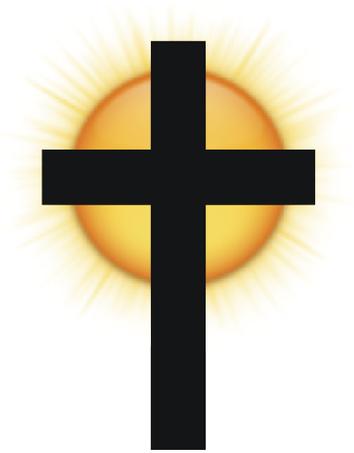


St. Joseph Parent Handbook



“Follow the Son”

2021-2022

St. Joseph, Our Patron

St. Joseph is addressed by many different titles and has become the patron of many causes: A Good and Just Man, the Foster Father of Jesus, the Chaste Spouse of Mary, Descendent of David, Patron of the Universal Church, Patron of Workmen, Patron of Families, Patron of the Dying, Protector of the Second Vatican Council. In the Archdiocese of St. Louis alone, there are no less than fourteen parishes, schools, or shrines named for St. Joseph.

Most of our information about Joseph comes directly from Scripture. Joseph was a man of faith, obedient to whatever God asked of him without knowing the outcome. When the angel came to Joseph in a dream and told him the truth about the child Mary was carrying, Joseph immediately and without question or concern for gossip, took Mary as his wife. When the angel came again to tell him that his family was in danger, he immediately left everything he owned, all his family and friends, and fled to a strange country with his young wife and the baby. He waited in Egypt without question until the angel told him it was safe to go back. (Matthew 2:13-23)

Joseph loved Jesus. His one concern was for the safety of this child entrusted to him. Not only did he leave his home to protect Jesus, but upon his return, settled in the obscure town of Nazareth out of fear for his life. When Jesus stayed in the temple, we are told Joseph (along with Mary) searched with great anxiety for three days for him (Luke 2:48). We also know that Joseph treated Jesus as his own son for over and over the people of Nazareth say of Jesus, “Is this not the son of Joseph?” (Luke 4:22)

In 1955, at the height of the cold war with communist Russia, Pope Pius XII proclaimed the feast of St. Joseph the Worker to be celebrated on May 1, the day of the annual Russian celebration of labor and economic accomplishments, and military strength. St. Joseph models for us a far different image of the holiness of the work and the sanctity to which every worker is called.

We celebrate two feast days for Joseph: March 19 for Joseph the Husband of Mary, and May 1 for Joseph the Worker. (Information found at Catholic.org)

Prayer to St. Joseph

God, our Father,
In every age you call us
To develop and use our talents for the good of others.
With St. Joseph as our example and guide,
Help us to do the work you have asked
And come to the rewards you have promised. Amen.

Dear Parents:

Welcome students and parents to a new year at St. Joseph Catholic School! The start of a new school year is always a special time filled with much excitement as we begin to travel the road ahead. There is so much to learn and experience that we must thank God for these many blessings of growth and discovery. It is my prayer that God may watch over our students, parents, teachers and administrators and grant us all the grace of wisdom and understanding, patience and abundant charity throughout this new school year.

With trust in God's care, I will keep you daily in my prayers.

Fr. William Thess
Pastor

Dear St. Joseph Families:

Welcome to St. Joseph Catholic School! We are committed to forming a community where the students' faith is nurtured, supported, cultivated, and enhanced through the Mass, the worship of God, and the seven sacraments. Our school community also gives witness to our faith by the many acts of service with an emphasis on virtuous values.

Families are always welcome at our school. We view parents/guardians as equal partners in providing our children with meaningful educational experiences. Furthermore, we encourage you to become active participants in school programs and classroom activities. There are many ways to support your child, such as volunteering to help in the classroom, lunchroom, library, or in one or more of our many school programs. I encourage everyone to join the Home and School Association (HASA).

Among the most significant contributions parents/guardians can make to the educational progress of their children is to read with them at home, make sure there is an appropriate and quiet study space for them with sufficient time to do homework, as well as to be available to assist them with more difficult homework assignments when necessary. As a result of your involvement, your child will see you as a significant other who truly values the educational process. Subsequently, he or she will more than likely demonstrate positive attitudes and behaviors toward school and learning.

By working together, students, families, and staff can make St. Joseph an exciting and enjoyable place to learn.

Blessings,

**Matthew Farr
Principal**

Table of Contents

1	<u>Archdiocesan Philosophy of Catholic Education</u>
2	<u>Accreditation</u>
3	<u>Parish Mission Statement</u>
4	<u>School Mission Statement</u>
5	<u>Education Objectives</u>
6	<u>Religious Education</u>
6.1	<u>Apostolic Activities</u>
6.2	<u>Mass</u>
6.3	<u>Altar Servers</u>
6.4	<u>Prayer</u>
6.5	<u>Sacramental Preparation</u>
6.5.1	<u>Preparation for the Sacraments: Parent Meetings</u>
6.5.2	<u>First Reconciliation and Eucharist Celebration Dates</u>
6.5.3	<u>Confirmation</u>
7	<u>Administration</u>
7.1	<u>Pastor</u>
7.2	<u>Principal</u>
7.3	<u>School Board</u>
7.4	<u>St. Joseph Catholic School Faculty and Staff</u>
8	<u>Admission</u>
8.1	<u>General Admission Policy</u>
8.2	<u>Local Admission Policy</u>
8.3	<u>Tuition Information</u>
8.4	<u>Consequences for Failure to Pay Tuition</u>

- 8.5 Financial Assistance

- 9 After School Care Program
 - 9.1 Fees
 - 9.2 Sign-out Sheet
 - 9.3 Snacks
 - 9.4 Activity
 - 9.5 Injury
 - 9.6 Early Dismissals
 - 9.7 Behavior

- 10 Arrival and Dismissal Procedures
 - 10.1 Arrival
 - 10.2 Dismissal

- 11 Attendance Policy
 - 11.1 Absence
 - 11.2 Excessive Absences
 - 11.3 Tardiness
 - 11.4 Early Dismissal/Release
 - 11.5 Closing of School – Emergencies

- 12 Books

- 13 Cafeteria
 - 13.1 Lunchroom Guidelines

- 14 Celebrations/Parties
 - 14.1 Birthdays and other celebrations
 - 14.2 Classroom Parties
 - 14.3 Invitations to Private Parties

- 15 Child Abuse Reporting

- 16 Code of Conduct

- 17 Communications

- 18 **Copyrighted Materials**

- 19 **Curriculum**
 - 19.1 Evaluation of Curriculum

- 20 **Discipline**
 - 20.1 Discipline Philosophy
 - 20.2 Discipline Procedures
 - 20.3 Policy Violations, Grades K – 8
 - 20.4 Extra-Curricular Activities
 - 20.5 Expected Behavior

- 21 **Distribution of Materials**

- 22 **Divorce/Custody/Remarriage**

- 23 **Dual Enrollment**

- 24 **Extra-curricular Activities**
 - 24.1 Student Council

- 25 **Facilities use Policy**

- 26 **Faculty Meetings**

- 27 **Fees**

- 28 **Field Trips**
 - 28.1 Parent Supervision/Chaperones
 - 28.2 Alcohol Guidelines

- 29 **Financial Policy**

- 30 **Fines**

- 31 **Forgotten Items**

32 **Grading and Reporting**

32.1 Jupiter Grades

32.2 Grading Scale

32.3 Homework Policy

32.4 Honor Roll

33 **Health and Safety**

33.1 Asbestos Management Plan

33.2 Care Team

33.3 Firearms

33.4 Health and Medication

33.4.1 Emergency Form

33.4.2 Emergency Authorization and Release

33.4.3 Administration of Medicine

33.4.4 Health Procedures

33.4.5 Students with Significant Medical Conditions

33.4.6 Immunizations

33.4.7 Communicable Diseases

33.4.8 Vomiting and Diarrhea

33.5 Wellness Policy

34 **Homework**

35 **Individual Service Plans (ISP's)**

36 **Insurance**

37 **Internet and Electronic Communications**

37.1 Privacy Policy

38 **Law Enforcement/School Searches**

38.1 Right to Question

38.2 Right to Remove and Search

38.3 School Performed Searches

39 **Library**

- 40 **Literature**
- 41 **Local Education Authority (LEA)**
- 42 **Lost and Found**
- 43 **Mailing Lists**
- 44 **Media**
- 45 **Parent Organizations**
 - 45.1 Athletic Association (AA)
 - 45.2 Home and School Association (HASA)
 - 45.3 Youth Ministry
- 46 **Parent/Teacher Conferences**
 - 46.1 Annual Parent/Teacher Conferences
 - 46.2 Additional Conferences
 - 46.3 Procedure to Settle Difficulties
- 47 **Playground**
 - 47.1 Playground Regulations
 - 47.2 Playground Equipment
 - 47.3 Indoor Recess
 - 47.4 Consequences
- 48 **Promotion and Retention**
 - 48.1 Promotion
 - 48.2 Retention
 - 48.3 Retention in Kindergarten
 - 48.4 Eighth Grade Graduation
 - 48.5 Letters of Recommendation
- 49 **Release of Records and Information**
 - 49.1 Release of Records
 - 49.2 Release of Information
 - 49.3 Release of Records or Information

50	<u>Release of Students from School</u>
50.1	<u>Parent</u>
50.2	<u>Other Persons</u>
50.3	<u>Restraining/Protective Orders</u>
51	<u>School Pictures</u>
52	<u>Special Needs</u>
53	<u>Sports Eligibility</u>
53.1	<u>Academic Eligibility</u>
53.2	<u>Conduct Eligibility</u>
54	<u>Telephones and Electronic Devices</u>
54.1	<u>Telephone Calls</u>
55	<u>Testing</u>
55.1	<u>Standardized Testing</u>
55.2	<u>Additional Testing</u>
56	<u>Uniforms</u>
57	<u>Valuables and Toys</u>
58	<u>Visitors</u>
59	<u>Volunteers</u>
60	<u>Withdrawal</u>
61	<u>Appendix</u>
62.	<u>Virtue Guideline</u>

This Parent/Student Handbook contains established policies and procedures for this 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. A statement will be included indicating when the change will take effect

1 ARCHDIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all of creation. In Jesus, the church invites all people into communion with the Father, Son, and Holy Spirit and into the mission of transforming all of life into God's kingdom. Through education, the church seeks to prepare her members to hear, live, and proclaim the good News of the Gospel. The shared tradition of the church supports, challenges, and enlightens persons at every stage of human life as they grow toward their full potential as individuals and as members of family, Church, and world.

2 ACCREDITATION

St. Joseph's Catholic School is fully accredited by the Missouri Nonpublic School Accrediting Association, Member of the National Federation of Nonpublic State Accrediting Associations.

3 PARISH MISSION STATEMENT

ST. JOSEPH PARISH MISSION STATEMENT:

We are called by Our Lord Jesus Christ, to be His church and live His gospel. We strive to fulfill our baptismal calling by prayer, worship, teaching and sharing our faith, and serving others. Guided by the Holy Spirit and through our patron saint, St. Joseph, we commit ourselves to the responsible stewardship of all God's gifts.

4 SCHOOL MISSION STATEMENT

St. Joseph Catholic School Mission Statement:

St. Joseph Catholic School strives to place Christ at the center of all we do ...

- By educating children in matters of faith and knowledge,
- By working together with parents, the parish of St. Joseph, and the entire community,
- By providing students with a fulfilling and innovative educational experience, for their spirits, minds, and bodies,
- By developing a strong sense of service, justice, and respect for self and others.

5 Education Objectives

At St. Joseph Catholic School, we strive to help our children grow in faith and knowledge by focusing on the following areas of growth in developmentally appropriate ways:

- A. Spiritual and moral growth:
 - 1. To develop in each child a spiritual growth based upon a deep relationship with God.
 - 2. To promote a realization and appreciation of the meaning of God's love and how it should guide one's daily life.
 - 3. To provide an experience of Christian community.
 - 4. To provide sacramental, Scriptural, and other prayer experiences.
 - 5. To create a community which evidences the Good News, hope, and peace.
 - 6. To provide a Christian academic setting which is child-centered and family-sensitive.

- B. Intellectual and academic excellence:
 - 1. To stimulate intellectual growth and to instill in each child the attitude that learning is a lifelong process.
 - 2. To foster the realization that intellectual development is an avenue to understanding of one's self and the surrounding world.
 - 3. To provide a quality academic program which is current and which is regularly evaluated for improvement and excellence.

- C. Emotional growth:
 - 1. To provide an atmosphere which is supportive and nourishing.
 - 2. To impart a sense of personal competence to each child.
 - 3. To model adult behaviors which are mature, Christian, and professional.
 - 4. To promote a thorough understanding of human development and maturation in the various stages of growth.

- D. Creativity and cultural development:
 - 1. To encourage each child to understand and appreciate imaginative creations of others.
 - 2. To stimulate personal creativity by exposing each child to the world of art, literature, and music.
 - 3. To stimulate each child's imagination and resourcefulness in dealing with new experiences.

- E. Social understanding and responsibility:
 - 1. To instill in each child a deep sense of social concern and an awareness that Christianity is not only knowing the faith, but involves living it in one's daily life.

2. To develop in each child a paramount respect for the dignity of humankind and a realization of humanity's mutual interdependence.
3. To encourage tolerance and understanding of all people and the willingness to sacrifice one's own time and convenience for the sake of another.
4. To develop in each child an appreciation of our God-given environment and a responsibility to care for and nurture it.

F. Self-discipline:

1. To impart to each child the ability to develop a strong sense of self-control based on self-esteem.
2. To impart to each child the acceptance of legitimate authority based on respect.
3. To instill in each child the importance of self-discipline in each one's personal life and in academic pursuits.
4. To stress to each child that growing up involves accepting responsibility for one's actions.
5. To model personal maturity and discipline to the students.

G. Physical and mental developments:

1. To instill in the child the importance of sound physical and mental health.
2. To promote the realization that there is interdependence between the state of the body, mind, and soul.
3. To encourage positive habits and attitudes of physical and mental health.

H. Economic competence:

1. To encourage each child to pursue the development of effective habits of work and to maximize the student's talents and interests.
2. To promote the importance of being a contributing member of a Christian democratic society.

Encompassing our philosophy and these concomitant objectives, we strongly recognize our responsibility to teach by example. As a Catholic community, we have been entrusted with the future of our Church and of our world. Accordingly, in performing our mission, we must, in both word and deed, reflect the highest standards of Catholic values. Furthermore, we are keenly aware that to totally develop our children, all segments of the school community must have a common perspective on the purpose of Catholic education. If we are to instill in our children the highest of Catholic values and attitudes, our total environment must be designed to this end.

6 Religious Education

The religion program at St. Joseph Catholic School is considered the most valuable and essential area of the school curriculum. Religious truths and values are not only taught in the religion class but become an integrated part of life and learning.

Building a community of faith is an important aspect of the religious program. We provide the environment to live the message of Jesus through word, example, prayer and worship, sacramental life, and service opportunities. We recognize the vital and primary role of the parent(s) in the faith formation process and will strive to include and engage the parent in our faith formation efforts at school through frequent communication, sacramental programs, adult education, and shared faith experiences.

Maturing in the faith is the journey of a lifetime. We offer a climate that affirms and respects the dignity and gifts of each person to encourage trust. We model what we value: prayer and worship; building relationships with God and one another; compassion and reconciliation; deep respect for the individual; service; faith, hope, charity and other virtues to reflect the goodness and mercy of the Lord and His call to holiness.

Please review the Witness Statements in the Appendix section. Copies will be sent home to be signed and returned to school.

6.1 APOSTOLIC ACTIVITIES

Teachers and parents are to encourage activities designed to render service to others. These activities are crucial to the faith development of our children. Activities might include but are not limited to: visiting the sick and aged, aiding mission activities both spiritually and monetarily, helping local charity and service programs, food/clothing drives, and praying for others. Students can thus be led to understand the Christian call to service as an integral dimension of their faith. Students in all grade levels participate in developmentally appropriate service projects.

6.2 MASS

Liturgies are the summit toward which the activity of the Church is directed. At the same time, they are the fountain from which all the Church's graces flow. The aim and object of apostolic works are that all who are made children of God by faith and baptism should come together to praise God in the midst of his Church, to take part in the sacrifice, and to eat the Lord's Supper (Constitution on the Sacred Liturgy). St. Joseph Catholic School is committed to offering quality, faith-filled liturgies for the children of St. Joseph Catholic School.

St. Joseph Catholic School students participate in grade-level appropriate liturgies. Classes take turns planning and preparing for weekly Mass and participating in the choir to continue the devotion to Our Lord. Families are invited to join our students for Mass each **Friday at 8:00** am. when school is in session.

Special liturgical seasons are observed and celebrated within the school: Stations of the Cross, prayer services, rosary, May crowning, blessing of throats, and sacramental celebrations of reconciliation. Parental participation is encouraged.

6.3 ALTAR SERVERS

To be an altar server is an honor and a privilege. As St. John Paul II stated, “Your commitment to the altar is not only a duty, but a great honor, [and] a genuine holy service.” The purpose of this ministry is serving at the table of the Lord and assisting the priest in the celebration of the Eucharist as well as other sacraments or liturgical activities.

Students who are in fourth grade, have received their First Holy Communion, are members of a family that is registered in our parish, and are at a maturity level appropriate for serving at the altar of our Lord are eligible to enroll in the Altar Server Ministry. Canonical requirement is that they **MUST** attend **SUNDAY** Mass each week and arrive at least 15 minutes prior to the beginning of Mass each time when serving.

6.4 PRAYER

Relationship with God finds many expressions. Each school day includes prayer time: traditional Catholic prayers, rosary, litanies, study of lives of the saints, journaling and meditation, sacred music, and art are examples of varieties of prayer. This sacred time is in addition to religion classes and Masses. Students in grades 2-8 participate in weekly Eucharistic adoration.

6.5 SACRAMENTAL PREPARATION

Participation in Catholic sacraments is a very special and sacred event that is essential to our identity as a Catholic School. While we welcome non-Catholic students and families openly into our community, there are some aspects of our school events that are inherently Catholic and, therefore, not available for non-Catholic participation. Therefore, non-Catholic students will not be allowed to participate in sacramental ceremonies, such as First Communion, Reconciliation, and Confirmation.

6.5.1 Preparation for the Sacraments: Parent Meetings

Many people are involved in this preparation: parents, teachers, the Coordinator of Religious Education(CRE), the Principal, and the priests of the parish. As an aid to the parents we provide parent meetings to prepare for First Reconciliation, First Eucharist and Confirmation. At these meetings, the sacramental information packets are distributed and other information concerning the theology, celebration, and practices are given. At least one parent is **required** to attend these three meetings.

6.5.2 First Reconciliation and Eucharist Celebration Dates

St. Joseph parish follows all Archdiocesan guidelines in the preparation and celebration of the Sacraments. It is the Archdiocesan policy that Sacramental Celebrations be planned and executed as PARISH CELEBRATIONS with both Elementary and Parish School of Religion children. The dates are published in the Elementary School and Parish School of Religion Calendars at the beginning of the year. First Reconciliation is normally celebrated in the fall. First Eucharist is normally celebrated during the Easter season.

*****First grade families will host the reception following First Reconciliation.**

*****There is no parish reception following the First Eucharist**

6.5.3 Confirmation

Preparation for this sacrament is ongoing with more intense preparation during both the seventh and eighth grades. In order for a teen to receive Confirmation in the eighth grade, he or she completes the program that includes a Confirmation retreat, service hours, research on a saint, a reflection paper, a letter to the Archbishop stating his or her desire to be confirmed, and an interview with the CRE. Parents, sponsors, teachers, priests, CRE, the principal, and the Catholic community all have significant roles in this preparation. Confirmation is normally celebrated in the spring.

*****Sixth grade families will host the Confirmation reception.**

7 ADMINISTRATION

All who serve in Catholic education in the parish and school programs of the Archdiocese of St. Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

7.1 PASTOR

The Pastor is the spiritual leader and chief administrator of the parish. It is his duty to see that the teachings of the Church are clearly and accurately presented in all religious education programs of the parish. The pastor is, therefore, primarily responsible for ensuring that the parish identifies, articulates, and meets the catechetical needs, goals, and priorities of the elementary school, parish school of religion, and youth and adult parish religious education programs. (Administrative Manual for Catholic Education)

Responsibilities:

- Ensures the implementation of policies of the Archdiocese and local board.
- Works closely with the School Board.
- Delegates the administration of the school and its instructional program to the principal.
- Delegates the direction of the Parish School of Religion to the Director/Coordinator of Religious Education.
- Collaborates with the Principal and Director/Coordinator of Religious Education in forming a faith community to proclaim the message and to educate toward Christian service.
- Supports the Principal and Director/Coordinator of Religious Education in providing a faith environment in which prayer and Sacraments are properly celebrated.
- Confirms the recommendations of the Principal regarding hiring and dismissal of faculty and signs contracts of employment.

- Assures good financial practices and planning which provide a sound financial base for parish education programs.
- Promotes the understanding that the elementary school, Parish School of Religion, and religious education programs are necessary and valuable parts of the larger parish faith community and need the support of the Pastor and parishioners.
- Supervises and evaluates the Principal and parish Director/Coordinator of Religious Education.

The pastor of St. Joseph Catholic Parish will have the final say in any matters regarding discipline and/or consequences.

7.2 PRINCIPAL

The Principal is the spiritual and educational leader of the elementary school community. The highest priority of the principal is the building of a Christian community of faith that provides for the spiritual, moral, intellectual, aesthetic, emotional, social, and physical needs of the children in the school. (Reference: Administrative Manual for Catholic Education 2203.)

Responsibilities:

Faith Community

- Articulates and acts in accordance with the Philosophy of Catholic Education, Archdiocesan policies related to the religious dimension of the Catholic school, and the school's mission statement.
- Acts in accordance with Gospel values.
- Participates in building faith communities.
- Takes responsibility for personal and communal spiritual formation opportunities in an effort to build a faith community.

Administration and Leadership

- Demonstrates effective instructional leadership.
- Provides for efficient and effective school operation.
- Uses appropriate and effective decision-making procedures.
- Engages appropriate members of the school community in designing and implementing plans for the school's future.

Communication and Interpersonal Relationships

- Exhibits cooperation with local school and Archdiocesan administrators.
- Exhibits cooperation with teachers and other colleagues.
- Communicates effectively with and maintains positive relationships with parents.
- Conveys a positive image of the school to the larger community.
- Exhibits effective communication skills.

Professional Responsibilities and Professional Development

- Demonstrates a sense of professional responsibility.
- Actively responds to total school needs.
- Engages in continuous professional development.

7.3 SCHOOL BOARD

The purpose of the board is to advise the Pastor in making policy for the parish education programs. (Administrative Manual for Catholic Education 2202.)

Functions of the Board

- Develops, with the help of the administrator and staff, a Mission and Philosophy statement for the parish's educational programs.
 - Advises the Pastor in making policy for the parish education programs.
 - Approves the final budget for parish education programs that will be submitted to the Pastor and Finance Committee.
 - Assists in the development of the long-range strategic plan.
- In addition to dealing with issues and concerns on a year-to-year basis, there is a need to have a vision of the future. Strategic planning is more crucial than ever. This planning attempts to find an appropriate strategy for forward movement and success that is consistent with the mission of the parish and Catholic educational program.

The St. Joseph School Board is comprised of six lay members. Meetings are scheduled quarterly (TBA) or as needed. Dates are subject to change due to scheduling conflicts. Confirmed meeting dates, times, and locations will be published in the parish bulletin and the Hornet Hotline. Parents are welcome to attend the open session portion of the meeting. Please notify the Board President and/or the Principal one week in advance if you are planning to attend. **Items on the agenda must be submitted to the Principal or the Board President at least 10 days in advance of the meeting so they can be included in the agenda.**

2021-2022 St. Joseph Board of Education Term Expires

Brad Howard (PSR Parent)	2021
Kristen Johnson	2021
Chris Martin	2022
Samantha Wade	2022
Mark Halter	2023
Mandy Hubbard	2023

7.4 ST. JOSEPH CATHOLIC SCHOOL FACULTY AND STAFF

Pastor	Fr. William Thess
Deacon	Deacon Mark Byington
Principal/Preschool Director	Matthew Farr
Secretary	Linda Hagan
Preschool	Marsha Brown
Pre-K	Misti Conway
Kindergarten	Jill Daniels

1 st grade	Kim Amsden
2 nd grade	Michelle England
3 rd grade	Stacey Schweitzer
4 th grade	Amanda Whitener
5 th grade	John England
6 th grade	Amy Williams
7 th grade	Linda Ferguson
8 th grade	Heather Jordan
Art	Lisa Runk
Music/Band	Jane Ramos
Physical Education	Maddie Lasewicz
Librarian	Jodie Berkbigler
After School Care	Pat Fingerhut
Maintenance Supervisor	John Podolak
Maintenance	Dylan Kelso

8 Admission

8.1 GENERAL ADMISSION POLICY

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

The Principal, with proper consultation with the Pastor and/or School Board, will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedures. Cooperation of parents with their Church and school can be an important criterion in determining that acceptance of the application for admission. The final decision for admission will be determined by the pastor.

Documents required at the time of enrollment:

1. Baptismal certificate
2. Birth Certificate issued from state department with official seal
3. Shot Record
4. Social Security card (if available)

8.2 LOCAL ADMISSION POLICY

Students will be considered for admission in the following order of preference:

1. Parents are in good standing with children in school.
2. Parishioners of St. Joseph parish.
3. Catholics from other parishes with children in school.

4. Non-Catholics with children in school. These students must take the Religion classes offered in school and attend services with the school community. Non-Catholics are not permitted to receive the sacraments.
5. Catholics from other parishes.
6. Non-Catholics first time in school.

The principal will determine the eligibility of potential enrollees with regard to the aforementioned status. The student's academic and behavioral background will also be reviewed. In addition, the student may be tested to determine proper educational level. Students will also be on probation until records are received.

All new students in the departmental grades (6-8) will be accepted conditionally and shall remain on probation for the entire year. Acceptance into St. Joseph Catholic School does not guarantee continuation as an enrollee. Academic, behavioral, and/or personal circumstances may cause the principal and/or pastor to suspend or remove the student from school.

Parents are expected to work in a cooperative spirit with the faculty, to acknowledge their support of the ministry of the Catholic school and their role by signing the Christian witness statement or similar agreement, and to pay tuition as agreed.

Children of the parishioners will never be refused admission for their child to the parish school because of financial hardship. However, the parents must make the pastor or his appointed representative aware of the need prior to enrollment, or as soon as possible if a serious financial hardship develops.

8.3 Tuition Information

Tuition rates for the 2020-2021 school year are as follows:

	Parishioner	Catholic, non-parishioner	Non-Catholic
One child	\$3,850	\$3,850 (family cost), \$1,650 (your parish cost*)	\$5,500
Two children	\$4,950	\$4,950 (family cost), \$1,650 (your parish cost*)	\$6,600
Three or more children	\$6,050	\$6,050 (family cost), \$1,650 (your parish cost*)	\$7,700

**If the parish does not agree to pay the subsidy, the Catholic, non-parishioner family is responsible for this difference.*

1. Tuition is on an 11-month plan, running from July through May. Our fiscal year ends June 30 which helps us to close the books for the entire parish facility and handle delinquencies or other problems.
2. Tuition is due the first of the month and is delinquent on the fifteenth. This is how the Archdiocesan accounting program handles tuition management. **Please do not wait for a statement to pay your tuition. Statements are sent only as a reminder. Note: Payments made by check may not be postdated.**
3. Tuition from the prior year must be current before registration is accepted for the new school year. As stated in the contract information, we cannot carry over debt from one year to another.
4. Tuition payments for the school year begin on July 1. Families who register in August or September will have their tuition contract prorated to include the full year's tuition.
5. Families who enter St. Joseph School during the school year, will have their tuition contract prorated for the number of months their children attend school.
6. Registration fees are \$170 per student before April 18, and are due at registration so proper supplies and textbooks may be ordered. After April 18, the registration fee will be \$300 per student, No exceptions.
7. To receive the parishioner tuition rate, you must be a registered parishioner of St. Joseph Catholic Church for a minimum of one full year prior to school registration. If you are transferring from another parish, you must provide a letter from your previous Pastor which states that you have been a member in good standing with your previous parish for one year from the date of registration.

8.4 CONSEQUENCES FOR FAILURE TO PAY TUITION

If tuition is in arrears by one month, a letter will be sent stating that fact, and a request for payment to make tuition current will be made. *If you are unable to bring your tuition current within 60 days, please contact the parish business manager or the pastor so arrangements for payment can be made.* Failure to respond to these contacts either by payment or payment arrangements being made will result in your child not being allowed to attend school at St. Joseph. Any account that goes over 180 days past due without contacting the Parish Office, will be charged a 10% interest on the past due amount.

If this is your last child and your child is in the eighth grade, tuition must be paid in full by **May 1, 2021**, or your child may not be allowed to participate in graduation.

If tuition is in arrears, students may not participate in extracurricular activities until tuition is current. Past due balances will not be carried over to the next school year. Any delinquent tuition for the current school year must be paid in full before registration will be accepted for the next school year.

It is understood that extraordinary circumstances may happen in a family situation and an inability to pay may occur. These situations will be handled on an individual basis with the

pastor and the family. Please do not wait until the situation is out of control to speak about your problems.

Failure to pay tuition and fees will result in report cards being held by the school and not given to the student, parent, and/or other school. Furthermore, failure to pay tuition and fees will result in transcripts and other school records not being sent to a subsequent school, parent, and/or student.

8.5 FINANCIAL ASSISTANCE

Financial assistance is available to those who qualify. All financial assistance must be approved by the pastor. A FACTS grant form must be completed to begin the process. For more information, please contact the Parish Office.

9 AFTER SCHOOL CARE PROGRAM

St. Joseph Catholic School offers after school care from 3:00 – 6:00 pm Monday through Friday. The After School Care Program will be available on the days when there are early dismissals due to faculty meetings. On all **other early outs** After School Care **will not** be provided. **After School Care will not be offered on the first day of school, the last day of school, or the day before a holiday break (i.e. day before Thanksgiving, Christmas break, and Easter break).**

9.1 FEES

The cost for the After School Care Program is \$5.00 per child per day. If you are late picking your child up more than one time, an additional \$5.00 will be charged to your account for each late pick-up. Statements will be sent home weekly. Payments are due promptly and may be either cash or a check made payable to “St. Joseph After School Care.” Checks may NOT be postdated.

9.2 SIGN-OUT PROCEDURE

Students will be checked out with the person on duty. Parents are encouraged to list anyone that they may want to pick up their child. If someone other than yourself is picking up your child, they will be asked to show identification.

9.3 SNACKS

A snack and drink will be provided each afternoon. If your child has any food allergies, please note this on your information form.

9.4 ACTIVITY

During the After School Care Program, activities will be primarily free choice. Students may go outside each afternoon (weather permitting). The children will have a variety of outdoor activities from which to choose. Games, puzzles, crayons, etc. will be available for the children to use. Homework may be worked on, if necessary.

9.5 INJURY

If any child is injured during the After School Care Program, you will be notified by telephone immediately. Please keep your information sheet up-to-date.

9.6 EARLY DISMISSALS

On early dismissal days, the children who are participating in After School Care should bring a lunch. A snack will be provided later in the afternoon.

9.7 BEHAVIOR

The children will be expected to follow the same rules as required during the school day. They will be expected to treat the supervisors and other children with kindness and respect.

10 ARRIVAL AND DISMISSAL PROCEDURES

In order to provide a safe environment for all of our children, parents/guardians must follow these arrival and dismissal procedures.

Children **must** always be accompanied by an adult when crossing any street.

10.1 ARRIVAL

Parents may only drop students off at the Carleton Street entrance (by the gym) facing St. Paul. The back doors open at 7:30 am and will be closed at 7:50 am. Student supervision begins at 7:30 am. Students may **not** enter through the lobby doors prior to **7:50** am. These doors will remain locked at all times.

Students are to report immediately to their assigned classroom from the entrance on Carleton Street. No students are to be in the restrooms, halls, or the offices without the permission of a teacher. Students may enter classrooms at 7:30am. School officially begins at 7:55 am, therefore, **if a student is not in their homeroom at 7:55 am, they are considered tardy.**

Tardy students must enter the lobby doors and report to the Secretary to obtain a written tardy slip before they can be admitted to class.

10.2 DISMISSAL

The dismissal bell rings at 3:00 pm (11:30 am on early dismissal days). **To provide for the safety of our students, all students will be dismissed from their classroom beginning at 3:01 pm (11:36 am on early dismissal days).** Parents may pick up their child(ren) by either:

- Waiting outside on benches by the 8th grade classroom, between the school and church.
OR
- Parking in the designated areas on Carleton Street and remaining in your vehicle. The teachers on duty will use Voxel/cell phone to send the children out as their parents pull up to the loading cones.

In order to increase the safety and security of the students, St. Joseph Catholic School uses the Voxer/Cell phone as our student dismissal system. The purpose of this system is to safely and accurately release students to authorized adults, while improving the efficiency of the parent pick-up line. This system is used for dismissal for students in preschool - eighth grade.

As parents or other adults that are authorized by the parents for pick-up enter the car pick-up line on Carleton St., a staff member will call into the gym for that particular student to be released. The student will proceed to the pick-up zone, where he/she will be officially dismissed by the staff member on duty. No student will be released to someone that is not listed on the student's individual pick-up sheet. This list may be updated as necessary.

For parents choosing to pick up their child will do so between the church and school on the benches outside the 8th grade classroom. Students will be dismissed in the same manner: a staff member will check the name of the adult picking up the student from a list that the parents have previously authorized to pick up their child, then call for that student to come out..

Students not picked up by 3:20 pm (11:45 am on early dismissal days) will wait inside on the lobby steps for their ride. If not picked up by 3:30 pm (12:00 noon on early dismissal days), students will be sent to the After School Program.

11 ATTENDANCE POLICY

School hours are *7:55 am – 3:00 pm.*

Regular attendance is required. Attendance is the responsibility of the student and the parent. The Missouri Department of Education recognizes that a 90% attendance rate or better helps to ensure a student's academic success. Repeated absences may result in a report of educational neglect to the Missouri Division of Family Services.

11.1 ABSENCE

1. Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (field trips, school sports, 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. A student is allowed 10 unexcused absences (parents' discretion), further absences will require a doctor's note.

2. Each day that a student is absent, parents must call the school before 9:00 am to report the absence and the reason. Students will have an amount of time equal to the length of the reported absence, to make up missed work.
3. When the student returns to school, he/she must have a written excuse stating the student's full name and grade, the dates of absence, the reason for absence, and the signature of the parent or guardian of the child. This written excuse is necessary for re-admittance to class. The student should present the written excuse to his/her homeroom teacher.
4. The family should arrange to have the student's missed assignments picked up.
5. In keeping with our goal of working with parents and guardians toward academic excellence for our students, families are expected to take vacations only during scheduled days off.
6. A student who is absent for two hours or more in either the morning or afternoon is marked as having a "half day absence" on the attendance and report card. Any absence less than two hours will be marked tardy.
7. Students who are tardy for school at any time will not be considered eligible for the Perfect Attendance Award. If taken out of school for any reason other than a school related function, the student will also be considered ineligible for this award.
8. Students must attend at least 3.5 hours of school in order to play sports that same day.

Parents should make every effort to arrange for all doctor and dental appointments after school, on non school days, or during vacations.

11.2 EXCESSIVE ABSENCES

Absence of ten days or more, consecutively or otherwise, are considered excessive and a cause for concern. The student's report of progress (report card) is not completed until he/she has fulfilled the required work for the period. If three or more tardies occur in a given month, a conference with the principal will be arranged in order to discuss a possible solution to the problem. Parents are urged to cooperate in teaching children the value of promptness. If excessive absence occurs, child welfare laws require a report to the Missouri Division of Family Services.

1. Parents or guardians of a student whose attendance drops below 90% will receive a letter notifying them of these absences. Students with excessive absences will be contacted more frequently to help improve attendance.
2. Every parent/legal guardian of a child between the ages of seven and sixteen is responsible for enrolling the child in a program of academic instruction as per School Law of Missouri, 167.031 RSMO.
3. Non-attendance by a student may cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.

11.3 TARDINESS

Students **arriving** at school after the **7:55 am bell** are marked tardy on the daily attendance records. Students who are tardy to school should report to the school office to obtain a written tardy slip before they can be admitted to class.

11.4 EARLY DISMISSAL/RELEASE

Precaution is taken in regard to release from school. No child will be permitted to leave the school premises during school time without a written request from the parent or guardian and the permission of the Principal. In the case of divorce, the parent giving permission for the release of the child must have custodial authority to do so.

11.5 CLOSING OF SCHOOL – EMERGENCIES

School closing due to inclement weather will be announced on radio stations KREI 800 AM and KTJJ 99.8 FM, and on television stations KTVI 2, KMOV-TV 4, and KSDK-TV 5. A school closing announcement will also be put on the parish app as well as on the school information center, Jupiter. Please do **NOT** call the rectory, school, teacher(s), principal, or radio stations for announcements of closings. St. Joseph Catholic School does not necessarily follow the closing schedule of any other school in the area.

Emergency early dismissal: It may be necessary to cancel school after school is in session because of an emergency. Should this seem probable, parents will be notified via email and/or parish app. **Do not call the school office or the parish office.** This is requested because these lines need to be kept open for necessary outgoing calls. Students will not be released to go home with anyone not specifically authorized by the parent to take them. You will find a place for such authorization on the Emergency Form.

12 BOOKS

Textbooks are distributed by the teachers during the first week of school. The students are responsible for these books. Books are the property of St. Joseph Catholic School. If books are damaged, lost, or stolen, the student in whose name the book was issued is responsible and must pay the charges set by the school. Textbooks should be identified with the student's name and subject and kept free from other markings. At the completion of the year, the books must be returned to the school in the same condition that they were received, allowing for normal wear. Excessive marks and wear will require financial charges to the student.

13 CAFETERIA

Our goal is that lunchtime will be a healthy, enjoyable experience for our children and an opportunity to practice safety, social skills, and good manners.

Lunches are \$2.75 each which includes milk. Students have a choice to purchase a hot tray or a grab and go sack lunch daily. Additional milk may be purchased for 50¢ per carton.

All lunch money should be sent in the lunch envelope provided or in a sealed envelope marked "lunch money" with the student's name, grade, and amount. Checks should

be made payable to **St. Joseph Catholic School**. **Lunches will be cut off when there is a \$13.75 (5 lunches) balance in the negative and the student will need to bring a sack lunch until the account is paid in full.**

Students may also bring lunch from home with the option of purchasing milk. Students are not allowed to bring soda or highly caffeinated drinks to school. No student is allowed to leave the premises or call for a fast food “bring in” lunch. If a child occasionally forgets lunch, parents are to drop it off at the office to be delivered to the child at the time of his/her lunch. All lunches brought from home will be kept in the classroom until lunch period. (Peanut butter and jelly are available for students who have forgotten their lunch or the student may purchase lunch from the cafeteria.)

Lunch is served in shifts by classrooms. No food or drink may be taken out of the cafeteria. Menus will be published on the school website and sent home.

The daily lunch count is given to the cafeteria supervisor before 8:30 each morning. Meals are prepared based on this lunch count and extra food is not available. For this reason, it is important that you call the school to order lunch for your child if they will not be at school before 8:30 (due to doctor/dentist appointment, for example).

13.1 LUNCHROOM GUIDELINES

Because we believe that the lunch period should be used not only as a period to refuel our minds and bodies, but also as a time to develop good social skills, we expect our students to behave appropriately in the cafeteria. There is NO sharing of food among students for health reasons. Please see the Discipline section for expected behaviors.

14 CELEBRATIONS/PARTIES

Many opportunities provide ways for students and faculty to contribute to the building and energizing of a positive faith school community. These opportunities include student assemblies, prayer services, classroom parties, etc.

Receptions for First Reconciliation, Confirmation, and Graduation

As part of the parish faith community, St. Joseph Catholic School celebrates with our students and families the reception of sacraments and the completion of academic completion of our school. Home and School Association, with the help of grade level parents, hosts a reception for students and their families after First Reconciliation, Confirmation, and Graduation. Dates, locations, and grade assignments are listed below:

First Reconciliation: October/November in the Gym/Parish Center
Hosted by: First Grade Parents

Confirmation: Spring in the Gym/Parish Center

Hosted by: Sixth Grade Students and Parents

Graduation: May in the Gym/Parish Center

Hosted by: Seventh Grade Students and Parents

HASA and Classroom teachers for grades one, six, and seven will coordinate parent leaders for each reception and assist with coordinating meetings and communication with each family in these grades.

Reception responsibilities are as follows:

First Reconciliation and Confirmation: HASA will provide funding for tablecloths, cookies, and punch.

Graduation: HASA will provide funding for tablecloths, centerpieces, cake, dollar roll sandwiches, chips, and beverages.

These opportunities to celebrate as a faith community prepares the next generation of church leaders and give witness that we are indeed “Alive in Christ”.

14.1 BIRTHDAYS AND OTHER CELEBRATIONS

An individual student may celebrate his/her birthday by bringing a healthy snack for the class (no soda). All snacks must be prepackaged and in compliance with the wellness guidelines. These snacks will be distributed at a time deemed appropriate by the teacher. Children with summer birthdays may celebrate their half-birthdays. Any other special celebrations or treats must have the approval of the Principal.

14.2 Classroom Parties

School-wide party celebrations are held at the following times: Halloween, Advent, and Valentine’s Day. The room parent will contact the homeroom teacher in advance to make arrangements for games and refreshments. Party information will be sent home.

14.3 INVITATIONS TO PRIVATE PARTIES

Families who want to invite students to a party and distribute invitations through school, must follow these guidelines: invitations must be given to EVERY student in the class or invitations must be given to EVERY student who is the same gender as the inviting student. Invitations to parties for parents will not be distributed at school.

15 CHILD ABUSE REPORTING

By law, schools must report suspicions of child abuse/neglect to the Missouri Division of Family Services. Reporting would include suspicions of abuse: physical, sexual, emotional, or psychological. Reporting would also include suspicions of neglect: issues of health, nutrition, medical care, school attendance, psychological care, safety, and so on.

16 CODE OF CONDUCT

The Student Code of Conduct is based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and social concern.

1. I am made in the image of God; therefore, I will witness my faith through appropriate behavior and actions. I will accept any consequences and learn from my actions.
2. I will show respect for the needs, rights, and property of others.
3. I will respect authority and follow any instructions given.
4. I will come to school prepared to learn and honor time given.
5. I will participate in and maintain a safe school environment.

17 COMMUNICATIONS

Any and all communications distributed or displayed on or around school property, must be approved by the Principal. There are NO exceptions to this rule.

At the beginning of each school year, a calendar that outlines the major events of the new school year is distributed. This calendar is subject to changes. The calendar will be accessible via the school website and sent home monthly. Grades and general calendar announcements will be posted on the Jupiter Grades website

A family folder containing weekly notices will be sent each Friday or the last school day of that week. The “Hornet Hotline” will be published when school is in session for four or five day weeks. The Hotline is sent through Jupiter and can be found on the school website. Please read the information in the family folder carefully and return the empty folder to school on the following Monday. A hard copy of the Hornet Hotline may also be sent home upon parent request.

Announcements are also posted on our website (stjosephfarmington.com), Jupiter Grades website (jupitergrades.com), and published regularly in the parish bulletin.

Articles will be sent to the local newspaper and radio stations.

Parent-teacher communication and partnership are highly encouraged. Teachers can be contacted in writing, by school phone, email or through Jupiter.

18 COPYRIGHTED MATERIALS

St. Joseph Catholic School adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia 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 copyrighted 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.

19 CURRICULUM

The St. Joseph Catholic School curriculum reflects:

- The four fold dimensions of Catholic education: message, community, worship, and service to others.
- The inherent value of the secular in specific subject areas, integrated with faith and the Gospel.
- The recognition of the spiritual, moral, intellectual, aesthetic, emotional, social, and physical aspects of personhood.
- The fundamental principles of child growth and development and the specific learning theories accepted by the school.
- The acquisition and application not only of knowledge, but also of attitudes, values, skills, and Christian morality.
- The relationship of life and faith experiences, and environments of the students.

The curriculum intends to integrate learning across subject areas.

19.1 EVALUATION OF CURRICULUM

It is essential to ensure systematic planning, evaluation, and articulation of the curriculum and instructional programs. Each area of the curriculum is evaluated on an ongoing basis by the Administration and Faculty. The Principal is responsible for the day-to-day supervision of curriculum and instruction.

School policies and procedures are evaluated annually by the school Administration and Staff. The policies, procedures, curriculum, instruction, and program are evaluated each year for annual accreditation by the Missouri Nonpublic School Accrediting Association, a member of the National Federation of Nonpublic School State Accrediting Associations. The curriculum, instruction, and program areas are evaluated every seven years in accordance with procedures established by the Archdiocese of St. Louis and consistent with appropriate standards for elementary schools and with procedures for school evaluations. The program is evaluated through an established self-study process and an annual planning and goal-setting process.

20 DISCIPLINE

20.1 DISCIPLINE PHILOSOPHY

The word “discipline” comes from the same root word as “disciple.” Therefore, St. Joseph Catholic School views discipline as teaching each student to live and act in a way that reflects the gospel message and to live as a disciple of Christ.

In guiding the child’s growth in Christian attitudes, values, and behavior, it is best to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline, which is a way of regulating one’s life to be productive, goal-oriented, and respectful of oneself and others. A self-disciplined school climate promotes learning, cooperative relationships, and a faith community. Therefore, efforts are directed toward teaching students the importance of Christian self-discipline and of developing a sense of personal Christian responsibility for one’s actions. Each student is guided to understand the consequences of various behaviors and to realize that choosing certain behaviors means accepting the responsibility for the consequences of these behaviors.

It is extremely important that a child both believes and witnesses that his/her parents stand behind the school and that they will demand an explanation of what choice the child makes during the school day. Without this understanding, a child can come to think that school and home are unrelated areas of authority and will soon learn to play one against the other. The best results are achieved when we work together for the good of each child.

Good discipline may be described as the absence of distractions, frictions, and disturbances that interfere with the teacher’s right to teach and with all students’ right to learn. It includes the presence of a friendly yet business-like rapport in which students and school personnel work cooperatively toward mutual goals and Christian community. It is the concrete expression of a Christian environment characterized by mutual respect and personal dignity which is completed by the act of reconciliation and forgiveness.

20.2 DISCIPLINE PROCEDURES

A school-wide approach to teaching social skills with integrity is when all staff demonstrate, explain, and practice social skills within and across multiple school settings daily. All staff should teach social skills on the matrix and have the expectation that behavior is learned (both appropriate and inappropriate) and thus appropriate behavior can be taught using the same principles with which academic content is taught. Each classroom will post a matrix of expected behaviors, and teachers will instruct students on appropriate behaviors. Our expectation is that students will act in a Christian manner during regular school attendance, traveling to and from school or other places, during co-curricular activities at school or other places, and whenever a student may be engaged in conduct related to the school or its faculty or staff.

Faculty/Staff Procedures

1. The teacher will talk to the student and redirect student behavior as deemed appropriate.
2. The parents will be notified that the behavior has been repeated.

3. The teacher will contact the parents to arrange a conference if the behavior has not improved. During the conference, a behavior plan is established to resolve the concern. The principal will be informed and a written report will be entered in the student's file.
4. If the behaviors are continued, a discipline referral will be made to the principal. The principal will contact the parent and may arrange a conference with the parent and the teacher to develop an alternate plan.
5. The principal will notify the pastor of the concern.

The severity of the offense will determine the order in which the procedures are followed.

20.3 POLICY VIOLATIONS, GRADES K – 8

When efforts by the teachers and parents are not successful, a referral to the principal may be needed. This means that more serious consequences may be assigned as outlined below. Parents will always be contacted when a referral is made to the principal.

Affection – Inappropriate display of affection.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent contact Detention: 1-3 days ISS: 1-3 days	ISS: 2-5 days OSS: 1-10 days	OSS: 1-180 days Withdrawal for cause

Alcohol/Drugs/Prescription Medications – Possession, sale, purchase of any over the counter drug, herbal preparation or imitation drug. Possession of or attendance while under the influence of or soon after consuming; sale, purchase or distribution of any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs.

<i>1st Offense</i>	<i>2nd Offense</i>
Detention: 1-3 days ISS: 1-3 days OSS: 1-180 days Juvenile/civil authorities contacted	OSS: 1-180 days Withdrawal for cause Juvenile/civil authorities contacted

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

<i>1st Offense</i>
OSS: 1-180 days Withdrawal for cause

Notification of law enforcement authorities

Assault – Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

<i>1st Offense</i>	<i>2nd Offense</i>
ISS: 1-3 days OSS: 1-180 days Notification of law enforcement authorities	OSS: 1-180 days Withdrawal for cause Notification of law enforcement authorities

Bullying/Harassment – St. Joseph Catholic School 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 standard 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. Harassment which targets a person’s protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap, or other is prohibited. A student shall not make unwelcome sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct of a sexual nature. This prohibition includes direct sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another person. Students who feel they are being harassed or bullied should immediately report the incident to a teacher or administrator of the school. Students will receive instruction each year regarding how they can help create a bully-free environment. St. Joseph Catholic School investigates every harassment/bullying complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions will be shared only with those who have a need to know.

<i>1st Offense</i>	<i>2nd Offense</i>
Detention: 1-5 days ISS: 1-3 days Parent conference OSS: 1-10 days	ISS: 2-5 days OSS: 1-180 days Withdrawal for cause

Dishonesty/Cheating – Cheating on tests, assignments, projects, or similar activities; plagiarism: claiming credit for another person’s work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal reprimand Zero on the assignment Parent contact Detention: 1-3 days	Parent contact ISS: 1-3 days Zero on the assignment Privileges revoked	Parent contact OSS: 1-3 days Zero on the assignment Privileges revoked

Disparaging, Disruptive, or Demeaning Language/Conflict – Use of words or actions, verbal, pictorial, written or symbolic language or gesture that is directed at any person that is in violation of policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions and/or creates reasonable fear of physical injury/property damage, and injury to another person.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal reprimand Detention: 1-2 days	Detention: 3-5 days ISS: 1-2 days	OSS 1-2 days

Disrespect/Insubordination toward a staff member – A student shall not be unruly, profane, disrespectful, or refuse to obey reasonable rules and directions of the faculty and staff.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Removal from classroom Student/parent conference Detention: 1-3 days ISS: 1-2 days	Student/parent conference ISS: 1-2 days OSS: 1-2 days	OSS: 1-5 days

Disruption/Misbehavior – A student shall not cause a disruption of the regular operation of school or school activities. A student shall not engage in conduct that is in conflict with Christian behaviors.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal reprimand Detention 1-3 days	Detention: 3-5 days	ISS 1-2 days

Dress Code Violation – Wearing of clothes that are out of the uniform policy.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal warning Dress code violation form sent home	Parent contacted to bring appropriate clothing	Parent contacted to bring appropriate clothing

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent conference Detention: 1-3 days ISS: 1-3 days OSS: 1-10 days	Parent conference OSS: 1-180 days Notification of law enforcement authorities Withdrawal for cause

Fighting – To use violent physical means to try to overpower somebody

<i>1st Offense</i>	<i>2nd Offense</i>
Conference with parent Separation to designated areas Detention: 1-5 days ISS: 1-3 days OSS: 1-10 days	Conference with parent OSS: 1-10 days Withdrawal for cause

Firearm – Possession of a firearm.

<i>1st Offense</i>
Withdrawal for cause

Horseplay – Unruly student behavior.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Student conference Detention: 1-3 days	Detention: 1-5 days	ISS: 1-2 days

Leaving School Grounds – Includes crossing the street once on school property.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent contact ISS: 1-3 days Contact civil authorities	Parent contact OSS: 1-10 days Contact civil authorities

Lunch Time Violations – Cutting in line, leaving trays, throwing food, taking food from another person's lunch or leaving the lunchroom without permission, etc.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal warning Remove to a quiet table for one day. Loss of recess Cafeteria duties	Remove to quiet table 2-5 days Loss of recess Parent contact Cafeteria duties	Detention: 2-3 days Remove to quiet table one week Loss of recess Cafeteria duties

Missing Homework/Unprepared for Class in Grades K-3 – The student shall not persistently lack materials and completed assignments for school. Each subject is treated separately.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal warning Loss of Recess	Parent Contact & "Homework Help" assigned	Parent Contact & "Homework Help" assigned Conference with Parents and Principal

Pornographic material, distribution/possession/viewing (including cell phones, on any type of electronic device and picture phones)

<i>1st Offense</i>	<i>2nd Offense</i>
Parent conference Material is confiscated ISS: 1-3 days OSS: 1-10 days	Parent conference Material is confiscated OSS: 1-180 days Withdrawal for cause

Missing Homework/Unprepared for Class in Grades 4-8

A student will have to turn in his/her completed assignment at the beginning of the class period in which it is due. If it is not complete, the student will stay for mandatory

“Homework Help” that day to complete the assignment. The student has 24 hours to turn it in at a **10% deduction** off the final grade. After that 24-hour period, the grade will be a **zero**. There are NO exceptions, other than sickness or absence from class.

Stealing – A student may not steal school property or the property of others, nor may a student attempt or pretend to do so.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent contact Reimbursement of stolen items Detention: 1-3 days	Parent conference Reimbursement of stolen items Detention: 4-5 days Juvenile/civil authorities contacted (optional) ISS: 1-2 days	Parent conference Reimbursement of stolen items OSS: 1-10 days Juvenile/civil authorities contacted (optional)

Tardiness – Tardiness is noted on a monthly basis. A student will be referred to the principal after their 3rd tardy in class and for each tardy thereafter.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal warning from teacher	Verbal Warning from principal Parent conference	Loss of Monthly Attendance Assembly Parents contacted

Technical Misconduct – 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 respect and dignity of 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 that 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 email, text messages, or web site postings, cell phones, or other electronic devices, whether they occur through the school’s equipment or connectivity resources or through private communications, which: (1) are of 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”).

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent contact Loss of user privileges ISS: 1-10 days	Loss of user privileges OSS: 1-180 days	Loss of user privileges OSS: 1-180 days Withdrawal for cause

Technology -Acceptable Use – The user shall only use the internet, the network and electronic devices for educational and research purposes. All use of technology is to promote the Gospel teachings and moral standards of the Church. The use of the school’s/parish’s network is a privilege, not a right, and inappropriate use will result in a cancellation of said privilege. Users are expected to follow network etiquette including but not limited to: Be polite; no abusive messages to others, use appropriate language, do not reveal the personal address or telephone numbers of students, faculty, and staff, do not use the network in any way that would disrupt its use by other users, use the network legally, not in violation of copyright or other contracts, do not use the network to play games, listen to music or for chain letter communication. The user must have direct supervision for sending email or using a chat room.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent contact Loss of user privileges and device for 1 day ISS: 1-10 days	Parent contact Loss of user privileges and device for 1 week ISS: 1-10 days	Parent contact Loss of user privileges and device for 1 month (subsequence offence will result in loss of user privileges and device for the remainder of the school year. ISS: 1-10 days OSS: 1-180 days Withdrawal for cause

Tobacco (or tobacco imitations); possession or use of –Students may be referred to the civil authorities.

<i>1st Offense</i>	<i>2nd Offense</i>
Confiscation of product Parent contact Detention: 1-3 days	Confiscation of product Parent contact ISS: 1-3 days

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.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent contact Juvenile/civil authorities contacted Detention: 3-5 days	Parent contact Juvenile/civil authorities contacted ISS: 1-3 days	Parent contact Juvenile/civil authorities contacted OSS: 3-5 days

Vandalism – Any student defacing school, church, or another student’s property or committing any act of vandalism will be liable for the necessary repairs and responsible for replacing the item if beyond repair.

<i>1st Offense</i>	<i>2nd Offense</i>
Juvenile/civil authorities contacted Detention: 1-3 days Reimbursement ISS: 1-3 days or OSS 1-10 days	Juvenile/civil authorities contacted OSS: 1-180 days Withdrawal for cause

Weapon possession – Possession of any instrument judged to be potentially harmful to others.

<i>1st Offense</i>
Confiscation OSS: 1-180 days Withdrawal for cause Juvenile/civil authorities contacted

Disciplinary Actions:

- Detention - either during recess or after school
- ISS (in school suspension) and OSS (out of school suspension)
- Suspension is the removal of a student from all classes for a specified period of time. Class work missed during OSS cannot be made up. Tests missed during OSS will be made up. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Mandatory counseling may be required before the student returns from OSS suspension.

Procedure for Suspension

Notice of the suspension is verbally conveyed to the parents/guardians as soon as possible. A written statement to the parents/guardians follows the verbal notice. This statement outlines the reasons for the suspension, the length of time of the suspension, and the process for and condition of the student’s return to school which has been drafted by both the principal and pastor. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is to be kept on file at the school and a copy is given to the family.

- Probation
Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the

school principal in consultation with the pastor.

Procedure for Probation

If a student is placed on probation, the parents/guardians and student should be informed in writing. This communication should indicate the reason for the probation, the period of time of probation, the conditions of the probation, and when or under what circumstances the probation will be reviewed, continued, or ended. The written statement should be signed by the parents/ guardians and student 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.

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

- **Withdrawal for Cause**

Withdrawal for cause is the permanent end of enrollment of a student from school. The decision of withdrawal for cause is made by the pastor of the parish, with recommendation of the principal.

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

Procedures for Withdrawal for Cause

1. The student is placed on indefinite suspension and the parents/guardians and student are notified that withdrawal for cause is being considered.
2. The principal should consult with staff members and the appropriate person at the Catholic Education Office to review the situation before a decision is made.
3. The principal will 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.
4. A conference will be requested 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.
5. Following the conference, a decision should be reached by the pastor and communicated to the parents in writing. The Catholic Education Office should be informed of the decision.
6. "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.

The pastor of St. Joseph Catholic Parish will have the final say in any matters regarding discipline and/or consequences.

20.4 EXTRA-CURRICULAR/FIELD TRIP ACTIVITIES

Students under ISS or OSS are not permitted to attend any school function or participate in extracurricular activities or field trips sponsored by St. Joseph Catholic School during the suspension. The Athletic Association President, coaches or club sponsors will be notified by the principal when a student has been assigned ISS or OSS.

20.5 EXPECTED BEHAVIOR

	<i>Be Safe</i>	<i>Be Responsible</i>	<i>Be Respectful</i>
<i>Church</i>	<ul style="list-style-type: none"> • Walk in a single file line • Sit in assigned place • Keep hands and feet to yourself • Only leave with a teacher 	<ul style="list-style-type: none"> • Walk carefully to the choir loft • Place missals and song books where they belong • Sing with enthusiasm • Participate actively in Mass (reflect being Alive in Christ through prayer, worship, word, and example) 	<ul style="list-style-type: none"> • Sit quietly • Listen to readings, homily, etc. • Do not talk while in church • Genuflect before entering pew • Make Sign of the Cross with Holy Water when entering and exiting church
<i>Classroom</i>	<ul style="list-style-type: none"> • Keep your area clean and neat • Keep hands, feet, and all other objects to yourself • Maintain personal workspace • Walk 	<ul style="list-style-type: none"> • Follow classroom expectations • Turn in completed assignments on time • Bring needed materials • Be prepared to learn • Accept the consequences of behavior 	<ul style="list-style-type: none"> • Be courteous • Use time wisely • Treat school materials with care • Use appropriate words and voice • Be an active listener
<i>Hallways</i>	<ul style="list-style-type: none"> • Go directly to and from your destination • Walk in a single file line following the teacher 	<ul style="list-style-type: none"> • Stay in designated area • Keep hands and feet and objects to yourself • 	<ul style="list-style-type: none"> • Walk quietly facing forward • Follow teacher directions • Enjoy hallway displays with eyes only
<i>Playground</i>	<ul style="list-style-type: none"> • Walk to and from the playground • Only leave playground with an adult • Get teacher permission to retrieve balls • Use equipment appropriately • Stay in designated areas • Keep all parts of body to yourself 	<ul style="list-style-type: none"> • Solve conflicts using problem-solving skills • Use equipment in appropriate places • Put equipment away • Follow all rules • Share 	<ul style="list-style-type: none"> • Use appropriate language (no put downs) • Keep your hands to yourself • Get quiet at 3rd whistle • Allow everyone to join in your games
<i>Bathroom</i>	<ul style="list-style-type: none"> • Keep feet on floor at all times • Only one person in bathroom stall 	<ul style="list-style-type: none"> • Flush toilets after use • Use bathroom supplies properly • Return to class properly • Tell a teacher about problems • Wash hands and put towels in the trash 	<ul style="list-style-type: none"> • Allow others to have privacy • Wait quietly for your turn
<i>Cafeteria</i>	<ul style="list-style-type: none"> • Sit in assigned area • Walk • Place trash in trash can • Keep food on tray – no sharing 	<ul style="list-style-type: none"> • <u>Only one time through the line</u> • Keep space and table clean • All food stays in the cafeteria • Stay seated until dismissed 	<ul style="list-style-type: none"> • Use polite language • Follow teacher directions • Use good manners and an inside voice

	<ul style="list-style-type: none"> • Carry tray with both hands • Sit facing table with feet on the floor and bottom on chair 		<ul style="list-style-type: none"> • Show kindness to cafeteria staff
<i>Assemblies</i>	<ul style="list-style-type: none"> • Enter and exit assembly area in an orderly manner (single file line <u>following teacher</u>) 	<ul style="list-style-type: none"> • Stay seated in designated area • Enter and exit quietly • Focus on presentation 	<ul style="list-style-type: none"> • Keep hands and feet to self and still • Keep voice silent • Applaud appropriately
<i>Arrival/Dismissal</i>	<ul style="list-style-type: none"> • Walk in a single file line with your class • Carry all belongings close to your body • Walk slowly • If arriving late/leaving early, sign in/out with secretary 	<ul style="list-style-type: none"> • ALL students in the gym or cafeteria until 7:45 am • Leave school only with permission • Sit quietly during dismissal time 	<ul style="list-style-type: none"> • Walk quietly and calmly with your hands at your sides • Follow hallway rules

21 DISTRIBUTION OF MATERIALS

Only literature approved by the Principal and Pastor may be distributed to students, parents, teachers, or others on school property or at meetings for any school organization. The Principal or Pastor must also approve any signage or banners, etc. placed on school/parish property. There are no exceptions to this rule.

22 DIVORCE/CUSTODY/REMARRIAGE

1. Parents who are divorced or separated may need to provide evidence of the legal divorce or separation.
2. Evidence of the legal child custody decree must be provided. It will be filed in the child's permanent record. St. Joseph Catholic School may not legally withhold information from parents with visitation rights.
3. Evidence of legal adoption must be provided for custody rights to be extended to the new spouse if a remarriage has occurred.
4. Each child's legal name must be used on all student records, evidence of a **legal** name change must be provided to the school.
5. Parent-teacher conferences must be held with parents/legal guardians only.
6. Orders of protection, restraining orders, or any other pertinent legal documents must be provided.

23 DUAL ENROLLMENT

Missouri state law allows a student to be dually enrolled in a Catholic school and a public school in order to participate in specialized programs or to receive special education or remedial reading and mathematics series. Dual enrollment is possible only in another

accredited school. St. Joseph Catholic School is the primary educational provider. The other school is a supplemental provider. A student is not considered absent from school when in attendance at the other school. *Refer to the Local Education Authority (LEA).*

24 EXTRA-CURRICULAR ACTIVITIES

Although extra-curricular programs are not graded, they are considered a part of the total school program, and, therefore, are under the jurisdiction of the Pastor and the Principal. Extra-curricular programs include sports and any club sponsored by the school. These activities are sometimes scheduled into the school day or they may take place at scheduled times after school.

Students in grades four through eight wishing to participate in any co-curricular activity must maintain a “C” or better in all subjects: core and elective classes. Any exceptions to this policy will be determined by the teacher and the Principal. A student with a D+ or below in any subject: core or elective may NOT continue to practice, or attend any meetings, clubs, games or events for the next two weeks. Spending more time studying is advisable along with making better choices about the use of their time in the future.

After two weeks the Principal and teacher(s) will review the student(s)’ grades to determine if the student has met the eligibility criteria. If the criteria has not been met, the student will remain on probation for an additional two weeks. This will continue until the criteria has been met. (See Policy 32.4)

All extra-curricular 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 a moderator of the activity and should be present at all times during the activity. Permission from parents/guardians must be obtained for a student to participate in extracurricular activities. While some are noted, other opportunities will be communicated to parents throughout the school year.

Examples of extracurricular activities are:

- Academic Competitions
- Art Contests
- Athletics
- Chess Club
- Drama Club
- Sports
- Student Council
- Talent Show

24.1 Student Council

Student Council is a service oriented activity within our school, composed of students and faculty to serve our school, church and community. Students who choose to be involved in Student Council will be expected to be at all functions regardless of other functions or activities, such as a sports game/practice. Meetings will be held during school hours.

Student Council Members

- The 4 leadership positions of President, Vice-President, Secretary and Treasurer will be 8th grade only positions and will be elected in the spring.
- All other officer positions will be open to 6-8th graders and will be elected in the spring.
- There will be 2 class representatives from grades 4-8 which will be elected in the fall.

Eligibility for Membership

- Students must maintain good academic standing by maintaining a minimum of a C or S in all classes core or elective.
- Students are expected to follow the “Expected Behavior” policy as outlined in Section 20 - Discipline of this handbook.
- Students must be approved by the Student Council Advisors.

If StuCo members do not meet or maintain these requirements, they will be removed from their position and all activities related to StuCo for 2 weeks. After the two weeks are up, the student will meet with the advisors to discuss their commitment to the Student Council and be given two additional weeks to bring their grades up or their behavior in line with the school’s expectations. If after two consecutive probationary periods (or 4 consecutive weeks starting from the initial review date), the student will be removed permanently from their Student Council position.

These qualifications will be monitored throughout the year by the advisors and principal.

25 FACILITIES USE POLICY

This policy was developed to provide the necessary information regarding the use of the parish/school facilities including the gymnasium, cafeteria, and classrooms.

The use of the gymnasium, cafeteria, and/or classrooms is limited to **parish sponsored events**. Parish sponsored events included, but are not limited to: St. Joseph sponsored athletic practices, camps, and games; the dinner auction; school plays and musical performances; fish fries; chicken dinners; trivia night; physical education classes; recess;

Knights of Columbus breakfasts and meetings; blood drives; book fairs; Our Father's Table; Youth Group; Preschool Graduation: HASA craft bazaar; and vacation Bible school.

Community events that were previously granted permission from the parish to use these facilities will be grandfathered in and allowed to continue using the facilities. These community events include Help the Hungry Bake Sale, Country Days Fun Run, and the Parkland Pregnancy Resource Center Mom's Day Out. The list of parish sponsored events is submitted to and approved by the Parish Council and Finance Committee each year.

This policy was put into place with consideration of the following indicators:

- The safety of our children and maintaining compliance with the **Protecting God's Children Initiative** – This policy is in compliance with the Archdiocese of St. Louis guidelines for the Protecting God's Children Initiative which mandates that all volunteers in our parishes and institutions must complete the program and submit to a background check. The parish is responsible for background checks for all parish employees and volunteers.
- **Insurance coverage** – In the event of an accident, only parish sponsored activities are covered by our insurance plan.
- **Finances** – The utility cost for the facility which is determined at the time the budget is prepared for the upcoming year based on the approved list of parish sponsored activities.

26 FACULTY MEETINGS

Faculty meetings are typically held monthly. Refer to the school calendar for specific dates. On faculty professional days, school is dismissed at 11:30 am. **Our After School Care is available on afternoons of faculty meetings. See After School Care section for more information.**

27 FEES

When sending money to school, please put it in an envelope marked with the family name, the amount, and the purpose. Tuition payments should be made in the designated envelopes and should be paid directly to the parish office. There are no tuition refunds for absences, vacations, or closings of school. Checks may not be postdated.

All bookkeeping is done in the parish office. Inquiries should be directed to the parish business manager or parish bookkeeper.

28 FIELD TRIPS

Field trips are opportunities that encourage spiritual, educational, and cultural development and enrichment. Field trips relate to the curriculum. They are designed to enhance student learning. Field trips give children a wealth of educational experiences as well as foster a sense of independence and self-reliance.

Students who have not demonstrated appropriate behavior during school time may lose the privilege of attending field trips. **The written consent of parents must be obtained for every child participating in a field trip.** Parents are required to complete the Permission Slip sent by the trip supervisor. (Please refer to the Appendix for a sample of this form.) Any fees for the field trip **must** accompany the permission form.

Emergency forms and all necessary medications for children will accompany the St. Joseph Catholic School staff on field trips. Upon returning to school **all** children must proceed to their classrooms to check in with their teachers and to be dismissed in the regular manner and at the regular time. Parents should **not** enter the building looking for children, nor should parents attempt to remove children directly from buses. Chaperones should return to their cars to await regular dismissal.

Transportation by bus is encouraged and will be provided by fully insured and licensed school bus service providers only. However, if private passenger vehicles are used, the following criteria are to be followed: (Archdiocesan Policy 5202.9)

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 or \$300,000 per occurrence.
4. Drivers should be experienced and demonstrate 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 are **not** permitted to smoke in the vehicle.

Parent drivers must submit a copy of their driver's license, insurance card, and insurance policy for validation of these criteria by the school Administration prior to transporting students for field trips.

Missouri law mandates that children less than 8 years old/80 pounds or under 4'9"—Children (ages 4-7) who weigh at least 40 pounds, but less than 80 pounds, and are less than 4'9" tall, must be secured in a child passenger restraint system or booster seat appropriate for that child.

Per Archdiocesan policy, a child requiring a booster seat/car seat may only be transported by their parent or legal guardian on school sponsored field trips. If bus

transportation is being used for a field trip, no passenger restraint system is required for students nor must the parent attend the field trip.

Any trip that is organized by any parent(s) and/or student(s) is not sanctioned by St. Joseph Catholic School and St. Joseph Catholic Church and said St. Joseph Catholic School and St. Joseph Catholic Church are not liable for any injuries and/or damages, whether to the person or to the property, to any student(s), parent(s), and/or third parties resulting from said non-sanctioned trip. Furthermore, solicitation of funds for said non-sanctioned trip shall not occur on school property or property owned by St. Joseph Catholic Church nor shall the name St. Joseph Catholic School and/or St. Joseph Catholic Church be used during any unauthorized solicitation of funds for said non-sanctioned trip.

28.1 PARENT SUPERVISION/CHAPERONES

The teacher is responsible for securing and selecting chaperones. An effort is made to include each parent volunteer sometime during the school year.

Parents will be the first chaperones chosen to help chaperone on field trips. “Parent” refers to the custodial parent and the non-custodial parent with visitation rights. Should there not be enough chaperones, then other family members may be asked to help. Parents/Guardians must have had “Protecting God’s Children” before they can supervise students.

When parents volunteer to chaperone field trips, they may **not** bring siblings of the students along with them. Parents will be solely responsible for the children in their predetermined group.

Parents who do not wish their child(ren) to participate, may **not** join the field trip. Parents may **not** choose to remove their child(ren) from the field trip at any time without acquiring permission from the teacher or the principal first.

Field trip chaperones are considered St. Joseph Catholic School volunteers and must therefore adhere to those requirements. Please refer to the Volunteers section of the handbook.

28.2 ALCOHOL GUIDELINES

The following guidelines regarding serving beverage alcohol have been developed for all parishes, parish organizations, agencies, and entities of the Archdiocese of St. Louis.

It is preferable that alcohol not be served to anyone or brought in by someone, including adults, at any event directed primarily to and for minors. This includes elementary and high school events, CYC events, Scouting activities, etc.

Adults must never supply such substances to minors nor may they consume alcohol while

functioning in an official capacity with minors. This includes those who are involved with children as coaches or managers of sports teams.” (Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors § 4.5) 9.

29 FINANCIAL POLICY

St. Joseph Catholic School withholds report cards and student progress reports if obligations (financial or otherwise) of the parents/guardians have not been fulfilled.

30 FINES

1. A fine will be imposed for damaging a library book or a textbook beyond the ordinary usage.
2. A student who loses a book or who damages school or church property, whether accidentally or otherwise, will be responsible for replacement or repairs and will be asked to pay the full cost of the item.
3. A student will not receive the final report card until all fines are paid.

31 FORGOTTEN ITEMS

We value the strong partnerships between parents and school in our mission to promote responsibility and organizational skills in our students. Please encourage your child to have everything packed in his/her book bag each night and place it in the same location.

For safety reasons, children are not allowed to come back into the building after school is dismissed without supervision from a school employee.

32 GRADING AND REPORTING

Report cards are sent to parents at the close of each quarter. There will be scheduled conferences after the first quarter, so together we might work closely for the good of the child. (Progress reports for grades 3-8 will be emailed to parents via Jupiter Grades. Distribution dates for report cards and progress reports are published in the weekly Hornet Hotline.)

Academic grades are based on classroom participation, oral work, written work, tests, quizzes, homework, projects, and other types of assessments. The grading scales are indicated on the specific grade level report cards. Grading is based on developmentally appropriate criteria.

All students at St. Joseph Catholic School are expected to strive to learn and produce products of learning which reflect neatness, timeliness, thoughtfulness, and good effort. Work that has been assigned as part of class is necessary to this process. Homework and classwork demand quality. Less than this will not be accepted. If such instances occur, the teacher may give the student a warning, penalize the grade, or give a failing grade. Parents will be notified of this situation if it becomes a problem. Continued poor performance will require a conference with the teacher, parent, and student at an agreed upon time. At the conference, a plan will be developed to correct the difficulty.

Grades do not necessarily demonstrate a clear relationship of what your child has learned or of their potential to learn. Often the grades relate the status of work-study skills, motivation, state of mind, or physical well-being. Poor grades are signs of concern; however, not everyone is expected to receive all grades higher than a B. Be reasonable in your expectations. If a student is in danger of failing a subject, parents will be given notification.

32.1 JUPITER GRADES

St. Joseph uses an online electronic grade book known as Jupiter Grades. This allows parents and students access to grades and assignments at any time. New students and parents will be assigned a temporary password at the beginning of school. When you log on to the website (www.jupitergrades.com) for the first time, you will be prompted to change your password. You can keep your same password until your child graduates from St. Joseph.

The Jupiter website will also be used to post the school calendar, lunch menu, and other special announcements. Since this will be a vital means of communication, it is extremely important that the school has your preferred email address and is notified promptly if your email address changes.

If you have any questions or problems accessing Jupiter Grades or setting up your profile, please contact the school secretary.

32.2 GRADING SCALE

For grades K-1 core classes		For grades 2-8 core classes		For special classes (art, computer, library, music, and PE)	
4	Advanced	A+	97-100	O	Outstanding
3	Secure	A	93-96	VG	Very Good

				S	Satisfactory
2	Progressing	B+	89-92	NI	Needs Improvement
1	Beginning	B	85-88	U	Unsatisfactory
		C+	82-84	P/F	Pass or Fail
		C	78-81		
		D+	74-77		
		D	70-73		
		F	69 or below		

32.3 HOMEWORK POLICY

A student will have to turn in his/her completed assignment at the beginning of the class period in which it is due. If it is not complete, the student will stay for mandatory "Homework Help" that day to complete the assignment. The student has 24 hours to turn in the assignment at a **10% deduction** off the final grade. After that 24-hour period, the grade will be a **zero**. There are NO exceptions, other than sickness or absence from class.

32.4 HONOR ROLL

Students in grades 4-8 qualify for the Honor Roll. In order to determine eligibility for Honor Roll, all teachers use the following system calculated through the Jupiter Grading system.

Any grade at the end of each quarter lower than a "C" or "S" in any core class including art, music, PE, or library will automatically eliminate a student from the honor roll and extra-curricular activities.

"A" Honor Roll = Each core subject grades must be no lower than an A-

"B" Honor Roll = Each core subject grades must be no lower than an B-

"A/B" Honor Roll = will be given at the end of the year and is determined by a combination of the student's quarterly honor rolls.

*****FOR GRADES 4-8:** Any grade lower than a "C" or "S" in any **core** class at **mid term or at the end of a quarter** will place a student on academic suspension for a two week cycle. The first time in the school year that this should occur, the student will be put on **academic probation** and may continue to play sports or attend extra curricular activities for the next two weeks without any penalty. After those two weeks should the student's grade(s) not improve to a "C" or higher, that student becomes ineligible to play sports or to participate in extracurricular school activities. Grades will be monitored on a two week cycle until

the grade(s) improves to a “C” or higher. At the end of each two week cycle if the grade(s) are a “C” or better, the student will be removed from academic suspension. Grades lower than a “C” or “S” **at the end of the quarter** in art, music, PE, library or band will also follow the same procedure. **Each student is allowed one (1) probationary period per year.**

33 HEALTH AND SAFETY

33.1 ASBESTOS MANAGEMENT PLAN

During the summer of 1988, the Archdiocese of St. Louis, the LEA (Local Education Agency) for this school, inspected each school building leased, owned, or otherwise used as a school building by the Archdiocese to identify all locations of asbestos-containing building material (ACBM) in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the AHERA regulations. Samples were taken of all ACBM and suspected ACBM, analysis of the samples was performed, and the condition of the material was assessed. An Asbestos Management Plan was prepared from this information.

On October 12, 1988, the Archdiocese of St. Louis submitted a copy of this Management Plan to the State of Missouri, as mandated by AHERA and pursuant to the EPA “Asbestos-Containing Materials in Schools” regulations (40 C.F.R. Part 763, Subpart E) (the “AHERA Regulations”).

The Management Plan is available in the:
Office of Building and Real Estate
Cardinal Rigali Center
20 Archbishop May Drive
St. Louis, MO 63119-5738

And in the Administrative Office of this school, located at 501 Ste. Genevieve Ave. The Management Plan shall be available at these locations during normal business hours, without cost or restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents. A reasonable cost may be charged to make copies of any portion of the Management Plan.

Response Actions to the ACBM may include removal, encapsulation, enclosure, or repair. All Response Actions at this school are being performed in compliance with AHERA and the AHERA regulations, in accordance with the Management Plan recommendations. If abatement activity has been conducted at your school, this information will be located at the “Response Action” tab of St. Joseph’s Management Plan.

Periodic Surveillance of the ACBM is being performed every six months. The results of each of these inspections are available in the Management Plan, located at the school and the Office of Building and Real Estate. Periodic Surveillance consists of a visual

inspection of all areas that are identified in the Management Plan as ACBM or assumed ACBM. Any changes in the condition of the materials that require attention are noted by maintenance personnel and reported to the Office of Building and Real Estate, which initiates the appropriate response action.

33.2 CARE TEAM

The CARE Team is a responsible group from our school faculty and staff who meet to discuss and identify intervention for students who have academic and/or social concerns.

33.3 FIREARMS

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

33.4 HEALTH AND MEDICATION

The health, safety, and physical well-being of each student are of great importance. St. Joseph Catholic School conforms to the health department guidelines.

33.4.1 Emergency Form

During the registration process, parents must complete an emergency data sheet with the registration form and return it to the school. This sheet contains the parents' address, telephone numbers at home and work, or numbers where parents can be reached if not at either of the former places. It should also contain names and numbers of one or two persons who have agreed to assume responsibility when the parents are not available. The name of the family physician must also be kept on file at school. Please keep all this information up-to-date.

33.4.2 Emergency Authorization and Release

Parents are notified as soon as possible when a student becomes ill or is injured during the school day. Children will be released only to persons who have been authorized by the parents. The emergency health form provides space for this information. This must be kept up-to-date. The school office must be notified immediately in writing of any changes.

33.4.3 Administration of Medicine

St. Joseph Catholic School follows the guidelines of medication as defined by the Health Advisory Committee of the St. Louis Archdiocese.

Most medications do not need to be administered at school. Any medication that is given three times a day should be given at home (morning, after school, and bedtime). The school will not administer the **first** dose of any medication.

If a medication (prescription or over-the-counter) must be given at school, the following requirements must be met:

1. An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.

2. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed," a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order.
3. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
4. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. Non-prescription (over-the-counter) medication must be in the original container. Ideally, the parent will have two containers, one for home and one for school. The child will need a new prescription each school year.
5. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.
6. Students will not be able to carry medications with them at school.
7. The school has the right to call the physician to clarify a medication order.

If your child requires any over-the-counter medication, you must have a written physician's order. Please contact your physician and have the order sent to the school.

Over-the-counter medications *in the original container* must be supplied by the parent.

All medication sent to school will be secured in a cabinet under the supervision of the administration. Students may not carry medication with the exception of metered-dose inhalers when properly registered with the school. A trained staff member will be assigned to administer medication. Proper documentation is kept on every dose given. If there is any change in the dose or the timing of medications, the physician must submit the change in writing. This written note may be faxed or mailed to the school. Parent permission is not sufficient to administer medication differently from the physician's original order.

33.4.4 Health Procedures

A student will be sent home if he/she is determined to have a fever or if he/she is vomiting. Fever indicates active infection and automatically restricts school attendance. Children must be fever-free – without fever reducing medicines – for 24 hours before returning to school.

If a student is ill before coming to school, he/she should be kept home for observation. Essential first aid supplies are available at all times for minor injuries.

33.4.5 Students with Significant Medical Conditions

A student enrolled in St. Joseph Catholic School who has a significant or potentially life threatening medical condition may require special consideration. The student's parents must provide the principal with 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.

33.4.6 Immunizations

Strict adherence to state regulations regarding immunizations and medical examinations is essential. A medical examination is required upon entrance into St. Joseph Catholic School. A record showing immunizations must be kept on file and must be kept current. If written evidence of compliance is not submitted, a student will be excluded from school on the first day and thereafter until the evidence is submitted. Please check with your doctor or visit <http://health.mo.gov> for Recommended Immunization Schedules

Missouri Department of Health and Senior Services requires the following provisions:

1. Students may **not** attend school without written evidence of immunizations.
2. The philosophical exemption to immunizations is eliminated. Religious and medical exemptions will still be permitted as defined in this rule.
3. Legislation allows disclosure and exchange of information and records pertaining to the immunization status of persons against childhood diseases without written release of parent or guardian authorizing such disclosure to persons who have a need to know such information.

33.4.7 Communicable Diseases

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

Much progress has been made in the prevention and control of communicable disease in recent years. Vaccines are now available for many diseases which used to cause widespread epidemics among children, and antibiotics help to control many others. Schools retain a very important role in controlling the spread of communicable disease. By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, school personnel can help ensure the good health of their students.

State Law: Each school superintendent, whether of a public, private, parochial, or parish school, shall cause to be prepared a record showing the immunization status of every child enrolled in or attending a school under his jurisdiction.

Section 167.191 RSMO 1986. "Children with contagious diseases attending school penalty." It is unlawful for any child to attend any of the schools of this state while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to it. For the purpose of determining the disease condition or the liability of transmitting the disease, the teacher or the board of directors may require any child to be examined by a physician and exclude the child from the school so long as there is any liability of such disease being transmitted by the pupil. If the parent or guardian refuses to have an examination made by a physician at the request of the teacher or board of directors, the teacher or board of directors may exclude the child from school. Any parent or guardian who persists in sending a child to school after having been examined as provided by this section and found to be afflicted with any contagious or infectious disease or liable to transmit the disease or refuses to have the child examined as

herein provided is guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than one nor more than five hundred dollars.

33.4.8 Vomiting and Diarrhea

Vomiting and/or diarrhea indicate active infection and may restrict school attendance.

33.5 WELLNESS POLICY

In compliance with the Federal Government, as well as in response to growing concern over adolescent health and fitness, St. Joseph Catholic School has implemented a Wellness Policy that dictates specific guidelines regarding all foods offered or brought to our school, physical fitness offerings and healthy lifestyle education. The guidelines are as follows:

A. Nutritional Offerings

1. School cafeteria offerings will be held to a high standard of nutritional value.
2. Food/beverage offerings brought in for school parties and snacks must be of nutritional value; see list in our complete Wellness Policy. for healthy snack options.
3. Lunches or snacks brought in by individual students are encouraged to be nutritious and soda/carbonated beverages are not allowed.
4. No food or beverages will be allowed for group parties or snacks that are not presented in prepackaged containers, i.e. no homemade items will be allowed. All food must be prepared in an industrial kitchen.

B. Physical Fitness

1. All students will be provided with an optimum amount of physical education class time weekly.
2. All students will have adequate recess time daily.
3. Physical activity will not be limited to physical education class and will be encouraged throughout the instructional day.

C. Healthy Lifestyle Education

1. All students, grades K-8, will receive appropriate health/nutrition education, including methods to develop and maintain a healthy lifestyle.
2. Parents will be afforded opportunities to learn more about nutrition and the benefits of physical fitness through the school website, weekly newsletters, and other venues throughout the year.

34 HOMEWORK

Homework has a great influence on a child's academic success. It is work related to the curriculum that serves an important function in the education of a student. It is intended to help students study, develop, and master concepts and skills. It often reinforces lessons presented in class and may prepare students for future lessons. It is designed to foster a habit of independent study and good work habits. Therefore, homework will frequently include study work as well as written work. It may include exercises to check the understanding of concepts and skills being taught. It may be an oral drill, preparation of

oral or written presentations, test preparation, research for a project, or reading for pleasure (either independently or with an adult).

While homework is considered an important and relevant extension of class work, it may not be assigned every day in every class. Long-term projects will give students opportunities to grow in organization and time management skills.

We expect all children in Kindergarten through grade 8 to do nightly reading or be read to each evening. If a child is spending more than the recommended time on homework, please call the child's teacher to set up a conference.

35 INDIVIDUAL SERVICE PLANS (ISP's)

Students with ISP's and other diagnostic reports may apply for admission to St. Joseph Catholic School. Acceptance is predicated on the belief that placement at St. Joseph Catholic School will be a **mutually** positive and productive learning situation and experience for all involved: the admitted student, the family of the student, other students in the class and the school, the teacher(s) and administration, the parish, and the school as a whole. Admission must be based on sound educational practice.

St. Joseph Catholic School is committed to working with each student's unique needs and abilities. St. Joseph Catholic School is also committed to a **mutually** beneficial educational experience; therefore, St. Joseph Catholic School may require that a student seek services and situations available in a different educational setting. The administration and staff of St. Joseph Catholic School will appropriately assist families in finding a suitable educational setting for a student. The decision to recommend placement of a potential student in another educational setting resides with the school. Additionally, the decision to require an alternative placement for a currently enrolled student resides with the school.

36 INSURANCE

Student accident insurance is available to all students. Contact the school office if interested. Parents are financially liable for medical expenses resulting from accidents.

37 INTERNET AND ELECTRONIC COMMUNICATIONS

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

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

The development of the internet provides students and teachers with unprecedented resources of information, ideas, and materials to enhance learning. St. Joseph Catholic School takes steps to ensure that both students and teachers make use of the resources appropriately and in keeping with principles that guide our school and the applicable laws.

Parents and students must sign an annual Authorization for Internet Access form.

Communications or depictions through email, text messages, or web site postings, whether they occur on the school computer network 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 school community (collectively "Inappropriate Electronic Conduct") shall be subject to the full range of disciplinary consequences, including Withdrawal for Cause, as described in the Policy Violation section of this handbook. Please review the Authorization for Internet Access form included in the Appendix.

37.1 PRIVACY POLICY

St. Joseph Catholic 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.

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 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 or verbal permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

38 LAW ENFORCEMENT/SCHOOL SEARCHES

38.1 RIGHT TO QUESTION

Except at the direction of a caseworker from the Division of Family Services, no minor student will 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.

38.2 RIGHT TO REMOVE AND SEARCH

Law enforcement authorities may remove students from school property upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime. These law enforcement authorities may search students and their belongings upon presentation of a valid search warrant or upon probable cause.

38.3 SCHOOL PERFORMED SEARCHES

School personnel, with sufficient means to do so, may search any portion of the school property.

Student desks are school property and as such are subject to search by school officials. Additionally, a student's jacket, purse, backpack and the like are personal property which may be searched upon reasonable grounds to justify the search. Reasonable grounds to search exist when the school has knowledge of specific and describable conduct leading a reasonable person to believe the student has engaged in prohibited conduct. If reasonable grounds exist, school officials will request that a student empty the contents of pockets, purse, or backpack. Students refusing this request, are subject to disciplinary action including suspension, or if the school remains convinced of the reasonable grounds for a search of the student's property, the school official may conduct a reasonable search notwithstanding the student's refusal.

39 LIBRARY

A library resource center is available to the students and serviced by a librarian and volunteers. Students are urged to make use of this facility and to appreciate the librarian. Great respect for the librarian, volunteers, and borrowed materials should be shown.

Books may be checked out for two weeks. Students in grades K-2 may check out one book at a time. Students in grades 3 – 8 may check out two books at a time. Students will be charged the replacement cost for any lost or damaged books.

Donations are most welcome and appreciated! Additions to the library are at the discretion of the librarian.

40 LITERATURE

Students may have at school: books from the school or public library, books from the book clubs sponsored by the school, school magazines, and books/magazines for a specific class which have been approved by the Principal and/or teacher. Any other publications are not to be brought to school. Books being read by students should have themes consistent with Catholic, Christian principles.

41 LOCAL EDUCATION AUTHORITY (LEA)

Programs offered by the public school or Local Educational Authority (LEA) of student residence are accessible to students at St. Joseph Catholic School. Tutorial programs and remedial programs are offered through the local public schools and are funded by tax dollars. These programs are accessible to St. Joseph Catholic School students with schedules determined by each individual teacher.

Programs are offered through each public school district. Eligibility criteria may vary but are generally based on standardized test scores, teacher recommendations, or other valid sources.

Parents are encouraged to take advantage of other services offered through public school districts. These services include early childhood developmental screenings and the “Parents as Teachers” program, learning disability programs and gifted/talented programs as well.

42 LOST AND FOUND

Lost articles are collected and placed in the “lost and found” box. Lost jewelry, watches, and glasses may be reclaimed in the school office. **Students’ belongings and clothing must be marked with the student’s name.** Periodically, unclaimed items will be displayed. Items still unclaimed will be donated to the St. Vincent DePaul Society for the poor.

43 MAILING LISTS

Names, addresses, and email addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. St. Joseph Catholic School will not provide lists of names, addresses, and email addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

44 MEDIA

Members of the media will not be allowed to interview students on matters unrelated to the purpose for which they were invited. In order to submit marketing photos to the Archdiocese, faculty, staff, and parents are asked to sign a media release form. In cases of interviews and photographs of students, parent permission is necessary. Please see sample form in the Appendix.

45 PARENT ORGANIZATIONS

St. Joseph Catholic School is blessed to offer diverse opportunities for parent involvement. Below are some areas in need of parent assistance.

45.1 ATHLETIC ASSOCIATION (AA)

The Athletic Association is a group of parishioners that work together in order to provide the children of our parish opportunities to participate and compete in sports. The AA provides the funding, equipment, instruction, and officiating for various sports to enhance the spiritual and physical growth of the parish children participating. All activities are open to all children of the parish within the guidelines of academic eligibility and parental permission. The association's goal is to allow our Catholic identity to shine through in the children's athletic competition and parents' involvement. An emphasis is placed on respecting other competitors, coaches and officials; working toward a common goal; improving skills; and having fun in a Catholic environment.

The following programs are offered:

Soccer	grades K-8
Volleyball	grades 5-8
Cheerleading	grades 5-8
Basketball	grades 5-8
Golf	grades 5-8

St. Joseph belongs to the Christian Athletic Conference. Please refer to www.cacathletics.com for further information. The CAC is made up of St. Joseph, St. Paul Lutheran-Farmington, Valle Catholic-Ste. Genevieve, Good Shepherd-Hillsboro, St. Rose-DeSoto, St. Joachim and St. Agnes-Bloomdsdale. Please see the section on Sportsmanship Expectations for an overview of our conference's philosophy. St. Joseph is affiliated with the Missouri State Schools Activities Association (MSHSAA) and follows their guidelines. All students must either be enrolled in St. Joseph School or in Farmington Middle School to participate in athletic activities/events.

Directions to each venue and game scores are also on the CAC website. The CAC offers a consistently competitive schedule that allows for both fun, personal growth, and the opportunity for a high level of competition.

The Athletic Officers for the 2020-21 school year are:

Jake Johnson, President

Dan Jaycox, Vice President

Dustin Washam, Treasurer

?????, Secretary

For questions concerning specific sports, please contact the following chairpersons:

Soccer

Teams:

C1-Dan Kellogg & Tim Maloney

C2-Mark Berkbigler & Jake Johnson

B-Chris Martin & Tom Berkbigler

A-Andrea & Justin Diaz

Volleyball

Teams:

B-Stephanie Moniz & Nicole Schweigert

A-Mandy Whitener

Basketball

Teams:

B Girls-Mike Boyd

A Girls-Jeremy Coleman

B Boys-?????

A Boys-Jeremy Coleman

Golf

Tennis

Cheerleading

Eligibility for Farmington School District Sports Programs

Due to an agreement with the Farmington School District, St. Joseph students are allowed to participate in sports that are offered at Farmington Middle School, but not St. Joseph. These sports include cross country, football, wrestling, and track. These sports are open to 7th and 8th grade students. If you are interested in any of these sports, please contact an officer of the Athletic Association. The Farmington Middle School sports program begins prior to the start of school. MSHSAA guidelines apply. Please see the Appendix for directions to athletic events.

45.2 HOME AND SCHOOL ASSOCIATION (HIVE)

Helping Informative Volunteers and Educators (HIVE) consists of the administration, faculty, and parents of the students attending St. Joseph full-time school, preschool, and PSR program. The objective is to *support families as the first teachers in the ways of FAITH* by facilitating the relationship, communication, and cooperation between school and home. Association members assist the children, parents, and teachers by hosting special events, educational programs, and fund raising projects. The organization has chairpersons for specific events.

HASA chairpersons for 2021-22 are:

Jodie Berkbigler- Chairperson

Teachers- Trivia Night

Kristen Johnson & Pam Jaycox- Uniform Exchange

Mandy Whitener & Jennifer Maloney- Dinner Auction

Lisa Cartee- Financials

Risha Gaines- Grandparents' Day

Pam & Dan Jaycox- Mouse Races

1st Grade School and PSR- Reconciliation Reception

7th Grade School and PSR- Confirmation Reception

7th Grade- Graduation

Volunteer opportunities include:

Assist with HASA projects and programs

Helping with special improvement and maintenance projects

Volunteering in classrooms

Helping with marketing efforts

Chaperoning students on field trips

Teacher/Staff Appreciation

Grandparents Day refreshments

Box Tops for Education

Advent Recital Reception

Catholic School Week

Advent Wreath/Chili Event

Class Party Planners

Activities sponsored by HIVE:

Parent education programs, Family Advent wreath night, Staff appreciation/birthday activities, Grandparents' Day, Classroom parties, First Penance, Confirmation, and Graduation receptions

Fundraising- Country Days- Hornets Nest (ONLY FUNDRAISER)

45.3 YOUTH MINISTRY

The Youth Ministry program is a holistic program which supports the faith development of young adults by providing opportunities for fun, spiritual growth, and community service. Meetings are generally held on Sundays in junior high and senior high school groups. Adults and young adults of college age or older are needed to be core team members for youth ministry. For more information on joining the youth ministry or becoming more actively involved with our young people of the parish, please contact the parish office at 756-4250.

46 PARENT/TEACHER CONFERENCES

46.1 ANNUAL PARENT/TEACHER CONFERENCES

Conferences are scheduled meetings, usually held at the end of the first quarter. This conference is an opportunity for parents and teachers to meet to discuss the educational program and the progress of each student.

46.2 ADDITIONAL CONFERENCES

Conferences between parents and teachers are arranged as the need arises. Any parents requesting a conference with a teacher should contact the teacher for an appointment in advance. Calling or coming to see a teacher during class or transitional times is **not** permitted. Dropping by before or after school may conflict with the schedule of the teacher.

Parents wishing to confer with the Principal should contact the principal or school secretary for an appointment.

46.3 PROCEDURE TO SETTLE DIFFICULTIES

When a difficulty arises, the parent(s) should not delay in settling the problem immediately with the teacher concerned. It is not necessary to confer with other parents since the problem should be handled with respect, care, and concern for all.

Please use the following procedure:

1. Contact the teacher to discuss the issue.
2. If a conference with the teacher has not resolved the difficulty, the Principal may be contacted in the same manner as the teacher.

3. If the problem is still not rectified, the Principal will call a meeting with the parents and the teacher.
4. If the above steps fail, the matter may be brought to the pastor.

47 PLAYGROUND

Students are assigned specific times and locations for playground time. Adult supervision is provided on the playground. Students must be accompanied by an adult when leaving the playground for any reason. Students are expected to be respectful towards all supervisors and to behave appropriately. Please see the Discipline section for expected behaviors. Children will need to be dressed appropriately for outside recess when the temperature and wind chill is 32 degrees or above. (Coat, hat, gloves, etc.). At a heat index of 95 degrees or higher, children will stay inside for recess.

47.1 PLAYGROUND REGULATIONS

- No pushing, shoving, fighting, or wrestling.
- No throwing wood chips, rocks, etc.
- Students must be accompanied by an adult when leaving the playground for any reason.
- Do not pick leaves, berries, or break branches.
- No swinging from trees.
- No pushing students on swings.
- No balls around the playground equipment.
- Stay within the fenced area.

47.2 PLAYGROUND EQUIPMENT

Balls: Nerf balls, wiffle balls, plastic balls, or rubber playground balls are the only type allowed on the playground. Children may only play **touch** football. Basketballs are to be used only on the Basketball court. Hard balls are not allowed.

Jump ropes: Are used only for jumping. No running or twisting with the rope.

Kick ball area: Everyone will use this area! No one will be left out. The group of children who arrive first in the area may pick the game that will be played (soccer, kickball, etc.).

Slide/climbing equipment: Do not run up or down. Go down the slide in a forward **sitting** position only, one person at a time. Do not jump off the slide. No climbing up the slide. Objects may **not** be thrown down the slide. Tag is **not** to be played on the slide. Students may not sit on the top bars.

Swings: No counting off. Only one person on a swing at a time. No hanging from the swing chains. No sitting or hanging from the “A” frame of the swing. No standing on swings. No twisting or jumping out of the swing. No swinging sideways. No swinging so high that the chain jerks. No person may push someone on the swing.

GaGa Pit: This is a “*safer and more exciting version of dodgeball.*” The entire game is played inside of a *GaGa ball pit*, which is an octagon-shaped or hexagonal-shaped area surrounded by a 2 to 3-foot fence. The surface of the ball pit is made from wood.

1. Players must place one hand on the wall of the GaGa pit fence
2. The referee waits till everyone is ready to commence play. The referee or a player then throws the GaGa ball onto the ground in the centre of the pit so it bounces.
3. On the first two bounces, the participants will yell “GA!” then they will yell “GO” on the third bounce.
4. Players will then attempt to hit the ball at the legs of their opponents with an open or closed hand. Each player can only hit the ball once.
5. If the ball hits a player below the knee, that player is out and must leave the GaGa pit. If the player is hit above the knee they can remain in the pit.
6. If the ball is caught on the full, the player that hit the ball is out
7. If a ball is hit out of the GaGa pit on the full, the last player to touch the ball is out.
8. Players are allowed to use the walls of the GaGa pit to jump higher, but they cannot sit on the wall
9. Players cannot hold the ball unless they have successfully made a catch.
10. The last player left in the pit is the winner and everyone jumps back into the pit for another round.

***Behaviors such as spitting, swearing, and name-calling are considered inappropriate and will be dealt with at the discretion of the adult supervisor. While at play, we expect our students to have fun, but never at the expense of another. Respect is always expected.

Students may remain indoors only if they have permission from the teacher or Principal or if they have been ill and have a note signed by their parents requesting indoor recess. On colder days, please be sure the child has a head covering and gloves.

There will be no eating on the playground during recess for safety reasons.

47.3 INDOOR RECESS

- No sitting, playing, or climbing on the bleachers for grades K-4.
- No going into the recessed area in the far corner of the gym. This includes not sitting on the steps.
- No food is allowed at recess.
- Students working on puzzles, board games, etc. must stay in designated areas.
- Lunchboxes are to be placed next to the Cafeteria window.
- **Walk** in line.
- Recess equipment shall be provided, there is no need to bring balls from the classroom.

- Students will have indoor recess when the Weather Channel says the temperature “feels like” 31 degrees or less.

47.4 CONSEQUENCES

When a student breaks a rule, he/she will lose the remainder of that recess. Depending on the offense, that student may lose an additional recess.

48 PROMOTION AND RETENTION

The decision to promote, to place, or to retain a student is the responsibility of the school and the faculty in conjunction with the Principal. Prior to a decision to promote, to place, or to retain, the Principal will seek input from the student’s teachers and the parent.

48.1 PROMOTION

Students are advanced in grade levels based upon **satisfactory completion** of the required academic work for the preceding level. The final decision regarding promotion is made by the school.

48.2 RETENTION

Students are retained in grades based on unsatisfactory completion of the required academic work for the preceding level. The final decision regarding retention is made by the school.

The decision to retain students in a grade is made at the local level. The decision, made after thorough consultation and communication between the home and the school, is based upon the following criteria:

1. Academic readiness.
2. Social and/or emotional readiness.
3. Other pertinent circumstances.

48.3 RETENTION IN KINDERGARTEN

The kindergarten teacher, in conjunction with the Principal, will determine if a child needs to spend another year in kindergarten. Retention may be necessary due to maturity, lack of readiness, or not having achieved a level of development. Appropriate testing and conferences with the parents will take place. The final decision regarding retention in kindergarten is made by the school in the best interest of the child.

48.4 EIGHTH GRADE GRADUATION

To graduate from St. Joseph Catholic School, a student must have successfully completed the minimum academic and religious requirements of the school, maintained a satisfactory attendance record, demonstrated satisfactory conduct, and completed all financial obligations. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the parish has the right to require a specific method of payment. If a student, at the time of graduation, has a balance

due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled.

An eighth grade graduation ceremony is held at the end of the school year. The celebration includes Mass and reception hosted by 7th grade families.

48.5 LETTERS OF RECOMMENDATION

Teachers, staff, and administration of St. Joseph Catholic School do **not** write letters of recommendation to influence high school acceptance or to fulfill other eligibility requirements. Archdiocesan guidelines indicate that students may not be penalized when school personnel follow the Archdiocesan directive of not writing recommendations.

49 RELEASE OF RECORDS AND INFORMATION

49.1 RELEASE OF RECORDS

Records regarding a student will not be released without prior written consent of the parents. A “Release of Records” form must be completed by the parent/guardian. Records may be released **only** with the approval of the Principal.

A transfer of educational records to schools both public or private in which a student seeks to enroll are honored with a written request from that school.

49.2 RELEASE OF INFORMATION

Information regarding a St. Joseph Catholic School student will not be released without **written** parental permission – secured through the use of an information exchange form. St. Joseph Catholic School does not write generic student evaluations that do not request specific information for a predefined purpose. St. Joseph Catholic School will respond only to specific questions that are printed and that secure only specific information for an indicated purpose and only on specific forms. Information may be released only with the approval of the Principal.

49.3 RELEASE OF RECORDS OR INFORMATION

1. Parent/Guardian – Parents/guardians have a right to receive copies of their child’s school records. This right may be limited by issues of divorce and custody, and state intervention may limit a parent’s right to these records. The school will release information regarding a student to the custodial parent or the parent with joint custody. The school will also release such information to a non-custodial parent unless that parent has been denied visitation rights by court order. A non-custodial parent to whom visitation rights have been denied does not have a right to such information.

To ascertain the custodial status of parent(s), the school may require a certified copy of the custody order and certified copies of any modifications to such order. The school may also require a signed statement from the requesting parent stating that the school has been provided with all current court orders and modifications that pertain to the visitation rights of the non-custodial parent.

2. Student – A student may receive his or her own school records dependent upon the age of the requesting student. Students who are eighteen years of age or older may request a copy of their school records. The school may provide a student under the age of eighteen with copies of his or her own record with proper authorization of a parent or guardian.
3. Other Schools or Entities – A student’s records may be furnished to another school or entity upon the written authorization and request of a custodial parent or guardian.
4. Governmental Entities – A student’s records may be released to the Division of Family Services or a police officer for use in a child abuse investigation or proceedings. St. Joseph Catholic School must comply with requests for student records when properly subpoenaed.

50 RELEASE OF STUDENTS FROM SCHOOL

50.1 PARENT

A custodial parent may pick up a child from school. A non-custodial parent may also pick up a child from school in accordance with visitation rights. The school may require a copy of the court order which sets the respective custody and visitation right of parents.

50.2 OTHER PERSONS

A child may be released to another individual upon the signed, written authorization of the custodial parent or of the non-custodial parent, consistent with that parent’s visitation rights.

50.3 RESTRAINING/PROTECTIVE ORDERS

St. Joseph Catholic School may require a certified copy of any restraining/protective order which affects a student, and which does not allow the student to have contact on school property with any person(s) bound by the order. The terms of the order will dictate the limits of the order. Only those persons specifically set forth in the order are bound by its terms.

51 SCHOOL PICTURES

Individual school pictures are taken during the year. Although each student has his/her picture taken, it is each family’s decision whether or not to purchase the pictures. A class composite is available for purchase. Parents will receive a note indicating the date and an order form prior to picture day. Students should dress in appropriate clothes for these pictures. Please refer to the *Out of Uniform Policy* for details.

52 SPECIAL NEEDS

Students with special needs may apply for admission to St. Joseph Catholic School. St. Joseph Catholic School requires 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 are part of a student's cumulative record. Special services are available to students at St. Joseph Catholic School through after school tutorial programs sponsored by local public school districts.

53 SPORTS ELIGIBILITY

53.1 ACADEMIC ELIGIBILITY

Students in grades 3 through 8 wishing to participate in any extra-curricular activity must maintain a "C"/"Progressing" or better in the core subjects of Religion, Math, Social Studies, Science, English, Reading, and Spelling at mid quarter and a "S" or better in the elective classes by the end of the quarter. The student with any grade below may **not** continue to attend team practices and may **not** suit up until the probationary period (two weeks) is over and the student has raised his/her grades to the expected level. Should the student's grade **not** improve, that student will remain on academic probation. Any exceptions to this policy will be determined by the teacher and the principal. Spending more time studying is advisable along with making better choices about the use of their time in the future.

53.2 CONDUCT ELIGIBILITY

See Discipline section.

54 TELEPHONES AND ELECTRONIC DEVICES

Students must keep all wireless communication devices or electronic recorders turned off and in their backpacks during the school hours of 7:30am-3:15pm or during school sponsored programs. These items include, but are not limited to cell phones, tablets, etc. Items will be confiscated and returned directly to the parent.

54.1 TELEPHONE CALLS

Neither teachers nor students will be called to the phone from their classes except in the case of an emergency. If an **urgent** message must be delivered, please give it to the Principal or school secretary.

55 TESTING

In order to help the school identify early learning strengths and weaknesses, to measure general achievement, to diagnose specific abilities, and to assess potential for learning, a testing program is in place.

55.1 STANDARDIZED TESTING

In late September, students in grades three through eight will take the Iowa Test of Basic Skills (ITBS). The parents will receive the results usually before the fall parent/teacher conference after the first quarter. Individual student scores are shared only with parents, administrators, and teachers who need to know. Student scores are not shared with other persons without the written approval of the parent.

These tests are a pre test and should be used to guide instruction. The tests are used to help us identify potential learning difficulties/strengths and to plot learned skills and concepts growth over the years. The class and school-wide results are used to compare how well our instructional curriculum is doing in comparison with other schools around the country and the Archdiocese, as well as to identify curricular strengths and weaknesses.

A.C.T.

Seventh Graders may take the DUKE TIP ACT based on eligibility. The following scores may be used to qualify a student:

- 5th grade May diagnostic i-Ready Math or Reading percentile of 95% or better
- 6th grade May Scholastic Reading Inventory (SRI) percentile of 95 or better
- 6th grade Cogat IQ of 125 or higher in one of these four areas; verbal, non-verbal, quantitative or total composite
 - IQ of 128-150 is considered Very High
 - IQ of 112-127 is considered Above Average
 - IQ of 89-111 is considered Average
 - IQ of 73-88 is considered Below Average
 - IQ of 50-72 is considered Very Low
- 6th grade IOWA subscore in any academic area or total composite of 95% or better

55.2 ADDITIONAL TESTING

If the school or the parents see a need for a student to have further testing, contact is made between the parents and the school. The Principal then makes the necessary arrangements or recommendations to have the student tested. Testing may be done by the Education Department of Farmington School District or by various other agencies and community resources.

P.A.G.E.S.

Students in First-Eighth grade may be tested for the gifted P.A.G.E.S program at the Public School. Scores are taken from ITBS Assessments in Math or Reading with a 95% or better,

the Gifted Rating Scale (GRS), and/or Terra Nova of 95% or better to qualify. Once a student qualifies an IQ test will be given. The student must score in the 95th percentile to be accepted into this program.

56 UNIFORMS

Students will 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 innuendo, or promotes drugs, alcohol, or tobacco is inappropriate for school and school-sponsored events and is not allowed.

Parents are expected to cooperate by ensuring that their children wear ONLY clean, neat, regulation attire in good condition. This is important for overall behavior and school spirit. Uniforms must be worn all year by students in grades K through 8 beginning the first day of school, unless announced otherwise. Students will dress appropriately at all times.

Please note: Assistance is available for parents who cannot afford to purchase school clothes. Please contact the Principal for more information.

For information concerning uniform orders or purchases, please contact:

Catholic Supply 6759 Chippewa St. St. Louis, MO 63109
314-644-0643

Logos on apparel must be embroidered by:

BZB Embroidery 120 W. Pine St. Farmington, MO 63640
573-756-7570

DRESS CODE FOR STUDENTS

ITEM	GIRLS	BOYS
Jumper (K-3) Skirt (4-8)	Uniform jumper (grades K-3) or skirt/skort (grades 4-8)	N/A

	<i>must be purchased from Catholic Supply.</i> Jumper/skirt must be knee length or touch the end of the student's finger tip.	
Polo Shirt Or Polo Performance shirt	Hunter Green polo, <i>must be purchased from Catholic Supply</i> , tucked in at all times and embroidered in (grades 4-8) with school logo on left by BZB Embroidery.	Hunter Green polo, <i>must be purchased from Catholic Supply</i> , tucked in at all times and embroidered with school logo on left by BZB Embroidery.
Sweater	Hunter green cardigan <i>must be purchased from Catholic Supply</i> , embroidered with the school logo on the left by BZB Embroidery.	Hunter green cardigan <i>must be purchased from Catholic Supply</i> , embroidered with the school logo on the left by BZB Embroidery.
Sweatshirt Or New ¾ Zip	School sweatshirt, with St. Joseph signia, is the only sweatshirt that is permitted (with the exception of the special 8 th grade sweatshirt). Polo shirts must be worn under sweatshirts. Sweatshirts must be purchased from Athletic Association ¾ Zip with "SJ" logo may be purchased from Kya Ferne..	School sweatshirt, with St. Joseph nsignia, is the only sweatshirt that is permitted (with the exception of the special 8 th grade sweatshirt). Polo shirts must be worn under sweatshirts. Sweatshirts must be purchased from the Athletic Association. ¾ Zip with "SJ" logo may be purchased from Kya Ferne..
Pants	<i>Grades K-3</i> No pants allowed. <i>Grades 4-8</i> Only allowed from November 1-March 31 Navy blue uniform pants <i>must be purchased from Catholic Supply.</i>	Navy blue uniform pants, <i>must be purchased from Catholic Supply.</i>
ITEM	GIRLS	BOYS
Socks	All white, navy or black crew or ankle socks are required. Socks should not have lace, ruffles, logos or other decorations.	All white, navy or black crew or ankle socks are required. Socks should not have lace, ruffles, logos or other decorations.

Tights or Leggings	All White, black or navy tights or leggings may be worn	N/A
Shoes	<p>Predominantly white, black, navy or gray below the ankle sneakers or athletic shoes.</p> <p>Brown, black or navy below-the-ankle dress shoes</p> <p>NO plastic, backless, faddish, flip flops are allowed.</p>	<p>Predominantly white, black, navy or gray below the ankle sneakers or athletic shoes.</p> <p>Brown, black or navy below-the-ankle dress shoes</p> <p>NO plastic, backless, faddish, flip flops are allowed.</p>
Belt	When wearing pants; navy, brown, or black (no large buckle) must be worn.	Navy, brown, or black (no large buckle) must be worn.
Jewelry	For safety reasons, only small studded earrings are permitted (no hoops or dangling). A watch and traditional religious medals or religious symbols in good taste are allowed.	A watch and traditional religious medals or religious symbols on a necklace in good taste are allowed. No piercings allowed.
Hair	Only natural colors will be permitted	Only natural colors will be permitted. Hair must be off the collar in length and cannot cover the eyes.
Makeup	None allowed	None allowed
Nail Polish	Clear or pastel colors only	None allowed
P.E. Clothes (grades 4-8)	Shorts must reach the bottom of the student's fingertips.	Shorts must reach the bottom of the student's fingertips.

Out-of-Uniform Days

The dress code for out-of-uniform days prohibits the following:

- Any short or gym short that is above the student's fingertips
- Skirts or dresses that are above the student's fingertips
- bare midriffs
- spaghetti strap tops or dresses
- crop tops

- Tank tops for boys
- sheer clothing
- Ripped jeans, or clothing with holes in it
- any clothing or accessory with obscene words, symbols, gestures or slogans, advertisements of alcohol, tobacco, or drugs
- No Flip - Flops or backless sandals (for safety/playground reasons)
- Hoods or hats inside the building (except for religious reasons)
- Bandanas
- Leggings and jeggings worn without a shirt that covers the bottom

***It is the responsibility of parents to ensure proper attire is worn on out-of-uniform days. An out-of-uniform day is a privilege. If a student does not follow the regulations, the parent will be called to bring the appropriate clothing.

Physical Education Dress Code

- Students in grades K-3 will need athletic shoes for class, but will not change clothing.
- Students in grades 4-8 will be required to change clothing for PE. T-shirts, shorts or sweatpants, and athletic shoes are allowed provided they follow the out-of-uniform requirements. Deodorant is recommended to be used after PE class.

57 VALUABLES AND TOYS

Students may NOT bring any kind of valuable or toy to school. The school cannot be responsible for such items. Students may not bring large amounts of money to school. The school is not responsible for personal items that a student should bring to school.

58 VISITORS

All visitors, including parents, are to report to the school office to sign in and receive a visitor's pass upon entering the building. All visitors are to report to the school office to sign out and return the visitor's pass upon leaving the building. The safety of the children is our primary concern. Visitors and parents may not simply walk into classrooms, hallways, or the copy room for any reason nor may they visit with students or teachers during instructional time. *Students are never allowed to open an outside door for a visitor, including parents, unless instructed to do so by a staff member.*

59 VOLUNTEERS

Parents, as well as any other interested community/parish member, are welcome as volunteers in the school. They are also welcome to observe classes at any time, with a simple courtesy phone call to the office a day before. Volunteers in school are required to fill out a Worker Registration Form and a Code of Ethics available in the Parish Office. This is done for the safety of the students. A file will be kept in the office for all volunteers

who have completed this form. Volunteers are required to attend a workshop entitled Protecting God's Children. Parents will be notified of the upcoming workshop dates.

Some areas for volunteering include: cafeteria duty, library, reading to children, tutoring, arts & crafts, making copies, and laminating. Assistance with extra-curricular areas such as Home & School Association, Athletic Association, student council, and other activities is always welcome. All volunteers are required to sign in at the front desk and wear a volunteer badge to designate their reason for being in school.

St. Joseph Catholic School requires that volunteers respect the confidentiality of teachers and students.

60 WITHDRAWAL

Families who are moving or transferring to another school must complete the withdrawal process.

1. Notify the Principal as soon as possible, in writing, of the intention to withdraw.
2. Complete the transfer of records form.
3. Close out all open accounts.
4. Complete the local exit materials.

61 APPENDIX

This section contains examples of forms to be signed by parents/students. The actual forms are included with the family folder that will be distributed at Open House.

Witness Statement
For Parents/Guardians with Children Attending Catholic School

In the rite of the sacrament of Baptism, I received the call from God to evangelize my children.

Aware 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 the St. Joseph Catholic School 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 work and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting St. Joseph Catholic School.

Parent/guardian signature

Date

Witness Statement: Called to be Catholic
For Students who attend Catholic Schools

Kindergarten, Grades 1, and 2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Joseph Catholic School will help me grow in the Catholic faith. I believe that:

God Loves Me

I promise to love God by:

- Learning about Jesus and His love for me.
- Praying every day.
- Speaking God's name with respect.

God Created Me

I promise to live as a child of God by:

- Obeying my parents/guardians and teachers.
- Being honest and truthful.
- Doing what is right.

God Made Me Part of His Family

I promise to love others by:

- Being respectful of others.
- Helping others in need.
- Being kind and including others when I play.

Student signature _____ Date

Parent/guardian signature _____ Date

Witness Statement: Called to be Catholic
For Students who attend Catholic Schools

Grades 3 and 4

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Joseph Catholic School will help me grow in the Catholic faith. I believe that:

God Loves Me

I promise to love God by:

- Participating in the Mass and sacraments, especially Sunday Eucharist.
- Spending time praying each day.
- Learning more about God's love for me and the teachings of Jesus.
- Respecting God's name and His Church.

God Created Me

I promise to live as a child of God by:

- Learning what Jesus expects of me.
- Respecting my body as a gift from God.
- Being a person who is truthful and fair.
- Becoming the best person that I can be.

God Made Me Part of His Family

I promise to love others by:

- Helping others when I know they are in need.
- Giving a good example as Jesus did.
- Paying attention to the wisdom and guidance of my parents/guardians, teachers, and Church.
- Being respectful and not hurting others or making fun of them.

Student signature _____ Date

Parent/guardian signature _____ Date

Witness Statement: Called to be Catholic
For Students who attend Catholic Schools

Grades 5, 6, 7, and 8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Joseph Catholic School will help me grow in the Catholic faith. I believe that:

God Loves Me

I promise to love God by:

- Studying about God the Father, Son, and Holy Spirit – and His Church.
- Participating in the Mass and sacraments, especially Sunday Eucharist.
- Developing my love for Jesus Christ through daily prayer.
- Following the commandments and beatitudes.
- Reading sacred scripture to help me understand God's plan of salvation.

God Created Me

I promise to live as a child of God by:

- Treating my body as a temple of the Holy Spirit.
- Being a person who, like Mary, is a trusted follower of Jesus Christ.
- Taking more responsibility for my learning and behavior.
- Valuing myself and developing my gifts.
- Living the gifts of the Holy Spirit.

God Made Me Part of His Family

I promise to love others by:

- Sharing my Catholic beliefs with others and helping them live responsibly.
- Respecting all persons, places, and things as gifts from God.
- Growing in compassion by serving those in need.
- Being a friend like Jesus to those who have need.
- Working with others to help make the school and parish a better place.

Student signature _____ Date

Parent/guardian signature _____ Date



Authorization for Internet Access

Must be returned before access will be granted.

St. Joseph Catholic School/Parish wants to promote and encourage use of the internet for educational purposes. The following “Authorization” has been developed for persons who access the internet through St. Joseph Catholic School/Parish. Access depends upon the user’s agreement to and continued compliance with this “Authorization.”

Terms and Conditions

1. **Acceptable Use** – The user shall only use the internet and the network for educational and research purposes. All use of technology is to promote the Gospel teachings and moral standards of the Church.
2. **Privilege** – The use of the school’s/parish’s network is a privilege, not a right, and inappropriate use will result in a cancellation of said privilege.
3. **Network Etiquette** – Users are expected to abide by the following:
 - Be polite; no abusive messages to others.
 - Use appropriate language.
 - Do not reveal the personal address or telephone numbers of students, faculty, and staff.
 - Do not use the network in any way that would disrupt its use by others users.
 - Use the network legally, not in violation of copyright or other contracts.
 - Do not use the network to play games, or for chain letter communication.
 - The user must have direct supervision for sending email or using a chat room.
4. **No Warranties** – St. Joseph Catholic School/Parish makes no warranties of any kind, whether expressed or implied for the network service it is providing and will not be responsible for any damages the user suffers. Use of any information obtained through the network is at the user’s own risk.
5. **Financial Obligations** – The student or parent/guardian will be responsible for any financial obligation incurred through the use of the network that is not previously approved by the school. These charges/fees could include telephone charges, long distance charges, per-minute surcharges and/or equipment or line costs.
6. **Repayment** – The user shall reimburse the school/parish for any losses, costs, or damages incurred by the school/parish related to any breach of the terms of the Authorization for Internet Access.
7. **Security** – Network security is a high priority. Keep your password confidential and never try to use another person’s password. If you note any problems with the network, you must tell the teacher or principal immediately. Any user may be denied access to the network if considered a security risk.
8. **Vandalism** – This is defined as any attempt to harm or destroy data of another user or the network. This includes uploading or creation of computer viruses.

Acknowledgement and Agreement

I understand, agree to, and will abide by the “Authorization for Internet Access.” If I commit any violations, I understand that my access privileges may be revoked, that other disciplinary action may be taken, and I promise to pay for any costs or damages. I hereby release the school/parish from any claims and damages from my use of the internet. _____

Student signature _____ Date _____

Parent/guardian signature _____ Date _____

Media Authorization

A hard copy of this form will be sent home. Only one form needs to be filled out per family.

Directions for Athletic Events

Good Shepherd – Hillsboro

Soccer: Played at Jefferson College, on Hwy. 21, north end of Hillsboro, left side of road, if going north.

Volleyball/Basketball: Hillsboro Junior High School, on Hwy. 21, north end of Hillsboro, right side of road, if going north.

Our Lady – Festus

Soccer: Played at West City Park. Take Hwy. 55 to Festus exit, turn left going past the Citgo/7-11, then turn right at the stoplight onto Collins, make a right onto West Main about one block. Make a left onto Sunshine Drive, continuing until you reach West City Park on the right side of the road.

Volleyball/Basketball: Same as soccer, except once you reach Sunshine Drive, go just a couple of blocks and then turn left onto St. Mary's Lane. Go straight until you reach Our Lady.

Valle – Ste. Genevieve

Soccer: Take Hwy. 32 east into Ste. Genevieve, when you reach the stoplight, go straight into the downtown area, follow Fourth Street past Valle School to Père Marquette Park, make a right into the park. The soccer field is just past the swimming pool.

Volleyball/Basketball: Take Hwy. 32 east into Ste. Genevieve, when you reach the stoplight, go straight into the downtown area, follow Fourth Street to Valle School.

St. Rose of Lima – DeSoto

Soccer: Hwy. 67 north to Valles Mines exit, left on V (west) for approximately 8 miles to junction N, left on N. At the first stop sign, turn left onto East Main. The field is at the end of East Main on the left hand side.

Volleyball/Basketball: Hwy. 67 north to Valles Mines exit, left on V (west) for approximately 7 miles to Hwy. E, left on E, follow E to the Knights of Columbus Hall on the right hand side.

Coaches will provide written directions for other game locations.

2021-2022
School Theme: "Follow the Son"



Monthly Virtues:

Self-Control
Thankfulness
Kindness

Patience
Hope
Charity

Peace
Justice
Wisdom

Virtue-A holy habit that imitates God.

- ★ **Self-Control:** The ability to control oneself, in particular one's emotions and desires or the expression of them in one's behavior, especially in difficult situations.
- ★ **Patience:** The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset.
- ★ **Thankfulness:** Someone feeling or showing gratitude. To be appreciative.
- ★ **Peace:** Freedom or a period of freedom from public disturbance or war. A quiet and calm state of mind. Agreement and harmony among people which God favors.
- ★ **Hope:** The aspiration to happiness which God has placed in the heart of every person.
- ★ **Kindness:** Showing compassion. Giving tender attention in ways that brings others happiness. Friendly, helpful, well meaning.
- ★ **Charity:** The voluntary giving of help, typically in the form of money or goods to those in need.
- ★ **Justice:** People behave in a way that is fair, equal and balanced for everyone.
- ★ **Wisdom:** The soundness of an action or decision with regard to the application of experience, knowledge, and good judgment.