

St. Joseph School



Handbook 2017-2018

St. Joseph School

Mission Statement

We at St. Joseph School, in partnership with our parish community, are committed to developing life long learners with an emphasis on Catholic values. Our mission, on this journey, is to teach the gospel message to our students while educating the whole person spiritually, socially, physically, and academically.

Purpose Statement

We at St. Joseph School believe we have a responsibility to the young people who attend our school. We will provide a strong academic program with emphasis on Christian values. The students who attend our school are the most important people associated with our institution. All students deserve the right to succeed. It is the intention of the school to encourage positive self-esteem in order for this goal to be accomplished. The individuality of each person is respected and his or her potential is fostered through a program with good, well-rounded classroom instruction.

We promote high morals among school personnel and constantly strive to increase the efficiency and effectiveness of services, the ability to teach, the educational background and experience, the religious convictions and the keen interest in students. Students are taught using methods which will allow each student to reach his/her potential.

Spiritual guidance, good classroom curriculum, personal attention and the recognition of individuality are among the characteristics of the educational program offered at St. Joseph School. We are committed to serving each student in the best possible manner with God as our main focal point.

Statement of Objectives

St. Joseph School strives to instill in students:

- the ability to be informed and alert
- an awareness of the philosophies and cultures of the society in which they live
- the ambition to develop a creative mind
- a mastery of the basic tools of learning
- the security of satisfying interpersonal relationships
- a sense of social justice and responsibility
- a respect for fundamental concepts of American democracy and an understanding for the need of good civic leaders plus the incentive to strive for leadership
- a sense of mission and the need for assuming leadership ministry in the church
- the ambition to continue their formal education to the level of their ability
- a realization of the values of a physically fit and emotionally stable body
- an awareness and appreciation of the Arts
- an awareness of their own nature and spiritual destiny, and a desire and ambition to attain it through living out the Christian command of "Love Provided By Service"

School Day Hours - Kindergarten thru 5th Grades

Teachers are to be at school no later than 7:40 a.m. The teacher on breakfast duty is to be at their supervising station no later than 7:30 a.m.

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| 7:30 | School doors open. Students report directly to the gym. Students will need permission from the on-duty teacher to leave early. |
| 7:30 | Breakfast is served until 7:55. Students arriving after 7:55 will not be served breakfast. |
| 8:00 | Morning prayers and announcements. |
| 8:05 | School begins. |

- 11:50 Lunch thru 12:15.
- 3:25 Prepare for school dismissal.
- 3:30 End of school day. Students dismissed. All students must be picked up by 3:45.

School Day Hours - Preschool

Classes begin at 8:00 am for the morning sessions and 12:30 pm for the afternoon sessions. Dismissal time is 11:00 am for the morning sessions and 3:30 pm for the afternoon sessions. Please have your child picked up promptly after class. You will need to complete a list of people authorized to pick up your child from school.

School Term

Kansas State Law requires that each accredited school have 1116 hours of instruction. Any time set aside for lunch must be in addition to those hours.

Chain of Command

When dealing with concerns/problems, all parents shall observe the following chain of command:

- Step 1 Visit with teacher.
- Step 2 Visit with principal.
- Step 3 Meet with teacher and principal.
- Step 4 Ask to put on the agenda for school council meeting and discuss the issue with school council. This can only be an advisory meeting.
- Step 5 Visit with parish priest.

- Step 6 Have a meeting with the priest, principal, and teacher.
- Step 7 If all other resources fail, contact the Superintendent of Schools for the Salina Diocese.

Students

No child, regardless of religious affiliation, whose parents desire to enroll them in St. Joseph School while it possesses capacity for additional students, will be denied admission on the basis of race, color, or national origin.

Admissions

To enroll in kindergarten a child must be a 5 years before September 1 of the year in which the child wishes to enroll in school. Students who apply to any Catholic elementary or secondary school in the Diocese of Salina by transferring from a non-public school or from a public school will be placed initially on the grade level they transferred from. Pending evaluation by the classroom teacher(s) and guidance personnel, the principal will determine the final grade placement of the student.

To enroll in first grade a child must be 6 years old before September 1 of the year in which the child wishes to enroll in school.

The above requirements are in accordance with the State of Kansas Statutes.

General Rules

- Always respect property; do not deface desks, tables, or books.
- Supervised gum and candy is permitted.
- Cheating and lying is never acceptable; nor is cursing or profanity.
- No toys, radios, etc., are allowed unless arranged by the teacher (such as show and tell).
- No toy guns or knives (including Halloween costumes).
- No P.E. equipment will be used during non-school hours.

Personal Rules

- Always walk in the hallways.
- Always remain quiet in the hallways.
- Keep your hands to yourself.
- Practice good hygiene when using the rest rooms.

Lunchroom Rules

- Stand quietly in line.
- All students will remain quiet while they are eating. They may talk quietly with their neighbor after they have scraped their plate.
- Eat politely, police your area and carry your tray with both hands.
- If a child needs assistance, please go to the teacher on duty.
- All food and milk should be finished before going back for seconds.
- A second milk may be purchased after firsts are finished, or water will be provided.

Playground Rules

- Use all equipment properly; after use return it to its proper place.
- Stay away from the building and fence during recess.
- Play in your assigned area and not around the bike racks.
- Only non-contact sports are allowed.
- Line up and move quietly to the playground and back to your classroom.
- Wear proper clothing, especially in inclement weather.
- Have respect for others at all times; treat them and their bodies properly.
- Throwing anything against the building is not acceptable.
- Snowballs will not be allowed on school property.
- Digging holes is only allowed in the gravel area.
- Monkey bars and playground steps are to be used independently.

Some uses (or restrictions) of equipment include:

- Jump ropes are only for jumping rope.
- Sitting only is permitted on swings, slides, and other equipment.
- No sitting on top of the monkey bars.
- Balls must be used only for the games they are made.

Consequences for Rule Violation

1st warning—Students will receive a verbal warning.

2nd warning—The teacher will determine the consequence of breaking the rule. (If a behavior is repetitive, a parent will be notified.)

The principal is to be informed of all discipline problems.

Severe Discipline Clause

When it is deemed an emergency discipline problem or a very serious offense the student(s) shall be sent home immediately after the parent/guardian has been notified and arrives at school to pick up their child. This is not necessarily a suspension, but sending the child home is deemed necessary for the welfare of the child, the teacher, and/or the welfare of the school.

Anti-Bullying Policy

Based on our philosophy that Catholic Schools have been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. The Salina Diocese Catholic Schools views bullying as unchristian behavior and it will not be tolerated. We define bullying as an act which:

1. repeatedly hurts another individual either-
 - a. physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
 - b. verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
 - d. through use of technology (such as cyber bullying-using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.

2. is deliberate and sustained
3. is intended to isolate, hurt, or humiliate another individual
4. is unprovoked

The goal of Salina Diocese Catholic Schools anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of Catholic Schools should:

- a. remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
 - b. report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified
 - c. offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed
 - d. encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness
2. Parents of Catholic Schools students should:
- a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the grievance procedures of the school handbook
 - b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior
3. Students of Catholic Schools should:
- a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident
 - b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior
 - c. treat others with the respect and dignity that is expected of any Catholic School student

Leaving or Returning to School

Anytime a student leaves school or returns to school during the school day the parent or guardian is responsible for signing the student in or out in the school office.

Student Dress - Kindergarten thru 5th Grades

All clothing must be modest. School issued shirts will be worn at all times, unless notified otherwise. Shirts that expose the stomach, short shorts, short skirts and short dresses are not acceptable. All shorts, skirts and dresses must be at least mid-thigh length or longer. Skirts and dresses must have shorts or leggings worn under them. Leggings can only be worn under dresses, skirts or shorts that follow the mid-thigh rule. Shorts may be worn the first and last nine weeks of the school year.

Make-up, hair extensions, colored hair and fake fingernails are not acceptable. Only girls may have their ears pierced. Piercings of any other kind and tattoos including play tattoos are not acceptable. Jewelry is to be kept to a minimum. The students are not to wear flip flops or hee-lies. Please make sure your child wears appropriate shoes for gym class and recess. Coats, boots, hats and gloves/mittens are needed for playing on the playground when colder weather sets in. The final approval of appropriateness will be determined by St. Joseph School personnel.

Student dress for school is to be as follows:

***Tuesday and Thursdays and all other Mass days** - Navy blue or burgundy polo's with pants, jeans, capris or dresses/skirts (using the mid-thigh rule).

***Mondays, Wednesdays and Fridays** - St. Joseph school issued shirts, navy blue or burgundy polo's and appropriate pants, jeans, capris, shorts, skirts or dresses.

Student Dress - Preschool

Children are encouraged to wear comfortable clothing and shoes. Preschool follows the student dress code for K thru 5th grades with the exception of the school shirts.

School Mass - Kindergarten thru 5th Grades

School Mass will be on Tuesdays and Thursdays at 8:30 a.m. unless otherwise noted on the school calendar.

Teachers will assign the ministries to specific students. Teachers may work with the students on their Mass assignments but you are encouraged to practice with your child at home.

Birth Certificate Requirements

The principal shall require the presentation of a valid birth certificate or a legal equivalent of a certified copy thereof to establish both proof of age for admission to school and proof of identity at the time of enrollment. Upon proof of identity the school shall retain a photocopy as part of the student's school record.

Immunization

Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis (IPV/OVP), mumps, measles, rubella, diphtheria, tetanus, pertussis (DTaP), varicella (Chicken Pox), Hepatitis A and B, Haemophilus influenza type b (Hib) and Pneumococcal conjugate (PCV) by such means of immunization as are approved by the Kansas State Board of Health, or in the alternative shall present to the appropriate school authorities:

- Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health.

In the event the sole exception is claimed, parents must execute and deliver a declaration assuming full responsibility for their children. The declaration must include an agreement on the part of the parents that allows the Catholic school to exclude the non-immunized student from classes in the event a disease from which immunization has been declined is present in the Catholic school and which waives the right to privacy of student and medical records and information for any actual or implied release of protected information which occurs as a result of removal on non-immunized student from classes.

A parent/guardian has ninety (90) days from the day the student enrolls in school to comply with the above policy. If no statement or certification is produced, the student shall not be admitted to classes until documents are produced. Forms can be obtained by writing:

Kansas Department of Health and Environment
Bureau of Epidemiology
Topeka, KS 66612

Health Records

Each school shall maintain health record cards for enrolled pupils. When a student transfers to another school, the medical health record is to be included with the transferred cumulative educational records.

Physicals are required before entering school.

An inventory of children's health problems should be undertaken each year. Students should be:

1. screened for visual and hearing acuity
2. weighed and measured; and
3. observed for signs of deviation from normal health and behavior patterns.

Communicable Disease

A communicable disease shall be defined as any infectious disease transmitted from person to person or animal to person by direct contact with an infected individual or by some other direct means, and which is classified as such by Kansas law or regulations of health agencies having jurisdiction in such cases. Included in the category of communicable diseases shall be those for which immunization is required (diphtheria, pertussis, tetanus, mumps, poliomyelitis, measles, rubella), and also those diseases listed in Kansas statutes which require investigation by the City-County Health Officer (cerebrospinal meningitis) and such other communicable diseases as may be designated by the Secretary of Health and Environment.

A school principal or designee shall investigate all reported or suspected cases of communicable disease.

Any student affected with a communicable disease may be excluded from school by the principal or designee for the period of time necessary for the disease to be diagnosed non-infectious and non-contagious or not a condition significantly viewed as a health threat to other students or school personnel. The exclusion from school and subsequent reinstatement will be based on the concept of maximum health protection for other students in the school.

In some cases the principal may require that the student's physician issue a statement in writing declaring that the student is free of significant risk of contagion.

In cases of exclusion or non-exclusion involving the presence of communicable disease and in which the decision is in dispute, the principal may refer the case to the diocesan superintendent of schools for counsel and joint decision. The diocesan superintendent may refer the case of the Advisory Assessment Team.

Disaster

In case of disaster or tornado, students will remain in school until conditions are safe for their release. The student body seeks protections from these types of disasters in the girls and boys locker rooms below the stage. Your child(ren)'s safety will be top priority. We do ask that you do not call the school so that the phone can be held open for emergency calls only.

Stormy Weather

In case of stormy weather, announcements are made over the Power School system and transmitted through phone, email and text messages. In case of early dismissal during the day because of weather, dismissal time will also be announced over our Power School system. St. Joseph School will follow the same schedule as announced for the public school. Please contact the school office to sign up for the Power School Announcements.

Programs

All children participate in the various school programs, such as library, holiday, reading programs, etc. that are held during the school year. Notes of these are sent home with the student(s). When special programs are held after school hours your assistance is always appreciated in taking down chairs and putting things back in order for the following school day.

Parties

The parties for each class are under the direction of the faculty. Four main parties are celebrated: Halloween, Christmas, Valentines and Easter. Teachers will be in charge of contacting classroom parents to help with these special occasions.

A child may bring treats to share on their birthday. Please make arrangements with the teacher. Birthday parties are to be held outside the school setting and invitations will be sent through the mail not handed out at school.

~We ask you not to send balloons or gifts for individual students to school.~

Emergency

An emergency information record is on file for each child. Parents/guardians are asked to inform the school office of any special changes during the school year.

Food Service Program

St. Joseph School offers a balanced and nutritious breakfast and lunch to all students. The cost of the meals is announced at the start of the school term. Families who qualify may request free or reduced priced meals by filling out state forms which are provided to each family at enrollment time in August. Students who do not wish to purchase meals may bring a sack lunch. The sack lunch needs to be packed so as to not require refrigeration or cooking. Milk may be purchased for \$.30 as a separate item for these students. Meal

notifications begin to be sent out when a student's account balance is below \$10.00. At that time, payment is to be sent as soon as possible.

The price for a school breakfast is \$1.30 for a child and \$2.00 for an adult. The price of a school lunch is \$2.30 for a child and \$4.00 for an adult. Additional milk can be purchased for \$.30.

Guests are welcome to eat at lunch any time but must notify the office by 9:00 a.m. The price of a guest meal is \$4.00 for lunch and \$2.00 for breakfast. Please meet your child in the commons area for lunch. (Commons area is located in front of the office and gym.) Please remember to check in with the office.

Drug-Free Learning Place

No student shall knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage or intoxicant of any kind while on school property.

Bus Transportation

Bus transportation is available to rural students of St. Joseph School. Bus schedules and route information are available at USD #274 administration office. St. Joseph students will adhere to the bus instructions and policies set out by USD #274. Please call the district office (671-4588) for more information and registration.

If a student is not to ride a bus for a specific day, the office must be contacted by note or phone for that day.

Special Services

St. Joseph School students participate in the Title I reading and math services. Students have access to the services from USD #274. Other services are also available when requested by the teacher. The school may also request services for speech, special testing, learning disabilities, etc. Parents are always notified of concerns and procedures in these areas.

Homework

The school believes homework is valuable for students training and mental discipline. Parents are to see that the child has a suitable atmosphere in which to study.

Homework is a tool to bring what the child is taught in the classroom into the home. We hope parents take an interest in their child's work. If your child is having difficulty with homework assignments, please contact your child's teacher.

No Fail Policy

The philosophy of St. Joseph School is not to accept failing work. The student will redo that work (as many times as it takes) until he/she has completed it satisfactorily and then will be given one-half credit on each correction. This shall apply to daily work as well as tests. The student will work on the make-up at school or home. Teachers can deny recesses and all extra-curricular activities until work is completed satisfactorily. In-school isolation will also be used, as a last resort, if student refuses to complete the work. The teacher will be the determining factor as to when the student's work is satisfactorily completed.

School Attendance and Truancy

To have perfect attendance for the school year the student must be in school for the ENTIRE day. Any time a student is away from the school, other than school sponsored events, the student is absent. Students arriving at school after 8:05 and before 10:00 a.m. will be counted as tardy; after 10:00 a.m. and before 12:15 the student will be counted $\frac{1}{2}$ day absent. Students who leave school before 2:30 p.m. will be counted absent for $\frac{1}{2}$ day.

Compulsory attendance is a statutory requirement in Kansas for all children who are seven or more years of age but less than sixteen years of age. Each school through its designated reporting officer (principal) shall report any child who is enrolled but not attending school including all cases of unusual and/or habitual absence as follows:

AGE
7 but under 13
13 but under 16

REPORT TO:
Secretary of Social and Rehabilitation Services
County/District Attorney

Before any report is made that a child is not attending school as required by law, the principal shall serve written notice thereof, by registered mail, upon the parent or guardian of the child. This notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

If the child does not begin required attendance at school or does not present an adequate response as determined by the principal within three (3) consecutive days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or designee or to the County/District Attorney or designee as specified above.

Suspension and Procedure

Suspension is a temporary withholding of the privilege of attending class/school. Suspension may be "in school" suspension in which the student is admitted to school but not to class, or the suspension may be an "out of school" suspension.

A suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or property, or substantially disrupts or interferes with the operation of the school, the principal in consultation with the pastor may suspend the student forthwith without a hearing for a term not to exceed five (5) school days. A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of the suspension. A hearing shall be afforded the student no later than seventy-two (72) hours after the suspension has been imposed. Included in the notice of suspension should be the date, time, and place of the hearing.

A hearing specified herein shall be conducted by the school principal and/or pastor or designee and should include the student, parent or legal guardian and counselor whenever possible.

Expulsion and Procedure

Expulsion is the termination of enrollment for the remainder of the current year.

Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days. A written notice of intent to expel and the charges upon which the expulsion is based shall be given to the student's parents or guardians within seventy-two (72) hours of the student being suspended. The notice shall also contain the date, time and place that the student will be afforded a formal hearing. This date shall be not later than the last day of the five (5) school day suspension. Formal hearings may be conducted by the local school council members or appropriate persons appointed by the pastor. The pastor shall make the final determination.

Grounds for Suspension/Expulsion

A student may be suspended or expelled for:

1. willful violation of any published regulation for student conduct adopted and approved by the school administration;
2. conduct which disrupts, impedes, or interferes with the operation of the school;
3. conduct which infringes upon or invades the rights of others;
4. disobedience of an order of a teacher, school security officer, or other school authority, which such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school;
5. possession of a weapon at school, on school property or at a school supervised event;
6. grave immoral conduct; or

7. continual conduct contrary to the official teachings of the Catholic Church.

Notice of Suspension or Expulsion

Whenever any written notice is sent to the parents or guardians of a student, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing such a written notice, the notice may be personally delivered.

Weapons Possession

In accord with KSA 72-89a01-02, it shall be the policy of all Catholic schools in the Diocese of Salina to expel from school, for a period of not less than one year, any student determined to be in possession of a weapon 1) at school; 2) on school property; or 3) at any school supervised activity.

Should the student be an exceptional child as defined in KSA 72-962, or should the case be one in which particular circumstances warrant mitigation, the expulsion requirement may be modified by the school's chief administrative officer in a manner consistent with federal law.

Immediately upon such determination of weapons possession, the chief administrative officer of the school shall refer the student to the appropriate state and local law enforcement agencies, and, if the student is a juvenile, to the Secretary of Social Rehabilitation Services (SRS). The Diocesan Superintendent of Schools is also to be notified at the earliest opportunity.

Following the process delineated elsewhere in this handbook, the student subject to expulsion is to be granted a hearing which may be conducted by the chief administrative officer of the school, or by another certified employee or committee of certified employees of the school, or by a hearing officer appointed by the school council.

If as a result of the violation upon which the expulsion is based, the student confined in the custody of the Secretary of SRS, or the Secretary of

Corrections, the required hearing shall be delayed until the student is released from custody.

Within a period of five days after the resolution of the case, the chief administrative officer of the school is to submit a complete written report to the Diocesan Superintendent of Schools.

An annual report of weapons possessions shall be submitted to the State Board of Education at the same time and in the manner specified by the State Board.

"Weapon" is defined as any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or other propellant and which has any barrel with a bore or more than one-half inch in diameter; or any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

Procedural Rights of Appeal

In any formal or appeal hearing specified in these policies, the following additional right of due process shall be afforded:

1. the right of the student to have the counsel of his/her parents' or guardians' choice present to receive the advice of such counsel or other person they may select;
2. the right of the parents or guardians to be present at the hearing;
3. the right of the student and his/her counsel or advisor to hear or read full report of the testimony of witnesses against him/her;
4. the right of the student to testify in his/her own behalf and give reasons for his/her conduct;

5. the right of the student to have an orderly hearing; and
6. the right of the student to a fair, impartial decision based on substantial evidence.

Report of Formal Hearings

Upon the conclusion of any formal hearing which results in a long term suspension (exceeding five days) or expulsion, the principal or person(s) conducting the hearing shall make a written report of the finding and results of the hearing. Such a report shall be at the school and shall be open to inspection by the student and his/her counsel or other advisor. A copy of such a report also shall be sent to the diocesan superintendent.

Appeal to the Pastor

Any student who has been suspended for a long term (exceeding five days) or expelled, may appeal either alone or with his/her parents or guardians such suspension or expulsion to the pastor by filing a written notice of appeal with the principal of the school within ten (10) days of receiving the written notice of the suspension/expulsion. Such appeal shall be heard by the pastor not later than twenty (20) calendar days after the appeal is filed. The student and his/her parents or guardians shall be notified in writing of the time and place of the appeal hearing at least five (5) days before the hearing.

The pastor's decision is final.

Acceptable Use Policy

St. Joseph School recognized that knowledge and use of computer technology is an important skill in every aspect of modern society. The school provides the students with access to computer, network, and internet resources to enrich and enhance student educational experiences and to educate the student in responsible and skillful use of computer technology. Access is a privilege, and as such, access entails responsibility on the students' part in order to keep this privilege.

Every student at St. Joseph School must adhere to the code set forth in the student handbook. The following code of conduct specifies a student's responsibility in using information technology and reviews penalties for violations. All students using this technology must agree to the code of conduct and obtain appropriate signatures.

Student Code of Conduct:

In using computers, networks, and the internet at St. Joseph School, the student will;

- not willfully cause damage to equipment
- not eat or drink around computers
- not use/load/run disks, programs, or files without permission
- treat all computer areas and equipment with the utmost care and respect
- not use personal disks unless given permission by a teacher
- not waste resources such as paper, print cartridges, etc.
- not waste electronic storage space by saving frivolous files or programs
- respect all fellow users
- not use or tamper with another student's log on, password or files
- not trespass into menus, applications or files unrelated to school assignments
- neither seek to gain, nor gain unauthorized access to information resources
- show respect for others waiting to use a computer, printer, or the internet
- obey the copyright law
- not plagiarize by taking ideas or writings of others and presenting them as one's own
- not knowingly make use of "pirated" software or violate software licensing agreements
- with permission from the supervising teacher, use the internet only for legitimate educational purposes related to school courses and assignments
- not use the internet for commercial, obscene or illegal purposes
- not harass by sending annoying, unkind or threatening messages-nor reply to such messages
- not send or display obscene or offensive messages or pictures
- not use inappropriate, offensive, foul or abusive language
- not access material that is profane, obscene, that advocates immoral acts, violence or discrimination toward other people

While instruction and supervision is provided, access to the internet carries with it the potential to deliberately or accidentally access inaccurate, inappropriate, or offensive material. Parents should instruct the student if there is additional material they think would be inappropriate for the student to access. St. Joseph School fully expects that the student will follow parents' instructions in this matter.

The school principal or his/her designee is authorized to monitor or examine all system activities, including electronic mail transmissions, to ensure proper use of electronic resources. Any violation of this code will be handled by the principal and dealt with on a case by case basis. Penalties for the violation of the above code of conduct may include suspending or terminating the student's access to computers. In addition, restitution from the student's family may be required for damages, repair or replacement.

Communication from School

A conscious effort is made to keep parents informed of school events by sending out monthly calendar updates and various communications. Any correspondence of special importance will be mailed to you.

St. Joseph School is your school and we want you to visit us often. ALL persons (other than students and school personnel) entering the building MUST check in with the office before entering any area of the building.

Communication from Home

Helpful ways for you to communicate with us include:

- In case of an absence or tardiness, a written note with a stated excuse signed and dated by a parent/guardian is to be sent to the school office.
- Please call the school office when your child is to be absent from school, preferably by 8:00 a.m.
- It is helpful to let us know about doctor/dental appointments and other situations requiring tardiness or early dismissal of your child.

- Any child who has been ill and needs to stay inside during recess time must present a written excuse.
- It is important to send a note with your child informing the school when the regular routine will be changed i.e. your child will be picked up instead of riding the bus, your child will be picked up instead of walking home, etc.

Lost and Found

Lost and found items are usually turned in to the office. Children are reminded they are responsible for their own personal items. The labeling of clothes and supplies is encouraged

Supervision of Medication

Medications should be administered to children at home rather than at school whenever possible. Students requiring medication at school should be identified by their parents/guardians to the Principal. The Principal, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable student from assuming the responsibility him/herself, with the approval of his/her parents/guardian and physician.

Prescription Medication:

The physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. No medication shall be given to a student by an employee or agent of the school unless the following are completed and provided to the school:

1. Written and signed instructions from the prescribing physician.
2. The written statement from the physician:

- * identifies the specific conditions and circumstances under which contact should be made with him/her in relation or reactions of the student to the prescribed medication, and
- * reflects a willingness on the part of the physician to accept direct communication from the person administering the medication.

3. A written statement from the parent/legal guardian:

- *authorizing school personnel to give the medication in the dosage prescribed by the physician
- * authorizing school personnel to contact the physician directly.

4. No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.

5. Medications administered by routes other than oral (ointment, drops, nasal inhalers, suppositories), or non-emergency injections may not be administered by school staff other than registered nurses or licensed practical nurses.

Nonprescription Medication:

Nonprescription medications will be administered only after the following criteria are met:

1. A written and signed statement submitted by the parents/legal guardian giving consent for the medication to be given.
2. The school nurse, or a licensed health professional, has checked the medication to assure appropriateness of dose, medication, and frequency.
 - Personnel designated to administer medications are instructed in method of administration dosage and time of administration.

For either Prescription or Nonprescription Medication:

1. The medication must be in the original pharmaceutical container and properly labeled, which includes:
 - * child's full name;
 - * name of drug and dosage;
 - * time to be given; and
 - * physician's name (for prescription only).
2. Medication will be kept in a safe place in the school office.
3. Only limited quantities of medication shall be kept at school.
4. It is the responsibility of the student, if appropriate, NOT school personnel, to come for his/her medication at the designated time.
5. An accurate and confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose, and time given.
6. All written consent statements/forms shall be on file in the Principal's (or school nurse's) office.
7. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication.

School personnel should not diagnosis and treat illness or prescribe drugs. This is not a school responsibility and should not be undertaken by school personnel.

If the school decides to discontinue administering a student's medication, the Principal (or school nurse) must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Once the need for the administration of medication at school no longer exists or the school term ends, the student/parent/guardian is responsible for picking up and removing any medications at the school. If not picked up and removed within a reasonable time, the medications will be destroyed.

Evaluation of Your Child

The academic year is divided into four quarters of nine weeks each. An evaluation is used at the end of each of these periods by way of report cards which are sent home at each quarter.

Parent/teacher conferences will be held at the end of the first nine weeks and during the third nine weeks.

Iowa Tests of Basics Skills, State Assessments and ACRE tests are given in the fall of the year and in accordance with state guidelines. Results of the tests will be reported to the parent/guardian.

Anytime you have a question concerning your child's development, please set up an appointment with your child's teacher(s).

Rating Scale for Student Evaluation

Superior.....	100-94.....	A
Above Average.....	93-87.....	B
Average.....	86-78.....	C
Below Average.....	77-70.....	D
Unacceptable.....	69-below.....	F

Guidelines for Evaluating Students

1st thru 5th Grade ratings are designed as follows:

An "A" student has the following attributes:

- Consistently does more than is required
- Has a wide vocabulary at his/her command
- Is always alert; participates actively in discussions
- Displays initiative and originality in attacking problems
- Finishes assignments on time thoroughly and neatly

A "B" student has the following attributes:

- Does more than in required
- Is prompt, neat, thorough and usually accurate in his work

- Takes part in class discussions
- Does not waste time; makes use of spare minutes to improve handwriting, study, read a book or do some of his/her advanced assignments

A "C" student has the following attributes:

- Does required daily assignments
- Contributes something to most class discussions
- Is reasonably thorough and prompt in assignments

A "D" student has the following attributes:

- Usually does less than is required
- Is frequently not thorough and late with assignments
- Does not contribute much to discussions and is often inattentive

Preschool & Kindergarten ratings are designed as follows:

"S" - Satisfactory - Meets grade level expectations; shows consistent understanding; demonstrates mastery of grade level standards.

"I" - Inconsistent - Makes progress toward meeting grade level standards; shows some inconsistency in understanding & needs improvement.

"N" - Needs Improvement - Does not meet grade level expectations, has consistent difficulty.

Grade Promotion and Retention Policy

A student shall be advanced to the next grade level provided he/she has met all the requirements.

If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. Grade cards should reflect that the child is working below grade level in reading, language arts, and math.

As soon as possible, a staffing with the teacher, specialists, principal, and parents should be considered to determine if learning problems exist. Consideration of possible retention should be explored, including factors of age, maturity, academic progress, test scores, ability, results of psychological evaluation, student motivation, previous retention, parent opinions, and teacher

recommendations. Retention of a student more than one time should be considered an exception.

Before the end of the school year, a final conference will be held with parents with input from the parents, teacher and principal. At this time the parents will be informed whether the child should be promoted or retained.

As a result of the conference, or if the parent does not concur with the school's recommendation, the following options may be considered:

Option A:

Promote the student with an "allowed to pass" because of various pertinent factors, even though they may not satisfactorily completed the work of the present grade.

These factors may be:

1. The student is older than his classmates and works to his maximum capacity, but is unable to achieve grade level.
2. The student is incapable of achieving grade standards and the parents refuse special class placement.
3. The student is physically much larger than his/her classmates, and may become socially or emotionally maladjusted.

The parent/guardian may agree to this in writing.

Option B:

Promote the student over the objection of the school team and place the following statement on the student's grade card and cumulative folder:

"_____ has not satisfactorily completed the work of the ____grade, but is promoted to the _____grade because of parental request."

The decision to promote or retain a student rests with the principal.

Cumulative Files

Catholic schools shall maintain a cumulative record for each pupil. This record extends from his/her entrance into school through the twelfth grade.

The cumulative record included the following:

1. personal and family data including certification of name and date of birth
2. standardized test data
3. medical reports
4. all achievement records
5. other records which may contribute to the better understanding of the student

All material in each cumulative record shall be treated as confidential and accessible only to the staff and upon written request to the student's parents or guardians. Principals shall ensure that any written statement made on a record by a teacher about a student is a factual one and not one of conjecture. Periodic examination of students' files should be done not only to update them, but also to destroy obsolete information.

Request for Records

Student records may be released to other educational institutions upon written request of a parent or guardian or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution. Upon compliance with the institutional request, the parent/guardian or student 18 years of age must be notified in writing that the records have been transferred. Records may be released to other agencies or institutions upon request of the parent or guardian, upon written request of the student when 18 years of age or upon receipt of a court order.

In the event of a divorce, the legal mother and father shall be provided with all allowable records of their child including a calendar of school activities and events. It shall be the responsibility of the custodial parent to provide the school with a certified copy of any order of the District Court that might alter the above policy.

For students transferring from another school in grades K-12 the principal shall request a copy of all official records including personal data, medical, testing and academic records of students.

Release of Students from School

Students becoming ill during school will be sent to the office. Parents (or whoever is listed on the student's emergency file) will be notified immediately. The student will only be allowed to leave the school with the parent/guardian or designated alternate. No student is to be sent home for any reason whatsoever unless the parent/guardian or designated alternate has been notified. This notification will come from the office.

In the event of divorced parents of the student, no student shall be released unless the custodial parent has on file in the principal's office a certified copy of the divorce decree setting out the custodial arrangements of the parties by order of the court.

Field Trips

Field trips and outings are an outgrowth of the more individualized approach to the learning needs of the students. Such activities are encouraged provided that these guidelines are followed:

1. The field trip shall be a definite learning experience as well as a happy occasion.
2. The students shall be prepared for the observations they will make on the trip.
3. The students shall be given a follow-up assignment which will help them to assimilate the knowledge gained from the field trip.
4. Bad Weather procedure - Please contact the office ONLY!!
Do not call the teachers as they will have all emergency student information available to them. They will keep in contact with the office and all information will be obtained through the office only.

School sponsored trips involving overnight lodging for elementary school students are discouraged.

It is ideal if school bus transportation is available for field trips. However, parents transporting students on field trips must provide documentation of a proper driver's license and insurance coverage.

Parents driving for field trips or any school activities must provide copies of their driver's license and copies of their insurance verification certificates.

All private vehicles must have a seat belt for each student being transported. These seat belts shall be used by each person in the vehicle. Any child three years old or younger must be in a car seat.

All students going on a field trip must return a documented permission slip signed by a parent/guardian. This form is provided by the school and will be sent home for your signature prior to any field trip. Field trips are to be educational and must be cleared by the principal.

Respect for Individuals

Respect is expected and required at all times.

Respect for Property

Every student is to respect his/her own and other's property. Every student is responsible for the school books and other school equipment. Writing on desks, books, and walls is unacceptable behavior. Cost of repair will be borne by the parent/guardian of the child involved. Fees will also be charged for the destruction of books.

Library Materials

Procedure for dealing with challenged materials in St. Joseph' School Library.

St. Joseph School provides books and other library resources for the interest, information, and enlightenment of all people of the community the library serves. Consideration is given to the values and morals of the community when making media selections for the library. If, however, material is challenged, the following steps will be followed:

1. The person who is making the challenge shall make this fact known to the library media specialist.

2. A "Statement of Concern about Library/Media Center Resources" form will be given to the person filing the complaint.
3. Upon receipt of the completed form, a Review Committee shall meet in private session to discuss the complaint.
4. The Review Committee shall consist of the pastor, an administrator, a teacher, a parent and the library media specialist.
5. The decision of the committee and the reasons for the action taken will be announced in an open meeting.
6. If an appeal regarding the decision of the committee is to be made, it will be placed on the agenda of the next school council meeting and the council decision will be final.
7. During the time of the challenge the challenged material shall be removed from the library.

Council of Education

The St. Joseph School council shall be a non-policy making council and shall have no authority to implement policies or actions of the school, but shall serve in an advisory capacity only.

Fee & Assessment Policy

St. Joseph School is a non-profit organization that is funded by St. Joseph's parish in Oakley. The annual enrollment fee for Kindergarten thru 5th grade is \$160 per student for book rental and classroom expenses along with an annual tuition fee of \$125 per family. Preschool enrollment fees are \$200 for the Monday, Wednesday, Friday classes and \$150 for the Tuesday, Thursday classes. Fee installments can be made monthly, quarterly or in one full payment.