

Saint Joseph School Family Handbook 2025-2026

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Family Handbook

POLICY OF NON-DISCRIMINATION

All practices of a Catholic School in the Archdiocese of St. Louis related to employment shall be conducted without discrimination on the basis of race, color, national or ethnic origin, religion, disability, gender, or sexual orientation. No school shall on the basis of sex recruit, advertise, select employees, pay, promote, classify employees, grant leaves, provide fringe benefits, select for training in special workshops, conferences, restrict employment to a single sex unless the position is such that it can only be performed by a member of that sex.

FAMILY HANDBOOK DISCLAIMER

The Saint Joseph Family Handbook contains established policies and procedures as of the beginning of the 2025-2026 school year. Since it is not possible for a Handbook to address every situation that might arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstance may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Archdiocese of St. Louis Catholic Education Office

SAINT JOSEPH SCHOOL MISSION STATEMENT

Saint Joseph School, a co-educational, Catholic elementary school, promotes academic excellence rooted in Gospel values and Catholic tradition, fosters the formation of minds, hearts and spirits, and encourages growth in responsibility and service.

The Saint Joseph School Community is a witness of the teaching ministry of the Catholic Church.

We recognize and believe:

- ♦ That parents are the first educators of their children in knowledge and faith;
- ♦ That we assist parents in passing on their Catholic faith;
- ♦ That every child is a unique person created in the image and likeness of God;
- ♦ That we foster the spiritual, moral, cultural, physical, intellectual, emotional, and social growth of each child

Core Values:

- ♦ To Instill Faith
- ♦ To Inspire Excellence
- ♦ To Foster Kindness
- ♦ To Cultivate Service
- ♦ To Respect Differences

ATTENDANCE

Saint Joseph School requires regular, prompt attendance of all students according to current Archdiocesan guidelines.

Regular attendance at school is encouraged for consistency of instruction and continuity for the students. Student attendance is recorded on the student's permanent record.

Full Day Absence

- ♦ A student is considered absent for a full day when not in school for more than 4 hours.
- ♦ In the case of absence due to a communicable disease, a note from the child's doctor is required before the student may return to school.
- ♦ Parents are asked to call the school office between 8:45 am – 9:30 am to report student absences. During that communication, they may share the reasons for absence and request school work be placed on the homework bookcase for pick up at 3:30 pm.

Half Day Absence/Early Dismissal

- ♦ A student is considered a half day absent when the student arrives after 11:00 am or leaves before 1:00 pm, but is present at school for more than 4 hours.
- ♦ It is necessary upon early dismissal for a parent or guardian to come into the school lobby to sign the student out of school.

Tardy

- ♦ A student in K-Gr. 8 is late when he/she is not in the homeroom by the 7:45 am bell. They are to go to the school office for a tardy slip before going to homeroom/class.
- ♦ Parents who disregard a respected attendance record their child, need to work on a resolution to remedy late arrival, early dismissal or excessive absences without cause. Poor attendance record may jeopardize NJHS, attendance at the 8th grade trip, and other opportunities deemed as privileges by school administration.

Excessive Absences

- ♦ A student who is absent more than 25 days in a school year may warrant retention or withdrawal. If there are extenuating circumstances that need explanation, the explanation will become part of the student's permanent file.

Excessive Late Arrival (tardy, 2 hours out, half days)

Timeliness is one of the many lessons which, when learned, will benefit a person for a lifetime. As educators of the whole person we are obligated to teach the lesson of timeliness. Children who arrive late for school not only spend the rest of the day just a little behind, but also affect the learning environment by disrupting the flow of instruction for other students.

- ♦ After 4 late arrivals in a quarter, the homeroom teacher is asked to call the parents or guardian. If the child continues to be late, parents will confer with the teacher and/or principal to find a solution. The student, depending on his or her age, may be expected to be present at the conference, if the student is the cause for being late.

Early Dismissals

If a student must be picked up prior to dismissal time, parents must notify the school office no later than 2 pm. Early dismissal after 2:30 pm is reserved for an emergency situations only. . A form of identification will be asked of the adult picking up the child if the person is not on the emergency contact list.

Special Situations

When a student needs to leave school during the school day for an appointment:

- ♦ The parent or guardian advises the school office by note, phone, or email as to when the student will be picked up and by whom. This must be done on or by 2 p.m.

- ♦ The parent or guardian picking up the student must come into the office to sign the student out. At that time the student will be called from class (students will not be called out of class until parent/guardian arrives at school).
- ♦ If the student returns to school on the same day, the parent or guardian must come into the office to sign in the student's return.

When a student becomes ill during the school day:

- ♦ The nurse or someone from the office will call the child's parent to take the sick child home.
- ♦ If the parent is unreachable by phone, the next person on the emergency list will be called.
- ♦ The child may return to school after being 24-hour symptom free, including fever and nausea.

Vacation during the school year:

- ♦ Parents are asked to avoid taking their children away from school for vacations during the school year. The learning that happens within the classroom cannot be duplicated by a textbook or worksheet. Homework is usually not be available before leaving on vacation.

When pre-planned time away from school is unavoidable:

- ♦ A written note or email to the homeroom teacher and school office with the exact dates is necessary.
- ♦ The student is responsible for making up any school assignments missed during the time away upon return. Missed work due to a vacation will only be provided via google or upon return to school. Assignments will not be provided beforehand.

THE SCHOOL YEAR

The chief consideration in setting the annual school calendar is to provide students with quality time for learning. The total number of instructional days/hours may exceed or be equal to 174 days or 1044 instructional hours as required by the State of Missouri and the Archdiocese of St. Louis. The calendar is created by the principal and staff and presented to the Pastor and the School Board President for approval and signature. Only the Archbishop or the pastor may declare an unscheduled holiday.

THE SCHOOL DAY

Doors open at 7:30 am and students are asked to go directly to homeroom as the first bell rings at 7:45 am.

Morning Care is available from 7 am to 7:30 am for \$1 a day payable weekly. Registration is required. Morning Care is in the cafeteria for all students. Students deposit their cell phones, in the turned off position, in homeroom upon entering the room.

We ask parents to bring your children to school at 7:30 am

7:30 am - Students use the appropriate entrance dependent on age	Little Friends go directly to their building via the lower level The main entrance can be used for all students but Grades 4-8 are asked to use the gym entrance and proceed to homeroom where they unpack and organize their materials for the day.
7:45 am	Homeroom, morning prayer, salute to the flag, birthdays and announcements by the Office and leave for Mass on assigned days
8:00 am	Classes begin

	<p>Morning snacks are provided by parents and all children up to and including grade 3 enjoy a snack and an extra morning break.</p> <p>Lunch is preceded or followed by recess. Lunch and recess are usually 20 minutes each or a total of 40 minutes, for Grades K-8.</p> <p>The examination of conscience and closing prayer is before the last class.</p>
3:00 pm	Parents are assigned car line color and remain in or by their car until given the all clear from staff.
3:15 pm	Any student who has not been picked up will be sent to Kids' Club.

Drop Off and Pick Up

Our Students' Safety Comes First

Parents are asked to follow the proper flow of traffic, respect signage, and travel in one direction. The lots on either side of the church and school are used for pick up and drop off. We ask that most refrain from parking in the upper lot to allow daytime use for a play area for the children. When the children are moving the cars are not moving. When the cars are moving the children are not moving. Please follow instructions and signs that are posted for safety during arrival and dismissal. The website has a clear description of traffic patterns and flow of traffic.

Car Line

All families are assigned a car line color. Please remain in your car line color that has been assigned. You may contact the office if a change is needed.

- ♦ Students will be cleared to walk when all cars have stopped moving.
- ♦ Do not pull around the car in front of you for any reason.
- ♦ Do not exit your car until all cars have stopped moving. Calling your child may cause students to run into the parking lot and is a major safety concern.

School Closing for Special Events

The principal establishes procedures for emergency school closings and special schedules.

Every effort is made to follow the published calendar. If the calendar needs to be changed, it will be done in enough time to inform families to allow for appropriate response. If an event or special teachers' meeting arises, parents will usually be notified through FACTS or the EMS service using phone/text notification so that appropriate arrangements for the care of the child might be made.

School Closings for Weather

School will be closed whenever the conditions are considered to be too hazardous for travel or if conditions present a threat to the students' well-being. If, however, weather conditions begin during the school day, the school will not usually dismiss early. Parents may pick up their children at school. The parent is asked to sign his/her child out at the school office before leaving with their child.

Saint Joseph School uses Catapult EMS for their notification system to parents if and when necessary.

For additional closing information please follow the major television stations.

We usually follow the Windsor School District decisions concerning delays or cancellations.

Non Weather-Related Emergencies

In the case of a severe emergency or natural disaster the school follows specific procedures. Parents will be notified by several means including the phone whenever possible concerning the emergency and those involved. Students will only be released to their parents or to those persons designated on the emergency list. Please be sure that your emergency information on FACTS is accurate at all times. Report any address, phone or pick up changes to the main office.

ARCHDIOCESAN GUIDELINES RELATED TO ATTENDANCE

Absence: Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities (e. g., field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent for legal reasons. For these types of absences a written or verbal notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

Truancy: A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Dual Enrollment: Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

SPIRITUAL ENVIRONMENT

Faith-based Learning Environment

Saint Joseph School, established in 1909, is built on more than a century of faith. Gospel values are the foundation for the formation of a faith-based, learning environment that is directed toward nurturing our community of believers.

All students and all members of the faculty celebrate Eucharist as a reminder that they are bound together in love and faith. Parents and other family members are always invited to share in the weekly Mass celebration.

An atmosphere of prayer and reverence is fostered within Saint Joseph School. Each day begins with prayer led by students and the principal. Teachers pray frequently throughout the day with their students, always closing the day with prayer. Special opportunities for students to lead their peers in prayer are integrated into the school schedule, reflecting the liturgical seasons and other important events.

Service is an essential element of student formation from the very beginning of school life through the culmination of elementary school at graduation. Various programs and projects support the concept of serving others. Within the classroom students are asked to provide service to their classmates by assuming various responsibilities.

A buddy system within the school encourages students to watch out for one another by linking older students with younger students. Buddies are often found participating at Mass together, sharing an experience or working together on an outreach program throughout the year.

Throughout the school year there are special times when the entire student body cooperates and supports a service project to the larger community. Whether a child is supporting a fundraiser or bringing in items for someone less fortunate, these actions are seen as reaching out in respect to serve another person.

Teachers nurture a quiet and prayerful spirit of respect for God, self, others and nature within their classrooms.

Each person is recognized and valued for his/her uniqueness. A habit of respect is cultivated in the classroom and in all other places in the building, as well as, on the playground and anywhere students gather.

The school community strives to reach out to one another and to the broader community. The outreach includes parishioners, neighbors, or global neighbors in other parts of the world. In the past, the students have worked to assist our sister school in Haiti and other mission areas.

All adults connected with the school are encouraged to be mindful that in all of their actions they must model Christian attitudes and behaviors.

Religiously Centered Events and Activities

All students, regardless of religious affiliation, participate in daily religion classes. The classes are grounded in the Scriptures and Catholic Tradition.

The Pre-K children join the larger community at Mass periodically. The older students serve as lectors, altar servers and cantors, choir members for our weekly Masses, and they assist their homeroom teachers with the preparation of the Mass. Non-Catholic children are invited in planning and leading prayer as well. During Communion all are invited to come forward for a blessing, if they are not Catholic.

Parents/guardians, teacher, principal, and pastor share the responsibility for preparing children for the Sacraments of Reconciliation and Eucharist. The preparation and first celebration for these sacraments occur in the second grade. Parent meetings precede the celebration of Reconciliation in the fall and Eucharist in the spring.

All students in second through eighth grade are invited to participate in the Sacrament of Reconciliation during Advent and Lent.

The celebration of Confirmation occurs every year at St. Louis Cathedral Basilica for seventh grade (2025) students. Preparation for this sacrament takes place during religion class, although there is a shared responsibility on the part of the parent, sponsor, teacher, principal, and pastor to guide our Catholic students to this sacrament. Parent, student, sponsor information meetings are held in a timely manner once the date for the reception of the sacrament has been confirmed with the Bishop's Office.

While Saint Joseph is a Catholic school, we welcome students of other faiths. We believe that it is important for every child to develop a habit of prayer and worship. Therefore, we encourage weekend participation of families in their place of worship.

Witness Statement for Parents

From the *Archdiocese of St. Louis Manual for Catholic Education*, 2013

Aware of the dignity of the holy call to parent, and with reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in faith. Practically, this means I should:

- ♦ Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;
- ♦ Commit to speak more with my children about God and to include prayer in our daily home life;

- ♦ Participate in and cooperate with school programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- ♦ Support the moral and social teachings of the Catholic Church to ensure consistency between home and school;
- ♦ Teach my children by word and example to have a love and concern for the needs of others;
- ♦ Meet my financial responsibilities in supporting our Catholic school.

ACADEMIC ENVIRONMENT

Creating a Learning Environment

All students are unique; all students can reach their full potential if properly encouraged to do so. This maxim characterizes one of the key elements of St. Joseph's learning environment: the faculty and staff, through the learning environment, respect and are challenged to meet and support the different learning needs and learning styles of each student.

Each student is challenged to develop self-discipline and a sense of personal responsibility in his or her own learning.

Individualized approaches based on the Montessori methods and theme-based preschool programs foster independent learning.

In kindergarten, first grade, and second grade, students are guided towards becoming self-reliant, independent learners. Early attention is paid to each student growing as a responsible learner through learning experiences and activities that provide students with basic knowledge, skills, values, attitudes, and behaviors needed to be successful at the next level of learning.

The solid foundation for essential organizational skills and effective study habits occur in the middle grades and the seeds are sown in the primary and intermediate grades.

Students in sixth, seventh, and eighth use the skills taught and learned as they take ownership in their own educational needs. Students continue to take the initiative:

- ♦ to seek advice and assistance from teachers and fellow students,
- ♦ to be critical, analytical thinkers,
- ♦ to be creative in the learning process, and
- ♦ to be respectful of all learners

The learning experiences at all levels call for a strong integration of spiritual and academic values. All the experiences chosen by Saint Joseph educators that are presented to each student contribute to their formation as a whole person and therefore are seen as critical to the learning process. Because Saint Joseph School is a learning community, it is crucial that each individual share in the responsibility to maintain and sustain a learning environment for students with a variety of skills.

This environment:

- ♦ Safeguards each individual, allowing all students a comfortable situation in which to learn.
- ♦ Puts learning first, allowing students to take learning seriously.
- ♦ Encourages learning as students cheer one another on to academic growth.

Fundamental facets of how a student at Saint Joseph School is encouraged to learn are:

- ♦ academic risk taking/intellectual curiosity
- ♦ creativity

- ♦ independence and cooperation
- ♦ self-reflection and interaction
- ♦ collaboration and consensus in group work

The teacher is the facilitator of learning and as such relies heavily on parents to reinforce the skills, concepts, and values taught on a daily basis. The more a student experiences firsthand that there is a partnership between the school and the home, the more success and consistency there will be in that student's learning. There can only be one set of expectations for academic achievement and behavior and that must be jointly shared by the student, the parents, and the teacher.

PROVIDING FOR THE LEARNING NEEDS OF THE STUDENT

Differentiated Instruction

In the course of each unit of instruction teachers design lessons that challenge students in a variety of ways. Best Practice instruction and assessment employed by each teacher respects the fact all children can learn. Therefore, the teacher must include a variety of formative and summative assessments during each quarter. Programs such as Capit, Freckle, Renaissance, Star Testing and IXL assist the teachers in the assessment process.

Presence of Instructional Support

There are circumstances in which a student's learning needs, numbers of students in a class, or the challenge of specific subject matter call for support in instruction. In these situations, support is provided in the form of the Learning Consultant, volunteers, and/or supplemental instructional resources. The Learning Consultant works with parents of students with an IEP. When it is not possible for a special needs student to succeed within the learning environment of Saint Joseph School, it is only fair to the student, the student's parents, our faculty, and the other students to consider other academic options. Beginning in 2025, Conquer Therapy was introduced to address students who meet specific criteria for OT and Speech therapy.

Participation in Extended Learning Opportunities

Students are encouraged to extend their learning whenever and as often as possible. These opportunities may be provided by the school or may come from outside sources.

Extracurricular Activities

In order to participate in extracurricular activities sponsored directly by school, such as Student Council, National Junior Honor Society, Student Ambassadors, Choir, Robotics, Carlo Acutis Gaming Club a student must have a passing grade average in all subjects. Appropriate effort and consistent, respectful behavior meeting moderator expectations must be met for a student at Saint Joseph School to continue to fully participate in activities.

CLASS SIZE AND ORGANIZATIONAL STRUCTURE

Class Sizes

Saint Joseph School's Pastor and Principal will refer to the Board policy to determine class size and teaching personnel. Class size may be up to 25 students according to Board policy reviewed in the 2021-2022 academic year.

Reduction in Force

Saint Joseph School recognizes that conditions could make it necessary to reduce the number of teaching positions due to declining enrollment, financial constraints, or termination of a program. The Pastor and school administration, advised by the school board and finance committee, may terminate the employment of such teachers as circumstances require. Such termination of employment shall conform to Archdiocesan policies and procedures.

Organizational Structure

While a set of overarching goals of the school and an academic program have been developed for all students from preschool through eighth grade, the school is further structured according to three levels. Within these three levels we can better address the developmental needs of all students and provide consistency in monitoring the ongoing progress of students. We have structured the school accordingly:

- ♦ Early Childhood (Preschool, Jr Kindergarten and Kindergarten)
The early childhood level includes a preschool program, which is composed of students of multi-ages (3 yrs., 4 yrs., & 5 yrs. of age), and the Kindergarten program. Healthy social skills and strong motivation for learning is developed and promoted on an ongoing basis. Themes and suggestions making real-world connections in their learning activity are used. The curriculum is based on the principles of respect, responsibility, and community through adventure and discovery in a supportive and enriching environment. The addition of a garden on the property adds to this learning environment. The program is based on learning about Jesus and prayer. Socialization and relational activities are intertwined in the religious and academic setting.
- ♦ Primary/Intermediate (Grades 1-5)
In the primary grades, students are not only taught in groups but also rotate throughout “centers” in the classroom. This approach is important as it encourages the early-learning phase of independent and group learning. In the intermediate grades, a hands-on approach to learning is encouraged. Understanding that students learn in different ways, the teachers vary classroom activities. The students are prepared to work independently as well as collaboratively with others in their learning and are challenged to greater participation in and ownership of their own learning, both in school and beyond the school day. The teachers interact and teach all the students with the class, not just their homeroom students. Greater responsibility to building and contributing to the Church are taught by way of service and leadership opportunities. These teachers work in teams. Grade 1-3 and Grades 4-5 teach all students certain subjects. This variety allows the students to interact with all the teachers in that age group.
- ♦ Middle School (Grade 6 – Grade 8)
Students are expected to take ever-increasing responsibility for their own learning. Socialization skills and cooperation are strengthened through group projects and learning activities beyond the formal classroom setting. Students are offered a variety of academic and leadership opportunities at this level. Technology is promoted and advanced math is available. Lego Robotics continues to expand and is taught in grade 6 computer class. The students are empowered with the tools to be successful students and citizens within the Church and society. Students in Grade 7 are invited to receive the sacrament of Confirmation.

Signs of Success

- ♦ Eighth graders have a 100% acceptance record to the Catholic high schools of their choice.
- ♦ Graduating students are successful in high schools and colleges of choice.
- ♦ Alumni continue with post-graduate level studies and meaningful employment.
- ♦ Active members of the Church and motivated to continue in service-oriented activities.

SOCIAL-EMOTIONAL ENVIRONMENT

Speak and Act With Care

SJS is dedicated to guiding students “to act justly, love tenderly, and walk humbly with God” (Micah 4:6). From preschool through eighth grade, students learn to differentiate between words and actions that have positive effects

and negative effects. There is a constant emphasis to speak and act with care in the classroom, in the hallways, at lunch and recess, and during school-sponsored events on-site and off-site.

Words and Actions That Have Positive Effects

- ♦ Attitudes of respect, consideration, and patience
 - are guided through daily reminders and conversations in the classroom and beyond.
 - are modeled by faculty, staff, and older “buddies.”
 - are taught by outside agencies as chosen by faculty and principal.
- ♦ Attitudes of sharing, compassion, and helpfulness
 - are guided through classroom opportunities to collaborate in small group learning activities and projects.
 - are experienced through lunch room behavior and play at recess.
 - are encouraged through opportunities to do service within the school, the neighborhood, and beyond into the world.

Justice for All

Saint Joseph School provides a safe learning environment for all members of the school community. The climate of Saint Joseph School reflects Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Justice for all is:

- ♦ Acting with charity
- ♦ Requires just behavior or treatment
- ♦ Being fair and reasonable
- ♦ Accepting and giving what is due to each person
- ♦ Respecting persons, those in authority, classmates, oneself
- ♦ Living as a peacemaker, avoiding violent actions or words
- ♦ Caring for the environment
- ♦ Helping those in need through fund-raising or donations
- ♦ Serving others in school, home, community

Stop, Look, and Listen

SJS – faculty, staff, and students – take very seriously their responsibility to build an outstanding learning environment in which each student is able to thrive. Such an outstanding learning environment is only possible when each student shares in mutual responsibility for it. All students benefit when each student takes learning seriously. They benefit in the present as they build the SJS learning environment, and they benefit in the future as they go to high school and college prepared to be academically strong students who take responsibility for their own learning.

Students are taught to:

- ♦ **Stop** what you’re doing when an adult, especially a teacher, calls for your attention.
- ♦ **Look** at the teacher or adult face to face making eye contact.
- ♦ **Listen** to whatever it is the teacher or adult wants you to hear.

....and, respond appropriately by saying “thank you,” “yes,” “I’m sorry,” “Will you help me?” or by simply doing what you’ve been asked to do.

The faculty and staff support students in the challenging task of growing by:

- ♦ Calling a meeting intended to allow students and teachers time to check in with one another and to talk about social concerns within the class.
- ♦ Participate in all-school themes that offer the opportunity for everyone to work together on life skills.
- ♦ Attend and aid in further informing teachers as they design approaches within their classrooms to build an outstanding learning environment.

Archdiocesan Guidelines Related to the Social-Emotional Environment

From the Archdiocese of St. Louis: *Administrative Manual for Catholic Education*, 2013

Demerit and Reward Card System: Dean of Students

This system is used in the Middle School. Students are required to carry their quarterly card in their student planner. Demerits and rewards are typically given for behavior, including the way the uniform is worn and response to academic and social responsibilities.

Three demerits result in a detention and parents are notified; Three rewards result in recognition at the end of the quarter.

Detentions are served under the supervision of a teacher who determines the day and time of the detention. Rewards are recognized by the homeroom teacher. The process is established to encourage positive behavior into positive behavior.

Continued good behavior will be rewarded and disregard for policies resulting in excessive discipline will earn meetings to find resolution.

Violence and the Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon, and theft or vandalism of property. Violence can be in the form of words as well as materials.

A weapon is anything, including kicking, used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises are not permitted and will result in immediate and serious consequences.

All reported or observed instances of threatened or actual violence must be addressed by the school administration and pastor. Appropriate actions include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Descriptions of Violence (that which occurs on or off school property)

- ♦ Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes:
 - threats of injury, harassment

- assault, possession and/or use of a weapon
- use of social media to demean or harm another
- Theft or vandalism of property.
- ♦ Bullying consists of words and/or actions directed by one or more toward others with the intent of harm, humiliation and/or intimidation. Bullying can be physical, verbal, emotional, gender, and cyber generated. The cooperation of parents is expected if cyber bullying occurs in the home and after school hours. The parents and student remain responsible and face the consequences as a result of choices made by the student or parent.
- ♦ Circumventing the school security and firewalls for devious purposes is serious.
- ♦ Weapons of any sort are never permitted on school premises, nor at any school sponsored event on or off school property, possession of such will result in immediate dismissal.
- ♦ Internet or electronic violence/bullying includes:
 - Words, actions, or pictures violating the privacy, safety, or good name of another member of the Saint Joseph School community by a parent or student.
 - All communications or depictions through email, text-messages, or web site postings, whether they occur through the school's equipment or connectivity or through private communications by a parent or student.
- ♦ Drug, Alcohol & Substance Use
 - The possession, use, or transfers of prescribed or illegal drugs on the school premises or at school-sponsored functions are not permitted and are subject to immediate dismissal.
 - The use or possession of or being under the influence of alcohol on the school premises or at a school-sponsored functions are not permitted.

Consequences for Violence

- ♦ Violence and bullying including internet or electronic violence or bullying
- ♦ Teacher brings this to the administration's attention and documents all incidents.
 - If the conflict cannot be settled quickly or if such conflicts have occurred before, the students are brought to the administration immediately.
 - The principal and Dean of Students work with the students to understand the conflict and settle it peacefully.
 - The principal or Dean of Students reports to the parents concerning the conflict. Parents are usually called to a meeting.
 - If the conflict cannot be settled with intervention, then parents will be asked to remove their child from the premises.
 - The student may return to school following agreed resolution by the teacher, parents, principal and, possibly, the pastor have met.
 - Principal may require that the student participate in professional counseling in order for the student to return to classes.
 - Principal will require communication with the counselor.
 - When violence or bullying is ongoing and such violence poses a threat to the learning community, students will be suspended or additional consequence.
 - Principal and pastor may consider dismissal in extreme cases.
- ♦ The Possession and/or use of a weapon
 - Parents and or the police will be called to remove student from premises immediately
 - Students will be suspended from school until the principal, parents, student and pastor meet.

- Students may be required to attend professional counseling, if so parents will be required to allow communication between counselor and principal.
- ♦ When the internet or social media is involved, the Principal and teacher will determine if this is a single incident and if the situation can be settled peacefully and equitably. The Internet piece will be removed immediately. Smart watches and cell phones and devices will be locked from arrival to dismissal on a daily basis during school hours.
 - Parents will be notified
 - If the principal and teacher determine that this has been ongoing whether in length of time or number of persons involved, then parents and students will be called in for a conference with teacher and principal.
- ♦ If the electronic message is both ongoing and threatening, then
 - the student(s) will be suspended – in or out of the school day at the principal's discretion. Personal time away from school is the parent's responsibility but in extreme cases the school might become involved.
 - Student, parents, principal and, possibly, pastor must meet before student returns to classes
 - Parent must demonstrate proof that electronic message has been removed before student may return to classes
 - Student and parent must make amends to those offended or injured before student may return to classes
 - Principal may require the student to attend professional counseling; if so, the parent will be required to allow communication between the counselor and principal.
 - Principal and pastor may consider permanent removal or dismissal
 - Students will be suspended at home until the principal, parents, student and pastor meet.

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Withdrawal for cause is the permanent end of enrollment of a student from a school. They may not be reinstated once they are asked to leave the school.

Harassment

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No students shall be subjected to any type of harassment. Harassment is forbidden because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual. The age of the student is taken into consideration to assess their ability to understand their words or actions. Children in Grades 3 and beyond are considered to be more responsible for their actions.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. Those involved will document any serious accusations of or by a student, parent or teacher.

If, after investigations, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Internet and Electronic Communications Conduct

A safe environment for all members of the school community is the hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) at the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

If a student's carelessness leads to damaging a school owned device, the student will be asked to defray the cost of purchasing a new device. The age of the device and nature of negligence will determine restitution.

Electronic Devices

Personal electronic devices during school hours

Students will turn in any electronic devices including cell phones, iPods, smart watches and like devices to their homeroom teacher upon entering the school and returned at the end of the school day. The device will remain off and in their book bag until students get into the car. Students who need to make a phone call to a parent or guardian may come to the school office or ask permission to do so from their device.

Students may not take photos or videos of themselves or other students on school grounds. Failure to comply with these rules may result in electronic devices being confiscated and taken to the school office. Only a parent or guardian may pick up the device and all photos/videos will be removed.

Smart watches of any kind are not permitted and may not be worn during the school day by the students. These devices will be locked in the locker with the cell phones

Cheating and Falsifying Signatures will result in parents being notified.

Copying someone else's work with or without permission is a serious offense. It can be considered cheating and or plagiarism.

- ♦ Frequent, excessive and freely sharing of information with another student, without teacher guidance to do so, will result in a meeting with parents of the students involved.
- ♦ Signing another person's name, including a parent's name, to a document or form is unacceptable.

Plagiarizing

Using an unauthorized or close imitation of the language and thoughts, pictures, or reproduction of another author and representing them as one's own original work, including documents generated by AI, is suspect.

- ♦ Students in 3rd, 4th grades will redo the assignment, in most cases.
- ♦ Students in 5th, 6th, 7th and 8th will meet and address the concern with the parents, teacher and/or principal.

Drug, Alcohol & Substance Use and Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under the present federal and state laws, the possession and use of certain non-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of non-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Tobacco products are prohibited at school as we are a smoke-free environment.

Search and Seizure

School officials, with sufficient reason, may search a student's locker or desk at any time.

Dress and Grooming

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed. Parents will be called to bring "a change of clothes" for their child. Neat and clean appearance includes wearing a proper uniform and wearing it with pride. It also includes haircuts for boys and girls that does not fall in their eyes.. Natural hair colors are acceptable and anything beyond natural must be restored to their natural color.

CURRICULUM AND INSTRUCTION

Saint Joseph School's curriculum consists of all of the learning experiences that are planned, guided, and sponsored by the school. The curriculum is designed to further the mission of the school and its purpose. Curriculum is reviewed by administration and staff on an ongoing basis in order to remain current and meaningful. The Archdiocese developed a unified curriculum that continues to be refined and developed by the Archdiocesan Education Office.

School-wide and Subject Area Curriculum Goals for Saint Joseph School

Primary Level

Students will:

- ♦ Show respect for God, self, others and all of creation
- ♦ Articulate Catholic beliefs, values and practices and live in accordance with them in daily life situations.
- ♦ Make personal choices that achieve a healthy lifestyle and value life as a gift from God.
- ♦ Apply effective methods for identifying academic, moral, and social problems and evaluating alternative solutions independently and with others.
- ♦ Use goal-setting, organization, study and time management skills to prepare for and complete a variety of activities and tasks effectively and efficiently.
- ♦ Use a variety of technology and other tools to research, organize, give, and receive information effectively in multiple areas.
- ♦ Apply knowledge and skills within and across all subject areas.
- ♦ Apply knowledge in current and future learning, both in school and personal situations.

- ♦ Create unique works in a variety of media and express positive feelings toward the creations of others.
- ♦ Communicate one's own information, ideas, and feelings effectively in a variety of media.
- ♦ Respond to change and adversity in effective and constructive ways.
- ♦ Identify the importance of diverse cultures and show appreciation and respect for people, languages, and customs.
- ♦ Respond appropriately to the needs of others and relate to others in a positive manner.
- ♦ Learn to use the Clevertouch Board and Tech tubs in the classroom

Intermediate Level

Students will:

- ♦ Show respect for God, self, others and all of creation
- ♦ Demonstrate Catholic beliefs, values, and practices and live in accordance with them in daily life situations
- ♦ Make personal choices that achieve a healthy lifestyle and value life as a gift from God
- ♦ Apply effective methods for identifying and evaluating solutions for academic, moral, and social problems
- ♦ Use goal-setting, organization, study, and time-management skills to prepare for and complete a variety of activities and tasks effectively and efficiently
- ♦ Use a variety of technology and other tools to research, organize, give, and receive information effectively in multiple areas
- ♦ Apply knowledge and skills across all subject areas in current and future learning, both in school and personal situations.
- ♦ Create unique works in a variety of media
- ♦ Express positive feedback toward the creations of others
- ♦ Communicate one's own information, ideas, and feelings effectively in a variety of media
- ♦ Respond to change and adversity in effective and constructive ways
- ♦ Identify the importance of diverse cultures and show appreciation and respect for people, languages, and customs
- ♦ Show compassion towards others.

Middle School Level

Students will:

- ♦ Show respect for God, self, others and all of creation and demonstrate Catholic beliefs, values and practices and live in accordance with them in daily life situations
- ♦ Make personal choices that achieve a healthy lifestyle and value life as a gift from God for both themselves and others.
- ♦ Apply effective methods for identifying academic, moral, and social problems and critically evaluating alternative solutions independently and with others
- ♦ Use goal-setting, organization, study and time management skills to prepare for and complete a variety of activities and tasks effectively and efficiently
- ♦ Apply knowledge and skills within and across all subject areas in current and future learning, both in school and life
- ♦ Create unique works and communicate one's own way in a variety of media and express positive feelings toward the creations of others
- ♦ Identify the importance of diverse cultures and show appreciation and respect for people, languages, and customs
- ♦ Show compassion toward others.

Student Records

Saint Joseph School keeps cumulative records on all students. These records are maintained and transferred in strictest confidence in accordance with Archdiocesan guidelines.

Access to Student Records

The Archdiocese of St. Louis Administrative Manual for Catholic Education

Parents/guardians have the right to inspect and review the official active file of their children. The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

There is no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student who is eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them when the parent requests such from the receiving school.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Student Assessment and Evaluation

Standardized Testing

Students in grades 4 - 8 are required to take standardized tests as suggested by the Archdiocese.

The standardized testing service is determined by the Archdiocese of St. Louis. Currently NWEA testing is used for students. Test scores are used to analyze curriculum strengths and weaknesses, as well as individual student strengths and weaknesses. The faculty uses these results to monitor curriculum adjustments in order to enhance the learning environment. The results of standardized testing are reported to parents. Teachers monitor student progress and teachers and parents communicate with assessments as needed beyond the quarter grades.

Observation

Essential to any student's learning is the careful observation of a student's ability to perform a learned skill or grasp of a new concept. Such careful teacher observation is referred to as formative assessment. It is basic in guiding students toward established learning goals and desired behavioral and academic expectations.

Quizzes

Frequent quizzes are utilized by teachers in order to evaluate the student's acquisition of daily skills and concepts. The teacher directs the number and type as is appropriate for the subject matter. All grades are shared with the parents within 7 work days.

Projects and Reports

Projects provide an opportunity for students to apply skills, exhibit understanding, and demonstrate thinking. Projects allow students to explore independent learning, draw on their own creativity, and exhibit analytical thinking capabilities, provide students with cooperative learning experiences and teach time management. Project

rubrics are an essential road map to a successful and satisfying completion for any project. Each teacher shares expectations, goals and lesson/work rubrics on this site.

Homework

Homework is an extension of the learning process begun at school and serves as a reinforcement of the lesson. Homework allows a student time to:

- ♦ practice a skill or process introduced in the day
- ♦ reflect on and further consider a concept introduced within a lesson
- ♦ investigate or discover on one's own something, different from, yet significantly connected to a specific content or skill:
 - Increases an individual student's chances of deep and meaningful learning.
 - Increases the overall learning environment for the entire class, causing each student and all students to engage in deep and meaningful learning.
 - Teaches the necessary academic disciplines of following directions, time management, focus and clarity

The parent's role in homework:

Always support your child's efforts in doing his or her homework by:

- ♦ creating a space and time conducive to learning
 - ♦ having materials available for the completion of an assignment
 - ♦ discovering the answer together so the answer isn't just giving it to your son or daughter, is the answer!
- But always be willing to:
- ask just the right question,
 - guide your child to just the right resource,
 - encourage a positive and responsible attitude and create a love for learning.

Daily Student Planners are available for students in Grades 3- 8 as an organizational tool for details needed for each subject.

We encourage our parents to review the Daily Student Planner. Teachers may ask some parents to sign the planner. Teachers also post their homework electronically. The cost of the planner is passed to the parents via the Incidental Billing process.

If homework exceeds these time recommendations, parents are encouraged to stop their child and not proceed way beyond these expectations. If this becomes the norm, the parent needs to call the teacher:

Kindergarten: 10 minutes: Be sure to read or be read to every night. No homework on weekends

First and Second Grade: 10-15 minutes. Be sure to read or be read to nightly. Be sure to practice math facts several times a week. No homework on weekends

Third Grade: 30 minutes. Be sure to read nightly. Be sure to practice math facts nightly. No homework on weekends, except for work on long-range projects

Fourth-Fifth Grade: 20- 30 minutes (plus) per evening. If the amount of time students spend on homework extends to longer periods of time than expected the parents are asked to have a conversation with the teacher. Students often have time to begin assignments at school. Be sure to read nightly. Be sure to practice math facts nightly.

There are multiple apps that reinforce math facts if it is necessary that such reinforcement would assist the student with comprehension.

Sixth, Seventh and Eighth Grade: might be as much as 45 minutes plus per evening

Be sure to read nightly. Long term assignments (book reports, research- based essays, projects, etc.) help students learn how to budget their time, as well as reflect on concepts within the subject area to develop new ideas. Long term assignments, as well as tests, are posted on the individual teacher's website. Parents are asked to check the online gradebook as it is updated at least every 7 work-week days.

Correcting and Grading Homework

A variety of techniques are employed by teachers for evaluating homework. Each teacher's practice is communicated to students in the classroom and to parents at the September "Meet the Teachers Night."

Incomplete or missing assignments may result in one or more of the following consequences:

- ♦ Note to parents via the assignment notebooks – parents are asked to respond with a note and/ or signature to indicate having seen the teacher's note.
- ♦ Phone call, email and/or meeting with parents

All students are capable of succeeding. Failure is not an option. Teachers and parents discuss ways to motivate their child for success.

Students are not to correct other student's major assignments and are certainly not to share grades out loud in the classroom.

Completing Assignments Due to Absences

Six hours of instruction is missed every time a student is absent, it is very important for the student's academic well-being that the work be completed in a timely manner. Arranging a timeline for making up missed work is critical for keeping up when sick. Parents are encouraged to request work when reporting the absence. The Homework Bookcase in the cafeteria is where books can be found for absent students. If a student has a serious illness, it is always best to get the student well first and then worry about completing assignments.

After a one-day illness, students complete all missed assignments within the next 24 hours. Typically, students time to complete missed work is contingent on the number of days missed. In the case of an extended, more serious illness the parent and teacher will collaborate to determine the best course of action for completing the missed work.

Absences due to vacationing during school time are the exception and work will be due upon return. It is anticipated that the student is well enough to work while at play.

Reporting Student Progress

Electronic Grade Book

FACTS is a secure, internet system used for attendance and reporting grades. Each teacher maintains an electronic grade book in FACTS allowing parents to view their child's progress in a class. Parents are encouraged to monitor their child's academic progress weekly. Teachers are expected to keep their electronic grade books current by inputting grades at least every 7 work days.

Parents have an ID assigned to them and a password that they may change at will to gain access to their child's grades.

FACTS database system is used to publish grades, assignments, study guides, rubrics, and upcoming tests, and communication. The teacher websites are also designed for this purpose.

Report Cards

Report Cards are issued four times each year. These reports provide a broader view of the student's academic accomplishments for that quarterly period. Teacher comments on the report card provide the parents with a clearer picture into their child's effort and behavior. A student's natural skills, motivation and the learning environment contribute to student success. Report cards serve the dual purpose of informing the parents about the child's academic and behavioral accomplishments as well as recording that information for assessment and growth.

- ♦ Report cards are available quarterly for Grades K - 8.
- ♦ Preschool assessments are available three times a year.

Parents with a child in the middle grades are expected to review the report card with their child. The school calendar has all the pertinent information concerning report card due dates.

The dates for the end of the quarter and the actual posting of the report card are usually about a week apart. The teachers teach and assess right up to the end of the quarter and then have time to grade assignments and input grades and arrive at quarterly calculations.

NOTE: Parents who do not have access to the internet are asked to let the school office know so that a paper copy of the report card can be issued for that family.

Parent-Teacher Conferences

Parent-Teacher Conferences are an essential means for communication between parents and their child's teacher(s). Parent-Teacher Conferences are always held in the fall and usually in the spring by appointment. The dates are posted in the school calendar found on the website. The student's first quarter report card and Standardized test scores are given to parents at the Parent-Teacher Conference following the first quarter. Students, especially the older students, may attend the conference with their parents.

FACTS – electronic system for records and communication

FACTS is the database system used to publish grades, and is also used by all teachers for assignments, study guides, rubrics, and upcoming tests. The teacher websites are also designed for this purpose.

E-mail, E-messages and Phone Calls

E-mail (@stjosephimperial.org), e-message (FACTS) and personal phone calls are all utilized as a means of communicating to parents when a student is not progressing academically, or not behaving appropriately and therefore detracting from the learning environment. The appropriate, selected means of communication is determined by the teacher or parent.

Grading Scale:

PreK and JrK assessments are issued with focus on areas of developmental growth.

Kindergarten assessment is based on developmental growth and reflects participation in special classes as well.

Saint Joseph School uses the grading scale for Grades 1-8 as recommended by the Archdiocese of St. Louis:

A+ 100-99	A 98-95	A- 94-93	B+ 92-91	B 90-87	B- 86-85	
C+ 84-83	C 82-80	C- 79-78	D+ 77-76	D 75-72	D- 71-70	F below 70

Specials: Art, Music, Computer, Physical Education use the following grade scale:

N Needs Work/Practice P Praiseworthy S Satisfactory U Unsatisfactory X Area of Concern

Instructional Opportunities Beyond the Classroom

Field Trips

Saint Joseph School promotes field trips as a means of enriching classroom instruction. Field trips will comply with Missouri Law and Archdiocesan policies concerning field trips and safety guidelines. All drivers and chaperones must have completed Protecting God's Children requirements.

From the Archdiocese of St. Louis Administrative Manual for Catholic Education:

Field Trips provide another way of extending and integrating learning. Parent participation is encouraged on field trips as an opportunity to become more familiar with the child's learning and their classmates. Teachers must complete and receive confirmation from the administration granting approval for the field trip.

- ♦ In order to participate in any field trip away from the building a form provided for that occasion must be completed and signed by the parent / guardian prior to the trip.
- ♦ Parent/guardian chaperones must have completed Archdiocesan requirements in order to participate.
- ♦ Bus transportation is the preferred mode of transportation.
- ♦ Schools take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.
- ♦ Drivers must have a valid, non-probationary driver's license and possess no physical disability that may impair the ability to drive safely.
- ♦ The vehicle must have a valid registration and meet safety requirements.
- ♦ The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
- ♦ Drivers are experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- ♦ Parents are not permitted to take a student in their vehicle that arrived at the field trip via school transportation (bus etc.).
- ♦ Every person in the private vehicle must wear a seat belt.
 - Children younger than four years of age, regardless of weight, are required to use an appropriate car seat.
 - Children weighing less than 40 lb., regardless of age, are required to use an appropriate car seat.

STUDENT SERVICES

Cafeteria – Hot Lunch Service provided by Chris' Pancake and Dining

The cafeteria provides a clean, safe and healthy place for students to enjoy their lunches. It is seen as a place to encourage positive socialization for students of all levels.

Parents can choose to purchase lunch or pack a lunch from home for their child or children.

The lunch menu is posted on EZ school lunch and parents are invited to read and select lunch for their child from home. Lunches are prepaid and parents will be locked from ordering lunch when there is a negative balance on their account. Drinks may be purchased without purchasing the entree. All checks are payable to Chris' Pancake & Dining.

Parents who send their children with a packed lunch are asked to add any needed silverware.

Parents are encouraged to keep their family account current and with a positive balance. Parents are encouraged to purchase lunches at least two weeks in advance. They are asked to check their account if their child is ordering lunch without parents' knowledge. EZ School Lunch makes it easy to view the monthly menu and make payments.

Parents may put money on the account electronically or avoid the fee by paying with a check or cash to school. Payment needs to be clearly marked, in an envelope and include the name of the child and grade. Money can be divided among more than one child if parents request that service.

Sodas and other caffeinated, sugary drinks are not allowed. Exceptions must be cleared with the teacher or administration or the item might be taken from the student or the student will eat in another area.

Fast foods, pre-packaged lunches, and other high fat foods are strongly discouraged.

Milk, juice, and water are sold daily for those children who wish to purchase a beverage.

The school does not have a microwave for student use in the cafeteria.

Children are served family-style in the Little Friends building.

Playground

The playground is an extension of the learning environment. It is here that students have an opportunity to join in cooperative games and learn the give and take of fair play.

Primary supervision during recess is the responsibility of the teachers.

Teachers circulate during recess and invite all students to participate in play.

Playground Rules

- ♦ Children are not to bring toys from home for recess time; play things are provided by the school. The new playground allows for extensive enjoyment and a variety of choices for the children.
- ♦ Children are not to leave the play area except with specific permission from a teacher or the adult playground supervisor.
- ♦ Games are to be cooperative and students are not to be excluded from a game or team.
- ♦ Board games and indoor games may be part of the teacher's request during inclement weather and winter months.
- ♦ Students are expected to join and invite their classmates in games.
- ♦ Students return to the building only with the teacher or supervisor's permission. With one teacher lead and one teacher at the end of the group.
- ♦ Proper clothing must be worn outside in cold weather or a child will not be allowed to go outside.
- ♦ For safety reasons students are permitted to play in areas as designated by the teachers.

Personal Property

Saint Joseph School is not responsible for the loss of personal property brought to school or left on the playground when not directed by the school or the teacher. This includes jewelry and electronics.

Morning and After-Care (St. Josephs Kids' Club)

Care is provided upon arrival (7 am to 7:30 am) and dismissal of the students. Care is an option from the time of dismissal Noon or 3 pm up to 6 pm in Holy Family Hall for Saint Joseph School students only.

Included in the aftercare program are a variety of activities that are age-appropriate.

All registration fees and payments are handled directly through the Director of the program for Athletics and Kids' Club.

Students will not have access to their personal electronic devices while at Kids' Club. The devices will be handed in and remain off until parents pick up their child.

Leadership Opportunities

Leadership is encouraged and valued at every level in the school program. In the primary grades, students assume responsibilities within the classroom.

Students at every grade level are offered the opportunity to lead others in prayer as lectors and cantors at Mass, by leading prayer and announcements over the PA system in the morning, and by being prayer leaders for all-school prayer.

Formal participation in the Ambassador's program offers students in the upper grades the opportunity to speak on behalf of the school, to interact with adults interested in our school, and develop a sense of poise, loyalty and self-confidence in a variety of different situations. The Student Council and National Junior Honor Society (Fr. Daniel Shaughnessy Chapter) moderators establish the selection process for each of these clubs. The student's GPA and behavior are considerations along with other expectations for membership.

Musical Opportunities

- ♦ The Choir meets weekly and the student is encouraged to contribute their talents for special events within the community, at liturgies, and for the Archdiocese, when asked.
- ♦ The Christmas musical provides the opportunity for students to use their creative abilities in song, dance, and acting. (Particularly in Gr. 1-3)
- ♦ The spring musical affords students the opportunities to perform and to work as stage technicians, as well as dramatic and musical talent. The 8th grade class will take the leadership role in the performance.
- ♦ In their music classroom, students learn the recorder and sometimes hand bells. They have the opportunity to perform those skills at Mass and outside the classroom when possible.
- ♦ The Choir and students in grades 2-8 perform at Busch Stadium before or during the St. Joseph Community Cardinal game.

Yearbook

Students with the guidance of parent volunteers and a teacher moderator produce an annual yearbook. They may be involved in photography, writing, lay-outs and other facets of yearbook production.

Athletic Association

(<https://www.stjosephimperial.org/Athletics/index.html>)

Our active sports program offers athletics for boys and girls at every grade level.

Parent volunteers coach these young athletes in good sportsmanship and knowledge of the different sports.

Soccer, volleyball, basketball, golf, baseball, softball, and tee-ball teams are available.

Registration for sports teams is available through the SJS website and is announced in the Sunday bulletin.

There are additional opportunities for students to join clubs and organizations not listed.

Archdiocesan Guidelines Concerning Extra-Curricular Activities

From the *Archdiocese of St. Louis Administrative Manual for Catholic Education, 2013*

All extra-curricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult must act as moderator of the activity and be

present at all times during the activity. The parent's/guardian's permission must be obtained for a student to participate in extracurricular activities.

COMMUNICATION

A partnership between the school and the home is essential for communication to be effective. Communication occurs at a variety of levels and in a variety of manners. The parent leadership group works hand in hand with the administration.

There are weekly updates and information is available in detail through Sunday Notes and the Sunday Church bulletin.

The pastor is the spiritual leader and chief administrator of the parish. He both supports and collaborates with the principal in matters pertaining to the overall administration of the school.

The principal is responsible for the day to day operation of the school providing spiritual and educational leadership for the school community.

As primary educators of their children, parents and guardians are an invaluable resource to the principal and staff as they plan for the educational needs of the children. Parents are asked to share their talents and expertise by serving as School Board members, officers of the Home and School Association, Room Parents, Marketing Committee and generally assisting classroom teachers with specific instructional needs, and supporting the operation of the school in a host of different supportive and leadership roles.

All parents become automatic members of the Home & School Association by virtue of their child's registration. Dues are required of all parents and the Association provides Monthly news as a source of information, service to the teachers and students and parent events. Meetings are posted on the school calendar and all are invited.

The Saint Joseph School website www.stjosephimperial.org is a quick and easy format for viewing and finding information pertaining to the school calendar, hosting Home and School events, School Board activities, Athletic events, Volunteer opportunities and generally the accurate information about Saint Joseph School.

FACTS and teacher websites are the best sources of information for parents of long-term assignments, study guides, rubrics, quizzes and tests, upcoming field trips and classroom activities.

Phone numbers and addresses can be accessed through the FACTS parent directory.

Saint Joseph School's principal and staff maintain an open-door policy. Parents and guardians may discuss concerns about a child's growth in mind, body and spirit. In some instances, parents asking about entrance into the Church are introduced to the OCIA program and encouraged to meet with the pastoral associate.

The growth of the school community is viewed as the responsibility of the entire school and parish community!

Parent/Guardian to Teacher Communications

Parents/guardians are encouraged to maintain an open line of communication with their children's teachers and the administration.

There are a variety of ways that a parent or guardian can communicate with the teachers: via phone call in which a message is left with the office manager requesting a return phone call; an e-mail; or in person after school.

Teachers are always willing to meet at a mutually agreeable time. Spontaneous before or after school meetings are useful for casual conversations, but allow little time for a serious conversation. Appointments are strongly encouraged. On occasion, parent conversations with teachers interfere with teacher supervisory responsibilities. It is unreasonable to engage in conversation when a teacher is on duty as the children are left unsupervised appropriately.

Parents are asked to keep in mind that teachers have before and after school obligations that might prevent spontaneous, prolonged conversation on a serious subject.

Parents are not allowed to go to a classroom before students enter the building unless the teacher has confirmed a meeting with a parent at that time.

Teacher to Parent/Guardian Communications

Teachers, too, will maintain an open line of communication with the parents/guardians of their students.

Teacher will respond within 24 hours of receiving a communication from parents.

Teachers will initiate communications with parents via the Student Planner, a written note, a phone call, email, or a FACTS e-message.

Please do not expect the teacher to use their cell or home phone for parent communication. Teacher privacy is an expectation that many of us know needs to be respected and safeguarded.

Maintaining School Privacy

We at Saint Joseph School understand that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school or the parent to do so. This includes, but is not limited to, online photo-sharing and posting videos on the latest electronic devices or applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member.

Social Media, used properly, is a wonderful source of sharing. However, maintaining a positive influence through devices is becoming increasingly difficult. We ask that we maintain a healthy, positive sharing of information via devices. Failure to use devices in a respectful manner will involve legal counsel from the Archdiocesan legal team. Parents are also reminded that their signature on the Witness Statement is taken seriously.

Methods for Decision Making

Decision making occurs at various levels within the parish and school community and always within the guidance of our parish and school mission and beliefs. In order to address concerns properly it is important to understand this process.

The pastor has the final word on all matters concerning policies, personnel, and finances of the parish and school.

The principal supports the pastor's decisions and determines matters having to do with curriculum, personnel, behavior codes, and day to day operations of the school.

The School Board formulates and recommends policies to the pastor for approval. The principal is responsible for developing administrative procedures for implementing policies. The staff collaborates in that effort and in the implementation of policy within the classroom.

Clear and consistent communication and implementation of policy helps everyone to work as a community for the good of the student and the school.

The School Board works closely with the Parish Finance Committee and principal to advise the pastor in setting the tuition for each school year and suggesting policy.

The instructional leader of the school is the principal who works with the staff to develop and maintain a curriculum appropriate for the learning, emotional, and spiritual needs of all students within the school.

The principal and staff, with input from parents and students, design behavioral and academic expectations developmentally appropriate for each level of instruction and which enhance the learning community.

Resolving Disputes between Parents/Guardians and School Personnel

In the event that there is a concern about a student's behavior or academic performance the normal channel of communication would be to address the concern with the teacher most closely involved in the situation. If the concern is not settled, further discussion is needed and the principal might be invited to be involved. The parent or teacher will request a meeting at which the parent(s), teacher, principal and, possibly the student, are able to discuss the problem. It is especially encouraged that older students be included in discussions that affect them directly. During these sessions, documentation is most important. This documentation includes the date, time and a concise account of the situation in question.

If the concerns are not settled after speaking with the teacher and the principal, the parent is then encouraged to seek assistance from the pastor. Working together to meet the needs of the child is the goal and expectation of Saint Joseph School and it is rarely necessary to include the pastor.

Most often the principal is invited into the conversation in order to be kept abreast of anything that directly impacts students.

Documentation of all matters of a serious nature is kept confidential and is kept in the principal's file.

HEALTH AND SAFETY

(www.stjosephimperial.org houses all the Health Requirements)

Saint Joseph School follows school health guidelines recommended and required by the St. Louis Archdiocese and the Missouri State Department of Health.

Health Records

Saint Joseph School has hired a registered nurse to assist students and maintain all health records

Physical Examination

Students must regularly have a comprehensive physical examination. Physical exams are required for students entering PreK, Kindergarten, grades 3 and 6, and all new students, regardless of class.

Immunization

According to Missouri State Statute 167.181, prior to entrance into school students are required to be immunized according to the rules and regulations promulgated by the Missouri Department of Health.

It is unlawful for any child to attend school unless properly immunized prior to the first day of school, as required under the rules and regulations of the Department of Health and can provide satisfactory evidence of such immunization. If the parents wish to seek an exemption to this law, it must be required in the proper manner according to MO law.

Emergency Information

It is the responsibility of each parent to ensure that the emergency information recorded in FACTS is always accurate and current. In the case of an injury or illness, parents are contacted first and then, according to the information provided by the parents the Emergency Contacts are next when parents cannot be reached.

- ♦ Each student must have at least one additional adult listed who will assume responsibility in an emergency. If parents are separated or divorced, both parents (if they have custodial rights) must be listed as parents. *Step-parents can be listed as emergency contacts.*

If there is an emergency and the parent(s) do not respond, emergency contacts will be called until successful communication is obtained.

If a child needs immediate medical care and the persons listed in the FACTS emergency are not responding, EMS will be called at the parents' expense. A teacher or administrator will accompany the student until a family member responds to the emergency.

Injury/Sickness

When an injury occurs at school, either in the building or on the playground, the child is brought to the school nurse. Depending on the complaint of the child he/she might return to the classroom or remain in the office to be monitored for a period of time.

Parents are notified in the case of injuries to the face and head. The supervising teacher completes an incident report that is kept in the office file for the year.

If the situation is serious the parent is notified immediately and a shared decision is made concerning the next steps taken.

Serious accidents warrant the writing of an incident report by the teacher. A copy is kept in the school office.

Communicable Disease

Saint Joseph School follows the policies and procedures established by the Missouri and the Jefferson County Department of Health. (Archdiocesan Policy 4704)

Prevention measures are always taken when dealing with any communicable disease. It is important that any communicable disease be reported to the principal or the nurse, who will see that the necessary prevention steps are taken in order to curb the spreading of the disease. Those who choose religious or other reasons for immunization exemptions will face the consequences if an epidemic breaks out and the Health Department directives are that the child may not be in school due to lack of vaccination.

General Guidelines for Sending a Child Home for Illness

- ♦ Fever (>100.4)
- ♦ Rash with Fever
- ♦ Difficulty Breathing (Asthma not relieved by medication)
- ♦ Cough with inability to cover mouth
- ♦ Uncontrolled diarrhea
- ♦ Reddened eyes with drainage (thick white or yellow)
- ♦ Vomiting/nausea
- ♦ Mouth sores with inability to control saliva
- ♦ Communicable diseases

- ♦ Head lice

All students sent home due to illness must be picked up within 2 hours. If a student is not picked up within the two hour time frame, emergency contacts will be called to pick up the student.

Medication Policy in Accord with Archdiocesan Guidelines

(see <https://www.stjosephimperial.org/For-Parents/Health-Services/index.html> for details)

From the *Archdiocese of St. Louis, Administrative Manual for Catholic Education*, 2013

Ideally all medications are given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

- ♦ The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. The current prescription label on the container may serve as a physician's order and physician's orders may be electronically sent or mailed to the school.
- ♦ Written consent of the parent/guardian for school nurse or personnel to administer the medication.
- ♦ All medication is to be held in the original container in the nurse's office
- ♦ Administrative Assistant and the nurse are trained in administering medication.

All medications sent to the school are to be secured in a locked cabinet under the supervision of the school nurse. Students are not to carry medication on their person. A nurse or trained staff member must be assigned to administer medication. Proper documentation is kept on every dose given.

A student enrolled in a Catholic school that has a significant or potentially life-threatening medical condition may require special consideration. StJ takes steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Students with doctors' prescription for Epi-pen for allergy, MDI inhaler for asthma and diabetics are required to have medication available in school including for after school activities and off campus trips. Students who have not provided emergency medication will not be allowed to participate in certain activities.

Indoor Clean Air Act

In observance for the health and safety of all staff and students, no perfume, body spray, scented creams, air fresheners, or aerosol Lysol of any kind are to be used by staff or students. We are a Fragrance Free School.

Animals and Allergies

Whether a school function or event is indoors or outdoors, we do not encourage having pets on the property or in the school building. In addition, animals are not permitted to be brought to school in the pick-up line unless the animal remains in the vehicle. These concerns are varied but some pose a health concern for members of the school community.

Safety Videos

All safety videos used in drills throughout the year may be found on the school website:

<https://www.stjosephimperial.org/About-SJS/School-Safety/index.html>. The number of drills vary with the kind of drill. School safety drills and measures to assure safety are of utmost importance.

EMERGENCY PREPAREDNESS

Saint Joseph School has a comprehensive emergency preparedness plan in place, which is communicated to faculty, staff, students, and parents/guardians. Plans for emergency situations are developed by the school administration in accordance with Civil and Archdiocesan guidelines. The School Board has a member who serves as the chairperson of the safety committee. That person meets regularly with the school administration to assure current practices are in place and the facility is equipped with needed equipment to assure the safety of the school community.

Emergency procedures are posted in all areas that are used by the students. Regular drills are held in order to provide readiness for emergencies.

In the case of emergencies that require evacuation from the buildings, students gather by grade with their class teachers on the school field adjacent to the playground or the relocation site across the street in the firehouse or a reunification site known to the teachers and parents. The reunification site will be known and the teachers will practice going to the site during the assigned drill.

In the case of an emergency that requires evacuation, students walk in grade levels with their teachers to that safe destination. Parents will be notified via Catapult EMS where to meet their children. Students will not have access to individual cell phones during drills or an emergency.

General Safety of the Students per Archdiocesan Guidelines

From the Archdiocese of St. Louis Administrative Manual for Catholic Education

Media

Members of the media are on school property only as invited guests, and are not allowed to interview students on matters unrelated to the purpose for which they were invited.

Distribution of Materials to Students

Saint Joseph School will not distribute information to parents or students in any form about programs, products, or services from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school. Materials of this nature will be available in the lobby of the school.

Mailing Lists

Names, addresses, and email addresses of students and their parents/guardians are not released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. We do not provide lists of names, addresses, and email addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Saint Joseph School will not make available on the school website any information that enables a student or students to be identified individually by name and picture. This includes information about students that appears in school newsletters which are posted on the school's website.

Questioning of Students

Except at the direction of a caseworker from the Division of Family Services, no minor student is questioned by law enforcement authorities or officials of other public agencies unless a school administrator and/or parent is present. Every effort will be made to contact the parents and provide them the opportunity to be present under most circumstances.

Safe Environment Program

Saint Joseph School will comply with all Archdiocesan policies and procedures concerning the Safe Environment Program. All Saint Joseph School faculty, staff, and volunteers are mandated by Missouri Law to report all suspected child abuse and neglect.

All employees and volunteers of the Archdiocese, (which includes parish employees) working with or near minors are required to follow the Archdiocesan policy and procedures on child abuse. All employees and volunteers who work with or assist children must participate in the Safe Environment Program.

- ♦ Read and sign The Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors.
- ♦ View the online or attend the session of the Protect and Prevent StL video. This is available throughout the Archdiocese and on our school website. The Archdiocesan website (www.archstl.org) lists Safe Environment Programs.
- ♦ Sign the Code of Ethics form
- ♦ Complete a state background check.

Volunteer positions include but are not limited to coaches, room parents, field trip participants, scout leaders, classroom party volunteers, and all other volunteers.

It is our hope that each of our parents and/or guardians will earn their certificate in the Protect and Prevent St. Louis program. We encourage all parents to complete this responsibility within 6 months of their commitment to Saint Joseph. The program is intended to teach us how to recognize the signs and signals of child abuse and/or other forms of physical and emotional boundaries when working with young children and all participation in school functions, including but not limited to, holiday parties, classroom parties, field trips and events.

UNIFORM POLICY

Students are expected to wear the school uniform with pride. Personal appearance is consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia conveying the image of gang membership, supporting the beliefs of hate groups, making sexual innuendos, or promoting drugs, alcohol, or tobacco is inappropriate for school and is not allowed and is subject to disciplinary action on the part of the school administration.

Just Me Apparel is the school uniform company and *Sew Many Logos* supplies the school PE uniform. Uniforms are required of all students from PK to grade 8.

When we change our clocks, we change our uniforms to seasonal uniforms, appropriate to summer and winter. Students wear gym uniforms to school on PE days. Occasionally, for special celebrations, students participating in the liturgy, as a reader or in the offertory procession, are asked to change into their PE uniform following Mass. Students in grades or clubs that have a special shirt or sweatshirt, are to wear the club shirt on the same day as decided with the moderator and/or principal. Having students choose random days for these t-shirts defeats the purpose of belonging to the group and promoting the organization, therefore, it is unacceptable and deemed as out of uniform.

Uniform Dress Code: Boys

SJS apparel can be purchased at *Just Me Apparel* or *Sew Many Logos*. Spirit wear and Youth Ministry promoted items are not part of the School Uniform.

Shirts are tucked in. No printed t-shirts are worn under a polo shirt. No pockets or logos, or oversized shirts can be worn.

Sweater / Sweatshirts - Navy blue or forest green cardigan or pullover or forest green school fleece jacket with school logo - other colors are not permitted in the classroom. Shirt must be worn under sweatshirt, tucked in and collar is out over a sweatshirt. Hoodies are not permitted, regardless of logo.

Shoes are predominantly navy, black, gray or white with matching laces. High tops, colored sneakers, highlighted/accent colors of red, green, or bright colors, bright colored shoelaces, wheels, and boots or boot style shoes are not permitted.

Socks are navy, black, white, or gray.

No jewelry may be worn except a necklace with a religious symbol such as a saint medal, a cross, crucifix or scapular. **Smart watches are not allowed and may not be worn** or are put into the bucket with the cell phones and locked for the day.

No body sprays or colognes are allowed.

Earrings must be post-type only

Regular Uniform

Shorts / pants - navy blue with an elastic waist band or if there are belt loops then a belt is needed or (rolling or cuffing pant legs is not permitted)

Belts - brown, navy, or black belts are to be worn (an elastic waist in place of the belt is highly recommended to grade 3)

Polo shirts - long or short sleeve forest green or white and must be tucked into pants

Gym Uniform

PK and JrK students do not wear a PE uniform

Shorts - mesh navy blue, no more than 2 inches above the knee, proper loose fit for young men

Sweatpants - navy blue (logos, stripes, snaps, zippers, or slits in the legs are not permitted), proper loose fit for young men

T-shirt - white or gray with Saint Joseph logo

Uniform Dress Code: Girls

Only SJS apparel purchased at Just Me Apparel or *Sew Many Logos* is worn; Spirit wear and Youth Ministry promoted items are not part of the School Uniform.

Shirts are tucked in. No printed t-shirts worn under a polo shirt. No pockets or logos, or oversized shirts can be worn.

Sweater / Sweatshirts - Navy blue or forest green cardigan or pullover or forest green school fleece jacket with school logo - other colors are not permitted in the classroom. Shirt must be worn under sweatshirt, tucked in and collar is out over a sweatshirt. Hoodies are not permitted, regardless of logo.

Shoes are predominantly navy, black, gray or white with matching laces. High tops, colored sneakers, highlighted/accent colors of red, green, or bright colors, bright colored shoelaces, wheels, and boots or boot style shoes are not permitted.

Socks are navy, black, white, or gray.

No perfumes or body sprays are permitted.

No jewelry may be worn except a necklace with a religious symbol such as a saint medal, a cross, crucifix or scapular. **Smart watches are not allowed and may not be worn** or are put into the bucket with the cell phones and locked for the day.

Earrings must be post-type only. Dangling earrings or hoop earrings are not permitted and student will ask that they be removed..

Regular Uniform

Plaid jumper - Pre-K through 3rd grade, shorts must be worn under the jumper

Plaid skirt - 4th-8th grade, shorts must be worn under the skirt; skirts are to be no more than 2 inches above the knee

Polo shirts - long or short sleeve forest green or white and must be tucked into skirt

Gym Uniform

PK and JrK students do not wear a PE uniform

Shorts - mesh navy blue, no more than 2 inches above the knee, proper loose fit for young ladies

Sweatpants - navy blue (logos, stripes, snaps, zippers, or slits in the legs are not permitted), proper loose fit for young ladies; leggings are not permitted

T-shirt - white or gray with St. Joseph logo

Girls and Boys as applicable

Smart watches are not allowed and may not be worn. These are placed in the bucket with cell phones and returned at the end of the day.

Cosmetics are not permitted.

Artificial nails and decals and nail polish of any kind are not permitted. Students will be asked to remove nail polish. Repeated offenders will be asked to supply nail polish remover or help defray the cost of the remover.

Fake nails are not permitted and will be removed.

No hats or scarves are worn to cover the head.

Headbands are flat on the student head. Any animal images with ears or the like are not permitted and will be returned to the student at the end of the day.

No wearing of artificial hair unless permitted to do so due to medical reasons.

Hair

Boys must keep their hair clean, combed, neat looking and out of the student's eyes. Long bangs that obstruct the eyes will not be allowed. Saint Joseph School does not permit any student from having a pattern shaved into that side or top of the head. Haircut and styles such as, but not limited to, mullets, mohawks are not be permitted at Saint Joseph School.

Girls and Boys hair must be of natural color. Hair coloring and streaks are not permitted. No extreme hairstyles or extreme hair adornments (no hair extensions/glitter extensions). No undercut (shaved) or shaved sides of hair. No unnatural hair color or streaks. Restoration to the natural color usually occurs within one week.

Saint Joseph School reserves the right to apply the appropriate sanctions for failure to comply with Saint Joseph School's dress code. Students who are notified that their appearance does not comply with the dress code are

expected to return the following school day in compliance. If additional time is needed, it is to be granted by the administration, this applies to hair color restoration to the natural color.

CODE OF CONDUCT

Parent Code of Conduct

Saint Joseph School holds students as well as parents to high moral standards. We recognize the value of a mutually supportive relationship between our school and parents. The education of students is best served when parents/guardians and the school have mutual respect, open line of communication, and a commitment to your student's education. Therefore, intentional snubbing of teachers or the administration is unacceptable in verbal and non-verbal language.

Saint Joseph School reserves the right to enroll students and families who embrace the policies, procedures, and the mission that has been set forth. The School also reserves the right to address intentional actions against the school to the parents and/or adults and students.

It is the expectation that parents will address any concerns they may have in a respectful and professional manner. Saint Joseph School also expects parents to set a positive example in their behavior on our school campus and at school sponsored events.

Parents are to refrain from any inappropriate, disparaging, hurtful, or violent language against school staff or other school families, in person or on social media. Parents are not permitted to take videos or photos of staff members or students without consent.

Parents may not post pictures of adults compromising serious matters that promote un-Christian like behavior or materials. Failure to comply with the Parent Code of Conduct may result in the child being asked to leave Saint Joseph School.

Social Media for Students

Parents/guardians are responsible for themselves and their child's social media usage. However, any inappropriate, harassing, threatening, or bullying material will not be tolerated by Saint Joseph School and can result in disciplinary action whether or not it happened on school grounds.

Student Birthday Parties

Students are welcome to celebrate their birthdays with their classmates. We must keep in mind the seriousness of allergies and dietary restrictions.

Saint Joseph School has implemented that following rules:

- ♦ Students may not distribute party invitations on school grounds unless the entire homeroom is invited to the party.
- ♦ Only non-edible treats are encouraged for special treats (even in goodie bags). All food distribution, at any time during the school day, must be cleared with the school nurse.
- ♦ Parents may join their child for a breakfast treat or spend time from 7 am to 7:40 am in the cafeteria on their birthday. Two friends may join the birthday breakfast, in the company of the birthday child's parents.

Holiday/ Class Parties

All holiday and class party treats must be pre- approved by the nurse 2 weeks before the party. Room parents will plan treats for the class after permission is granted through the school nurse. The room parent must also obtain

approval from the teacher for the craft/games associated with the party. Communication and conversation can make for a fun event.

The Christmas party is celebrated by the entire school with all the joy of the Season. All the students enjoy this holiday in a special way as noted during the Season.

Halloween is celebrated in a different way for K-8 students. PreK students dress in their costumes and parade around the school in costume. Their party is age appropriate. K-8 students may wear a Halloween or orange shirt. Students in Grades 4-8 will enjoy a one-hour party or class activity on Halloween.

Class parties are intended for children presently enrolled in Saint Joseph School. Younger siblings are often excited and do not realize the distraction they are for the children. It is advised to keep the children home so the fun event may be enjoyed by the children and parent supervisor can concentrate on the children in the class.

Parents must give the teacher written notice if they plan to attend or be considered as a chaperone for any reason. Space and safety may limit the number of parents allowed to attend the party.

Students may not, on their own, distribute any individual edible treats or candy during class parties, or for individual birthdays. Bringing food items for the students for parties must be cleared to protect students with allergies. It is also a sign of respect for all involved in the health and safety of the school community.

Snacks in Grades 3 and younger are permitted. Recess for Grades 3 and younger are mandated in the morning and at lunch.

Students in Grades 4-8 enjoy a break for lunch with a recess break at that time.

Parties might be the exception to this usual routine.

Thank you for your cooperation with making Saint Joseph School a solid Christ-centered school. The mutual respect among all involved in the formation of the children entrusted to all adults in the school community is critical for the health, safety and growth of the children. Their souls, minds and hearts are entrusted to us, let us lead them to goodness and truth.