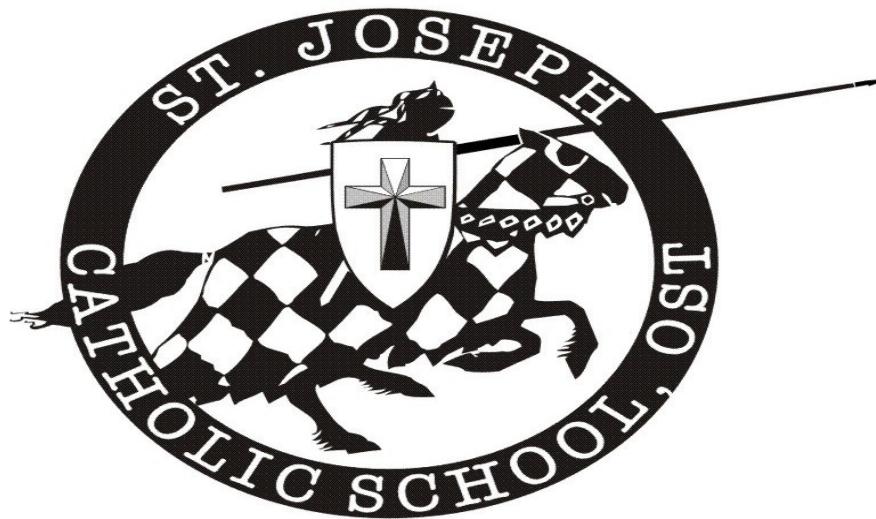


Parent/Student Handbook



Crusaders

St. Joseph Catholic School, Ost
12917 E. Maple Grove Rd.
Mt. Hope, Ks 67108
316-444-2548 Phone
316-444-2448 Fax
Crusaders@sjost.com E-mail

Dear Parents and Students,

"What greater work is there than training the mind and forming the habits of the young?"

St. John Chrysostom

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

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

God bless you,

*Mrs. Eva Harmon
Principal*



St. Joseph Catholic School, Ost

HISTORY

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

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

The Diocesan curriculum guidelines, consistent with the State of Kansas guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles as well as fact, on learning through problem solving and by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

MISSION STATEMENTS

Diocesan Schools Mission Statement

United with the family, the parish, and each other, Catholic schools in the Diocese of Wichita FORM DISCIPLES OF JESUS CHRIST who seek the Truth, grow to love IT and learn to live IT.

PHILOSOPHY

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

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

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

Mission Statement of St. Joseph Catholic School

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

ACCREDITATION

St Joseph Catholic School, Ost is accredited according to Quality Performance Accreditation of the State of Kansas.

School Council

The School Council serves in an advisory capacity to the pastor and the principal. In conformity with Church law and the policies of the Diocese of Wichita, the council assists in developing/implementing a strategic plan for the future of the school.

Admission Information

Nondiscriminatory Policy

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

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

Members of St. Joseph, St. Louis, St. Rose

Members of other parishes

Non-Catholic students

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

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

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

Requirements include:

- *Verification of active parish affiliation/stewardship
 - +Use of weekly envelopes or automatic deposit
- *Health Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Joseph Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph Catholic School.

Non-Catholic students whose parents accept the philosophy of St. Joseph Catholic School will be accepted on a space available basis.

Parent's Role in Education

We, at St. 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. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. 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.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the

way your child relates to God and others. Ideals taught in school will not be well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Joseph Catholic School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs 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.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents As Partners

As partners in the educational process at St. Joseph Catholic School, we ask parents :

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 at the end of the day;

Is dressed according to the school dress code;
Completes assignments on time; and
Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

Non-custodial parents

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

Home and School Association (H S A)

This organization exists to promote understanding between parents and teachers, between the school and home, for the good of children. It also raises funds to help operate the school program. One or both parents should attend all meetings in order to accomplish its goals, share ideas and show their willingness to cooperate with St. Joseph Catholic School.

General Information

School Hours

Grades K through 8: 7:50 AM – 3:30 PM. Students not in their homeroom at 7:50 AM are considered tardy.

Three (3) tardies or three (3) early withdrawals are considered a one-half day absence. Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade.

At St. Joseph Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:30 AM. Students arriving at that time will go to their classrooms.

Prayer and afternoon announcements begin at 3:20 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Students not picked up by the end of carpool (approximately 3:45 PM) will be sent immediately to the Extended Day Program. Parents are charged the daily per child rate for using this program.

Extended Day

St. Joseph Catholic School offers an Extended Day Program. Students who are enrolled in the program must pay a deposit at the time of registration. A fee per minute is charged for students remaining in the program after 5:30 PM.

School Office Hours

The school office is open on all school days from 7:30 AM – 4:00 PM.

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

Attendance

A student's absence from school interferes with his/her academic progress.

Absence

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Joseph Catholic School Students.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have two days for each day of absence to make up the missed assignments, quizzes or tests with a maximum of one week.

When a student is absent for two or more days due to illness, a parent may call the school office before 9:00 AM to arrange for homework

assignments. Homework assignments may be picked up at the school office between 3:30 PM – 4:00 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardiness, can be cause for a student to be retained in the current grade for another year.

Truancy

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

Tardiness

Parents are responsible for notifying the school office before 9:00 a.m. if a child is going to be tardy. Tardiness is counted for time up to 2 hours, starting at 7:50 a.m. After 2 hours, it is considered an absence. Repeated tardiness is a serious inconvenience to the class and teacher, eventually resulting in a truancy violation.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for less than 3 ½ hours and more than two hours will be counted as absent for ½ a day. An absence of 3 and ½ hours or more will

be counted as a full day absence. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Parents are to be reminded that the compulsory education law of Kansas requires students to be in school unless excused by the principal.

Academic Information

Curriculum

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

St. Joseph Catholic School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Adoration will be held weekly and all students will attend daily Mass.

Students in Grades 3 through 8 will take the Diocesan Steward Test in May.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into math groups.

Grade 6

Their 6th grade math teacher will place students into instructional math groups. Student math averages, state assessment scores, and teacher recommendation based on observations of student skills, effort, and ability determine placement. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

Grade 7

At the beginning of 7th grade, students will be placed into instructional math groups according to their score on a placement test, their final math average, and teacher recommendation based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either 7th Grade Pre-Algebra OR Comprehensive 7th Grade Math.

Grade 8

Students in Comprehensive 7th Grade Math will be eligible to take the Algebra placement test if the following criteria have been met:

A final average of 94 or above in Comprehensive 7th Grade Math

Teacher recommendation

Upon successful completion of the placement test, students may be placed in 8th Grade Algebra. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum.

Students not eligible to take 8th Grade Algebra according to the criteria outlined above will be placed in 8th Grade Pre-Algebra.

Prior to completion of the 8th grade, all students will complete a Culminating Project.

Physical Education

Physical fitness programs appropriate for each grade.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture. This is a before school program.

Social Studies

History, Geography, Economics, Kansas History, and Current Events.

Science

General Sciences and Laboratory Experiences.

Handwriting

Students in Grades 5 through 8 are expected to submit all handwritten work in cursive using the Zaner Bloser handwriting method.

Fine Arts

Music, Visual Arts, and Band.

Band: Students in grades 5-8 may join band. Students supply their own instruments. The weekly band schedule varies depending on the instrument and the grade level.

Vocal Music: K-8: All students in grades K-8 have weekly music classes.

Art: K-8 Students in k-4 will integrate art education within homeroom. Grades 5-8 will have monthly art education outside of homeroom.

Computer Literacy

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

Students in Grade 8 will submit their Technology Portfolio for the State of Kansas Technology exit assessment.

Accelerated Reader

All students, K-8, participate in this reading program, setting individual goals, reading books on individual reading levels, and taking tests on the computer.

Library

Students visit the Library weekly. Students are allowed to check out two books for two weeks. Books may be renewed for two additional weeks

Overdue books

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

Grading Scale

K-2

Proficient	3	Meets grade level expectations shows consistent understanding; demonstrates mastery of grade level standards.
Basic	2	Makes progress toward meeting grade level standards; shows some inconsistency in understanding and needs improvement.
Unsatisfactory	1	Does not meet grade level expectations, has consistent difficulty
Blank box		Not evaluated.

Grades 3-8

A = 93 – 100

B = 85 – 92

C = 76 – 84

D = 70 – 75

F = 69 or below

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

Parent/Teacher/Student Conferences

Two Parent-Teacher-Student Conferences are held each year. Student attendance with parents is optional. Conference days for children will be counted as school days. School is not in session during conferences. Conference schedules are prepared and issued by the school office well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. Progress reports are issued quarterly.

Student Records

St. Joseph Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Joseph Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

Testing

a. Kindergarten, first and second: Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is given to students throughout the school year.

Grades 3-8: Kansas Assessments are given annually according to State Accreditation schedule, Formative Assessments, and Steward Test. Classroom tests: k-8: Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Joseph Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Joseph Catholic School.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Friday.

Homework Policy Due to Illness

When a student is absent for two or more days, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 PM – 4:00 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness with a maximum of one week to complete the missed work.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals.

All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.

A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. Note: a fax of the original permission slip with a signature will be acceptable. A telephone call will not be accepted in lieu of the proper field trip permission slip.

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

Students who are participating in the field trip must ride the bus or approved private passenger vehicle to and from the field trip with their class. Students not with the approved transportation may not participate in the field trip and will be counted absent for the day.

All monies collected for the field trip are non-refundable.

Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

GUIDELINES FOR FIELD TRIP DRIVERS

There is one seat belt per child.

Kansas car seat laws will be enforced.

Cell phone use by volunteers is prohibited while operating a motor vehicle when transporting students.

Students follow directions of driver and use good manners.

Students are assigned vehicles & drivers for going both to and from. The driver is given a list of assigned students.

Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants or convenience stores.

Drivers are contacted in advance of the field trip.

Younger siblings may not accompany drivers on field trips.

Drivers are required to fill out a Field Trip Waiver Form, which includes driver's license number and insurance policy number. Drivers for field trips are also required to read and complete a Diocese of Wichita Abuse Policy Form.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Joseph Catholic School. Preparations for two sacraments, Reconciliation and Eucharist form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Valley Nine Athletics

Eligibility for Valley Nine participation

Student participants are required to meet the following standards of attendance, scholarship, and behavior:

1. Students must attend school for 1/2 day to participate in practice/games that day. Exceptions to this may include appointments such as dental, orthodontics, and optometrist.
2. Students who are failing classes due to lack of effort, positive participation, or incomplete assignments may not be allowed to participate. Teachers will monitor and check student grades each week during a season. During a nine week period, if a student has a cumulative grade of "F" in any subject area, she/he will be ruled ineligible for at least a week (starting on Monday through the weekend). After one week, if the failing grade persists and sufficient reflection of work performance is deemed appropriate the period of ineligibility continues. While ineligible, students may not participate in any practices, games or contests. All ineligible cases are subject to principal discretion.

The student is responsible for showing parents the written ineligibility notice.

3. Students who are suspended in or out of school or who are expelled will not be allowed to participate in practices, games, and contests on the days of the suspension. Also, school may place students on an ineligible list for not complying with school behavior policies. A second ineligible period for behavior problems results in the student being ineligible for the remainder of the sport season.
4. Principals may limit, suspend or prohibit students from participation in athletic practice or games for academic or behavior problems as deemed necessary.

Sportsmanship

It is expected that all athletes and spectators exhibit good sportsmanship at all practices, games and contests. Good sportsmanship may be defined as the ability to participate fairly with the ability to lose without complaint or win without gloating. If good sportsmanship is not displayed by a player, parent or other spectator, the individual may be barred from attending future games and/or the game may be forfeited.

Lunch Program

K-8th Grade Lunch Program

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

Lunch prices and payment policies

K – 8 students	\$1.65
Adults or visiting students	\$2.75
Preschool	\$2.75

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

Free or reduced lunches are available to students who qualify. Applications are given to each family at enrollment and are also available at the school and the food services offices. Applications forms must be completed each school year since we do not carry over families from year to year. Applications are kept strictly confidential. Adults eating on a regular basis may set up an account payable at the end of the month. All others are expected to pay for meals or ala carte services when receiving them.

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

Food allergies or other health issues

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

Sack lunches, fast food and soda

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

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

Lunch Rules

Students enter quietly in alphabetical order, staying in single file all the way through the line; going directly to assigned table. Follow directions of the lunchroom staff and faculty on duty. Once seated, students remain in seats. Students raise their hands for assistance.

Hands off other students and their food, no throwing food, no yelling or rowdy behavior.

Students are dismissed by table to empty their trays. The table and floor area must be free of litter.

Students walk to line up at the end of the lunch period.

Students in all grades are assigned on a weekly rotation to wipe the tables for their class after lunch.

Parents at lunch

We welcome the many parents who come to lunch. Come as much and as often as you can. If you desire to eat a hot lunch, notification must be made to the school office by 8:30 a.m.

Parents are not to bring pop or fast food (or food from outside restaurants) for themselves or their child when they come to school for lunch.

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

Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through

Parker Uniform
650 Carriage Parkway, Suite 85
Phone: 687-4634

Used uniforms are available upon availability and request.

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. There is a special uniform for Physical Education classes. Shirts will be checked out at the beginning of the school. Parents may purchase a shirt for \$10 if they wish. Black or navy blue shorts are required along with approved tennis shoe.

St. Joseph Catholic School sweatshirts, which can be worn with both the P.E. uniform and the school uniform, are ordered through the school only.

School socks may be crew length, 3 inches above the ankle. Socks should include no logo or writing.

Uniform shorts are allowed during the months of August, September, and May.

Physical Education Uniform

Navy or black shorts –All shorts should be fingertip length.

Approved St. Joe P.E. shirt for grades 5-8. School uniform shirt for 3/4.

High top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed

Sneakers with socks are required.

Uniform Guidelines

Dress shoes (navy, black, or dark brown) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders, adequate fitting boots are acceptable). No sandal, no open-back shoes, or

any type shoe which resembles a tennis shoe, or hi-top shoes, and no shoes or boots with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. **NO WALLABEE® SHOES/BOOTS MAY BE WORN.** Shoes with laces must be tied at all times.

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

No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing. Girls may wear one pair of earrings not larger than a dime and without hoops. Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops. Belts may be navy, brown, or black.

Dress Code for Eighth Grade Promotion

Boys will wear dress pants, long sleeve shirts, and tie and dress shoes. Girls dresses – Should be modest, loose fitting; sleeve length must be long enough to round the shoulder (long enough that under garments do not show); modest neckline – no cleavage; no backless; no spaghetti straps; length is to be below the knee.

Dress shoes – mid-size heel and modest dress sandals are allowed. No flip-flops. Girls need to bring in their dresses by May 15th for approval from Mrs. Harmon and/or Father Eck.

Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Out-of-Uniform Day Guidelines

Students may wear:

*spirit shirts

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee only in Aug., Sept. and May.
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *jogging suits
- *nail polish
- *jewelry
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing or designs
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE
SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

HEALTH

Medication

A written note signed by a doctor or dentist requesting that medication be given during school hours must accompany all medications, prescription and over the counter, and include the following: name of student, name of medication, reason for medication, dosage amount and time to be given, and anticipated number of days medication will be taken at school. **THE FIRST DOSE MUST BE GIVEN AT HOME.** A written request for medication to be given at school, signed by the parent, must accompany all medication.

The medication must come in an official prescription container or the original over the counter packaging. It is the parent's responsibility to supply the medication and assure that the medication is the same as identified on the label. The above policy applies to all medication, including aspirin and Tylenol.

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

Students are responsible for remembering to take their medication.

A parent or physician signed note should be sent to school when a child is to sit out of PE class or recess.

Immunization

All students must have current immunization and have on file a current KCI form. Non-compliance with immunization guidelines will result in expulsion or non-admittance.

A new KCI form must be submitted yearly for those students being medically exempt from certain immunizations.

Physical examinations

All children entering Kindergarten and students not previously enrolled in a Kansas School are required to have a physical before entering school. Documentation of the physical will be kept in the child's health records. Any student participating in Valley Nine Sport must have a current sports physical in the office.

Pregnancy Policy

Per Diocesan Policy #414, "Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision. "

Screening

Hearing screening will be provided for grades K, 1,3,5,7, all new students, and students who failed the screening the previous year. Vision screening will be provided for grades K,2,4,6,8, all new students, and students who failed the screening the previous year in accordance with requirements set by the State of Kansas.

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

Communicable Disease Regulations

In accordance with the Wichita-Sedgwick County Health Department, any child who has any of the following diseases shall be excluded from school and contact with other children until written release is obtained from the Wichita-Sedgwick County Health Department, or attending physician: Tuberculosis, Whooping Cough, Diphtheria, Meningitis, Typhoid Fever, Smallpox, or Any unusual disease

Public health regulations concerning communicable diseases are as followed. No Health Department release is necessary; however, exclusion from school is required:

Pinkeye: excluded until 24 hours after antibiotic treatment has begun.

Chickenpox: excluded until 6 days after the first eruption.

Impetigo: excluded until medical treatment has begun

Pediculosis (head lice): excluded until treated with appropriate shampoo and all nits (eggs) are removed.

Strep throat: excluded until 24 hours after appropriate antibiotic therapy has begun.

Ringworm: excluded until treatment with a fungicidal medication has begun.

A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the protection of the child and/or others.

The parents are requested to notify the school office of any communicable disease so appropriate precautions may be instituted

Asthma Policy

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

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

1. Asthma Medication

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

2. Record Keeping

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

3. The School Environment

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

4. Food Allergy Policy

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

5. Training

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

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):
A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.

The correct use of an epinephrine auto-injector (EpiPen).

Specific steps to follow in the event of an emergency.

Completion of an "Evaluation Form" by each employee after training.

Activating Emergency Medical Response - Dial 911.

Location of emergency EpiPen.

NOTE: The EpiPen Must be Provided By the Parents with appropriate documentation by the Doctor.

Policy and procedure will be reviewed at the beginning of every school year.

6. Notifications

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

7. Classrooms

Teachers must be familiar with the Medical Needs Assessment Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the principal will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the principal who in turn will inform the volunteer school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the classroom, a “nut-free” table will be established and maintained as an option for students with peanut allergies.

8. School Field Trips

The school nurse will recommend to the administration the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.

Protocols for field trips will include timely notification to the nurse.

Medications including an EpiPen and a copy of the student’s Medical Needs Assessment Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

STUDENTS MUST BE FREE FROM A 100 DEGREE TEMPERATURE FOR 24 HOURS BEFORE RETURNING TO SCHOOL!!!

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted two class parties a year: Fall Party and Valentines Day. Room parents may assist the classroom teacher with these two parties. We request that birthday treats be already prepared into individual servings.

Birthday Observances

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school for students in Grades K-8 are allowed to bring birthday treats.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Bully Proof School

In the Spirit of Reconciliation, our school discipline plan includes a way for students to respond to bullying. Our intent is to enforce a Christian atmosphere in which children do not hurt one another through bullying. Diocesan Policy 418, signed by Bishop Olmsted in October, 2000 will be enforced. It reads:

“In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity

of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the Diocese, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the Diocese, if it is deemed to affect any one of the three conditions noted and articulated herein.

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

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

Has the purpose or effect of unreasonably interfering with an individual's performance;

Adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable in and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may also be both immoral and illegal as well. Each school shall include in its guidance program education about bullying, harassment, and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook."

If another child bothers a child, he or she should talk with a teacher or give a note to the teacher. As soon as possible, the teacher will follow up on the report and take action as needed to resolve the conflict.

Computer Use: Internet

While using the Internet at school, adult supervision will be provided and required. Students and parents must sign a computer use agreement every year.

Acceptable Use

Access to the Internet and use of the computer must be in support of education and research and consistent with the educational and religious objectives of St. Joseph School and Parish.

Privileges

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

Network Etiquette

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

Use appropriate language

Do not reveal your (or another person) personal address or phone number

Obey all copyright laws

Do not trespass in another individual's personal file

Do not use another user's password

Access web sites that are appropriate and part of an assigned lesson

Properly care for and maintain computer hardware and software

Do not attempt to enter chat rooms or any e-mail address and/or mailbox

Any violation of these policies or any other inappropriate use of the computer may result in the following:

Loss of access to computers at St. Joseph Catholic School or Parish

Disciplinary action, to be determined by the administration of St. Joseph Catholic School or Parish

Legal action, if appropriate

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

Off-Campus Conduct

The administration of St. Joseph Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Cheating

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

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Joseph Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Car Pool

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

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

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

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

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

Bus

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

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

Returning to School After Dismissal

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

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Title IX

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

Child Abuse Laws

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

Volunteers

All individuals who volunteer in the school must complete Virtus Training. A volunteer Sign-Up sheet and will be asked to be completed and the Diocesan mandated background check will apply.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

ANY siblings are to remain with the volunteer at all times when accompanying parent volunteers to school.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Joseph School office sends an official Weekly Newsletter, the Luminary, on Tuesdays of each week. Additional information may be sent home from their homeroom. Official school-wide emergency communications are sent using the St. Joseph Calling Tree. Parents are not to use the school calling tree for any reason.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks will be assigned to the student. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Lockers

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

Transfer of Students

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

Office Records

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

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in any classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Service Projects

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

Each grade will participate in a service project.

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

Kindergarten – 15 minutes

1st Grade – 30 minutes 2nd Grade – 45 minutes

3rd Grade - 1-hour 4th Grade – 1.5 hours

5th Grade – 2 hours 6th Grade 3 hours

7th Grade 3.5 hours 8th Grade 4 hours

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

Emergency Drills

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

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

Tornado drills are held periodically. The procedures are:

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

Crisis Plan

St. Joseph School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

St. Joseph Church

Off Campus – across the street at Thelma Ast’s home.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent through the official St. Joseph Calling Tree.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Right to Amend

St. Joseph Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Luminary.

