

*Faith • Knowledge • Virtue*  
**St. JOSEPH**  
CATHOLIC SCHOOL



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# **PARENT/STUDENT HANDBOOK 2020-2021**

## **ST. JOSEPH CATHOLIC SCHOOL**

Revised 9/8/20

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## **St. Joseph School: Mission Statement**

St. Joseph School is a parish ministry that teaches the faith, traditions and culture of the Catholic Church as the cornerstone of a solid academic foundation and virtuous character formation.

## **St. Joseph School: Philosophy**

Saint Joseph Catholic School accomplishes its mission by assisting parents in their responsibility to guide their children towards eternal happiness with God in heaven. A rich sacramental life is available for students, and parents are always welcome to participate with their children. Our focus is to grow the ability of our students to think, reason, and communicate well in pursuit of the true, the good, and the beautiful. Our school atmosphere is safe and nurturing, with an emphasis on the importance of being respectful to others, providing service to others, and developing self-discipline. Students are actively engaged through the use of a variety of instructional methods and emerging technologies that promotes collaboration and higher-level thinking skills. We believe each child is a unique gift, who requires loving guidance, encouragement, and individual attention in all the areas of life. We look to our parents to participate in the life of the school to ensure it is a continuation of family life.

## **School-Wide Learning Expectations**

### ***FAITH***

We expect a St. Joseph School student to become a person of faith who:

- Displays a love of God and respect for all of creation in his/her daily life
- Demonstrates knowledge of Catholic faith, prayers, traditions, and history
- Participates actively in sacramental life and liturgical celebrations
- Applies religious knowledge by making good choices

### ***KNOWLEDGE***

We expect a St. Joseph School student to become a good learner who:

- Displays curiosity and a love for truth
- Develops essential skills in study habits, organization, and attentiveness
- Understands fundamental mathematical and scientific processes
- Reads, writes and speaks fluently and effectively at or above grade level

- Develops problem-solving and critical thinking abilities

### ***VIRTUE***

We expect a St. Joseph School student to become a person of character who:

- Shows self-discipline and accepts correction
- Recognizes and serves the needs of others with compassion
- Accepts responsibility and is accountable for personal actions and choices
- Is respectful and well-mannered to all people

# ADMINISTRATION

The ARCHBISHOP, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. The Archbishop is the enactor of all represented by the Department of Catholic Schools.

The DEPARTMENT OF CATHOLIC SCHOOLS has been delegated by the Archbishop to the every day administration of Catholic Schools. The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily managed on site and under the leadership of the principal.

The PASTOR, by the direction of the archbishop and the enactment of canon law, is directly responsible for all parochial endeavors. He is the religious leader of the school, working with the principal to keep communication open and current.

The PRINCIPAL is responsible for the educational program of the school, as well as the supervision of teachers for the improvement of instruction.

THE SCHOOL ADVISORY COUNCIL is composed of representatives from the school and parish, plus the pastor. The council is advisory in nature, operating in the policy-making process by formulating and recommending policy to the pastor. The principal is a non-voting, ex-officio member.

# ADMISSION INFORMATION

## **Non-Discrimination Policy**

St. Joseph School admits students of any race, color, national and ethnic origin, or sex to all rights, privileges, programs, and activities generally accorded or made available at all schools. It does not discriminate on the basis of race, color, national and ethnic origin or sex in administration of its educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school administered programs.

## **Admission**

Applications for admission to St. Joseph School are accepted. Each new student application shall be reviewed. Students may apply for tuition assistance during the application period. Students are assigned a grade level based on their tested performance, or on the recommendation of a teacher from their prior year of schooling. All families must sign up with FACTS (tuition payment system) or make other approved arrangements prior to the child being

allowed to start the school year. A child will not be considered enrolled until ALL of the application forms are complete and the fees are paid. St. Joseph School recognizes that it cannot meet many special education needs and reserves the right to refuse a child attendance in these areas.

Registration means that the family is willing to comply with the programs and policies of the school and actively participate in activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values and traditions.

Any student applicant who has been expelled from another school for possessing weapons on school grounds, or for any other criminal activity, may be denied admission to St. Joseph Catholic School. The first six weeks of attendance will be a screening period for all new and transfer students. At the end of this time, a determination will be made about continued enrollment.

### **Pre-School and Pre-K (Age 3 & Age 4)**

Children entering the 3-year-old program must be three by September 1, of the school year and be potty-trained. Children entering the 4-year-old program must be four by September 1, of the school year and be potty-trained. All children will be academically assessed the first week of school.

### **Kindergarten and First Grade Students**

Preliminary registration takes place in the spring. A child entering kindergarten must be five (5) years of age by September 1, and a child entering first grade must be six (6) years of age by September 1. Kindergarten students will be tested in the fall and all students entering first grade must be tested prior to entering.

### **Physical Examinations**

A physical examination is required for those who have not already had one in kindergarten. Verification of all immunizations required by Oregon Law must be presented before entrance into school. A Baptismal Certificate for all new Catholic students and a birth certificate for all new students will be presented before acceptance.

### **Transfer Students**

Transfer students and their parents/guardians will have a personal interview with the principal and present official certification of grade level (which is usually a report card from the former school, plus any comments made by the school officials). A complete transcript of the student's grades, test scores, and health records should be sent to St. Joseph School. Parent/guardian release forms to request these from your previous school are available in the school office. All transfer students will take an academic test to determine proper grade level placement.

### **Withdrawal**

Parents/guardians of students leaving St. Joseph School during the school year are required to have a personal interview with the principal prior to withdrawal. A complete transcript of the

student's grades, test scores, and health records will be sent to the school the student will be attending after a parent release form is obtained and all dues are paid in full. Prepaid tuition will be pro-rated and refunded accordingly. Fees will not be refunded.

### **Enrollment**

When allocating spaces for enrollment, returning students are granted first priority, if their applications are received by the appropriate deadline. Spaces for new students are allocated as follows:

- Families who are active members of St. Joseph Parish with other siblings in the school.
- Other families who are active members of St. Joseph Parish.
- Active members of other Catholic parishes.
- Other families who have siblings in the school.
- All others, in order of application received. These priorities must also apply when a waiting list is created after a class is filled.

### **Determination of In-Parish School Tuition and Fees**

To be considered for Catholic tuition, as determined by their pastor and the principal, the family must:

- Be registered in a Catholic Parish and regularly attend Sunday Liturgy;
- Be involved in and contribute to parish and/or school activities; and
- Provide identifiable financial support to the parish by the use of contribution envelopes or electronic funds transfer;
- Meet with the Pastor for an interview to establish parish qualification for the Catholic tuition rate, and for him to sign the subsidy commitment form.

All payments are made through the FACTS Tuition Management Program. Families must be enrolled with FACTS or have made arrangements with the Pastor prior to acceptance into the school. Tuition Assistance is available through the:

- Archdiocese of Portland – Deadline is in the spring of the previous year – must be Catholic to receive assistance.
- St Joseph School Tuition Assistance Program – Parents/guardians must complete a FACTS form and provide a written letter to the Parish office explaining why there is a need for tuition assistance. Parents/guardians must also provide the previous year's income tax statement if application was not made through the Archdiocesan Assistance Program (FACTS).
- Special Scholarships – Some special scholarships are available through the tuition assistance program.

Delinquent Tuition: A tuition balance which is unpaid is delinquent if the family has not made prior satisfactory arrangements with the School or Parish Business Office to **address the unpaid balance before the current fiscal year end June 30th**. Delinquent tuition balances will be subject to a collection agency if left unpaid.

## **HEALTH AND SAFETY**

**During the 2020-21 school year, please see additional Covid-19 guidelines in the Operational Blueprint on the school website.**

### **Student Emergency Information**

Parents/guardians are to complete the emergency information in the Student Information System (currently SchoolSpeak) indicating who is to be contacted in case of a student's illness or accident. Parents/guardians are responsible for keeping the information current. Profiles must be completed prior to the first day of school. Parents/guardians assume the responsibility of transporting the student home.

### **Immunization Records**

Per state law, each child is required to have current immunization records on file in the school office and be in compliance with immunization requirements. These records must be supplied to the front office by the first day of school in order to attend.

### **Accidents / Injuries**

Students with minor injuries, cuts, bruises, bumps, etc. are taken care of by the teacher/staff on duty. Major incidents and actions taken will be recorded. If you take your son or daughter to the doctor for an injury sustained at school, please notify the school office.

For more serious injuries (playground accidents, P.E. or any questionable injury), parents/guardians are notified as soon as personnel determine the immediate care required for the safety and health of the child. Parents/guardians will be notified of a head injury or suspected broken bones. If necessary, the child will be transported to the hospital by ambulance. The emergency information will be taken with the child. Each student is covered by the Archdiocesan blanket insurance policy for accidents.

### **Medications**

According to Oregon State Law, no medication will be administered by any school personnel without written direction of the physician/parent or guardian. In accordance with Archdiocesan Policy, all medication sent to school must be accompanied by the MEDICATION DISPENSATION AUTHORIZATION FORM (forms are available in the office). The school cannot provide medication of any kind. Students cannot have any medication upon their person, in a desk, a school locker, or a lunch box. These medications include aspirin, cough drops, eye, ear and nose drops, ointments, antacids, vitamins, and food supplements, etc. The child may have clear chapstick in their possession.

If your student is in need of any medication, the medication must be brought to the office where it will be stored and locked. Medications must be delivered to the school in the container dispensed by the pharmacy and the information on the label must coincide with the physician's order. Over the counter medicine must also be in its original container. All medication will be counted and logged in the medical book. For the safety of all students, all must adhere to this policy. The principal will review extreme cases.

Parents/guardians should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as, but not limited to, chicken pox, pink eye,

and/or head lice.

Parents/guardians are welcome to come to school to administer medication to their child, but should do so when the class is not in session (e.g. recess, lunch).

### **Head Lice**

If the condition arises, the following procedures will prevent additional cases:

- Regular parental monitoring of child's hair.
- Child is to remain home for treatment, and parents/guardians can obtain treatment solutions from family doctor or local pharmacist.
- Child will be checked carefully in the office before being readmitted to school. If lice are still visible, the child will return home with the parent/guardian.

### **Sickness**

In case of illness or accident, the parent/guardian will be contacted. The parent/guardian assumes the responsibility of transporting the student. It is recommended by the Oregon Children Services Division that students not be admitted to school who have one of the following symptoms:

- Fever over 100.4 F. (the temperature needs to be normal for 24 hours prior to being admitted back to school.)
- Diarrhea (more than one abnormally loose stool per day)
- Nausea
- Difficulty breathing or wheezing
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping or puss-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Complaints of severe pain

### **Insurance Arrangements**

Students attending St. Joseph School are covered by the School-Time Accident Plan (\$25,000 maximum). This covers injuries caused by accidents occurring:

- On school premises during the hours and on days when the school's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises; and
- Participating in or attending school-sponsored and directly supervised activities including interscholastic athletic activities; and
- Traveling directly and without interruption to or from home and school for regular attendance; or school and off-campus site to participate in school-sponsored and directly supervised activities provided travel is arranged by and is at the direction of the school; and while traveling in school vehicles or approved private cars at any time.
- Also covers emergency sickness up to \$1,000 maximum. "Emergency Sickness" means a sickness of such nature that failure to get immediate medical care could put the person's life in danger or cause serious harm to bodily functions.
- Coverage begins on the first day of school. Coverage ends at 11:59 p.m. on the closing

date of regular classes or academic summer sessions for the current school year.

### **Monthly drills**

These are required, conducted and kept record throughout the school year.

- Earthquake
- Fire
- Lock-Down

### **Food Handling**

At least one person on site who is preparing food for students must have a current food handler's license, and be the Person In Charge for the event.

## **DISMISSAL**

### **Early Dismissal of Individual Students**

No child is permitted to leave the school grounds during the school day without the written permission of a parent/guardian, or direct release to parent/guardian. Parents/guardians must check into the office to sign the child out before the child is released. We encourage doctor and dental appointments be made outside school hours.

### **Early Dismissal of Entire School**

Early dismissal of a grade or school before the regular time for emergency or other reasons may be authorized by the principal. Parents/guardians will be notified to pick up their children.

Children will only be released to an authorized person as per the Student Emergency Information in the Student Information System (SchoolSpeak). If the child is to leave school early, the child will only be released to the parent/guardian or authorized person. The parent/guardian or authorized person must sign the child out at the school office. Individuals unknown to school employees will be asked to provide proof of identification.

### **Leaving School Grounds After School Hours**

Students are to leave the grounds promptly upon dismissal. After school there are teachers on duty at the pick-up point for 15 minutes. Students remaining more than 15 minutes after dismissal will need to call their parents. Students who are not picked up after 30 minutes, and are registered, will be taken to the extended care program and charged the occasional fee (once the child is in extended care, the fee will be charged). If the St. Joseph School staff has not been able to speak with parents, guardians and/or authorized individuals, the Extended Care staff will take over efforts to locate them. Should the child remain in Extended Care after 6:00 p.m. and the parents or those responsible for the child cannot be reached to arrange for his or her pick-up, the proper authorities will have to be contacted. Be advised that we will only contact the proper authorities when all efforts to locate those responsible for the child prove to be fruitless.

The school is not legally responsible for the students once they leave the school grounds. Please keep this in mind, particularly if your child walks home or to a nearby building, or takes a city bus home after school.

### **Playground Policy**

Students are not allowed to play on or use playground equipment before or after school, or at any other non-school times without parental supervision. Playground rules are expected to be followed at all times. The playground is closed to all students with parental supervision until 3:15pm on regular school days and noon on half days.

## **CURRICULUM**

The Department of Catholic Schools for the Archdiocese of Portland and the Oregon State Department of Education determine the standards of all academic subjects, and it is based on this that textbooks are chosen for each subject of the curriculum.

The importance of personal commitment to the Gospel message and teachings of the Church are stressed in all subject areas. The guidelines given by the Department of Catholic Schools are followed.

### **Promotion/Retention**

Promotion: A student satisfactorily completing each grade's work will be promoted to the next grade.

Guidelines for Retention of Students: Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. Ordinarily this communication should be in process during the third trimester. In all cases, the decision for retention rests with the principal.

### **Religion Program**

The religion program is taught by classroom teachers. Preparation for the Sacraments follows Parish guidelines for the Sacraments of Reconciliation and the Eucharist. Students are required to participate in the weekly Liturgy and daily prayer.

### **Testing**

The STAR Reading and STAR Math tests will be utilized by all schools in the Archdiocese of Portland. These tests will be taken at least four times during the course of the year for students in grades K-8. The test results will help determine the strengths and weaknesses of individual students, so that teachers may supplement instruction or make other adjustments throughout the course of the year. Parents/guardians will receive test results at parent conferences, again at the end of the school year, and more often upon request. Parents/guardians are always welcome to come and review the results with the classroom teacher.

### **Specialized Testing**

When the teachers or parents/guardians have an academic or behavioral concern, the student may be referred to a series of tests, completed by a panel of specialists put together by the Salem-Keizer private school team. A representative from the team and the Principal meet with the referring teacher and the student's parent(s) to develop a plan of action. This plan may include further interventions implemented by the classroom teacher or other staff member, or possibly referring the student to the child's neighborhood public school for testing and/or other services.

### **Learning Guidelines**

Students are to be prepared for their learning experiences and are expected to become an active participant in the various learning activities. Their behavior is to express respect for the learning activities and also for their fellow classmates. Each student is to give his/her best in listening, concentration, group participation and cooperation, and written work. We provide many opportunities for our students to learn to be capable, responsible people. As much as possible we model and encourage respectful, cooperative behavior.

### **Homework**

Homework should enable students to form desirable, independent study habits and reinforce material already taught. Students in Grades 1-8 will be expected to be responsible for their class work on a daily basis. The following minutes are recommended by grade level for daily homework:

- Kindergarten 10 minutes per day
- Grades 1-2 20-30 minutes per day
- Grades 3-5 30-60 minutes per day
- Grades 6-8 60-90 minutes per day

If a student does not bring work home, parents/guardians are encouraged to please spend the time reading. If your student's work frequently exceeds these guidelines, you are encouraged to discuss this with your student's teacher.

If you need to request homework assignments for your child because of illness or a planned absence, please be considerate in the timing of your request. It is very difficult for a teacher to interrupt a lesson without prior notice and leave a class unattended to gather homework materials and write directions. In cases of planned absences, we ask that you call or send a note to the teacher at least one day ahead of time to alert the teacher of the absence. Homework will be waiting for your child when he/she returns from a planned vacation. If possible, in cases where you need to pick up your child from school because of illness, please make arrangements with the teacher to pick up assignments before or after school.

### **Textbooks**

Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

### **Second Step/Steps to Respect and Talk About Touching Programs**

Students in all grades will participate in social skills programs. These developmentally

appropriate, research-based programs (approved by the Archdiocese of Portland) are designed to reduce impulsive and aggressive behavior in children, teach social and emotional skills, build self-esteem, and to teach about safe, unsafe and unwanted touch. Lessons will be taught and integrated into all subject areas by the classroom teacher.

### **Called to Protect for Students and Youth**

Students in all grades will participate in age-appropriate lessons on a variety of topics including feelings, social media, safe touching, emotional boundaries, etc. through the *Called to Protect* program, required by the Archdiocese of Portland. Parents will receive advanced notice of this lesson, and have the opportunity to preview the material and “opt out” their child. The procedures for previewing and opting out will be included in the advanced notice.

### **Supplies**

A grade level supply list is published at the end of the previous school year and posted on the school website. Students are responsible for obtaining and maintaining their own basic school supplies.

### **Field Trips**

Field Trips are taken to supplement classroom learning. When a field trip is planned, the purpose and description of the trip will be sent home. Written parental permission is necessary for the students to leave school grounds. Drivers for field trips must have an approved background check, taken *CASE* training, completed the “Archdiocese of Portland Driver Information Sheet,” and must provide proof of insurance and a copy of current/valid driver’s license. Copies of these will be kept in the office. All children are expected to ride on the bus (if a bus is provided) unless other arrangements have been made by the parents. Parents are also welcome to ride the bus if room is available. Emergency information is taken with the teacher whenever a student leaves the campus for a school-sponsored trip/activity.

Parents may attend field trips with other children (siblings) if room allows and they are able to pay necessary costs. They will not be considered a chaperone if they have additional children with them. It is necessary that a chaperone’s attention be fully with the students they are assigned. Additionally, other St. Joseph students may not attend field trips with older or younger siblings as part of the class. It is important that they remain in their classroom and attend field trips that are necessary to meet their own grade level standards.

### **Permission Slips**

According to Archdiocesan policy, a permission slip must be completed for *each* field trip. Students not returning these permission slips will not be permitted to take the trip. Telephone calls **CANNOT** be accepted in place of permission slips. No form other than the school-approved form will be accepted. You may fax your permission slip to the school. Permission slips which contain medical information are taken on each trip.

# VOLUNTEERS

## **Volunteer Work**

There are many opportunities for parents/guardians to become actively involved in the educational process of the school. Parents/guardians are expected to participate in development events, fund-raising projects, and give assistance in various ways according to their talents. Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. Volunteers serve in a variety of capacities (e.g. School Advisory Council and committees, annual auction committees, classroom assistance to teachers, office assistance, room parents, supervised playground and lunchroom monitors, library assistance, field trip assistance, and other activities relating to the talents and gifts of the volunteer population).

## **Visitors/Volunteers**

All visitors/volunteers are required to report to the office to sign in and obtain a visitor's badge. Students are not allowed to bring student guests from other schools without the permission of the teacher and principal. Visitors and volunteers are discouraged the first two weeks of school. It is important for the teacher and students to establish a routine. All visitors/volunteers must have an approved background check prior to admittance into the classroom. Volunteers must attend a mandatory safe environment training prior to admittance into the classroom. Background checks and safe environment training must be renewed every three (3) years. *CASE* on-line training must be renewed yearly.

Parents, volunteers and visitors are encouraged to visit the classroom. However, to maintain an optimum learning environment, it is important to follow these steps:

- Have a current and approved background check, and attend *CASE* training.
- Understand expectations.
- Make an appointment with the teacher to schedule the volunteer/visiting time.
- Check in with the office to obtain visitor badge.
- Wear visitor badge during the entire visit.
- Check out at the office and return the badge.

## **Partners in Education (PIE)**

The PIE program is an opportunity for families to get involved at St. Joseph School by volunteering in a variety of ways by sharing their time and talent. Twenty (20) units per two-parent family and 15 units per single-parent family are required each year. A family may wish to choose treasure, which is an automatic \$200/\$150 donation. PIE hours can be entered directly in SchoolSpeak, where a continuous total is kept. Each family is required to volunteer a minimum of five (5) hours for development events (Auction, annual fund, etc.). No more than five (5) hours may be claimed for sports, or approved Church activities such as Religious Education, lector or server. PIE hours are not to be transferred to another family unless approved by the Principal prior to the activity.

## **Volunteer Code**

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structure of the school, parish and the Archdiocese with proper respect for those serving in ministries. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality and respect the dignity of those with whom they work and come into contact.

Volunteers must be supportive of the school in their actions and words. Volunteers must agree to the Archdiocesan Code of Conduct.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or principal/pastor of the parish.

Any person who has a conflict with a school volunteer outside of the boundaries of school activities must settle that dispute outside the school property and without involving or using school resources.

Volunteers may participate in a variety of activities that span many programs within the school. The volunteer should carefully consider his/her special skills, interests, and talents when choosing a volunteer position.

It is important that, prior to accepting a volunteer position, the volunteer clearly understands the requirements and responsibilities of his/her assignments. Activities that involve specific physical, mental, or time requirements must be respected. Prior to choosing an activity, the volunteer should be certain that it conforms to his/her preferences and schedule. Volunteers must have a completed and approved background check, must attend the *Called to Protect* training, must take the online code of conduct class and must meet with the Principal prior to volunteering in the school.

## **Confidentiality**

In the course of volunteer work, confidential information about students, teachers, or staff members may be learned. This information must remain confidential in any setting inside or outside the school, just as one would wish his/her own privacy rights to be respected. It is absolutely inappropriate for anyone to discuss sensitive issues anywhere in the school environment within earshot of other parents, students, school staff or visitors. At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or principal). If appropriate in the judgment of the principal, other persons on a "need to know" basis may be advised by the principal to include, but not limited to, parents, teachers, and pastor.

## **Supervision of Volunteers**

The principal is responsible for the total school operation. The principal supervises all who serve

in any capacity in the school and in official school-related activities. The principal may delegate the supervisory role to a designated member of the school staff for specific activities. Volunteers will be expected to review and adhere to policies and procedures contained in the PARENT/STUDENT HANDBOOK.

### **Behavior Management**

Generally, teachers and staff will handle student discipline issues. However, volunteers occasionally work one-on-one with students, small groups, or are in charge of after school extra-curricular activities. It is the goal of Catholic schools to instruct students in formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers should manage students in positive and constructive ways while they uphold the school's code of conduct. This can be accomplished through intervention and encouragement techniques and strategies which are administered through proximity, eye contact, and privacy. In addition to supporting the code of conduct, volunteers are expected to support the decisions of the principal and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved. Behavior problems should be discussed only with the teacher and/or principal.

## **COMMUNICATION**

### **Report Cards**

Report cards will be issued three times per school year for grades PreK-8. Teachers will distribute class expectation goals at the beginning of the school year which will include grading scales. Students will also receive mid-term progress reports.

### **Grading Scale**

PreK 3 & 4	G = good S = Satisfactory N = Needs improvement
Kindergarten	+ Satisfactorily Meets Standards • Needs Assistance ✓ Shows Development / Not Evaluated at this Time
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grades	Scale of 1 – 5 5 Advanced – exceeds grade level expectations 4 Proficient – consistent application of skills 3 Developing – shows basic application of skills 2 Emerging - shows some evidence of skills 1 Beginning – shows little or no evidence of skills
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grades	A = 100-90 B = 89-80 C=79-70

D = 69-60

F = 59-0

### **Conferences**

First trimester conferences are a requirement for all students and parents/guardians. Spring conferences will also be scheduled as requested by either teachers or parents/ guardians. Constant parent/guardian-teacher communication is encouraged throughout the school year.

### **Tuesday Folders/Newsletter**

A weekly folder is sent home each Tuesday for all students. Newsletters and other communications from the office will be sent home electronically. The newsletter should be read carefully as dates/etc. may have changed. Any announcement or other items to be included in the newsletter needs to be approved by the principal and in the school office by 12:00 noon on the Monday before publication.

### **Closure or Delay**

Normally St. Joseph Catholic School will follow the decision of Salem-Keizer School District regarding school closure for inclement weather. The principal (or designee) has discretion to close the school independently of Salem-Keizer School District for severe weather conditions if appropriate in his/her judgment. School closure information will be communicated to all parent/guardian email and/or text addresses prior to 7:00am. The information will also be available on SchoolSpeak, and on television and radio stations. When school is closed, all practices and extracurricular activities are also cancelled or postponed unless specifically approved by the principal or designee.

School closure due to public health concerns will follow the Operational Blueprints found on SchoolSpeak.

Parents are encouraged to add their mobile carrier name to their profile in order to receive emergency texts about school closures.

## **EMERGENCIES**

### **Emergency Information**

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

The school information system, SchoolSpeak, has a file containing current emergency care information for each student. Each parent/guardian is responsible to keep the information current. Please update parent and student profiles as soon as changes are needed.

## **School Lockdown**

In some situations it may be necessary to have a school lockdown. St. Joseph follows ALICE protocols, and specifics are spelled out in the school's Emergency Procedures Manual, found in each classroom.

# **GENERAL CONDUCT AND DISCIPLINE**

In order for learning to take place, the school must be an orderly, safe place, where children can achieve to their full potential. The discipline philosophy of St. Joseph School aims to increase self-control, clarify good moral choices, build self-esteem, and foster Christian skills. The school code of conduct provides guidelines which the school administration is authorized to interpret and implement.

For rules to be effective, they should be uniformly and consistently applied. Staff will carefully explain the discipline code and consistently enforce it.

Our aim is to show the child that we care about him/her and will help him/her to grow in responsibility and accountability. We also love the student enough to provide a learning environment that is safe and orderly. The procedures used in enforcement are based on sound disciplinary philosophy operative in Catholic schools. We do not condone physical punishment, sarcasm, ridicule, or humiliation. As in all phases of education, good parent- teacher communication is essential to an effective disciplinary policy.

# **SCHOOL CODE OF CONDUCT**

St. Joseph School works diligently to provide a climate which is appropriate for a Christian learning community and fosters self-discipline, responsibility for one's actions, problem- solving skills, and respect, in its students. Students are expected to behave with respect for the educational environment of the school and to conduct themselves in a manner that will permit teachers to teach and students to learn without interference of disruptions. Students are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Catholic values.

Each teacher will discuss school rules and disciplinary policies with students throughout the school year. As much as possible, staff members will guide students to solve their own problems or mediate conflicts. The following forms of conduct will be considered inappropriate, and will necessitate disciplinary action by school staff. They apply to all students, but they are not inclusive.

- Persistent disruptive or inattentive conduct which deprives themselves and/or other students the right to learn

- Willful disobedience or lack of respect for authority
- Fighting or physical altercations
- Use of abusive, profane, or obscene language or gestures
- Teasing, name-calling, and other types of harassment
- Lack of respect for personal, school, or parish property
- Theft of property on the school or parish grounds
- The possession of cigarettes, drugs, weapons, alcohol or other harmful items on school or parish property
- Bullying
- Other inappropriate conduct as determined by the school

Depending on the nature of the incident, the principal or staff member may take the following steps:

1. Talking with the child
2. Removing the child from their spot in the classroom
3. Removing the child from the classroom
4. Sending the child to work in another classroom or in the office
5. Sending the child to speak with the principal
6. Other behavior routine, as established by the classroom teacher.

Staff members may complete a referral notice detailing the disciplinary issue and actions taken to resolve it. The incident will be discussed with

1. Teacher and child
2. Principal and child
3. Principal and parents/guardians
4. Parent(s) and child

This form will be signed by the student, the principal and a staff member. Parents/guardians will be asked to sign the form and return it to the school to complete the communication loop. Parents/guardians may be called or asked to participate in a conference at school. An appropriate consequence may also be assigned to students exhibiting inappropriate behaviors. Failure to return signed referrals or detentions the following day will result in the student calling home, so that the school can verify that the referral was shared with the parent. It may result in a detention.

Three referrals will result in a detention. In more serious cases or repeated violations, the principal may employ suspension (in-school or out) or, with the consent of the pastor, expulsion from school. In-school suspension removes the child from the classroom to another designated room. Out-of-school suspension removes the student from school.

- The parent/guardian is informed as soon as possible of the removal and the reason for the action.
- The parent/guardian, principal, and teacher(s) will arrange for a conference, and the student may be asked to be included.
- If a solution seems possible, the student may resume attendance on probation or on a contract. In addition, the student is responsible for completing academic work which was assigned during suspension.
- If a solution is not possible, the student will be removed from the school permanently.

Acts of physical violence are not tolerated at St. Joseph School. Students who commit acts of physical violence (hitting, biting, etc.) may be suspended immediately, for a duration to be determined by the principal. Suspension will include a mandatory parent-principal-student conference to try to correct the behavior; however, the safety of the student body is of utmost importance.

Per Oregon law, Catholic schools have the right to ask a student to leave the school. With a limited budget, we are not able to have a team of counselors and special education experts on staff. Therefore, we may not be able to meet the needs of all students, especially those who chronically disrupt the learning environment or threaten the psychological and/or physical safety of others. In such cases, the school may recommend a more appropriate placement or may terminate the student's enrollment.

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school, the classroom or at a school event, whether or not it is held on school property, or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

## **SCHOOL PROPERTY**

### **Care of Buildings and Equipment**

All students are to care for all buildings and school equipment. They are expected to contribute to the cleanliness and orderliness of their classrooms. They are also expected to return athletic and recess equipment (balls, jump ropes, etc.) to their proper place. Parents/guardians will be contacted immediately when their child is responsible for defacing or damaging school property or equipment. The parents/guardians and principal will plan how to address the damages.

### **Scheduling Use of School/Parish facilities**

Parents/guardians wishing to use school or parish facilities, such as the gym, Parish Center, kitchen or a classroom should come to the school office to check the master school activity calendar with the Administrative Assistant, who will call the Rectory to check facility availability and to schedule the space. Insurance liability issues may restrict such uses, determined by the business manager.

**Library and Textbook Responsibility**

Should library books or textbooks be lost or damaged beyond normal wear and tear, the student is responsible for the replacement value. Books are to be carried to and from school in some type of book bag.

**School Telephone**

The telephone is a business phone. Children will not be permitted to use it for personal convenience or to call home for forgotten items. The only exception to this would be necessary medication. We will gladly deliver messages to your child if emergencies or changes of plans develop.

**Asbestos Management Plan**

Asbestos containing materials (ACM) are present in the school buildings. Please be assured that the buildings are safe. The ACM is inspected every six months, and the asbestos is being contained under a maintenance program. The management plan, under the direction of the Archdiocese, is available for your review.

## GENERAL SCHOOL INFORMATION

**Hot Lunch**

Normally hot lunch prepared by parent/guardian volunteers will be available on Fridays. Additional lunches may be scheduled. Please consult the web page for the lunch menu. You may purchase hot lunch at the front office, or online on the web page. Single meals are \$4.25, or you may purchase a \$20 or a \$40 lunch card for \$4 per meal.

Milk or juice will be available for 40 cents daily or \$8.00 per card. We will work to let parents/guardians know when their child's milk/juice card is running low. Please purchase cards in advance to ensure we purchase the proper amount needed each week.

**Attendance**

The school day begins at 8:00 a.m. Prompt and regular attendance is necessary for academic success. Students are expected to be in their classrooms by 8:00 a.m. in order to be considered on time. Parents/guardians are asked to call (503) 581-2147, or to send a message with a brother or sister, by 8:30 a.m. if your child is absent. Each parent will be automatically notified by SchoolSpeak of their child's absence when attendance is taken by teachers just after 8:00 a.m. Upon late arrival, the office will fill out and initial a tardy/absence form that is to be taken by the child to his/her teacher. Knowing the whereabouts of your child during school hours is a shared responsibility between the school and parents/guardians.

Please do not send notes asking that children be permitted to stay in at recess. There is not sufficient staff to provide supervision inside and out.

We strongly urge our families to schedule extended trips during times when school is not in

session. We feel classroom time is too valuable to miss. Excessive absences may result in retention of a student in the same grade next year. Elongated weekends have been purposely scheduled on our school calendar to accommodate long weekend and holiday break trips. Please consult the calendar, and if the trip is necessary, discuss your plans with the principal and with your child's teacher.

### **Absence or Tardiness**

Students who arrive after 10:00 AM will be considered absent for the morning session. If a child leaves before 2:00 pm, they will be considered absent for the afternoon session. The afternoon session starts at 12:00 noon. Children are to bring written excuses for absences to their teachers when they return. A doctor's note confirming the appointment will be accepted for an excused tardy, otherwise the child will be counted absent or tardy.

Children are tardy if they are not seated in their classroom at 8:00 a.m. Children entering a classroom once class has started disrupts the learning abilities of all children, distracting them from the teacher's focus. If tardy, children will report directly to the office before going to the classroom. A tardy slip will be issued to the child. The child will then bring the tardy slip to the classroom teacher to notify the teacher that the child's absence has been changed to a tardy in the official records. Any student who is tardy five or more times in one trimester will serve a detention. After this, a child with three additional tardies in the same trimester will incur an additional detention.

### **Children's Property**

All clothing, lunch sacks and other personal property should be plainly marked with your child's name in permanent ink. Any lost article will be placed in the lost and found. If it is not claimed, it will be donated to the St. Vincent de Paul Store.

All personal electronic devices, cell phones, iPods, trading cards etc. should not be brought to school. Items brought from home will be the responsibility of the child. Any item in the student's possession will be confiscated by the teacher and will be returned as described below. The school is not responsible for lost, stolen, or damaged items. Children are discouraged from bringing personal items to school. If it is necessary for a child to bring a cell phone to school for use after school, the cell phone must remain in the child's backpack, in their locker, turned off. Students who need to use a cell phone to contact their parents after school may do so only with the permission of a teacher in attendance. Cell phones in the possession of students on school property without permission will be confiscated. On the first offense, these phones will be returned to the PARENTS ONLY. On the second offense, phones may be kept by the administration until June.

### **Daily Schedule**

7:00-7:45 Extended care in the cafeteria

7:45 School opens

7:45-8:00 Children prepare for the day. If you need a conference with your child's teacher, please call for an appointment. This is a time for teachers to confer with students.

8:00 Classes begin.

8:10-8:25 Daily prayer in the church

11:30 Dismissal of Pre-School children  
11:15-12:40 Lunch time and recess (staggered)  
3:00 Dismissal  
3:00-6:00 Extended care

### **After School Pick-up**

All students will be picked up by the awning on the west side of the school. If you wish to drive through, please remind your child to watch for your car. Parents may also park and walk through the cafeteria to pick up their children.

Once outside, students are expected to remain there while waiting for their parents. If they need to return inside, they must inform a staff member and be accompanied by an adult (or older student if appropriate).

Students not picked up by 3:15 must call their parents. If parents are not reached, the office will attempt to call people listed on the emergency form. At 3:30 students who have not been picked up and are registered will be taken to Extended Care and the parents/guardians will be charged the occasional fee. Students who are not registered will be asked to fill out the registration packet for Extended Care.

After school clubs will gather in their assigned rooms, and those students will not leave the building until the after school event is finished.

### **Parties**

In school: celebrations are arranged with individual teachers.

Out of School Party Invitations: Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

## **DRESS CODE**

**Bottoms (pants, skirts, jumpers, shorts)** Solid colored pants with standard style waist and waist-area pockets only. No logo designs or extra pockets (cargo pants).

- Navy blue or khaki (sand color)
- Dennis Uniform plaid
- Skirts/dresses and shorts must be no shorter than three inches above the knee \*Shorts must not be worn on Mass days.

**Tops** Solid red, white or navy blue shirts. No additional ornamentation, logos or ribbed fabric. All shirts must be tucked in.

- Oxford shirt
- Polo shirt
- Peter-Pan shirt

### **Sweaters/ Sweatshirts**

Navy blue, red or white cardigan or pull-over knit sweater. Official SJS sweatshirts with SJS logo only. Sweatshirts must be purchased through SJS. No other sweatshirts are allowed.

### **Shoes**

- Black/brown/navy blue dress shoes
- Tennis shoes
- No high heels, boots, or slippers
- All shoes must have closed toe and closed heel
- No light up shoes, wheels, platforms, etc. are allowed

### **Socks**

- Socks must be worn at all times
- Socks must be white, black or navy blue only
- Socks must match in color and size
- Socks must not have a logo
- Tights may be worn instead of socks in white, black or navy blue only (must be solid color, no patterns or designs)
- White, black or navy blue leggings may be worn, instead of tights, only if they extend to the ankle and matching colored socks are worn. Leggings are not considered pants, and cannot be worn alone.

### **Hair**

- Well groomed at all times
- Above collar, eyebrows and top 1/2 of ears for boys
- Above eyebrows and/or out of face for girls
- No extreme hairstyles
- Hair must be clean and of natural color
- Headbands must be white, black, navy blue, or the school plaid.

### **No:**

- Tattoos
- Make-up
- Fingernail polish
- Hats
- Scarves
- Fashionable head coverings
- Dangling earrings
- Stud earrings larger than a dime
- Bracelets or rings (wristwatches are allowed)
- More than one necklace
- Coats in the classroom unless the heat is not working.

**Free Dress Days:** Appropriate clothing must be worn:

- All shirts/dresses must have sleeves that extend over the shoulder
- No ripped or tattered jeans, or pants

- No sweatpants
- Collegiate, and professional athletic attire may be worn (no sweat pants)
- T-shirt, sweatshirts or other attire that advertise music groups, TV shows, movies, adult beverages, etc. should **not** be worn

### **Enforcement of the Dress Code**

The principal and the staff will be responsible for the enforcement and interpretation of the dress code, and shall use the following steps to address violations of the code:

- Verbal reminder to the student
- Uniform Citation - dress code violation sent home to parents
- The principal/teacher will talk to the parents, either in person or by phone if the violation is not corrected
- Questions concerning the dress code must be directed to the principal. The principal has final say in each matter

## **EXTENDED CARE**

An extended care program is offered from 7:00am-7:45am and 3pm-6pm on regular school days (hours are adjusted for early release and vacation days). Families must pre-register for this program with the Director of Extended Care, and pay all appropriate fees. The specific program policies, regulations, fees and schedules can be found in the Extended Care policy handbook.

## **STUDENT ACTIVITIES AND RECOGNITION**

### **Student Council**

Students in Grades 3 through 8 may participate in student council. Two members are selected by the students and one member is selected by the teacher in each classroom. The Student Council offers students the opportunity to develop leadership skills and plan activities to promote school spirit.

### **Students of the Month**

Students in each grade are eligible for selection by their teachers as “Students of the Month.” These students are announced and honored each month after Mass. Parents will receive notification in advance of their child’s award. The award recognizes virtues and attributes such as *respectfulness, leadership, piety, perseverance, etc.*

### **After School Activities**

Various after school activities may be offered each school year. These activities are planned and organized by staff and parent volunteers who have a special interest or talent they would like to share with the students. The activities vary from one year to the next. Some activities are offered free of charge, and others may have a fee.

# STUDENT EDUCATIONAL RECORDS

## **Annual Notification**

In accordance with Oregon law concerning student education records, parents/guardians of students currently in attendance at St. Joseph School have a right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law permits disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Family Educational Rights and Privacy Act; and
- Obtain a copy of the policy regarding how St. Joseph School meets the requirements of Oregon law concerning student education records. Copies of this policy may be obtained in the office of the principal.

St. Joseph School forwards education records requested by the educational institution in which the student seeks enrollment or services within ten days of receiving the written request.

## **Records Access by Non-Custodial Parent**

St. Joseph School abides by the provisions of the "Buckley Amendment" with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If the non-custodial parent wishes to receive the newsletter, they will be responsible for contacting the school office to request the newsletter to be sent via email.

## **Removal of students resulting from Parental Attitude**

According to Archdiocesan policy, under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the attitude of the parents/guardians. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents/guardians so diminishes the effectiveness of the school that a family be asked to withdraw from the school.

# DIRECTORY INFORMATION

St. Joseph School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, grade and

parents/guardians.

A parent/guardian is entitled to keep their information private, as a setting in their SchoolSpeak profile. Each parent has the opportunity to decide what information to share.

## **EMERGENCY DISCLOSURE OF INFORMATION**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **PARENTAL ORGANIZATIONS**

### **School Advisory Council (SAC)**

The School Advisory Council (SAC) is an appointed body that includes school parents/guardians and parishioners. The SAC helps write and revise school policy, spearhead long-range planning, and act as a communication link between Pastor, principal, parents/guardians and the St. Joseph Parish community. The SAC typically meets on the second Tuesday of every other month. P.I.E. units may also be earned by serving on this council.

The SAC meetings are open meetings (with some exceptions, such as personnel matters); non-members are welcome to attend in a non-voting manner.

### **Parent Club**

Parents are encouraged to be active members of the Parent Club. Activities of this organization include social and enriching programs while working for the needs of the school. You can earn P.I.E. hours by helping with the projects.

## **PARENTAL GRIEVANCES**

If a concern arises regarding a teacher/staff person:

- The concern shall first be discussed with the teacher/staff person in a confidential manner,
- If the issue cannot be resolved in this discussion, the principal shall be consulted,
- If the concern is still not resolved, a meeting with the principal and teacher/staff person will be held,
- If the issue is not then resolved to the satisfaction of all parties, the pastor shall be informed of the situation and his determination is final.

If a concern arises regarding the administration:

- The concern shall first be discussed confidentially with the principal.
- The concern shall be discussed with the pastor if a resolution cannot be reached by discussion with the principal.
- If the issue is not resolved to the satisfaction of all parties, the Archdiocese shall be notified in writing of the issue.

If a concern arises regarding another student:

- The concern shall first be discussed with the parent/guardian of the child or the teacher in a confidential manner.
- If the issue cannot be resolved in this discussion, the principal will be consulted to mediate the protest and deal with any inappropriate behaviors as stated in the disciplinary policy. The principal's determination is final.

As role models for the children it is imperative that the adults display respectful behavior when attempting to resolve grievances. Sometimes when issues arise, people we need to talk with may be unavailable or otherwise occupied at that moment. It is always expected that we first ask if this is a good time to talk, or make an appointment for another time. Trying to catch the teacher or principal after school may not always be possible because of other scheduled meetings and appointments. Briefly outlining concerns when making an appointment is always helpful. Respectful language and behavior is the expected norm for both children and adults at St. Joseph School. Jesus should be our model for all that we say and do.

### **Right to Amend Handbook**

According to Archdiocesan Policy, the school or the principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

## **ELECTRONIC INFORMATION & COMMUNICATIONS POLICY**

### **Appropriate Use Policy and Guidelines**

St. Joseph School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Joseph School will make reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

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

### **Privileges**

The use of the information system is a privilege, not a right, and inappropriate use will result

in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation training course with an appointed St. Joseph School staff member as to proper behavior and use of the network. The teacher or principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of St. Joseph School may request that the principal deny, revoke, or suspend specific users.

### **Personal Responsibility**

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (principal and/or teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language. Cyber bullying is not tolerated.

### **Acceptable Use**

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

The student may not:

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

Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

### **Network Etiquette and Privacy**

The student is expected to abide by the generally accepted rules of network etiquette.

These rules include (but are not limited to) the following:

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

### **Security**

Security on any computer system is a high priority because there are so many users. If the

student identifies a security problem, notify the teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

### **Vandalism**

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

### **Services**

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

## **ST. JOSEPH CATHOLIC SCHOOL COMPUTER USE POLICY**

School computers, Chromebooks and other devices are tools to enhance and promote learning. Using the devices is a privilege, and all users have responsibilities with regard to their use:

### **Respect for Property**

1. Treat this valuable equipment gently and respectfully.
2. Follow the process you are taught for using the device. If you are unsure of usage or are experiencing difficulties, seek help from a teacher or staff member.
3. Keep food and liquids away from electronic devices.
4. Changing or rearranging the set-up of any device is prohibited. Always leave electronic equipment exactly the way you found it. Never alter the device system icons or go into a systems folder without permission of a teacher or staff member; do not load software or modify hardware parts without the knowledge and permission of a school staff member. If you see something altered, report it to a teacher. Do not try to fix it yourself.
5. Use a disk or flash drive from home only if it has been checked for viruses and if a teacher gives you permission to use it in a school device. We discourage use of disks or flash drives from outside the school.
6. Protect our devices by preventing the spread of viruses. Deliberate attempts to degrade or

disrupt the electronic systems will result in serious disciplinary consequences.

7. Always use school equipment and supplies wisely. All uses of school equipment or supplies must be approved by a teacher or other staff member. Leave all school electronic supplies, devices, disks, or programs at school unless approved by a teacher to be taken home.

8. Use color printing only for accents and not for full pages. Only print work that you have had approved by a teacher or supervisor. This saves the school money spent on supplies.

9. The teacher monitoring the electronic devices each day is responsible to make sure that devices are returned to their charging stations and the cabinet/cart and/or the room they are stored in is locked at the end of the school day.

### **Respect for Ownership**

1. Always comply with copyright laws regarding software, information, and attribution of authorship. Any copying, uploading, downloading, or installing of programs must be legal and approved by a teacher. Any use of images or information obtained from another source must be properly referenced, or will be considered plagiarism. Plagiarism is considered cheating/stealing, and will not be tolerated.

2. Check out, return, and transportation of Chromebooks, CD-ROMs, DVDs, or other software or devices from one room to another must be done under the direct supervision of a teacher or staff member. All devices, software and hardware must remain in the school building and must be signed out by a teacher in the front office log.

### **Respect for Others**

1. Respect the privacy of others: do not read files, delete them, or use the disk, drive or work of others without permission of the owner. Do not knowingly enter or utilize the accounts, work or files of another person.

2. Use appropriate language. Do not type or print messages that would be offensive to someone else.

3. Misuse of school email accounts will not be tolerated.

### **Consequences of Computer Misuse**

Violation of this policy may result in reduction, suspension, or revocation of school computer privileges and other consequence consistent with the school discipline policy. All persons using school computers should be aware that purposeful violation of copyright laws, introduction of viruses, invasion of privacy, and tampering with school computer systems are against Federal and/or state laws. Parents/Guardians will be required to pay for damage done to computer equipment if their children are in violation of this policy.

## **ST. JOSEPH CATHOLIC SCHOOL ANTI-BULLYING POLICY**

Everyone at St. Joseph Catholic School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines bullying as follows: Bullying is unfair and

one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Bullying is **intentional, repeated** and **includes an imbalance of power**.

Some examples of possible bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race, making fun of someone for being a boy or a girl, or referring to a boy as a girl, or vice versa
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other kids not to play with someone
- Sending hurtful messages on email, text, or other media

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

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Teach the *Steps to Respect* program to students in grades 3 – 7
- Train the middle school students on anti-bullying strategies
- Respond quickly and sensitively to bullying reports using the *Steps to Respect* Four-A Response Process and coaching models
- Take seriously parents' concerns about bullying
- Look into all reported bullying
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying.

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

- Treat each other respectfully
- Refuse to pick on or bully others
- Refuse to let others be picked on or bullied
- Refuse to watch, laugh, or join in when someone is being picked on
- Try to include everyone in play, especially those who are often left out
- Be a supportive bystander in bullying situations
- Report inappropriate behavior to an adult

# Handbook Acknowledgement Form

*Please read the Handbook before signing the form.*

This Form acknowledges that we understand that, as St. Joseph Catholic School students and parents, we are asked to support the School and its mission and to acquaint ourselves with and abide by the School's policies and procedures.

We understand that this Handbook is for informational purposes only, and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between the School and any parent, guardian or student affiliated with or attending the School.

We understand that the terms and conditions of the Enrollment Agreement signed by us determine our relationship with the School. We further understand that the School reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during and after the School year and such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the current St. Joseph Catholic School Parent Handbook and agree to abide by the School's policies and procedures, as outlined in the Handbook.

Family Name (please print): \_\_\_\_\_

\_\_\_\_\_  
Parent Signature