

PARENT - STUDENT HANDBOOK



ST. JOSEPH

Catholic School

Please review all policies with your child. After reviewing the policies, please sign and return the contract of understanding. Also, complete the *Medication Administration Release Form (Appendix B)* if your child needs to take medication at school. A signed form must be filed in the school office prior to the dispensing of any medication. All forms/contracts are due at the end of the first week of school each year.

Dear Parents/Guardians/Students,

Welcome to Saint Joseph Catholic School. We are pleased to be a partner with you on this educational journey. The Saint Joseph Catholic School Parent-Student Handbook contains important information regarding school policies & procedures for our school. All policies implemented at Saint Joseph Catholic School follow the guidelines established by the Diocese of Little Rock. Please review the policies with your child/children and keep your handbook as a helpful reference. Saint Joseph Catholic School retains the right to amend the handbook when necessary. Parents will be notified of these changes. Please keep all addendums with your handbook.

The faculty, staff and I look forward to working with you and your child/children to accomplish these goals. We welcome your support and participation during the school year as we work together to build our school community.

Yours in Christ,

Marcia Diamond
Principal

School History

Saint Joseph Catholic Church was founded in 1844 and is the oldest continuous Church community in Fayetteville, Arkansas. The Church, founded by seven families who had emigrated from Ireland, was originally located in a small log cabin located east of Fayetteville on the property where our current Church and School campus are located.

As the years passed, the parish continued to grow and it was necessary for Saint Joseph Catholic Church to relocate in 1878 to the corner of Lafayette and Willow Streets. It was at this time that a group of Mexican nuns established the first formal Catholic educational institution in Fayetteville to serve the members of the parish. Throughout the school's history, several religious orders, including the Sisters of the Incarnate and the Ursuline Sisters came to Fayetteville to run educational programs for varying periods of time.

In 1948, after more than 20 years without a school, the parish acquired a residence on the corner of Lafayette and Walnut and opened a school with 39 pupils taught by Benedictine sisters from Saint Scholastica in Fort Smith. By 1954, the school had grown to 105 students and construction began on a new school building for 1st through 8th grades. An all-day kindergarten was added in 1955 and a ninth grade was added in September of 1956. As the years past, enrollment dropped and the 7th, 8th and 9th grade programs were discontinued. The Benedictine Sisters continued to run the school until 1971 when the Franciscan Sisters of Wheaton, Illinois joined the teaching staff with an addition of 4 lay teachers. From 1982 to 1986, Brother Andrew Schmidt, a Franciscan Brother, served as principal of the school. He was followed by Ann Ferrell Wilson, who served as principal for 10 years. During her tenure, she oversaw an expansion of the school for the nearly 300 students and 14 teachers. Deacon Chuck Marino succeeded Mrs. Wilson in 1996 and Paula Thiessen began as principal in 1999. The school added a 7th grade class during that year.

In May 2001, Saint Joseph Parish received Vatican approval to construct a combination Chapel Center and Educational Facility on the property where the church was first established in 1844. Construction of a state-of-the-art facility was completed in August of 2002, as well as the addition of a new 4 year old pre-kindergarten class. The new facility housed classrooms for pre-kindergarten through 7th grade as well as the Parish Worship Center and the school and parish offices.

Marc Holley served as principal during the 2005-06 school year and added a 3 year old preschool program that opened in August of 2006. Ann Finch came to Saint Joseph Catholic School in August of 2006 and served until June 2011. Marcia Diamond was hired in July 2011. Saint Joseph Catholic School was re-accredited in March of 2007 by the Arkansas Non-Public School Accrediting Association. Saint Joseph Catholic School currently has 316 students served by more than 20 full time teachers.

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PREFACE

This handbook has been prepared to help parents and students understand our school policies.
All policies follow the guidelines established by the Diocese of Little Rock.
Saint Joseph Catholic School retains the right to amend this handbook.
Parents will be notified promptly in writing of any changes.

Section 1 Organization of the School and Board

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Section 1

Organization of the School and Board

1.1 Mission Statement

Our mission is to instill in our students a reverence for God, respect for all life, service to the community and academic excellence. Saint Joseph Catholic School strives to use Christian values as a basis for our educational foundation. Some of the basic skills learned are communication, problem solving, decision making, and creativity. To develop self-discipline, we encourage each student to be enthusiastic about learning, and to achieve a strong sense of self-worth.

1.2 Philosophy

The development of the student as a whole person - spiritually, intellectually, socially, and physically - is the goal of Catholic education. Within this framework, Saint Joseph Catholic School seeks to offer a high quality academic program, to instill Christian values, to encourage each student to become a lifelong learner, and to equip each student to be a responsible citizen in today's world. This will be accomplished through a strong basic curriculum, which includes instruction in the beliefs and traditions of the Catholic Church. Staff and faculty will work in close cooperation with parents, who have the primary responsibility for their child's education and spiritual growth. Staff and faculty are expected to contribute to the development of their students by demonstrating mature faith, Christian living, social responsibility, and enthusiasm for learning.

1.3 School Motto

I will try my best everyday to learn, to love others, and to act like Jesus.

1.4 Goals

The broad goals of Saint Joseph Catholic School are: to teach the Gospel message, to build a faith community, to worship God, and to be of Christian service.

Specific goals include:

1. To work closely with the home in educating children toward the fullness of Christian life.
2. To specifically teach Catholic principle and Christian values.
3. To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example.
4. To teach the importance of participation in parish and community events.
5. To respect the dignity and individuality of each student and yourself as a child of God.
6. To encourage teachers to continue to grow as committed Christians and develop professional competence.
7. To facilitate and improve the student's opportunity to learn, thus playing a significant role in raising levels of knowledge, competence, and experience.

1.5 Enabling Authority

To carry out policies and guide the child's experiences in learning, our Catholic schools in the Diocese of Little Rock are organizations which follow canon law. This organization is composed of the Bishop, Diocesan Superintendent of Schools, Diocesan Board of Education for Catholic Schools, Diocesan School Consultants, Pastors, Principals, Teachers, the local consultative School Board, and parents. Each of these entities has specific roles.

(Policy & Regulations – Diocese of Little Rock, Organization 2)

1.6 Authority of the Bishop

The bishop is the chief teacher and is responsible for the policies and practices of all Catholic schools within his diocese.

1.7 Diocesan Superintendent of Schools

The diocesan superintendent of schools is appointed by the bishop and is directly responsible to the bishop for the successful administration and supervision of the schools.

1.8 The Diocesan School Board

The diocesan board of education is a consultative board appointed by the bishop, having the purpose and duties of reviewing and advising on all matters pertaining to Catholic schools in the Diocese of Little Rock. A minority representative in addition to members geographically representative of the schools in the diocese serves in an advisory capacity to the superintendent of schools.

1.9 The Diocesan School Consultants

Six (6) elementary principals and the secondary principals serve as consultants to the superintendent. Consultants approve the school calendar, the student assessment to the diocesan office, and other matters pertaining to the general operation of the schools. Consultants are appointed by the superintendent for a term of three (3) years.

1.10 The Pastor

The pastor is the head of the parish and as such is the person who enacts all school policy. The pastor's approval is required before any board action becomes effective. The pastor, as spiritual leader of the parish, will share his vision of religious education with the principal and the faculty of the school. The pastor will be especially concerned with all policies that relate to the religious education program in the school and will provide direction to the board. The pastor supports and cooperates with the principal in the general administration of the school.

1.11 Principal

The principal will be a practicing Catholic and be approved by the superintendent. The principal is charged with the main task of keeping the Catholic school Catholic. The principal cooperates with the pastor in the administration of the school according to diocesan guidelines. The principal is the education leader of the school and, as such, determines the needed staff and hires the same after appropriate consultation. The principal is the director of the curriculum and makes the class assignments according to the qualifications of the teacher and the needs of the school. The principal administers and is accountable for the receipts and disbursements of all internal funds such as books, fees, supplies, etc. Administrative decisions are the responsibility of the principal.

1.12 Teacher

The teacher, more than any other person, is the one directly responsible for the educational experience of students. Each teacher is responsible to the principal for carrying out the diocesan and local policies and regulations as these relate to the functions of the school, to the classroom, and to the immediate contact with students and parents. Under the direction of the principal each teacher is responsible for the discipline of students under his/her care. The teacher in a Catholic school should be a committed Christian who witnesses to the message of Christ.

1.13 School Board

Saint Joseph Catholic School has an elected consultative school board. A majority of the members are to be parents with children enrolled in the school. One (1) or more representatives may be elected from the parishioners who do not have children in the school. The school board advises on matters pertaining to policies, budget, and the selection of the principal of the school. The school board follows the guidelines adopted by the diocesan board of education and approved by the bishop. The daily administration of the school is the responsibility of the principal thus school board members do not have the authority to address grievances independently. Board members are required to follow the steps to resolve grievances as outlined in section 1.17 of this manual. (*Policy & Regulations – Diocese of Little Rock, 5.03*)

1.14 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 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

1.1.1 *Parents as Partners* - We at Saint Joseph Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Your choice of Saint Joseph Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

During these formative years your child needs constant support from both parents and faculty in order to develop. Sometimes during the process of maturation new interests may cause students to lose focus. As this natural process occurs, students need both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

As partners in education we ask you to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time
- Is dressed according to the school uniform policy
- Completes assignments on time
- Has lunch money or a lunch from home everyday
- Comes to school prepared to learn and has the necessary supplies
- Pays for any damage to school books or property due to carelessness or neglect

In order to help students learn and stay focused we ask that you help us not interrupt class except in an emergency. Please observe our school policies that help us in this area:

- All parents and volunteers must check in at the school office
- Neither students nor teachers are called to the telephone during school hours
- Assignments for students who are absent will be available in the school office at the end of the school day after the second (2nd) consecutive day a student is absent and every day thereafter

- Lunches and assignments are not delivered to classrooms. If your child forgets his/her lunch or papers/assignment bring it to the office

1.14.2 *Parental Rights*

Code of Federal Regulations, Title 34, subtitle a, Part 99 Subpart A states: "An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

1.15 PTO and PTO Executive Board (Parent Teacher Organization)

1.15.1 The objective of the Saint Joseph Catholic School PTO shall be to coordinate the educational activities of the home and school by developing and deepening a mutual understanding of Catholic education. The PTO consists of all parents or guardians of students and the faculty of Saint Joseph Catholic School. There shall be at least three (3) general membership meetings held during the school year.

1.1.2 The PTO Executive Board is comprised of elected officers plus the pastor and the principal. A past president may be a member of this committee. All matters pertaining to policy and administration of the Parent-Teacher Organization shall be vested in the executive committee. The president shall call meetings of the executive committee as necessary. A minimum of three (3) officers must be present to constitute a quorum to hold a meeting or a vote.

1.16 Home Room Parents

Home room parents are volunteers who assist the teachers with special projects, field trips and class parties. During the school year, two (2) parties are permitted; Christmas and Valentine's Day. Home Room parents coordinate the refreshments for the students and schedule volunteers to help plan, supervise and clean up the party.

1.17 Grievance Procedure

Any person with a grievance concerning any matter connected with Saint Joseph Catholic School will contact the individual concerned before discussing the matter with others. The following steps outline the appropriate course of action in resolving an area of concern:

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the Principal for an appointment to discuss the matter.
3. If the problem is still not resolved, the person will contact the Pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the Superintendent.
5. School Board members are not to attempt to solve school problems, but are to refer the aggrieved person to the above procedure. If a Board member is approached, he/she will notify the Principal. (*Policy & Regulations – Diocese of Little Rock, 3.24*)

1.18 Accreditation

Saint Joseph Catholic School is accredited by and affiliated with the following organizations:

- Arkansas Nonpublic School Accrediting Association - ANSAA
- National Federation of Nonpublic School State Accrediting Association
- National Catholic Education Association - NCEA

Section 2

Catholic Identity and Ethics

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Section 2

Catholic Identity and Ethics

2.1. The Catholic Nature of the School

- 1.1.1 Religious Education is the essence of Catholic schools, and all students participate in religion classes as a regular course of study. Religious Education is taught in accordance with the guidelines of the Diocese of Little Rock. Faith formation is reinforced through the student's participation in Mass celebrated each Tuesday and Friday as well as their participation in a weekly Prayer Service, Reconciliation, Stations of the Cross and involvement in Community Services.
- 2.1.2 The faculty and staff of Saint Joseph Catholic School are committed to foster the development of each student in a Christ-centered environment through the following means:
- To specifically teach Catholic principle and Christian values.
 - To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example.
 - To encourage each student to develop a sense of worth, helping him/her to identify and develop his/her unique gifts and capabilities.
 - To promote academic skills and concepts to broaden and enrich the student's experience in today's and tomorrow's world.
 - To developing students academically in an environment of educational excellence.
 - Forming citizens who contribute positively and responsibly now and in the future.
 - Collaborating with parents who are the primary educators of their children.

2.2 The Teaching and Practice of Religion

Opportunities will be provided to enable the student's faith to become living, conscious, and active through instruction. The faculty will work together to provide a religion program for the students that will become a powerful force for the development of personal sanctity and for the building of community.

- Every student enrolled in a Catholic school in the Diocese of Little Rock will have the benefit of a religion course taught by a Catholic teacher during each year enrolled in the school.
- Students will be given the opportunity to attend Mass throughout the school year and to receive the Sacrament of Reconciliation.
- Children's Liturgy will be celebrated on the first (1st) Sunday of the month in Saint Joseph Catholic Church. We encourage all of our students and parents to celebrate as a family.

2.3. Sacramental Preparation

- 2.3.1 Sacramental preparation will follow diocesan policy.

2.4. Religion Curriculum

The curriculum for religion will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the diocese as appropriate. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

- 2.4.1. Saint Joseph Catholic School shall provide structured opportunities for students to participate in community service that will benefit the parish and/or local communities.
- 2.4.2. Teachers of religion must be practicing Roman Catholics. They shall participate in continuing education courses offered for teachers of religion by the diocese.

2.5. Programs Concerning Human Sexuality

In recognition that parents are the primary educators of their children, Saint Joseph Catholic School shall assist parents in helping their children understand and live Catholic doctrine and morals in the area of human sexuality. Annually, the Pastor will present a Christ centered "Marriage and Sexuality" program to 7th grade students.

2.5.1 All human sexuality programs and resources must meet the following standards:

- Programs must reflect authentic and comprehensive church catechesis.
- Programs must be pastorally sensitive to issues of American and ethnic cultures.
- Programs must be family-centered.
- Programs must be developmentally sensitive.

2.6. Ethical Issues

2.6.1 *Ethical Behavior* - At all times, the conduct of the religious and educational programs of this school shall reflect adherence to the highest standards of ethical behavior.

2.6.2 *Conflicts of Interest* - In accordance with Diocesan Policy any staff member, board member or administrator who has a conflict of interest in any business or other matter shall promptly identify such conflict and shall take no part in the transaction of the business or action.

(Policy & Regulations – Diocese of Little Rock, 5.07)

2.6.3 *Duty to Safeguard Reputation* - The reputations of all in the school community shall be considered sacred and shall be safeguarded at all times. All student records shall be kept in secure locations and only those school officials with a legitimate need to access the records shall be granted access to them.

Section 3 Curriculum/Programs

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Section 3 Curriculum/Programs

3.1. Curriculum

Saint Joseph Catholic School, as part of the Catholic schools of the Diocese of Little Rock seeks to offer high quality academic programs. The curriculums of the pre-k to middle school programs meet, and in most cases exceed, the guidelines set forth by the Diocese of Little Rock and the State of Arkansas. The school administrators and teachers assess the effectiveness of the curriculum and update it as needed.

- 1.1.1 *Pre-Kindergarten* - Classes are self-contained and taught by a fully licensed teacher and aide. Classes, offered for 2-day, 3-day or full week sessions, prepare 3-year olds and 4-year olds with the readiness skills needed to enter the kindergarten program. This program also prepares children for the social and emotional growth necessary to begin their academic career.
- 1.1.2 *Kindergarten – Grade 4* - Classrooms are self-contained, and each classroom teacher is responsible for the core curriculum. Kindergarten classes have an aide to assist classroom teachers. Religion, language arts and mathematics are stressed in the primary grades as students develop and refine basic learning skills. Students are also introduced to social studies and science/health concepts.
- 1.1.3 *Grade 5* - Subjects are departmentalized and students begin to change classes. The curriculum blocks are science, mathematics, religion and spelling taught by one instructor and social studies, reading, writing and language arts taught by the other instructor. The task of changing classes one time per day helps to prepare students for a smooth transition into the Middle School setting. The curriculum for grades 4-5 develops the student to become a thinker and to transfer basic skill to all aspects of the learning environment.
- 1.1.4 *Middle School* - Students follow a block schedule and change classes for the core subjects. The Middle School is supported by three (3) full time teachers. Core subjects include religion, mathematics, language arts, social studies, and science/health.

Benefits unique to Middle School Students

- Physical Education/Health Program
 - Mini-Course Day
 - Organized Intramural Activities
 - Advisory Program
 - Ambassador Program
 - Honors Math and Honors Algebra I
 - Choice of Instrumental Band or Choir/Drama
 - Regional Science Fair Participants
 - Duke Talent Identification Program
- 1.1.5 In addition to the core curriculum classes, art, music*, Spanish, technology, library and physical education are special subjects provided for all grades. Technology is used to expand and enhance curriculum at all levels. *Middle School students have a choice of either instrumental band or choir/drama to meet their music requirement.

1.1.6 *Expanded and Enhanced Curriculum -*

A variety of additional programs are offered, including:

- Accelerated Math and Reader Program
- Star Math and Reader Program
- Reading and Writing Record
- Discipline with Purpose
- Media Library Center
- Computer Lab
- Title 1 Enrichment
- WAC Partners in Education
- DARE
- Geography and Spelling Bee
- Science Fair
- Stanford Achievement Test

3.2 **Textbooks**

This school will, whenever possible, utilize textbooks approved by the Diocesan Schools Office and the State Adoption List. Textbooks will be provided for the students. Special care of the books must be taken. Books assigned to each student are the responsibility of that student. Care of the book is also the responsibility of that student. If a student loses or damages a book beyond the normal wear, the student will pay the replacement cost of the book to the school.

1.1.1 All religion textbooks will be subject to the approval of the Diocesan Schools Office.

3.2.2 *Set of Textbooks for Home* - A set of textbooks may be purchased for home use. .

3.3 **Library Books and Materials – (Appendix A)**

3.3.1 *Selection of Materials* - Saint Joseph Catholic School has an approved selection policy that adheres to diocesan policy as well as the American Library Association guidelines. Any books or materials purchased for the school library are governed by these policies and procedures.

3.3.2 *Reconsideration of Materials* – Materials under reconsideration adhere to the policies and procedures of the diocese and the American Library Association guidelines.

1.1.3 *Student Responsibility* - School library cards are issued and students are urged to use the library. Students are responsible for any library materials checked out in their name. Library books are used by many students and the expense of replacing them is great. If a book is lost or damaged beyond repair, the student will reimburse the library the replacement cost of the book. Any other fines and fees placed upon damaged or lost books will be under the discretion of the librarian.

3.3.4 *Library Agreement – (Appendix A)*

All new students and their parents, to Saint Joseph Catholic School are required to sign a library agreement. Returning students review and sign the library agreement at the start of each school year. These agreements are kept on file in the library.

3.4 **Home Work Assignments**

Home work is essential for reinforcing learning and achieving mastery in academic skills and concepts. Home work consists of both written and study assignments.

1.1.1 Parents need to provide a quiet place and a definite time for the student to work and the necessary materials with which to work.

1.1.2 Home work times will vary according to₁₅the needs of the individual student. However,

recommended study times are:

- Grades 1-2: half (½) hour each night
- Grades 3-7: one (1) hour each night.

1.1.3 *Late Assignments* - All assignments are to be turned in on the date due. Late assignments will be subjected to point deductions and given a zero (0) if they are over two (2) school days late. Each teacher/grade level has a class/classroom procedure for communicating with parents concerning late assignments.

1.1.4 *Absentees* - Students who are absent are responsible for inquiring about missed assignments and meeting established times for turning in the work. Assignments for students who are absent will be available in the school office at the end of the school day after the second (2) consecutive day a student is absent. Assignments should not be picked up in the classrooms.

3.5 Academic Policies

Grading policies -

Grading and Report Cards – The following grading scale is used for Saint Joseph Catholic School Grades 1 - 7:

A	Superior Achievement	93 to 100%
B	Above Average	85 to 92%
C	Average	77 to 84%
D	Passing	70 to 76%
F	Failure	Below 70%

Diocesan approved conference reports and progress reports are used in K and Pre-K.

3.5.1 *Failure Notice* - When failure seems unavoidable, parents will be properly notified well in advance of the probable failure of the child. If a student is to be retained at any grade level, notice of retention and the reason for retention will be communicated promptly in a personal manner.

3.5.2 *Cheating* – Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.

3.5.3 *Curriculum Modifications* - The diocesan modified grading scale may be used in academic area(s) affected by a student's diagnosed learning disability or other diagnosed handicapping condition. On the report card, an asterisk will be placed beside the modified subject. The description of the subject modification(s), using form 6.34, will be attached to the student's permanent record card. Letter grades given in the modified area(s) will be based on the academic performance as defined in the student's file. A diagnosed learning disability or handicapping condition is a condition that has been evaluated by a psychiatrist, psychologist, or psychological examiner and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of the test results and suggestions for educational modifications must be filed in the school office.

3.5.4 *Transcripts and Diplomas* - No transcripts or diplomas will be issued until all financial obligations have been met.

3.5.5 *Promotion* - Promotion will be based on the passing mark of seventy (70) percent. A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student's academic progress, the teacher will consider the social, emotional, physical, and moral development of the student, which at times should be given preference over academic performance. Two (2) failures, other than failure in fine arts or health and physical education, technology, and Spanish, constitute a grade failure unless the classes are made up during summer classes approved by the principal. Proof of summer school attendance and passing marks must be provided to the principal before the child is permitted promotion.

3.6 Assessment and Reporting Student Progress

- 3.6.1. *Weekly Reports* - On Monday of each week, students will bring home a Saint Joseph Catholic School folder containing their work for the week, both homework and class work, along with important information from the school. The parents are asked to look at the notes with the student and look over the work. It is important that the parents take time to review the student's work to see in which areas the student is doing well and in which areas the student needs to concentrate to improve. The folders are to be returned on Tuesday. Any information to be included in the school folder must be turned in to the office for prior approval by the principal no later than the Friday before publication.
- 1.1.2 *Mid-Quarter Reports* - At the mid-point in each quarter of school, a report will go home to the parents or guardians of all students. This report is an advisement to any student who is experiencing low-passing or failing grades, grades of D and/or F. Concentrated efforts must be made to raise the grade before the reporting period is complete.
- 1.1.3 *Parent/Teacher Conferences* - Formal Parent\Teacher conferences will be held after the first (1) and third (3) quarters. Parents and guardians are asked to come to school during the assigned appointment time on conference day to discuss student progress with the teacher.
- 1.1.4 *Informal conferences* – Additional conferences with a teacher about a student's progress are always welcome. The teachers are available to meet with parents. Appointments should be made in advance.
- 1.1.5 *Standardized Achievement Tests*- Standardized achievement tests are administered to all students in grades 1-7, according to the schedule approved by the diocesan school office. A Developmental Reading Assessment (DRA) is conducted for kindergarten students.
- 1.1.6 Cumulative standardized test results will only be released to the public in accordance with diocesan policy. (*Policy & Regulations – Diocese of Little Rock, 3.22*)

3.7 Middle School Choir/Drama and Band

Middle School students have a choice of taking either band or choir to meet their music requirement. Placement will be made by the band and choir director. Classes will be filled as space is available. Preference will be given to students who have been a member of the Saint Joseph Catholic School choir or band the previous year.

3.8 School Sponsored Activities and Field Trips – (*Appendix B, C, and D*)

The principal is responsible for the direction of all activities of the school, including those activities occurring outside of the school building or outside of the school day. The principal has the right to delegate the duty of supervision, but remains ultimately responsible for all activities.

- 3.8.1. *Field Trips* – All off campus trips must be approved by the principal and have relevance to the instructional curriculum. Field trips should be limited to one (1) per quarter, not to exceed four (4) field trips per year. Before groups of students are taken off the school grounds, written approval must be obtained from the parent/guardian of each child, (*Appendix B and C*). The principal may deny a student participation in a field trip for disciplinary reasons.
- 3.8.2. *Supervision* - All school-sponsored activities and off campus trips must adequately supervised, under the direction of the principal.

- 3.8.3. *Transportation* – In the event private vehicles are used to transport students to off campus activities, the following requirements must be enforced:
- The driver must complete a *Field Trip Driver Information Form, (Appendix D)*. This form will be retained in the school office for the entire school year.
 - The driver must be at least twenty one (21) years old.
 - The driver must attend a VIRTUS training seminar and submit to a background check.
 - No felony convictions or convictions related to the sexual abuse of a child can be evident.
 - The vehicle must be insured for the limits required by the school's insurance carriers.
 - Students must wear seat belts at all times.
 - Children under the state age and weight limit must be strapped into approved booster seats.
- 3.8.4. *Permission slips – (Appendix B and C)*
- The diocesan permission slip must be completed for each field trip.
 - Permission slips shall be retained on file for one (1) year after the trip.
 - Verbal permission for participation in a field trip will not be accepted.
 - An official, signed form submitted by fax will be accepted.
 - The principal may deny a student participation in a field trip for disciplinary reasons.

3.9 Lunch Program

Saint Joseph Catholic School is a participant in the Federal Government Hot Lunch Program and as such is required to follow all federal guidelines concerning child nutrition in planning and serving lunch to our students.

- 1.1.1 Hot lunches can be purchased for \$2.00 per day and include one (1) drink of choice (milk or juice).
- 1.1.2 Sack lunches from home are permitted.
- 1.1.3 Additional drinks for sack lunch, hot lunch and snack may be purchased for a cost of \$0.35 per drink.
- 1.1.4 To ensure compliance with state nutritional guidelines and state licensing requirements, all Pre-K students are required to eat hot lunch provided by the cafeteria at a cost of \$2.00 per day. A Pre-K morning snack and drink is also provided at a cost of \$0.75 per day.
- 1.1.5 Lunches from fast food chains may not be brought to school. Carbonated canned drinks are not allowed.
- 1.1.6 A menu will be sent home in the Monday folder at the beginning of each month.
- 1.1.7 Money for hot lunches and drinks are accepted via the Saint Joseph Catholic School Monday folder. Please make checks payable to: **Saint Joseph School Cafeteria**. If you have more than one (1) child at Saint Joseph Catholic School, it is acceptable to send payment for all of their lunches/drinks with the oldest sibling. Please list the amount of payment and the names of all siblings and teachers on the outside of a sealed envelope. Each family is responsible for keeping up with the total amount purchased per child. Charges are not allowed. Accounts that carry a balance on lunches/drinks paid for and not used at the end of the year, will be carried over to the next school year. If the family is not returning the next year, a refund on balances over \$5.00 will be given for those meals and drinks not used. PLEASE DO NOT INCLUDE PAYMENTS FOR ANYTHING ELSE (FIELD TRIPS, TUITION, ETC.) WITH LUNCH AND DRINK MONEY. Lunches may be paid for by semester or by the year. Call the cafeteria for those amounts.

- 1.1.8 *Delinquent Accounts* - If a lunch account becomes delinquent, the child will not be allowed to participate in the hot lunch for the day. A cheese sandwich and white milk only, no exceptions, will be offered until the account is paid and there is money in the account to purchase a hot lunch again. Notices will be sent to the family when the account balance approaches \$0.00.
- 1.1.9 *Federal Hot Lunch Program* - Saint Joseph Catholic School is part of the Federal Hot Lunch Program, any family who wishes may apply for federal assistance either as part of the Free Lunch Program or the Reduced Lunch Program. Application forms are available during school registration or can be obtained from the kitchen at any time. Federal guidelines regarding incomes and family size determine eligibility for participation in these programs. All applications are kept strictly confidential.
- 1.1.10 *Parents Joining Child/Children for Lunch* - Parents are always welcome to join their children for lunch. If you wish to have hot lunch with your child, you must notify his/her teacher in advance so you are included in the lunch count for the day you plan to eat. Parent lunches are \$2.00 each and include a drink of choice (milk or juice). Parents are not allowed to bring into the cafeteria carbonated canned drinks or lunch from a fast food restaurant. A sack lunch from home is permitted.
- 1.1.11 *Kitchen Staff* - The kitchen staff is comprised of one (1) full-time and three (3) part-time employees and as such is very dependent upon and grateful for parent volunteers. Anyone interested in volunteering is asked to contact the kitchen. As the school depends on volunteers to function smoothly, we ask all volunteers to notify the kitchen in the event of any changes to the volunteer schedule. Each volunteer should be responsible for getting their own replacement if necessary.

Section 4 Student Issues

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Section 4 Student Issues

4.1 **Admission of Students – (Appendix E)**

The Catholic schools in the Diocese of Little Rock will not discriminate on the basis of race, color, handicap, or national origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic or other school administered programs.

4.1.1 *Admission Priorities -*

a. Preference will be given to Catholic families:

- with siblings in the Saint Joseph Catholic School
- registered with Saint Joseph Parish
- registered with an area Catholic Parish
- non-Catholic families with siblings enrolled in Saint Joseph Catholic School
- open to the public

b. New students are accepted for a three (3) month probationary period. The principal reserves the right to extend the probationary period. Students transferring from other local schools after the start of the school year must provide a letter of recommendation from the principal and the classroom teacher of the school they are leaving.

c. The school board reserves the right to make exceptions to the above criteria as deemed necessary.

1.1.2. *Age Requirements -* In order to be admitted to kindergarten, a child must be five (5) years of age on or before September 1. (Any six (6) year old child who has not completed a kindergarten program prior to initial enrollment shall be evaluated by the school and placed in the 1st grade if the evaluation results indicate the child is ready for enrollment at the 1st grade level. If the evaluation results indicate the child is not ready for enrollment at the 1st grade level, the child shall be enrolled in the school's kindergarten program.
(Arkansas Statute #80-153b)

4.1.3 *Immunizations – (Appendix E) -* All students attending Catholic schools in the Diocese of Little Rock are subject to the immunization laws of the state of Arkansas. The requirements for entry into school, regardless of grade, are at least three (3) doses Acellular Diphtheria/Tetanus/Pertussis (DTaP), Diphtheria/Tetanus (DT Pediatric), or Tetanus/Diphtheria (Td adult), at least three (3) doses of polio vaccine; two (2) doses of Rubeola (measles) vaccine, one (1) dose of Rubella (German measles) vaccine, and one (1) dose of Mumps vaccine. Additionally, three (3) doses of Hepatitis B vaccine and one (1) dose of Varicella (chickenpox) vaccine are required before entering kindergarten. Three (3) doses of Hepatitis B are required for transfer students and students entering 7th grade. An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health, that the vaccine would be detrimental to the health of the child.

4.1.4 *Preschool Immunizations – (Appendix E) -* No child will be admitted to the Saint Joseph Catholic School preschool program without the required immunization documentation.

1.1.5 All preschool children must be potty trained prior to attending school at Saint Joseph Catholic School.

4.2. **Admission of Students with J-20 Status**

Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Justice.

1.1.1 Any student who is not a citizen or legal resident of the United States must have the legal documentation required by the U.S. Immigration Department to be admitted to Saint Joseph Catholic School.

1.1.2 If the student's family is in the United States with refugee status, parents must submit a copy of their documentation from the U.S. Immigration Department.

1.1.3 All students seeking admission under J-20 status must present a J-20 form. Once the appropriate official has signed the J-20 form, Saint Joseph Catholic School will make a copy and keep it in the student's file. Parents are responsible to file the original with the appropriate authorities.

4.3 Arrival and Dismissal

Saint Joseph Catholic School assumes responsibility for the supervision of students no longer than fifteen (15) minutes before and/or after the regularly scheduled school day. Beyond that time, the safety of the student is the responsibility of the parent or guardian. The school day for grades pre-k-3 is from 8:15 until 3:15. The school day for grades 4-7 is from 8:15 until 3:30.

1.1.1 *Arrival* – Students are allowed to enter their classroom at 8:00 a.m. As a service to parents, Saint Joseph Catholic School will provide supervision of students beginning at 7:30 a.m. Students who arrive between 7:30 a.m. and 8:00 a.m. will report to the cafeteria. All kindergarten through 7th grade students must enter through the main front doors. All pre-k students enter the building through their own entrance.

1.1.2 *PRE-K Arrival and Dismissal* - An adult is REQUIRED to accompany all pre-k students to the pre-k classroom and sign him/her in and out and record the arrival time and the departure time.

- ONLY pre-k students and accompanying adults will enter through the pre-k entrance located in the pre-k wing near the west side of the building.
- The pre-k entrance is open Monday-Friday 7:45 a.m. - 8:15 a.m., and 3:15 p.m. - 3:30 p.m.
- At all other times, parents and students must use the main school entrance and are required to check-in at the receptionist's desk, obtain a visitor's pass and sign-in and sign-out of the school office/school building.
- Students arriving after 8:15 must get a tardy slip from the school office before being accompanied to the pre-k classroom.
- Students are not to "run ahead" of the adult and enter the building or classroom alone.
- Students will be checked each morning for contagious and infectious disease and will not be admitted if ill.

1.1.3 *Dismissal* - We have two (2) dismissal times:

Early Dismissal:	Pre-K – 3rd grade at 1:15 p.m. 4 – 7 grade at 1:30 p.m.
Regular Dismissal:	Pre-K – 3rd grade at 3:15 p.m. 4 – 7 grade at 3:30 p.m.

1.1.4 *After School Care* - After school services are available from dismissal until 5:45 p.m. Please consult with the After School Care Director for specific program information.

1.1.5 *Return to School after Dismissal* - Students who forget books, homework, lunch bags, etc. and wish to return to the school after dismissal must seek admittance to the classroom or their locker from a staff member. Excessive use of this privilege will not be allowed.

1.1.6 *Inclement Weather* – The decision whether to close school for inclement weather will be made by administration. Decisions may differ from Fayetteville Public Schools. Please listen to area radio and television stations during inclement weather.

4.4 Attendance

Regular, prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are expected to attend school. According to the state law every parent/guardian or other person residing in the state of Arkansas and having custody or charge of any child or children between the ages of five (5) through seventeen (17) (both inclusive), will send such children to a public, private, or parochial school, or home school...Under such penalty for non-compliance with this section. (Arkansas Ann. 6-18-209)

4.4.1 *Exceptions Allowed under this Act -*

- a. Any child who has received a high school diploma.
- b. Any child who will not be six (6) by September 15, if parents file a signed kindergarten waiver with the school office.

4.4.2 A student who has accumulated twenty-five (25) days of absences during the school year will be required to make up the work missed, or to repeat the grade. When that student approaches twenty (20) absences, a written doctor's excuse will be required for any additional absences.

1.1.3 *Tardiness -* Tardiness interferes with progress and is a disturbance for all members of the class.

- Tardies begin at 8:15 a.m.
- Students must be in the classroom at 8:15 a.m. or arrive with a tardy slip from the office.
- On days of inclement weather, the principal will use discretion when issuing tardy slips.
- All tardies are considered unexcused except for unavoidable circumstances such as a car accident or a flat tire, etc. Doctor and dentist appointments are considered excused absences when the appointment is accompanied by a written note from the parent, guardian, doctor or dentist. To receive an excused tardy slip the student must submit this written note to the school office.
- Three (3) unexcused tardies per quarter is considered one (1) unexcused absence and is recorded as such on the student's permanent record card and report card.
- If a student is late repeatedly, a conference will be scheduled with the principal, student, and parents. Repeated tardiness may result in expulsion.

4.5 Absence from School

A telephone call to the school (**442-4554 ext. 251**) should be made by the parent or guardian before 9:00 a.m. if the student is to be absent from class for that day.

4.5.1 *Excused Absences -* Excused absences are those due to emergencies, illness, death in the family, doctor and dental appointments, or official school business. When a student is absent, he/she will have one (1) day for each day missed to make-up work.

4.5.2 *Un-Excused Absences -* Unexcused absences are those other than listed above. Students with un-excused absences will not be permitted to make up any school work missed and will receive a failing grade for all such missed school work.

1.1.3 *Doctor/Dental Appointment -* Parents and/or guardians are encouraged to make dental or doctor appointments before or after school hours. If it becomes necessary for a child to be dismissed for an appointment, the school office requires a signature of dismissal before the child can leave. To minimize classroom disruption, a note should be sent to inform the teacher of this early dismissal.

1.1.4 *Extended Absences -* Parents and/or guardians are asked to schedule extended absences/trips when school is not in session. If a parent or guardian decides to take a student out of school for an extended period of time, a written request must be made to the principal. Work will be made up at the teacher's discretion. Parents/guardians must understand it may not be possible to give makeup work in advance.

1.1.5 *Private Lessons -* Do not schedule music, dance, or other private lessons during the school day.

Students will not be dismissed early to attend private lessons.

1.1.6 If a student is absent all morning or all afternoon, the absence is recorded as a half (1/2) day.

4.6 Release of Students during the School Day

Students will be released ONLY to authorized adults listed on their Permanent Record Information Form. Each student must be signed out and the departure time recorded. Permission must be given IN WRITING by the student's parent/guardian for a student to be released to anyone not listed on the Permanent Record Information Form. Identification (e.g. driver's license) must be presented before the student will be released. Once dismissed, students are not to leave alone or ahead of their parent or authorized adult, and they must be accompanied to their vehicle.

4.7 Student Conduct – (Appendix F, G, H, and I)

Every member of the community is responsible for his or her own safety and the safety of others. Behavior that poses a threat to safety cannot be tolerated and will result in discipline. Minor discipline problems will be handled by the teacher according to the School Discipline Cycle, (Appendix G and H). If the problem persists, a conference with the parents or guardians will be requested. Major problems will be referred to the principal who will request a conference with the parents or guardians, (Appendix I). The principal may choose to punish the student with a loss of school privileges, an in-school suspension, an out-of-school suspension, or expulsion depending upon the seriousness of the misconduct.

1.1.1 *Discipline With Purpose – (Appendix F)* – Saint Joseph Catholic School utilizes the *Discipline with Purpose* program to help students learn fifteen (15) self-discipline skills. *Discipline with Purpose* is a developmental approach to teaching self-discipline and enables students to become self-directing people. The fifteen (15) self-discipline skills are listed in *Appendix F*.

4.8 School Discipline Cycle - Pre-Kindergarten to 3rd Grades – (Appendix G and I)

The goal of the Saint Joseph Catholic School discipline policy is to establish a system of rules and procedures which will help our students to:

1. Respect themselves, others, and their school;
2. Contribute to the learning environment;
3. Follow school and classroom procedures;
4. Practice self-discipline skills.

In support of these goals, pre-kindergarten - 3rd grade classes will employ the following School Discipline Cycle to address the occasional problem of disruptive or inappropriate behavior:

4.8.1 *Disruptive or Inappropriate Behavior* - When disruptive or inappropriate behavior occurs in the classroom the teacher will take the following steps:

- Step 1: The teacher will make a quick correction of the behavior and warn the student that continued misbehavior will result in removal from the group.

Should the behavior continue or reoccur:

- Step 2: The teacher will repeat the correction and the student will be removed from the group or situation. The teacher should remind the student that he/she has the choice of correcting the behavior and should obtain verbal confirmation from the student that he/she understands the warning.

Should the behavior continue or reoccur:

- Step 3: The student will be asked to leave the group. As soon as it is practical, the teacher will go to the student and privately discuss the behavior in question and will be sent to the principal's office.

If it is necessary to remove a student from the group more than three (3) times during a week:

- Step 4: The student's teacher will contact the parents by phone to discuss means of correcting the behavior.

If significant misbehavior continues:

- Step 5: The teacher will contact the parents to set up a conference at school with parents, teachers, and student at which they will attempt to formulate an action plan to correct the behavior. If deemed necessary or desirable by either parents or teacher, the principal may be asked to become involved at this stage of the discipline cycle.

If the behavior in question continues: (*Appendix I*)

- Step 6: The issue will be referred to the principal for further action .

1.1.2 *Physical or Psychological Threat or Violence* - Under the School Discipline Cycle, behavior that poses a physical or psychological threat or violence, is clearly irrational or unreasonable, or involves severe disrespect or profanity, the following steps will be taken:

- Step 1: The child will be removed from the group or situation. As soon as it is practical, the teacher will go to the student, discuss the behavior in question, and decide upon an appropriate consequence.

Should the behavior reoccur:

- Step 2: The teacher will remove the student from the group or situation and will notify parents of the behavior. If deemed necessary a parent/teacher conference may be scheduled at this time to develop an action plan for correcting the behavior.

Should the behavior continue or reoccur:

- Step 3: The child will be referred to the principal's office, (*Appendix I*). At this time, a parent/teacher/principal conference may be scheduled in an effort to identify appropriate further action to solve the problem.

1.1.3 While hitting or kicking another student is never an appropriate response to a situation, it is equally unacceptable for a student to goad, tease, or torment another student to the point where he/she resorts to physical violence. Should a student choose to participate in such behavior, he/she will be viewed as equally responsible for the incident in question, and the above steps will be followed in an effort to correct the behavior.

4.9 **School Discipline Cycle – 4th to 7th Grades – (*Appendix H and I*)**

The goal of the Saint Joseph Catholic School discipline policy is to establish a system of rules and procedures which will help our students to:

1. Respect themselves, others, and their school;
2. Contribute to the learning environment;
3. Follow school and classroom procedures;
4. Practice self-discipline skills.

In support of these goals, 4th – 7th grade classes will employ the following School Discipline Cycle to address the occasional problem of disruptive or inappropriate behavior:

1.1.1 *Disruptive or Inappropriate Behavior* - When disruptive or inappropriate behavior occurs in the classroom the teacher will take the following steps:

- Step 1: The teacher will make a quick correction of the behavior and warn the student that continued misbehavior will result in removal from the group.

Should the behavior continue or reoccur:

- Step 2: The teacher will repeat the correction and the student will be removed from the group or situation. The teacher should remind the student that he/she has the choice of correcting the behavior and should obtain verbal confirmation from the student that he/she understands the warning.

Should the behavior continue or reoccur:

- Step 3: The student will be removed from the group or situation and will be sent to the principal's office.

If it is necessary to remove a student from the group more than three (3) times during a week:

- Step 4: The student's homeroom teacher will contact the parents by phone to discuss means of correcting the behavior.

If significant misbehavior continues:

- Step 5: The homeroom teacher will contact the parents to set up a conference at school with parents, teachers, and student at which they will attempt to formulate an action plan to correct the behavior. If deemed necessary or desirable by either parents or teacher, the principal may be asked to become involved at this stage of the discipline cycle.

If the behavior in question continues: (*Appendix I*)

1.1.2 *Physical or Psychological Threat or Violence* - Under the School Discipline Cycle, behavior that poses a physical or psychological threat, is clearly irrational or unreasonable, or involves severe disrespect or profanity will be referred directly to the principal for action, (*Appendix I*).

1. *Psychological Threat or Violence* - Behavior involving obscene language, sexually explicit discussions, or lewd gestures or conduct will be referred directly to the principal's office (*Appendix I*) and parents will be notified. Should there be a second (2) occurrence of this behavior; the student will be sent home for the day. A third (3) occurrence will necessitate a parent/teacher/principal conference in an effort to identify appropriate further action to solve the problem.

2. *Physical Threat or Violence* - Situations involving physical violence will be dealt with similarly. All students involved in such an incident will be referred directly to the principal's office (*Appendix I*) and parents will be notified. Should a student be involved in a second (2) such situation, he/she will be sent home for the day. A third (3) occurrence will result in a parent/teacher/principal conference to discuss necessary further action.

4.9.3 While hitting or kicking another student is never an appropriate response to a situation, it is equally unacceptable for a student to goad, tease, or torment another student to the point where he/she resorts to physical violence. Should a student choose to participate in such behavior, he/she will be viewed as equally responsible for the incident in question, and the above steps will be followed in an effort to correct the behavior.

1.2 Probation

Students who demonstrate a serious and consistent lack of responsibility and disregard for school rules may be placed on probation. The length and restrictions of the probation will be determined by the administration. Students on probation may be subject to eligibility restrictions for participation in school activities. If behavior does not improve, expulsion may result.

1.3 Suspension

Depending on the severity of the misconduct, students may be assigned to in-school or out-of-school suspension for a stated period of time.

1.4 Expulsion

Expulsion or permanent dismissal from Saint Joseph Catholic School will be the decision of the principal in consultation with the pastor.

4.13 Violence

4.13.1 *Violence-Actual and Threatened* - Physical assaults are forbidden. All threats and acts of violence will be taken seriously and students making threats will be disciplined in an age appropriate manner.

1.1.2 *Search of Property* - Since lockers and desks are the property of Saint Joseph Catholic School, periodic checks of both lockers and desks, together with their contents, may be made by authorized personnel. Such action may be taken if the principal has reason to believe the lockers or desks may contain illegal or forbidden substances or other items harmful to others in the school community. Personal property such as purses and backpacks may be searched.

4.14 Harassment or Demeaning Behaviors

Saint Joseph Catholic School does 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.

4.15 Substance Abuse

The possession, use, or distribution of illegal drugs or alcoholic beverages is not permitted in the school, on the school grounds, or at any school function.

- If any student brings to school or has in his or her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he or she is liable for expulsion.
- He or she will be suspended immediately and the parents will be notified.
- The student's return to school will be contingent upon the student's active involvement in professional counseling and/or therapy, if chemical dependency is evident. A second (2) offense will result in automatic expulsion.
- When a student is involved in the distribution of alcohol/drugs to other students, whether for financial gain or not, he or she will automatically be expelled from school. The distribution of drugs in the State of Arkansas is a felony. This action is considered aiding and abetting another youth in an illegal action and such conduct cannot and will not be tolerated by the Diocese of Little Rock and the Catholic school system.
- A teacher is required by law to report to school authorities any incident of alcohol or drug abuse. Not to report such an incident is against the law. (Arkansas Code Ann. 6-21-608)

(Policy & Regulations – Diocese of Little Rock, 2.21)

4.16 Student Health Care – (Appendix E, J, K, L and M)

4.16.1 *Immunizations* - All students are required to have the immunizations mandated by state law as listed in *Appendix E*.

1.1.2 *First Aid* - At least three (3) persons on the staff of this school will possess current first aid certificates.

1.1.3 *Administration of Medication* – No medicine of any kind will be provided by the school. Medication guidelines are listed in *Appendix J*. No medication will be administered to a student by any school personnel without a written directive from the parent or guardian. A *Medication Administration Release Form*, (*Appendix K*), must be signed and kept on file in the school office.

1.1.4 No medication may be given to a student without a written directive signed by the parent or guardian.

- The written directive signed by the parent/guardian will include the time(s) the medication is to be administered to the student and the dosage.
- All medicine must be in the original container.
- Any medication brought to school will be stored in a designated place under control and supervision of appropriate school officials.
- The student will not be allowed to keep any medicine in his/her possession including, but not limited to, cough drops, lip balm, Chap Stick, and other items such as these.

1.1.5 *Returning to School After an Illness* - Children must be free from vomiting, diarrhea and fever, without taking fever reducing medication, for twenty four (24) hours before returning to school.

1.1.6 *Exclusion from Activities* - After an illness, if your child needs to be excused from P.E. or stay in from recess, he or she must bring a note from the doctor or parent.

1.1.7 *Infectious Diseases*- Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations pertaining to communicable diseases, will be excluded from school for the period of time designated in these same policies. Additionally, students who are HIV-positive or who have AIDS shall not be excluded from the school simply because of their HIV status.

1.1.8 *Head Lice Outbreak Prevention* - Saint Joseph Catholic School follows the no nit policy as outlined by the Department of Health. Guidelines and requested action from the health department are listed in *Appendix L and M* so as to prevent/treat an outbreak of head lice.

4.17 Student Records

4.17.1 *Educational Records* – Saint Joseph Catholic School keeps all educational records required by state law. The school complies with the provisions of the *Family Educational Rights and Privacy Act*, also known as the *Buckley Amendment*. Parents have a right to inspect the educational records of their children. Upon request, parents may view the records in the presence of the principal or his/her designate. Parents have the right to request removal of material and, if such request is denied, to add their own written statements to the records. All requests to review records should be made in writing at least forty-eight (48) hours in advance of the review.

4.17.2 *Transfer of Records* - Parents of students withdrawing from school must notify the principal's office of the intended withdrawal in writing. No educational records will be transferred to another school until all financial obligations to the school have been met and an exit interview questionnaire has been completed. Health records will be sent in accordance with state law.

4.17.3 *Rights of Non-Custodial Parents* - Non-custodial parents have the same rights as custodial parents to inspect the records of their children, unless a court order to the contrary is on file.

4.17.4 *Health Records* - Health records, as mandated by the state, shall be kept for every child. These records shall be sent to the next school upon the student's transfer.

4.18 Issues of Child Custody

Saint Joseph Catholic School requires that the custodial parent file a court certified copy of the custody section of the divorce decree or a court-certified copy of the custody degree with the school. If no such copy is on file, school officials will presume both parents have custodial rights. School officials will make all reasonable efforts to ensure children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

4.19 Release of Student Directory Information

The principal is the only school official who can authorize release of directory information to outside parties. Student and parent names, addresses, and phone numbers are printed in the student directory, which is distributed to all school families. Parents who do not wish their directory information published must notify the principal in writing prior to the beginning of school.

4.20 Photographs

Photographs of students may appear in media publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing prior to the beginning of school.

4.21 Graduation Ceremony

Graduation ceremonies, honoring 7th grade students, will be scheduled by the principal after

consultation with the middle school teachers and the pastor. A reception for the graduates is also held following the graduation exercise. Arrangements for the graduation reception are the responsibility of the 6th grade parents.

4.22 Athletics

The Fayetteville Boys and Girls' Club organizes youth basketball and flag football teams for all Fayetteville elementary and middle schools. Students participating are required to join the club and obey all rules. The staff of the Boys and Girls' Club is NOT responsible for children dropped off at the club. If your child is practicing on a team, the coach is responsible for all members of his /her team during the practice time. Children should not be left to wander around the area before or after practice. We recommend that children not leave the Boys and Girls' Club to play on any of the practice fields as there is no supervision. Parents interested in volunteering as coaches must sign up at the Boys and Girls' Club. All decisions about teams will be made at the Boys and Girls' Club.

The City of Fayetteville Department of Parks and Recreation coordinates the soccer and softball programs. All participants must abide by the rules of that office to participate in the program. Volunteer coaches are always welcome. We encourage all student and parents to model good sportsmanship at all events.

4.22.1 Sports information is distributed to the students via the Monday folders.

4.23 Supplies

Supply lists will be issued with registration information and are available on the school website.

4.23.1 *Backpacks* - Small backpacks are permitted. Backpacks must fit into lockers/cubbies to keep halls and classroom passage ways open. Backpacks with wheels are permitted in grades 3-7 only. Backpacks brought to school must be left in the home room class or locker until the end of the day. Key chains and toys may not be attached to backpacks. Any decoration on backpacks as well as notebooks and book covers must be in keeping with the school's philosophy. The staff will determine the appropriateness of decorations.

4.23.2 *Toys and Games* - Toys and games may not be brought to school unless requested by an individual teacher.

4.23.3 *Unauthorized Items* - Items such as, but not limited to, questionable books and pictures, knives, guns, matches, lighters, cigarettes, radios, trading cards, palm pilots, laser lights or anything that will detract from a learning situation are not allowed at school at any time. Unauthorized items will be taken away from the student and not returned.

1.1.4 *Cell Phones* - Use of an electronic paging device or cell phone is not allowed during school hours unless such possession is necessary for health reasons or other compelling reasons. If this item is found in a student's possession during school hours, it will be taken from the student and kept in the principal's office for a period of one (1) week, after which it will be returned to the parent. Multiple infractions will result in permanent removal and such item will not be allowed back in school. This same policy is in effect for all extracurricular activities and events in the school building or during school hours.

4.24 Community Service

In keeping with our philosophy to spread the gospel message, build faith and to be of service, students at all levels have the opportunity to participate in various community service projects throughout the school year.

1.1.1 *C.E.O. (Cooperative Emergency Outreach)*₂₅ The second (2) Wednesday of each month is

designated as C.E.O. Day. On this day students are asked to bring food (canned foods, canned meat, peanut butter, cereal, etc.) for those less fortunate. Students who participate may wear non-uniform clothing that is in keeping with the school uniform policy. To participate in the free uniform day, the student must bring a canned item. This is a great way for students to learn about helping those less fortunate than themselves.

1.1.2 *Ambassadors* - Saint Joseph Catholic School Middle School students are invited to become an Ambassador for Saint Joseph Catholic School. Ambassadors submit a request for participation and are chosen as exemplary students giving of their time and talent to various community service projects. The Ambassador program is directed by the Office of Development.

4.25 **Student Birthdays**

Birthday parties will not be held during school hours. If a student wishes to celebrate the occasion by treating the class to cookies, cupcakes, or such, he/she may do so after conferring with the teacher. Birthday party invitations may only be distributed on campus when everyone in the class is invited. Invitations to individuals in other classes are not permitted on campus, including in the drop off and pick-up lines. Students should not exchange individual gifts at school.

4.26 **Telephone Use**

Neither teachers nor students are called to the telephone during school hours unless it is an emergency. All messages will be taken in the school office and delivered as soon as possible. Students are encouraged to be responsible and are not allowed to call home for lunches, assignments, etc. Cell phone usage by students is not permitted in the building at any time.

4.27 **Uniform and Dress Code – (Appendix N)**

Students at Saint Joseph Catholic School wear uniforms. The purpose of uniforms is to keep our emphasis on learning and Christian behavior, not on fashion. Dress, hair, and accessories must be appropriate as determined by staff. The following guidelines are expected of all students at Saint Joseph Catholic School:

- Each day students are expected to be clean, well-groomed, and uniforms are to be in good repair.
- At no time may any student wear make-up, including nail polish or hand drawn/temporary or commercial tattoos.
- Jewelry may not be distracting or excessive. Girls may wear one (1) pair of earrings not larger than a dime. Boys are not allowed to wear any type of earrings. Religious necklaces may be worn, either a saint medal or a cross. Hemp and distracting bead necklaces are not permitted. Only one (1) bracelet may be worn for grades three (3) and above. Faculty will determine if a student's jewelry is distracting.
- Boys' hair must be above the eyebrows, above the ears, and above the collar. Sideburns may not be longer than half ($\frac{1}{2}$) of the ear. Hair coloring and bleaching, including Sun-In, is not permitted for any student.
- Girls' hair should not be so extreme as to create a distraction. Girls' hair may not include hair pieces, beading, and decorations that are distracting, such as treatments done on vacations. Hair coloring and bleaching, including Sun-In, is not permitted for any student.
- Tennis shoes must be worn at all times to protect feet during PE and recess. Novelty and/or distracting types of tennis shoes are not permitted.
- Socks must be worn at all times and must be visible above shoes.
- **Socks must be solid white or solid navy in color.**
- In keeping with our tradition of helping parents teach good manners, baseball caps or other headgear are not allowed in the building.
- In the winter, students need hats, coats, and gloves. On rainy days, students need raincoats and/or umbrellas.
- Pre-K students may keep a change of clothing at school in a labeled, plastic bag.

4.27.1 Dress, hair, and accessories must be appropriate as determined by staff.

1.1.2 Any student found in violation of the uniform policy will receive a uniform reminder note, (*Appendix N*). On the third (3) violation the student will be denied participation in the next out of uniform day, but will still have to bring the required out of uniform day donation.

4.27.3 *All students grades pre-k through 7th -*

- Solid red/white cotton polo style shirt/turtleneck with a basic collar and sleeves. White blouses with Peter Pan collars are acceptable. No velour, velvet, or other fabrics are allowed. Shirts must be tucked in at all times.
- Solid navy blue non-hooded sweater (no other colors are allowed).
- Navy sweatshirt with crest. A collared shirt must be worn under sweatshirts.
- Logos or monograms (except for the school crest) are not allowed on any uniform clothing.
- Saint Joseph Catholic School t-shirts (any year/design) maybe worn every/any day starting in May until the end of the school year. No other type of t-shirt may be worn and no t-shirts are allowed any other day of the year.
- Only plain white undershirts/t-shirts may be worn under the uniform shirt and should not be visible below the sleeve or the hem. Underwear should not be visible.
- Navy windbreaker/jacket with school crest may be worn outside. No coats/jackets may be worn inside the building.

4.27.4 *Pre-K through 5th grade -*

- Navy pants or modest navy shorts made of cotton twill fabric. No cargo or baggy style pants or shorts are allowed as well as any knit, denim or corduroy fabric.
- Rivets, outside zippers, outside baggy pockets and such are not allowed on pants or shorts.
- In addition, girls may wear: navy jumpers, skirts, capris, or skorts. Skirts and skorts may not be shorter than three (3) inches above the knee. Jumpers or skirts may be pleated or A-line.
- Jumpers and skirts in the red/white/blue plaid may be worn. The jumpers/skirts must be in the approved plaid and style only and can only be purchased at the Toggery in Little Rock.
- Jumpers, skirts, capris, and skorts may be of cotton twill or polyester blend fabric only. Other fabrics including knit, denim or corduroy fabric are not permitted.
- Only navy shorts, navy tights or leggings may be worn under jumpers or skirts.

4.27.5 *6th and 7th grade -*

- Khaki pants or modest khaki shorts made of cotton twill fabric. No cargo or baggy style pants or shorts are allowed as well as any knit, denim or corduroy fabric.
- Rivets, outside zippers, outside baggy pockets and such are not allowed on pants or shorts.
- In addition, girls may wear: khaki skirts, capris, or skorts. Skirts and skorts may not be shorter than three (3) inches above the knee. Skirts may be pleated or A-line.
- Jumpers and skirts in the red/white/blue plaid may be worn. The jumpers/skirts must be in the approved plaid and style only and can only be purchased at the Toggery in Little Rock.
- Skirts, capris, or skorts may be of cotton twill or polyester blend fabric only. Other fabrics including knit, denim or corduroy fabric are not permitted.
- Only khaki or navy shorts, navy tights or leggings may be worn under skirts.

Section 5 Facilities and Safety

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Section 5 Facilities and Safety

5.1 Facilities

Saint Joseph Catholic Church and School moved to its location at 1722 Starr Drive, in August, 2002. The state-of-the-art facility houses the school offices and the classrooms for the 3 and 4 year old pre-kindergarten program through the 7th grade. The campus is also home to Saint Joseph Catholic Church and the parish offices.

5.1.1 *Classrooms* - Each classroom is equipped with computer workstations, television, VCR and an intercom for teacher's use and security purposes. Classrooms are networked to the server for internet access and accessibility to instructional software. Classrooms in the primary wing have sinks and a separate restroom for students' use.

5.1.2 *Computer Lab* - The Computer Lab has twenty-four (24) networked student workstations and a planned replacement schedule that allows computers to be upgraded every three (3) years. Through the use of an LCD projector, students can view the teacher's instruction and demonstrations of software.

5.1.3 *Library/Media Center* - The library/media center is home to books of all reading levels. The library continually purchases new books for general use and new books with the associated quizzes for the accelerated reader program. The library conducts two (2) book fairs during the school year.

5.1.4 *Playgrounds* - Saint Joseph Catholic School has two (2) playground areas built to safety code standards for students. An age appropriate playground for younger students is located adjacent to the pre-kindergarten area and a larger playground for older students is located near the middle school.

5.1.5 *Nurse's Station* - The nurse's station, located in the school office, is fully equipped with first aid supplies and a private restroom. The nurse may administer medication only with prior written approval from parents.

5.2 Crisis Plan

Saint Joseph Catholic School utilizes an Emergency Response Plan which was established based on diocesan guidelines. All faculty and staff members receive a detailed orientation addressing issues of preparedness, responding to a crisis, and dealing with the aftermath of the crisis.

5.3 Drills

5.3.1 *Fire Drills* - Fire drills are held monthly to teach the students to clear the buildings as rapidly as possible. Evacuation procedures are posted in each classroom and in the principal's office.

5.3.2 *Tornado Drills* - Severe weather drills will be held periodically prior to the severe weather season. Should the Civil Defense siren sound, the teachers will IMMEDIATELY take the students to the designated area.

5.4 Accident Reports

Accidents or injuries are reported to the principal's office as soon as possible. If they are of a serious nature, the parents are notified immediately and an accident report is filed in the office. Minor injuries are cared for by the school nurse.

5.5 Traffic Policy and Procedures – (Appendix O)

The east end of the parking lot is reserved from 8:15 a.m. until five (5) minutes before primary dismissal time for use by classes and P.E. If you need to come inside, please park at the west end of the parking lot closest to Starr Drive. The parking places in the middle island are reserved for staff.

1.1.1 The following steps and vehicular traffic patterns have been designated to reduce the risk of injury to children during before school drop off and after school pick up times. Please adhere to this traffic plan and diagram, (*Appendix O*), to allow for the safest environment for our children.

1. All traffic is one way entering from Starr Drive via the north parking lot entrance.
2. Pick up and drop off is single file. Wait until all traffic before you is moving, then follow the lane of traffic back out to Starr Drive.
3. As often as possible, all children should enter and exit the cars at the curb side. If it becomes necessary to enter or exit the cars on the passenger side, children should walk around the front of the car they are entering or exiting for the most assurance of safety.
4. Do not pull around another car in the line or park without a teacher's permission.
5. Exit onto Starr Drive via the south parking lot exit only.
6. The pre-k entrance to the building is reserved solely for parents of pre-k students. Only pre-k parents are allowed to enter the building via the pre-k entrance to sign their child in and out daily as per DHS Licensing Requirements.
7. Students are to be dismissed by a teacher before leaving the pick-up area.
8. Younger siblings should be picked up at the dismissal time of the oldest child.
9. For the safety of the children, cell phone usage by drivers in the parking lot is not permitted.

1.1.2 *Consequences for Violating Traffic Procedures -*

- 1st offense - a verbal reminder will be given by the person on traffic duty.
- 2nd offense - a letter from the principal will be sent to the offender.
- 3rd offense – the person on traffic duty takes the license number of the offender and reports it to the prosecuting attorney, who will send a warning letter to the offender.

5.6 Child Abuse Reporting

This school and all faculty and staff comply with the child abuse reporting laws of the state. At least once (1) a year, all faculty and staff will participate in an in-service update on child abuse reporting issues.

5.7 Policy on Sexual Misconduct

This *school* complies with the diocesan policies concerning sexual misconduct.

(*Policy & Regulations – Diocese of Little Rock, 1.24A-1.27B*)

5.8 Use of Volunteers

This school welcomes qualified volunteers. The principal makes the final determination as to whether a particular volunteer's services can be utilized. Volunteers are always needed in the school to assist the teacher in various academic programs such as oral reading, library assistance, and art projects. Volunteers from the community are especially needed to present programs and instruction to the students. Teachers, parents, and administrators will seek the persons from the community and invite them to participate in teaching the children through presentations.

5.8.1 *VIRTUS Training* – In an effort to keep all our children safe at Saint Joseph Catholic School, all volunteers who work with children in an unsupervised position are required to attend a VIRTUS workshop and have background checks conducted.

- 5.8.2 All parents, volunteers, and visitors must check in at the office and get a visitors pass before going anywhere in the building. For safety purposes, all doors with the exception of one main entrance door will be locked from the outside during the normal school day. All volunteers, parents and visitors are asked to use the main front entrance by the offices.
- 5.8.3 *Mandatory Volunteer Requirement* – Each family is required to perform twenty (20) hours of service to the school per year. The yearly service hour requirement may be met in the following ways:
1. Perform **twenty (20) hours** of service per school year or,
 2. Pay **\$300** per year fee at the beginning of the school year to opt out of the service hour requirements or,
 3. Pay **\$15** per hour for every hour of the required twenty (20) hours that is not met by the end of the school year.
- 1.1.4 Each family is responsible for recording service hours performed under its family name in the service log book located in the school office. All hours are non transferable.

5.9 Volunteer Opportunities

Please refer to the detailed information provided by the PTO for information regarding volunteer opportunities. In addition to assisting in the classroom, cafeteria or school office, the PTO also sponsors fundraising and educational programs throughout the year. Saint Joseph Catholic School heavily relies on the use of volunteers for the success of our school. Please give of your time, talent and treasure.

Section 6 Finances

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Section 6 Finances

6.1 **Control of Finances**

All monies received and collected in the name of Saint Joseph Catholic School shall be under the control of the principal according to diocesan guidelines.

- 6.1.1 *Bank Accounts* - The principal must give permission for any bank account to be opened under the name of Saint Joseph Catholic School or any subsidiary operation. The principal and the priest must be a signatory on all accounts.

6.2 **Depositing Club, Class and Organization Funds**

No single individual, adult or student, is to be solely accountable for incoming funds at any time. At least one (1) adult should be present when funds are being handled. Two (2) individuals should count and record all funds, which are to be deposited in the business office, or other place designated by the principal.

6.3 **Registration and Re-enrollment**

Registration for the upcoming school year is held in late February or March. Dates are published in the principal's Monday letter, the Saint Joseph Catholic Church bulletin, and in the bulletins of area parishes. A non-refundable deposit of \$150 per family is required at the time of registration. A \$500 Capital Improvement Fee is required of all families new to the school.

- 6.3.1 Enrollment eligibility and registration applications are accepted in accordance with the guidelines and policies established in sections 4.1 and 4.2 of this manual.

6.4 **Tuition**

Tuition covers only a portion of the cost of educating the students at Saint Joseph Catholic School. Through the generosity of the parishioners of Saint Joseph Catholic Church, Sunday collections, the Saint Joseph Catholic School endowment fund, special scholarship donations, and fundraising, the annual budget is subsidized to meet the cost of educating the students.

- 6.4.1 Tuition rates are divided into two (2) categories: A. Active, Participating Catholic, and B. Non-Active/Non-Participating Catholic or Non-Catholic. Annual tuition rates are established by the school board with the pastor's approval.

A. **Active/Participating Catholic Tuition Criteria** -

- Each child has received the sacraments appropriate to his or her level of maturity, i.e., has been baptized. If this child has completed the second (2) grade he or she must have received the sacraments of First Reconciliation and First Eucharist.
- Parents and or guardians must be registered members of Saint Joseph Parish or a neighboring Catholic parish,
- Parents and or guardians must attend Mass regularly at Saint Joseph Catholic Church or an area parish and participate in both the parish ministry and/or school activities in a verifiable manner,
- Parents and or guardians support Saint Joseph Catholic Church or an area parish through regular, identifiable financial contributions to the offertory collection and building fund appropriate to the family's income,
- Each family must be responsible for contributing time, talent, and treasure to the best of their ability for the benefit of the parish and school.

Registration forms for each family will be presented to the pastor who will determine if the preceding criteria have been met. The pastor may make inquiries, as he deems necessary or appropriate, in making his determination. Only the pastor shall be authorized to sign the form and affix the parish seal to approve the "Active Parishioner" tuition status.

B. Non Active/Non Participating or Non Catholic Tuition Criteria -

Parents and or guardians who are members of Saint Joseph Catholic Church or an area parish but fail to meet one (1) or more of the criteria established for Active/Participating Catholic status or those non Catholic students.

6.4.2 *Tuition Payments* - Tuition payments are made to Saint Joseph Catholic School in the following manner:

- Tuition may be pre-paid by check or cash on an annual basis.
- Twelve (12) monthly installments may be made using automatic bank draft.

The draft will be drawn from the family's bank account on the fifth (5) day of each month beginning in July and ending in June. If the fifth (5) day of the month falls on a weekend or holiday, the draft will be made on the first working day following the fifth (5) day. A \$25 fee will be accessed on your next draft for any accounts with insufficient funds.

6.4.3 *Adjustments/Refunds* - Adjustments in tuition fees will be made for families registering students after the beginning of the academic year. Appropriate refunds will be made for families who withdraw a student before the end of the academic year if payment was made in advance and an exit interview is completed. Tuition rates will be calculated by the number of days attended and the cost per school day.

6.4.4 *Mandatory Volunteer Requirement* – Each family is required to perform twenty (20) hours of service to Saint Joseph Catholic School per year. The yearly service hour requirement may be met in the following ways:

1. Perform **twenty (20) hours** of service per school year or,
2. Pay **\$300** per year fee at the beginning of the school year to opt out of the service hour requirements or,
3. Pay **\$15** per hour for every hour of the required twenty (20) hours that is not met by the end of the school year.

6.4.5 *Overdue Tuition* - Tuition is considered overdue on the day after the automatic bank draft occurs each month. As stated above, any family whose tuition is not received on the automatic draft date will be charged a \$25 penalty. An additional late fee of \$25 will be added to the balance due on the fifteenth (15) day of the month if the tuition is not paid in full by that time. If a family fails to make two (2) consecutive tuition payments, the student will be un-enrolled on the fifteenth (15) day of the second (2) month until the balance on the account is paid. Saint Joseph Catholic School will notify the family each month when payment is not received and will also notify the family after the second (2) month of non payment of the un-enrollment policy herein stated.

6.4.6 *Un-Enrolled Family with Balance Due* - If a family withdraws from Saint Joseph Catholic School and has an overdue balance, the account will be turned over to a collection agency after the second (2) month of non payment.

6.4.7 *Registration with Balance Due* - No student will be permitted to register at Saint Joseph Catholic School if the balance on the account is not paid in full or if a payment plan has not been arranged at the time of enrollment. A family with a delinquent tuition account may initiate arrangements for a payment plan by contacting the principal. A family with a delinquent account may enroll a student on a space available basis after the open registration date has passed provided the balance has been paid on the account or a payment plan has been initiated with the principal.

- 6.4.8 Families may appeal to the principal for exceptions to the policies regarding tuition and scholarships if extraordinary circumstances apply.

6.5 School Insurance

Applications for student insurance are available during the first (1) week of school. The insurance is approved by the Catholic Schools Diocesan Office.

6.6 Tuition Assistance Program

The tuition assistance program of Saint Joseph Catholic School is designed to provide financial assistance to registered Saint Joseph parishioners who demonstrate need. Assistance is granted annually according to the Federal Free and Reduced Lunch guidelines. A family must submit a new application for tuition assistance each year; the previous year's award does not roll over. If a family does not qualify for at least the Reduced Lunch Program, applications for assistance will not be considered until after the scholarships for qualifying families are granted.

- 6.6.1 Catholic families receiving tuition assistance from Saint Joseph Catholic School are expected to contribute monthly towards their child's tuition. Tuition must be paid in full at the start of the year or via twelve (12) monthly installments using automatic bank draft.

- 6.6.2 *Tuition Assistance Application and Procedures* – The Tuition Assistance Application Forms and the recommended procedures are available in the school office. Families may appeal to the principal for exceptions to policies regarding tuition and scholarships if extraordinary circumstances apply.

6.6.3 Tuition Assistance Policy -

To apply for tuition assistance, a family must be a registered and participating family of Saint Joseph Catholic Church. The Tuition Assistance Application Forms, available in the school office, must be filled out completely and turned in by the date requested by the principal. The requirements that must be met for consideration for tuition assistance are as follows:

- Be an active participating member of Saint Joseph Catholic Church
- Provide proof of baptism
- Contribute monthly towards child(ren)'s tuition and fees
- Must be officially registered and all applicable registration fees are paid in full
- Perform twenty (20) service hours per year or pay \$10 per hour for each service hour not performed by the end of the school year
- Return the completed Tuition Assistance Application Form with a copy of the prior year's Form 1040/1040A (both sides) with supporting W-2
- The current calendar year W-2 for each parent or guardian must also be submitted along with the Tuition Assistance Application Form by the requested due date
- A parishioner affidavit must be signed by the parish priest

- 6.6.4 All requests are strictly confidential with only the school administration knowing from whom the application was received. Request forms and copies of pay stubs, Form 1040/1040A and W-2s will be detached and kept in the principal's office. Only the application itself will be reviewed by the school's Tuition Assistance Committee, and each request will be considered without the committee's knowledge of any individual's identity. Forms will not be considered if incomplete or not accompanied by form 1040/1040a and W-2s.

- 6.6.5 Tuition assistance requests and application forms must be completed and returned to the principal's office by the end of the week in which the applicable enrollment registration date occurs. If the school does not hear from a family by this date, Saint Joseph Catholic School will assume the family does not need assistance, and will meet the total tuition fee for the coming

school year. Tuition assistance is approved for one (1) year only. Applications must be resubmitted each year.

- 6.6.6 Due to the higher cost of educating children in the preschool program, tuition assistance is NOT ALLOWED for any child registering in the pre-school 3 or 4 year old programs.

6.7 Purchasing

Saint Joseph Catholic School accepts responsibility only for purchases made according to school procedures. Every purchase must be approved by the principal. No reimbursement will be given for purchases that were not approved by the principal or without a receipt.

6.8 Refund Policy

All fees as well as the Capital Improvement Fund payments are non-refundable. Tuition will be refunded if a student leaves before the end of the year and the tuition had been prepaid. The refund will be issued once an exit interview has been completed.

Section 7 Public and External Relations

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Section 7

Public and External Relations

7.1 The Media

- 7.1.1 *Right to Refuse Access* - Saint Joseph Catholic School has the right to refuse to allow representatives of the media on parish/school grounds.

7.2 Representing the School

Only the principal and pastor or their designees may make official statements concerning the school.

7.3 Political Activity

This school complies with the provisions of federal law governing 501 (c) (3) organizations and partisan political activity. This school will not endorse candidates for public office nor allow any candidate to use the building or grounds for campaign purposes.

7.4 Copyright Law

This school complies with the provisions of federal copyright law. The principal has the responsibility of providing information concerning copyright law to all staff members and monitoring compliance with federal law.

7.5 Technology and the Internet

Saint Joseph Catholic 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 Saint Joseph Catholic 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.

7.5.1 *Rules and Procedures for Use of Computer Resources:*

Use of Computer Hardware:

- Computer hardware is school property. Hardware shall not be destroyed, modified or abused in any way.
- No hardware, including peripherals i.e. keyboards, printers, etc. may be moved without authorization from the technology coordinator.
- It is the responsibility of the faculty member to whom the computer(s) is assigned to turn off computer(s) at the end of the day.
- It is the responsibility of the students, faculty and staff to keep the computer clean and away from magnets, food, liquid, dust and any other foreign material known to be harmful to the hardware or functionality of the system.
- It is the responsibility of the faculty member to whom the computer is assigned to report malfunctions of the hardware to the technology coordinator.
- Each student will be held responsible for the intentional altering of a computer that occurs while they are using the computer or are logged onto a network.
- Intentionally altering files and/or the hardware on Saint Joseph Catholic School computers will be viewed as vandalism.

Use of Computer Software:

- Only software which is legally owned and/or authorized by Saint Joseph Catholic School may be installed on school computers.
- The unlawful copying of any copyrighted software and/or its use on Saint Joseph Catholic School hardware is prohibited.
- Modification or erasure of software without authorization is prohibited.
- The introductions of any viral agent are prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
- Any individual who introduces a virus into Saint Joseph Catholic School computer system or violates the copyright laws shall be subjected to appropriate school discipline policies and to the penalty provisions of the computer/network use policy.
- The technology coordinator has the right to remove any software form Saint Joseph Catholic School owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.
- Loading software on any computer without authorization of the technology coordinator is prohibited.

Internet Access:

- Use of the internet without the knowledge and permission of a faculty or staff member is prohibited.
- Before using the internet, each student will receive instruction in the proper use of on-line tools.
- Use of the internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- Transmission, installation, or downloading of materials in violation of copyright laws is prohibited.
- Software may not be downloaded without the permission of a teacher.
- Students must notify the teacher immediately of inappropriate material found.
- Students will use polite language, appropriate to a Catholic school setting.
- Students are not to reveal their personal address and/or phone number or those of other students, faculty or staff.
- The administration and teachers have the right to access information stored in any user directory, electronic mail or on the current user screen.
- Use of a personal login and/or password by student users is prohibited.
- Faculty and staff shall monitor student computer use, providing assistance or taking corrective action when necessary.

Behavior Standards:

- The user is expected to behave in a legal, moral and ethical fashion that supports Saint Joseph Catholic School's educational goals.
- Abusive conduct when using the computer or internet is prohibited. Abusive conduct can be, but is not limited to:
 - Placing of unlawful information on the system.
 - Using abusive, obscene, threatening, or objectionable language.
 - Sending of "chain letters" or "broadcast" messages to lists or individuals.
 - Creating and/or distributing advertisements and opinions of a political nature.
- Interference with or disruption of the network users, services or equipment is prohibited.
- Disruptions could include, but are not limited to:
 - Distribution of unsolicited advertising.
 - Creation and distribution of political information, opinion, and advertisement.
 - Propagation of computer worms or viruses.
 - Attempting to degrade or degrading system.
- Transmission of any material in violation of any U.S. or state laws or regulations is prohibited and may constitute a criminal offense.
- Attempts to gain unauthorized access to the remote systems are prohibited.
- Copying of another individual's work or copyright material is prohibited.

Section 8 Appendix Guide

A – Library Agreement

B – Off Campus Permit

C – Field Trip Driver Permit

D – Field Trip Driver Information

E – Immunization Requirements – Department of Health

F – Discipline With Purpose

G – Student Action Plan – Grades Pre-K – 3

H – Student Action Plan – Grades 4 - 7

I – Discipline Office Referral

J – Medication Guidelines

K – Medication Administration Release Form

L – Head Lice Policy

M – Head Lice Treatment Plan – Department of Health

N – Uniform Violation Reminder

O – Traffic Flow Diagram

Section 9 Contract

I hereby acknowledge that I have received the Parent-Student Handbook of Saint Joseph Catholic School. I have read, understand, and agree to abide by the policies, procedures and regulations as outlined in this Parent-Student Handbook.

As a parent of a Saint Joseph Catholic School student, I also agree to assist my child in understanding and meeting the goals of the school's discipline policy and in following and abiding by these policies, procedures and regulations as outlined in this Parent-Student Handbook.

Parent/Guardian Name (*Printed*): _____

Parent/Guardian Signature: _____

#1. Student Signature: _____

Homeroom Teacher: _____

#2. Student Signature: _____

Homeroom Teacher: _____

#3. Student Signature: _____

Homeroom Teacher: _____

#4. Student Signature: _____

Homeroom Teacher: _____

#5. Student Signature: _____

Homeroom Teacher: _____