

MISSION STATEMENT

We, the family of St. Joseph's School, create disciples through faith, knowledge, and service.

VISION STATEMENT

The student will continue to grow in knowledge, discipline, morals, and service while fostering an understanding of faith and Catholic education through guidance from family, church and community.

WE BELIEVE:

- that the school provides strong Christian leadership through active participation of all students.
- that we provide a safe, positive, and caring learning environment for all students.
- that through the role of the staff and faculty, high expectations are encouraged which leads to individual accountability.
- that both the school community and family are given continuous efforts to assist in offering students the opportunity to form and become committed to their faith.

HANDBOOK DISCLAIMER

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Joseph School and any student or any parent of the student.

The information contained in the handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the handbook provisions with notice being sent to the families.

Non-enforcement of any of the rules of regulations does not serve as a waiver of their future enforcement.

This handbook does not create any restriction upon St. Joseph School's right to institute any course of disciplinary action which it believes is necessary and consistent with its Catholic educational mission.

NONDISCRIMINATION

St. Joseph Elementary School is a Catholic parochial school in the Omaha Archdiocesan school system which serves as a center for Christian education within St. Joseph Parish, the Atkinson community and surrounding area. The Omaha Archdiocesan Schools admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin and administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PARENT/SCHOOL RELATIONSHIP

1. Cooperative Roles in the Student's Faith Development

The school provides for all students: formal instruction in the Catholic faith, opportunities for prayer and worship, community building and service activities, knowledge and understanding of Catholic moral values, encouragement to grow in virtue, and encouragement to live as Disciples of Christ. Prayer will happen multiple times throughout the day: before classes start, before lunch, after lunch, and before going home. Students attend church one time a week on Wednesdays or on other special Feast Days. Church begins at 8:15 and is about 45 minutes long. Parents are responsible for working with the pastor and the classroom teachers to fulfill the sacramental needs and spiritual growth outside of school time to ensure continued growth in the Catholic faith.

2. Cooperative Roles in the Student's Academic Achievement

The school's improvement plans focus on the importance of academic achievement of all students. Teachers are required to ensure all standards established by the Archdiocese of Omaha are met every year. Tracking of this progress is accomplished through formal written assessments, performance assessments and standardized tests. Parents are responsible for asking about where their child(ren) are succeeding and where they may need additional help. The school works with the public school system to provide formal (IEP or 504) and informal (SAT) assistance to help children who are struggling in the classroom. Either the classroom teacher or the parent or guardian may request assistance for the child.

TUITION AND FEES

- a. Each family will be assessed the same amount depending on the number of students in the school.
- b. Tuition can be paid on the first day of school or a payment plan needs to be discussed with the teacher facilitator or pastor.
- c. Your representatives do not want finances to prevent your child from attending St. Joseph's School. If you are unable to pay all or part of your child's tuition, please contact the pastor or teacher facilitator.
- d. If you would like to be a sponsor for someone, please contact the pastor. It may be kept anonymous or not, as you prefer.
- e. In addition to base tuition all families are expected to volunteer services, for example pancake breakfasts, school cleaning, parish carnival, etc.

2018-2019 Cost to Educate - \$ 12,351.00 per student

Tuition:

First Child	\$950
Second Child	\$850
Third Child	\$800
Fourth Child	\$750
Fifth Child +	\$ 0

We, the Board of Education, realize that these procedures concerning tuition expenses may seem somewhat structured and restrictive, but we feel that it is the duty of you, as parents, to aid in the financial stability of the school. We truly appreciate all of you because you are so generous in giving of your time, talent, and treasures. We ask that you once again help to keep our school at a financial level where we can continue to afford to bring our children the excellent Christian education they deserve.

-St. Joseph Board of Education

ATHLETICS

Students at St. Joseph School, grades 7-8, participate in sports with the public school system. If a student is failing in two or more classes, that student will sit out games and extracurricular activities the following week. Grades are tabulated on Friday. Students must also have good attendance and must not have any detentions in the last two weeks in order to be excused from classes for sports or any other extra-curricular activities.

ATTENDANCE, ABSENTEE, TARDINESS

Student/s need to be in the school in order for appropriate learning to take place. Students will be excused for appointments or other emergencies or illnesses, but these absences should be avoided if at all possible. Students who see a doctor should bring a note from the provider. This absence would be considered excused. If a student arrives after 10:30 or leaves before 1:45, they will be considered half-day absent. Student/s may be asked to repeat a grade or complete make-up work if they miss more than 10 days per semester. Written notice will be sent to parents of children with more than 10 days missed per semester informing them of the failure to meet the regulation. If the parent fails to abide by the rules by allowing the student to miss school, they will be reported to the county attorney under the laws of the State of Nebraska. Special considerations may be taken into account at the discretion of the head teacher and pastor. **If student/s absences are related to COVID-19 illness or exposure during the '20-'21 school year, they will not be reported to the county attorney.**

ASBESTOS

Federal regulations require all schools to inventory asbestos containing materials and develop management plans to identify and control asbestos containing materials in their buildings.

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos containing material remains in good condition and is not disturbed, exposure is unlikely.

The plan is available for review in the school administrative office during normal business hours.

At least once each six months, periodic surveillance is being conducted on all asbestos containing material and suspect material assumed to contain asbestos.

A reinspection is being conducted every three years in all schools that have asbestos containing material.

From time to time operations and maintenance activities may be conducted to maintain all material in good condition.

For more information, please contact: Leigh Alexander, Asbestos Management Planner, CDS Inspections & Beyond, 53506 862 Road, Plainview, NE 68769. Phone (402) 582-3580.

BAND

Band is offered to students in the 5th through 8th grade by the public school. Students in the 5th grade will have band one time a week. Students in the 6th through 8th grade will have band two times a week. No class instruction time will be missed by participating in band. Other students will have a study hall or reading time.

TEXTBOOK LOAN PROGRAM

St. Joseph School participates in a textbook loan program with the public school system. Every year, parents will fill out paperwork in order for the school to qualify for the Textbook Loan Program.

BIRTHDAY TREATS/TREATS

Treats may be brought by the students one time a year to celebrate their birthdays. Please check with your classroom teacher if you would like to bring treats at any other time during the year. We discourage students and parents from bringing treats to school that contain nuts or were processed and packaged in places where other nut products are prepared. Gift exchange is not recommended in the school. **During this COVID-19 pandemic, we'd ask that you bring something prepackaged from the store and not something homemade. Healthy snacks are encouraged.**

CANCELLATIONS

St. Joseph School follows the same dismissal plan as West Holt Public School. Should school be cancelled or dismissed early because of inclement weather, announcements will be made over KBRX. Emergency procedures are on a sheet in your pre-registration packet. **Potential dismissal because of COVID-19 could be different than WH Public Schools.**

CHILD ABUSE

All suspected incidents of child abuse will be reported to authorities immediately.

DRESS/MAKE-UP

Students will dress appropriately at all times. Inappropriate clothing or excess make-up will result in the child going home to change, wearing appropriate clothing over the top of inappropriate clothing, or student will be required to wash excess make-up off. Body piercing other than the ears and tattoos are not appropriate in the school. Continued abuse of the rule may result in detention. Mass is on Wednesday mornings, please wear church attire: St. Joseph polo, khaki shorts, skirt or pants, and closed toe shoes. NO flip flops may be worn to school.

Students are required to participate in formal P.E. and informal recesses in order to meet the physical education requirement in the school. Students need to be dressed appropriately: hats, boots, mittens, and coats are required to go outside in the cold weather. Closed toed shoes will be required on the playground during P.E. and recess. Failure to dress appropriately will result in a missed recess which will reflect on the child's performance in P.E. on their report card.

FIELD TRIPS

Parents will be informed of all student field trips, including transportation methods, cost, location, arrival and departure times. Parents must submit written permission for participation on field trips. Field trips are extra-curricular activities and all academic and attendance requirements must be met. A transportation video is available in the office to be viewed by parent drivers.

GRADING SYSTEM

The following is the grading system of St. Joseph School

A = 94-100 B = 87-93 C = 78-86 D = 70-77 F = below 70

Penmanship, Music, Art, PE, Computers and Conduct will not be given a letter grade in K-5.

Junior High Students will be graded in Computers and PE along with all other core classes.

GRIEVANCES

There may be times when you have questions or concerns regarding your child(ren). Please follow the appropriate chain of command when inquiring about concerns.

1. Discuss it with the classroom teacher
2. Discuss it with the principal/teacher facilitator
3. Discuss it with the pastor.

A written report of all conferences will be kept to ensure appropriate corrections are agreed upon. All members of the conference should sign the documentation. If the chain of command listed above is not followed, you will be asked to address your concerns with the people in the correct order.

HOT LUNCH PROGRAM

St. Joseph School offers a hot lunch program through the public school. The paid price per lunch is \$3.20. Students may order lunches through the school in the morning or

bring their own lunch from home. Students may fill out the Free and Reduced lunch forms to qualify for discounted lunch prices. Forms are in the office and may be obtained from the teacher facilitator or the secretary. Families will need to establish hot lunch accounts with the school and keep funds in the account for payment of lunches or milk at snack time. When account balance is -\$25.00 or more, students will be asked to bring a sack lunch from home until the account balance is paid in full. At that time, students may resume eating school lunches.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

STUDENTS WITH NUT ALLERGIES

It will be the policy of St. Joseph Elementary School to do its best to eliminate or minimize the risk of exposure to nuts for our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school of any peanut or tree nut allergies of their child. Communication between the school and home is

important to ensure the continued safety and welfare for all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

To minimize the risk of exposure to nuts for our students, our school will:

1. Designate tables as NUT FREE in the Cafeteria. Students with allergies to nuts may invite a non-allergic friend to join them with a nut-free lunch.
2. Direct the school lunch program to not offer peanut butter products and items containing other nuts.
3. Discourage students and parents from bringing treats to school that contain nuts or were processed and packaged in places where other nut products are prepared. The school encourages students who have nut allergies to bring their own supply of snacks to school to lessen the risk of exposure.
4. Promote the implementation of guidelines from the www.attackonasthma.org site which directs the response to severe asthma or anaphylaxis (severe allergies) and requires any parent who has a student with severe asthma or anaphylaxis to have an Action Plan on file with the school. This plan will contain Action Plan forms completed by the physician or school nurse and by the parent or guardian.
5. Discourage the use of candies and other products (ex. M & M's) that were processed and packaged in places where other nut products are prepared in projects or activities in school and communicate to parents that items brought for the completion of projects should be checked that they do not contain nuts and were not processed in a factory that manufactures nuts.
6. If requested by a parent or guardian, provide an allergy-free computer (or more, if necessary) for use by students with nut or other life-threatening allergies.
7. In classrooms of students with life-threatening allergies, educate the other students and their parents about the allergy and ways to minimize exposure of nuts or other life-threatening foods to affected students.

LIBRARY

Students have access to library books in their classrooms at St. Joseph Elementary School. They will also go with the class to the public library periodically throughout the year.

NON-CUSTODIAL PARENT

Unless such rights are restricted by a legally binding instrument or court order, the non-custodial parent:

- is entitled to exercise all parental rights regarding student records.
- may obtain information of their child's records on a regular basis.
- may receive general notices.
- may attend regularly scheduled conferences or have separate conferences.

A child may not be released during the school day to anyone except the custodial parent unless written permission is given by the custodial parent. All legal paperwork showing guardianship must be in the child's permanent file in the office.

PARENT CONFERENCES

Parent conferences are scheduled for two times a year – near the end of the 1st and 3rd quarters. Appointments may be made with the teacher at any time to discuss student progress.

PLAYGROUND RULES

All students are to go outside for recess. No students are allowed to leave the playground at recess time. All students are to obey the following rules:

1. Students are expected to move quietly when entering or leaving the building.
2. All students are to play away from windows.
3. All students will line up before entering.
4. Use all playground equipment with care.
5. No student is permitted to throw hard articles – including snowballs.
6. No eating or drinking on the playground.
7. Excessive or harmful physical play will not be tolerated.
8. No name calling or bullying.

After school use or summer use of the playground requires adult supervision.

RECYCLING

Students at St. Joseph Elementary School will be working with the faculty to conserve the environment. Teachers will have recycling bins or boxes available in the classroom or school to recycle used materials.

SACRAMENT PREPARATION

During the 2nd grade year, the teacher will prepare the students for First Reconciliation and First Eucharist. There will be a required parent meeting before the student receives these sacraments.

Every three years, 8th, 9th, and 10th graders will receive the Sacrament of Confirmation. The program will begin in the 7th, 8th, and 9th grade year in order to complete the necessary requirements.

Parents are required to be active participants in all these sacraments. Teachers are only able to complete some of the material during classroom time. Parents need to fill in the areas that teachers are unable to fulfill.

Students of Roman Catholic families need to be in the appropriate place with their sacramental development. Note the schedule above for appropriate years for sacraments. If the child is not in the correct place, preparation needs to be done as soon as possible to receive the sacrament

SCHOOL BOARD MEETINGS

School Board meetings are held on the first Wednesday of the month at 8:00 P.M. in the elementary building. We reserve the right to meet every other month or as needed. These meetings are open to the public. If anyone wants to address the school board, they need to contact the office and be put on the agenda not less than 5 days before the meeting.

SCHOOL HOURS

St. Joseph School is in operation from 8:05 A.M. until 3:20 P.M. Doors will be open for students to come to school at 7:45 A.M. Students should not arrive before this time unless it is approved by the teacher facilitator. Outside supervision will be available after school until 3:30 P.M. Students will be required to wait in the office or hallway after that time for their parent to arrive. *More information in the COVID-19 handbook.*

SCHOOL PROPERTY

The property of the school is the property of all parishioners of St. Joseph's Church. In order to respect the parishioners of the parish in general, supplies will not be wasted or destroyed. The building and all property in it will be kept clean and in good working order at all times. People found damaging or destroying property will be responsible for fixing or replacing it. If damages occur, pressing charges or legal consequences may be enforced. The vandalism may be turned over to the proper authorities.

STUDENT ILLNESS

Students will be sent home from school if they have a fever of more than 100.4 or any other illness. Parents should keep the child home from school until the fever has been gone for 24 hours. This will prevent other students and faculty in school from becoming ill also. **Check COVID-19 handbook for more information.**

STUDENT MEDICATION

Medication may be distributed only with written permission from the parent. All directions and the names of the medications must be written out by the parent. Medication needs to be in the original bottle if possible or a copy of the label of the bottle needs to be enclosed in a sealable bag (zip lock bag) before turning over to the teacher. The parent needs to give this medication to the teacher or the office staff.
MEDICATION CANNOT BE SENT WITH THE STUDENT.

STUDENT RECORDS

A file is kept for each student attending St. Joseph School which includes a certified birth certificate, Kindergarten and 7th grade physicals, current, up-to-date vaccinations, grades earned, results of standardized testing and teacher evaluations. Forms recommended by the Archdiocese School Office are used. The records will be forwarded to another school when the student graduates or transferred with written permission is received from the parents. Records may be reviewed by the parents/guardians, but may not be removed

from the office. Policy “5051 Information for Student Records” in the Archdiocese of Omaha policy handbook can be reviewed for more details.

TECHNOLOGY

St. Joseph School provides computers and the Internet for educational use. Personal technology is permitted when approved by the teacher for classroom instruction. Other use during the day of personal technology is not permitted. This includes, but is not limited to: cell phones, iPods, CD players, MP3s, gameboys, and cameras. The school is not responsible for personal technology.

Use of the computers is for educational purposes only. Misuse of the computers or the Internet will not be tolerated.

- *First time of misuse – Oral warning and meeting with parent/s. Loss of computers in the classroom for 1 week.

- *Second time of misuse – Detention and loss of computers in the classroom for 2 weeks.

- *Third time of misuse – Suspension from school for 1 day and loss of computers in the classroom for 1 quarter.

- *Fourth time of misuse – Suspension from school for 3 days and loss of computers in the classroom for 1 semester.

Policy “5061-Technology Acceptable Use Policy - Students” in the Archdiocese of Omaha policy handbook may be reviewed for details.

TELEPHONE

The telephone is for emergency use only. Phone calls for missing materials or for arranging after school activities are discouraged. Messages will be given to students by the secretary if you need to get information to them.

The teacher facilitator is available at different times of the day. Please leave a message in the office and she will return your call as soon as possible.

VISITATIONS

Parents are encouraged to come and visit the school but are asked to check with the teacher for an appropriate time so as not to disrupt testing in the classroom. Visitors are required to sign in at the office of the Elementary School or in the main floor of the Junior High. **During the COVID pandemic, visitors are discouraged and at times won't be able to enter the building.**

VOLUNTEERS

Volunteers are greatly appreciated and utilized in our school. Any concerns that the volunteer may have when working in the classroom should be addressed towards 1) the classroom teacher, then 2) the head teacher. Confidentiality and respect is something that all volunteers need to ensure happens towards the students and teachers when in the classroom. All volunteers must be Safe Environment certified. **Volunteers will not be in the building until further notice.**

DISCIPLINE

Detention is one form of discipline in our school. Detentions will take place the next school day after school with the assigned teacher. They will remain in detention until 4:00 P.M. Students who fail to show up for a scheduled detention will receive an additional day of detention. Detention is given for behaviors such as: tardiness, truancy, behavioral problems, and disrespect for faculty/students. After five detentions, the student will receive a suspension from school. Students should consider the Sacrament of Reconciliation to heal their spirituality when they receive one or more detentions.

SUSPENSION

When sufficient evidence is presented, the head teacher or pastor has the right to suspend the student from school, school activities, and extra-curricular activities. Behaviors that may result in suspension are:

1. Gross disrespect for any or all school officials or employees.
2. Destruction of school/church property or personal property.
3. Use of, possession of, any liquor, drugs, narcotic, or tobacco.
4. Fighting.
5. Continuing behavior that seriously interferes with classroom instruction or other activities associated with school.

EXPULSION

Expulsion is the permanent exclusion of a student from school and school activities. Expelled students because of their Baptismal commitment are encouraged and invited to participate in religious and church programs.

School is a building which has four walls with tomorrow inside.—Lon Watters