



St. Joseph Ost Catholic Church

St. Joseph Catholic School

316-444-2548
www.sjost.com



Parent/Student Handbook 2025-2026

Ora et Labora—Pray and work

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Introduction Section

Letter from Pastor

June 2025

Dear Parents, Students, Faculty and Staff,
Thank you for choosing St. Joe Catholic School.
St. Joe's Vision Statement is Simple:

“Christ Centered Educational Excellence”

This “Excellence” is dependent upon the Life, Power, and Presence of Christ: Grace!
We are all dependent upon this Grace. I challenge us all to strive to stay in this “State of Grace” for the greatest impact on the hearts and minds of our youth and on our environment. St. Pope John Paul II would frequently state, “By our free will, our choices, we shape our environment and our environment shapes us”.

So, together, let us all frequent the Sacraments of Eucharist and Reconciliation to remain in this state of grace and be this beacon of “Excellence” to all those around us.

In Nomine Christi,
Fr. B.X. Gorges

Letter from School Administration

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. Liz Charles
Principal

School Leadership Roster

Administrative Team

Pastor: Rev. Bernard X Gorges
School Administrator: Mrs. Liz Charles
Parish Secretary & Office Manager: Mrs. Pam May
School Secretary & Business Manager: Mrs. Stacey Spexarth

Faculty

Preschool: Mrs. Stacy Bauman
Kindergarten: Mrs. Jennifer Bauserman
Kindergarten: Ms. Anna Leyba
First Grade: Sr. Mary Teresa, IHM
First Grade: Ms. Brooklyn Kennedy
Second Grade: Mrs. Gloria Puetz
Third Grade: Mrs. Stephanie May
Fourth Grade: Mrs. Whitney Osborn
Fifth Grade: Mr. Kelby Schawe
Middle School Science: Mrs. Theresa Kremer
Middle School ELA and Religion: Mrs. Jenny Peloquin
Middle School Math and Social Studies: Mrs. Karla Brown
K-8 Music & Choir: Mr. Aidan Hill
Physical Education & Middle School Essential Skills: Mrs. Stacie Clupny
Special Education: Mrs. Brenda Doonan

Support Staff

Food Service Director: Mrs. Kim Gooding
Food Service Assistant: Mrs. Annette Doll
Food Service Bookkeeper & Classroom Para: Mrs. Sarah Olsen
Bus Driver: Mr. Rick Ries
Bus Driver: Mrs. Angelica Lorg
Bus Driver, Youth Ministry, Communications: Ms. Brady Schwartz
Title I Para: Mrs. Angela Gorges
Special Ed Para & Librarian: Mrs. Ann Meng
Classroom Para: Mrs. Lakken Horsch
Classroom Para: Mrs. Sarah Beying
Maintenance & Custodian: Mr. Kevin Pauly
Custodian: Mr. Lee Brown
Extended Day Attendant: Ms. Ellie Casper
Director of Stewardship & Liturgy: Mrs. Wanda Day

School Council Advisory Team

Vince Casper, St. Mary Aleppo
Chris Dugan, Sacred Heart, Colwich
Denise Eck, St. Joe Ost
Nathan Fischer, St. Joseph Andale
Lakken Horsch, St. Rose of Lima
Kelly Linnebur, St. Joe Ost
Josh Beying, St. Anthony of Padua, Garden Plain
Stacy Helten, St. Joe Ost
Anthony Weber, Sacred Heart, Colwich

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
- 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 (if applicable)

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. Testing in some academic areas may be held for new incoming students in grades 1-8.

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 \$6,000.00 per year (2025-26) or at the discretion of the pastor.

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

The following forms must be completed and received by the school office to enroll a student:

- a. Student Registration with the \$325 registration fee
- b. Signed Statement of Cooperation
- c. Student Records from Previous School (if applicable)
- d. Birth Certificate
- e. Immunization Records
- f. Student Health Screening
- g. Signed Permission to Publish
- h. Parish Family Agreement (K-8)
- i. Home Language Survey
- j. Signed Policies and Procedures
- k. Signed Acceptable Use of Technology
- l. All other forms assigned on each students' online enrollment portal on PowerSchool

Additionally, students must meet the following admission requirements in order to enroll:

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

- b. 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.
- c. Students entering all other grades must provide school records from the previous attended school and pass satisfactorily a developmental readiness screening for their current grade level. All final grade placements will be determined by the administration of St. Joseph Catholic School, Ost.

Tuition and Fees

The fees for the 2025-2026 school year are as follows and must be paid (along with any outstanding balances) upon registering.

- a. K-8 registration fee: \$325 per student
- b. PreK (4 & 3 yr olds) registration fee: \$35
- c. PreK (4 & 3 yr olds) school supply fee: \$25
- d. PreK (4 yr AM): \$130 per month (August-April)
- e. PreK (4 yr PM): \$125 per month (August-April)
- f. Preschool (3 yr AM): \$115 per month (August-April)
- g. Preschool (3 yr PM): \$110 per month (August-April)

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 for at least one week. Grades are checked on a weekly basis and a student’s eligibility may be reinstated when all of his/her grades have improved to at least a 70% or above.

Diocesan Grading Scale

The Diocesan grading code and grading points to be utilized by all schools is:

| Letter Grade | Percent | Grade Point |
|--------------|---------|-------------|
| A + | 99-100 | 4 |
| A | 94-98 | 4 |
| A- | 92-93 | 4 |
| B+ | 89-91 | 3.9 |
| B | 86-88 | 3.1 |
| B- | 83-85 | 3 |
| C+ | 80-82 | 2.9 |
| C | 77-79 | 2.1 |
| C- | 74-76 | 2 |

| | | |
|----|--------------|-----|
| D+ | 71-73 | 1.9 |
| D | 68-70 | 1.1 |
| D- | 65-67 | 1 |
| F | 64 and below | 0 |

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 in early October and mid-February to discuss each student's progress. All parents are strongly encouraged to attend at least one Parent/Teacher Conference per year, but parents of 3rd graders are required to attend conferences in both the fall and spring, per KSDE and the Every Child Can Read Act.

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 electronically via PowerSchool's Document Delivery on a quarterly basis. Parents are responsible for frequently monitoring student's grades by utilizing PowerSchool.

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 Accelerated Reader 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 participate 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 three sacraments, Reconciliation, First Holy Communion, and Holy Confirmation take place at school. 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, First Holy Communion, and Holy Confirmation 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).

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.

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

The parents of any student who misses 10 or more days in a semester or 20 days per school year, will meet with the school administration, teacher(s), and supporting parish pastor to discuss and decide upon the best plan for making up lost classroom instruction due to excessive absences.

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 to complete school work that will be

missed. **Although teachers *may* provide students with work ahead of the absence(s), they are *not expected or required* to do so.**

Release During the School Day

Students who need to leave during the school day require a note sent to the teacher **and** school office. 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 secretary 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 check-out log stating the reason, date, time, and signature of 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 hours will be counted as a full day absence.

Makeup Work

For scheduled absences, students must make arrangements with the teacher to complete the makeup work. If the teacher provides the student with work ahead of the absence, the work will be due the first day the student returns to school. If homework was not provided prior to the absence, the teacher will inform the student of the due date(s) for completing the absent work. 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. Parents may also contact the teacher and/or school office to arrange to pick up absent work at the end of the school day. 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 after school.

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

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 a grade below a 70% in one or more core subjects (after consulting with their teachers) will be placed on the ineligibility list and will have his/her grades checked on a weekly basis. The student may be reinstated for eligibility after one week and 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:

- a. Students will refrain from using inappropriate language. Obscene language, excessive grumbling and complaining will not be tolerated.
- b. 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.
- c. Sexual harassment of employees, students, visitors, or others will not be tolerated.
- d. 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.
- e. Students will respect the authority of the faculty and staff of St. Joseph's Catholic School, Ost.
- f. 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.
- g. Students will show respect for others by not taking things that do not belong to them.
- h. Students will exercise the commandment of honesty at all times.
- i. Students will show reverence toward God's Word during Mass, Adoration, and Prayer time.
- j. Students will be representatives of their school in the community in which they live and will observe this conduct code at all times.
- k. Students will not participate in or view inappropriate websites.
- l. 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.

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 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
- alienation of 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 (may include written reflections and/or service projects)
6. Calling parents
7. After school detention
8. Student conference with the administrator
9. Conference with the administrator and parents
10. Initiation of a Student Behavior Plan
11. Requiring professional counseling for the student
12. Probation
13. Suspension – in and/or out of school
14. 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.**

Demerit Card System

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. The following infractions will constitute a demerit:

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, lack of participation, or lack of reverence at Mass
9. Disrespectful or aggressive behavior to peer or to staff
10. Uncooperative
11. Failure to follow directions
12. Other (will be specified on the back of the card)
13. A demerit will also be issued for lost cards and for cards that are not signed by parents following an infraction.

Detention

Detentions are served on a weekday after school at the principal's discretion from 3:30-4:30 PM. During the detention, the student is given a reflection activity and a stewardship opportunity. Parents are informed of a detention by a notice from the principal. 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

The following is a non-inclusive list of infractions that would result in an in-school suspension:

1. extremely disruptive behavior (over the course of a student's enrollment)
2. accumulation of two detentions and filling a third demerit card (per school year)
3. reoccurring offenses of the similar nature (over the course of a student's enrollment)

In-school suspensions are served in another classroom or the school office. The student first must do a "reflection 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.

Out of school suspension

The following is a non-inclusive list of infractions that would result in an out of school suspension:

1. fighting or other dangerous actions
2. vandalism
3. vulgar words, actions, or writing
4. possession of illegal substance or intoxication while at school
5. threatening harm by word or actions
6. 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

The following is a non-inclusive list of infractions that would result in expulsion from school:

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

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.

Virtue Based Restorative Discipline (VBRD)

St. Joseph Catholic School Ost has adopted VBRD as our school-wide bullying prevention initiative. VBRD helps shape attitudes and behaviors in order to reduce and prevent bullying and other disruptive behaviors. In practicing a restorative approach to wrongdoing, we emphasize repairing relationships and focus on accountability. In taking it a step further, we incorporate Christian virtues school-wide and provide examples for living a virtuous life. Each quarter, students learn about and focus on a virtue that the faculty has chosen. The faculty has chosen to focus on the virtues of justice, prudence, temperance, and fortitude during the 2025-2026 school year.

The guiding principles of VBRD:

- Dedicating ourselves to living virtuously
- Supporting others in living virtuously
- Committing to using constructive thoughts, words and deeds
- When faced with challenges or conflict, we will work together to find solutions that further cultivate virtue.

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 Schoolbelles. Exclusive plaid can be purchased anytime through Schoolbelles. Other items in the dress code are available through Schoolbelles as well; however, the other items do not have to be purchased through Schoolbelles. Although, if purchasing other items elsewhere, be sure to adhere to the dress code guidelines in regard to color, fabric, style, and length (The lengths of both jumpers and skirts are required to fall at the very top of the girl's knees, minimum). If in doubt, please check with the office before making purchases.

****Please note that the uniform policy is effective for the duration of the school year. Uniforms need to be free from holes, rips, and tears and fall at the required lengths for both boys and girls from August through May.***

****Uniform (embroidered) sweatshirt & quarter zip pullover will be offered and available for purchase through a local vendor. (link will be available on the school website)***

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

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 jumper is found at Schoolbelles for girls in grades K-4. Jumper length should fall at the very top of the knee, minimum.

Skirt

Our exclusive plaid skirt is found at Schoolbelles for girls in grades 5-8. Skirt length should fall at the very top of the knee, minimum.

Pants

Navy blue. "Flare" bottoms are not allowed. A belt is required, for grades 1-8. The length of the pants need to fall at the bottom of the ankle, minimum.

Shorts

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

Polo Shirt

Green or white collared polo shirts. Long or short sleeves. Both cotton and dri-fit shirts are allowed. Plain white short sleeve t-shirts may be worn under shirts, but no long sleeve shirts may be worn underneath short sleeve polo's.

Blouse

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

Sweater

Navy blue. V-neck sweater vests, button down cardigans, or crew styles are all acceptable.

Sweatshirt

Exclusive St. Joseph Catholic navy blue crew cut sweatshirt or quarter zip pullover with embroidered (approved) logos only. (Available through a local vendor). No hoodies may be worn from 7:45 AM - 3:30 PM.

Socks/Knee Socks/Tights/Leggings

Navy blue, black or white socks must be worn at all times. Tights and leggings can be worn in solid navy, black or white. Leggings must be ankle length.

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. *Kindergartners are exempt from wearing a belt and are encouraged to wear elastic navy blue pants; "flare" bottoms or sweat pants are not allowed. The length of pants need to fall at the bottom of the ankle, minimum.

Shorts

August, September, and May only. Navy blue school uniform shorts. No cut-offs allowed. A belt is required. *Kindergartners are exempt from wearing a belt and are encouraged to wear elastic navy blue pants.

Polo Shirt

Green or white collared polo shirts. Long or short sleeves. Both cotton and dri-fit shirts are allowed. Plain white short sleeve t-shirts may be worn under shirts, but no long sleeve shirts may be worn underneath short sleeve polo's.

Sweater

Navy blue. V-neck sweater vests, button down cardigans, or crew styles are all acceptable.

Sweatshirt

Exclusive St. Joseph Catholic navy blue crew cut sweatshirt or quarter zip pullover with embroidered (approved) logos only. (Available through a local vendor). No hoodies may be worn from 7:45 AM - 3:30 PM.

Socks

Navy blue, black or white socks must be worn at all times.

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

Shoes/Boots

All students - Leather dress shoes, oxfords, or athletic tennis shoes are approved (no high tops). **Cowboy boots ONLY are allowed (no booties)**. All shoes must be of a neutral/muted color (white, black, brown, gray, or navy blue only.) No glitter, metallic, prints, patterns, non-neutral colored shoe strings, or light up shoes are allowed. If shoes have a logo that is of another color (for example, a Nike swoosh or Adidas stripes) that is permissible, but the remainder of the shoes *must* be neutral. If cowboy/cowgirl boots have color threads, the threading must be of a muted or neutral color (white, black, brown, gray, or navy blue only).

Hair/Accessories

All students – hair should be neat with bangs above the eyebrows. Boy's hair must be above the shirt collar and trimmed around the ears. Hair clips, rubber bands, etc. must be in the hair, not worn on wrists. Unnatural hair coloring (whether in sections or entirety) is not permitted. No beads, feathers, tinsel, or scarves may be worn in the hair. No hair designs may be shaved into the head.

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, but acrylic nails are not allowed.

Miscellaneous

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. No dangling earrings.

Spirit Day Attire

Spirit Shirts or school uniform shirts may be worn with jeans that are free from holes, rips and tears. 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. ****Spirit wear will be offered and available for purchase through a local vendor. (link will be available on the school website)***

Free Dress Day Attire

Approved attire items on a free dress day are as follows: clean, appropriate shirts; jeans that are free from holes, rips and tears; tennis shoes; short socks; skirts (girls) no shorter than two inches above the knee; clean, appropriate sweatshirts; jogging suits; dresses (girls), and slacks. In Aug. Sept. and May, **following Mass**, students may change into shorts, no shorter than two inches above the knee.

Unallowed attire

Spandex, yoga pants, leggings, flip-flops, shoes that convert to roller skates, biker shorts, pajama pants

Physical Education Uniform (6th- 8th grades)

If students choose to change out for PE, all shorts and t-shirts will be a PE uniform. If students choose not to change out, they may wear their school uniform for PE class. Appropriate non-marking athletic shoes are required.

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.

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. A Diocesan mandated background check will also apply. Younger siblings are not permitted in classrooms with volunteers. Please sign in at the office when you arrive at school to volunteer.

Our school is dependent upon stewardship! All students benefit from having a clean school and the proceeds that are made from our annual fundraiser, the German Dinner. Therefore, at least one parent/guardian from each school family is asked to sign up for one or the other of these two stewardship opportunities (Cleaning crew or Bierock making crew). Volunteers will be placed on crews that work together on a rotating basis each of their assigned dates. (For cleaning crews, there is some flexibility with these assigned dates/times.) We anticipate all crews to be assigned the same number of times throughout the school year. However, school cleaning dates will go from August - May, whereas bierock baking dates will be scheduled October through early March.

Please also prayerfully consider additional opportunities in which you may be called to serve. Since we are not always aware of the gifts and talents of our families, during online enrollment you will be provided the opportunity to sign up for various volunteer teams that best suit your skills and interest. In addition, we will notify you of any other opportunities throughout the year via our school newsletter, the "Crusader Connection".

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

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, Tylenol, cough drops, Neosporin, hydrocortisone, etc.

Cough drops must be kept in the office and NOT with the students. A note should be sent to the teacher also when cough drops are sent to school.

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
- Extreme sleepiness
- Persistent cough
- Excessive sore throat
- Nausea and/or vomiting
- Excessive sneezing, running nose, or tearing
- Red, inflamed eyes with thick mucous discharge
- Listlessness

Responsibilities of St. Joseph Staff

The teacher will be the judge of the health condition of a child. The administrator, school secretary, or school nurse will 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, pre-school-8th grade, by the first day of the school year. If not, the child will not be allowed to attend. Medical exemption forms must be renewed annually. Religious exemptions are not granted. Individual Health Plans must be renewed annually.

Screening

In-school screenings are valuable to ensure the student's health and development. By catching potential issues early, they help support the student's overall well-being and academic success. St. Joseph, Ost follows KDHE requirements for vision, hearing and dental screenings and can also be requested by the parent.

Vision screenings are typically provided for Preschool, K, 1, 3, 5 and 7 and any special requests.

Hearing screenings are typically provided for Preschool, K, 1, 3 and 6 and any special requests.

Dental screenings will be offered to all grades and provided with parent permission.

Any students who failed any screening the previous year may be screened again per recommendations of KDHE.

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.

1. 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.

2. 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.

Outside Play

Elementary parents need to be aware of weather conditions to ensure 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 32 degrees (wind chill will be considered) or above, the children will spend time outside.

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 7:30 a.m., unless reporting to our morning Extended Day Program.** All students must report to their classrooms upon arrival between 7:30-7:45 a.m. 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. Our morning program runs from 7:00-7:30 a.m. and our afternoon program from 3:30-5:30 p.m. Children will only be released to parents/guardians or those specifically designated as emergency contacts. Fees for the extended day service are separate from registration. There will be a non-refundable \$5.00 registration fee **per family**, which will be used to purchase supplies and snacks. Once the registration fee is paid, the family will be charged only for the time in which their children use the program. Extended Day Morning Program fee is \$0.50 per family each time used. Extended Day Afternoon Program fee is \$4.00 per hour, per child, beginning on the 6th minute of attendance. Any students remaining after 5:30 p.m. will be charged \$1.00 per minute (per family) after 5:30 p.m. Fees will be assessed quarterly on PowerSchool and families will be notified when a fee has been assessed.

School Office Business Hours

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

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 or sticker will be given to each guest, which is to be worn at all times while in the buildings or on campus.

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 of the school year.

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** in the parking stalls. Please do not drop off children via the west gravel parking lot or the driveway around the church. 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 carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers and/or the school office should be advised in writing if a child is to go home in a different carpool or by a different means on a given day.

Note: If there is a change in carpool arrangements, please notify the office by 3:00 p.m.

Bus

St. Joseph Catholic School is able to offer a school bus transportation service for families coming from the Colwich and Andale areas. **IF SEATING IS AVAILABLE**, the service will also be offered to families who reside on 21st street between 295th & 343rd, and those that reside along Maple Grove Road between 295th & 343rd. Further detailed information for this service can be acquired by calling the school office. Registration for this service will be through PowerSchool during online enrollment in the summer.

There is a \$500 fee per family per school year for utilizing the bus service. This can be paid in full at the time of enrollment, or in half increments at the beginning of each semester.

The following bus rules will be observed at all times:

1. Obey the driver
2. Observe classroom conduct
3. Keep voices at an inside level
4. Be courteous; no profane language
5. Do not eat or drink on bus
6. Nothing in the aisle (feet, coat, book bag, etc.)
7. Keep the bus clean
8. NO throwing anything inside the bus, or out the windows
9. Do not damage the bus or equipment
10. Remain seated, with your feet on the floor, while the bus is moving
11. Keep head, hands, and feet inside the bus
12. No fighting, pushing, shoving or horseplay
13. No items from home (including toys, trinkets, cell phones, etc.) are allowed to be used on the bus. Students may bring a book to read during transportation.
14. The bus driver is authorized to assign seats
15. Be courteous and do your part to ensure everyone has a safe bus ride

Consequences for not following bus rules:

1. 1st offense - verbal warning given
2. 2nd offense – written warning given and it will need to be signed by a parent and returned to the bus driver
3. 3rd offense – parents will be notified that the student will no longer be able to ride the bus until a meeting is held with administration, at least one parent, the student involved, and the driver, to discuss the issue and determine whether or not the family will need to make other transportation arrangements for the child.

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 or staff member.

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. **For the safety and supervision of all children, field trip chaperones 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.

We are an offer program. Five components are offered with each meal: meat or meat alternative, grain/bread, fruit, vegetable, and milk. Students much take one half cup of fruit or vegetable, plus two additional components.

Lunch prices


| | |
|-----------------|--|
| K – 8 students | \$4.00 |
| Adults & guests | \$5.00 |
| A la carte milk | \$0.50 (students who take an extra milk will be charged for the additional milk regardless of their lunch status (i.e. free/reduced/full pay)) |

Additional Helpings Opportunity

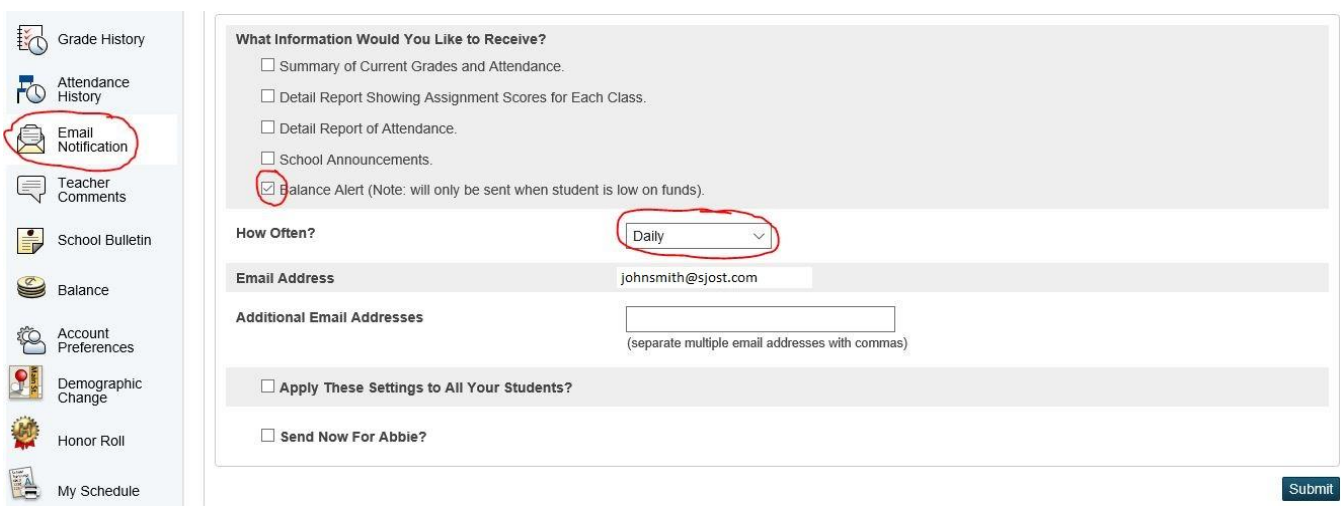
Students in grades 5-8 will have the opportunity to purchase additional helpings, if available, at an additional cost of \$1.00. The additional charge will be assessed on the student's lunch account on PowerSchool. Regardless of the number of times they go back for more helpings, the cost is a one-time charge. Priority for additional helpings will rotate by grade on a weekly basis. If you do NOT wish for your student to have additional helpings, please have that conversation with your student. We will not be responsible for monitoring who has permission to partake in this opportunity. Parents will be responsible for all charges added to their students' accounts. **This additional charge will be assessed regardless of a student's lunch status (i.e. free/reduced/full pay).**

PowerLunch

Parents are personally responsible for keeping up with their student's lunch balance via PowerSchool. Follow these steps to view your student's lunch balance:

1. Login to PowerSchool online or on the app (upon downloading it) on your personal device: our PowerSchool coordinator will send an email to parents with login credentials and instructions on how to login once all students have been enrolled into PowerSchool. The app looks like this  and our district code is KNBG for those that already know their PS login credentials.
2. Click on 'Balance'
3. If your student's lunch account has a positive balance, you will see the balance amount in green. If it is negative, the balance amount will appear in red.
4. If you have more than one student, you can switch between their profiles by clicking on their name in the top, left hand corner of page. This will take you to that student's profile so that you can view their balance.

You can also set PowerSchool up to send you email notifications of your student's lunch balance. Here is a screenshot of how to set that up:



The screenshot shows the PowerSchool interface. On the left sidebar, the 'Email Notification' option is circled in red. The main content area is titled 'What Information Would You Like to Receive?' and contains several checkboxes: 'Summary of Current Grades and Attendance', 'Detail Report Showing Assignment Scores for Each Class', 'Detail Report of Attendance', 'School Announcements', and 'Balance Alert (Note: will only be sent when student is low on funds)'. The 'Balance Alert' checkbox is checked and circled in red. Below this, the 'How Often?' dropdown menu is set to 'Daily' and is also circled in red. The 'Email Address' field contains 'johnsmith@sjost.com'. There is an empty field for 'Additional Email Addresses' with the instruction '(separate multiple email addresses with commas)'. At the bottom, there are two unchecked checkboxes: 'Apply These Settings to All Your Students?' and 'Send Now For Abbie?'. A 'Submit' button is located at the bottom right of the form.

Unpaid Student Lunch Policy/Procedures

Once an individual student's lunch balance becomes negative, parents will receive notification. If a single student's lunch balance drops below (-\$10.00) parents will receive written notification. If a single student's lunch balance drops below (-\$20.00) parent's will receive both written and verbal notification. If a single student's lunch balance drops below (-\$40.00), parent's will be notified of potential further actions necessary if a payment is not received promptly. If a family accumulates a negative balance of \$100.00 or more, parents will be notified of potential further actions necessary if a payment is not received promptly.

If payment is still not received, that account will be considered delinquent. Students will no longer be served lunch if payment is not received or arrangements are not made through the school office or food service office within three days after an account is considered to be delinquent.

Negative year-end balances, regardless of amount, must be paid by the last day of the current school year; after which time if unpaid, the account will be considered delinquent. Failure to respond or send payment one week after the last day of school will result in notification requiring payment, and/or arrangements be made with the food services director or school administration the following day, or students will not be served at the beginning of the next school year.

Students who do not bring a home sack lunch to school when school lunch has been denied due to a delinquent account, will be provided a reimbursable meal of milk, sandwich and fresh fruit.

Delinquent accounts with no attempt to pay or contact the food service office or school administration, will result in a mandatory meeting with the Pastor, Principal and Food Services Administration.

Food Allergies or Other Health Needs

Reasonable lunch substitutions will be made for students with food allergies, per written request by a parent or guardian. Students with severe or life-threatening allergies are required to submit a meal modification form (included in the Enrollment Packet) that is signed by a medical provider. Meal modification forms must be renewed annually.

Sack Lunches, Fast Food and Soda

Students may bring a sack lunch. Milk is available for a la carte purchase. State law does not allow soda, carbonated beverages or candy in the lunchroom during serving times. Students may not bring food or beverages from any outside restaurant in the original container. Students bringing sack lunches should pack their own plastic utensils. Middle school students ONLY have access to a microwave. Students do not have access to a 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 would like! 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, St. Joseph Catholic School will be working on adopting a new Wellness Policy during the 2025-2026 school year. More information will be shared at a later date.

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.

Pre-K Milk Program

Pre-K students receive milk free through the special milk program.

Snacks

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

Messages

Students may receive **important messages** at school by calling the school office at (316-444-2548) and leaving the message with the office staff to be delivered to the student.

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, notifications will be made via the Remind app, email, and a banner alert on the front page of the school website. However, parents should ensure in advance that the child has a procedure to follow for early dismissals.

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

Student Cell Phones

Cell phones are not permitted for student use during the school day. If a student brings a cell phone to school, it must be rendered "silent" and inside the student's backpack for the duration of the school day. *Students who ride the bus are not allowed to use their cell phones; the phones must remain in the students' backpacks upon boarding the bus.* If caught with a cell phone, the student will receive a detention. The device will be taken by the staff member until a parent is able to pick it up.

Smart Watches

For the protection of all students, smart watches or any device that can send or receive texts or take pictures, is not allowed at school or any school sponsored function (e.g. field trips, programs, etc). This includes Apple watches, Fitbits, VTech watches, etc. If caught with such a device, the student will receive a detention. The device will be returned to the parents.

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 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 all accounts have been settled. (See previous section on Student Records for transcript information.)

Office Records/Change of Family Contact Information

Parents/Guardians must notify the school office 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.

School Telephone Use

Permission to use the telephone must be obtained from the classroom teacher and/or school secretary. 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.

Family Directory

Within the first month of the school year, each family will receive a directory listing students' and parents' names, addresses, home telephone number, and students' grades. Parents must notify the school office if they wish their information to be withheld from the directory.

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 their parish, school, and surrounding communities through various service and support programs.

All students from Kindergarten through Eighth Grade are required to give of themselves in service to their parish, school, 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 | 1 st Grade - 30 minutes | 2 nd Grade - 2 hours |
| 3 rd Grade - 3 hours | 4 th Grade - 4 hours | 5 th Grade - 5 hours |
| 6 th Grade - 6 hours | 7 th Grade - 7 hours | 8 th 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.

Gifts & Invitations

Students should not exchange individual gifts at school. Invitations for slumber parties or birthday parties should be sent to the homes of students via the mail, unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted two class parties a year: Fall Party and Easter Party. Parents volunteers will be in charge of these two parties.

Birthday Observances

Students in grades K through 8th 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 PreK-8. We request that birthday treats be already individually packaged. Please be mindful of allergies in the classroom.

Emergency Drills

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

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills are held four times 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 are practiced in September and March each school year.

Lockdown/Crisis – May be implemented in situations involving possible intruders. Crisis drills are practiced four times per school year.

All emergency plans are reviewed each August. If needed, revisions may follow review meetings. Please notify the school office if you would like a copy of our Crisis Plan.

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. “

413 Human Sexuality

All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in fidelity to the moral guidance and teachings of the Catholic Church.

Definition of Terms: **Sex** means the biological condition of being male or female as based upon physical differences at birth. **Gender** is a person’s identity as male or female, harmonious with one’s biological sex upon birth. (CCC #2333) **Chastity** is the moral virtue by which individuals master and direct their powers of sexual intimacy. Chastity reserves sexual intimacy to marriage. (CCC #2337-#2365) **Marriage** is a covenant by

which one man and one woman unite in a lifelong partnership and commitment for the good of the spouses and the procreation and education of children through the sacrament of Matrimony. (CCC #1601)

Offenses against chastity and marriage, including those described in the CCC, cannot be accepted or ignored. Behaviors that are contrary to Catholic morality and the expectations of the Catholic school include, but are not limited to, vulgar language and gestures of a sexual nature, sexual harassment or abuse, immodest dress or deportment, expressions of lust, masturbation, pornography, sexting, fornication, homosexual behavior, cohabitating in a sexual relationship outside of Christian marriage, adultery, voluntary sterilization, artificial contraception, *in vitro* fertilization, and procuring an abortion.

Outside of normal classroom discussions on the teachings of the Church, members of the school community may not advocate, celebrate, or express same sex attraction, share publications of a prurient nature, or otherwise impede chastity in our Catholic schools. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them is welcome. However, open hostility or public defiance and challenge of Catholic truths or morality may be signs that a student, parent, or employee is not a good fit for a Catholic school's primarily evangelical mission. Students, parents, or employees who are openly hostile or publicly defiant in their violation or opposition to Catholic truths or morality may be denied continued enrollment or asked to leave the school. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate consequence in each instance.

The moral teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by "the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences" (*Amoris Laetitia* ("AL"), #56). Pope Francis further notes that "biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated," and that although we must always be "understanding of human weakness and the complexities of life," that does not require us to "accept ideologies that attempt to sunder what are inseparable aspects of reality" (*Ibid.*). Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (*Ibid.*; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (AL, #285). [Taken from Diocese of Little Rock, Policies and Procedures Manual]

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths. [Taken from Diocese of Little Rock, Policies and Procedures Manual]

413b Gender Dysphoria

Every child is loved by God and therefore deserves respect and protection in a Catholic school. Especially at a young age and in schools, it is important that our children understand the depth of God's love for them and their intrinsic worth and beauty. Children should always be and feel safe and secure and know they are loved. (See Student Bullying and Harassing Policy 408a). Children, youth, and parents who are struggling with gender dysphoria deserve compassion, sensitivity, and respect. All of these can be expressed without infringing on the legitimate concerns about privacy and security on the part of the other students and parents.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents

Pastoral care will be available to assist the family in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school will provide or direct the family to appropriate counseling services. If the matter is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

413c Student Pregnancy

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must be to first reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct.

Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances that require specific interpretation and application. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance.

(See Guideline 318-M for details.)

417 Threats of Violence/Suicide

The entire staff of a school has an interest in providing all students and staff an educational environment that is safe, peaceful and secure. A significant element of school safety is early intervention. As part of the Jason Flatt Act, the faculty and staff receive one hour of suicide prevention training each school year. Training materials are also provided at no expense to parents and the general public. Materials can be found by visiting the Jason Foundation at www.jasonfoundation.com or by calling 615-264-2323.

Threats of violence by a student, adult or teacher must be taken seriously and acted upon by the proper school officials. Through following the procedures which follow, an extra element of safety and security for our students and staff will be provided. *The procedures may vary depending on the circumstances of the situation.*

In the event of a threat of life of another student or staff member,

1. Threats will be taken seriously and reported
2. The individual will be isolated and supervised
3. 911 may be called for immediate police response.
4. If the threat is by a student, the parent(s) or guardian will be notified to arrange a meeting with the school administrator, pastor, student and police.

Threats to Self

In the event of a threat of suicide by a student or staff member:

1. Threats will be taken seriously and reported.
2. The individual will be supervised.
3. The situation will be assessed and the administrator will provide support as outlined in the "Resource Directory for Catholic School Administrators".

Guidelines for Logo Usage

Following are the guidelines for logo usage for St. Joe School and Parish organizations & parishioners.

- Everything printed that represents the Parish (or a part of the parish) or the School should use the logos.
- Logo Accessibility: Please contact the Parish Office to inquire about gaining approval for designs and acquiring the logo and detailed guidelines.

- QR Codes - Please contact the Parish Office for QR codes.

Before printing anything: Please submit designs for approval to, and gather additional information from, the Parish Office.

STATEMENT OF COOPERATION
2025-2026 School Year

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 _____