



St. Joseph's Catholic School
25 S. Spruce Street
Paris, AR 72855
479-963-2119

2019-2020

Student and Parent Handbook

www.SaintJosephSchoolAR.org

St. Joseph's Catholic School
Student and Parent Handbook
Contract/Agreement

This document contains policies and procedures for which our school community members are responsible. The parent(s)/legal guardian(s) and student(s) accept all the conditions set forth in the current St. Joseph's Student and Parent Handbook (hereinafter referred to as "the handbook" and agree to comply with all school regulations by their signatures on the Handbook Receipt form indicating that they have read and understand the handbook.

The school reserves the right to review and amend the handbook throughout the school year. The Principal, in collaboration with the Pastor, has the right to amend or revise any policy in the handbook. Parent(s)/legal guardian(s) (hereinafter referred to as "parents") will be given prompt notification in writing if changes are made.

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WELCOME

As a new school year begins, the St Joseph School family would like to welcome each student and family. Your choice of St Joseph as your school will provide the environment needed to nurture the educational and religious growth of your child. We hope your years at SJCS will involve your entire family through your time, talents, and treasures!

Section 1 - School Profile

The first German settlers arrived in Paris in 1818. St. Joseph School began in 1873 when a wandering Catholic lay teacher taught children in the home of Vincent Staus west of Paris. In 1880, the first log church was built. In this same year, a one room school house was built in Carbon City and the children were taught by Mr. Joseph Duerr. In 1889, the Benedictine Sisters of St. Scholastica Convent from Shoal Creek, Arkansas took over teaching at the school. This school lasted as a one room institution for many years, until it was replaced by a two-room structure. In 1916, work was begun on a 40 by 60 two-story brick building, which served as an educational facility for 50 years. The current structure was ready for use in September, 1966, and the two-story structure was torn down. In 1990, two new classrooms were built to accommodate the increase in enrollment. Today this is the pre-school.

1.1 Mission Statement

It is the mission of St. Joseph School to provide for the spiritual, intellectual and personal development of each student in faithfulness to the teachings of the Catholic Church. As an extension of the family, we seek to be a daily witness to the meaning of intellectual inquiry, mature faith and Christian living and, in doing so, call the children in our care to a greater understanding and participation in the life of Christ and the Christian community.

1.2 Statement of Philosophy

St. Joseph's seeks to offer a quality academic program integrated into a faith filled community. St. Joseph's focuses on a solid foundation of faith which fosters students to be successful and productive members of society.

1.3 Goals and Objectives

- To create a Christian environment that promotes a respect for self and others
- To develop religious understanding of the Catholic faith
- To develop each student into a faithful practicing Christian
- To facilitate students' opportunity to learn
- To provide an environment and a culture where students will be successful

1.4 Role of Parents

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and sacrament of matrimony that from their earliest years children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

Declaration of Christian Education, VATICAN COUNCIL II

1.5 Parent-Teacher Programs

In accordance with the diocesan regulations, St. Joseph School Parent Teacher Organization (PTO) enables parents and teachers to form a partnership in the education of our students. Parents and faculty work together on major fundraisers to support the school and community. The PTO meets several times during the school year. There is no fee to belong to the PTO.

1.5.1 Fundraisers

The primary fundraisers sponsored by the PTO are spaghetti dinner, pie sales, and the Merchants Dinner in the fall. In the spring, a major fundraiser (Casino Night, Mardi Gras, or other event) will be held. Parents are expected to support and participate in these fundraisers through the use of their time, talents, and treasure.

The St Joseph Fall Bazaar held over Labor Day weekend is also a major fundraiser for our school. While this event is sponsored by the St Joseph Church, all money raised at this event goes to the school. All families are asked to commit one work shift during this event. Through this parental involvement, approximately \$285.00 income per student is provided by Festival profits each year.

1.6 School Board

St. Joseph's has a consultative School Board consisting of representatives from the school and/or parish community. Each school board member serves a three-year term. The School Board works as an advisory group to the Principal and Pastor, as it pertains to school matters. The School Board follows the guidelines established by the Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas, Diocese of Little Rock (www.dolr.org)

1.7 Accreditation

St. Joseph Catholic School is fully accredited by the Arkansas Nonpublic School Accreditation Association (ANSAA) and is a member of the National Catholic Educational Association (NCEA). The staff consists of state-certified teachers and qualified personnel.

1.8 St. Joseph School Endowment Fund

The trustees of the St Joseph School Endowment Fund are charged with the responsibility to oversee the management, investment, and the distribution of funds in the Endowment Trust. There are six trustees of the Fund.

The purpose of the trust fund is to provide a supplemental long-range source of funding for the school. Earnings from the corpus may be used to address the immediate, specific needs of the school.

Donations may be made to St. Joseph School Endowment Fund. For further information contact the school principal, 963-2119.

Section 2 - Admission Policy

2.1 Admissions

Enrollment at St. Joseph Catholic School is a privilege. St. Joseph Catholic School offers a scholastic program from Pre-K through Grade 8 and a religious based education. Pre-registration for the coming year is held in the spring for currently enrolled students. Based on availability in each class, new students may also register at this time. To enter any grade, evidence of satisfactory achievement, promotion, and behavior from the school last attended must be provided. Pre-K students must be three years old and potty trained by August 1. 30 month Pre-K must be in the process of potty training.

2.2 Non-discriminatory Practices

Other than the admission priorities established due to the number of available slots at a particular grade level, St. Joseph Catholic School does not discriminate on the basis of race, color, handicap, national or ethnic origin, educational differences in administration of their educational policies, admission policies, scholarship programs, athletic programs, or other school administered programs or activities.

2.3 Admission Priorities

1. Families with a child currently enrolled
2. Catholic parishioner families without a child currently enrolled
3. Catholic parishioner families of another parish
4. Non-Catholic families without a child currently enrolled with approval from the pastor or principal

2.4 Transfer Students

St. Joseph Catholic School will accept transfer students who have met the following guidelines:

- An interview scheduled with the Principal for the parents and student(s)
- Copies of the past or current year report cards and previous standardized test scores must be presented to the school.
- Proof of being in good financial, academic and behavior standing when transferring from a parochial or private school must be presented from the previous school.

2.5 Enrollment Requirements

1. The eligible enrollment age of Pre-K and Kindergarten students will be determined by the policy of the Diocese of Little Rock and the State of Arkansas for the current school year.
2. A birth certificate, Social Security card, and immunization records are required for initial enrollment of new students.
3. If a child is a Catholic, a baptismal certificate must be presented at the time of registration, as well as First Reconciliation and first communion date, if applicable.
4. Pre-K students must be at least 3 years old by August 1 and potty-trained.
5. Pre-School/3 must be 30 months to register. They do not have to be potty-trained.
6. Students entering kindergarten must be 5 years old by September 1.
7. Students entering 1st grade must be 6 years old by September 1.

2.6 Immunizations

All students attending Catholic Schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas:

- See the chart of scheduled immunizations on last page
- A child, who has had any of the listed diseases, as documented by an attending physician should not be required to have the vaccine for the disease.
- An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health stating that the vaccine would be detrimental to the health of the child.
- Students who transfer from another school either within the state or from out of state will be admitted conditionally. Only a maximum of thirty (30) calendar days shall be given for the student to produce documentation of immunization or be excluded.

2.7 Student Contact Information

It is extremely important that student enrollment information in the office be kept up-to-date at all times. If any information changes – name, address, telephone number, emergency contact, parents' home or work numbers,

medication information, method of transportation, authorizations for pickup, orders of custody, etc. contact the office as soon as possible. We must have a current emergency contact number at all times. Records may be updated at any time by the parent through the RenWeb website. www.renweb.com Records may also be changed by calling or emailing the school office.

2.8 Records

According to the Family Educational Right and Privacy Act of 1988, student's records are confidential and will be open only to members of the professional staff and to the parents.

2.9 Foreign Exchange Students

Foreign exchange students are required an international student exchange visitor placement organization to comply with the rules and regulations outlined when placing a student in a school in the state. (Ark. Code Ann. §6-18-1705, §6-18-1704, §6-18-1706)

2.10 Prerequisites to Home Schooling

Parent(s) and/or guardian(s) desiring to provide a home school for their children must give written notice to the superintendent of the local public school district of their intent to provide a home school for their children and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time that the parent(s) and/or guardian(s) choose to home school. (Ark. Code Ann. §6-15-503)

Diocesan regulations state that all Sacramental preparation must be done within the Parish or Catholic School. It cannot be done at home.

2.11 Pregnancy

In keeping with our Catholic philosophy regarding respect for human life, if pregnancy occurs, individuals involved will be treated with dignity, compassion, and concern for his/her feelings.

- The individuals involved are given the option to continue his/her studies in school.
- The students are free to pursue a transfer to another educational facility and make arrangements to receive the credits through the Catholic school.
- In the case of students who are in his/her senior year, if all criteria of academic credits are met, the students may receive a diploma privately outside of the formal commencement ceremony.

2.12 Married Student

Curriculum in a Catholic school is not designed for the married student. Therefore, married students are not allowed to enroll in a Catholic high school. If students marry before graduation, they are advised to complete graduation requirements through other agencies or institutions.

Section 3 - Financial Obligations

3.1 Financial Obligations

Registration/building fee, tuition, and supply fee are mandatory financial obligations for all families. Annual amounts for tuition and fees are established and recommended by the Principal to the School Board and approved by the Pastor. Parents bear the responsibility of being aware of the status of their financial account. If a family is unable to meet their financial obligation, the parents must make an appointment with the Pastor and Principal to discuss financial arrangements. We do not wish to deny any Catholic child a Catholic education. Limited financial assistance may be available to qualifying families. Any family that is a member of St. Joseph Catholic Church and not contributing to the support of St. Joseph Catholic Church may not be considered for tuition aid. Families from other parishes are to apply for tuition assistance through their home parish. The

Pastors of those parishes make the decision on financial assistance. Families that are non-Catholic may apply for tuition assistance through the principal.

Each student who enters St. Joseph Catholic School must pay the Registration/ Supply/ Activity/ Technology/ Book Fee at the time of registration or by May 1st for the upcoming school year. The fee is \$175 per student in all grades (toddlers, preschool, and Kindergarten through eighth grade) and is non-refundable. Should a decision to withdraw the student be made after registration, the registration/supply fee will be forfeited.

The Multi-Purpose fee does not include:

PTO Fundraisers
Class/Student Pictures
Student Council Events
Book Fairs
Annual Year Book
Club/Sport Activities
Field Trips

Parents will be notified of Fees for Club/Sport Activities and Field Trips as they arise.

3.2 Tuition

Current tuition rates may be obtained from the school office. Tuition may be paid annually, semi-annually, or on a 10-payment or 12-payment plan. Enrollment fees and supply fees are non-refundable. All tuition fees, lunch charges and after school care charges are due on or before the 25th day of the month it is due. Families with delinquent accounts will be notified in writing. Students will not be enrolled at the beginning of a new school year if the financial obligation has not been taken care of for the previous year. Tuition of an enrolled student who is withdrawn before the end of the year and the tuition of a student who enrolls during the school year will be prorated. Records requested from schools on withdrawn students, who have outstanding debts, will not be sent until all debts are paid in full.

3.2.1 Parishioner Tuition Rates

To receive Parishioner tuition rates, parents must meet the following requirements:

- Your child(ren) must be a baptized Catholic and have a baptismal certificate on file in the school.
- You and your child(ren) must be registered members of St. Joseph Catholic Church.
- Make regular contributions to the church.

When you are given the parishioner tuition rate, it is based on the assumption that you are meeting the above requirements. An appointment with the Pastor may be made to discuss your situation.

3.3 Lunch Program Fees

All lunch program fees must be paid in a timely manner. Parents whose children's lunch balances exceed \$50 without payment will be contacted by the school office. If no payment is received and the lunch balance reaches \$100, parents will be asked to meet with the Principal and/or Pastor to discuss the situation for an alternate lunch solution. More information about the lunch program can be found in Section 10.19.

3.4 Library

Use of the library is a privilege and students are encouraged to make use of the library. However, if a book is lost or damaged beyond repair, the student will be responsible for reimbursing the library the amount needed to replace the book. The cost of replacing the book must be paid by the end of the school year. Damaging any of

the library facilities or being disrespectful to the librarian may result in a disciplinary measure and or discontinued use of the library facilities. There is no daily fee for late books.

Section 4 - School Day

4.1 Daily Schedule

The St. Joseph Catholic school day begins at 8:00 am and ends at 3:00 pm. Regular morning supervision begins at 7:30 a.m. at which time students may be dropped off in the drop-off/pick-up lane. A teacher is on duty beginning at 7:30 on the pavilion patio or in the hall on extremely cold days. The school assumes no responsibility for students arriving before 7:30 am. Proper behavior and no horseplay is allowed on the pavilion patio. Students will be admitted into the classrooms at 7:45. At dismissal, students need to be picked up by 3:15 pm. Students not picked up by 3:15 pm. will be sent to after-school care and the parents will be charged the ASC daily rate. Bus students will be picked up at approximately 3:15 in the bus lane. Students who check in after 8 a.m. or check out before 3 p.m. will not be considered as having attended a full school day.

4.2 Regular Dismissal

Students are dismissed at 3:00 pm. If a child is going home differently than what is normal for that child, parents must send a note to school via their child or contact the office before 2:45 p.m. This includes going home with another St. Joseph student's parent. Parents must come into the building to sign their child out if leaving prior to 3:00 p.m.

4.3 Safety and Security

For the protection of our students, all outside doors are locked. Anyone entering the building or grounds for any reason must report to the office before proceeding to any classroom during school hours.

4.4 Absenteeism and Tardy Policy

Reporting an absence: If a student is absent, please call the school office before 9:00 a.m. or send a note to the office via a sibling. When calling to report the absence, you may also request homework to be left in the office or sent home with a sibling or friend. The work should not be picked up in the office until the end of the school day so that teachers have time to accumulate the work without disrupting the class time of other students. Upon returning to school, the student should bring a note to the office stating the reason for the absence. The absentee note will be filed in the office.

Twenty-five days of absence: Pupils are required to be in attendance at all times when school is in session unless illness or an emergency prevents attendance. In cases of excessive absences, the principal will confer with the parent(s) and/or guardian(s). Generally, a student who has accumulated twenty-five (25) days of absences during the school year will be required to attend summer school to make up the work missed or to repeat the grade.

Tardiness: Tardiness interferes with a child's progress in school and constitutes a disturbance for all members of the class. A student is considered tardy if he/she is not in the classroom by 8:00 a.m. A tardy student, with their parent, must sign in at the office before going to the classroom. Students with six tardies in one nine-week period will be considered as having one full absence.

4.5 Requesting Dismissal from School

Planned Reason: When requesting a student to be dismissed from school for any planned reason, parents are to come to the school office and sign the student out and state the reason before taking the student from the school. Students will not be allowed to leave with anyone other than the parent unless written permission or a phone call from the parent has been provided. No student will be dismissed during the school day except through the school office. Please come to the office, not the classroom or other locations, to pick up your child.

Vacation and Trips: When parents take children out of school for vacations or trips, the Principal and teacher must be notified in advance. Parents assume responsibility for the education of the child. Teachers are not required to write out lessons in advance or to make-up tests when the child returns.

Leaving School Premises: No student may leave the school premises during school hours or absent themselves from school-sponsored functions and events without express permission of the Principal. A student who violates this rule will be subject to disciplinary action at the Principal's discretion.

Class Activities Outside of School: Any class meeting or activity outside of school time is to have the approval of the Principal.

4.6 Drop-Off and Pick-Up Procedures

Drop-Off Procedures:

Vehicles are to enter the school grounds from Roseville Street on the east side of the school. Students are to be dropped off between 7:30 and 7:55 a.m. in the one-way lane. Students arriving after 8:00 a.m. must be signed in by a parent. Vehicles are to exit the parking lot by the south exit. Do not linger or park in the drop off lane. If you must get out of your vehicle to let a child out, please park your vehicle in a designated space. Vehicle speed should never exceed 5 MPH. Dropping off or picking up on any of the side streets may result in a traffic ticket as these streets are posted.

Pick-Up Procedures:

Toddlers must be picked up and signed out in their classroom (upper building) on Spruce Street. Pre-K will be picked up at the lower school building. Kindergarten through Eighth grade students will be picked up at the upper building. During dismissal, students should remain in place until the duty teacher instructs them to move. As vehicles pull forward to the loading area, the duty teacher will supervise the loading of students. Parents should never call or signal for students to come to a vehicle that is in line or parked. Teachers may not permit students to walk between cars in the carpool line without a parent present. If you must come into the school, park your vehicle in a designated parking space and not in the drop-off /pick-up lane. Vehicle speed should never exceed 5 MPH.

PLEASE USE the drop-off/pick-up lane. Spruce Street is for bus pick-up/drop-off and for parents of toddlers. Pine Street on the south side of the school is for parents of preschool students to enter that parking lot and has a sign that reads "NO PARKING ANY TIME".

4.7 Inclement Weather

When inclement weather necessitates the closing of school, St. Joseph School is guided by the Superintendent of Paris Public Schools. If the school remains open and the weather is threatening, it is up to each family to decide whether or not to send their child(ren) to school. If school is in session and the weather conditions do deteriorate prompting the necessity to close school, a message will be sent via the RenWeb system. If electricity is lost at the school and the school is unable to send a message, listen to KDYN radio and Channel 5 News for further information. Provide arrangements to have your child(ren) picked up and notify the school if someone other than yourself will pick them up. No child(ren) may leave the classroom without being checked out through the school office. If school closes due to inclement/threatening weather, after school care is also cancelled. The RenWeb system will also be used in times of cancellation or early dismissal due to other emergencies.

Section 5 – Academics/Curriculum

5.1 Curriculum

Parents are the primary educators of their children. By their interest and example, parents show the importance of spiritual development in the life of their children. Parents are strongly encouraged to create a Christ-like home environment including daily prayer and attendance at Mass regularly.

All Catholic Schools will follow the Diocesan and Arkansas State requirements regarding basic materials, specific courses, and time allotments. A planned instructional program will lead to discovering and developing the abilities of each student. Each school will have a period of instruction in the Catholic religion and follow curriculum established by the Diocesan guidelines.

The "In Spirit and Truth Curriculum Guide" applies to all Pre-K through eighth grade Catholic schools in Arkansas. It offers school administrators and classroom educators' identifiable objectives for each subject area. The objectives assist in developing appropriate expectations for each grade in relation to the entire subject area, thus assisting in planning short- and long-range goals and periodic evaluation. The guidelines are available for download below by subject. Go to www.dolr.org/schools/curriculum-guide

- Religion- Profession of Faith, Celebration of Christian Mystery, Life in Christ and Christian Prayer
- Language Arts – Listening, Speaking, Reading, Writing, Language and Library Skills
- Mathematics – Numbers, Numeration & Operation, Measurement, Problem Solving & Critical Thinking, Estimation, Graphs & Charts, Statistics Probability, Geometry, Algebra
- Science – Tools of Service, Earth & Space, Life, Physical, Science & Technology
- Social Studies - History, Political Science, Geography, Culture, Economics, Arkansas Studies and Peace/Justice
- Art – Personal Development Through Art, Art in Society, Art Heritage
- Music – Elements; Liturgical; Multicultural; Careers; Performance; Interrelationship of Music, Art & Literature; Special Choirs
- Physical Education- Movement, Fitness, Manipulative Skills, Games & Sports
- Technology Foundations – Basic Operations & Concepts; Social, Ethical & Human Issues; Technology Productivity Tools; Technology Communication Tools; Technology Research Tools; Technology as a Tool for Problem Solving & Decision-Making
- Health- Self-concept & Relationships; Safety; Consumer & Personal; Nutrition; Human Growth & Development; Prevention & Control of Disease; Respecting God's Creation; Substance Use & Abuse

5.2 Preschool Program

The Preschool Program is under the supervision of the school principal and preschool director.

The programs follow all licensing requirements of the Arkansas Department of Human Services. St Joseph Preschool is licensed as facility #8497. Preschool will follow the "In Spirit and Truth" Curriculum Guide, as well as guidelines from the AR DHS.

5.3 Liturgy

Mass is celebrated by students and teachers twice each week, on Wednesdays and Fridays at 8:00 a.m.

Preschool students attend Mass on Friday morning with the elementary/middle grade students. Students participate as altar servers, lectors, gift bearers, and participants in the school choir. Mass may be attended on

days other than Wednesday and Friday in the event of special feast days or at the discretion of the parish priests. Parents, family members, and parishioners are invited to attend school Masses.

The Rite of Reconciliation is held at least twice during the school year during the liturgical seasons of Advent and Lent. Other opportunities for Reconciliation may be offered.

On special days, paraliturgical services are held in the classroom or the church. During the Lenten season, the children attend weekly Stations of the Cross services. At Christmas the children may be involved in a special Christmas Mass. During the months of October and May special devotions honoring the Blessed Mother are conducted.

5.4 Homework

Homework is a necessary part of each student's educational program. The purpose of homework is to reinforce new skills and to develop good study habits. It is imperative that students do the assigned work. Full credit cannot be given to students who do not turn in assignments on time. Parents can help their child/children in the following ways: (1) providing an atmosphere conducive to studying, (2) showing an interest in the child's work, (3) modeling a love for life-long learning, (4) scheduling a definite time for study, (5) showing an interest in the child's work, (6) realizing that homework does not solely consist of written work, but that both written and study work are important, (7) expecting the child to have his/her assignments for homework written down, and (8) checking with the child's teacher if nothing is written in the assignment book. **All students should read (or be read to) at least 20 minutes every day.**

5.5 Make-up Work

Make-up work is the responsibility of the student. Upon returning to school from an absence, a student must approach his/her teachers and ask for assignments and tests to be made up. A grade of zero will be given for any test or assignment not complete within three days of the student's return to school. Tests are to be given after school or during lunch recess. Missed class work must be done at recess or at home.

5.6 Cyber Days

In the event of inclement weather, students' backpacks will contain a cyber-folder that has instructions for accessing web-site lessons or completing paper work. All work is practice only and does not include new concepts. Each teacher's contact info will be included with time required per grade. Staff members will be available between the hours of 10:00 a.m. and 2:00 p.m. Cyber days will only be implemented AFTER all snow days have been used.

5.7 Grading

Grades are determined by a number of factors—daily work, test scores, projects, and class participation. Grading for 1st through 8th grades is as follows:

A	Superior Work	90%-100%
B	Above Average	80%-89%
C	Average	70%-79%
D	Passing	60%-69%
F	Failure	Below 60%

Kindergarten students will receive a skills-based report card. Skills assessed each quarter will be marked as follows:

M=Mastery of the skill

E=Emerging skill

N=Needs work on the skill

NA=Skill not assessed

Students in the preschool 18 month old through 4 year old preschool will receive progress reports twice a year. The following grading key is used: A=Almost Always, E=Emerging and N=Needs Attention.

5.8 Learning Differences

A diagnosed learning disability or handicap is a condition that has been evaluated by a psychologist and/or psychological/educational examiner and determined severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications must be filed in the school office. A modified grading scale may be used in the student's area(s) of disability. In areas of academics not affected by the particular disability, standards for non-disabled students will apply. Other modifications for students may be used including RTI, volunteer or peer tutoring or allowing students to work on lower grade level work. In the event of students working at an accelerated rate, the following modifications may be used: extra work, work on higher grade level, or GT enrichment. Students in grades 4-8 must be evaluated before qualifying for GT.

5.9 Conduct Grades

Each teacher will give an individual conduct grade. Conduct grading for kindergarten through 8th grade are as follows:

O	Outstanding
S	Satisfactory
N	Needs Improvement

5.10 Report Cards

The student's grades are used to report individual progress and should not be used as a comparison to others. All report cards/interims require the signature of the parents and are to be returned to the teacher. There may be a cost to replace a lost or destroyed report card. Report cards/interims must to be returned within one week of the distribution.

September	Interim	October	Report Card & Parent-Teacher Conference
November	Interim	January	Report Card
February	Interim	March	Report Card & Parent-Teacher Conference
April	Interim	May	Report Card

All parents and guardians have immediate access to their child(ren)'s grades through Renweb at any time. Parents may contact their child's teacher to get access code information. Contact with the teacher is also available through this website.

5.11 Promotion

Promotion to the next grade will be based on the passing mark of sixty percent (60%) and parent/teacher/principal recommendation. Two subject failures constitute a grade failure. When making an evaluation of the child's academic progress, the teacher and/or principal will consider the social, emotional, physical, and moral development of the student, which at times should be given preference over academic performance. Standardized testing scores may also be taken into consideration.

5.12 Parent-Teacher Conferences

Mandatory parent-teacher conferences for K through 8th grades are required twice a year; once in the fall semester and once in the spring semester. Arrangements will be made with each family to schedule a conference time.

5.13 RenWeb

RenWeb is a service provided to parents and students at St Joseph Catholic School. Each family and student is given an account which provides access to school news and dates of events. The URL for RenWeb is www.renweb.com. If you are unable to access your RenWeb account, please contact the school principal. Text messages and emails may also be sent through RenWeb services. If you would like to be removed from receiving messages, please contact the principal in writing (principal@stjosephschoolar.org).

Section 6 - Dress Code

6.1 General Regulations

In order to encourage an environment of unity and school pride, it is the policy of St. Joseph's that all students wear a school uniform. Each day students are expected to be clean, well groomed, and uniforms are to be in good condition. Only the Principal may announce "free dress" days or exceptions to the uniform code. Typically, free dress days awarded will be taken school-wide and not at the students' discretion. Parents will be notified of any changes in the uniform code. The following dress code is mandatory and will be enforced with no exceptions.

6.3 School Uniform-Boys and Girls

- Shirts: White, navy blue or red short or long sleeve, plain, polo-type shirts. Shirts must be kept tucked in at all times.
- Pants: Navy blue or khaki uniform pants - no cargo pants, corduroy, side zippers/pockets or decorations.
- Shorts: Navy blue or khaki walking shorts. ALL shorts should be no more than 2 inches from the knee.
- Skirts/Jumpers (Girls): Navy blue or khaki skirts or jumpers. These should be no more than 2 inches from the knee. Girls are required to wear shorts under skirts or jumpers. They may also wear navy, red or white tights and knee socks. (No other color allowed). Preschool students may wear multi-colored tights. It is parents' responsibility to check the length of these garments as children grow in height throughout the school year and may grow out of their uniforms.
- Belts: A belt must be worn with all garments having belt loops.
- Fleece/Sweatshirt: Navy blue fleece or sweatshirt with St. Joseph logo. Students are also permitted to wear red, white or navy blue pull-over sweaters, cardigans, or sweatshirts that do not contain the school logo. No other logos may be on the garment.
- Shoes: Non-marking athletic shoes or plain dress shoes. No sandals, clogs, flip flops, musical, fluorescent, rolling, open-toed, or open-heeled shoes are permitted. Short, low-heeled boots may be worn in very cold weather. Shoe laces must be tied at all times. Only athletic type shoes should be worn on PE days.
- Socks: Crew/regular/ankle socks must be worn with all shoes. No-show socks are not allowed. Girls may wear red, grey, navy or white tights or leggings. No other colors or patterns on any tights or socks with the exception of preschool students. Both boys and girls should wear grey, white, or navy socks. Please do not wear socks with large logos or insignias.

- Jewelry: A watch, a ring, one bracelet or one necklace (limited to religious crosses or medals) may be worn. Girls may wear one pair of post earrings, but no multiple earrings per ear.
- Hairstyles: Hair shall be worn in an appropriate manner. It should be a natural color, combed neatly, and of a non-distracting style. Boys are expected to maintain a hairstyle with hair above the ears and above the eyebrows. The hair neckline may not drape over the collar. Girls' hairstyles must be off the face and out of the eyes. The final decision for appropriate hairstyle rests with the Principal.
- Nail polish/make-up: Neither is allowed with uniform nor on casual dress days. Students will be required to remove any such nail polish or make-up. Make up for class presentations are allowed for the presentation only. Nails polished for First Communion may stay polished for one week.
- Casual dress day: Clothes worn on free dress days should be in good taste and comply with school rules. No spandex (leggings) without proper coverage, cut-offs, tank tops, muscle shirts, mini-skirts, low cut dresses or tops, backless dresses or tops, sleeveless, spaghetti straps or deep cut sleeves or short shorts may be worn. Parents should check designs and logos on apparel before sending students to school. Many advertising logos are not appropriate for a Catholic school. Students not in compliance may be required to change clothing.
- If a Pajama Day is designated, students should consider the dress code. No spaghetti straps may be worn. If gowns are worn, sweat pants, shorts, or lounge pants must be worn underneath. Slippers and robes are acceptable on these days; however, please bring a pair of "real" shoes for outdoor use.
- Jackets of any color may be worn outside on cold days. School fleece, sweatshirt or any solid navy/red/grey sweatshirt or sweater may be worn inside the building or in church on cold days. All hooded garments and hats should be removed from head when inside the buildings. Jackets and hats will be allowed to be worn during morning flag-pole assemblies that are held outside.
- Preschool: It is recommended that preschool students wear pants with elastic waistband and shoes with Velcro or zipper closings. Dress code is more lax for preschool students.
-

Section 7- Conduct & School Discipline

Since a Catholic school student represents the school at all times, both on and off the school campus, it should be understood that any conduct which brings discredit to the student or to the reputation of the school and its community may result in disciplinary action by the school, including expulsion.

Good order by students is expected in every school.

The following regulations are to be met in the formulation of such policies:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher. Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control. All individuals should be treated with dignity and respect.
- Emphasis is placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.

- Means of coping with problem situations are to deny privileges to misbehaving students, to talk to the student in private, to inform parent(s) and/or guardian(s), and/or to seek positive help for the student from a counselor.
- Serious or continuous disciplinary problems will be referred to the principal and parent(s) and/or guardian(s) will be notified of the infractions and of the disciplinary action taken.
- If a student cannot be helped through any of the above means, the principal will follow the procedure for suspension or expulsion as outlined in the policy.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

7.1 Goals of Discipline

The ultimate goal of St. Joseph School's discipline system is to teach students to become effective modifiers of their own behavior. Self-discipline is learned, when students internalize the values, respect, self-esteem, and concerns for others.

7.2 Methods of Obtaining Self-Discipline

In order to create independent self-discipline, teachers, parents, administration, and staff help students:

- Express feelings in a controlled productive way
- Think through their actions, understand the consequences and assume responsibility for their actions
- Identify the causes of their misbehavior and change them to more appropriate behavior
- Understand that behavior is shaped and modified by its consequences
- By modeling desired behavior
- Learn problem-solving skills
- By being consistent

7.3 General Rules of Conduct

- Respect yourself and others
- Contribute to the learning environment
- Follow school and classroom procedures and rules

7.4 Disciplinary Action Policy

It is not possible to list all instances of misconduct that require disciplinary action. Parents, teachers, students and administrators share the responsibility to provide a respectful and conflict-free environment. It is necessary for all parties to trust one another where disciplinary action is concerned. Parents and students are encouraged to discuss the action taken; however, it is important to understand that violation of certain rules and regulations and the willful disrespect of anyone on the campus will bring with it the strictest consequences. The school asks that all be treated as all would like to be treated—a simple but difficult principle to follow. Disciplinary action is at the discretion of the teacher/principal and/or the pastor.

7.5 Classroom Order

Each teacher has the right to set rules to promote good order in each classroom. Students are to acquaint themselves with the rules in each classroom. Classroom rules will be clearly posted in all rooms. No student is permitted to touch or take anything from the teacher's desk. Students need to respect the property of other students.

7.6 Minor Infractions

For Pre-K through third grade students, minor infractions will be disciplined at the discretion of the teacher/principal. For fourth through eighth grade students, three (3) minor infractions, or a recurrence of the same infraction in one day, may result in an automatic recess detention. Minor infractions include, but are not limited to:

- Talking without permission
- Chewing gum or eating candy/food in the building without permission
- Improper uniform: make-up, hair, socks, and clothes, etc.
- Lack of cooperation both inside and outside the classroom
- Disrespectful behavior
- Leaving classroom or assigned areas without permission
- Having a phone or other electronic device without teacher permission.

7.7 Major Infractions

Suspension or expulsion may be given for major infractions. Parents will be contacted. Major infractions include, but are not limited to:

- Threatening another student or staff member- a threat is defined as a verbal or written threat made against the physical or emotional well-being of any individual or behavior that may constitute a threat.
- Fighting
- Defiance of school authority - principal, teacher or staff member
- Willful destruction of school, church, or private property (students must pay for any damage)
- Bringing or using alcohol, tobacco, and/or illegal drugs on school grounds
- Bringing pocket knives, firearms, or any weapon on the school grounds
- Profanity, verbal abuse, obscene gestures, language, pictures, or conduct
- Leaving campus or designated area without permission
- Theft of any type
- Cheating as determined by the principal and teacher
- Inappropriate use of technology/computers
- Defamation of character
- Harassment/Bullying- This may be physical, written, verbal or non-verbal.
- Any activity that is gang/cult related, including mode of dress, use of symbols, gestures and/or pictures
- Public displays of affection- Students should refrain from inappropriate hugging, touching, kissing or other displays of affection while in school or participating in school related activities

7.8 Harassment/Bullying Policy

St. Joseph and the Catholic Diocese of Little Rock do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school. All teachers and school staff are instructed to stop harassment when they witness it and inform the Principal of all allegations or rumors of harassment.

7.9 Harassment/Bullying Procedures

- Report the incident to the Principal
- The incident will be investigated and the parents will be notified in writing/phone
- A report of the findings will be made available to all persons involved
- Records of complaints will be kept on file

7.10 Student Threats

St. Joseph School has an obligation to keep our school safe and will take seriously all threats to inflict harm to self or others. This is not an area for practical jokes, name-calling or offhand comments. Any reference to harm using any kind of object will be taken with serious intent and acted upon. If you become aware of a threatening situation, you should immediately report it to a teacher or the Principal.

7.11 Response to Student Threats

Step One: Initial Response of School to a Student Threat

The Principal or his/her delegate should immediately:

- Keep the student who made the threat in the school office under supervision
- Gather information about the threat (e.g. interview reporting/witnessing parties, gather past history on the student, interview the student who is alleged to have made the threat, interview the parents, etc.)
- Notify the parents of a student who has made the threat
- Carefully document all information on the situation. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, or withdrawal by parents.

Step Two: Preliminary Assessment of Risk of Harm

Based on the information gathered, the Principal or his/her delegate should assess the potential risk of harm.

There are two preliminary assessments of risk of harm:

- Little or no risk of harm: Upon assessment it appears there is insufficient evidence of risk of harm. Situations under this level can include misunderstandings, poor decision-making, insensitive remarks, inappropriate language, false accusations from peers, etc.
- Some potential risk of harm: Upon assessment it is clear or unclear that the student is potentially dangerous to self or others.

Step Three: School Response to Preliminary Assessment

The Principal or his/her delegate should respond as follows to either preliminary assessment of risk of harm:

- Response to little or no risk of harm: The school should take whatever disciplinary action it deems necessary to prevent a recurrence of the problem and allow the student to return to school.
- Response to some potential risk of harm: The Principal or his/her delegate should:
 - Notify the police
 - Keep the student in the school office under supervision until the police arrive
 - Seek the officer's assessment of the risk of harm after he/she has conducted an investigation. Police investigations may entail:
 - ❖ Interviews with reporting/witnessing parties
 - ❖ Interviews with school representatives to gather history on the student
 - ❖ Interviews with the student's parent/guardian
 - ❖ Home search
 - ❖ Arrest and detention of the student

Step Four: School Response after a Police Assessment of Risk of Harm

The Principal or his/her delegate should respond as follows to either preliminary police assessment of risk of harm:

- If the police and school conclude that there is little or no risk of harm: The school should take whatever disciplinary action it deems necessary to prevent a recurrence of the problem and allow the student to return to school.
- If the police and school conclude that there is some potential risk of harm: The school should:
 - Contact the parent/guardian of any students who have been indicated as potential victims
 - Make counseling available to a victim of serious threatening behavior if it is determined that such is warranted or requested

- Suspend the student and not consider readmission to the school until the conditions in Section 7.14 - Readmission To School - have been met

7.12 Readmission to School

If the parents want a student readmitted after a suspension, they must comply with the following:

- A school appointed psychiatrist or a psychologist with a Ph.D. must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a Ph.D. psychologist for psychological consultation and/or testing. If a Ph.D. psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The cost of all evaluation/risk assessments shall be the responsibility of the student's parents.
- The school shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with the written permission of the parents, with all relevant facts, including but not limited to: aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writing, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The mental health care professional, with the written permission of the parents and child, shall provide the Principal a written, comprehensive, detailed evaluation, report, and documented treatment plan stating the basis (factual and risk factors and testing results) upon which the mental health professional determined that the student is not/does not pose a danger to self or others. The report shall also address any other concerns raised by the Principal to the mental health care professional.
- This evaluation and report and all subsequent reports shall be made available to the Principal who will share them with the Pastor, the Superintendent of Catholic Schools, and any legal and/or mental health care consultants including the school counselor (if available) assisting the Principal in his/her decision regarding the readmission of the student to school.
- With the concurrence of the Pastor and the Superintendent of Catholic Schools, the Principal will notify the parents as to whether or not a student will be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.
- If a student is readmitted to the school, the mental health care professional shall provide the Principal a follow-up assessment of the student within 30 days of readmission to the school. This follow-up assessment and/or evaluation shall inform the Principal if therapy, counseling, and/or treatment will be needed and/or provided.
- Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic or disciplinary file. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, or withdrawal by the parents.

7.13 Detention

Detentions may be given before or after-school at the discretion of the principal. Parents will be notified. Students may also serve time in the Principal's office during the school day or by walking at recess (however, preschool/toddler students may never be disciplined with physical exercise).

7.14 Suspension

Suspension is defined as a temporary exclusion of a student from a school for disciplinary reasons. Suspension from the school will be the decision of the Principal in consultation with the Pastor.

- Students may be suspended by the Principal for serious reasons for a period of time not to exceed ten (10) days.
- The Principal will notify the student and the parents of the reason for the suspension, the date(s) of the suspension, and the requirements for reinstatement.

7.15 Expulsion

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the Principal in consultation with the Pastor.

- Notification of the expulsion will be sent to the school board president.
- A written report containing reasons for the expulsion will be sent to the parents and to the Diocesan Superintendent.
- If parents wish to appeal the decision, they will contact the president of the school board within 10 days of receiving notification of expulsion. The School Board president will arrange a hearing with the review committee.

Section 8 – Complaints

8.1 Complaint Procedure

Step One: Contact the Individual

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned **before discussing it with others.**

Step Two: Contact the Teacher

If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.

Step Three: Contact the Principal

If the matter cannot be resolved satisfactorily, the person will contact the Principal for an appointment.

Step Four: Contact the Pastor. If the problem is still not resolved, the person will contact the Pastor to discuss the matter.

Step Five: Contact the Superintendent. If no solution is found to the problem, the matter will be referred to the superintendent.

Section 9 - Medical/Health

9.1 Medication

“All medication (prescription and nonprescription) must be administered through the school office.” If a student needs to take medicine of any kind at school, the parents should complete a Medication Form which can be obtained from the school office. All medication will be kept and administered in the school office. A log containing date/time medication is given, student’s name, name of medication, and amount of medication given will be maintained in the school office. Students may not share medication with another student. Prescription medication must be in the original medicine bottle with directions for administration on the bottle. Medicine of any kind is not to be provided by the school.

9.2 Special Medical Cases

Any student with a medically complex condition must have a medical plan signed by parent(s) and/or guardian(s) and a health care professional on file in the school office. Students having the need for use of an

EPI-Pen must have written documentation on file in the office from his/her physician stating the necessity for the student to have it with him/her at all times.

9.3 Health Services

Students in all grade levels are tested for hearing and vision. Sixth and eighth grade boys and girls may be screened for scoliosis. Parents will be notified if there is a problem in any of these areas. Flu shots will be available during fall of each school year. Flu shots are not required. Forms will be sent home before the day of the clinic. These forms must be completed, signed, and returned before flu vaccinations can be administered.

9.4 Milk Allergies

Milk will be offered at lunch. If a student has an allergy or intolerance to milk, parents must send a doctor's note to the office stating the student's allergy treatment. The note will be filed in both the school office and the cafeteria.

9.5 Peanut and Other Food Allergies

If a student has an allergy to peanuts or any other food, the parents must send a doctor's note to the office stating the student's allergy treatment. The note will be filed in the school office, cafeteria, and with the homeroom teacher. The parent must provide an EPI-pen for the student with a peanut or other food allergy for each building.

9.6 Illness

A member of the school staff takes care of minor accidents. In the event of a serious injury or accident, the office will contact the parents as soon as possible. If a parent cannot be reached, the school will try the emergency contact on file. If the emergency contact cannot be reached, the injured child will be taken to the hospital immediately. If a child becomes sick at school, the parents will be contacted so that they or a designated adult can pick the child up from school. No student will be allowed to go home alone. Any child running a fever (101 degrees or higher), having diarrhea or vomiting must be picked up from school and should not return until the fever has been gone for at least 24 hours. Students diagnosed with pink eye should obtain medication and not return to school for at least 24 hours after beginning medication. Any student having or suspected of having any other communicable disease as defined in the Arkansas Department of Health Rules and Regulations Pertaining to Reportable Disease will be excluded from school for the period of time designated in these regulations.

9.7 Head Lice

If a student is found to have nits or lice, parents will be notified to pick up their child at that time. Students may return to school after the first treatment and removal of nits. Notification will be sent to all parents of students in the affected grade(s). Parents are encouraged to check their children during the next several weeks after the notice is received.

9.8 Child Abuse Reporting

It is mandated by law and the responsibility of every faculty and staff member to report suspected child abuse. Child abuse is defined as any mental or physical injury or injuries inflicted on a child other than by accidental means. When abuse of a child is suspected a report will be made to the Child Abuse Hotline – 1-800-482-5964.

Section 10 – Miscellaneous

10.1 Drug-Free and Smoke-Free

All school buildings and campuses are declared drug-free and smoke-free. Appropriate action will be taken against anyone who violates this policy.

10.2 Non-Custodial Parents

St. Joseph School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the case of divorced parents, a copy of the court order, stating visiting rights will be required to be on file in the school office. The Principal will allow a non-custodial parent to take the child as specified in the court order. A copy of the child's report card may be given to the non-custodial parent. It is the responsibility of the custodial parent to keep the school informed about any custodial matters, which may involve the school. All parents are encouraged to have lunch with their children but are discouraged from visiting with them during other times of the school day. Non-custodial parents are not to use the school as a meeting place to visit with their children.

10.3 Field Trips

To participate in field trips, students must have parent permission and pay the appropriate fees when applicable. In addition, regular school attendance and behavior must be satisfactory. Parents of students not participating will be notified in advance so that arrangements can be made for the student for that day. All school and class rules and procedures will apply while students are involved in the field trip activity. Field trips are a privilege not a right. Parents who volunteer as drivers must have a current Field Trip Driver Liability Form on file in the school office. A copy of a valid driver's license and proof of insurance are also required. All adults participating in a field trip must have attended Safe Environment Training.

10.4 Class Interruptions

Every effort is made to avoid class interruptions. Messages will be delivered several times throughout the day. Visitors and guests are asked to call in advance to make appointments if they wish to visit with a teacher or visit a class. Teachers cannot visit with anyone while they are responsible for students.

10.5 Money/Checks/Valuables

Students are discouraged from bringing cash or anything of value to school. Cash for tuition, fees, or other charges should be dropped off in the office by an adult. Checks or money, of any amount, should be in an envelope with the student's name, the amount, and the purpose clearly labeled on the front. Nothing of monetary or sentimental value should be brought to school. The school is not responsible for personal items lost or damaged.

10.6 Awards/Assemblies

Students are recognized for academics, attendance, and citizenship each semester at an evening assembly. Other educational assemblies may be scheduled throughout the school year.

10.7 Telephone Usage

To avoid class interruptions, neither students nor teachers will be called to the phone, except in an emergency. Students may use the school phone with the Principal's permission. Cell phones for students are prohibited without written permission from the principal. Students who have cell phones must have them turned off and stored away between 7:30 AM – 3:00PM.

Arkansas Code Title 27, Chapter 51, Subchapter 16 (27-51-1609): A driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building (except for an emergency).

10.8 School Insurance

Accident insurance for all students is strongly encouraged. If your child is not covered under your health insurance, accident insurance may be purchased at a very reasonable rate from a private company. This accident insurance is underwritten by a company approved by the Diocesan School Office. Brochures are available in the school office. This insurance must be purchased at the beginning of school.

10.9 Flowers and Gifts

Flowers, balloons, and gifts may NOT be sent to students at school for birthdays or other special occasions.

10.10 Class Parties

Class parties which take place during school time must be cleared through the Principal. Homeroom parents will help to coordinate the parties, treats, activities, and time with the teacher. Normal classroom parties are for Christmas and Valentine's Day.

10.11 Student Birthdays

Birthday parties will not be held during school hours. However, if a student wishes to celebrate the occasion by treating the class to cookies, cupcakes, etc., the parent must confer with the teacher for approval. These types of foods may only be consumed in the afternoon and not before 2:00 p.m.

Birthday party invitations may only be distributed on campus as long as each student receives one or all girls/boys. Invitations to individuals in other classes are not permitted on campus, including in the drop-off and pick-up lines.

Students may not exchange individual gifts at school.

10.12 Required Parent-Teacher Orientation Meetings

A parent/teacher orientation meeting for new and returning parents to St Joseph Catholic School is held during the first or second week of school. The St. Joseph School Handbook and classroom handbooks/brochures are distributed at these meetings.

10.13 Possessions Brought to School

All items brought to school should be marked with the student's name (sweaters, jacket, raincoats, etc.). If a student loses articles at school, he/she should check with the school office. Electronic devices such as cell phones, radios, tape recorders, CD players, video games, and message devices are not to be brought to school without prior approval of the Principal. If a student needs a cell phone for after school activities or off campus activities, written permission will be arranged between parent and principal. Nothing of monetary or sentimental value should be brought to school. The school is not responsible for personal items lost or damaged.

10.14 Forgotten Items (Homework, books, lunch, etc)

Our philosophy of education is teaching children to accept responsibility. This particularly applies when they have forgotten books, homework, etc. Normally we will not give permission to students to make telephone calls for such items. Teachers should not allow students to use their cell phones to call parents for these items.

10.14 Photo/Video Release Policy

Any photographs or videos of St. Joseph School students that are to be released to the public will require a consent form signed by the parents. This may include, but is not limited to: school yearbook, advertisements, press releases, school website, Facebook page, etc. A Release Form is signed upon enrollment.

10.15 Acceptable Telecommunication Policy

St. Joseph School recognizes the need to effectively use computers and the internet to further enhance educational goals. Faculty, staff and students are expected to use computers and the internet responsibly. All computing resources must be used in an ethical and lawful manner. All activities while using the computers, or in accessing the Internet in this school must be in support of education and research, and consistent with the educational objectives of St. Joseph School. Use of the computers and the Internet is a privilege, not a right, and is subject to terms and conditions. Users are expected to learn and follow normal standards of polite conduct and responsible behavior. Any offensive or questionable site inadvertently reached by a student must be immediately reported to the teacher in charge. Students, staff and parents are required to sign a computer usage form upon registration. Parents are also asked to use the internet and social media responsibly.

10.17 Visitors/Volunteers

Volunteers are always welcome in the school to assist the teacher in various academic programs such as oral reading, library assistance, special projects, etc. For safety purposes, doors will be locked at all times. All volunteers, parents, and visitors are asked to use the entrance by the office. All parents, volunteers, and visitors must check in at the office before going anywhere in the building. Volunteers must attend a Diocesan “Safe Environment for Children” training session.

10.18 Trespassing

Persons disturbing private schools by their conduct or trespassing on school grounds during recess or while school is in session are guilty of a misdemeanor. (Ark. Code Ann. § 6-21-606)

10.19 Lunch Program

A hot lunch program is available for students beginning the first day of school and most days throughout the school year. All preschool, elementary, and middle schools students eat lunch in the cafeteria located in the downstairs in the main building. Toddlers will eat in their classroom. St. Joseph Catholic School offers a student lunch each day. The lunch menu is on line at www.SaintJosephSchoolAR.org or in the weekly school newsletter. Meals are subject to change without notice. The cost is \$2.25 for one lunch. Milk only or extra milk is \$0.40. No soft drinks are allowed in the cafeteria during lunch. The cafeteria cannot heat food from home due to the health code.

Please pay weekly, bi-weekly or monthly for the number of lunches your child consumes for that month. Lunches are prepared on-site. Students are not permitted to bring food purchased from an outside restaurant, such as McDonald’s, Sonic, etc. to the lunchroom at any time. Soft drinks or other caffeinated drinks are not allowed in lunches brought from home. Parents, you are asked to NOT bring these items into the lunch room for your child when you are having lunch with them.

10.19.1 Lunchroom

- Students are supervised by teachers in the lunchroom.
- Teachers will accompany students to the cafeteria and monitor their behavior.

- Students are expected to conduct themselves properly, speak in a normal voice, and practice good manners.
- No running or horseplay will take place in the cafeteria.
- Students who continually disregard the cafeteria rules are subject to disciplinary action.

10.19.2 Parent Lunches

Parents are welcome to eat lunch with their children. Please contact the office (963-2119) by 9:00 am to make a reservation. The cost of an adult lunch is \$3.00. Visitors need to come by the school office before meeting their child for lunch. Parents are invited to eat lunch with their children at any time but please observe our lunchroom rules.

10.19.3 Forgotten Lunches

All students bringing their lunch must have it with them when they arrive at school. If they forget their lunch, they will be served and charged for a cafeteria lunch. Parents may not bring a child's lunch after 10:00 A.M.

10.19.4 National School Lunch Program

St. Joseph Catholic School does NOT participate in the National School Lunch Program. However, we currently continue to provide free and reduced lunches for eligible students. A letter of explanation and student application is sent home the first week of school. The completed application is returned to the school office for eligibility verification. All information remains confidential.

10.20 Emergency Drills

Fire, tornado and intruder drills are conducted frequently for students to become familiar with the appropriate response procedures. Students are to listen to their teachers for instructions, stay with the teacher and conduct themselves in a quiet and orderly manner.

10.21 Emergency Procedures

Crisis plans for emergency situations are posted in each room. Faculty and staff are educated on the plans each year during the August faculty meeting. Staff and students will practice fire drills on a monthly basis, tornado drills several times a year, and other crisis drills at various times throughout the school year.

Information in case of a crisis will be transmitted via local TV and Radio, as well as RenWeb messaging services, and the school website

In the case of the following emergencies, students will be placed in the following areas:

Fire outside of school building

Tornado basement of school building

Emergency requiring further relocation St. Joseph Knights of Columbus Hall or Logan County Courthouse on the Square

Emergency requiring 2 miles or more relocation Subiaco Academy

10.22 Search of Property

Since desks and lockers are the property of the school, authorized personnel may make periodic checks of desks and lockers, together with their contents. Such action may also be taken when the Principal has reason to

believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community. Personal property such as purses and backpacks may be searched.

10.23 Recess

Weather permitting, students will participate in outdoor recess. Due to the varying weather conditions, it is at the principal/teacher's discretion not to allow students to participate in recess if they are not dressed appropriately (i.e. proper shoes and coats during cold weather). If, for health reasons, a child cannot go outside, a written note or email from the parent to this effect is required. Students are not to enter the building during the recess periods without the permission of the playground supervisors on duty.

In the case of minor injury, the student will be sent to the school office for treatment. If a serious injury occurs, the student will be taken to the office by the teacher or supervisor on duty and the office staff or teacher will contact a parent or other designated adult.

To ensure safety and enjoyment we ask that students on the playground observe the following guidelines:

- show consideration for others using the same play area
- show respect for the teachers on duty
- take care of all playground equipment
- follow playground procedures

10.24 Supervision of Students

The supervising staff is responsible for managing the students both within the classroom as well as outside the classroom including recess. Supervising students means both mentally (the person has to be paying attention to the students) and physically (the person is bodily present). Rules and procedures should be in place for the students to follow in the absence of the supervising staff.

10.25 Human Sexuality Policy

St. Joseph Catholic School has fully adopted the Diocese of Little Rock's Human Sexuality Policy. The diocesan human sexuality policy is a part of the diocesan Manual of Policies and Regulations for Catholic schools, and is located in subsection 4.42 of the section titled "4.0 Students." It can be viewed on the Catholic Schools Office website at: [\(http://www.dolr.org/schools/policy-manual\)](http://www.dolr.org/schools/policy-manual). (4.42)

Section 11 - School Services

11.1 After school Care (ASC)

After school care is available most days from 3:00 till 5:30. Students should be enrolled in advance to attend after-school care, even as a drop-in. Registration forms and rate information are available in the school office. Parent contact information and emergency numbers are required. Proper school behavior is expected from all students who are in the after school care program.



My child and I have received a copy of St. Joseph School Policy handbook. We will read and familiarize ourselves with the school's policies as outlined in the handbook. We understand the student must adhere to these policies while he/she is at school or in attendance at school sponsored activities. In the event we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

Student Name (print)

Grade

Parent/Guardian Signature

Date

Student Signature

Date

Changes to Immunization Requirements

Effective Date September 1, 2014

Arkansas Department of Health School Immunization Requirements (Kindergarten–Grade 12)

Tdap-One dose of tetanus, diphtheria, and acellular pertussis (Tdap) vaccine will be required for children who will turn age 11 years or older on or before September 1 of each school year, regardless of grade.

Pertussis is a highly contagious disease that can cause uncontrolled coughing fits, with potentially serious complications and in some cases, death. In 2013, there were 466 cases of pertussis in Arkansas, up from 80 cases in 2011.

- This requirement only applies to those students who are age 11 and older as of September 1. Students who have reached age 11 by September 1 have until October 1 to comply.
- Any student turning 11 after September 1 will not be required to have Tdap until the next school year. If a student turns 11 on September 2, the requirement does not apply.
- This requirement allows for the “catch-up” of all students who are age 12 and older. If a student already has had 1 dose of Tdap, another dose is not needed.

DTaP- Students entering Grades 1 through 12 must have had 4 doses of DTaP vaccine (tetanus, diphtheria, and acellular pertussis) (or 3 doses if none were given before age 7 years).

MCV4 (Meningococcal)- Students entering Grade 7 need 1 dose of the MCV4 vaccine regardless of age.

Polio- All students entering Kindergarten through Grade 12 need to have completed a series of at least 3 doses of polio vaccine. The new requirement is that one of the doses must be given on or after the child’s fourth birthday and there must be a minimum of 6 months between the second and third dose. Students who receive 4 doses of the polio vaccine with one dose on or after their fourth birthday and a minimum interval of 6 months between the third and fourth doses will meet the requirement.

Hepatitis A- Kindergarten/ Grade 1: Students need 1 dose Hepatitis A given on or after their first birthday.

Varicella- Students, entering Grades 1 through 12, need to have had 2 doses of varicella vaccine. History of disease is considered compliant with this requirement but only as reported by a medical professional.

MMR and Hep B- MMR requirements continue to be 2 doses with 1 dose on or after the first birthday and 28 days between the 2 doses. For Hepatitis B, students in Kindergarten must have 3 doses and students in Grades 1-12 require 2 or 3 depending on whether or not a 2-dose schedule was used.