



Parent and Student Handbook

2018-2019

ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL

555 St. Joseph Lane

Manchester, MO 63021

(636) 391-1253

Archdiocese of St. Louis

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St Joseph Catholic Elementary School

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St. Joseph Catholic Elementary School
Parent and Student Handbook
Policies and Procedures

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www.stjoemanchester.org
Archdiocese of St. Louis
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Parish Mission Statement

St Joseph, Manchester: A Christ-centered family engaging, connecting and empowering God's people

Philosophy of Catholic Education at St. Joseph Catholic Elementary School

"Peace be with you. As the Father has sent me, so I send you...receive the Holy Spirit". (Jesus quoted in John 20:21-22)

St. Joseph is a Holy Spirit filled center of Catholic elementary education whose primary mission is to build the Kingdom of God proclaimed by Jesus Christ. The school's focus is the holistic education of our children rooted in the heritage of Catholic education in America. Catholic schools are one of the great success stories in American history. The commitment to disciplined learning in the milieu of our lived Catholic faith and values gives Catholic schools a unique and treasured place in the American way of life.

Our children are called to grow in their faith and to develop a wholesome regard for self as well as a Christian respect for others through service, message, community and worship. At St. Joseph School, there are five pillars that continue this heritage and provide firm foundation for our children's future.

- A commitment to the welfare, education, and growth of each individual student as a member of the Body of Christ and our community of faith.
- A quality Catholic education tuned to the demands of the times in which we live.
- Recognition of the parents of students as "primary educators" and the forging of a partnership with them in the holistic education of their children.
- Providing a lived experience of the saving presence of God rooted in Word and Sacrament, a spirit of prayer, the practice of Christian service, the development of gifts and talents, and a respect for life.
- Deepening recognition of, and support for, Catholic education in the Catholic community and American society.

St. Irenaeus in the second century gave us this memorable quote: "The Glory of God is man fully alive." St. Joseph School works to see that the 'glory of God' is fully alive in each of our students.

St. Joseph Catholic Elementary School Mission Statement

The mission of St. Joseph Catholic Elementary School is to provide an educational program that supports parents in training students to glorify Jesus Christ and to be an example of Christian life through the Gospel message by the way we think, speak, act, and worship.

St. Joseph Catholic School Bill of Rights

STUDENTS AND ADULTS IN OUR SCHOOL DESERVE TO LEARN, TEACH, AND WORK IN A VISIBLE FAITH COMMUNITY ENRICHED BY OUR CATHOLIC TRADITION. WE ARE COMMITTED TO PROCLAIMING THE GOSPEL OF JESUS CHRIST IN ALL OUR WORDS AND ACTIONS. THEREFORE, EVERYONE AT ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL WILL OBSERVE THE FOLLOWING BILL OF RIGHTS:

WE HAVE THE RIGHT TO BE TREATED WITH RESPECT.

- To respect the uniqueness of each child of God.
- To respect self, adults, peers, and students in and out of our school environment.
- To respond in an appropriate way to requests and guidance, both in words and actions.
- To respect all personal and school property.

WE HAVE THE RIGHT TO A POSITIVE LEARNING ENVIRONMENT.

- To work cooperatively with adults, peers, and students.
- To hear and be heard in the classroom without unnecessary disruption.
- To maintain a quiet, learning environment.
- To do our part to keep our school clean.

WE HAVE THE RIGHT TO PRIVACY.

- To expect that personal property will be safe.
- To receive academic results without intrusion from others.

WE HAVE THE RIGHT TO BE ACCEPTED FOR WHO WE ARE.

- To be Christ-like in work and play.
- To communicate ideas in an appropriate manner.
- To have concerns heard and to respect the concerns of others.

WE HAVE THE RIGHT TO FEEL SAFE AT OUR SCHOOL.

- To treat everyone with dignity, worth, and respect.
- To maintain a positive attitude.
- To safeguard the well-being of others.
- To communicate with appropriate language and comments.
- To solve disagreements and conflicts in a positive manner.

Academic Expectations

At St. Joseph Catholic Elementary School our students are expected to perform to the best of their abilities. Every student is also expected to have minimally passing grades in order to advance to the next grade level. The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years. Students with low grades will be expected to seek tutoring or attend summer school. Parents of students, who do not pass two or more classes, must meet with the teacher and administration to determine requirements to be fulfilled before moving on to the next grade level.

Graduation - To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

Financial Requirements - Payment in full must be made for all financial obligations to the school before the day of graduation.

Withholding Records - St. Joseph Catholic Elementary School has a policy of withholding the transfer of records and disciplinary information as well as access to the Grade Book on Fast Direct if there is any unpaid tuition balance or if other fees (such as late line fines, After School Care, unpaid Library fines, Work Duty fees, etc.) have not been paid.

POLICIES AND PROCEDURES

Admissions Policy

St. Joseph Catholic Elementary School follows the admissions policies of the Archdiocese of St. Louis. Pre-registration is conducted in February of each year. (Also see Registration section.)

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

Parents/guardians wishing to enroll their children in a Catholic elementary school must apply for admission at the local school. All acceptances of registrations are handled by the principal in consultation with the pastor. All accounts must be up to date prior to registration begin accepted for the coming year.

We follow the Missouri state guidelines for students entering Kindergarten that children must be 5 by August 1 to enter Kindergarten. Students transferring from another private/public school on our area may be asked to interview with the principal and grade level teachers. The student's current records must be in the school office prior to the time of the interview.

Requirements for Admission

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

Admission to a Catholic elementary school at any point of entry is contingent upon:

1. the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this type of school includes:
 - a. participation in the spiritual and social life of the parish or religious congregation;
 - b. support of the concepts upheld in the Witness Statement;
 - c. agreement to follow the policies and procedures of the school;
 - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children
2. the child's fulfillment of the age requirements listed below:
 - a. for admission to kindergarten, the child should be five years of age before August 1;
 - b. for admission to first grade, the child should be six years of age before August 1.

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

For those children who do not fulfill the age requirement for kindergarten or grade one see ***Admission of Students Not Meeting the Age Requirement.***

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

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

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

Transferring from Another Catholic School

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

Guidelines for Applying Policy:

1. Since Catholic schools are funded in various ways, assurances must be given by the pastor of the sending parish that there are no outstanding debts owed to the parish by the family. If there are outstanding debts, the family must make financial arrangements to the satisfaction of the sending pastor before the family is accepted into the receiving school. It is permissible to accept a family on a conditional basis until the debt is retired.
2. Principals should provide the cumulative active file (academic grades, achievement testing, and information regarding the results of educational, speech/language, behavioral, social, emotional, and or physical evaluations to determine the presence of a special need that affects learning or that affects functioning in the school setting) to schools to be used in determining the admissions and/or placement of students. Since discipline information is not part of a student's cumulative file, the release of the necessary discipline information must follow the procedures outlined under *Release of Student Discipline Information*.

Parents/guardians and educators shall provide to schools all relevant information regarding diagnostic testing for learning disabilities, special needs or circumstances (e.g., physical, psychological, educational, etc.) and any other information which will enable the school to determine if and how the student's needs can be met.

Parents/guardians of students with significant medical conditions shall provide information about that condition, appropriate school adjustments and emergency plans. Guidelines for obtaining this information can be found under *Students with Significant Medical Conditions*. Because Catholic schools cannot discriminate against otherwise qualified students on the basis of a disability if they can be provided with an appropriate education by making minor adjustments, it is essential that principals and parents cooperate in providing these evaluation results.

Custody information must also be provided by the parents/guardians. Failure of the parents/guardians to supply pertinent information may result in denial of admission or discontinuation of enrollment.

A decision about acceptance shall not be made until all pertinent records and information have been received and reviewed.

3. During the interview with the family, discussion should focus on the student's religious and sacramental preparation and academic, social, and psychological development in the previous school. The receiving principal should further discuss the status of the student with the sending principal and the student's former teacher before making a decision to accept the family.
4. It is advisable to include the student's potential new teacher in this portion of the interview so as to assure continuity in the student's growth process. It may be necessary in some cases to accept students on a conditional basis, but this should be the exception.
5. Although Archdiocesan policies are applicable from one Catholic school to the next, local policies and procedures reflect the individual nature, philosophy, and goals of a particular parish. As a result, these local policies and procedures should be reviewed and agreed to by the applying family before a decision is reached to accept the family into the school.
6. Giving families permission to transfer to another parish school outside their parish boundaries is not the norm, but there are some occasions in which this is acceptable. Examples of such occasions include when a student is in need of a particular program/service or in need of a new educational environment.

Transferring from a Merged/Consolidated Catholic School

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school.

If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish.

Guidelines for Applying Policy:

1. The expectation is that all families currently enrolled in a school that is merging or consolidating for the next school year will attend the school identified in the merger or consolidation decision.
2. Before acceptance into the school identified in the merger or consolidation, a family must have fulfilled all of its financial responsibilities at its previous school. It is permissible to accept a family on a conditional basis until the debt is retired.
3. Giving a family permission to transfer to another school outside the parish boundaries is not the norm. However, there are some occasions when this is acceptable. Some valid reasons may include:
 - a. child's need for a particular program/service;
 - b. a family situation that would make it extremely difficult to attend the designated school;
 - c. no available space for additional students at the school. The permission of the pastor of the parish in which the family is registered must be obtained before a family is allowed to register at another Catholic school.

The receiving pastor and principal should discuss the circumstances surrounding the reasons for the transfer with both the family and previous pastor and principal before a decision is made in regard to accepting the family.

4. Non-Catholic families may apply at any school they wish.
5. Other parishes should not advertise or encourage families from the merged/consolidated school to register at their school.

Transferring from a Non-Catholic School

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

Guidelines for Applying Policy:

Guidelines one and two for families transferring from another Catholic school apply to families who are transferring from a non-Catholic school. In addition, the following guidelines also apply to families transferring from a non-Catholic school:

1. Catholic schools are religious schools. Therefore, transfer students must have reasons for enrolling consistent with the Catholic school's nature. A deliberate choice for religious instruction and values must be a part of that decision. Parents should agree to the concepts upheld in the Parent Witness Statement.
2. The policy applies at all grade levels, including the normal entry point for high school.
3. For **Catholic** students wishing to transfer from public schools:
 - a. **Responsibilities of Administration:**

For Catholic students wishing to transfer from public schools into Catholic schools, the pastor and principal must assure themselves that the family has acceptable reasons for seeking a transfer. Whether or not the family is registered in the parish, participates in parish life, and has had the children enrolled in a parish school of religion are examples of criteria pastors may take into consideration. If the family lives outside the parish, or is registered in another parish, the pastor where the family is registered needs to attest to the receiving school that reasons for the transfer are legitimate and needs to give permission.

If a Catholic school is considering accepting transfer students, it must give the student and family the necessary assistance to understand the Catholic nature of the school.
 - b. **Responsibilities of Parents:**

The family must demonstrate to the administration (pastor/principal) a desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. Some evidences of this desire are the following:

 - previous enrollment in the parish school of religion;
 - participation in the spiritual and social life of the parish;
 - agreement to the concepts upheld in the Parent Witness Statement;
 - registration in and financial support of a Catholic parish;
 - demonstration of an interest in and commitment to living the Catholic faith.

The family must be able to indicate through an interview that they are not attempting to escape efforts related to desegregating schools.

If the family has little or no previous formal Catholic education, the family must be willing to participate in a certain number of explanatory sessions provided by the administration (pastor/principal) to help them understand the uniqueness of the Catholic school.

If the student has little or no previous formal Catholic education experience, the student must be willing to participate in a special religion program provided by the administration (pastor/principal/director of religious education) in the basic teachings of the Church and in preparation for the celebration of the sacraments (RCIC).

4. **Non-Catholic** students wishing to transfer from a public school or another Catholic school may apply at any school they wish. However, consideration should be given to applying to a school geographically near where they live.
 - a. **Responsibility of Administration:** For non-Catholic students wishing to transfer from a public school into a Catholic school or from one Catholic school to another Catholic school, a communication from the student's minister, rabbi, or other religious leader must attest that the reasons for transfer into a Catholic school are acceptable.
Parents and students need to be informed that all students will participate in classes of religious instruction, religious ceremonies, and activities as appropriate.
 - b. **Responsibility of Parents:** If a non-Catholic family wishes to transfer into a Catholic school, the family must express to the administration (pastor/principal) a desire for this special kind of school where Catholic teaching and moral formation constitute an integral part of the school. Some evidence of this:
 - the family with religious affiliation participates in the services of their congregation;
 - the family with no formal affiliation agrees to participate in some religious activities designated by the school;
 - the family agrees to support the concepts upheld in the Parent Witness Statement that pertain to non-Catholic Parents;
 - the family agrees to the financial support of the Catholic school.

The family must be able to indicate through an interview that it is not attempting to escape efforts to desegregate schools.

The family must be willing to participate in a certain number of explanatory sessions provided by the administration (pastor/principal) to help them understand the uniqueness of the Catholic school.

If a non-Catholic family with church affiliation wishes to transfer into a Catholic school, a communication from the student's minister, rabbi, or other religious leader will be requested by the administration (pastor/principal) to help determine if there are acceptable reasons for the transfer.

If a non-Catholic family wishes to transfer into a Catholic school and there is a conflict between the family values and the values of the school, the student should not be admitted.

5. For **un-churched** students wishing to transfer from public schools:
For un-churched students transferring into Catholic schools, the pastor or principal and the family of the student agree on the religious obligations that enrollment in a Catholic school entails. For example, a family might agree to a certain number of sessions explaining the content of the religious instructional program of the school, or the family may seek membership in a congregation or parish through the catechumenate.

Transferring from a School District under Court Ordered Desegregation Plan

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

Guidelines for Applying Policy:

1. If a student was enrolled in a district under mandatory court ordered desegregation, transfer is not permitted into a Catholic school. This includes students who were on "waiting lists" for Catholic schools.
2. The policy follows the student. Students who may change residence to a district not involved in mandatory desegregation may not be accepted if during the prior year they were enrolled in a school in a district under court order.
3. The policy applies to all students irrespective of race, religion, or ethnic background.
4. Only in a specific case may the pastor or a high school administrator make an exception to this policy and only as long as there is moral certitude that the student is not seeking admission for unacceptable reasons
5. Public school students may be accepted at normal entry points, that is, after kindergarten or completion of public elementary school. Pastors and high school administrators follow the procedures outlined in the Admissions Policy.
6. This policy is binding for two school years after the court order takes effect. After two years, the Guidelines of the Admissions Policy are followed

Admission of Students under Special Circumstances

Admission of Students on a Conditional Basis

If a school intends to accept a student on a conditional basis, it is essential that the decision be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school should communicate the conditions of the acceptance in writing. The Catholic Education Center is available for assistance with making and communicating such decisions.

Admission of Home Schooled Students

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction:

1. by providing the following records which they are required to keep by state law:
 - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
 - b. a portfolio of samples of the student's academic work;
 - c. a record of evaluation of the student's academic progress;
 - d. other written or credible evidence equivalent to the points listed above.
2. by providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.

In addition, parents/guardians of Catholic students must demonstrate that the student has been receiving regular religious instruction by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement will be determined by a review of the above records and evidence provided, student work samples and by an interview with the child and/or parents/ guardians. If the records

are not sufficient to determine placement, the student can be given appropriate end of grade or other appropriate assessments and student work samples can be evaluated for equivalence of grade level achievement.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school.

Admission of Students from Other Countries

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

The Catholic Education Center provides guidelines to assist schools with decisions about admitting foreign-born non-immigrant students, and directions for obtaining and reviewing documents needed for student visa applications. The Catholic Education Center also has an official designated to review and process documents for F-1 student visa applications for schools in the Archdiocese through the *Student and Exchange Visitor Information System* (SEVIS).

The designated official should be notified as soon as a request for admission of a foreign-born non-immigrant student is received. No decision should be made by a school until a review of documents is complete. Unless an individual school has obtained specific authorization for F-1 visa applications through SEVIS, all requests must be processed through the designated Catholic Education Center official.

Foreign-born persons of school age generally seek to enroll in schools in the U.S. under one of three circumstances. Each circumstance requires a different response in order to comply with Archdiocesan policies and ICE regulations.

1. *Foreign-born persons of school age living in the United States who have been issued a visa as a dependent of one or both parents with immigrant, temporary worker, student, refugee, cultural exchange visitor, or other non-tourist visa status*

They are normally included with the visa status issued to the parent(s) and may not need a separate visa status to attend school. These individuals may be enrolled as regular students after consulting with the designated official at the Catholic Education Center.

2. *Foreign-born persons of school age participating in an educational "cultural exchange visitor" program certified by the US Department of State. (J-1 visa category)*

They are designated as a "cultural exchange visitor" by ICE and are not considered regular students. They are participants in an exchange program who want to improve their English or have a U.S. cultural experience. They may attend school, only in grades 9 through 12, with attendance limited to no more than 12 months. They cannot be issued official grades, credits, or transcripts, since they are not enrolled as regular students.

School officials should obtain copies of the cultural exchange visitor's passport, visa, and exchange program documents. The school should also obtain a copy of the temporary guardianship document from the host family or exchange organization, and verification of medical insurance coverage. All of these documents should be kept in the student's school file.

A school may not require the cultural exchange visitor to pay tuition, since payment of tuition implies official enrollment status, but fees for expenses such as textbooks, school activities, and retreats may be required. The educational value of accepting a cultural exchange visitor should be considered. Because of the financial implications of this decision, the number of cultural exchange visitors accepted in a school year should be limited. While the designated Catholic Education Center official may provide guidance, the decision to accept a J-1 cultural exchange visitor is the prerogative of local school officials.

Organizations are certified by the U.S. Department of State to process J-1 "cultural exchange visitor" visas for participants in their programs. School officials should cooperate only with certified cultural exchange visitor organizations and programs. The U.S. Department of State publishes a listing of these programs.

3. *Non-immigrant students entering the United States for the purpose of enrolling in a regular program of study. (F-1 visa category)*

Foreign-born non-immigrant students are required to obtain an F-1 visa prior to enrolling in school. The "Student and Exchange Visitor Information System" (SEVIS) is operated by ICE for processing visa applications. The Catholic Education Center is authorized by SEVIS to review and process the Form I-20 *Certificate of Eligibility* for schools in the Archdiocese.

An F-1 visa student must enroll for at least one full school year. (A student may attend for one semester or two trimesters if enrollment results from a long-standing sister-school relationship.) In general, students are admitted only at the beginning of the school year. Exceptions may be considered in consultation with the designated Catholic Education Center official.

Unless transferring from another school in the United States, F-1 visa students are not admitted to 8th grade or 12th grade as their first year of enrollment unless an exception is granted by the Superintendent of Catholic Education. Grade placement is determined by a review of the student's entire academic record. An F-1 visa student may not repeat a grade level already completed.

Admission of Students from Other Countries

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

The Catholic Education Center provides guidelines to assist schools with decisions about admitting foreign-born non-immigrant students, and directions for obtaining and reviewing documents needed for student visa applications. The Catholic Education Center also has an official designated to review and process documents for F-1 student visa applications for schools in the Archdiocese through the *Student and Exchange Visitor Information System (SEVIS)*.

The designated official should be notified as soon as a request for admission of a foreign-born non-immigrant student is received. No decision should be made by a school until a review of documents is complete. Unless an individual school has obtained specific authorization for F-1 visa applications through SEVIS, all requests must be processed through the designated Catholic Education Center official.

Foreign-born persons of school age generally seek to enroll in schools in the U.S. under one of three circumstances. Each circumstance requires a different response in order to comply with Archdiocesan policies and ICE regulations.

1. *Foreign-born persons of school age living in the United States who have been issued a visa as a dependent of one or both parents with immigrant, temporary worker, student, refugee, cultural exchange visitor, or other non-tourist visa status*

They are normally included with the visa status issued to the parent(s) and may not need a separate visa status to attend school. These individuals may be enrolled as regular students after consulting with the designated official at the Catholic Education Center.

2. *Foreign-born persons of school age participating in an educational "cultural exchange visitor" program certified by the US Department of State. (J-1 visa category)*

They are designated as a "cultural exchange visitor" by ICE and are not considered regular students. They are participants in an exchange program who want to improve their English or have a U.S. cultural experience. They may attend school, only in grades 9 through 12, with attendance limited to no more than 12 months. They cannot be issued official grades, credits, or transcripts, since they are not enrolled as regular students.

School officials should obtain copies of the cultural exchange visitor's passport, visa, and exchange program documents. The school should also obtain a copy of the temporary guardianship document from the host family or exchange organization, and verification of medical insurance coverage. All of these documents should be kept in the student's school file.

A school may not require the cultural exchange visitor to pay tuition, since payment of tuition implies official enrollment status, but fees for expenses such as textbooks, school activities, and retreats may be required. The educational value of accepting a cultural exchange visitor should be considered. Because of the financial implications of this decision, the number of cultural exchange visitors accepted in a school year should be limited. While the designated Catholic Education Center official may provide guidance, the decision to accept a J-1 cultural exchange visitor is the prerogative of local school officials.

Organizations are certified by the U.S. Department of State to process J-1 "cultural exchange visitor" visas for participants in their programs. School officials should cooperate only with certified cultural exchange visitor organizations and programs. The U.S. Department of State publishes a listing of these programs.

3. *Non-immigrant students entering the United States for the purpose of enrolling in a regular program of study. (F-1 visa category)*

Foreign-born non-immigrant students are required to obtain an F-1 visa prior to enrolling in school. The "Student and Exchange Visitor Information System" (SEVIS) is operated by ICE for processing visa applications. The Catholic Education Center is authorized by SEVIS to review and process the Form I-20 *Certificate of Eligibility* for schools in the Archdiocese.

An F-1 visa student must enroll for at least one full school year. (A student may attend for one semester or two trimesters if enrollment results from a long-standing sister-school relationship.) In general, students are admitted only at the beginning of the school year. Exceptions may be considered in consultation with the designated Catholic Education Center official.

Unless transferring from another school in the United States, F-1 visa students are not admitted to 8th grade or 12th grade as their first year of enrollment unless an exception is granted by the Superintendent of Catholic Education. Grade placement is determined by a review of the student's entire academic record. An F-1 visa student may not repeat a grade level already completed.

An F-1 student may enroll for several school years. As with any regular student, official grades and transcripts are issued for classes completed. An F-1 student who initially enrolls in elementary school may apply to high school during 8th grade.

An F-1 visa student must meet the admissions requirements of the school and have the academic preparation necessary to successfully complete the school's required course of study. Evidence of preparation must include an academic record of at least average grades, as defined by the student's home school. The student must also possess sufficient English proficiency necessary for school success without English as Second Language/English Language Learner assistance.

F-1 visa students are expected to pay all regular tuition and fees. The student's family or host family must provide evidence of sufficient financial resources to pay tuition, fees, and living expenses. The school's published tuition schedule and payment procedures should be used with F-1 student enrollment.

When an F-1 visa student enters the U.S. and reports to school, officials should obtain copies of the student's passport, visa, and validated I-20 form. These documents, along with a copy of the student's class schedule, must be submitted to the Catholic Education Center designated official in order to activate the student's enrollment status in the SEVIS system. This process must be completed no later than 30 days after the start of school. Failure to do so will result in the student's enrollment eligibility being terminated.

As a regularly enrolled student, an individual with F-1 visa status is expected to be held to the same academic, behavior, and attendance standards published in the school's student and parent handbook.

School officials must inform the Catholic Education Center of student academic progress by means of quarterly or trimester report cards. Failure to maintain at least average grades can result in termination of the student's enrollment eligibility. The designated Catholic Education Center official must be notified immediately of any behavior on the part of the student which warrants suspension or other disciplinary action. This also can result in termination of enrollment eligibility.

Since an F-1 visa student lives with a host family or relatives, it is necessary for the host to have temporary guardianship or power of attorney. School officials should obtain a copy of the temporary guardianship document, and verification of medical insurance coverage. These documents should be kept in the student's school file.

If an F-1 student fails to enroll as scheduled, or withdraws from the school, the designated Catholic Education Center official must be notified immediately. The Catholic Education Center official should also be contacted about procedures for students with valid F-1 visas requesting to transfer from or to another school.

Admission of Students Not Meeting the Age Requirement

If a school is willing to do so, students not meeting the age requirement, but who after adequate examination are found to possess sufficient maturity to enter kindergarten or first grade, may be accepted. The following criteria are determining factors:

1. Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity. These tests are to be decided on by the principal and the primary coordinator or kindergarten teacher;
2. observations of the student in a learning situation;
3. recommendations of pre-school or kindergarten teacher;
4. sufficient room in the school for this student;
5. approval by the pastor to accept this student.

Placement in the Elementary School

The principal, after reviewing the child's academic records and in consultation with the parents/guardians and teachers, will place the student at the grade level appropriate to the student's maturity and academic and social skills.

Attendance

Regular, punctual attendance relates in a positive way toward school achievement and the child's self-worth. Absence requires a period of readjustment which may slow down learning. Children should be strongly encouraged to attend school on a consistent basis. Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, annual Pro-Life march in Washington, DC, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of **absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence**. When illness does occur, we ask that you adhere to the following:

1. **A written note is required for all absences for documentation.** Notes require a date and reason for the absence and parent/guardian signature.
2. For your child's safety, **we ask that parents/guardians call the school on the morning of the absence.** The school secretary will call parents who do not call the school, to verify the child's absence.
3. We strongly discourage removing students from school for family vacations. Arrangements regarding making up missed work and classes must be made prior to leaving. Students should be prepared to take tests that were missed during their absence on the day they return to school, unless other arrangements have been made. **Report cards will not be issued early due to family vacations.**
4. It is the responsibility of the absentee to find out what work has been missed and to make up that work. Arrangements to receive homework may be made with the homeroom teacher. **Homework will be available to pick up between 3:00pm and 3:15pm in the school office.**
5. If a child misses three or more consecutive P.E. classes, a note from the doctor is required. If a child cannot take part in less than three consecutive physical education classes, a parent note is required.
6. Teachers are directed to bring to the attention of the principal, extended student absences of ten consecutive days or more.
7. **A parent conference will be requested when a student accumulates 15 absences or tardies.** Parents, teachers, and principal will attend the conference. The student may also be requested to attend.
8. **Students who accumulate 25-30 absences or tardies might be required to attend summer school or to set up a tutoring program to make up for missed class time in order to be promoted to the next grade. The teachers will consult with the principal to determine if such action will be required.**
9. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

10. Students who schedule a school/high school visit or attend work with a parent on a regular school day will be marked absent.
11. Other matters will be left to the discretion of the principal.

Change of Address

It is imperative that any change of address, email and phone number of the parent/guardian be reported to the school office immediately. This is vital in the case of an emergency as well as for our records.

Cheating

Cheating on homework, tests, or in the form of plagiarism is not tolerated at St. Joseph Catholic Elementary School. Cheating is defined as follows: 1. copying or sharing answers on an independent homework assignment, 2. copying, using a “cheat” sheet, looking at another student’s paper, talking, etc. during a test, and 3. copying or cutting and pasting the work of another writer off the internet.

All instances of cheating will be treated with severity. When caught cheating, a student will be sent to the principal immediately and a detention and/or in-school suspension will be assigned. No credit will be given for the assignment or test. Students may also be dismissed or held from participation in after school activities.

Class Interruptions

Quality education demands that as much time as possible be devoted to student learning. Because of this, we ask that parents not interrupt a class during school hours. If a parent/guardian wishes to speak with a teacher, she/he should call the school office and leave a message on his/her voice mail. The teacher will return the call, if possible, on that same day. It is against the policy of St. Joseph Catholic Elementary School for teachers to provide their home phone numbers to parents and we ask that parents respect the professionalism of our faculty/staff by not calling them at home.

Communication

As parents of the school, you have access to your child’s schedule and report card, as well as LINKS to the lunch menu, Thursday Notes, and other items of interest. In order to access this information, you can either:

Go to the St. Joseph web site www.stjoemanchester.org, then navigate to the school tab and click on school. Once on the School page, scroll down and click on the “Fast Direct” link. Or, you can simply go to: <http://www.fastdir.com/stjoe/>You will be prompted for your Fast Direct Login Information.

You can also email the teachers through gmail using their first initial of their first name and their last name @sjmschool.education (e.g. gsturgill@sjmschool.education).

Confidentiality

Teachers, parents, and volunteers are expected to keep student confidentiality unless health, life, or safety is involved or at risk.

Confinement and Restraint of Students

If a school enrolls or continues to enroll a student for whom there is indication that he/she may need to be physically confined or physically restrained in order to provide for the safety of the student him/herself, other students, and/or faculty/staff members, the following steps will be taken:

1. All relevant information from medical and mental health care providers regarding the causes and triggers of potentially dangerous behavior, and recommended interventions to be used to manage the behavior, will be obtained in a timely manner

2. A plan to manage the behavior will be developed and communicated to all faculty and staff members who may be in a position to supervise or interact with the student.
3. Parents will be notified as immediately as possible and arrangements need to be made for parents, or others designated by the parents, to pick up the student from school if the behavior is such that confinement and/or restraint strategies needed to be used. The school's Contact Person at the Catholic Education Center will also be notified.

In the event that a student for whom there is no prior indication of behavior that may require confinement or restraint to ensure the safety of the student or others, engages in a behavior that has the potential for physical harm, school personnel should use common sense methods of ensuring safety. (For example, if a student who has never done so before, suddenly runs into the line of traffic at dismissal, a common sense approach would be to call the student's name and physically grasp him/her to the degree needed to prevent injury.)

Confinement pertains to preventing a student from leaving a particular location. If a student is confined, the space should be comparable in size, with comparable lighting, ventilation, and heating and cooling, to other spaces in the school which people normally occupy. The space should be free of objects that can cause, or be used to cause, harm.

Arrangements should be made for the student to be observed by a member of the school staff at all times.

Physical restraint should be used only for as long as necessary to resolve the risk of danger or harm to the student or others. Physical force used during restraint should not exceed the degree necessary to prevent bodily harm or injury to the student or others. No technique should be used that places pressure on areas of the body that result in restricted breathing.

Incidents involving confinement or restraint must be documented. The documentation will include:

1. the date, time, and location of the incident,
2. a description of the events that led up to the emergency,
3. the de-escalation strategies that were used prior to confinement or restraint,
4. why the de-escalation strategies were not successful,
5. a description of the impact of the emergency on the student and others, and
6. what, if anything, could be done differently in the future.

Custody

Teachers and administrators should be informed of custody arrangements affecting their students. **Documentation of the custody arrangements and a copy of the most current Parenting Plan must be provided to the administration.**

Discipline

Philosophy

Our philosophy of education clearly states that the education of our children is a shared responsibility between parent and school. Excellence in education requires discipline in many ways. Parents choose to send their children to St. Joseph Catholic Elementary School knowing that our style of education is based on the teachings of Jesus Christ. In all of our dealings with students, faculty members and parents, the overriding virtue binding us together is genuine love, concern, and respect for one another. We are, in the truest sense, members of the Catholic Christian community. As our children grow through Catholic education, we seek to develop values which build in each child a responsibility for his/her actions, self-discipline, and respect toward others. With the above goals in mind, the

following discipline policy has been developed. This policy allows us to aid in the development of responsible behavior in all of our children. Each teacher reviews this policy at the beginning of every school year. Successful implementation of any discipline policy relies on a full partnership of parents, teachers, and administration. Each homeroom teacher/grade level team designs a discipline plan which is appropriate for the age of the children in his/her care. This plan would incorporate the school-wide discipline plan. The plan will be communicated to students and parents at the beginning of each school year.

The principal and/or pastor will determine the final recourse in all disciplinary situations.

General Rules

As a Christian community, the following behaviors will be expected from all members of St. Joseph Catholic Elementary School:

- **School-wide**
 1. Be courteous and respectful of others.
 2. Respect school property and the property of others.
 3. Follow the entrance and dismissal procedures.
 4. Walk single file silently in the halls.
 5. Use appropriate language.
- **Assembly**
 1. Enter and exit assembly silently.
 2. Be attentive and courteous to the speaker.
 3. Questions should be appropriate and meaningful.
 4. Remain seated. Keep hands and feet to yourself.
- **Cafeteria**
 1. Walk at all times.
 2. Stand in line courteously.
 3. Communicate at a conversational level.
 4. Visit and eat at your assigned table/seat.
 5. Food may not be mishandled or taken out of the cafeteria.
 6. Clean your seating area. Push in your chair. Throw away your trash.
 7. Remain in the cafeteria until you are dismissed.

Discipline Log Procedures, K-5

A Discipline Log will accompany each homeroom throughout the school day. A list of infractions is posted in each log relating to Lack of Respect for all People and Property, Uniform Infractions, Disruption in Class, Inappropriate Hallway Behavior, and Inappropriate Cafeteria/Playground Behavior. When a student violates an expected rule, he/she will be asked to sign the Discipline Log in the appropriate category.

The use of the Discipline Log, expected behaviors, list of infractions, consequences, and other specific discipline procedures are discussed with the students at the beginning of the school year and are handed out to parents by each grade level at Back to School Night. The principal and pastor reserve the right to assign detention, suspension, or appropriate punishment for behaviors that go beyond the scope of the Discipline Log. 6th through 8th graders will use a demerit system to log infractions. A separate Junior High Responsibilities and Expectations will be given to the Junior High students and their parents.

Detention

In addition to detention resulting from infractions described in each grade level's discipline plan, an automatic detention may be invoked by the principal for the following, such as, but not limited to: disrespect/disruption, inappropriate Church/Mass behavior, offensive language/gestures, disregard for others' rights/property, disregard for authority, and bullying/intimidation

Detention Rules

1. Detentions received on Wednesday through Tuesday will be served on the closest Wednesday. Any student who fails to serve his/her detention will serve two more detentions on the following two weeks.
2. Students need to use the restroom prior to entering the detention room.
3. **Detention may be served at 6:45 a.m. Wednesday morning or 3:10p.m. Wednesday afternoon.**
4. Teachers will meet the students in the lobby in front of the school office at 6:40 a.m. for the morning session or 3:05 p.m. for the afternoon session.
5. Detention will begin automatically at 6:45 a.m. or 3:10 p.m. **Students who are late will serve a detention the following week.**
6. Students will be required to sit in absolute silence during detention.
7. A.M. detention students will be dismissed at 7:30 a.m. to their homeroom. Parents will pick up the PM detention students at 3:55 p.m. in the school lobby. If a parent is more than ten minutes late, late charges will be applied.

Serious Disciplinary Consequences

The administration may determine specific reasons for administering serious disciplinary consequences to a student. The following conduct may lead to serious disciplinary consequences:

1. An individual infraction of a major school rule
2. Disrespect of authority
3. Repeated truancy
4. Repeated infractions of school rules
5. Disruption of the learning environment
6. Theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others
7. Harassment, threats, or physical acts against others
8. Conduct, both in school and out of school, which seriously detracts from the reputation of the school.

Probation

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the school principal in consultation with the pastor.

If a student is placed on probation, the parents/guardians and student will be informed in writing. This communication will indicate: the reason for the probation; the period of time of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended. The school will request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation. The original signed statement will be kept on file at the school, and a copy will be given to the family.

The administration and/or local school board, with the approval of the pastor, may determine specific reasons for placing a student on probation. The following may generally lead to probation:

1. multiple infractions of school rules;
2. an individual infraction of a major school rule;
3. a single suspension for an infraction of a major school rule;
4. multiple suspensions for infractions of school rules.

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

Suspension

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the principal in consultation with the pastor.

Because of an injustice inflicted on her/his classmates for any action harmful to individual students, teachers, or school, the principal and may invoke the following: in-school suspension, home suspension, or automatic detention for (but not limited to) the following in accordance with the Archdiocesan regulations: Fighting, use of alcohol or illegal drugs, vandalism, truancy, pornography, smoking, stealing, possession/use of a firearm/ weapon, cheating, bullying/intimidation/injury or harm to another student, and misbehavior during detention.

In-School Suspension

The principal may invoke in-school suspension or determine the process as each individual situation warrants. Parents will be informed immediately when an in-school suspension becomes necessary.

Students will be assigned to in-school suspension on an individual basis. Students will report to the principal/ learning consultant on the assigned day. Students will spend the day in the office/resource room/or area designated by the principal supervised by a paid staff member or resource teacher, completing in-school suspension work prepared by the teachers of the grade level. Students will be given lavatory breaks. Students will be responsible for bringing their own sack lunch with a drink and will not be allowed to purchase lunch in the school cafeteria. No contact with other students will be permitted. The student will be responsible for their in-school suspension work as well as their missed class work and homework. At the end of the suspension period (one day/two days, etc.), the student will report to school the following morning with all of the completed work. Each page of the completed work should be signed by the parent. Missed class work and homework will incur an automatic ten percent reduction in the grade earned.

If a student earns a second in-school suspension, more serious action may be required, including the possibility of hiring a substitute teacher to supervise the student. The parent would be charged the amount of payment that is required to hire the substitute teacher.

Out of School Suspension

The principal may invoke out of school suspension as necessary in individual circumstances. The principal will discuss the situation with the student involved, parents, teachers, and the pastor. The parent/guardian will be informed by the principal. A written statement will follow the oral notice. The written statement should be signed by the parents/guardians indication that they understand and accept the terms of the supervision. The original signed statement will be kept on file and a copy is given to the family. It is expected that the parent will supervise or arrange for supervision of the child while he/she is at home. The student will be given work as prepared by the grade level teachers. The student will be responsible for all work including tests. The student and his/her parent will report to the principal at the end of the suspension time. The homeroom teacher will check all required work. If work has been completed to the satisfaction of the homeroom teacher, the student will be permitted back in class. If work has not been completed or completed in such a manner that indicates the work was not taken seriously, the student will be sent home with the parent. The student may return the following day if all work is completed satisfactorily.

An automatic suspension will require that a parent report to school to pick up the student immediately following notification by the principal/assistant principal.

Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from our school.

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

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

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

The following serious conduct may lead to withdrawal for cause:

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

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

1. The student will be placed on indefinite suspension and the parent/guardian and student will be notified that withdrawal for cause is being considered.
2. The principal will consult with staff members, students, or others to obtain information about the student's behavior leading to consideration of withdrawal for cause.
3. The principal will also consult with the appropriate member of the Catholic Education Center staff to review the situation before a decision is made.
4. The principal will recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior, and in the best interest of the school community.
5. A conference will be held with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause.
6. Following the conference, a decision will be reached by the pastor and communicated to the parents in writing. The Catholic Education Center will be informed of the decision.
7. "Withdrawal for cause" will be recorded on the student's cumulative record, along with the date of the action. No other comment or information about the action will be included in the student's cumulative record.

The school administration reserves the right to use its best judgment with regard to individual consideration of these policies or other policies that may be necessary.

Drug, Alcohol, Tobacco & Substance Use and Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

In addition, preventive approaches through counseling and other educative methods will be used. Intervention, assessment for chemical dependency, and treatment if professionally indicated for students found in violation of drug and alcohol policies are required as part of the conditions for readmission.

In addition to school regulations restricting the use of tobacco, there may be additional local, county, or state laws creating “drug-free school zones” which impose additional penalties for possession or sale of controlled substances in and around school property.

As an educational institution dedicated to the promotion of the growth and well-being of every aspect of a student’ life, the use of tobacco and smokeless tobacco products, is prohibited at all times. St. Joseph Catholic Elementary School is a smoke-free environment and tobacco use is prohibited on all school properties and all school events.

Dual Enrollment

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

Guidelines for Applying the Policy:

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

Electronic Communication

The use of electronic and digital communications devices and applications can be effective means for accomplishing the work of the Church and achieving the mission of the Catholic school.

When using electronic communications devices and applications, principals/chief school administrators, teachers, and other school personnel (collectively “School Personnel”) must be aware they are representing the Church and school and must exercise appropriate standards of professional and ethical conduct. The content of such communications must be consistent with the educational purposes and principals of the school and Archdiocese.

Each school should develop and implement clearly written local policies and procedures regarding access to and use of electronic and digital communications and information devices and applications by School Personnel. These policies should reflect the expectations of the particular school, the equipment and resources available and that school, and the procedures and methods by which School Personnel have access to those resources. In order to achieve these goals, the following procedures shall be implemented in every archdiocesan school:

1. The content of communications by School Personnel must be appropriate¹, professional and succinct and contain only information related directly to their area of responsibility. Personal conversations are the preferred method of conveying information relating to student performance and behavior and for addressing problems or controversy.
2. All electronic and digital communication and information sharing with students and parents/guardians by School Personnel must occur through applications provided and monitored by the school (“School Technology”). School Technology includes websites and web pages, e-mail, blogs, social networks, instant or text messaging, and the like. Limited exceptions to this policy are identified in items 5 and 6 below.
3. If a school does not provide School Technology, then School Personnel may not use personal websites, blogs, e-mails, social networking sites, text messaging, and the like to communicate with students. Limited exceptions to this policy are identified in items 5 and 6 below.
4. All use of school Technology by School Personnel to communicate with students should identify the sender and recipient by actual name only.
5. For convenience, School Personnel may communicate with parents using a personal cell phone utilizing voice function.
6. To ensure student safety in an emergency situation, School Personnel may communicate with students and/or parents using a personal cell phone utilizing the voice function or text messaging function.
7. Parents/guardians shall be advised of the availability of School Technology and the parameters of this policy and shall have appropriate access to and shall be encouraged to visit these applications regularly. This shall include expectations and limitations for electronic and digital communications by School Personnel with students and parents/guardians using both School Technology and personal and applications.
8. Parents/guardians shall also be encouraged to report to the Principal/Chief School Administrator any electronic or digital communications from School Personnel that are in violation of this policy.
9. School Personnel shall have no expectation of privacy when utilizing School Technology or when communicating with students and parent/guardians.
10. Violations by school Personnel of the electronic and digital communication policy shall be subject to the full range of disciplinary consequences up to and including termination.

The school, in the person of the Principal/Chief School Administrator, is responsible for the accuracy and appropriateness of content posted on school sponsored, hosted or maintained websites, blogs, social networking sites, applications and the like. The school must insure that the format and content are consistent with all relevant archdiocesan policies. The school must also take steps to insure that all applicable

restrictions and regulations are met, such as appropriate presentation of copyrighted materials and specified age qualifications for social networking sites.

The Principal/Chief School Administrator should employ the Internet Acceptable use Policy (AUP) as one means of directing and monitoring Internet and communications activities and ensuring safety and appropriate use. This should encompass all internet accessible technology and digital communications software and applications under the supervision of the school or for which the school has formal or informal arrangements with outside providers.

The Principal/Chief School Administrator shall investigate and act upon all reported and or observed violations of this policy and address them in a timely and appropriate manner according to school and archdiocesan policy, applicable state or Federal laws, and accepted administrative practice.

(For additional guidance, see the following policies in the Administrative Manual: #5202.7 "Use of Internet Resources;" #5202.71 "Monitoring Internet Activities," #4303.4 "Internet Electronic Communications Conduct").

Examples of inappropriate electronic communications include, but are not limited to, communications which: (1) are a violation of State or Federal law or promote illegal activity; (2) promote or oppose a candidate for public office; (3) are intended for mass mailings, except through authorized listserv provided and maintained by the school; (4) distribute home addresses, phone numbers, e-mail addresses or other personal information of students, parents or school personnel; (5) contain commercial or personal advertisements, solicitations or promotions; (6) contain photographs of students, parents or school personnel in violation of school policy; (7) are in violation of the school harassment policy; (8) determined by the Principal/Chief School Administrator to be Inappropriate Electronic Conduct as this term is defined in the school's Internet Acceptable use Policy as described in 5202.71.

Students who use any form of electronic communication (Facebook, texts, tweets, etc.) to bully, tease, make fun of, or malign another student or teacher will receive serious disciplinary consequences as determined by the principal and/or pastor.

Electronic Devices

St. Joseph Catholic Elementary School's continuing commitment to academic excellence provides for the following policy concerning electronic devices during the school day.

School phones are available for student use with permission given on an as needed basis. Use of electronic devices by St. Joseph Catholic Elementary School students is expressly prohibited on campus during the school hours of 6:30 a.m. - 4:00 p.m., including recess. This policy extends to off-campus school sponsored activities. The use of electronic devices is inconsistent with commitment to academic excellence at St. Joseph Catholic Elementary School, however, electronic devices may be used by students outside normal school hours or on an emergency basis as determined by the principal or his/her appointed designate.

Electronic devices, etc. are defined as including, but not limited to, cellular phones, palm pilots, pagers, personal electronic devices, iPad's, Nooks, Kindles, iPod's, etc., but shall not include calculators.

Students are allowed to have a cellular telephone only if it is kept turned off in their backpack (and in their lockers for Middle School students) and registered with the principal, after their parent or guardian has listed

a stated purpose for the use of the cellular telephone and has signed the school's electronic devices acceptable usage policy which must be filed with the principal's office.

Under no circumstances shall a student have a cellular telephone on his/her person during normal school hours and it shall be turned off while in the student's backpack.

Consequences: Each student is responsible for his or her own behavior concerning the use of electronic devices. Disciplinary action shall be taken by the principal or the pastor which may include:

- **Confiscation of cellular telephone**
- **A monetary fine (a fine of no less than \$25.00 as determined by the principal and/or pastor shall be paid before the cellular telephone is returned)**
- **A detention or suspension.**

(Please see the principal for a permission form and return to school only if your child must have one of the above mentioned electronic devices at school.)

Emergency Information

Each year, parents are asked to complete an emergency form indicating where they can be reached during the day. It also includes information regarding whom to contact when they are unavailable. Emergency forms were in the Registration Packets, and should be completed and returned to the School Office in order for registration to be complete. Please notify the school office of any changes during the school year, as soon as possible. Students will not be permitted to stay in school unless adequate and correct emergency information is provided by the parents. Emergency forms will accompany teachers on field trips, so it is important that the information is accurate. A school safety plan detailing policies for emergencies is available in each classroom.

Extracurricular Activities

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

The school's program of extracurricular activities is designed to help meet the leisure, recreational, social, cultural, vocational, and religious needs of the students. Offerings are based on student need and interest. Participation in such activities is a privilege. However, in determining eligibility standards, the positive contribution of participation to the development of the whole person is emphasized.

No activity in the school may restrict membership on the basis of race or sex. Administration and moderators are responsible for supervision of these activities and ensuring the educational value of activities and their consistency with Gospel values. Examples of extracurricular activities include: Bellarmine Speech League, Christian Service, Middle School Choir, Bell Choir, Math Club, Mad Science, etc.

Student Publications

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

Faculty Lounge

The faculty lounge is located on the first floor of the building inside the teachers' workroom. The lounge & workroom are reserved for faculty/staff only. Students and others are not permitted in the lounge or workroom at any time.

Faculty Meetings

Faculty meetings are scheduled once each month September through May. Meetings will be held on Wednesdays after school. Faculty meetings are indispensable for our faculty. They provide us with time to pray, discuss, work, and socialize together. If we ever need to dismiss on an half day for a faculty meeting, dismissal for students will be at 11:55 a.m./12:00 p.m. Preschool dismissal will take place at 11:30 AM. **Please be prompt in picking up your child.**

Field Trips

When field trips are scheduled, permission forms will be sent home for parent signature. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Students who do not provide the proper form(s) will not be allowed to participate.

A field trip form for the use of Schroeder Park is sent home in the Summer Mailing. Please sign and return this form to the student's homeroom teacher. By signing this form, the teachers at St. Joseph Catholic Elementary School are allowed to escort their students to Schroeder Park to utilize and extend our learning environment and activities.

Goals

The specific goals of St. Joseph Catholic Elementary School follow the curriculum recommended by the State of Missouri and the Archdiocese of St. Louis for elementary schools, with some additional emphasis upon individual needs at all grade levels. The ultimate goal of our school for its students is the Catholic-Christian formation of the child. The more immediate goal is to provide for each student's unique intellectual, spiritual, moral, emotional, aesthetical, physical, and social needs.

The primary focus of St. Joseph Catholic Elementary School is to teach and model our Catholic faith to the children of St. Joseph Parish.

"We strive to provide a background of the basics in an atmosphere where the threefold purpose of Catholic education is realized; to develop the Catholic message at the student's age level; to live in a community the way Jesus wants each of His children to live; and to be of service to each person in a manner that is honest and peaceful".

"To Teach As Jesus Did" - Bishops' message on Pastoral Education

1. Provide students with the knowledge, understanding, and practice of the Catholic Faith which will lead them toward a mature faith commitment, which includes living by Gospel values and actively sharing their faith.
2. Help students demonstrate a commitment to justice through responsible and accountable decisions founded on Christian principles.
3. Create a welcoming atmosphere where students will listen to and show respect for the diversity of others' thoughts, opinions, and cultures.
4. Develop an environment where students will be able to connect knowledge to real life situations by making responsible decisions that allow them to cope with life's challenges.
5. Foster an environment that encourages the students to show intellectual development by demonstrating their ability in the use of curiosity, analytical thinking, effective communication skills, and the responsibility for one's own learning.
6. Provide the students with opportunities to experience spiritual, creative, intellectual and emotional growth.

Guidance

Our school counselor will be available on-site one day per week and messages may be left as needed on his voice mail ext. 1637. The priests, principal, faculty and staff are always available for help with any special problems of students or their families. If more expertise is warranted, appropriate agencies will be recommended.

Gum

Gum is not allowed in the school building or on the playground at any time. **A fine of \$10.00** will be charged to students who choose to break this rule.

Harassment Policy (This includes bullying type behaviors.)

Students are expected to exhibit Christian behavior consistent with their age and maturity level. The child should be helped to see clearly the consequences of various behaviors, and to realize that choosing certain behaviors means accepting the responsibility for the consequences of these behaviors. The child must be directed to choose the morally correct form of behavior over other forms. The consequences should always be logical and appropriate to the behavior.

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

Harassment is defined as any unwanted and unwelcome behavior (oral, visual, or electronic) that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, psychological, or visual. Harassment may include but is not limited to kidding, teasing, practical jokes, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another's body.

All school students have the responsibility to make this harassment policy effective. If you either experience or notice any harassment of any type, you must immediately discuss it with the principal, a teacher, or the pastor.

St. Joseph Catholic Elementary School will investigate every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The student filing the complaint will be furnished with a response as promptly as possible at the conclusion of the investigation.

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

St. Joseph Catholic Elementary School is committed to providing a harassment-free environment, and, to this end, prohibits any retaliatory action against students who file a complaint under this policy or who assist in the investigation of a complaint under this policy. If, after investigation, the school determines that a student has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including suspension or withdrawal for cause, will be taken against the student who furnished false information.

Health Services

During the school year, the following screening services are provided:

Vision – K – 8 **Hearing** – K, 1, 3, 5, 7

All students entering Pre-School, Kindergarten, 3rd, and 6th grades and all new students are required to have a physical examination before entering school. The physical form, signed by a physician, must be on file in the school Health Room before the child may begin classes.

The services of a school nurse are provided during certain hours of the day. If a student becomes ill during school hours, she/he will be sent to the Health Room and attended to by the nurse, school secretary or the principal.

Health Documents

As a part of the registration process, appropriate medical information will be collected on each student and maintained in a secure area. All students must have:

1. a completed emergency form;
2. a registration form indicating special needs;
3. immunization records.

Students may also have an action/care plan, and/or medication administration form.

School health records are maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. An exception will arise when health care is delivered as a part of the student's educational program, such as health services delivered in an Individualized Service Plan ("ISP").

Emergency Information/Authorization Records

The school has procedures for the emergency handling of injury and sudden illness of a student occurring on parish property and during school sponsored events.

1. The school maintains basic first aid supplies.
2. The school maintains an emergency form for each student indicating the parent's/guardian's wish for the handling of any physical/medical emergencies for their child.
3. This emergency form requires the signature of the parent or guardian. The information includes phone numbers or other directions for contacting parents/guardians or other persons who have agreed to assume responsibility in an emergency, the name and phone number of the family physician, hospital address and phone number.
4. Emergency forms are required to be updated by parents/guardians yearly or when warranted.
5. Emergency forms will be taken on field trips.

Emergency Response Team

Annually, individuals serve on an Emergency Response Team to limit the exposure of staff to bloodborne pathogens. This team has the responsibility of responding to all emergency and first aid incidents involving blood and body fluids. This list includes health nurses and health volunteers, administrators, school secretaries, select teachers and members of the

maintenance staff. The members of this team should be properly in-serviced and offered the option of a Hepatitis B vaccination.

First Aid and Emergency Guidelines

The school has the responsibility for the handling of injuries and sudden illness occurring during school, on parish property, and during school sponsored events. This includes provisions for first aid and parental notification. The school is not responsible for subsequent treatment or medical expense. Any accident, especially one involving the head, or serious illness should be reported to the parent/guardian as soon as possible. If an accident occurs, an incident report must be completed explaining the incident and the actions taken by the school.

All personnel should know how to access Emergency Medical Services (911) and understand the emergency telephone procedures. It is recommended that at least one key staff member be trained in first aid and cardiopulmonary resuscitation (CPR).

Health Practices

All classrooms are equipped with the appropriate materials necessary to safeguard the health of children and teachers.

In order to prevent the spread of disease it is recommended that the following precautions be taken:

1. Food at parties and other functions in schools should be limited to commercially prepared, individually packaged items.
2. Food prepared at home should not be brought into the classroom for sharing.
3. Distribution and handling of food should be limited to teachers and staff.

Of course, good hygiene is the simplest and most effective way to prevent the spread of germs. Students and staff should practice careful hand washing, especially after using the bathroom and before eating and handling food.

Immunization

It is unlawful for any student to attend school unless she/he has been immunized as required under the rules and regulations of the Division of the Public Health Department of Missouri. This act does not apply to:

1. Any child whose parent/guardian states their objection to immunizations in writing and sends this statement to school. This must be renewed annually.
2. Any child whose physician sends a statement to school exempting her/him for medical reasons.

It is the school's responsibility to keep a record of each child's immunizations and send yearly reports to the Health Department in Jefferson City by October 15. Students whose immunizations are not up to date may not attend classes. This is state law.

Communicable Diseases

The following conditions apply to rules for school attendance:

Chicken Pox - seven days after rash appears

Measles - exclusion during "cold" symptoms and until seven days after rash appears

Mumps - exclusion for nine days following onset of swelling

Strep Throat -exclusion for seven days or until clinical recovery, whichever is longer; provided, however, that children may return to school 24 hours after antibiotic treatment is begun if treatment is continued for 10 days

Whooping Cough - must be excluded from school three weeks from onset of the paroxysmal cough

Rubella (German Measles) - exclusion for five days after rash appears

Impetigo - must be excluded from school until sores are **completely healed**

Head Lice - exclusion until effective treatment of scalp, skin, and clothing leaves hair nit free

Conjunctivitis - exclusion until diagnosis confirmed and effective treatment has begun.

Please remember that children must be fever-free for twenty-four hours before returning to school. This policy is to safeguard the health of the sick child and that of the other students.

Policy Regarding Communicable Diseases

1. **St. Joseph Catholic Elementary Schools follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.**
 - a. The prospect of a school age child or teacher attending the school with a chronic infectious disease raises concern among school administrators, pastors, teachers, and parents/guardians. Chronic infectious diseases include, but are not limited to, such diseases as Herpes, AIDS, Hepatitis or Cytomegalovirus.
 - b. Schools are institutions providing an environment where the life and teachings of Christ can be experienced and modeled by those in attendance. It is especially true, therefore, that in the school, compassion for the sick be evident as well as concern for their physiological and physical well-being.
 - c. In addition, the school has an obligation to the common as well as the individual welfare of its students and personnel. The general guidelines which follow take into account both of these factors
2. The presence of a student or faculty member with a chronic, infectious disease should be made known to the pastor, principal, nurse (where applicable) and other school personnel involved in the person's care.
3. The principal informs the Catholic Education Office of the situation.
4. Communication between school personnel and the person or the parent/ guardian of the person with a communicable disease needs to be consistent and open.
5. The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

Release from School Due to Illness

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached are kept on file. Parents/guardians are responsible for providing transportation for the student to leave.

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

Administration of Medication

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

1. The direct order/consent of a licensed physician, licensed physicians' assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. Written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parental Consent for Medication Administration to their Child);
3. The medication in the original container;
4. Expired medication, including over the counter medication, will not be kept on the premises.
5. Inhalers, Epi-pens, and all other emergency-related medications must be brought to school BEFORE the first day of student attendance.
6. Proper training of personnel on medication administration.
7. All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. A student may not carry medication on his/her person with the exception of life saving medication when properly registered with the school. Life saving medication should be kept in a secure place but not locked. A trained staff member must be assigned to administer medication.

Proper documentation must be kept on every dose given. School personnel are not permitted to administer morning medications which were not taken at home unless a note from the parent and a doctor's note accompany the medication. Parents may feel free to come to the school office with the forgotten medication and administer it to their child.

Only physicians, physician's assistants and nurse practitioner have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse. It is recommended that a registered nurse supervise non-medical personnel.

A record is maintained on all medications given. Documentation includes the name of the medication, the student's name, date, time, dosage, and the initials/name of the person administering it.

Medication Error

A medication error is defined as wrong medication, wrong child, wrong time, wrong dose, etc. With any medication error, the parent/guardian will be notified. The physician will be notified as well. If an error occurs, an incident report will be completed including: a comprehensive explanation of what happened; documentation of all phone calls (time, persons called, and response of persons called); and actions taken by school personnel. The child's condition and effects of medication error will be noted.

Students with Significant Medical Conditions

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. St. Joseph Catholic Elementary School will take steps to obtain the information necessary to understand the condition, its manifestation in the school setting, and any specific

adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

The school will obtain information about the condition from the student's physician. Current medical privacy laws require that parents authorize the release of information from the physician or other health professional. Once received, the principal will review the information in light of the school setting, determine what adjustments the school may need to make, and assess the school's capacity to provide those adjustments. If the school is able to provide the student with the necessary adjustments, it will then use this information to establish a plan of action plan, provide appropriate school personnel with information and training, if necessary, implement the plan consistently, and monitor implementation throughout the school year.

High School Applications

The high school application process begins in September/November. Junior High students are provided with information regarding various High School Nights at local schools and also the High School Open House (generally the first Sunday in November). Seventh grade parents will receive information on how to access High School information on-line early in September. Eighth grade parents will receive information about the high school application process, interviews, setting up shadow days at the information night and at Back to School Night.

Applications for Catholic high schools are given out as soon as they are received in the office -- generally in the middle of October. Applications are returned, with the appropriate fee, to the elementary school office on the due date (around November 15th). Records are sent to the high school listed first on the application. Students receive notification of high school acceptance in February.

The principal is always available for consultation with students and/or parents regarding high school choices or the application process.

NOTE: Before any records may be sent to the high schools, all fees must be paid and tuition up to date.

Homework

Homework given is relevant to class lessons and designed to foster a habit of independent study. No specified amounts of time are determined. It is expected that homework is to be completed by the student in a timely manner as assigned by the teacher. Incomplete assignments or assignments not turned in may seriously affect grades.

Students are expected to be prepared for class by bringing all necessary materials (books, pens, pencils, **homework**, etc.). Incomplete or unfinished work will be penalized according to each teacher's homework policy. This policy will be presented during the first week of class. Students who repeatedly fail to complete homework assignments may be kept in at recess until it is finished. Junior High Students may be kept from the Friday Elective Classes to complete unfinished assignments. In the most serious cases, students and parents may be asked to meet with the teacher(s) and/or principal. In cases of planned absences, such as high school shadowing or vacation, students must obtain a "Planned Absence Form" and have it completed and signed by teacher with whom the students will be missing class.

Inclement Weather

Due to inclement weather (ice/snow) the school must sometimes be closed or have a late start. If a late start occurs, teachers will be in the school building at 9:00 a.m. Students may enter the school at 9:15a.m. School will begin at 9:30 a.m. If the forecast is threatening, please keep your radio/television tuned to one of the

following stations: KMOX (AM 1120), NBC (channel 5), CBS (channel 4), ABC (channel 12), and FOX (channel 2). Television stations will be called first and then the radio station. Those stations without automated systems may be busy throughout the morning, making a notification call impossible. Our school will be announced as St. Joseph - Manchester. Please do not call faculty/staff at their homes. The rectory does not have this information. Please do not disturb our priests. **Parents will also be notified by phone through the Automated School Messenger Message Service.**

If weather conditions become dangerous during the day after the children are in class, it is of utmost importance that parents listen closely to the stations named above, especially if they are responsible for carpooling children that day. Please do not call the school office regarding school closing because of weather conditions, except in an emergency. This will allow the school phone to be kept clear for emergency calls.

Note: Early dismissal due to weather conditions will be avoided except in cases of emergency. Parents who have concerns are welcome to pick up children early.

Instructional Use of Copyrighted Materials

All Catholic Schools of the Archdiocese of St. Louis adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Library

St. Joseph Catholic Elementary School has a well-stocked and updated library. The librarian, the library assistant, and parent volunteers staff the library during school hours. Students in grades K-4 come to the library on a weekly basis for library skills and book checkout. The checkout period for students in grades K-4 is one week. Students in grades K-2 must keep their library books in their classrooms and are not allowed to bring the books home.

Students in grades 5-8 check out books on a weekly or bi-weekly basis, as determined by their teachers. The checkout period for students in grades 5-8 is one week.

Fine Policy: Overdue book fines will be assessed daily for every day school is in session. Fines are five cents a day, not including holidays or weekends. Fines amounting to \$1.00 or more will suspend checkout privileges until the fine is paid. Lost or damaged books need to be replaced or paid for. Any unresolved fines at the end of the school year will result in the student's report card being withheld.

Lines of Communication

If a parent/guardian has a question regarding student behavior, academic work, etc., please contact the homeroom teacher (grades K-5), the subject matter teacher (grades 6-8), or the learning consultant through voice mail or email. Teachers are expected to communicate in a timely manner. However, there are times when a teacher is unable to check her/his messages until after dismissal at the end of the day. Please be patient and give her/him a chance to respond. If after speaking with the homeroom teacher, the problem has not been resolved, parents should feel free to contact the principal. **It is important, however, for the teacher involved to be the first contact.** The pastor may always be consulted regarding questions or concerns parents may have.

Liturgy

In general, students will attend the 8:30 a.m. liturgy as follows:

Wednesday - Grades 6, 7, 8; **Friday** – K, 1, 2, 3, 4, 5.

Approximately twice each month, the school community will gather together for an all-school liturgy in the church. In addition, opportunities for para-liturgical services will be offered throughout the year. Parents are welcome to attend liturgical services. Each grade level will have a special Parent/Child Mass and a Grandparent/Child Mass once each year.

Lost & Found

Lost items will be kept in a convenient location in the cafeteria. Each month unclaimed items will be given to charity. **We ask that all items brought to school be clearly marked with the child's name.**

Lunch and Recess Schedule 2018-2019

A daily choice of a hot lunch, an alternate item, or a salad of the day will be available for purchase through our cafeteria service Monday through Friday. Students may also bring a brown bag lunch any day of the week. We remind parents that lunches should be nutritious. Children are not allowed to bring any highly caffeinated and/or energy drinks to school. Forgotten lunches should be placed in the designated container in the cafeteria.

Birthday lunches will be held once per month. Parents or a designated person may bring in a special lunch (e.g., McDonald's, Taco Bell) **for their child only. Lighted candles are strictly prohibited.**

The lunch schedule is as follows:

| | Recess | Lunch |
|---|-------------------|-------------------|
| ECLC: | ECLC Playground | 11:30am – 12:00pm |
| K -2nd: | 11:00am – 11:20am | 11:20am – 11:40am |
| 3rd – 5th: | 11:25am – 11:45am | 11:45am – 12:05pm |
| 6th - 8th: | 11:50am – 12:10pm | 12:10pm – 12:30pm |

Following the wellness policy of the Archdiocese, students in grades K – 8 will have a recess period staffed with parent volunteers and paid staff before lunch. Paid staff and playground supervisors supervise recess. Our Principal and paid staff supervise lunch. All students are expected to exhibit appropriate behavior at all times including lunch and recess. The school's disciplinary policy includes a process for dealing with inappropriate behavior during lunch/recess.

In case of inclement weather, students will have an indoor recess period supervised by the playground supervisors. During these times, students must be seated in their homeroom. They may talk quietly or play quiet games. The same rules for appropriate behavior apply during indoor recess.

Maintaining School Privacy

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

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

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

Media and the School

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Schools are encouraged to develop good relations with the media. The principal or his/her delegate in consultation with the Director of Community Relations at the Catholic Education Center will make statements to the media. Access should be provided to the media when it is appropriate and denied when it is not in the school or student(s)' best interests. If media attention is anticipated, the administration will give guidance to the student body.

If the media wish to interview or photograph a student, the school will seek permission of the parent. In addition, the permission of the parent will be sought if a student's photo is to be used in marketing materials.

Newsletter aka Friday Notes

Friday Notes will be emailed home each Friday by our Principal. Each month an updated calendar and lunch menu will be posted on Fast Direct and the school website. We ask that you check the notes, calendar, and menus as they will contain any current changes that have been made. Please be sure to check your fast Direct email as this is an important means of communication between school and home.

Off-Campus and Off-Hour Incidents

The administration of St. Joseph Catholic Elementary School (or their delegate) is directly responsible for the discipline of school children for incidents occurring during school hours, while school is in session. This right to discipline extends to off-campus and/or off-hour activities sponsored by the school administration, such as field trips, service projects, etc. The administration is not responsible for the discipline of children for incidents outside of school hours, whether the incident/infraction occurs on school or parish property or not (with the exception of electronic postings, tweeting, texting, etc. that negatively impacts any student or teacher at St. Joseph school).

Parent-School Partnership

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent-Teacher Conferences

At St. Joseph Catholic Elementary School we believe in the education of the "whole child". Our conferences have been structured so that the focus is the child.

Please note in the calendar the dates for scheduled Parent-Teacher Conferences. We strongly urge that both parents attend. It is recommended that students in grades 5-8 participate in the conference process as well. Other conferences may be scheduled when either parents or teachers feel that they are needed. Please feel free to meet with teachers to clarify your perception of some area of concern as soon as this concern becomes apparent to you.

A parent may, at any time, request an appointment with a teacher by calling the school secretary. She, in turn, will direct the parent to our voice mail system. The teacher will return the call and set up a convenient time for a meeting. **Parents should refrain from visiting teachers in the classrooms between 7:45 a.m.-3:00 p.m. unless they have a scheduled appointment.**

Parent-Teacher Organization

The Parent Teacher Organization's (PTO) objectives and purposes are:

- To encourage communication and cooperation between parents, students, and faculty/administration to enhance the education of the child while fostering mutual support and promoting a Christian atmosphere.
- To support the policies and goals stated in the St. Joseph Parent and Student handbook.
- To encourage parental involvement in school activities.
- To assist the school administration as needed to produce a safe, effective, and positive school environment.
- To determine the allocation of revenues generated by the organization so that they benefit the majority of students and are consistent with the established objectives.

The PTO sponsors events and activities and provides services throughout the year which support the administration, faculty, students, and families of St. Joseph Catholic Elementary School. The PTO raises funds and works to provide a community atmosphere for our school. The PTO holds monthly meetings on the second Wednesday of each month, and all parents and teachers of St. Joseph Catholic Elementary School are invited and welcome to attend. If you would like further information or would like to volunteer to help with any of our events, please contact the PTO Officers, school office or check the parish website.

Parking Lot Lottery System

In order to provide a safe, orderly environment for our students at dismissal, all spaces on the parking lot are numbered. Each carpool/family is assigned a space by lottery.

Parking Lot Safety

Arrival and Dismissal

Enter the parking lot by the road on the north side of property and exit by St. Joseph Lane.

Parking

When helping out at school in any capacity, please park your car in the church lot or on the large lot in the spaces on the east side of the parish office and north of the parish center. Cars that park in numbered spots will need to move before the afternoon carpool.

Morning Drop Off

Parents may begin dropping off students at 7:20AM. Parents who need to drop off at 7:00am will be charged a \$2.00 fee for Before School Care, which will be invoiced at the end of the school year. Cars will enter on the driveway on the north side (by St. John's), turn next to church, and pull all the way up to the first parish center door. When the cars stop, students should exit their cars on the right side (passenger-side) only and enter through one of three doors - the parish center, the office door, and the door under the canopy by

church. Between 7:20 and 7:30, students should proceed to the Gym. Between 7:30 and 7:45, students should go directly to their homerooms. If the 7:45 bell has rung, parents must park their cars and go to the office with the child to sign him/her in. The student should pick up a tardy card to turn in to the homeroom teacher.

Afternoon Pick Up

Dismissal bell rings at 11:55 or 2:55. At that time, no cars will be allowed to enter the parking lot. All cars on the lot should be parked in their assigned spot.

1. Teachers will escort students through the safety crosswalk on the large parking lot.
2. Children need to move from the safety crosswalk down the lanes in which their carpool is parked. **No child should be cutting between parked cars.**
3. Children who are going to the upper lot must stay in the safety crosswalk and use the stairs to the upper lot. Children may not walk up the driveway to the upper lot.
4. Students are to proceed to their carpool space (please make sure that all children in the carpool know the number of their car space).
5. Parents who arrive after 11:55 or 2:55 will be directed to park on the church parking lot. Then, parents must exit their cars and enter the school to pick up and sign out their students. **Children may not be picked up the church parking lot, in driveways of homes across the street from the school, or on St. Joseph Lane.**
6. Children whose cars have not arrived on time are to return to the school lobby. **Parents who pick up their students after 3:20pm will be charged \$1.00 per child per minute late fine.**
7. **After Care is offered by our cafeteria director from 3:00 to 6:00pm for a fee of \$13.** Parents must fill out the After Care packet in order to register their students for the After Care program.

Please Be Aware At All Times That Children Will Be Crossing The Parking Lot. We Ask That A Speed Limit Of 5 MPH Be Maintained On School Grounds. Cars may not park on St. Joseph Lane in order to avoid the parking lot at dismissal. St. Joseph Lane is to be used only for exiting the parking lot. The access road to St. Joseph's on the north side of the Church is a one-way lane for entering only.

It is imperative that all drivers follow these rules for the safety of our children. Therefore, parents are expected to explain the parking lot procedures to others who may be dropping off or picking up their children. Students will be on patrol duty before school and at dismissal on the parking lot. Faculty members will also be on duty at these times. Parents with concerns regarding exiting the parking lot in a timely manner should contact the administration.

Philosophy

The philosophy of St. Joseph Catholic Elementary School is stated on page three of our handbook. It is imperative that all parents read and believe in our philosophy. All rules, regulations, and policies, as well as all educational decisions are made based on this Philosophy of Education.

Pictures

Pictures of our students are taken by a professional photographer who visits the school. A notice is sent home announcing the visit of the photographer and the price of the pictures. Parents are under no obligation to purchase these pictures but may avail themselves of this service if they wish to do so. All children are photographed so that pictures may be used in the school yearbook.

The school reserves the right to use student pictures in publications such as local newspapers, brochures, the school web site, etc. Media release forms are sent home each year. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

Playground Work Duty

Parents are expected to work in partnership with the school by volunteering four work duty assignments per school year. Parents on duty will be helping to supervise the students during the lunch and recess periods. Work duty begins at 10:45 a.m. and ends at 12:15 p.m. Parents on duty need to sign in and out on the Work Duty form in the School Office.

Parents have the option of buying out of their duties for a fee of \$100. Schedules of work duties will be sent home periodically in the weekly notes. Duty expectations and an official substitute list are sent home in the summer mailing. **Each time a parent fails to show up for his/her assigned duty he/she will be charged a \$75 fee.** Parents are responsible for finding a replacement from the official substitute list or switching with another family if they are unable to work on their scheduled day. Parents are also responsible for paying a \$35 fee directly to the approved substitute. Parents are still responsible for the \$75 fee if their substitute does not show up. Notices will be sent out at the end of each month to parents who owe fees. Report cards and high school applications will be withheld until the balance is paid in full. If you have a substitute scheduled to work your work duty it will be **your responsibility to make payments directly to your substitute.** The cost for obtaining a substitute is \$35.00. Fast Direct has a substitute list. **Please contact Meredith Regan to inform her of any changes regarding your scheduled work duties or for assistance finding a substitute.**

Present Standing

St. Joseph Catholic Elementary School is a member of the National Catholic Education Association (NCEA) and is accredited by the Missouri Non-Public School Accrediting Association through the Catholic Education Office of the Archdiocese of St. Louis.

The curriculum offered at St. Joseph Catholic Elementary School is formulated in accordance with the directives of the Archdiocesan School Office under the guidance of the Board of Education of the Archdiocese of St. Louis. Curriculum for each of the subject areas is evaluated and rewritten yearly so that the needs of our students and our community are taken into consideration.

St. Joseph Catholic Elementary School is operated by St. Joseph Parish and has a policy of open admission in regard to sex, race, color and national origin. Age requirements for first grade and Kindergarten follow the regulations of the Catholic Education Office of the Archdiocese of St. Louis.

Although meeting and understanding individual needs and differences are integral to the purpose of St. Joseph Catholic Elementary School, one environment cannot meet the needs of every child. In the best interest of the child, when our structure and programs cannot meet a student's needs, recommendations and referrals to agencies or other schools will be made.

Privacy

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

St. Joseph Catholic Elementary School will not make available on the school website any information that enables students to be identified individually by names or photographs. This includes information about students that appears in school newsletters which are posted on the school's website.

The Parent/Student Handbook is only for the use of St. Joseph Catholic Elementary School and its teachers, parents, and students.

Progress Reports

An online reporting system will be used for mid-quarter reports. During a one week "viewing period", parents will be permitted to access their child's grades electronically. **Hard copies will not be mailed.**

All parents are expected to take advantage of the available viewing times. Parents who are unable to view a student's progress electronically should make arrangements with the school administration prior to the week of viewing. Further opportunities will not be provided once the viewing time ends. Parents of students in grades 5-8 have daily opportunities for viewing of their child's grades except for the period of time right before report cards. This gives the teachers time to post their grades. Parents of students in grades three and four can view their grades every weekend.

All screen names and passwords for the electronic grade system are confidential and for parents' use only. This information should not be shared with students, friends, extended family, etc.

Viewing of Report Cards will be blocked for parents who are not up to date with their tuition payments. Any questions concerning finances should be directed to the parish administrator.

Questioning of Students

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

Law enforcement authorities may question minor students only with a parent/guardian or deputy juvenile officer present. The principal should make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning.

Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hot line" report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations the principal should take the following steps:

1. ask the caseworker to share appropriate identification;
2. request permission to contact the parent/guardian prior to questioning the student;
3. if permission is denied, document this request and then request permission for school personnel to be present for questioning;
4. cooperate with the decision of the caseworker in regard to this request. Based on the nature of the investigation, the DFS caseworker may determine that the principal's presence is not appropriate.

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

The proper place for questioning a student who is considered a witness to a crime is the student's home with parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.

Records

Our school maintains permanent records in the school office. Parents/guardians have the right to inspect and review the official active file of their children. Parents may inspect or review the permanent file by appointment with the principal. The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel. In cases of divorce, duplicates of the report cards and progress reports will be mailed to the non-custodial parent upon receipt of a copy of that part of the decree which clearly states custodial arrangements. This copy must contain the names of the parties involved, the seal of the court, and the signature of the judge.

This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a certified court order.

All other communications are given to the students in duplicate so that both parents may be kept informed of upcoming events.

Access to Student Records by Parents

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy.

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

Access of Student Records by Others

An individual who is not a school employee has no automatic right to access student records, simply because the person is providing services to the school or its students. Either the individual must be denied access to all student records and information, or expressed written consent of the parent/guardian must be obtained for each student whose record is to be accessed by the individual.

EXCEPTION: In the case of a public school district requesting information in order to verify that a student's family qualifies under Federal economic deprivation guidelines for the purpose of determining the allocation of Federal education funds for the Catholic school, the following information may be released to the district without expressed written consent of the parents:

- the address of a family reported by the Catholic school as living in that district;
- the grade level of the student(s) living in the household; and,
- the economic deprivation status of the household.

No names or other information are to be provided without additional guidance from the Catholic Education Center.

It is recommended that this information be provided to the district in a spread-sheet. For the economic deprivation status, it should be sufficient to indicate with a "yes" or "no" as to whether the family was reported as meeting the Federal guidelines based on evidence the Catholic school has obtained.

Transfer of Records

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

Students' records may be released without prior consent in the following circumstances:

1. to school officials, including teachers and counselors within the school or school system who have legitimate interest (*see Access of Student Records by Others*)
2. to the courts when subpoenaed.

The Catholic Education Center should be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized.

Retaining Records

When a student transfers from one school to another, whether Catholic, public, or other private school, the original records should be retained in an inactive file, and only copies of records will be sent to the new school. The student's inactive file will also include a record for the date of withdrawal and the name and location of the school where copies of the records were sent.

Transfer to a Catholic School in the Archdiocese

If the student is transferring to another Catholic school within the Archdiocese, copies of the following information will be provided: the student's academic record; standardized test scores; attendance; results of special needs evaluations and recommended adjustments for the school setting; and immunization record, vision and hearing screening, physical and special health care need information.

Transfer to a Public, Private, or Out-of-State School

If the student is transferring to a Catholic school outside of the Archdiocese, or to a public or other private school, only copies of the following information should be provided: the student's academic record, standardized test scores, attendance, immunization record, and vision and hearing screening. No information provided by a third party, such as a private counselor physician, special education agency, and the like, will be sent. Parents should request the third party to provide this information directly to the new school

Transfer of Discipline Information

Discipline information is not part of a student's permanent record file, and as such, is not included when the release of information is authorized. Discipline information may only be provided if the parents of a current or former student who is under the age of 18 sign the *Authorization for Release of Student Discipline Information*.

Right of Former Student

A former student who is 18 years old or older has the sole right to authorize the release of school records and/or discipline information.

Withholding Records

St. Joseph Catholic Elementary School reserves the right to withhold the transfer of records and disciplinary information if there is an unpaid tuition balance.

Guidance Information

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

School guidance counselors maintain the security and privacy of information about individual students obtained in the course of performing their responsibilities. However, information shared by students with school guidance counselors, either verbally or in writing, is not considered "privileged communication" and students do not have the right to expect absolute confidentiality.

A school guidance counselor may generally keep this information confidential. However, if the life, health, or safety of the student or another person is in jeopardy, or if a serious legal situation is involved, the information must be reported or acted upon in accordance with state laws and Archdiocesan and school policies. Since educators do not have the benefit of "privileged communication" under Missouri law, a school guidance counselor could be held liable for failing to act upon such information, if the student or another person is injured.

Information obtained and/or recorded by a school guidance counselor is part of a school's formal and informal student information system, and is not the personal property of the counselor. When a school guidance counselor ceases to be employed by a school, all files, reports, and anecdotal notes about students must remain in possession of the school. St. Joseph Elementary Catholic School will maintain the files for a period of 15 years

Release of Student Discipline Information

Catholic schools often receive requests for discipline information when a student transfers to a public school. Since Catholic schools are not required to provide this information, and because Catholic schools are not extended liability protection under the current version of the *Safe Schools Act (August, 2000)*, the following procedures will be followed when responding to a request for student discipline information.

Procedures for Release of Student Discipline Information

Although the revised *Safe Schools Act* law does not require a private school to forward any school generated pupil information, including discipline information, it is essential that Catholic schools maintain adequate discipline information and document, in writing, communication with parents about discipline matters.

When public schools request discipline information, Catholic school administrators should follow the procedure described below:

1. When a school receives a public school form requesting discipline information, DO NOT complete.
2. Inform the parents and the student, if 18 years old or older, that the public school is requesting the discipline information. Explain that discipline information is not a part of the Catholic school cumulative file or permanent record, and this information will only be provided if the parents, and student as applicable, authorize it.
3. If parents and the student, if 18 years old or older and still enrolled in the school, agree to allow discipline information to be released, have them complete and sign the Authorization for the Release of Student Discipline Information form. Retain the original signed form, give them a copy, and include a copy with the information sent to the public school.

NOTE: If the student is 18 years old or older and no longer enrolled in the school, the student has the sole right to authorize release of discipline information, however, the school following its established policy, may choose to withhold the transfer of information if there is an unpaid tuition balance.

4. ONLY provide the public schools with copies of written communication to parents related to discipline, such as:
 - a. the school discipline code and consequences of discipline violations;
 - b. the student's violation of the school's discipline code;
 - c. notification of suspension of the student for disciplinary reasons;
 - d. notification that the student has been placed on disciplinary probation;
 - e. specific action required by the student and/or parent's on discipline matters;
 - f. notification of enrollment termination.
5. DO NOT send copies of lists, notations, or computer files of discipline violations that are kept for internal record keeping purposes.
6. If there has been no discipline problem or no problem that warranted written communication to parents, inform the public school that no significant discipline violations have occurred.
7. If there have been discipline problems, but all communication with the parents has been verbal, OR if the discipline problem involves any of the offenses covered by the *Safe Schools Act* (see list), OR the Archdiocesan violence policy, contact the Catholic Education Center before responding to a request for discipline information.

NOTE: If serious discipline problems of an eighth grade student need to be communicated to a Catholic high school during the application or transition period, an elementary school should follow the same procedures.

Provisions of the Safe Schools Act

The *Safe Schools Act* identifies specific offenses that warrant particular attention. These are acts that would be a crime if committed by an adult. They include murder, manslaughter, kidnapping, assault, rape, sodomy, robbery, distribution of drugs, arson, felonious restraint, property damage, possession of a weapon, child molestation, and sexual assault, misconduct involving a child, or sexual abuse.

The *Safe Schools Act* also created two new crimes which apply to occurrences in both public and non-public schools. They are:

1. unlawful use of a weapon was expanded to include carrying a loaded or unloaded firearm or other lethal weapon into any school, onto any school bus or onto the premises of any school function;
2. "terrorist threat", which includes actions such as prank calls making false bomb threats.

The following provisions require actions by others:

1. A juvenile officer or other appropriate law enforcement authority is required to notify a has committed an offense specified in the *Safe Schools Act*.
2. A juvenile officer or prosecuting attorney is required to send the private school a second notice reporting on the disposition of the case involving the pupil, including relevant findings of fact.
3. A public school board is required to invite appropriate private school officials to attend a conference where the board is considering whether to enroll a pupil who has been suspended or withdrawn for cause by the private school for an act of school violence committed at the private school.
4. When considering the enrollment of a pupil suspended or withdrawn for cause by a private school, the public school superintendent is given the authority to make that suspension or withdrawn for cause effective in the public school district.

The following provisions require action by a Catholic school principal:

1. A private school principal is required to provide information contained in the law enforcement notices to teachers and other school personnel who interact with the pupil as part of their assigned duties. This information is to be kept confidential.
2. A private school principal is required to forward the law enforcement notices concerning the pupil to any new school in which the pupil enrolls.
3. When a pupil is suspended for more than 10 days or withdrawn for cause and the school is aware the pupil is under the jurisdiction of the juvenile or family court, a private school principal is required to notify the court of the suspension or withdrawal for cause.

Other provisions which could involve a Catholic school principal:

1. A private school principal may be called to serve as a consultant in a juvenile court proceeding involving one of school's pupils.
2. A private school principal, designee, or school employee is not civilly liable when, acting in good faith, they forward the law enforcement notices to the new school in which the pupil enrolls. This protection DOES NOT EXTEND to providing discipline information to any other individual, school, or agency.

Students with Special Needs Records

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

Registration

Registration for the new school year will be held in February. Registration may be completed online, in person or by mail. All children must register each year. The registration process includes:

1. Completion of a registration form and emergency form.

2. Verification of the date of birth by a review of the birth certificate or baptismal certificate.
3. Verification of the dates of other sacramental celebrations.
4. Verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
5. Payment of the Registration/Resource Fee.
6. Notification of the transfer of records if the student is transferring from another school.
7. Immunization Record
8. Inhaler, Epi-pen or other emergency type medication required during the school day.

The principal, according to the admissions policies established by the pastor and/or the board, will register students to the school according to the norms set by the School Advisory Board, the Archdiocesan Board of Education and accepted educational procedures.

Students entering grades Pre-School, K, 3 and 6, as well as all new students must have a complete physical examination and present a copy of the physical showing the signature of the attending physician.

Report Cards

Students in grades K-8 will receive a report card on a quarterly basis. Final report cards are available on-line to the parents after the school year has ended. Any questions regarding a grade should be addressed to the respective teacher. St. Joseph Catholic Elementary School has a policy of withholding report cards if there is any unpaid tuition balance or if other fees (such as late line fines, After School Care, unpaid Library fines, Work Duty fees, etc.) have not been paid.

Responsibility

At St. Joseph Catholic Elementary School, responsibility is a primary goal. Responsibility and self-discipline go hand-in-hand. Self-discipline, in turn, nurtures responsibility. A key area of self-discipline and responsibility for each student is coming to school with all supplies and materials needed for the day. Fostering this growth and development of self-discipline and responsibility in the life of each student demands cooperation between school and home. Each grade level has an age appropriate policy for late work and missing materials. Teachers will advise parents and students of this policy at the beginning of the year. We ask that each parent work with us and their child in implementing the policy by setting aside a special place in the home where the child is able to place book bags, homework assignments, projects, gym clothes, etc. In this way, the student knows where to place all school materials and where to look for them in the morning. Special teachers will also follow this policy at the specific grade levels. If students fail to bring required items to school, such as homework, projects, or sports uniforms, they will not be interrupted during class to receive those items – parents may leave the items at the school office, and they will be placed in the classroom teacher's mailbox. This does not guarantee that a student will have their forgotten items available as soon as they are dropped off. Forgotten lunches should be placed in the designated container in the cafeteria.

Retention

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

Guidelines for Applying the Retention Policy:

1. The decision to retain a student at the current grade level or to retain a student in a particular subject at the current grade level is made by the school after thorough consultation with all appropriate members of the faculty and after extensive communication with the parents.
2. Parent conferences regarding retention decisions should begin no later than the close of the third quarter.

3. Alternatives to retention such as tutorial programs, summer programs, after school programs, looping, and multi-age classroom groupings should be used to increase struggling students' achievement to satisfactory levels.
4. Consideration should be given to the findings and recommendations about retention reported in the current educational literature. These include:
 - a. Neither retention nor promotion alone is sufficient to address the needs of students who have serious learning problems. Additional assistance with the concepts and skills necessary for future academic success is essential.
 - b. Retention is rarely successful if students encounter the same content taught with the same methodology with which they were not successful. Merely repeating what was done the first time will not be effective and will likely be harmful.
 - c. Retained students rarely achieve at greater levels than promoted students with similar past achievement records especially in subsequent years beyond the year of retention.
 - d. Retention is rarely successful past the primary grades.
 - e. Retention is most successful when academic difficulty has resulted from lack of opportunity for consistent instruction (e.g., attendance or health problems, frequent family moves, unfamiliarity with the English language, etc.).
 - f. Retention decisions should consider the following factors: achievement; self-concept; age; physical size and health; maturity; attitudes of the school, family, and student toward retention; and availability of the assistance the student needs to improve achievement.
 - g. The most important factor in making a retention decision is the best interest of the student. It is essential that the student's learning needs be met; the best placement is that in which the student's needs will be best met.

Sacramental Program

This program is designed to help parents prepare their children for the reception of the sacraments of Reconciliation, Eucharist, and Confirmation. It is a time of spiritual growth for both parents and the child, who together prepare for and are invited to receive the sacraments. The school liturgist helps to coordinate the sacramental program of the school with the teachers, families, the PSR director, the youth minister, the principal, and the pastor.

Safety

The school climate is productive, peaceful, safe, and orderly. This type of atmosphere is conducive to the processes of effective learning and teaching. The school community maintains high expectations for both learners and teachers, which fosters positive self-concepts, academic competence, and personal confidence.

All teachers, parents, and volunteers are required to attend the Protecting God's Children Workshop through the Archdiocese, sign our code of ethics, and be screened through the Missouri Department of Health and Senior Services Family Care Safety Registry.

School personnel are to report to the principal and the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

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

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school. Therefore, any materials to be distributed to students must be approved by the principal/administration.

School Advisory Board Council

The primary purpose of the Board is to advise the pastor of St. Joseph, Manchester Parish in setting policy for the elementary school.

The following are functions of the Board:

- a) **Establishing the philosophy and goals for the educational programs;**
- b) **Interpreting and applying the policies of the Archdiocese as they relate to Catholic education;**
- c) **Formulating additional policies which may be necessary;**
- d) **Evaluating the implementation of policies;**
- e) **Recommending to the pastor the selection of a new principal when the position is vacant;**
- f) **Long-range planning and community relations;**
- g) **Serving as a conduit for parishioner and parent input regarding the policies and operation of the elementary school.**

Please contact the school office, a current School Advisory Board member, or the website if you would like further information regarding the School Advisory Board functions and/or its Constitution or By-Laws.

School Building and the Political Process

The following concepts should be adhered to in making decisions related to the use of the St. Joseph Catholic Elementary School building in the political process:

1. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.
2. The school will not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
3. The school will not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
4. The school will not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.
5. School facilities will not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must insure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

Note: "Town Hall" meetings requested by already elected officials may be held on school/parish property as a service to the community. Further guidance regarding the involvement of schools with the political process in light of the church's tax-exempt status is available through the Catholic Education Office.

School Hours

Our schedule is as follows:

(St. Joseph Catholic Elementary School is not responsible for the supervision and/or welfare of the students except during the school hours of 7:30 a.m. to 3:00 p.m.)

Arrival

Students who are dropped off between 7:00 a.m. and 7:20 a.m. will be directed to the office for Before School Care. Parents will be charged \$2.00 per day for the Before School Care.

7:20 a.m. first a.m. arrival bell; school doors are open for student arrival; students enter gym.

7:30 a.m. students are greeted by faculty, staff, and administration as they walk down the halls into their classrooms

7:45 a.m. third a.m. arrival bell - TARDY BELL – students arriving after 7:45 a.m. should be accompanied by their parents who must sign their child in on the Late Arrival Sheet in the School Office; students pick up a blue tardy card to hand to their homeroom teacher. Morning prayer and homeroom announcements are delivered over the intercom system

2:55 p.m. first p.m. dismissal bell

3:00 p.m. second p.m. dismissal bell

Children who have practice/meetings after school must be under the supervision of an adult at all times. Students are not permitted to wait in the gym or the cafeteria unless their coach/leader is with them. Students whose coach is not present at dismissal will be directed to wait in the gym lobby. They may not wait in any other section of the building.

Dismissal

K-5 students will be dismissed at 2:55 p.m. Middle School students (6th-8th) will be dismissed at 3:00 p.m. **Walkers and bike riders need to have a signed permission form on file.** Automobiles will not be permitted to exit the parking lot until directed to do so, and need to follow the regular dismissal procedure.

Note: If you need to pick up your child for an appointment, please arrive at the school office before 2:45 p.m. The school secretary will call for your child and you may exit the parking lot before the first bell. Automobiles will be dismissed in order according to lot #.

Parents are encouraged to notify homeroom teachers through a written note or by contacting the school secretary if there is any change in their child's dismissal routine. If no note has been received, the teacher will make sure the student goes home the usual way. We cannot make any exceptions to this policy. Students will not be permitted to make phone calls from the office phones regarding how they are to go home--unless it is an emergency. This applies on all school days, including early dismissal days.

Parents who pick up students after 3:20 p.m. will be assessed a \$1.00 per minute per child fine that is due at pick-up (12:20 p.m. on 1/2 days). After 3:20 p.m., students should be picked up in the office.

When a student arrives at school before the published time or remains after the published time, every effort will be made to contact parents or other parties designated on the emergency form. If no one can be contacted, school officials will take reasonable action to ensure the safety of the student. Students are not allowed to be left unsupervised on school property to wait for rides at the end of the school day or following any extracurricular activities.

If parents are unable to regularly abide by the published times, school officials will require that the student's parents arrange for a designated adult to take responsibility for the student.

Early Dismissal

Dates for Early Dismissal are provided on the school calendar. On early dismissal days, the bells will ring at 11:55 a.m. and 12:00 p.m.

Release of Students from School

We ask that all parents/guardians of St. Joseph Catholic Elementary School to follow these procedures to ensure the safety of the children.

Care is taken in regard to releasing students from school. The following precautions are kept in mind:

1. In all cases when it is necessary to obtain parent permission to release a student from school, care is taken to determine that the parent giving permission has the custodial authority to do so. This is particularly important in cases of divorce and/or remarriage.
2. The school takes steps to determine if any court restraining orders restrict the rights of either parent to have contact with the student.
3. Release or early dismissal due to meetings, weather conditions, etc., will be communicated to parents/guardians as soon as the situation is known.
4. Policies, which allow some students to leave school before the time of regular dismissal will be communicated to parents/guardians and explicit written permission for the student to leave must be obtained.
5. Students must have the written permission of their parents/guardians to participate in a school sponsored field trip.
6. Requests by telephone or personal messenger for a student to leave school must be carefully checked for authenticity. The person to whom the student is to be released should be identified by the parent/guardian, and this individual should make himself/herself known to school officials upon arrival at school.
7. When it is necessary for a student to leave early with some frequency, the school will obtain written permission from the parent/guardian. This permission will also identify the individual(s) to whom the parent/guardian authorizes the school to release the student.
8. Students will not be sent home or to any other destination off school property for any reason without the knowledge of their parents/guardians.
9. Faculty members may not send students on errands off school premises during the school day for any reason.

Search and Seizure

School Officials May Search a Student's Locker or Desk.

Lockers, desks, etc. are school property provided to students for their use and as such are subject to search by school officials.

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

Schools choosing to use specially trained dogs to insure they are free of contraband, such as drugs, should implement this action appropriately and as part of a comprehensive plan for maintaining a safe school environment. The individuals and dogs used for such searches should be appropriately trained and certified, and evidence of such training should be obtained by the school prior to engaging their services. Lockers or other school property identified as containing contraband may be opened in the process of the search. However, personal property, such as backpacks, suspected as containing contraband, must be treated as previously described. The school may use this method of search and may employ it without prior notice to parents or students.

Social Activities

Social activities sponsored by a school should be consistent with Christian values and Catholic teaching.

Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. The school has a right to discipline a student whose out of school conduct brings scandal to the school and church community or which seriously detracts from the reputation of the school.

In addition, social activities sponsored by the school must be developmentally appropriate for the student's age and maturity and should take into consideration the safety and welfare of the students. For example, many elementary school age students are not socially and emotionally prepared for a student dance/mixer.

In addition, dances/mixers raise many concerns regarding the safety and security of the students. There are significant challenges in supervising large numbers of students at such an event. In addition, parishes and schools could face legal and liability issues in sponsoring such a dance/mixer. **In light of these concerns schools should not sponsor dances/mixers and instead find alternative social activities.**

Sportsmanship

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events and in their physical education classes. Administrators, coaches, teachers, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

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

Standardized Testing

An annual evaluation of the effectiveness of the school's academic and religious programs is provided through administered standardized achievement and diagnostic tests. These tests are also an evaluation of the progress of the individual child. The Kindergarten screening is administered to incoming Kindergarten students in the spring. This test is administered only to those students who have been registered for the upcoming fall session. Kindergarten students are administered the School Readiness Test upon completion of the Kindergarten year. The *Iowa Assessments* are administered to students in grades 2-8 during the fall of the year. All of these tests are in accordance with the policies of the Catholic Education Office of the Archdiocese of St. Louis.

We do not release our standardized test scores to the general public. These tests, properly used, are not for the purpose of comparison of schools or districts. Rather, standardized tests assist the faculty in determining strengths or weaknesses in the academic program as well as the strengths and weaknesses of individual students.

Students with Special Needs

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

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

Tardiness

A child arriving in his/her classroom after the 7:45 a.m. bell has rung is considered tardy.

1. **If a student is tardy, the parent and student must report to the office to sign in the student.** The students will receive a blue tardy card in the office to give to their teacher for admittance to class.

We urge all doctor and dental appointments to be made before or after school hours. If an appointment is necessary, a written note is expected and required for documentation.

2. Missing school from 7:45 a.m. until 11:30 a.m. will be marked as a half day absent. Missing school from 11:30 a.m. until 3:00 p.m. will also be marked as a half day absent. On the student's attendance record, an "A" or "P" will represent a student who has been out of school for less than two hours in the A.M. and in the P.M.
3. A student who is absent for the majority of both sessions is marked absent for one day.
4. A written excuse or other verifiable evidence is required for each tardy. Where the validity of an excuse is questioned the principal may investigate the situation. Excuses are kept on file until the end of the school year.
5. For excessive excused or unexcused tardiness, appropriate action will be taken in dealing with students and/or parents/guardians.
6. A student who is absent for two hours or less in either the morning or afternoon is marked accordingly on the attendance and report card.

Telephone Calls

Children will not be called from class to answer the phone, except in an extreme emergency. Children must have permission from the principal or school secretary to use the phone in the office. Permission will be granted in emergency cases only.

Technology/Internet

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. **Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the St. Joseph Catholic Elementary School.**

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

St. Joseph School will inform students, parents, and teachers about:

1. the potential threats to individual identity and safety posed by inappropriate uses of websites and other means of digital communication;
2. ways to protect individual identity and safety when using the Internet or engaging in electronic or digital communication;
3. appropriate forms of communication over Internet and other electronic or digital devices which respect the privacy, dignity, safety, and good name of others; and,
4. the consequences of inappropriate actions or communication that affect the school, other students, their parents, members of the school staff, or others associated with the school.

Administrators will investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.

Students, parents/guardians, and members of the school staff are expected to promptly report to a school administrator all suspected or observed instances of Inappropriate Electronic Conduct.

Administrators will consider seriously all reported or observed violations and address them in a timely and appropriate manner according to school and Archdiocesan policy, applicable state or Federal laws, and accepted administrative practice.

When making decisions regarding the discipline of students who violate this policy, administrators will give paramount consideration to the safety and dignity of students, parents, members of the school staff, and others associated with the school.

A separate Internet Usage Policy is sent home each year for students and parents to review and sign.

Transfers

It is the responsibility of the parents to notify the school when a child transfers from St. Joseph Catholic Elementary School. This should be done in writing to the principal. Release forms for records should be provided by the receiving school. The records are then sent directly to the school. There is a \$3.00 fee for copies of school records unless the student is actually transferring to a new school at the time of the request.

Transportation of Students

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

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

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;
6. Adults should not be permitted to smoke in the vehicle;
7. Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age, and who weigh at least 40 pounds but less than 80 pounds, and are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child.

(Missouri SB 872)

It has been the ongoing policy of the Archdiocese that employees and volunteers who are working with or who are in a position to be in contact with children undergo a records check for prior history of child abuse in the State of Missouri. Drivers who regularly volunteer to transport students in the manner described above are subject to this records check, and are expected to attend the Protecting God's Children for Adults program and to read and sign the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors.

Truancy

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

Tuition

Tuition rates are set annually, usually prior to registration. Parishioner tuition rates are set to meet only a portion of the budgeted operating expenses. These tuition rates are based upon the number of children in the family who are enrolled in St. Joseph Catholic Elementary School. All of the parishioner tuition rates,

whether for families with a single child enrolled or families with multiple children enrolled represent only a portion of the actual cost to operate the school per child. Because of our commitment to Catholic education, the parish budgets to provide the difference between the revenues generated by tuition and the actual expenses incurred from the parish's general funds. Continued registration is dependent upon prompt payment of all tuition/fees. All tuition fees must be up to date to receive a final report card.

All registered parishioners may take advantage of the parishioner tuition rates, but are also encouraged to consider whether they are able to make additional payments to cover all or part of the additional funds necessary to educate their children. Payment of the scheduled tuition is not considered a tax-deductible contribution.

Non-parishioners are required to pay the full cost of educating a child at St. Joseph Catholic Elementary School and no discounts for multiple children can be made.

Families may choose from 3 payment options to meet their tuition obligation: 1) Twice-monthly payments, August through May, on the 3rd and 17th of the month via direct debit from a checking or savings account. An August through July option is also available. 2) Two Semi-Annual payments due Aug.1 and Feb. 1. 3) One Annual payment due Aug. 1.

Resource Fee

A non-refundable Resource Fee and a Technology Fee will be collected each year at the time of registration.

Financial Assistance

St. Joseph Parish is committed to a Catholic education for all students. If a family is in financial need, please contact the pastor or parish administrator. All scholarships/grants must be renewed each year.

St. Joseph Catholic Elementary School Uniform Guidelines

Uniforms

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

It is the policy of our School Advisory Board that a uniform be worn at St. Joseph Catholic Elementary School. The appearance and dress of students is the primary responsibility of parents/guardians. Because students are perceived as representatives of the school, the school has a reason and a right to expect students to dress and groom themselves appropriately.

Supplier: Our only uniform supplier is Just Me Apparel. (Contact information for Just Me Apparel is 636-391-3551 or www.justmeapparel.com.) All items must be purchased at Just Me Apparel to insure uniformity in style and color of items. No other uniform supplier has our uniform code or is endorsed by the school. **Be advised that parents will be called for a change of clothes in the event that out of uniform specifications are not followed.**

Girls' Uniform (K-5)

Jumper or navy slack

White blouse, white or navy turtleneck or polo style shirt

Optional sweater (navy or green) or sweatshirt (gray or navy St. Joseph logo)

For PE no uniform is required. Wear athletic shorts under jumper on P.E. days. Athletic shoes are required.

Boys' Uniform (K-5)

Navy pants

White or navy turtleneck or polo style shirt

Optional sweater or sweatshirt

For PE no uniform is required. Athletic shoes are required.

Girls' Uniform (6-8)

Uniform skirt or navy slacks

White blouse, or navy blue, hunter green or white polo or turtleneck.

Optional sweater or sweatshirt

For PE a uniform is required:

Shirt must be plain white or grey or any St. Joe-issued T-shirt.

Shirt must have student's name visibly printed on the front or back.

Shorts must be royal blue, navy, or black.

Athletic shoes are required.

Boys' Uniform (6-8)

Navy pants

White, hunter green or navy turtleneck or polo style shirt .

Optional sweater or sweatshirt

For PE a uniform is required:

Shirt must be plain white or grey or any St. Joe-issued T-shirt.

Shirt must have student's name visibly printed on the front or back.

Shorts must be royal blue, navy, or black.

Athletic shoes are required.

Warm Weather (K-8): Navy Bermuda dress shorts may be worn from April 1st through October 14th.

Specific Guidelines

- **Tote Bags:** School tote bags purchased from the school/PTO must be used during the school day in grades 5-8.
- **Labeling:** All items should be marked with the child's name.
- **Weather:** Students should bring additional clothing appropriate for the weather since they do go outside for recess.
 - **Skirts and jumpers:** All uniform jumpers/skirts must be of an appropriate length. **Appropriate length will be no shorter than 3 inches above the knee, as measured from the top of the knee to the bottom of the skirt. (A 3 X 5 index card is a helpful and accurate measurement tool.)** No rolling of the skirt is permitted. Skirts should fit at the natural waistline. Skirts must be buttoned and zipped. Parents are advised to check with the school before considering any alterations of jumpers and skirts.
- **Pants/Slacks/Shorts:** If the pants, slacks, or shorts have belt loops, a belt must be worn.
- **Shirts and blouses:** Shirts and blouses must be white. A navy blue or white turtleneck or polo style shirt (Hunter green polo shirts are allowed for grades 6th – 8th.) may be worn. No logos are permitted with the exception of the St. Joseph Catholic Elementary School logo. Shirts must be worn tucked in. Shirt tails may not be visible.
- **T-shirts:** A plain white t-shirt may be worn under the uniform shirt. Students will be asked to remove colored or printed t-shirts.
- **Sweaters, sweatshirts, and fleece:** All students may wear a gray or navy St. Joseph Catholic Elementary School logo sweatshirt or fleece pullover with their uniforms, which is optional and must be purchased

exclusively from the PTO or Athletic Association. This is the only logo sweatshirt/pullover that may be worn with the school uniform (exception: the eighth grade class sweatshirt). Hoods are not permitted on sweatshirts or pullovers. A navy or green sweater (cardigan, v-neck, or pullover with no emblems) may also be worn.

- **Socks:** All students must wear socks. Students may wear plain or small logo black, white or navy socks. Students may only wear the St. Joe Logo “elite” socks. Socks must be long enough to be visible at all times. Girls may wear solid, plain (no lace) navy, green, or black tights or ankle-length leggings. Girls may wear solid navy, green, or white knee-highs.
- **Shoes:** Students should wear closed-toe, rubber-soled, low-cut, non-marking athletic-type shoes. If the shoes have laces, the laces should match the main shoe color and must be tied. If they have Velcro straps or zippers, they should be fastened at all times. Shoes may not have lights or wheels. No sandals, clogs, slides, high heels, sling-back shoes, or boots are allowed in school.
- **Make-up and Nail Polish:** Make-up may not be worn except for a light foundation. Translucent powder may be worn temporarily by 7th and 8th grade girls to cover blemishes. Only clear nail polish is allowed. If make-up is visible or colored nail polish is worn, students will be asked to remove it immediately.
- **Jewelry:** Jewelry shall be discreet, simple, and limited to a watch, a ring, a symbol on a chain, or a plain necklace. No ankle or wrist bracelets or chokers are allowed. Hair ties may not be worn on a student’s wrist. Only small earrings (one in each earlobe) may be worn by the girls. No earrings are allowed in the ear cartilage. Any earring hanging below the earlobe is not permitted. These items may have to be removed for P.E. class. No earrings are permitted for boys.
- **Hair:** Hair is to be kept clean and combed. Students should wear their hair in a manner that conforms to generally established norms as determined by the administration. Passing fads of style are not permitted. Only a conservative, clean-neck style that is appropriately cut is permitted for boys. (For boys, the length of the hair should not exceed the TOP of the collar in the rear nor fall below the eyebrows in the front. Hair on the side of a boy’s head may be combed so that it partially, but not fully covers the ear. Hair should generally conform to the shape of the boy’s head. Tails of any kind are prohibited on boys. Stripes or designs cut into the hair are not permitted.) Students’ eyes should be visible at all times. Hair must be natural in color. Hair color is not to be changed. Simple bows may be worn in a girl’s hair.
- **Tatoos:** No visible tatoos are allowed.

Out of Uniform - Dress “Down” Days

On days where a theme is announced, students are expected to dress according to that theme. On days where no theme is given, students may dress in accordance with the guidelines below.

- **Shorts/Skirts:** Bermuda length shorts (from April 1 – October 14) and skirts may be worn on dress down days. Appropriate length will be no shorter than 3 inches above the knee, as measured from the top of the knee to the bottom of the skirt. (A 3 X 5 index card is a helpful and accurate measurement tool.)
- **Bottoms:** Pants must not be low-riding or “hip huggers” and should not have holes in them. Bermuda-length shorts may be worn and should correspond to the same length as the students’ uniform shorts. Skirts should be no shorter than three inches above the knee and should be the same length as the uniform skirts. Note: **Shorts may only be worn beginning April 1st through October 14th.** No words or logos may be imprinted on the shorts or pants.
- **Tops:** No spaghetti strap, sleeveless, crop, or low-cut shirts are permitted. Shirts should be long enough to cover the students’ midsection. Students may not wear tops with inappropriate sayings, beer logos, etc.
- **Shoes:** Students must wear shoes that follow our shoe guidelines. The laces must be laced tightly. Students may not wear sandals or high heeled shoes. Birkenstocks and Crocs are permitted. Students are expected to have a pair of tennis shoes available if they have PE on a dress down day.
- **Hats:** Hats are not permitted unless they are part of the dress down day theme.
- **Jewelry:** Follow the regular school policy on the wearing of jewelry.

In order to dress down, students must bring the requested monetary donation and hand it in to their homeroom teacher. Students who forget their money are expected to be in full uniform. Students will be asked to call home if a dress down outfit breaks any of the above rules.

NUT (No uniform today) cards may not be used on Mass days.

**Dress Down Day privileges may be rescinded when a student has constant uniform infractions.

The school reserves the right to further specify directives on uniform or appearance as the need arises.

Violence and the Treat of Violence Policy

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

The possession or use of firearms, laser pointer, other weapons, all types of simulated weapons, or explosive devices on school property is not permitted.

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

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

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

St. Joseph Catholic Elementary School follows the policy on violence as written in the Catholic Education Office Policy Manual. This policy includes the following:

Guidelines:

1. A safe learning environment requires more than the absence of physical conflict or the toleration of others who are perceived to be enemies. Violence prevention includes both reducing the risk factors that lead to violence and strengthening the protective factors that resist violence. Schools should include the following among their prevention strategies: identifying the Christian response to situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self-esteem and sense of belonging; teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, maximizing students' academic achievement, promoting appreciation of differences, media literacy, and providing parent education related to violence prevention.
2. The faculty and school community should be made aware of the causes and signs of possible violent behavior.
3. Schools are encouraged to use Care Teams to assist with addressing possible problems before violent behavior occurs.
4. All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences,

mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

5. If a student engages in serious, threatening, or violent behavior the following steps should be taken:
 - a. Remove the student from any contact with the school, and inform the parents a meeting will be held regarding the consequences.
 - b. Contact appropriate diocesan officials (staff of the Catholic Education Center).
 - c. Review the student's behavior to determine if it is grounds for "withdrawal for cause". If so, follow the procedures described.

Before any of the above steps are taken, careful consideration of the student's age, type of action, etc., and prior use of violence at school will be studied.

Visitors

All visitors are asked to use the main lobby doors opposite the school office to enter the building. In order to welcome all visitors and in the interest of safety, we ask that you check in at the school office and obtain a visitor's badge before you report for your volunteer assignment or whenever you visit the school.

Volunteers

Research on schools clearly indicates that the presence of parents in the school benefits all children. Parents who wish to volunteer are always welcome. Please contact the school office or a PTO representative to see how you can help your child's school. See Safety Section for volunteer guidelines.

Weapons Prohibition

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

Yearbook

A school yearbook is sold/distributed during the spring of each school year. Students, parents, and faculty members work on the yearbook committee. Orders are generally placed in January/February. Yearbooks are distributed as soon as they arrive from the printer.

***The Administration reserves the right to amend the handbook for just cause and parents will be notified if changes are to be made.**

2018-2019 School Advisory Board

| | | |
|-----------------------------------|--------------------|---------------------------------|
| Fr. Tom Pastorius, Pastor | 636-227-5247 | tpastorius@stjoemanchester.org |
| Greg Sturgill, Principal | 636-391-1253 X1036 | gsturgill@sjmschool.education |
| Tammy Grimm, President | 314-640-6137 | tammygrimm@icloud.com |
| Denny Genovese, Vice President | 314-805-1443 | dgenovese73@hotmail.com |
| Lawana Wichmann, Secretary | 636-220-6844 | lwichmann@charter.net |
| Julie Dacus, Faculty Liaison | 636-391-1253 | jdacus@sjmschool.education |
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| Greg DeLargy, Special Liaison | 314-283-4734 | gregdelargy@sbcglobal.net |
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St. Joseph Catholic School PTO 2018-2019

| Executive Board | | | |
|---------------------------|-----------------|--------------|---------------------------|
| President | Debbie Paule | 314-724-4877 | dpaule@gmail.com |
| Vice President | Becky Theissen | 314-566-6318 | beckytheissen@yahoo.com |
| Treasurer | Mikki Ellington | 314-791-2177 | mikki.ellington@ymail.com |
| Secretary | Amy Schwent | 314-518-7348 | aschwent@ccaglobal.com |
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| Committee Chairs | | | |
|---------------------------|----------------------|--------------|---------------------------------|
| Angel program | Maureen Medler | 636-256-8416 | maureen@medler.com |
| Box Tops | Amy Schwent | 314-518-7348 | aschwent@ccaglobal.com |
| Breakfast with Santa | Shelly Baclesse | 636-200-6691 | shelly.baclesse@edwardjones.com |
| | Molly Deachan | 636-386-2173 | molly.deachan@edwardjones.com |
| Catholic Schools Week | Mary Simon | 636-230-9030 | mpud@me.com |
| | Amy Wolkey | 636-207-7178 | awolkey@earthlink.net |
| Cotillion | Lisa Lyon | 636-236-1922 | lyonmom8@gmail.com |
| | Ann Marie Galzcynski | 636-230-8781 | galcz@att.net |
| Holiday Boutique | Amy Gildehaus | 314-324-0797 | amycgildehaus@yahoo.com |
| | Amy Schwent | 314-518-7348 | aschwent@ccaglobal.com |
| Ladies Trivia night | Laura Naeger | 636-386-3597 | slnaeger@sbcglobal.net |
| | Kate Mazzola | 636-527-6442 | mazzolac@hotmail.com |
| Middle School Trivia | Katie Markiewicz | 314-809-4658 | katie@markiewiczfamily.com |
| Room Parent Coordinator | Maureen Medler | 636-256-8416 | maureen@medler.com |
| School Supply Fundraiser | Lucy Rimsky | 314-882-8181 | lucyrimsky@yahoo.com |
| Teacher Appreciation Week | Maureen Medler | 636-256-8416 | maureen@medler.com |
| | Carolyn Sullivan | 636-227-3455 | carolyn.sloansullivan@gmail.com |
| Trunk or Treat | Jenn Lupo | 636-236-4921 | pjlupo100@gmail.com |
| Volunteer Coordinator | Debbie Paule | 314-724-4877 | dpaule@gmail.com |
| Welcoming Committee | Jennifer Kramer | 636-386-5626 | kramerjl@att.net |

School Voice Mails 2018-2019

School: (636) 391-1253 Fax (636) 391-1462 After School: (636)391-7659

| | | | |
|---|-------------|--|-------------|
| Greg Sturgill (Principal) | 1036 | Library – Katie M. | 1068 |
| Donna Carroll (Secretary) | 1034 | Maintenance | 1024 |
| Kerry Perrier (Secretary) | 1038 | | |
| Mary Ann Batisto (Secretary) | 1034 | ECLC Atrium/Storage #10 | 1055 |
| Jo Ann Arcipowski (Nurse) | 1075 | Jr. High Commons #23 | 1061 |
| Beth Schroeder (KS) | 1002 | Cafeteria | 1632 |
| Ashlee Glass (1G) | 1058 | | |
| Karen Baerveldt (2B) | 1057 | ECLC Nap/Changing Rm. | 1040 |
| Jessica Teska (3T) | 1071 | Faculty Work Rm/Lounge | 1048 |
| Jill Mueller (4M) | 1054 | Choir Rm. #5 | 1073 |
| Anna Vellacott (5V) | 1059 | | |
| Mrs. Wright-Spanish/STEM Lab Rm. #26 | 1006 | Before/After Care 636-391-7659 | 1033 |
| Julie Dacus (7D) | 1062 | | |
| Mary Scheipeter (6S) | 1005 | Julie Quillo-School Office | 1099 |
| Cheryl Montgomery (8M) | 1072 | Attendance/Courtesy | 1096 |
| Helen Buchanan (PE) | 1050 | Storage Room #29 | 1009 |
| Marti Signaigo (Music) | 1051 | Computer Lab Rm #1 | 1657 |
| Science/Art Room Rm. 28 | 1053 | | |
| | | Library Lessons Rm #30 | 1004 |
| Colleen Murphy (Resource) | 1060 | | |
| | | Good Shepherd Rm #14 | 1007 |
| School Counselor VM Only | 1637 | Sacred Heart/Quilters #13 | 1097 |
| Imelda Cervantes/Counselor | 1037 | Computer Lab Rm. #1 | 1657 |
| | | Christ the King Rm #12 | 1001 |
| | | Good Samaritan Rm #15 | 1042 |
| Cathy Noyes/Diane Lacey | 1032 | | |
| Kim McMonigle - Stars | 1003 | Michelle Foster –PSR | 1039 |
| Jo Ann Gallen - Rainbow | 1047 | Debbie Marshall - PSR | 1041 |
| Marsha Robison - Frog | 1052 | | |

Other School Contacts

| | |
|------------------------------------|--|
| After School Care..... | Mrs. Noyes |
| Athletics..... | Mr. Barringhaus |
| Band..... | Mr. Palmer |
| Bell Choir..... | Mrs. Quillo |
| Cantors & Middle School Choir..... | Mrs. Signaigo |
| Children’s Liturgy Choir..... | Mrs. Quillo |
| Library Services..... | Mrs. Markiewicz |
| Jump Rope Club..... | Mrs. Buchanan/Mrs. Teska |
| Math Team..... | Mrs. Montgomery/Mrs. Scheipeter |
| Morning Broadcasts..... | Mrs. Sturgill |
| Playground..... | Mrs. Regan |
| School Patrol..... | Mrs. Dacus |
| SCRIP..... | Parish Office |
| Speech Team..... | Mrs. Montgomery/Mrs. Dacus/ Mrs. Teska |
| Spelling Bee..... | Mrs. Mueller |
| Student Council..... | Mrs. Scheipeter/Mrs. Montgomery |
| Yearbook..... | Mr. Sturgill/Mr.Paule |

As a Parent, Whom Do I Contact, When...

• When do I call one of my child's teachers?

Contact your child's teacher through the school voicemail system or e-mail when you have questions about academic performance including a grade on a progress report, report card, project, test, or assignment. Teachers should also be contacted for issues regarding classroom activity, homework, or home study.

Parents of students in grades 3 - 8, should contact the subject area teacher for subject area concerns.

• When do I contact the learning consultant or school counselor?

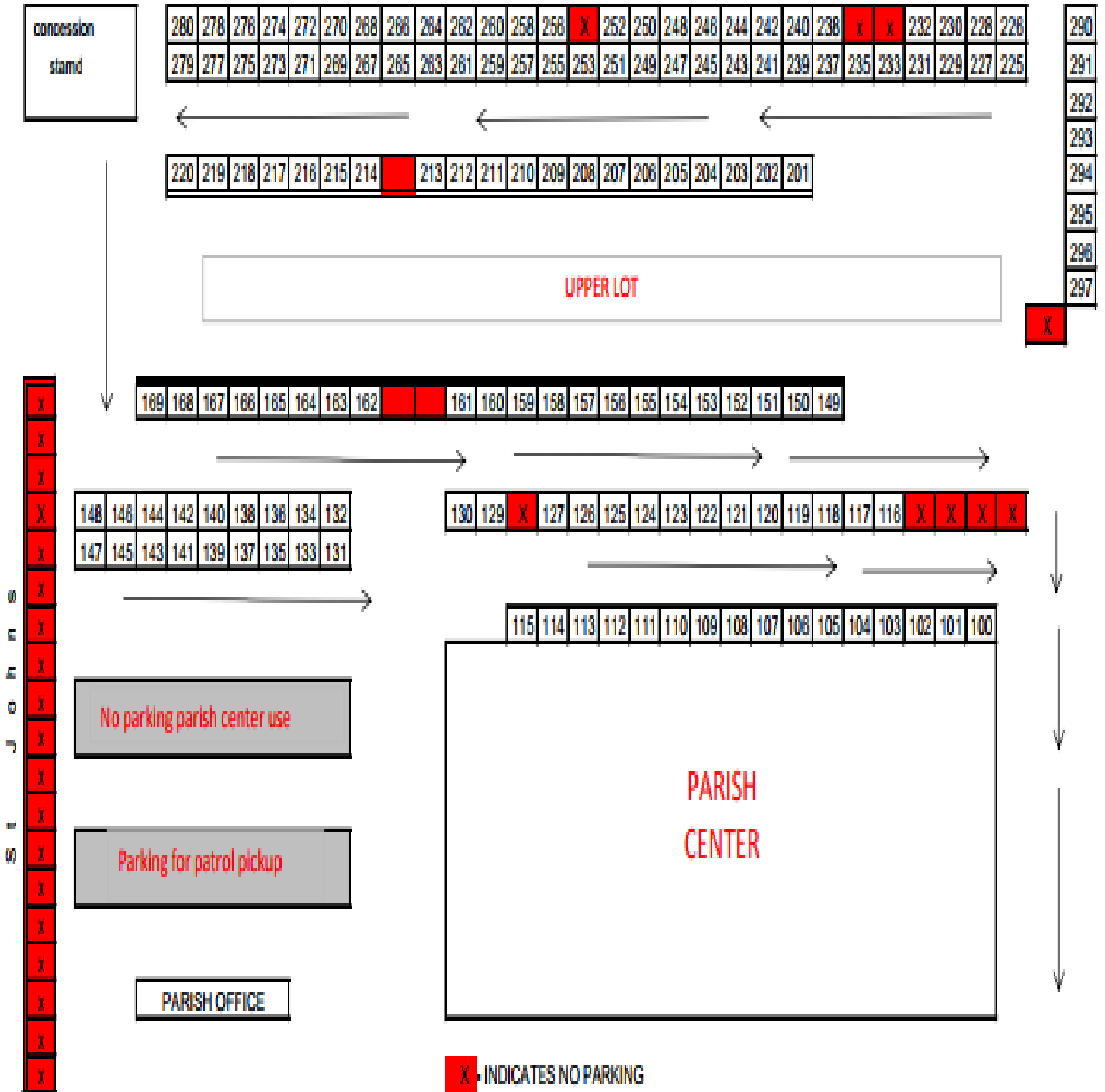
Contact the learning consultant or school counselor through the school voicemail or e-mail when you have information about your child that may impact classroom performance - learning disabilities, anxieties, family difficulties, etc.

Questions about Special School District testing and Individual Educational Plans should be directed to the learning consultant. The learning consultant has a list of available tutors.

• Which school administrator do I contact when I have a question about...?

- Contact the school secretary about...
School records, receiving school notices through e-mail, Fast Direct or adding notices to the weekly notes, Absences, changes in carpool, and early pickup, Messages that need to be delivered to students should also go through the school secretary. Enrollment questions
- Contact the school nurses about...
Medical records, physicals, immunizations, medication, and illnesses.
- Contact the principal for questions about...
Discipline, schedules, academic calendar/placement, curriculum, classroom and counseling concerns (after first discussing the matter with the teacher or counselor)
- Contact the school liturgist about...
Class masses, prayer services, sacramental preparation, or any other liturgy concern
- Contact the pastor and parish administrator about...
Financial questions or questions regarding tuition

Parking Lot Map



We have read and agree to be governed by the 2018-19 St. Joseph Handbook ~ Family Name: _____

(Please Print)

PARENT

DATE

PARENT

DATE

STUDENT

DATE

STUDENT

DATE

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STUDENT

DATE