

St. Joseph Catholic School, Ost

**Parent/Student Handbook
2016-17**



**12917 E. Maple Grove Rd.
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www.sjost.com**

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Introduction Section

Letter from School Administrator

Dear Parents and Students,

“Grant me, O Lord my God, a mind to know you, a heart to seek you, wisdom to find you, conduct pleasing to you, faithful perseverance in waiting for you, and a hope of finally embracing you.”

~St. Thomas Aquinas, patron saint of Catholic schools and students

Welcome to St. Joseph Catholic School! In choosing St. Joseph School, you have demonstrated a commitment to the values and mission of the Catholic school system.

The faculty and staff are excited to work with you to promote academic excellence and an understanding, deep love, and appreciation of the Catholic faith.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings,

Mrs. Erin Hohl
Principal

School Leadership Roster

St. Joseph Catholic School, Ost School Advisory Council

President: Angela Mans (2014)
Mr. Seth Stahlheber (2014)
Mr. Travis Gear (2014)
Mrs. Angela Bretthauer (2014)
Mrs. Amanda Casper (2014)
Mrs. Kristy Horsch (2014)
Mr. Andy Helten (2014)

Administrative Team

Pastor: Fr. Aaron Spexarth
School Administrator: Mrs. Erin Hohl
School Secretary: Mrs. Stacey Spexarth

Faculty

Pre-Kindergarten: Mrs. Christine Helten
Kindergarten: Mrs. Stacy Helten
First Grade: Mrs. Gloria Puetz
Second Grade: Mrs. Laura Kurth
Third Grade: Miss Lori Goode
Fourth Grade: Mrs. Whitney Osborn
Fifth Grade: Mr. Kelby Schawe
Middle School: Mrs. Megan Haukap
Middle School: Mrs. Jenny Peloquin
Music/Band: Mrs. Cynthia Gassmann
Physical Education: Mrs. Stacie Clupny
Art - 5-8: Mrs. Wanda Day
Special Education: Mrs. Brenda Doonan

Support Staff

Food Service Director: Mrs. Wanda Day
After School Care:
Holy Family Grant: Mrs. Angela Gorges
Para: Mrs. Missy Seiwert
Special Education Para: Mrs. Ann Meng
Title I Para: Mrs. Vickie Elpers
Library: Mrs. Janet Simon, Mrs. Crystal Meyer

Identification Section

Mission Statement

Christ is the eternal prophet, priest and king. As members of Christ's Mystical Body, we commit ourselves to carry on His mission of teaching, sanctifying and governing the People of God.

Philosophy of Education

The Catholic school can be successful only if it works with the parents (the Child's primary educator), in the context of the parish (the basic unit of the Church family) united as one system under the Bishop.

Catholic Schools must go beyond instruction to shape the total person and foster a mature adult faith capable of living out one's baptismal promises.

The definitive aim of Catholic education is to form Disciples of Christ. Christ is the foundation of the entire Catholic educational process. Jesus is Master Teacher, who is the Way, the Truth, and the Life.

The Catholic School reaches beyond religion class to emphasize the application of Gospel values to all subject areas at every stage of life. Lifelong faith, not mere memorization, is the ultimate goal of the Catholic educational process. To seek truth demands teacher and learner alike to think critically, creatively, and deeply. To grow to love Truth requires a relentless pursuit after the true meaning of life. To learn to live Truth requires a commitment to apply moral principles of the changing and challenging issues of everyday life.

Vision

Living out the mission of St. Joseph Catholic School, we will:

- Maintain our Catholic identity. (Sanctify)
- Have students' growth in faith and morality as a primary goal. (Teach, Govern, Sanctify)
- Provide a rigorous curriculum while serving individual needs of every student. (Teach)
- Nurture excellence in academic, creative, and co-curricular activities. (Teach)
- Demonstrate and utilize 21st century skills and abilities in a morally responsible manner. (Teach, Sanctify, Govern)
- Accept all people as brothers and sisters in Christ regardless of differences in race, economic status, ethnic origin, or beliefs. (Sanctify)
- Seek cooperation and partnership of parents in the education of students. (Teach, Govern, Sanctify)
- Cultivate supportive relationships from the communities of St. Joseph, Ost Parish and surrounding feeder Parishes. (Teach, Sanctify, Govern)

Values

1. UNITY: "That they all may be one." (John 17:21) United as one family with our bishop, Catholic schools are at the service of the family, the parish, and the common good. Grounded in charity, we honor the dignity of every human person with respect for all life; for family and community; for peoples of all cultures, and especially for the most

vulnerable. "Let no one have contempt for your youth; but set an example for those who believe, in speech, conduct, love, faith, and purity." (1 Timothy 5:12)

2.FAITHFULNESS: "Remain faithful to what you have learned . . ." (2 Timothy 3:14) Loyal to the teachings of Jesus Christ as taught in our Catholic faith, we believe that the formation of disciples is our first purpose, our critical function, and our ultimate measuring stick. Trusting in God, we have a relentless passion for finding the best way to provide Catholic education, moving forward alone, if necessary. "Stir into flame the gift of God which you have." (2 Timothy 1:6)

3.STEWARDSHIP: "Place your gifts at the service of one another." (1 Peter 4:10) The grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor. "Guard this rich trust . . ." (2 Timothy 1:14)

4.SCHOLARSHIP: "For everyone to whom much is given, of him shall much be required." (Luke 12:48) As disciples of Jesus, the Divine Teacher, we will infuse virtue into instruction and activity so that our students will be respectful and courageous scholars who use their knowledge and gifts for the glory of God and in service to humanity. "Be steadfast and persevering . . ." (1 Corinthians 15:58)

5.TRADITION: "To this He called you through our gospel, so that you may obtain the glory of our Lord Jesus Christ. So then, brothers, stand firm and hold to the traditions that you were taught by us, either by our spoken word or by our letter. " (2 Thessalonians 2:14-15) As a school community we will honor the handing down of statements, beliefs, legends, customs, information, etc., from generation to generation, of those individuals both religious and lay who contributed to the reputation and development of our Catholic School.

School History

Built in 1922, The St. Joe school building was originally operated by the church community and later became a public school. It was the third school building built by the parish. In 1965, with the advent of statewide consolidation, the Renwick School District was formed. The district was comprised of St. Joe Elementary in Reno County, and neighboring schools in Andale, Colwich, Garden Plain, Aleppo, and St. Mark, which are located in Sedgwick County. The combination of Reno and Sedgwick County schools is how the Renwick District was named. Shortly after consolidation, the district elected to close the school in Aleppo and it remains closed to this day. The district elected to close the school building in St. Joe and was contractually obligated to return it to the Diocese of Wichita. St. Joseph's Parish quickly acted upon the opportunity and reopened the building as well as the other parish facilities to form the new St. Joseph Catholic School.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Joseph, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Kansas guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current

content and fresh approaches to methodology. There is emphasis on principles as well as fact, on learning through problem solving and by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

School Sponsorship and Affiliation

St. Joseph Catholic School functions under the umbrella of the Diocese of Wichita, Kansas.

Parent/Student Handbook Review and Revision

The School Advisory Council, faculty, and/or administrator will review the parent/student handbook on a minimum of one time per year at which time there may be revisions made. Also, the parent/student handbook may be reviewed and revised at any time during the school year. We reserve the right to change policy at any time at our discretion.

Admission Philosophy and Guidelines

Nondiscriminatory Policy

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

As openings become available, the following priorities will be used to accept students to St. Joseph Catholic School, Ost:

- Members of St. Joseph, St. Louis, St. Rose
- Members of other parishes
- Non-Catholic Students

Important Admissions Disclaimer: All new admissions decisions are determined by the administration of St. Joseph Catholic School, Ost.

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance screening.

At the time of registration, all new students seeking admission to St. Joseph Catholic School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship: Signed Parish Family Agreement
- *Health Records
- *Birth Certificate
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Joseph Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in some academic areas may be held for new incoming students in Grades 1-8. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph Catholic School.

Non-Catholic students whose parents accept the philosophy of St. Joseph Catholic School will be accepted on a space available basis at a tuition rate of \$3000.00 per year.

Procedures Section

Admissions

St. Joseph Catholic School accepts students entering Pre-Kindergarten through eighth grade upon completion of registration requirements and availability based upon student numbers. These requirements may include readiness and/or achievement tests, a review of the student's previous records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose.

Registration—A child is not officially enrolled until all of the following requirements have been met:

1. The following forms must be completed and received by the school office:

- Student Registration with the non-refundable \$125 registration fee – **if no slot is available for your child, your application fee will be refunded.**
- Signed Statement of Cooperation
- Student's Health History
- Student Records from Previous School (if applicable)
- Birth Certificate
- Immunization Records
- Student Health Screening
- Signed Permission to Publish
- Parish Family Agreement (K-8)
- Home Language Survey
- Signed Policies and Procedures
- Signed Acceptable Use of Technology

2. Meet the following admission requirements:

On entering our Pre-K program, the child must be three/four years old by September 1st of the current school year.

On entering kindergarten, the child must be five years old by September 1st. All students entering kindergarten must be able to pass satisfactorily the developmental readiness screening to ascertain their readiness for the kindergarten program.

Students entering all other grades must provide recent standardized test scores, and previous records. All final grade placements will be determined by the administration of St. Joseph Catholic School, Ost.

3. An interview will be conducted, and students may be tested before placement.

4. Tuition and Fees for 2016-2017 School Year Per Child

- Pre-K –\$25 registration fee, 2 day program - \$80 per month, 3 day program- \$95 per month.
- Kindergarten – 8th grade - \$125 per year
- After school care -- \$5.00 deposit.

Academics

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Kansas guidelines, are followed for the teaching of all secular subject areas. Letter grades are given starting in 3rd grade.

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Student Retention

The administrator and teacher may consider retention when a student does not meet the stated academic requirements for grade promotion. Requirements include student level of reading, regular attendance, satisfactory social, emotional, spiritual, and physical development.

Activity Eligibility

All students participating in school sponsored activities who have below average grades in one or more core subjects will be placed on the ineligibility list and will have his/her grades checked on a weekly basis and may be reinstated for eligibility when all of his/her grades have improved to at least a 70% or above.

Grading Scale

A reporting key for K-2 will be as follows: 1-Unsatisfactory, 2-Basic, 3-Proficient.

The following grading scale will be used for report cards and on each student's permanent academic record starting in the third grade.

100-99%	A+
98-94%	A
92-93%	A-
90-91%	B+
85-89%	B
83-84%	B-
81-82%	C+
76-80%	C
74-75%	C-
72-73%	D+

67-71%	D
65-66%	D-
Below 65%	F

Homework

Teachers may assign homework to aid students in the progress of their studies. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework. Parents are urged to monitor their child's work daily. The parent should help the child to become responsible in returning the homework completed and on time. Parents should make a point to find time each day to discuss what their child has learned at school.

Conferences

Parent/teacher conferences will be held during the first and third quarters to discuss each student's progress

Non-Custodial Parents

In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school-related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Report Cards and Progress Reports

Report cards will be issued quarterly approximately one week after the end of each quarter. **Parents are encouraged to check Power School frequently to monitor grades.**

Library

Students visit the Library weekly. Students are allowed to check out two books for two weeks.

Overdue Books

The first notice is sent to the student. The second notice is mailed to the parents. At the third notice, the book is considered lost. Students will then be responsible for paying for the price of the book plus a \$5 fee to cover processing charges. Students AR password will be blocked until overdue books are returned or reimbursement has been made.

Student Services

Students who demonstrate skills that are at risk or below grade level may qualify for special programs such as Title I or IDEA. These programs are monitored by the Local Education Agency which is Renwick School District for Title I and the Sedgwick County Education Co-op for IDEA. It is essential that the parents of any students who participate in these programs agree to the following Compact:

Title I/IDEA – Parent Compact

As a parent, grandparent, or caring adult, I hereby give my pledge of commitment to help our community's children achieve a truly independent future. My declaration of

responsibility and commitment to my public schools is stated in these five self-evident truths as spoken by President Woodrow Wilson:

- As Americans, we are the owners of the public school system.
- As owners, we bear a responsibility to participated in the system.
- Accountability for our public schools, their safety, and its employees and its funding rests with us and the rest of the system's owners.
- Our children's future depends on the improvement of the public schools.
- And this improvement depends on our participation.

Therefore, as a parent, grandparent, or caring adult, I take personal responsibility for my child's safety and education and the safety and education of the children in this community.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Joseph Catholic School. Preparations for two sacraments, Reconciliation and First Holy Communion form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Holy Communion will receive the sacrament of Reconciliation prior to First Holy Communion. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and First Holy Communion are only conferred to students baptized in the Roman Catholic tradition.

Attendance

Regular attendance is a critical component for success in school. Parents are requested to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

Excused Absences

In order for an absence to be excused for any reason, the parent must notify the school. A telephone call or email (by 9:00 a.m.) the day of the absence is required. If the office does not receive notification, a parent will be contacted. School work that is missed will be allowed to be made up for excused absences (see makeup work). When a student is absent, it will be considered an excused absence for the following reasons (assuming the school office has received parental notification):

- Student illness – in an event of an extended illness or frequent absences due to illness, a doctor's note may be required.
- Doctor or dentist appointments – occasional, unavoidable medical appointments.
- School-sponsored activities
- Death in the immediate family and/or close family friends.
- Unavoidable mechanical failure of automobile or accident
- Unavoidable traffic delays – this refers to unanticipated delays such as an accident blocking traffic or road blockage due to inclement weather.
- Other approved absences – approval for other absences may be requested from the school office, and if approved, makeup work will be allowed.

Please note that an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administrator.

Unexcused Absences

Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused. Examples of unexcused absences include, but are not limited to:

- Lack of parental notification
- Oversleeping – either intentional or unintentional
- Running late –daily schedules need to be adjusted to ensure that the student arrives on time.
- Birthdays – student birthdays are special events; however, absence from school will not be excused
- Absences due to family vacations or extended weekends that have not been pre-approved by the school office – prior notification and approval are required for absences due to family vacations to be excused. Parents are encouraged if at all possible to avoid taking family vacations during times when school is in session.
- Student skips school – any absence when a student simply chooses to skip school for any reason. Skipping school will result in disciplinary action as well.

No student is to leave the school premises without first obtaining permission from the office. It is essential that the school be aware of a student's location at all times.

Truancy

In accordance with state law 72-1113, a student is considered truant if the child has unexcused absences either 3 consecutive days or more than 5 days a semester. If truancy occurs parents are contacted. If the situation is not resolved, the State Department of Social and Rehabilitation Services (SRS) is notified.

Excessive Absences

Any student who misses more than 10 days in a semester or 20 days per school year will be reviewed for retention in the current grade level the following school year and/or removal from the school. The school reserves the right, should a student exceed these limits, to require the parents to submit, in writing, an explanation detailing the absences and the justification of each absence and make up the time at parent cost in a program approved by the school. (Diocese of Wichita)

“There are students whose chronic health condition or other education needs, makes regular attendance difficult. Such needs are to be substantiated in an Individual Health Plan or Learning Plan, and the attendance requirement may be adjusted accordingly.” (Diocese of Wichita)

Prearranged Absences

The parents will need to notify the school office, in writing, of any prearranged absences. Arrangements will need to be made with the child's teacher for school work that will be missed at the teacher's discretion.

Release During the School Day

Students who need to leave during the school day require a note sent to the teacher. Students must be picked up by an approved guardian in the school office. Guardians must first report to the school office to request their child be released. At that time, the receptionist will call the classroom and ask for that child to report to the office. Once the child is in the office, the guardian must sign the student check-in and out log stating the reason, date, time, and signature of guardian. Guardians may not request the child go out to the car. They must be escorted by the guardian. Parents may not call ahead and ask that the child be waiting in the office to be picked up. They will only be called to the office when the guardian arrives.

If the student returns to school during the same school day, he/she must be signed back into school in the office by an approved guardian.

Students who are away from school for an appointment for less than 3 ½ hours but more than 2 hours will be counted as absent for ½ a day. An absence of 3 ½ or more will be counted as a full day absence. Three early withdrawals each of which are more than 2 hours will be considered a one – ½ day absence.

Makeup Work

For scheduled absences, arrangements for makeup work must be made in advance with at least an equal number of days advance notice as the number of days of planned absence. This allows the teachers to prepare. The work will be due the first day the student returns to school. For other absences of less than two (2) days the makeup work will be available to the student on the day of their return to school. If a student is absent two (2) days or longer the parent should contact the school office as per the Attendance Policy, then the work will be collected and available at the end of the day, if possible. Students will have one day to complete missed work for each day they are absent, excluding scheduled absences.

Tardiness

Students arriving after 7:45 a.m. will be considered tardy. When a student arrives after 7:45 a.m. the parent must come into the office to sign their child in. Students with more than 7 tardies per year will be required to serve make-up time either on Saturday morning, summer school, or other times to be determined by principal.

Student Activities

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administration and teachers, using recommendations from students and their parents, will offer various extra activities during each school year. Listed below are some suggestions.

Academic Clubs

Robotics, Battle of the Books, Scholar's Bowl, Religion Bowl

Leadership

Middle school students may serve on the leadership team.

Athletics

The school sponsors teams for various sports through the Diocese of Wichita Catholic Schools Athletic League (CSAL): Volleyball, Basketball, Track

Eligibility

All students participating in school sponsored activities who have below average grade in one or more core subjects will be placed on the ineligibility list and will have his/her grades checked on a weekly basis and may be reinstated for eligibility when all of his/her grades have improved to at least a 70% or above.

Students must be in attendance by 11:30 a.m. to be eligible to participate in a school sponsored extra-curricular activity on that same day.

Lifestyle Expectations

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining will not be tolerated.
2. Students will exercise courtesy and kindness when dealing with others, as well as not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.
3. Sexual harassment of employees, students, visitors, or others will not be tolerated.
4. Students will show respect for their own bodies, the temple of the Holy Spirit, by neither possessing nor using tobacco, alcohol, other controlled substances, visible tattoos, or engaging in biblically impure conduct.
5. Students will respect the authority of the faculty and staff of St. Joseph's Catholic School, Ost.
6. Students will show respect for the school facilities by keeping hands and marking utensils away from the walls, tables, floors, and windows. Unnecessary waste or damage to school property or facilities will not be tolerated.
7. Students will show respect for others by not taking things that do not belong to them.
8. Students will exercise the commandment of honesty at all times.

9. Students will show reverence toward God's Word during Mass, Adoration, and Prayer time.
10. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
11. Students will not participate in or view inappropriate websites.
12. Students will not participate in any other conduct that, in the school's discretion, significantly impairs the student's testimony or brings discredit to the school and community.

Disregard for, or violation of, these standards will be dealt with according to the Student Discipline Policy of St. Joseph Catholic School.

Student Discipline Policy

The disciplinary goal of St. Joseph Catholic School is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God's word, will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

At all times, St. Joseph Catholic School reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude, and repentance.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

Inappropriate behavior includes but is not necessarily limited to:

- unexcused tardiness to school and/or class
- failure to complete assignments
- classroom and hallway disruptions
- unnecessary talking in class

- disobedience to teacher directives
- cheating
- stealing
- selling items at school
- possession or use of tobacco, alcohol or other controlled substances*
- fighting
- possession of knives, pocket knives, guns or other weapons*
- misbehavior in the restroom or playground
- disrespect and/or defiance toward staff
- using obscenities or the Lord's name in vain
- any form of harassment or intimidation
- lying
- leaving school without permission from the office
- abuse or willful destruction of school property
- mistreatment of other students
- conduct outside of the St. Joseph Catholic School which would have an adverse effect on the testimony of the student or school
- critical or derogatory remarks
- possession of nuisance items, such as beeping watches, ipods, games, personal toys, skateboards, pets, etc.
- violation of biblical standards of purity and morality

Discipline actions that may be used includes, but not limited to:

1. Warning: Teacher will talk to pupil and explain his/her offense
2. Time-out – in or out of classroom
3. Missing part or all of recess
4. Demerits (Grades 5-8)
5. Work details
6. Call parents
7. After school detention
8. Student conference with the administrator
9. Conference with the administrator and parents
10. Probation
11. Suspension – in and/or out of school
12. Expulsion

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion. Multiple offenses will result in a progressive discipline plan.

***POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL.**

In grades 5th-8th, we have the philosophy that a positive, highly structured approach is the best. The demerit card system will be used along with rewards for positive behavior. Rewards for good behavior include an end of the quarter party for those students who remain on the initial green card for the duration of the quarter. Demerits accumulate by the quarter, and five demerits result in a detention. A demerit will be issued for lost cards.

- #1 2 warnings per class period
- #2 Not prepared for class
- #3 Gum or candy
- #4 Uniform violation
- #5 Misbehavior in hallway, locker room, lunchroom, or playground
- #6 Misuse of property
- #7 Inappropriate language
- #8 Poor prayer posture or lack of participation in Mass or prayer
- #9 Disrespectful or aggressive behavior to peer
- #10 Disrespectful or aggressive behavior to staff
- #11 Other (will be specified on the back of the card)

Detentions are served on Wednesdays from 3:30-4:30 PM. During the detention, the student is given a “refocusing activity.” Parents are informed of a detention by a notice from the teacher and/or office. If a child does not show up for a detention at the scheduled time, he/she will be given 2 detentions to serve. If this becomes a consistent pattern, other consequences will be assigned by the administration.

In-school suspension (below list is not inclusive)

- extremely disruptive behavior
- accumulation of two detentions and filling a third demerit card (list not inclusive)

In-school suspensions are served in another classroom. The student first must do a “refocusing activity” and then may do school work or service to the parish. The student may obtain assignments after the ISS is served. All work is due the next day. Interaction with other students is not permitted during an ISS. Parents are informed of an ISS by a phone call from the principal. A written note should come home with the student. It will include the day that the suspension is to be served.

Out of school suspension (below list is not inclusive)

- fighting or other dangerous actions
- vandalism
- vulgar words, actions, or writing
- possession of illegal substance or intoxication while at school
- threatening harm by word or actions
- accumulation of two ISS in a quarter

Students serving an OSS will receive zero credit for work assigned that day. If a test was given on that day, they will be expected to take the test on the day they return. After one OSS, a student is on probation. Further misbehavior may result in suspensions or expulsion. A student serving an OSS must do community service hours. Each day of OSS requires 8 hours of community service. The principal may suspend a student out of school up to five days, or longer if a psychological evaluation or other testing is required. For all OSS, the principal will notify the parents and pastor. The principal may request a meeting with parents before the child returns to class.

Expulsion (below list is not inclusive)

- all other means of discipline have failed
- involvement in a single act that presents a serious threat to the school community
- second offense of threatening harm
- extremely cruel, dangerous or inappropriate behaviors
- trafficking drugs
- weapon situation (see below)

Weapons (guns, knives, or other dangerous objects) are not allowed on school grounds at any time or at any school sponsored event. This includes toys that look like real weapons. Bringing or using a weapon or threatening harm to another student with a weapon results in expulsion. A student may be suspended from school while information is being gathered regarding possible expulsion. During this time, a meeting is held with the pastor, principal, student, & parents. Prior to an expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision. The final recourse in all disciplinary situations is the school

Responsibilities – We believe God has given parents the responsibility for the discipline of their children. The staff at St. Joseph Catholic School feels that our role is to assist you as parents. We do believe in corporal punishment as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner. Thus, no St. Joseph Catholic School employee will use corporal punishment.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved, in accordance to the Matthew 18 principles, and not to bring their grievances to other parents, faculty or students. If the matter is not resolved with the teacher, the parents would then discuss it with the administrator.

Bully Proof School

In the Spirit of Reconciliation, our school discipline plan includes a way for students to respond to bullying. Our intent is to enforce a Christian atmosphere in which children do not hurt one another through bullying. Diocesan Policy 418, signed by Bishop Olmsted in October, 2000 will be enforced. It reads: "In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of every person, regardless of ability, gender, and appearance, cultural background, or interests. More particularly, the Diocese, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct. Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the Diocese, if it is deemed to affect any one of the three conditions noted and articulated herein.

Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

- Has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;

- Has the purpose or effect of unreasonably interfering with an individual's performance;
- Adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable in and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may also be both immoral and illegal as well. Each school shall include in its guidance program education about bullying, harassment, and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook. If another child bothers a child, he or she should talk with a teacher or give a note to the teacher. As soon as possible, the teacher will follow up on the report and take action as needed to resolve the conflict. Students will be subject to progressive discipline for bullying infractions as are stated on the bullying rubric.

Probation Policy

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be suspension – forced absence from the school for a number of days to be determined by the school administrator, then expulsion – forced withdrawal from the school.

A review date will be set at the time the discipline is administered. Specific improvements to be made should be established. The administrator will determine the length of the probation. At the end of the probation period, if the student has corrected the problem areas outlined by the administrator, he/she will then be taken off probation and be held as a student in good standing. Multiple offenses will result in a progressive discipline plan.

Title IX

St. Joseph Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Child Abuse Laws

St. Joseph Catholic School abides by the Child Abuse laws of the State of Kansas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Student Dress and Grooming

The purpose of St. Joseph Catholic Schools' dress and appearance expectation is to enable the student to demonstrate traits of a discerning leader by making appropriate dress and appearance choices that reflect St. Joseph's key values of unity, faithfulness, stewardship, scholarship and tradition. "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to

the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – His good, pleasing, and perfect will" (Romans 12:1-2).

St. Joseph Catholic School students will honor:

God – We honor God by making personal choices that glorify Him. You can honor God by choosing modesty for the sake of pleasing the Lord.

Others – As Christians we have a responsibility to our brothers and sisters. Romans 14:12-13 says, "So then, each of us will give an account of himself to God... make up your mind not to put any stumbling block or obstacle in your brother's way."

Ourselves – In Romans 12:1 we are called to "...offer our bodies as living sacrifices, holy and pleasing to God." 1 Corinthians reminds us that, "...You are not your own; you were bought at a price. Therefore honor God with your body."

Cooperation between the home and school regarding the matter of dress guidelines will strengthen the school. To establish a dress code that will honor God and be most workable for the parent and school, St. Joseph Catholic School has adopted a **Mandatory Dress Code**. The styles and colors that St. Joseph will be using can be found at Parker Uniform. Exclusive plaid can be purchased anytime through Parker Uniform and all the items in the dress code are available through the same company; however, the other items do not have to be purchased through Parker. Although, be sure to adhere to the dress code guidelines in regard to color, fabric, length (skirts, skorts, and shorts should be no shorter than the top of the knee), and style (no pants with holes, rivets, etc.). If in doubt, please check with the office before making purchases.

Pre-school students are not required to wear uniforms however clothing must be modest and comfortable for activity.

Girl's Guidelines: K-8th grade

Please adhere to the following Color Guidelines: **Bottoms Colors** Navy blue or our exclusive plaid. **Top Colors** include white or green **solid** color. Shirts with stripes and prints are not permissible.

Jumper

Our exclusive plaid found at Parker Uniform. Jumper length should be no shorter than the top of the knee.

Skirt

Our exclusive plaid found at Parker Uniform. Skirt length same as for jumper.

Skort (for K-4th grades only)

Navy blue. Same length requirement as Jumper or Skirt. A belt is required if style requires.

Pants

Navy blue. "Flare" bottoms are not allowed. A belt is required if style requires.

Shorts

August, September, and May only. Navy blue. Absolutely no cut-offs allowed. (Athletic shorts may be worn under jumpers or skirts). A belt is required.

Polo Shirt

Green or white. Long or short sleeves. Plain white t-shirts may be worn under shirts.

Blouse

White only, no lace, button up short or long sleeves.

Sweater

Navy blue. V-neck or crew styles may be worn.

Sweater Vest

Navy blue. V-neck or crew styles.

Sweatshirt

Exclusive St. Joseph Catholic Sweatshirt only.

Socks/Knee Socks/Tights/Leggings

White, navy or green socks must be worn at all times 3 inches above the ankles. Tights can be worn in solid navy, green or white colors only.

Boy's Guidelines: K-8th Grade

Please adhere to the following Color Guidelines: **Bottoms Colors** Navy only. **Top Colors** include white or green **solid** color. Shirts with stripes and prints are not permissible.

Pants

Navy blue and must be worn with a belt. "Flare" bottoms or sweat pants are not allowed.

Shorts

August, September, and May only. Navy blue only. Absolutely no cut-offs allowed. A belt is required.

Polo Shirt

Green or white long or short sleeves. Plain white t-shirts may be worn under polo shirts.

Sweatshirt

Exclusive St. Joseph Catholic School sweatshirt only.

Sweater

Navy blue crew style with buttons.

Socks

Navy, blue, black or white. Three inches above the ankle. **Socks must be worn at all times.**

Please mark coats, sweaters, and other articles of clothing with your child's name.

St. Joseph Catholic School does reserve the right to advise and discipline any student about personal appearance that may be considered distracting or deemed inappropriate by the school administrator.

Shoes/Boots

All students must wear a leather dress shoe, boot, or oxford in navy, black, grey, brown, cordovan or navy/white, black/white saddle oxford. For the safety of the student, a maximum heel height of two inches will be allowed (measured from the back of the heel including the sole). No colorful thread or lights. Students must bring a pair of non-marring tennis shoes for P.E.

Hair/Accessories

All students – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. Extreme hair coloring and bleaching is not permitted. No beads or scarves should be worn in the hair.

Make-up

Only girls in grades 6-8 may wear make-up *in moderation* to school. Colored lipsticks are not allowed. Make-up is not to be brought to school. School administration may ask a student to remove excess make-up.

Colored fingernail polish is permitted for girls in all grades.

No visible tattoos of any kind. No hologram contact lenses. Jewelry should be limited to one watch, one bracelet per wrist, one ring, and simple crosses or holy medals on a narrow silver or gold chain.

Out of uniform dress:

Spirit Day:

Spirit Shirts or school uniform shirts may be worn with jeans. Spirit shirts worn with the school uniform pants or school uniform jumpers are acceptable as an alternative to jeans. Tennis shoes/boots are allowed. Hats may be worn at recess only.

Casual Day:

Spirit shirts, jeans, tennis shoes, short socks, shorts no shorter than two inches above the knee only in Aug., Sept., and May., skirts no shorter than two inches above the knee, skorts-girls, sweatshirts, jogging suits, jewelry-girls, dresses-girls, slacks

Students may not wear:

Flip-flops, shoes that convert to roller skates, biker shorts, pajama pants

Physical Education Uniform

All shorts should be fingertip length. Approved St. Joe P.E. shirt for grades 5-8. A St. Joe P.E. shirt can be purchased for \$7. Appropriate non-marking athletic shoes are required.

Opportunities for Parent Involvement

Parent involvement is critical to St. Joseph's Catholic School's overall effectiveness. Parents can get involved by:

Volunteering

"I long to see you, that I may impart to you some spiritual gift to strengthen you...that we may be mutually encouraged by each other's faith...(Romans 1:11-12)

All individuals who volunteer in the school must complete Virtus Training. Diocesan mandated background check will apply. All volunteers are expected to dress appropriately. Clothing should be modest and neat. It is recommended that school volunteers do not assist in their own child's classroom unless requested by that teacher. Younger siblings are not permitted in classrooms with volunteers. Volunteers working in areas where students are not present may take younger siblings but they must remain with the volunteer. Please sign in at the office when you arrive at school to volunteer.

Please prayerfully consider where God would have you serve. Since we are not always aware of the gifts and talents of our families, PTO will provide an opportunity to sign up for opportunities. In addition, we will notify you of any additional opportunities throughout the year through the weekly Luminary.

Thank you so much for your willingness to serve the Lord and our school through your time and talent!

Parent/Teacher Organization (PTO)

Parents are the first and best educators of their children. Therefore it is essential that home and school work together in a spirit of harmony to develop, promote, and protect the mission of the school. To encourage and organize participation of parents/guardians in the life of St. Joseph Catholic School, the PTO is formed to help with a variety of activities. There will be regular meetings scheduled for planning and coordinating of many different projects and events. Leaders will be chosen each year from among the active supporters. The PTO is governed by a set of bylaws approved by the Pastor and the Diocese. All decisions or recommendations of PTO are subject to approval by the principal.

"PTO shall include the following goals among its purposes:

1. Foster cooperation between the school and parents by providing a forum to address school-wide issues of mutual concern;
2. Assist parents in understanding and fulfilling their sacred roles as Catholic school parents. During each school year, every school is to make available to parents regularly scheduled education that will assist them in the total formation of their children: religious, academic, physical/wellness, and personal/social. This may be done locally or regionally and adapted according to local need and circumstance. Topics may cover but are not limited to bullying, health and wellness, sacramental preparation,

- stewardship, academic best practices, college planning, social media, alcohol and drug awareness, pornography, sportsmanship and Internet safety.
3. Provide a network for action on public policy issues that affect Catholic schools and Catholic school parents.
 4. Assist in providing for the material needs of the school in a manner consistent with stewardship."

Health and Safety Issues

It is of utmost importance that St. Joseph Catholic School provides a safe environment for our students. Because of this commitment, the following rules will apply:

Distribution and Consumption of Medication

The appropriate Diocesan document (form 317-T &/or 317-U [if applicable]) signed by a doctor or dentist, and a parent, for medication to be given during school hours must accompany all medications, prescription and over the counter, and include the following: name of student, name of medication, reason for medication, dosage amount and time to be given, and anticipated number of days medication will be taken at school. **THE FIRST DOSE MUST BE GIVEN AT HOME.** The medication must come in an official prescription container or the original over the counter packaging. It is the parent's responsibility to supply the medication and assure that the medication is the same as identified on the label. The above policy applies to all medication, including Ibuprofen and Tylenol.

Cough drops must be kept in the office and NOT with the students. A note should be written to the teacher when cough drops are sent to school. Students are responsible for remembering to take their medication.

St. Joseph Catholic School will not administer the first dose of any medication.

Student Illness

(procedures designed to preserve the health of each child and each class.)
If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees of temperature or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

If signs of contagious conditions are recognized, the exclusion of pupils from school will be done on the basis of the following symptoms (there may be additional symptoms not included in this list):

- 100 degrees of temperature or above
- Unrelieved headache
- Diarrhea
- Abdominal pain
- Unidentified rash
- Head lice
- Listlessness
- Extreme sleepiness
- Persistent cough
- Excessive sore throat
- Nausea and/or vomiting
- Excessive sneezing, running nose, or tearing
- Red, inflamed eyes with thick mucous discharge

Responsibilities of St. Joseph staff:

The teacher will be the judge of the health condition of a child. The administrator or school secretary may assist with health issues, as needed.

No school staff will be held responsible or liable for medications of any kind.

St. Joseph Catholic School reserves the right to refuse the attendance of any ill child.

A note should be sent from the parent or physician if playground or any other activities should be restricted.

Immunizations/Medical Examination

Current immunization records must be on file at St. Joseph for every student by the first day of the school year. If not, the child will not be allowed to attend. Medical exemptions forms must be renewed annually. Diocesan policy will be followed for any non-immunized students. Individual Health Plans must be renewed annually.

Screening

Hearing screening will be provided for grades K, 1, 3, 5, 7, all new students, and students who failed the screening the previous year.

Vision screening will be provided for grades K, 2, 4, 6, 8, all new students, and students who failed the screening the previous year in accordance with requirements set by the State of Kansas.

In addition, every effort will be made to provide dental checks and scoliosis examinations. Parental permission will be needed for dental and scoliosis screenings. Any screening can be done upon request.

Asthma Policy

St. Joseph School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. This information is available so that teachers and new staff are also made aware of the policy.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Students in the 5th grade and older are encouraged to carry their reliever inhaler as long as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins St. Joseph Catholic School, parents are asked to submit a child's medical record. All parents of children with asthma are given a Kansas Asthma Action Plan form to give to their child's pediatrician to complete and return to the school. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma.

Food Allergy Policy

St. Joseph School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Joseph School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Individual Health Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training/Documentation

In order to minimize the incidence of life threatening allergic reactions, St. Joseph School will provide training and education for all St. Joseph School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Individual Health Plan for any student identified with a potentially life-threatening allergy.

Notifications

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Pregnancy Policy

Per Diocesan Policy #413, "Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision."

Outside Play

Elementary parents need to be aware of weather conditions to insure that their student(s) are dressed appropriately. Hats, coats, and gloves need to be sent with your children during cold weather to be used during recess times. When weather is dry and 25 degrees (wind chill will be considered) or above, the children will spend time outside.

Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Tornado – When a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teacher will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

Lockdown – May be implemented in situations involving intruders.

See Crisis Plan for additional details on emergency situations.

General and Miscellaneous Information

School Hours

School begins at 7:45 a.m. and dismisses at 3:30 p.m. Students may not be dropped off at school before 7:25 a.m. All students arriving between 7:25-7:35 a.m. need to report to the cafeteria/parish hall. Students that arrive between 7:35-7:45 a.m. may report to their classrooms. Students arriving after 7:45 a.m. will be considered tardy. When a student arrives after 7:45 a.m. the parent must come into the office to sign their child in. Students should be picked up no later than 3:35 p.m. If students are not picked up by then, they will be taken to our Extended Day service and be charged according to the Extended Day fee schedule. If an emergency arises and you need to make special arrangements, please call the school office.

Extended Day

As a service to the families of our school with working parents, the school will offer extended care for the children enrolled in St. Joseph Catholic School. Designated staff will be available to care for children from 7:25-7:35 a.m., then from the end of school until 5:30 p.m. Children will only be released to parents/guardians or those specifically designated as emergency contacts. Fees for the after school service are separate from registration. There will be a non-refundable \$5.00 registration fee **per family**, which will be used to purchase start-up supplies. Once the registration fee is paid, the parent will be charged only for the time in which the child is in the program. Extended Day Program parents will be charged \$2.00 per hour, per child beginning on the 16th minute of attendance. Students riding the bus will only be charged \$1.00 per/day for the 1st child and \$.50 per/day for each additional child per family. A late pick-up fee will be charged after 5:30 p.m. Any students remaining after 5:30 p.m. will be charged \$1.00 per minute after 5:35 p.m.

All students not enrolled in after school care that are remaining after 3:35 p.m. who are not involved in a school-sponsored and/or adult supervised activity will be taken to extended day and parents will be billed accordingly.

Failure to comply with the arrival time policy of 7:25 a.m. will result in a charge of extended day fees.

Daily fees will be determined annually.

School Business Office Hours

All school business should be conducted during the regular business hours of 7:30 a.m. and 4:00 p.m.

Campus Visitors

St. Joseph Catholic School welcomes parents/guardians to visit our school. For safety, all visitors, including parents and guardians, are required to report to the office upon arrival and departure. A "Visitor" badge will be given to each guest, which is to be worn at all times within the building.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please submit all pertinent information to the school office prior to the move.

Conference Scheduling

The staff is always happy to discuss a student's progress or address any questions during plan time or during a scheduled before or after school conference time. Also, parent-teacher conferences will be scheduled during the first and third quarters for all students.

Delivery and Pickup of Students

There is one area for morning drop-off and afternoon pick-up: the south side of Maple Grove Rd. ONLY. Please use the assigned areas throughout the year unless approval has been obtained from the principal.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day. Inconsistencies with daily arrangements may result in parents being required to note day to day arrangements in student agenda books.

Note: If there is a change in carpool arrangements, please notify the office by 2:00.

Bus

Students who ride the bus are to ride their designated bus unless written notification has been given to the office and the bus driver has been contacted.

Students are not to get on the bus unless escorted by a teacher.

Parents are responsible for payment of gas expense for the St. Joseph bus to Andale. All school policy conduct is expected.

Returning to School after Dismissal

Students are not permitted to return to the school building after the 3:30 p.m. dismissal unless accompanied by a teacher. Students, who choose to return to school after 3:30 p.m. without a teacher, may face detention, suspension, or expulsion.

Field Trips

During the school year, teachers may schedule educational or service/ministry-based field trips. Trips will be announced in writing in advance by the teacher or school office. A permission slip must be signed and returned to the school in order for the student to attend the field trip. The permission form will provide details of the trip (destination, times, transportation, and cost) and a way for the parent to sign up to chaperone. **Parent chaperones on a field trip are not to bring other children on the trip.**

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

Lost and Found Items

Items that are lost or found can be turned in or looked for at the office. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately.

Lunch Program

St. Joseph Catholic School participates in the School Lunch Program sponsored by the Kansas State Department of Education, Child Nutrition and Wellness. Lunches are served each day school is in session, including half days.

Lunch prices and payment policies

K – 8 students	\$2.55
Adults & guests	\$3.50

Meals are purchased each month in advance. Payment is due by the 15th. Prompt payment is expected. Lunch bills overdue for one month or more will result in students needing to bring a sack lunch from home as services will not be provided until the bill is paid or arrangements have been made with the food services director.

Free or reduced lunches are available to students who qualify. Applications are given to each family at enrollment and are also available at the school and the food services offices.

Application forms must be completed each school year since we do not carry over families from year to year. Applications are kept strictly confidential.

Adults eating on a regular basis may set up an account payable at the end of the month. All others are expected to pay for meals or ala carte services when receiving them.

May's lunch credits are carried over to the following school year, or at your request are refunded. Eighth grade graduates with no younger siblings will automatically receive a refund if applicable.

Food allergies or other health issues

Students who need to be excused from particular foods because of allergies or other medical reasons are required to have a written dated statement from a physician EACH SCHOOL YEAR that states which foods may not be given and which foods may be substituted in their place. (Forms are available in the school office) No changes or substitutions may be made without a written doctor's statement.

Sack lunches, fast food and soda

Students may bring a sack lunch. Milk is available for purchase. State law does not allow soda, carbonated beverages or candy in the lunchroom during serving times. Students are not allowed to bring food or beverages from any outside restaurant or have it brought to them. Students bringing sack lunches should pack their own plastic utensils. Students do not have access to a microwave or refrigerator.

For field trips, sack lunches are available from the school or you may bring a lunch from home. Adult sponsors may also purchase a sack lunch.

Parents at lunch

We welcome the many parents who come to lunch. Come as much and as often as you can. If you desire to eat a hot lunch, notification must be made to the school office by 9:00 a.m. Parents are not to bring pop or fast food (or food from outside restaurants) for themselves or their child when they come to school for lunch.

Parents are strongly discouraged from taking their child out of the building for lunch.

Wellness Policy

Conscious of our mission to form the entire person, body, mind, and soul, we adopt this wellness policy to bring diocesan schools into compliance with state and federal law.

Meals served through the National School Lunch program as well as all a la carte and vended food or beverage items sold by the school or served at school-sponsored activities and events shall meet at least the minimum wellness guidelines set by state and federal law.

All students shall participate in nutrition education as outlined in the diocesan physical education and health standards. Each school shall develop a staff wellness plan and implement activities to improve school staff wellness.

All students will have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis. All schools will have a physical education program that complies with the diocesan physical education curriculum guide. Families will be encouraged to incorporate physical activity into the lives of all household members.

The use of tobacco products in any diocesan school building or on school buses is prohibited. The use of any tobacco products anywhere on the premises of diocesan high schools is prohibited. Parish schools are encouraged to prohibit the use of tobacco products on school grounds.

Snacks

A light snack (and a carton of milk for PreK only) will be provided in the morning to grades PreK-2nd. PTO picks up the cost of these snacks.

Messages

Students can receive **important messages** at school by calling the school office at (316-444-2548)

School Closure Information

Listen to local television stations for the list of closed schools. In case of weather emergency and/or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert parents through SchoolReach automated message system. However, parents should insure in advance that the child has a procedure to follow for early dismissals. **Please note that if Renwick Public Schools are not in session for inclement weather, St. Joseph Catholic School will not be in session either.**

Textbook Selection Guidelines

Textbooks and other printed materials are selected by a committee composed of administration and classroom teachers. Classroom materials will be evaluated annually by the administration and staff, with input being requested from Diocesan representatives.

Technology Use

Computer Use: Internet

While using the Internet at school, adult supervision will be provided and required. Students and parents must sign a computer use agreement every year. There is no expectation of privacy while using school property.

Acceptable Use

Access to the Internet and use of the computer must be in support of education and research and consistent with the educational and religious objectives of St. Joseph School and Parish. Every student and parent must sign the Diocesan "Acceptable Use of Technology Policy for Catholic School Students" which is provided annually at school registration.

Privileges

The use of the computer is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The classroom teacher will deem what is inappropriate use and his/her decision is final. The pastor, administration, faculty, and/or staff of St. Joseph School may request the teacher to deny users' access to the Internet or computer. Denial of privileges will not relieve the student of his/her responsibility for completing the assigned work and/or project.

Network Etiquette

All computer users are responsible for abiding by the general accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Use appropriate language
- Do not reveal your (or another person) personal address or phone number
- Obey all copyright laws
- Do not trespass in another individual's personal file
- Do not use another user's password
- Access web sites that are appropriate and part of an assigned lesson
- Properly care for and maintain computer hardware and software
- Do not attempt to enter chat rooms or any e-mail address and/or mailbox
- Any violation of these policies or any other inappropriate use of the computer may result in the following:
 1. Loss of access to computers at St. Joseph Catholic School or Parish
 2. Disciplinary action, to be determined by the administration of St. Joseph Catholic School or Parish
 3. Legal action, if appropriate

Due to the nature of the World Wide Web, St. Joseph Catholic School cannot warranty and/or guarantee the accuracy, quality, morality and/or appropriateness of information or material obtained through its services. As such, use of or exposure to any material obtained via the schools Internet services shall not have an expectation of privacy and/or confidentiality. In addition, St. Joseph Catholic School reserves the right to monitor computer use and each user should assume that said user's computer activities are being monitored during and that his/her personal file will be accessed and audited from time to time.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers/cubbies only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

Permission to use the telephone must be obtained from the classroom teacher and/or school secretary. Students must submit a note from their teacher. All school phones are considered a business phone and students are permitted to use it only in case of an emergency, when accompanied by a staff member. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Student Directory

Within the first month of the school year, each family receives a Crusader Connection Handbook listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses and other various communication documents. They must be returned at the end of each school year.

The Crusaders Connection Handbook should be used to acquaint parents with the names of their children, teachers, volunteers, polices, PowerSchool usernames, etc. These handbooks should not be used or sold for other purposes.

Service Program

The service program for students in Kindergarten through Grade 8 is entitled "Called to Serve". The purpose of this program is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Each grade will participate in a service project.

All students from Kindergarten through Eighth Grade are required to give of themselves in service to their church and community. Realizing service is unlimited and for the Honor and Glory of God, the numbers are an absolute minimum per quarter. They are as follows:

Kindergarten 15 minutes

1st Grade 30 minutes

3rd Grade 3 hours

5th Grade 5 hours

7th Grade 7 hours

2nd Grade 45 minutes

4th Grade 4 hours

6th Grade 6 hours

8th Grade 8 hours

All students are required to complete the amount stated each nine weeks. Any student, who does more than the required quarterly minutes in the summertime, may carry over minutes beyond the 1st quarter. These carryovers must be approved by the principal.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be

sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted two class parties a year: All Saint's Party and Easter Party. Room parents may assist the classroom teacher with these two parties.

Birthday Observances

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats are allowed to be brought to school for students in Grades K-8. Only one food/drink item of minimal or no nutritional value is allowed per Diocesan Wellness policy. We request that birthday treats be already prepared into individual servings.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Close windows and doors;
- Walk to the assigned place briskly, in single file at all times, and in silence
- Stand in a column of two's, facing away from the building;
- Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds;
- Walk briskly to the assigned place in single file;
- Sit, face wall, and put hands over head;
- Return to classroom when signal is given.

Crisis Plan

St. Joseph School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations: St. Joseph Church or Off Campus – across the street at Thelma Ast's home, 13010 E. Maple Grove Rd.

Policy on the Presence of Registered Sex Offenders in Catholic Schools

A parent or guardian must contact the principal and parish pastor of an elementary school or the principal and president of a high school if he/she or any adult or youth living in his/her home is listed on the National Sex Offender Public Registry. An offender must meet with the principal and parish pastor or high school president to discuss applicable restrictions prior to the offender being on school property, participating in school events, or the first day of school.

Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school.

An offender must be accompanied to school events by an adult approved or appointed by the school, which may include a family member. This adult must be VIRTUS certified, meet the offender at his/her car, supervise the offender during the event, and walk back to the car with him/her. This adult must ensure that the offender does not interact alone with any children.

An offender may be allowed to attend school events when children are not present. This must be scheduled in advance by contacting the principal.

If an offender is the only person available to transport his/her child to and from school, the offender will have a restricted time and place, must remain in his/her car, and must avoid communicating with any youth who is not his/her child.

Principals, pastors, and high school presidents may inform school staff and parents of an offender's status as necessary, keeping in mind the guideline that another's name should not be harmed unnecessarily. Refusal to abide by this policy could lead to appropriate action being taken, including the request not to be allowed on school property.

*In an effort to communicate the requirement of a registered sex offender to self-report, each Catholic School will add to the enrollment form the following:

"If you, your spouse or any adult or youth living in your home is listed on the National Sex Offender Public Registry, you and/or the offender are required to contact the principal, pastor, or high school president prior to the offender being on school property, participating in school events, or the first day of school. "

STATEMENT OF COOPERATION

1. I have read and understand the school's philosophy of education, its vision, values, and the contents of this handbook and am in agreement with all as written by St. Joseph Catholic School.
2. I will support the school by involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
3. I give my permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve the school from liability to me or my child because of any injury to my child at school or during any school activity, with the understanding that insurance will be maintained on my child during the school year.
4. I understand the standards of St. Joseph Catholic School in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school.
5. I understand that St. Joseph Catholic School will take any and all necessary steps to ensure the safety and well-being of every student and in doing so, there is no expectation of privacy in all areas of campus except restrooms and locker rooms.
6. I herewith agree to authorize this school to employ such discipline as it deems wise and expedient for my child; I both understand and agree with their policies in this area.
7. Realizing that my attitude toward the teachers and policies of St. Joseph Catholic School affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration. (1 Thessalonians 5:13)
8. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises, regarding our child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the Pastor to set up a private meeting to discuss the issue with the principal and teacher as indicated in Matthew 18:15. I understand that in certain circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and confidentially.

Signature of Father _____ Date _____

Signature of Mother _____ Date _____