absences might work against the student's academic progress and possibly the student's right to continue in attendance.

Progress reports and/or report cards may be delayed until the work that is missed is completed. Please follow these guidelines:

1. Notify the principal and teacher/s in writing at least one week prior to the dates the child/ren will be absent.
2. Make arrangements with the teacher/s to take any tests/quizzes missed during the absence.
3. Long range assignments and tests that have been scheduled prior to the student's absence are due on the day of return unless other arrangements have been made. Only assignments completed during this time will be considered for grading purposes.

In general, students are allowed one day to make up work for each day missed. This is a general guide. Special circumstances can be discussed with the principal and/or teacher.

4201.1 Truancy

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is considered a serious offense. Consequences will include conferences with parent/guardian and probationary status. Repeated truancies will result in dismissal.

4202 Tardiness

A student is tardy who arrives after the time fixed by school policy for the start of the school day. Excessive tardiness will be addressed on an individual basis.

Definition for Absence Terms for Full Days of Class (Revised April 2014)

Tardy – Student arrives less than 40 minutes late from designated start time (8:30am)

Short absence – Student misses less than 90 minutes of any portion of the day

Half day absences – Student misses greater than or equal to 90 minutes but less than 4.5 hours of any portion of the school day.

Full day absence – Student misses more than or equal to 4.5 hours of the day.

Early departure – Student leaves school less than 40 minutes before the final bell (2:30pm)

Definitions for Absence Terms for Early Dismissal Days (noon dismissal of school)

Tardy – Student arrives less than 40 minutes late from designated start time (8:30am)

Half day absence – Student misses more than or equal to 40 min of any portion of a school day.

Early departure – Student leaves school less than 40 minutes before the final bell (2:30pm)

Absence Reporting

- Parents must inform the school before 9:00 a.m. each day that a student will be absent. Calls to report absences can be made at any time. Please call 843-6447, extension 3, and leave your message. The Secretary will contact a parent

Each child in grades 4-8 is expected to arrange with another student to record assignments when an absence occurs.

On the day the student returns to school, he/she is expected to contact the teachers to be sure all assignments are completed and to make arrangements to take any tests/quizzes missed during the absence.

- The parents of a primary grade student who misses more than one day of school should check with the child's teacher to see if special help is required at home.
- Students are given one day for each day's absence to complete missed assignments and tests. Long term assignments or those that were assigned prior to absence are expected upon the student's return or a date agreed upon by the teacher. Special arrangements will be made if a student is ill for a prolonged period. After this time, work or tests will be graded as late assignments, and marked according to grading policies.
- If a student must be excused during the day for medical, dental, or family reasons, an email or phone call to the office is required, stating the date/time/reason for the absence.

Birthday Treats, Parties, Celebrations 4706 Birthdays (Revised)

Food that has been prepared in private homes is not allowed for distribution to students for treats, parties, or other celebrations.

Birthday Celebrations

- In keeping with the Missouri Wellness Plan, birthdays will be celebrated so that we are honoring the child rather than focusing on sweet treats.
- Students may dress in casual clothing (follow casual dress guidelines) on their birthday or the next school day following a weekend, holiday, or Mass Day.
- Each teacher will have a special way of honoring birthdays in their class that is age appropriate.
- As a school, we will honor the person as well but without bringing in treats.

Holiday Party Food

- **The treat should be coordinated with the teacher and should include all members of the class.**
- Food that has been prepared in private homes is not allowed to be distributed to students for parties, projects, or other celebrations.
- All food to be distributed by a student should be commercially, individually wrapped. Please "OK" the food with the teacher ahead of time.
- Please be conscientious and remember that some children may have food allergies or medical conditions which limit the kinds of foods they are allowed to have.
- Parents will be informed at the beginning of the school year if there are any known food allergies in their child's class. We reserve the right not to distribute treats if the items sent are in any way dangerous or problematic for some students.
- Food served by parents/teachers for parties should be served using the same food safety procedures as used by the food servers in the Lunch Program to avoid contamination.

Invitations

- **Party invitations should not be given out at school unless the parent has contacted the teacher beforehand. Teachers will allow invitations to be given out only if all of the boys or all of the girls or all of the class is invited to an occasion.**
- The teacher will be the one to decide when and how invitations are given out.
- Please consider the feelings of other students when planning a special activity for your child with other classmates.
- While it is not always possible to include every other child in the class, allowing your child to deliberately exclude some classmates, or to talk to others about the activity in front of children not included, is very hurtful.
- **Please encourage your child to be discrete and sensitive about activities where not everyone can be included.**

Cafeteria

- Lunches may be purchased through the school lunch program or may be brought from home.
- Lunch menus and orders are placed through the website every month.
- If a child forgets his/her lunch or fails to order on time, the student will be offered the salad bar items. The

day's entree may be offered if extras are available. The lunch program will bill the parents for the cost of the meal. No refunds are given to children who are sick on the day they ordered lunch.

- Please do not send or bring soda for your child's lunch beverage.
- Parents are **asked not to bring "fast food"** lunches to school for their children.
- Drinks may be ordered at the start of each semester. Water is always available.
- When the weather permits, the children play outdoors at recess.
- **Please make sure your child has appropriate clothing for outdoor recess.**

Child Safe Environment Program

Any parent of a student at St. Justin Martyr School **who wishes to participate in any school function** involving children (including but not limited to: room parent, party or field trip chaperone, lunch helper, library aide), is required by the Archdiocese to attend a Protecting God's Children workshop and submit background check information including a copy of their Social Security card, to be kept on file, and must agree to read and sign the Archdiocesan Code of Ethical Conduct. Failure to comply with any of these requirements would preclude the parent from participating in any of these types of events.

Guidelines

- A central, parish file of all completed forms, including a copy of the Social Security card, will be kept in a locked cabinet in the parish office. Only the parish child safety officer will have access to those files and may only access them to verify or renew the safety check done on all persons who have contact with youth every two years.
- These forms must also be completed by all Scout leaders and helpers, by all athletic coaches and helpers, and by any other adult supervising any parish activity involving youth.
- A schedule of all Protecting God's Children training in the Archdiocese of St. Louis is available on the Archdiocese's website: www.archstl.org
- Parents who fail to complete the training will be required to pay the \$25 default playground payment instead of doing scheduled playground supervision unless the parent finds a suitable substitute.

Communications

There will be regular communication between home and school. The administration will develop written guidelines to be included in the handbook.

Guidelines

- A family envelope containing weekly communication will be sent home on Thursdays with the oldest child. Parents are asked to sign and return the envelope the following day.
- An emergency telephone contact system will be used to communicate emergencies.
- The school section of the parish website can be accessed through www.stjustinmartyr.org/community. Please contact the technology coordinator to set up an account.
- Teachers develop homework posting systems.

*Parents should always try to direct communication to the person/person most closely involved in the situation.

Specific guidelines are:

- **SCHOOL SECRETARY** - Questions regarding the calendar or routine procedures, help with carpools, delivering emergency messages to children, and reporting absences.
- **TEACHER** Questions regarding assignments, classroom procedure, and academic and/or social progress of your child. Each teacher has a voicemail and email account.
- **PRINCIPAL** - Questions regarding school rules, curriculum, school activities, general procedures, and all academic or social problems that cannot be resolved at the classroom level. Please contact the Principal if your efforts to contact a teacher are unsuccessful.
- **SCHOOL BOARD** - Questions regarding philosophy, policy, and long-range planning. Policies are the statements that introduce each section of this handbook. If you wish to have a question concerning philosophy, policy, and long-range planning discussed at the Board meeting, please contact the Board President at least one week before a scheduled meeting.
- **PASTOR**- Questions regarding the overall administration of the parish school, financial obligation, etc.
- **PARISH ADMINISTRATOR** – Reserving parish buildings, financial arrangements and payments, Child

Safety documentation.

4402.5 Distribution of Materials to Students (Revised January 2015)

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

Guidelines for applying policy

That which is approved for distribution should be brought to the school office, grouped in alphabetical order by grade of the oldest in the family. It should arrive by Wednesday for the following day's distribution.

4402.5 Mailing List

St. Justin Martyr School will not release names, addresses, or e-mail addresses of students or their parents/guardians to unauthorized persons or agencies. Information that enables students to be identified individually by name or photograph will not be available on the school website without permission of the parents/guardian.

SJM 4402.51 Student Accident Insurance (Revised October 2014 & January 2015)

Student accident insurance coverage is available. Please contact the principal for more information. Parents are financially liable for medical expenses resulting from accidents occurring at school, on school property, and during school-sponsored events.

Conduct

ARCHDIOCESAN POLICIES

4300 Conduct

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

5301.6 Reporting Student Conduct

The teacher in every subject area reports the evaluation of conduct to parents/guardians. There are uniform standards among the teachers in evaluating conduct at each level. These standards will be clearly communicated to parents/guardians and students at the beginning of each year.

5301.7 Withholding Report of Student Progress St. Justin Martyr may withhold reports of student progress if obligations (financial or otherwise) of the parents/guardians have not been fulfilled.

Specific Conduct

4303.1 Tobacco

As an educational institution dedicated to the promotion of the growth and well-being of every aspect of a student's life, the school prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, the school declares they are a smoke-free environment.

4303.2 Drug, Alcohol & Substance Use and Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and create an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not

permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Guidelines

- • Efforts are made for preventive approaches through counseling and other educational methods.
- All prescribed medication should be kept in the school office with proper documentation on file unless an exception is made and noted for a particular situation.
- Possession or use of drugs or alcohol, including tobacco, narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is illegal. Law enforcement authorities will be notified. Suspension and/or withdrawal for cause may result. At a minimum, intervention, assessment for chemical dependency, and treatment if professionally indicated will be required as part of the conditions for readmission.
- Distribution of drugs or alcohol, including tobacco, narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is illegal. Law enforcement authorities will be notified. Suspension and/or withdrawal for cause will result.
-

4303.3 Violence and the Threat of Violence

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

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

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

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

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

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

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

Copyright

ARCHDIOCESAN POLICY 5202.6 – USE OF COPYRIGHTED MATERIAL

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Custody Arrangements

In cases where the parents of a student are divorced, **a copy of the parenting plan of the divorce decree must be provided to the school.** Parents who have legal custody are entitled to receive communication and grade reports concerning the progress of their children. Duplicate report cards and access to weekly newsletters may be arranged by calling the school office.

Discipline

SJM 4300.1 St. Justin Martyr Discipline Philosophy

Our goal at St. Justin Martyr School is to create an environment conducive to learning, and one that reflects a Christian atmosphere. To do this, we must work together to teach our children respect for others and responsibility for personal behavior. Students at St. Justin Martyr School are expected to act in keeping with their maturity level and with respect for the rights and welfare of others in the school community. At the same time, we must always be mindful that children learn from examples and that these expectations apply first to parents, faculty, staff, and volunteers if such a policy is to be credible or effective.

It is the privilege and responsibility of family and school to set standards of conduct for children and follow through with appropriate consequences. In all decisions of discipline, however, the desire should be to act in a Christian manner characterized by compassion, fairness, and respect for the individual. Furthermore, in guiding the child's growth in Christian attitudes, values, and behavior, it is best to emphasize the positive rather than the negative. It is with this philosophy in mind that the following standards of behavior have been established.

SJM 4300.2 Standards of Behavior

- Students are to be attentive, cooperative, and follow all rules established by the classroom teachers.
- All staff members share the responsibility for supervising student behavior.
- Students should respect all persons in authority and obey all established rules.
- Students should be prompt and regular in attendance, equipped with necessary books and supplies.
- Students are responsible for reasonable care of books and equipment and will be expected to pay for willful or careless damage.
- Students must comply with uniform regulation.
- All standards of behavior are to be in effect during regular school attendance, traveling to and from school or other places during co-curricular activities at the school or other places, and whenever a student may be engaged in conduct related to the school, its faculty, or staff.
- Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. The school has a right to discipline a student whose out-of-school conduct negatively affects the school and Church community or which seriously detracts from the reputation of the school.

4301 Local Discipline Policies and Procedures

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

SJM Guidelines for Applying Policy: Behavioral Responsibility

Each student shall be responsible for his/her decisions. If he/she knows what is expected, but deliberately acts contrary to those expectations, he/she should be ready to accept the logical consequences. It is expected that parents will support the faculty and administration in these matters.

Disciplinary Action (Revised March 2016)

A. Classroom Discipline (Level 1 Disciplinary Action)

1. Class and school rules will be discussed in each homeroom at the beginning of the school year. Students will be asked to help formulate these rules and will discuss the reasons for each rule.
2. Teachers will inform the students of the consequences for not following the rules. Within the K-3 classroom, the type of discipline will be left to the discretion of the teacher with the guidance of the Principal.
3. Within the departmental classrooms (4- 8) the teachers will collaboratively develop a set of classroom

rules.

4. Corporal punishment will not be used in this school.
5. Reasonable warnings will be given before consequences are incurred. This is dependent on the nature of the infraction. The severity of some infractions is cause for immediate consequences. In these cases, it is frequency, duration, and impact which determine the disciplinary action.
6. If further disciplinary action is deemed necessary due to the frequency of behavior(s), the duration of the behavior(s), or the impact of the behavior(s), a consultation and/or intervention with specialists and the administration will follow. This team consists of the principal, pastor, learning consultant, and counselor (Administrative Discipline – see Section B below). Examples of unacceptable behavior for which a child may receive an Administrative Disciplinary referral may include but are not limited to:
 - a) Insolence toward a supervisory adult, in language or behavior.
 - b) Disrespect is shown to other students – fighting, harassment, name-calling, any degrading word, gesture, or mannerism.
 - c) Lying.
 - d) Profane or disrespectful language.
 - e) Disruption of class.
 - f) Destruction of property.
 - g) Stealing.
 - h) Cheating-including giving answers to another student or knowingly allowing another student to copy work.
 - i) Intentionally hurting or intending to hurt another person.
 - j) Being out of class without proper permission.
 - k) Harassment/bullying of another student in writing, verbally or physically, including via electronic transmissions (email, instant messaging, text messaging, etc.)
 - l) Inappropriate use of cell phones, cameras, or other electronic devices.

B. Administrative Discipline

Definition: Triggered when a student exhibits behavior which impacts the safety of self or others or that disrupts the learning environment with any type of regular frequency, duration, or in an especially impactful manner.

1. **Level 2 Disciplinary Action:** Most behavioral concerns that surpass the classroom level are Level 2 concern. There is some level of frequency, duration and/or impact that make classroom consequences ineffective. Level 2 behaviors often involve social emotional skills that are not yet fully developed such as self-control, regulating emotions and impulses, perseverance, task completion, attendance and engagement or organizational skills. These delays call for additional coaching. Therefore, a Level 2 intervention is most effective when the teacher, learning consultant, and/or counselor work together to reflect with the child to dissect the areas of need and to coach the student in tools and strategies for success. The principal is consulted and kept abreast of progress. Parents are notified in writing of the reflection and strategies that the student will be applying, as well as how home and school can support the child in their efforts.
2. **Level 3 Disciplinary Action:** Involves an immediate threat to either personal safety or the learning environment. This requires the intervention of the principal and the pastor. If the principal is not present, the learning consultant should address the immediate need and the principal and pastor should be contacted as soon as possible. St. Justin's learning consultant, nurse, and counselor would likely be involved in any plan of action. The parents and outside professionals would be needed to deem that the child does not pose any further threat to him/herself, to others, or the learning environment. This is consistent with **Archdiocesan Conduct Policy 4303**.

4301.1 Discipline Policies and Procedures in VBRD Schools

Schools using Virtue-Based Restorative Discipline (VBRD) should include guidelines specific to the model when implementing Discipline policies.

ARCHDIOCESAN POLICIES

4302 Serious Disciplinary Consequences 4302.1 Suspension

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

Procedures for Suspension

1. Proper communication should take place at the time of suspension.
2. Notice of the suspension is orally conveyed to the parents/guardians as soon as possible.
3. A written major conduct referral form (see Archdiocesan Policy 4302.4) to the parents/guardians follows the oral notice. This referral should outline:
 - a) Clear reasons for suspension.
 - b) Length of time of suspension.
 - c) Process for and conditions of the student's return to school.
 - d) Procedure for student making up class work.

The written major conduct referral form should be signed by the parents/guardians indicating that they understand the terms of the suspension. The original major conduct referral form is to be kept on file at the school, and a copy is given to the family.

4. **Immediate Suspension:** In extreme situations, students may be suspended from school without the above procedure. The following are examples of unacceptable behavior which in some, but not all, circumstances would warrant immediate suspension:
 - a) Insolence toward authority – the use of obviously disrespectful language or attitude of defiance toward any teacher or adult in a supervisory role in the school. This includes volunteers, playground supervisors, maintenance workers, and hot lunch workers.
 - b) Disrespect shown to teachers or other students – fighting, harassment, name-calling, any degrading word, gesture, or mannerism.
 - c) Stealing – from the school, teachers, or other students.
 - d) Destruction of parish or school property, or the property of others.
 - e) Smoking or possession of cigarettes and/or matches or lighters.
 - f) Cheating – including giving answers to another student or knowingly allowing another student to copy work.
 - g) Sexual Harassment – where a student's actions either verbal or physical and sexual in nature, are likely to be offensive.
 - h) Absence from school without parental permission, absence from class without teacher and Principal permission, or leaving school grounds during the school day without written parental permission and the Principal's permission.
 - i) Any violation of the firearms and weapons policy.
 - j) The possession or use of drugs, alcohol, or imitation controlled substances by students on school grounds.
 - k) Harassment/bullying of another student in writing, verbally or physically, including via electronic transmissions (email, instant messaging, text messaging, etc.)
 - l) Inappropriate use of cell phones, cameras, and other electronic devices.
5. **Indefinite Suspension:** If, after all, reasonable procedures have been followed, a student's behavior continues to be unacceptable, or if a student is found in possession of an illegal substance or weapon, the student will be placed on indefinite suspension pending a review of the situation by the Pastor and Principal.

4302.2 Probation

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

Guidelines

- Probation may be a condition of a suspension or multiple suspensions. If a student is placed on probation, the parents/guardians and student should be informed in writing.
- This communication should indicate the reason for the probation; the period of the probation; the

conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended.

- St. Justin Martyr School will request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation. The original signed statement is to be kept on file at the school, and a copy is to be given to the family.
- The following may generally lead to probation:
- Multiple infractions of school rules;
- An individual infraction of a major school rule;
- A single suspension for an infraction of a major school rule;
- Multiple suspensions for infractions of school rules.

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

4302.3 Withdrawal for Cause

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

The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

The administration and/or local school board may determine specific reasons for the withdrawal of a student for cause. The following serious conduct or a pattern of repeated minor disciplinary violations that does not share improvement despite documented interventions may constitute grounds for withdrawal for cause:

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

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

1. The student should be placed on indefinite suspension, and the parent/guardian and student are notified that withdrawal for cause is being considered.
2. The principal should consult with staff members, students, or others to obtain information about the student's behavior leading to consideration of withdrawal for cause.
3. The principal should also consult with their Education Director from the Office of Catholic Education and Formation to review the situation before a decision is made.
4. The principal should recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior, and in the best interest of the school community.
5. A conference should be held with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause.
6. Following the conference, a decision should be reached by the pastor and communicated to the parents in writing utilizing the major conduct referral form. The Office of Catholic Education and Formation should be informed of the decision.
7. Withdrawal for Cause should be recorded on the student's cumulative record, along with the date of the action. No other comment or information about the action should be included in the student's cumulative record except for the major conduct referral form. (Archdiocesan Appendix 7.1 – Template for Major Conduct Referral).

4303.6 Dress Code

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

4303.61 SJM Dress

Students from Preschool through grade eight will wear the school uniform. Uniforms are worn by all students beginning on the first day of school. All articles of clothing are to be worn as designed to be worn.

Decisions regarding the wearing or appropriateness of the uniform shall be left up to the discretion of the Principal. Names should be written on tags of uniforms, especially sweatshirts, sweaters, jackets, and coats.

See Appendices A-B for specifics about uniforms.

Consequences for Failure to Follow the Standard

- If the violation is under the student's control, i.e., failure to wear a belt, failure to tuck a shirt, etc., the student's card will be marked or the student will receive a verbal reminder, depending on the grade level.
- If the violation is under the parent's control, i.e., failure to wear designated uniform because the child does not have the appropriate items, the Principal or teacher will contact the parent.

Dual Enrollment

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

Guidelines

- Dual enrollment is possible only in another accredited school.
- The Catholic school is the primary educational provider. The other school is a supplemental provider.
- The Catholic school is responsible for instructing the student or ensuring that the student is instructed in the core curriculum (religion, language arts, mathematics, science and social studies).
- A student is not considered absent from the Catholic school when in attendance at the other school.
- In determining whether dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning of the core curriculum in the Catholic school.
- A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:
 - a) The educational purpose the dual enrollment arrangement is intended to achieve;
 - b) The amount of time the student will be away from the Catholic school;
 - c) The mechanism by which the Catholic school will receive information from and provide information to the supplemental program including attendance/absences;
 - d) Transportation to and from the Catholic school.

Emergency Information Collection

In the online school registration process, you will provide information for compiling emergency information for **each child** in your family.

- Phone numbers at which you can be reached during the school day in case of illness or emergency dismissal of school.
- E-mail addresses
- Emergency contacts
- Those to whom SJM has permission to release your child

- Information obtained will be used for the emergency phone blasts and kept on file in the school office and parish rectory.
- It is very important that we have current phone numbers for both home and work and that alternate names appear on the card in case we cannot reach the parents.
- **Please notify the school immediately of any changes in this information during the school year.**

Emergency Closing

- In case of an emergency the TELEPHONE and EMAIL BLAST will be initiated through an automated system. **Please make sure the office has all of your contact phone numbers. Text and email options are available as well.**
- If it becomes necessary to close school due to inclement weather, station KMOX-1120, and the local TV stations will be notified once a decision is reached.
- **Snow Schedule or Late Starts** are for days when snow/ice makes early morning travel hazardous but is not severe enough to warrant a full snow day. Late Starts will be communicated in the same way as snow days, via phone blast/tv/radio. Student drop-off will begin at 9:00 AM. Classes will begin at 9:30 AM. If no announcement is made, school will begin at the regular time.

5202.10 Extracurricular Activities

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as the moderator of the activity and should be present at all times during the activity. Parents/guardians' permission must be obtained for a student to participate in extracurricular activities.

5202.101 Publications

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism or be tasteful and appropriate for the specific genre intended. All publications should reflect the philosophy and mission of St. Justin Martyr School.

5202.102 Sportsmanship

The faculty, staff, and students of St. Justin Martyr strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

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

Field Trips

ARCHDIOCESAN POLICY 5208 Field Trips

Class visits to places of cultural or educational significance give enrichment to the lessons in the classrooms. Whenever possible, bus transportation by an insured carrier should be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used.

ARCHDIOCESAN POLICY 5202.9 Transportation

Volunteers will be expected to abide by the criteria below. Volunteer drivers will provide the school with copies of a valid driver's license, vehicle registration, and proof of insurance coverage. The documents will be kept on file by the school. The school will also maintain a record of each event and the date when each volunteer driver transports students. If a private passenger vehicle must be used, the following criteria are required:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair their ability to drive safely.
2. The vehicle must have a valid registration and meet state safety requirements.

3. **The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence. A proof of such coverage (certificates of insurance) is required.**
4. Drivers must be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. Adults should not be permitted to smoke in the vehicle.
7. For any field trip involving young students needing a child passenger restraint system, St. Justin must hire a school bus to transport the students or the parent of each student needing a restraint system must be responsible for transporting his/her own children to and from the event.

The guidelines for Missouri state law SB 872 are as follows:

- Children younger than four years of age, regardless of weight are required to use an appropriate child passenger restraint system.
- Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child.
- Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child
 - passenger restraint system or booster seat appropriate for the child.
- Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872).

5202.91 School Buses and Drivers

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.

Guidelines

- 12- and 15-passenger vans may NOT be used to transport students.
- The bus must have an annual safety inspection by a qualified mechanic.
- The school office has a list of other policies regarding school bus transport. Please contact the school office for further clarification.

Finances for St. Justin Martyr K to 8 School Program

St. Justin Martyr K to 8 School is supported by the general contributions of the parish and its members. Parishioners of parishes support and maintain the parish school through tuition payments. Parents of all students of St. Justin Martyr School are responsible for fees covering the cost of curriculum related expenses.

Guidelines

- A detailed breakdown of costs associated with school fees are provided at the time of registration.
- All school fees are non-refundable.
- School fees are due according to a schedule provided at the time of registration. Registration is not complete until each fee is paid.
- Any family needing an adjustment to the payment schedule must submit their request in writing to the principal, parish administrator, or pastor.
- St. Justin Martyr School reserves the right to withhold report cards or grade reports if financial obligations of the parents/guardians have not been fulfilled.

Finances for St. Justin Preschool

The Preschool operates under a tuition model. The Finance Committee, in consultation with the School Board and Principal, recommends to the pastor policies regarding the amount of tuition and the manner of payment. Furthermore, it is the responsibility of the Finance Committee to ensure that adequate financial resources are available for the Preschool.

Guidelines (Policy Revised January, 2015)

2026 – 2027 Family Handbook

- Tuition payments are due the first of every month. The first payment of the school year is due by September 1st. Tuition for students registering after the first day of school will be prorated over the number of days the student will be in attendance.
 - Families are required to give 30-day notice for a change of schedule or withdrawal from the preschool. Failure to provide 30-day notice will result in forfeiture of refund for withdrawal from the program or forfeiture of reduced charges resulting from a reduced schedule.
 - **Late Payments:** Families who have missed a monthly payment and have not made suitable payment arrangements within 30 calendar days of the missed payment will forfeit admission to St. Justin Preschool according to policy # SJM 6102.24 (see below).
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- **SJM 6102.24 Non-admission of Students due to Tuition Delinquency**
 - All families must be current in their payment of tuition:
 - By September 1st or students will not be admitted on the first day of school
 - Within 30 days of any missed payment or admission will be revoked immediately.
 - By May 20 or students will not receive final report cards and permanent records will not be released to any other school.
 - The Preschool Director is responsible for holding report cards and permanent records. A letter from the Business Manager will be sent to parents when revoking admission status.

Grade Reporting

5301 Grade Reports

Grade reports are issued at the end of each grading period to inform students and parents/guardians of progress. The grade report includes a summary of the academic achievement, conduct, punctuality, and attendance of the student for each grading period of the school year. An explanation of the grading system is available to students and parents/guardians in the report card.

Parents/guardians will be informed of the dates for report distribution so that they can discuss the report card with their children.

Conferences will be scheduled during the year to supplement the reporting of student progress.

Archdiocesan Policy 4501 Grade Classification

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

Graduation

Archdiocesan Policy 4502 Graduation

To graduate from St. Justin Martyr School in the Archdioceses of St. Louis, a student must have successfully completed the minimum academic and religious requirement of the school; demonstrated satisfactory conduct; and completed all financial obligations.

4502.1 Financial Requirements

Payment in full must be made for all financial obligations to the school before the day of graduation. Parishioners of St. Justin Martyr Parish support and maintain the K-8 parish school through a tithing program. Preschool families, parishioners of St. Elizabeth of Hungary and other non-parishioners will pay tuition as established by St. Justin Martyr and St. Elizabeth finance committees. Parents of all students are responsible for additional school fees and incidental fees as determined on a yearly basis.

SJM 4305.1

Liturgy Celebration of Completion Ceremony

A liturgy with students, parents and staff should be central to the school's celebration of the completion of the elementary school program.

SJM 4305.2

Dismissal of Eighth Grade Students

The eighth grade celebration should be scheduled as close as possible to the official ending of the school year. Dismissal of the eighth graders should occur not more than one day prior to the celebration.

SJM 4305.3

Other Events Related to Completion of School Program

Other events and aspects of the celebration of completion of the school program should be planned in light of such factors as the philosophy of the school, the significance of this event in the student's overall education and the financial burden to school and family.

Guidelines

The focus of the Completion of School Program is a simple family celebration. Therefore:

- A reception is appropriate.
- Dress for the liturgy and reception would reflect the focus of the program.
- Slacks and sport coats (or suits), shirts with a tie, and dress shoes are appropriate for boys. Shorts, jeans, shirts without collars, and tuxedos are deemed inappropriate for boys.
- Street length dresses, skirts with blouses, and dress shoes are appropriate for girls. Formal dresses, semi-formal dresses, cocktail dresses, and full-length gowns are deemed inappropriate for girls. **Please exercise modesty. Strapless dresses and narrow strap dresses must be covered by a sweater or jacket.**
- A student dance is deemed inappropriate.
- It is inappropriate for St. Justin Martyr School to sponsor overnight trips as part of the completion of the school program.
- Students and parents will be informed of this policy and associated guidelines in adequate time to prepare the scheduled completion of school program.

Harassment

ARCHDIOCESAN POLICY 4303.7

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

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

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

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

Guidelines

Instances of harassment will be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Health and Safety

ARCHDIOCESAN POLICIES

4401 Health & Safety

Parents and school personnel will cooperate to provide for the general health and safety of all students.

4401.2 Health Documents

A health document will be maintained for every student enrolled at St. Justin Martyr School. This record will be kept in a secure file cabinet separate from their academic record. As part of the registration process, pertinent medical information will be collected for each student. Such information will include:

1. a completed emergency form,
2. a medical history and/or physical form, including information indicating special medical needs,
3. a record of all mandatory immunization dates.

Students may also have a care plan, and/or medication administration form if needed.

4401.21 Emergency Information/Authorization Record

In the event a student sustains an injury or sudden illness while on parish property and school is in session or while attending a school sponsored event on or off parish property, an assessment of the situation by the principal or authorized school personnel will occur and appropriate care will be instituted.

Guidelines for Applying Policy:

1. The school shall maintain basic first aid supplies.
2. The school shall maintain an emergency form for each student indicating the parent's/guardian's wish for the handling of any physical/medical emergencies for their child.
3. This emergency form should bear the signature of the parent or guardian. The information should include phone numbers or other directions for contacting parent or guardian or other persons who have agreed to assume responsibility in an emergency, the name and phone number of the family physician, hospital address and phone number.
4. Emergency forms should be updated by parents yearly or when warranted.
5. Emergency forms should be taken on field trips.
6. At least one staff member present in the building when school or aftercare is in session will be certified in CPR and basic first aid.

4401.3 Physical Examination of Students

Parents will provide completed physical examinations forms for the school health record for students entering kindergarten, third, and sixth grade. For all new entrants at any grade level, parents will provide documentation of a current physical examination done within the previous 12 months.

4401.31 Immunization – Kindergarten and Elementary School

According to Missouri state statute 167.181, prior to entrance into school. Students are required to be immunized according to the rules and regulations promulgated by the Missouri Department of Health. Students are also required to be immunized in accordance with rules and regulations of the local Department of Health in whose jurisdiction the school lies.

It is unlawful for any child to attend school unless properly immunized prior to the first day of school as required under the rules and regulations of the Department of Health and can provide satisfactory evidence of such immunization.

It is unlawful for any child to attend school unless the child has been immunized according to the law or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school administrator.

Guidelines for Applying Policy

A copy of the most recent immunization requirements will be sent home annually.

4401.4 Administration of Medication in School

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

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix C: Physician Consent for Medication Administration) signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. Written consent of the parent/guardian for school personnel to administer the medication (Appendix C: Parental Consent for Medication Administration to their Child);
3. The medication in the original container.
4. Proper training of personnel on medication administration.

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

SJM 4401.41 Administration of Over the Counter (OTC) medication

Over the counter medication will be administered in school only when it is necessary for a student to remain in school. For any new medication, the first TWO doses should be administered at home under parental supervision.

Guidelines for applying policy

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix D: Physician Consent for Medication Administration) signed and properly filed with the school).
2. Written consent of the parent/guardian for school personnel to administer the medication. (consent form available from school secretary or school nurse).
3. The medication in the original container, properly labeled with the child's name.
4. Proper training of personnel on medication administration.
5. Herbal medication and nutritional supplements are considered in the same category as OTC Medication.

4705 Immunization – Kindergarten and Elementary School

According to Missouri state statute 167.181, prior to entrance into school, students are required to be immunized according to the rules and regulations promulgated by the Missouri Department of Health. Students are also required to be immunized in accordance with rules and regulations of the local Department of Health in whose jurisdiction the school lies. It is unlawful for any child to attend school unless properly immunized prior to the first day of school as required under the rules and regulations of the Department of Health and can provide satisfactory evidence of such immunization.

It is unlawful for any child to attend school unless the child has been immunized according to the law or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school administrator.

Guidelines

A copy of the most recent immunization requirements will be sent home annually.

4401.3 Physical Examination of Students

Parents will provide completed physical examinations forms for the school health record for students **entering kindergarten, third, and sixth grade**. For all new entrants at any grade levels, parents will provide documentation of a current physical examination done within the previous 12 months.

4401.21 Injury and Illness

St. Justin Martyr School has procedures for the emergency handling of injury and sudden illness occurring at school, on school property, and during school sponsored events.

Guidelines

- The school maintains basic first aid supplies.

- The school maintains an emergency form for each student indicating the parent's/guardian's wish for the handling of any physical/medical emergencies for their child.
- This emergency form bears the signature of the parent or guardian and includes phone numbers or other directions for contacting parent or guardian or other persons who have agreed to assume responsibility in an emergency, the name and phone number of the family physician, hospital address and phone number.
- Emergency forms are updated by parents yearly or when warranted.
- Emergency forms are taken on field trips.
- Parents should provide in writing (from a doctor whenever possible) any activity restrictions for a child returning to school after significant illness or injury.

Illness during the Day

Parents of students who become ill during the day will be contacted if possible. Parents are expected to pick up or make arrangements for someone to pick up a child who is ill. We have no facilities to keep a sick child. If it is not possible to contact a parent, one of the two persons listed on the Emergency card will be called.

4706 Communicable Illnesses

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

Guidelines

No child should be sent to school and no child will be allowed to remain at school with the following:

- Fever 1-2 degrees above the child's normal temperature and/or ill appearing
- Rash with fever
- Rash of unclear cause that has not been evaluated by a physician
- Difficulty breathing, especially a child with asthma which is not relieved by medication.
- Sore throat with fever or difficulty swallowing
- Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- Vomiting at school or stomach cramping with history of vomiting in prior 24 hours
- Diarrhea, sleepiness, and abdominal cramping
- Mouth sores with inability to control saliva
- Chicken pox or other communicable diseases
- **Head lice should be reported to the Principal as soon as diagnosed to prevent their spread to others.**
If live lice or nits are found in the hair the child will be sent home for shampooing and thorough combing. The child must be seen by the nurse or other qualified person upon returning to school and will be readmitted to class if treated hair shows no signs of live lice. A recheck will occur after two weeks to check for lice or nits. If either are found the child will be sent home for another treatment and the process begins again.

Parents of students in a grade or grades affected by a contagious illness will be notified in writing by the administration of the presence of a contagious illness or condition, as mandated by the Archdiocesan Health Manual. The names of infected individuals will be kept confidential.

CHILDREN MUST BE NATURALLY FREE OF FEVER FOR 24 HOURS BEFORE RETURNING TO SCHOOL. THIS SHOULD NOT BE MEDICINE INDUCED.

4401.6 Students with Significant Medical Conditions (See Appendix G)

A student enrolled in St. Justin Martyr School who has a significant or potentially life-threatening medical condition may require special consideration. St. Justin personnel will take steps to obtain the information necessary to understand

- the condition,
- its manifestations in the school setting,
- and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

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Parents of a child with a significant medical condition are expected to assist the administration in obtaining appropriate and updated medical information so that procedures can be developed to provide a healthy and safe environment for their child.

SJM 4709 Student Safety

The administration shall ensure that appropriate policies and administrative rules and procedures be developed to determine how the safety of students can best be accomplished.

Guidelines

- Eighth and seventh grade students serve as members of the Safety Patrol to assure order and safety. Before and after school a Safety Patrol member supervises the crosswalk across Eddie and Park Rd. from 7:35 a.m. to 7:50 a.m. and from 3:07 p.m. to 3:20 p.m. Patrol members are also assigned to designated areas in the parking lot before and after school.
- Each family is assigned a designated parking spot for after school pick-up. Drivers are expected to follow the parking lot procedures which are communicated in writing at the beginning of the school year.
- **Child Protection & Reformation Act: St. Justin Martyr School abides by the state Child Protection and Reformation Act (RSMO 210). This law requires school personnel, having reasonable cause to believe that a child known to them in their professional capacity as being an abused or neglected child, will report this information to the Missouri Department of Family Services.**

Archdiocesan Policy 4402.2

Questioning of Students

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.

Archdiocesan Policy 4402.3

Media and the School

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited. Should it be deemed appropriate and the media wish to interview or photograph a student, the school will seek permission of the parent. Parental permission will also be sought if a student's photo is to be used in marketing materials. **(See Media Authorization Release Form, Appendix J)**

High School

Information regarding the Catholic High School Admissions process will be given to middle school students at the beginning of the school year. High School Nights, which showcase the various schools, are held each fall. The date will be posted. Eighth grade parents and students will be given additional information about visiting high schools and the application process at the Fall Back-to-School night.

Homework

Homework assignments are given regularly to reinforce or enrich concepts and/or skills presented in class, or to allow the student to prepare for the next day's class work. Homework includes written work, reading assignments, and study.

Teachers will discuss their expectations about homework with students during the first week of school, and with parents at the Back-to-School program held each September. Parents are encouraged to contact the teacher if a change in homework patterns is noticed – for example, if the child suddenly seems to have an unexpectedly large amount or has very little or no homework.

Part of the educational process is developing habits of organization and responsibility. Parents are asked not to deliver homework assignments to school.

Library

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Students in grades K through 8 are able to check out materials from the school library once a week. Overdue books will be assessed according to the fine schedule established. Rules and restrictions apply.

Liturgy/Sacraments

The school cooperates with parents in introducing students to the liturgical life of the Church and to the sacraments.

- Students attend Mass twice a week. All school Masses will take place on Wednesdays and Fridays at 8 am.
- Students are lectors, song leaders, and other lay ministers for the school Mass. They have an opportunity to learn to be servers when they are in the fifth grade.
- Children receive the Sacrament of Reconciliation for the first time in second grade. After that, children are given the opportunity for Confession during Advent and Lent.
- Children receive Holy Eucharist for the first time in second grade.
- Confirmation is conferred yearly, usually in the Spring. Eighth graders may be confirmed. Active participation by students, parents, and sponsors in preparation and activities is required.

Parents are expected to participate in activities in preparation for reception of the sacraments, which includes attending parent meetings for each sacrament.

Long Range Assignments

- Students may be given long-range assignments such as reports, book reports, or projects. These types of assignments allow students to plan ahead and to work independently.
- Your child may need your help in organizing time and locating materials, but this assistance should lessen as the child progresses in school. Please allow your child to do as much of this type of assignment independently as possible.
- Teachers will give written instructions and due dates to the students. Please respect these dates.

Lost and Found

There is a Lost and Found basket in the school lobby for items found in school. There is also a Lost and Found in the Parish Center and in Church. Please see the rectory for admittance to the Parish Center or Church if school is not in session.

Parent-Teacher Conferences

- Parent-Teacher conferences are scheduled each year, after the first quarter. Parent(s) of each child are expected to attend the conference in order to meet the child's teacher and discuss the child's progress to that point.
- Conference times for students will be by scheduled appointments. Parents of students in departmental classes will be scheduled to see the homeroom teacher unless they indicate that they'd like to see a different teacher or additional personnel on their conference form.
- While only 1 formal conference date is set for the entire school during the year, **additional conferences will be arranged at the request of the parent, student, or teacher whenever anyone feels that it is necessary to discuss progress or lack of progress.**

Parental Involvement

Parents take an active role in the functioning of St. Justin's School. **(See Child Safe Environment Requirements listed above.)** The following lists some available opportunities:

- **SCHOOL BOARD** - The School Board meets in August and the first Monday of the month from October through May, at 7:00 p.m. The members are elected to a three-year term by the parents of the school community.
- **HOME & SCHOOL ORGANIZATION** - All parents of students in St. Justin School are members of the St. Justin Martyr Home and School Organization.
- **SCHOOL VOLUNTEERS** - Volunteer parents work in the school to provide ancillary services.
- **ROOM PARENTS** - Each class has two/three mothers/dads who plan class celebrations, serve as hostesses for home/school activities, and generally are available to help the teachers with extra projects.
- **PLAYGROUND AND CAFETERIA SUPERVISORS** - The lunch recess supervision on the playground and

cafeteria service is provided by staff and parent supervisors. **Each family is assigned** two or three days during the school year, on which they are responsible for helping with this supervision.

- HOT LUNCH COORDINATORS AND VOLUNTEERS- Parents organize and administer a hot lunch and salad bar for students and staff. Parents are encouraged to volunteer to serve lunches regularly.
- PARENT MEETINGS - Parent meetings are held at various times throughout the year to coordinate the efforts of the school and home. Only parents and school personnel will be invited to discussions or meetings unless our Pastor and School Board have specifically designated those meetings for the wider community.

Playground and Cafeteria Duty

Parents are scheduled on a rotating basis to provide recess supervision and to help in the cafeteria. A schedule is provided at the beginning of each semester. If you are unable to work, **you** are responsible for finding a sub – either a friend who will work for you or someone who will trade with you, or one of our regular substitutes, whose names and phone numbers you should find on the playground supervision schedule you find in your first day envelope. If you ask one of our regular subs, we ask that you pay an additional fee of \$5.00, because we pay them \$15.00 per day for their willingness to sub. If you fail to find a substitute, or have not completed the above Child Safe Environment Program, you will be assessed an additional fee of \$25.00.

If you arrange for a substitute or trade with someone, please call the school secretary so that we know whom to contact if necessary. The next week's supervisors are posted in each newsletter, and we send home a schedule by semester. If you would be willing to be a regular substitute, please call the school secretary.

Duty times are 11:45 am-12:45 pm. for both (all times are 10 minutes later on Fridays). Playground helpers sign in at school office and report to playground supervisor. Cafeteria helpers report directly to lead cook in the cafeteria.

Inside recess/inclement weather:

- Students are not to leave their homerooms without adult permission. They should have games available, or may read or work on homework.
- One of the regular supervisors will direct the parent supervisor to one of the classrooms. Problems should be reported to one of the regular supervisors, or to a teacher or administrator.
- If the Parish Center is available one class will be supervised in the gym for indoor recess. No students in that class should be in the school building.
- **Procedure for Voicing Parental Concerns**
- The process for voicing parental concerns is as follows:
- First, go to the teacher, as she/he will most likely be the one to best answer your concerns. If your difference is not resolved at the meeting, then...
- Next, see the Principal concerning the problem.
- Should you still have questions that were not answered at the conference, the next step is to consult the Pastor.

Parents are encouraged to talk directly with the faculty member involved about any problem or situation that might arise during the course of the school year.

If you wish to schedule an appointment with a teacher, please leave a message in the teacher's voice mailbox, or call the Office and leave a message. The teacher will contact you at his/her earliest opportunity. If no response is received within 48 hours, please notify the principal.

If, after speaking with the teacher, the parents wish to speak with the principal or pastor, they may call the school or Rectory office to make an appointment.

Concerns about specific students and/or incidents will not be discussed at School Board meetings. It is not part of the role of a member of the School Board to discuss specific students and/or incidents with parents, nor do Board members have the authority to make decisions regarding specific incidents.

Progress Monitoring

The grade book program (A2Z) will be available on a daily basis so that parents and students can regularly track

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progress. Progress reports will be available online at mid-quarter with up to-date information.

Please keep in mind that while teachers enter grades at regular intervals that occur in the instructional process, there are subjects and content that require varying evaluation methods. The overall progress should be considered more valuable in gauging progress than individual grades. Please do not panic over individual grades.

Parents and students should track progress regularly, but if progress falls below acceptable levels after mid-quarter, parents will receive a phone call or e-mail to alert them to check the grade book even if there is no longer enough time to remedy the situation in that quarter.

Protecting God's Children

Child Safe Environment Program

Any parent of a student at St. Justin Martyr School who wishes to participate in any school function involving children (including but not limited to: room parent, party or field trip chaperone, lunch helper, library aide), is required by the Archdiocese to attend a Protecting God's Children workshop and submit background check information including a copy of their Social Security card, to be kept on file, and must agree to read and sign the Archdiocesan Code of Ethical Conduct.

Failure to comply with any of these requirements would preclude the parent from participating in any of these types of events.

Guidelines

- A central, parish file of all completed forms, including the copy of the Social Security card, will be kept in a locked cabinet in the parish office. Only the parish child safety officer will have access to those files, and may only access them to verify or renew the safety check done on all persons who have contact with youth every two years.
- These forms must also be completed by all Scout leaders and helpers, and by all athletic coaches and helpers, and by any other adult supervising any parish activity involving youth.
- A schedule of all Protecting God's Children trainings in the Archdiocese of St. Louis is available on the Archdiocese's website: www.archstl.org
- Parents who fail to complete the training will be required to pay the \$25 default playground payment in lieu of doing scheduled playground supervision, unless the parent finds a suitable substitute.

Registration

4103 Registration in the Elementary School and Preschool

The Principal, according to the admission policies established by the Pastor and/or the School Board, will register students to the school according to the norms set by the Parish Board of Education, the Archdiocesan Board of Education, and accepted education procedures.

Guidelines for elementary school registration (REVISED Sept. 2014, January 2015, January 2017)

1. Completion and return of the stewardship pledge card;
2. Completion of a registration form;
3. Verification of the date of birth by a review of the birth certificate or baptismal certificate;
4. Verification of the dates of other sacramental celebrations;
5. Verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
6. Payment of the family registration fee is due at the time of registration. This fee is applied toward the family's school fee. Both registration and all school fees are refundable until April 1st. However, all fees will be refunded in the event St. Justin Martyr School cannot admit a child because of classroom student number limits.

SJM 4103.1

Because we operate our school on a stewardship model, we do not deny admission or readmission based on levels of giving. However, required fees, such as the book fee or after school fees, must be up-to-date or the family relinquishes their student's reserved spot in a class and drops back to the waiting list. Individual circumstances are always considered, and exceptions to this requirement can be obtained through an individual meeting with our pastor.

Registration for new families and new Kindergarten students will begin around the Sunday of Catholic Schools Week, usually the fourth week of January. Applications will be dated as they are submitted but will be processed following the re-enrollment deadline.

Room Parents and Finances

Money collected as part of the school fee will be distributed to the Head Room Parent of each class as receipts are submitted. That money should be spent on the students/teacher/classroom during that year, and may not be carried over to the next year, with the exception of the incoming 7th grade class who can earmark funds from the summer volleyball tournament to be used during their 8th grade year. Classes may not open a checking account to accumulate funds. All accounts must go through the central parish account.

ARCHDIOCESAN POLICY 4303.5

Search and Seizure

School officials with sufficient reasons to do so may search a student's locker or desk.

Guidelines

- Lockers, desks, etc. are school property, provided to students for their use, and are subject to search by school officials with proper reason.
- Jackets, backpacks and the like are personal property and will not be searched. However, school officials have the right to request that a student empty the contents of pockets, purses, or backpacks, and to take appropriate steps, such as suspension, if the student refuses.

ARCHDIOCESAN POLICY 5204

Students with Special Needs

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

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

ARCHDIOCESAN POLICY 5204.1

Special Needs Records

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

Standardized Tests

Standardized tests will be administered each year.

- A kindergarten screening is administered to each child prior to entering Kindergarten.

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- The NWEA MAP (Measure of Academic Progress) test will be given three times a year (fall/winter/spring) to measure growth. This test is administered to students in grades K-8.
- Various Benchmark Assessments provide progress monitoring data as well.

Student Records

Archdiocesan Policy 4600

Student Cumulative Records

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

These student files should be maintained in a place safe from fire, theft, vandalism, or loss through misplacement. For schools that utilize computer technology for report cards and other student records, a paper or electronic backup copy of these records should be maintained in a secure place. Electronic/digital student records should be maintained on school premises and should not be stored in a web based or off-premise data warehouse provider because of accessibility and privacy issues. Schools that make student progress available to parents through the Internet should have procedures in place to ensure that the school computer server and its Internet provider maintain the privacy of these records by limiting access only to the student's parents and authorized school personnel.

Archdiocesan Policy 4601.2

Access by Parents

Parents/guardians have the right to inspect and review the official active file of their children.

Guidelines

1. A parent wishing to inspect and review a child's official active file should make an appointment with the Principal at a mutually convenient time. Records must be viewed while in the school office.
2. In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.
3. **It is the responsibility of the parent(s) to make sure the school has a copy of the appropriate legal documentation regarding custody.**

4601.3 Access by Others:

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselor, administrators and special education personnel. An individual who is not a school employee has no right to access student records and information without written consent of the parent/guardian of each individual student.

Archdiocesan Policy 4601.4

Transfer of Records

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

Guidelines

Students' records may be released without prior consent in the following circumstances: a) to school officials, including teachers and counselors within the school or school system who have legitimate interest or b) to the courts when subpoenaed.

Archdiocesan Policy 4601.6

Release of Student Discipline Information Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another

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school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

Subject Failures

Students are required to make up failures in all subjects necessary to achieve the successful completion of the minimum grade level requirements. The learning consultant will meet with the parents (and student) to determine the manner in which the class work is made up (e.g., summer school, tutoring by an approved qualified teacher).

Supplies

- A list of required supplies for the school year is provided to each family at the end of the school year or at the time of registration.
- Teachers may place limits on unneeded supplies and miscellaneous items some children bring to school, which clutters their desks, and keeps them from being more organized.
- Parents will be notified when supplies need to be replenished.

Technology

ARCHDIOCESAN POLICIES

4303.4 Internet and Electronic Communications Conduct

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons.

Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school.

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

Maintaining School Privacy

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

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

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

5202.7 Use of Internet Resources

The use of the Internet provides students and teachers with unprecedented resources of information, ideas and materials to enhance learning. St. Justin Martyr School takes steps to ensure that both students and teachers make

sure of the resource appropriately, and in keeping with principles that guide our schools and applicable laws.

5202.71 Monitoring Internet Activities

Students at St. Justin Martyr School are responsible for good behavior on school computer networks, just as they are in the classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others.

Access to network services will be provided to students who agree to act in a considerate and responsible manner. Independent student use of telecommunications and electronic information resources will be permitted upon review of the “Electronic Information Resource Contract” in the parent/student handbook (Appendices D-F).

St. Justin Martyr School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

St. Justin Martyr School will make reasonable efforts to prevent students from misusing information services. However, the student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to information services.

Listed below are the provisions of this agreement. If a student violates them, access to information services may be denied and the student may be subject to disciplinary action.

PROVISIONS:

A) Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school has developed guidelines as to what is appropriate use for subject areas and/or classroom usage. The Principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of St. Justin Martyr School may request that the Principal deny, revoke, or suspend specific users.

B) Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, or teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections C, D or E listed below.

C) Acceptable Use

The use of any information services must, in the judgment of St. Justin Martyr School, be related to student education and research in accordance with the educational goals and objectives of St. Justin Martyr School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- Use, reproduce, or transmit any material in violation of any federal, state, or local laws. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret;
- Use the information services for any commercial or profit-making activity;
- Use the information services to advertise a product or for lobbying or other political purposes.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: a) are of sexual nature, b) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community, or c) in the principal’s discretion, cause harm to the school or school community (collectively “Inappropriate Electronic Conduct”) shall be subject to the full range of disciplinary consequences, including withdrawal

for cause, as described in **4302, Serious Disciplinary Consequences (see 4303.4, Internet and Electronic Communications Conduct)**. Inappropriate use of electronic information resources may be a violation of local, state, and federal laws.

D) Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- Be Polite: Never send, or encourage others to send, abusive messages.
- Use Appropriate Language: The student is a representative of the school on a non-private system which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- Privacy: The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
- Electronic Mail: Electronic mail (e-mail) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- Disruptions: Do not use the network in any way that would disrupt use of the network by others.

E) Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, he or she should notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information service.

F) Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

G) Services

St. Justin Martyr School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Justin Martyr School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. St. Justin Martyr School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

All students must sign and comply with the "Electronic Information Resources Contract" (**Appendices D-F**) to be an on-line user at St. Justin Martyr School. St. Justin Martyr School administration reserves the right to change these rules at any time without notice.

H) Cell Phones and Other Electronic Devices – Student Use

SJM 4303.42 Cell Phones and Other Electronic Devices (revised 8/17)

The possession and use of cell phones and other non-approved electronic devices by students on St. Justin Martyr School premises and at school-sponsored functions is prohibited unless special permissions are granted by the principal or other supervising staff member.

Guidelines for applying the policy

1. If a student must carry a cell phone or other device for approved use, it must be turned off and kept secured in their book bag.
2. If a cell phone or other non-approved electronic device is found in the student's possession or

in any way disrupts the class during the school day it will be taken by the administration, and kept until the parent comes to get it.

3. If a student is found using a cell phone or other non-approved electronic device during the school day (including field trips) it will be taken by the administration, the parent will be called, and appropriate disciplinary action will be determined by the principal based on circumstances.
4. A student may not use a cell phone during any before or after school sponsored activity without the consent of the supervising staff or adult.

The above is a thorough but not all-inclusive listing of the implications of this cell phone use policy. The SJM School Principal is the final authority on the interpretation of the policy and its guidelines.

I) Electronic Communication Devices by School Personnel

The use of electronic and digital communications devices and applications can be effective means for accomplishing the work of the Church and achieving the mission of the Catholic school but must follow these guidelines:

1. The content of communications by School Personnel must be appropriate, professional and succinct and contain only information related directly to their area of responsibility. Personal conversations are the preferred method of conveying information relating to student performance and behavior and for addressing problems or controversy.
2. All electronic and digital communication and information sharing with students and parents/guardians by School Personnel must occur through applications provided and monitored by the school ("School Technology"). School Technology includes websites and web pages, e mail, blogs, social networks, instant or text messaging, and the like. Limited exceptions to this policy are identified in items 5 and 6 below.
3. If a school does not provide School Technology, then School Personnel may not use personal websites, blogs, e-mail, social networking sites, text messaging, and the like to communicate with students. Limited exceptions to this policy are identified in items 5 and 6 below.
4. All use of School Technology by school personnel to communicate with students should identify the sender and recipient by actual name only.
5. For convenience, School Personnel may communicate with parents using a personal cell phone utilizing the voice function.
6. To ensure student safety in an emergency situation, School Personnel may communicate with students and/or parents using a personal cell phone utilizing the voice function or text messaging function.
7. Parents/guardians are encouraged to report to the Principal/Pastor any electronic or digital communications from School Personnel that are in violation of this policy.

Textbooks – Student/Parent Responsibilities

Each student is responsible for the proper care and maintenance of his/her textbooks. Teachers should number all textbooks and assign a designated book to each student. Teachers should note damage to books prior to issuing them to students and at the time the books are turned in. Students are responsible for damage to textbooks.

Guidelines

- All hardcover and non-consumable soft cover books shall be covered with an appropriate book cover at all times (contact paper or other material, which is not removable, is not allowed.) If a student's books are consistently not covered the teacher will assign an appropriate consequence.
- No writing or marking in any books except consumable workbooks.
- Students are to use their own textbooks only. If a book is forgotten or lost a replacement is to be borrowed from the teacher. Teachers are to keep a written record of borrowed books.
- Parents are encouraged to make a note of the condition of their children's textbooks at the beginning of the school year, and to monitor the care given to the books throughout the year.
- Damaged or lost books must be paid for before final report cards are distributed.

ARCHDIOCESAN POLICY 6202.1

Weapons Prohibition

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

SJM 4303.31 Firearms and Weapons

The possession or use of firearms, or other weapons, or explosive devices on St. Justin Martyr School premises, at school sponsored functions, or when enroute to and from school, shall not be permitted. The principal shall deal with incidents according to the requirements of state law, local ordinance, and accepted educational practices.

Guidelines

- The safety of the students, faculty, and staff should be paramount consideration in decisions regarding disciplinary actions against students violating this policy.
- If a student brings a weapon to school or is found to be in possession of a weapon at school the principal should contact the parents and inform them that the child must remain at home until a mental health professional gives reasonable assurance, in writing, that the child is not a threat to him/herself or others to the satisfaction of the principal.
- The police shall be notified, if there is a reasonable belief that a weapon is located on school premises and/or if an assault or a battery occurs resulting from the use or threatened use of a firearm or weapon by a student.
- Fireworks and other explosive devices may be considered weapons. Discipline at a minimum should include parental involvement on the first offense and suspension on any subsequent offense.
- Use of facsimile weapons for intimidation purposes, should be considered a serious offense, because of the potential disruption of the educational environment. Discipline for such transgressions should include at a minimum parental involvement.
- Parents of the entire student body must be informed of any weapon, firearm possession, or explosive devices of a student at St. Justin Martyr School.

This Family Handbook contains established policies and procedures for the 2026-2027 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

APPENDICES

Appendix A Uniform Guidelines

Appendix B Casual Dress Days

Appendix C Administration of Medication

Appendix D-F Electronic Resources Contracts

Appendix G Serving Students with Severe Medical Needs

Appendix H Media Authorization Release Form

Appendix A

St. Justin Martyr Uniform Guidelines

No exterior name brand labels or logos should be visible on any uniform item other than socks and shoes.

Jumper/Skirt/Skort (Girls)

- Grades PK-8 may wear the SJM blue and green plaid jumpers, skirt, or skort or a solid navy skort.
- Skirts may not be rolled.
- Jumpers, skirts, and skorts should be worn no higher than three inches above the top of the knee
- Jumpers, skirts, and skorts should be neatly hemmed.

Slacks

- Grades PK-8 may wear solid navy slacks. PK-5 girls may wear uniform plaid slacks.
- Preschool may wear stretch, pull-on type navy pants.
- K-8 Belts must be worn if pants have belt loops.
- Belts may be black, brown, or navy blue and contain a simple buckle.
- Slacks should be neat and clean, free of holes or tears.

Shorts

- PK-5 solid navy uniform walking shorts may be worn from the first day of school until October 31 and from April 1 until the last day of school. Preschoolers may wear pull on navy shorts. PK-5 girls may wear uniform plaid walking shorts.
- 6-8 solid navy uniform walking shorts may be worn by Middle School students at any time during the school year. At no time should a student's untucked shirt be longer than their shorts.
- Solid navy uniform shorts should "fit the student" (no oversized or skin tight shorts).
- Short length should be halfway between the top of the thigh and the top of the knee
- Belts must be worn if shorts have belt loops.
- Belts may be black, brown, or navy blue and contain a simple buckle.

Shirts/Tops

- PK-8 White or hunter green knit short or long-sleeved polo-style shirt
- PK-8 white or hunter green turtleneck
- Solid white T-shirts may be worn under uniform shirts
- PK-8 Navy cardigan, crew neck, or V-neck uniform sweater
- PK-8 SJM sweatshirt, SJM fleece, solid navy
- 8th grade – class polo shirt and sweatshirt
- School shirts are to be worn tucked into pants or skirts at all times.

Socks

- Navy, black, hunter green, gray, or white matching socks must be worn with school uniforms (can have small logo)
- SJM custom elite socks may also be worn
- (Girls) Solid navy, black, hunter green, gray, or white ankle-length leggings or tights may be worn in cold weather.

Shoes

- Shoes should be safe and non-distracting, with little or no pattern. No light-up shoes.
- Shoes and laces should be the same color or simple white laces should be used.
- Athletic shoes must be in good condition with laces tied
- Athletic shoes are required for participation in PE classes
- No high tops, outdoor hiking boots, moccasins, or Ugg-type boots
- If the weather is inclement and your child is wearing boots, send regular shoes into which your child can change.
- Flip flops, high heeled shoes, and those that fall off easily are not allowed for safety reasons
- If your child wears dress shoes to school for a special event, please send an appropriate change of shoes for them to play safely in at recess.
- Soles of shoes should not make black marks on the tile floor.

Nails/Make-up:

- If polish is worn, it must be neatly applied. If nail polish becomes a distraction to the student or teacher, the

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student will be asked to remove it.

- **NO MAKE-UP IS ALLOWED AT ANY GRADE LEVEL.** If medicated facial cream is needed, a doctor's note should be on file in the school office.

Hair:

- Student's hair should look natural and well groomed; not extreme or distracting. Color should look natural – one that God can give a person.
- It should be kept clean, neat, and appropriately styled.
- Hair should not obstruct vision or it must be pulled back out of the eyes.
- Boys: Hair should be no longer than touching the shirt collar.
- Accessories:
- A watch may be worn but no alarm may be set.
- One small ring, bracelet, and/or simple necklace may be worn. All jewelry must contain appropriate symbols/writing.
- One or two pair of matching post earrings may be worn in the ear lobe. Dangling or hoop earrings are not allowed.
- If jewelry or accessories of any kind become a distraction the student will be asked to remove it.
- Visible body enhancements such as tattoos (permanent or temporary) or body piercings are not allowed.
- Electronic devices such as virtual pets, pagers, I-pods or MP3 players are not allowed – see cell phone and electronic device policy.
- Toys should not be brought to school unless specifically requested by the teacher.

Spirit Days:

- Unless otherwise noted, each Thursday will be a St. Justin Martyr Spirit Day: Students may replace their regular uniform top with other St. Justin shirt such as an SJM sports uniform top, Camp Lakewood shirt/hoodie, an SJM Spirit Wear shirt/hoodie, etc.

Appendix B

Casual Dress Days: Respect, Modesty and the Dignity of the Human Person are Catholic traits that we must model. They are reminders of what to focus on when choosing clothing for dress down days. The letter of the law is not as important as keeping modesty, respect and dignity in mind.

- Out of uniform passes should NOT be used on days when the student will attend Mass.
- Uniform guidelines regarding shoe safety, jewelry and make-up apply.
- Gym shoes must be worn for gym class.
- Jeans must be neat and clean, not frayed, torn, cut, ragged, or holey. If they are “skinny” jeans, a long shirt or sweater should cover the child’s bottom.
- Leggings, yoga pants, or any tight-fitting pants must be worn with a top that covers the rear end.
- Students may not wear low cut pants, short t-shirts, tank tops, spaghetti straps, strapless shirts or any clothing that bares shoulders, stomachs, or midriffs. If tanks or strapless items are worn, another shirt or sweater should be worn over the top. Shirts must be long enough to tuck and stay tucked when the student bends over.
- At no time should an untucked shirt be longer than the shorts being worn.
- Shorts or pants cannot be tight fitting or spandex-type.
- Hats/head coverings may be worn inside only with the teacher’s permission.
- Shirts, blouses, sweatshirts, sweaters, and jackets must be neat and clean.
- Clothes and accessories may not promote alcohol, tobacco, drugs, violence, or disrespect of others; nor may they carry messages of an inappropriate nature, nor may they contain any political messaging.
- Clothes are to be worn as designed.
- If a theme or specific guidelines are given, the student must wear clothes that follow the theme or guidelines OR must wear the regular school uniform. If you’re not sure, put the uniform in your backpack just in case.
- Faculty may address the appropriateness of any attire or accessory.
- Failure to follow guidelines will prohibit participation in the next dress-down day. A second offense will result in the loss of dress down days for the remainder of the year.

Decisions regarding the wearing or appropriateness of the clothing or items of dress shall be left up to the discretion of the Principal.

Appendix C

Authorization for Medication Administration in School

(St. Louis Archdiocese School Health Manual Appendix 1)

Student Name: _____ DOB: _____ Grade: _____

TO BE COMPLETED BY PRESCRIBING PHYSICIAN

___ Prescription ___ Over the Counter

Name of Medication Dosage Route Time(s) to be Given

Reason for Medication:

If given PRN, specify the MINIMUM length of time between doses:

Possible side effects:

Restrictions or Special Instructions:

I request and authorize the above named student be administered the above medication in accordance with the instructions indicated above from (Date) _____ to _____ (not to exceed current school year).

Physician Name: (print)

Physician Signature:

Date: _____ Telephone Number: _____

OFFICE STAMP:

TO BE COMPLETED BY PARENT/GUARDIAN

- I give permission for this medication to be administered to my child at school. The school has my permission to call the physician with any question regarding the medication.
- I understand and acknowledge that any medication administered to my child during school will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.
- All medication supplied must be brought to school in its **original container** with instructions as noted above by the physician.

Parent / Guardian Name (print)

Parent/ Guardian Signature

Date: _____

PLEASE ASK THE PHARMACIST FOR AN EXTRA CONTAINER FOR SCHOOL. THANK YOU

Appendix D

Electronic Information Resources Contract Online Safety for Grades 3-8

The Internet is an important tool for you to use in your education. However, it is important that you are safe and responsible in your use of the Internet. In order to use St. Justin Martyr School's network, you must agree to follow these rules:

- I will use St. Justin Martyr School's computers and network only for school related work. This means that all the websites I access should be approved by the teacher and related to projects my teacher assigns me or used during teacher-supervised school activities (i.e., Student Council, Aftercare).
- I will not give out personal information such as my full name, address, telephone number, parent's work address or telephone number, or the name and location of my school online.
- I will not give out another student's full name or personal information online.
- I will not agree to get together with someone I "meet" on-line.
- I will never send a person my picture or other attachment without first checking with my teacher/parents.
- I will not harass or bully other people online or write information about another person that is private or that I know to be untrue.
- I will not publicly post any videos, pictures or audio recordings of students at school events without getting written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.
- I will not record a member of the school staff without the express permission of the staff member. I shall not publicly post any videos, pictures or audio recordings of staff members without express written permission from the school staff member.
- I will not take the ideas or writings of other people that I find on the Internet and present them as if they were my ideas or writings.
- I will not make or share copies of copyrighted songs or albums, digital images, movies, or other works.
- I will never disclose my computer password to another person, except to a teacher or school administrator.
- I will not use another person's password to access the school's computers.
- I understand that the information I access or post online is not private because it can be accessed by my teachers or administrators, and possibly other people.
- I am expected to abide by the Christian Witness Statement in all of my communications. If my Internet usage at home or at school is disruptive to the school community, I may be disciplined according to the St. Justin Martyr and/or Archdiocesan policies pertaining to this topic.

I have read these rules. I have discussed them with my parent. I agree to abide by them.

Student Name (printed): _____ Grade _____

Student Signature: _____ Date _____

Appendix E

Electronic Information Resources Contract

Online Safety for Grades K-2

It is important that you are safe and responsible in your use of the Internet. In order to use St. Justin Martyr School's network, you must agree to follow these rules:

- I will only go to websites that the teacher or supervisor gives me permission to go to.
 - Parent discussion points: This is a safety issue; pertains to school use as well as school related activities such as Aftercare;
- I will not give out my personal information such as my full name, address, telephone number, parent's work address or telephone number, or the name and location of my school online.
- I will not write another student's full name or personal information online.
 - Parent discussion points: Information accessed or posted online should not be assumed to be private because it can be accessed by teachers, parents, or other people.
- I will not agree to get together with someone I "meet" on-line.
- I will tell my parents or safe adult right away if I come across any information that makes me feel uncomfortable.
 - Parent discussion points: drop-down boxes, pop-ups, or misspellings that can lead to inappropriate information; harassment or cyber bullying
- I will never send a person my picture or another person's picture without first checking with my teacher/parents.
- I will use polite language and kind, honest, and truthful words on line.
 - Parent discussion points: Words really can hurt; Rumor spreading
- I will not respond to any messages that are mean or in any way makes me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents or safe adult right away.
 - Parent discussion points: The school does have a program to protect against inappropriate images but it isn't foolproof; going to only approved sights is important; tell an adult right away if something inappropriate comes up.
- I am called to be a Child of God in all that I do. This includes my use of the Internet and other technologies. If I do not do so, my right to use the Internet and other technologies at school may be taken away.
 - Parent discussion points: Refer to the Witness Statement for grades K-2 found in the handbook or on the school website and to the Technology section of the Family Handbook for complete policy and consequences for non-compliance.

I have read these rules. I have discussed them with my parent. I agree to abide by them.

Student Name (printed): _____ Grade _____

Student Signature: _____ Date _____

Appendix F

Internet Account Agreement for Parents

I have read the “Electronic Information Resources Contract” for the grade level(s) that pertain to my child/children. I have discussed the “Electronic Information Resources Contract” with my child/children listed below. I will emphasize to my child/children the importance of following the rules for personal safety.

I have read the “Technology” section of the family handbook which outlines policies and procedures.

I agree to abide by the “Electronic Information Resources Contract” when acting in the capacity of a school representative or volunteer.

I will report to the Principal and/or Pastor any electronic and/or digital communications from school personnel, student, or school volunteer that do not comply with the policies listed in the handbook.

I will not publicly post any videos, pictures or audio recordings of students at school events without getting written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

I will not record a member of the school staff without the express permission of the staff member. I shall not publicly post any videos, pictures, or audio recordings of staff members without express written permission from the school staff member.

I hereby give permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail through a class account, and engage in other educationally relevant electronic communication activities.

St. Justin Martyr School will make reasonable efforts to prevent students from misusing information services. However, the student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to information services.

Parent signature _____ Date _____

Parent Name (print) _____

Child's Name: _____ Grade: _____

Appendix G

SERVING STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS

Directions for Parents to Authorize Release of Medical Information

For a student with a severe, debilitating, or potentially life-threatening medical condition which may require adjustments and/or emergency response in the **school setting**, it is necessary for the Principal to have current, accurate and complete information about the student's condition.

The purpose for having this information is to determine what adjustments may be necessary to provide the student with a safe school environment and, if necessary, an appropriate emergency response. The Principal will share this information with other school personnel who interact with the student, such as classroom teachers, school nurse, school secretary, and substitute teachers, to the extent necessary for them to implement the adjustments and/or emergency procedures.

Parents (or legal guardians) have the responsibility to authorize release of this information, since medical information is protected by the *Health Insurance Portability and Accountability Act* (HIPAA). The information should be provided in **writing** by the **Physician** who has **diagnosed** or is **treating** the student's condition, and sent directly from the Physician to the Principal.

In order for the Principal to receive and school personnel to act on medical information requiring school adjustments and/or emergency response, the parents should sign an authorization furnished by the Physician which will allow:

- the Physician to provide written information to the Principal;
- the Physician to respond to requests for additional information from the Principal;
- the Principal to request additional information or clarification from the Physician, if needed;
- the Principal to provide information to the Physician, if requested.

The Physician should provide a written statement which includes the following information:

- a **diagnosis** of the disease, physical disability, or medical condition;
- a description of the **severity** of the disease, physical disability, or medical condition;
- a description of medications, medical treatment, medical devices, or other interventions the student is receiving or using that pertain to the **school setting**;
- an explanation of the adjustments **necessary** for maintaining the student's health and safety on a daily basis in the school environment, distinguished from those recommended, but not required;
- a description of what **school personnel** can expect to observe when the condition is under control;
- a description of the manifestations **school personnel** would observe if the student were experiencing an abnormal or critical condition;
- a description of the **response** school personnel should be prepared to initiate if the student requires medical attention or other emergency procedure.

This information should be sent directly to the Principal of the student's school.

**Mrs. Kailey Maier
St. Justin Martyr School
11914 Eddie and Park Road
St. Louis, MO 63126
Phone: 314-843-6447
Fax: 314-843-9257**

Appendix H



ARCHDIOCESE OF ST. LOUIS
Office of Communications and Planning
MEDIA AUTHORIZATION

Introduction

For marketing and publicity purposes, there may be times when the school/parish/archdiocese wishes to use your and/or your child(ren)'s image, name, recording, or academic work in various media for marketing and/or publicity purposes. As parent, you may choose the appropriate level(s) of authorization. For your convenience, this one form covers all members of your family at the same school.

Levels of Authorization

Parish/School: I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, parish bulletin, school newsletter, student newspaper, admission videos, parish/school website and social media.

☐ Yes ☐ No

Archdiocese of St. Louis: I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, archstl.org, *St. Louis Review*, *Catholic St. Louis* magazine, archdiocesan social media, *The e-Vangelizer* (newsletter published by the Catholic Education Office) and any publication(s) by agencies administered by the Archdiocese of St. Louis.

☐ Yes ☐ No

Sponsoring Organizations: I grant permission to use my or my child's image, name, recording, or academic work in websites, videos, and publications created by independent foundations and corporations that support Catholic education but are not legally connected to the Archdiocese of St. Louis, including, but not limited to, Today and Tomorrow Educational Foundation, Roman Catholic Foundation of Eastern Missouri, Access Academies, English Tutoring Project, and United Way.

☐ Yes ☐ No

Secular media outlets: I grant permission to use my or my child's image, name, recording, or academic work in secular media communications including, but not limited to, print, radio, TV and internet (Examples: *St. Louis Post-Dispatch*, KMOX radio, and KSDK-TV). and *Catholic Family Magazine*

☐ Yes ☐ No

Family Authorization *(Please print clearly.)*

Family Name:
Phone:
Email:
School Name:
Parish Affiliation (if applicable):
Parent 1 Name:
Parent 2 Name:

Child(ren)'s Name(s):	Grade:	Age:

Parent/Legal Guardian Signature:	Date:
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Last Revised: 9/1/15