

# **St. Joseph Catholic School**

## **Parent/Student Handbook**

**2022-2023**



### **MISSION STATEMENT -**

***To promote strong Catholic identity and, through quality Catholic education, prepare each student to assume their leadership roles as Christian stewards.***

**All Diocesan school policies can be found [here](#):**

**St. Joseph School Daily Schedule**

7:15 AM.....	Arrival Begins
7:50 AM.....	Tardy Bell/Morning Prayer/Pledge
8:00 AM.....	All School Mass (Wednesday, Thursday, and Friday)
9:50 AM.....	Half Day Absent
10:45 AM.....	K-1 Lunch
11:08 AM.....	2-4 Lunch
11:31 AM.....	5-8 Lunch
3:25 PM.....	Dismissal
3:30 – 5:30 PM.....	After School Care

**St. Joseph School Faculty and Staff**

Fr. Boniface Kasita Nzabonimpa	Pastor
Mrs. Kelsey Emmerich	Principal/8 <sup>th</sup> Religion
Mrs. Lynn Bertsch	Preschool
Ms. Carley Neidholdt	Kindergarten
Mrs. Kayla Bixenman	First Grade
Mrs. Robyn Henke	Second Grade
Mrs. Loretta Stallo	Third Grade
Ms. Marcia Kruessel	Fourth Grade
Mrs. Betty Henke	Fifth Grade
Mrs. Lisa Stundebeck	6-8 <sup>th</sup> English, 5-6 <sup>th</sup> Religion, 7-8 <sup>th</sup> Reading
Mrs. Tricia White	6-8 <sup>th</sup> Math
Mrs. Laurie Millar	6-8 <sup>th</sup> Science, 6 <sup>th</sup> Reading, 5-6 <sup>th</sup> PE, 3 <sup>rd</sup> PE
Ms. Brianna Harmon	6-8 <sup>th</sup> Social Studies, 6 <sup>th</sup> Art, 7-8 <sup>th</sup> Reading, 7-8 <sup>th</sup> PE
Mrs. Nylah Beach	Band/Music
Mrs. Mary Corbin	Art
Mrs. Bonnie Linebaugh	Preschool Teacher Aide
Mrs. Leah Botkin	Teacher Aide/K, 1, 2, 4 PE
Mrs. Debby Henke	Administrative Assistant
Mrs. Darcy Fessler	Food Service Director
Mrs. Jessica Kallmeyer	Food Service Assistant
Mrs. Clara Fox	Custodian
Ms. Aimee Beeler	After School Care Director
Ms. Cheri Lockard	After School Care Aide

## **St. Joseph Advisory Board**

- Mitch Peiffer
- Kent Strodman
- Jessica Hartmann

- Sarah Moore
- Samantha Massie, Preschool Liaison
- Leann Martin

- Amber Fessler
- Holly Sorensen
- Derek Fuemmeler

### **Forward**

This handbook has been prepared to acquaint parents and students with the general policies and procedures of St. Joseph School and the Diocese of Jefferson City, Missouri.

We believe that we are called by God to the ministry and profession of Catholic School education at St. Joseph Catholic School. We pledge to support the faith community of our school and parish and to provide for our students well planned lessons and effective instruction to the best of our ability. We will be a supportive and cooperative faculty/staff team. We will partner with parents in the faith formation of their children and respect their position as the primary educators of their children. We will adhere to the policies, procedures, and regulations of this school.

Thank you for trusting us and sending your children to St. Joseph.

### **Philosophy**

We believe that we are all children of God and have been given gifts to use in service to others today and in the future.

We believe in nurturing each student's path to holiness by discovering and developing, in a Christ-centered environment, each student's God-given talents.

We believe that parents are the primary educators of their children, and that we are partners in that education.

We believe in a quality Catholic education that includes academic excellence, responsibility, self-discipline, respect for all life and Christian stewardship.

We believe in the formation of the whole child by fostering the spiritual, moral, intellectual, social and physical development of individual students.

## COVENANT OF TRUST BETWEEN PARENTS, STUDENTS, AND ST. JOSEPH CATHOLIC SCHOOL

The Church identifies three authors of education: parents, the community, and the Church. Parents have the most serious obligation, provide the first knowledge of God, and lead their child to a knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society and so provides schools. The Church has a duty to educate so that they "promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human." (Declaration of Christian Education, 3.)

At Baptism, parents accept the responsibility of training their child in the practice of the faith. Godparents promise to assist them, and the whole community also promises to assist with this responsibility. "Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children..." (Canon 793.1)

Catholic schools are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

"Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly...." (Canon 796.2)

Parents at St. Joseph Catholic school, aware, then, of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the faith. Practically, this means they will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child's education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children's participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with the St. Joseph Catholic School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to have a love and concern for the needs of others;
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

St. Joseph Catholic School enters into a relationship of trust with each school family. This handbook provides the school's framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

## ACCREDITATION

The accreditation of St. Joseph's School is based on a comprehensive self-study program and a diocesan-approved long-term plan of action. St. Joseph's School has met all the standards and requirements, educational and religious, of the Diocese of Jefferson City, and is declared a Catholic school in good standing.

St. Joseph's School has fulfilled requirements for the annual accreditation in the Missouri Chapter of the National Federation on Non-Public School State Accrediting Associations.

**LITURGY AND SACRAMENTS** Students from kindergarten through grade eight are privileged to attend Holy Mass three times each week during the school day. Preschool will attend mass at the discretion of Mrs. Bertsch.

Usually, students in grade two are given sacramental preparation for Reconciliation and First Holy Communion. The school supplements the parents, who are the first teachers of the child, and who give continuous example of Christian living to their children. Students are given the opportunity to attend confession on a regular basis.

All students enrolled in St. Joseph's School will participate in religious educational courses, Mass, May Crowning, and other opportunities for prayer and reflection.

## ADMISSION

**SJP 5010 - Admission Requirements:** To enter kindergarten, a child must be five years of age before August 1st. A child must be six years of age before August 1st to enter first grade. For other grades, the child's placement will be based on academic records received and additional screening, if warranted. A birth certificate must verify the meeting of general entrance dates.

No student will be allowed to attend school if he/she has not met the state's immunization requirements, unless properly exempted. Complete records must be on file in the office before a child is admitted to school.

Catholic parents have the responsibility to meet the norms of the church for Mass attendance, reception of the sacraments, and financial support. In the absence of commitment to this standard, parents may be refused the privilege of enrollment.

Non-Catholic families are enrolled with the approval of the pastor and /or principal of the school, with the understanding that tuition fees will be paid.

**DSP 6235 – Non-Catholic Student Participation:** *Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.*

**SJP 6236-Transfer of Records:** When a student transfers, parents shall sign a release form before the student's cumulative and health records are forwarded to another school. Records will not be transferred if a family has failed to pay school fees or tuition.

**DSP 5101 - Students: Non-Discrimination:** *Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.*

**DSP 5201 - Proof of Guardianship:** *The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.*

*In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.*

*Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.*

*When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.*

*The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.*

*Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.*

**DSP 5701 - Students with Special Needs:** *If a student with special needs (categorized such as EMH (Educable Mentally Handicapped), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the Catholic School Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic School Office, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the Catholic School Office, if deemed beneficial, when a parent disagrees with a local school decision.*

**SJP 5701 - Students with Special Needs:** *If St. Joseph accepts, at the request of the parent, a child with special educational needs, the parents and teachers will sign a written agreement which indicates that the parents are aware that the school does not offer special programs for the special needs child and may follow an alternative option for a special education program.*

### **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act of 1986 requires schools to notify parents and guardians of the location and availability of the Asbestos Management Plan. The Management Plan of St. Joseph School is located in the school office at 105 North Willie, Salisbury, MO 65281. The management plan is available for public inspection during regular school hours. The principal is responsible for the Management Plan. St. Joseph School is in compliance with all requirements and follows the advice of the diocesan consultant for asbestos.

The Diocese of Jefferson City updated school management plans in 2014.

### **HEALTH AND WELLNESS PLAN**

DSR #5535 requires a copy of the school's health and wellness policy to be made available for parents to review upon request. A copy can be found on our website, [www.school.stjoe.church](http://www.school.stjoe.church). If you do not have access to view this online, a hard copy is located in the school office at 105 North Willie, Salisbury, MO 65281. The Health and Wellness plan is available for public inspection during regular school hours. St. Joseph's School is in compliance with all requirements and follows the advice of the Diocese.

## ATTENDANCE

### **DSP 5210 - Students: Absence and Tardiness:**

**A. Absence:**

*Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.) An absence of more than two hours is recorded as one-half day absence.*

**B. Tardiness:**

*Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)*

*The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.*

*If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.*

Pending the notification of parents, St. Joseph's School reserves the right to take any action deemed in the case of excessive instances of tardiness.

**TARDY:** A student is tardy if he/she arrives at school between 7:50 and 09:50 AM. After 9:50 AM the student is one-half day absent. If a student leaves before 1:30 PM, he/she is absent one-half day. Students arriving after 7:50 AM must report to the office to obtain a tardy slip. Tardy slips will be required for admission to class.

**SJP 5210 - Attendance:** The school day is 7:50 AM to 3:25 PM. If a student is absent 8 days or more in a semester, a conference with parents will be required. Additional days will need to be verified by a doctor or a referral will be sent to the Chariton County Juvenile Office. Four tardies to school will total a half-day absence. Excessive tardies will result in a letter and a conference with parents.

**DSP 5211 - Students: Written Excuses:** *When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegate someone to investigate the situation.*

**SJP 5212—Students: Written Excuses:** If a student misses more than three days due to illness, a written doctor's note is required for return to school. In addition, a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

**SJP 5213 - Absence Due to Illness:** When a child is absent due to illness the school office is to be notified by 9:00 AM. Parents are also expected to write a written excuse as a matter of record upon the child's return to school.

**SJP 5214 – Absence for Appointments, Family Emergency or Funerals:** Students who must be released from school for medical appointments, family emergencies or funerals must be signed out at the office by a parent or parent designate. The student must be checked in at the office upon returning to school. Students will not be released to attend funerals without an adult unless attending as a class under staff supervision or unless the student is performing a requested function such as Mass server or music minister.

**SJR 5213-Funeral Mass:** Students released from class to perform ministries associated with funerals will return to school immediately following the services in the church. Students will not be excused to attend graveside services or funeral meals.

**DSP 5220 - Requests for Family Reasons:** Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

**DSP 5370 – Early Departure/Release of Individual Students from School:** Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

*In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.*

*A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.*

Parents must sign out on the form provided in the school office in the event of early departure. St. Joseph's School asks that parents schedule early departures as infrequently as possible.

## **CELL PHONES**

**SJP 5311 - Cell Phones (including Smart Watches):** Students are allowed to have cell phones at school with the permission of their parents and teacher/administration. Cell phones must be turned off and remain in lockers during school hours unless special permission is given for cell phone usage during the day. Cell phones may not be taken into restrooms or locker rooms. Cell phones will be taken from students for any infringement or suspicion of infringement of the cell phone policy. Confiscated phones will be turned in to the principal or principal designate. Phones will be released to a parent or guardian. The school is not responsible for lost or stolen phones.

**SJR 5311-Cell Phones (including Smart Watches):** Students may be required to deposit cell phones in a basket in the principal's office each morning as they arrive at school and may pick them up after dismissal.

**SJP 5311.1 - Cell Phones on Field Trips:** Students may be allowed to take cell phones on field trips with the permission of the teacher in charge. Phones are to remain turned off unless needed for emergency purposes. A teacher or chaperone may confiscate cell phones and present them to administration upon return from a field trip as a consequence to abuse of the cell phone policy.

## **CHILD ABUSE**

**DSP 5810 - Child Abuse and Neglect:** The State of Missouri has a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the immediate reporting of suspected child abuse and neglect.



*This law specifies that all school personnel and administrators/principals are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators/principals, childcare workers in a day institution, or childcare institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are health care professionals and clergy. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.*

*Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury or that the abuse of the child may occur shall use the following procedure to report:*

- 1. The employee is to report the suspicion immediately to the school administrator/principal and together they shall immediately report to the Missouri Division of Children's Services ("Missouri Children's Division"). This phone number is to be readily available in the school office.*
- 2. The school administrator/principal shall then inform the Catholic School Office or chancellor of the diocese after the report has been made to the Missouri Children's Division. Within five days of the date the report is made to the Missouri Children's Division, a written summary report is to be sent to the Catholic School Office or chancellor of the diocese stating the names, circumstances and reasons for reporting, consultation received, and when and by whom the matter was reported.*
- 3. It is up to the Missouri Children's Division or police department to follow up on the report.*
- 4. Employees cannot be directed by a person with higher authority to refrain from reporting a case if the employee has reasonable cause to suspect that a child has been or reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.*
- 5. Any such reports are considered strictly confidential.*

*Failure to follow the above reporting procedure is considered a serious violation of diocesan policy and regulation.*

## COMMUNICATION

**Newsletters:** A parent newsletter and other important information will be sent home or emailed weekly on Friday. Teachers are also encouraged to send out regular classroom newsletters.

**Newspaper:** *The Chariton County Journal* is notified prior to school events. St. Joseph newsletter is printed weekly.

**DSR 1550 – USE OF STUDENT PHOTOS-** *Student photos may be used in brochures, newspapers, and other publications and the school parish or diocesan website or social media only if the parent/guardian of the student signs a release allowing such use. The Diocesan photo release can be found in Appendix #DSR 1530.*

**Report Cards:** The purpose of report cards is to give students and parents an indication of the progress being made by the student. Report cards are issued four times a year. Mid-term grades are to help parents monitor progress and are issued mid-quarter to students in third through eighth grade. Grades are available to parents through FACTS SIS.

**Request for Conference:** If a parent wishes to speak with a teacher, please make an appointment. The principal will be available to meet with a parent by appointment after they have spoken with the teacher. Teachers are in their classrooms before school begins, preparing the work for the day and parents are not to

seek appointments at this time. Likewise, in consideration for the teacher and in justice to the students, neither the teacher nor the class is to be interrupted during class hours. The same policy holds for dismissal time since the teacher is occupied with supervising students. Once all students are dismissed, parents may meet with the teacher, since all full-time teachers are contracted to be at school until 3:45. If a longer conference is needed, an appointment is to be made.

Follow the chain of command. First, go to the teacher involved. If the problem continues, contact the principal. Open communication between parents and teachers is a high priority. Assume positive intent in all school-home interactions. Teachers and parents all want what is best for our students and this can only occur when home and school work together. Please do not spread rumors or use social media to publicly discuss school concerns.

**Online Grade Book and Website:** St. Joseph School subscribes to an online grade book accessible to parents/guardians. Passwords and usernames are issued to parents/guardians for students in grades three through eight. Parents of students in grades 3-8 are able to check their child's grades at any time by logging onto the Family Portal Login of FACTS SIS. Grades should be updated weekly. Several teachers have classroom websites and provide access information to students. Parents/guardians must give permission for any student pictures used on classroom websites. Our school web page is [www.school.stjoe.church](http://www.school.stjoe.church). St. Joe also has a Facebook page.

**DSP 5405 -Parent/Teacher Conferences:** *It is required that each school plan to have conferences at reporting time at least once a year for classes PreK-8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.*

**SJP 5405 - Parent/Teacher Conferences:** Parent/teacher conferences will be scheduled for all students at the end of first quarter. Teachers may request additional conferences during the school year. Parents may request conferences as needed. Student attendance at conferences is preferred.

**DSP 5260 - Confidentiality:** *Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a "spirit of confidentiality." This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:*

- 1. Information that concerns violation of the law;*
- 2. Matters involving the health and safety of the student or any person;*
- 3. Serious moral issues;*
- 4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.*

*The school administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel, or other deemed necessary personnel.*

**DSP 1810-Parent Communication Agreement-** *Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.*

*If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face to face meeting with the teacher,*

*and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.*

*Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.*

*By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.*

## **MEDICAL INFORMATION**

**DSP 5520 - Drug / Medication Administration:** Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

Students or employees using CBD products or medical marijuana should be doing so under physician's care. Documentation from a licensed physician of such use should be on file at the school. This documentation should be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by parent or guardian.

**DSP 5570 – ACCIDENTS AND SERIOUS ILLNESS AT SCHOOL:** *At annual school registration, parents/guardians are to complete a form giving permission to proceed with emergency medical care for their children when necessary. Each school is to have the home and business address and telephone number so the parents as well as the name of a doctor, dentist, and hospital to be contacted in case of emergency. This information is to be easily accessible to the school administrator/principal or designated teacher in charge.*

*When a student becomes ill or meets with a serious accident, a school official contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention (e.g., severe bleeding), a school official shall call for emergency medical help (using 911 or local procedures) and directs standard first aid procedures by a qualified person if these are essential to the student's well-being. A written record giving date, time, circumstances, witnesses, and action taken is kept in the student's file.*

**DSR 5105--Immunization Requirements:** *The Catholic Church supports immunization for the health of children and the common good of public health.*

*Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator/principal is responsible for*

**completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services.**

**Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either: (1) a medical exemption as confirmed by a statement from a duly licensed physician; or (2) a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parents or legal guardian of the student.**

**Religious exemptions for Catholic families will not be accepted. See Appendix #5105 for current Missouri Health Record Immunization Requirements.**

**SJP 5510 - MEDICATION:** If your child needs to take prescription medicine during the school day, you **must give written permission and the medication must be in the original prescription bottle with directions from the doctor.** All medication, including cough drops, must be in original packaging with direction for use. All medicine is to be given to the secretary or principal. All medicine other than cough drops is kept in a locked closet in the office. Occasionally, cough drops may be kept by the classroom teacher for distribution. Students may not carry medication. Inhalers for allergies will be evaluated on a student need basis.

Special Conditions: St. Joseph's school requires parents to tell the teacher or the principal of any physical conditions or defects that could impair the child in his or her schoolwork and activities.

**DSP 5515 – INJECTION KITS:** *If a parent requests that the school have available an injection kit (such as for bee stings,) and that school personnel administer the injection, when necessary, the following principles apply:*

- 1. Along with a medical authorization form signed by the parents, there should be a written note from the physician.*
- 2. It is to be clear in the authorization form that not all of the school staff will be trained to administer the injection. It will be noted which staff is, or will be, trained.*
- 3. Teachers may volunteer, prior to the beginning of the academic year, to be the point of contact for administering the injection. It might be necessary to have more than one point of contact per school. The contact person(s) for these injections should be identified in a form maintained by the school office.*

*As in the case of other medication, the injection kit is to be kept in a locked cabinet in a secure location, i.e., the school office or nurse's office.*

**DSP 5510 – FIRST AID:** *The health, safety, and well-being of students and staff should always be the primary concern of the school. Schools are to provide necessary equipment, in-service, and procedure for first aid to students and staff.*

**Whenever possible, it is necessary to have at least one staff member have basic first aid/CPR certification.**

**SJP 8010 - ILLNESS:** Any student who is liable to transmit a contagious disease through day-to-day contact shall not be permitted at school or school-related activities as long as the possibility of contagion exists. Students who have a fever of 100 degrees may not attend school until the fever is gone without medication for 24 hours. Students with fever or vomiting will be sent home from school.

**Controlled Substance / Look Alike:** The school will educate students through appropriate programs on drug and alcohol abuse. A controlled substance/look-alike will be construed as being any substance, alcoholic beverage, or drug paraphernalia intended for personal use or distribution. If any student is found or suspected of having in his possession a controlled substance/look-alike, parents will be notified, law enforcement could be

notified, and, after consultation with the diocese, action could be taken to either suspend, dismiss or expel the student involved.

## **CURRICULUM**

**Local Curriculum:** St. Joseph School follows the Diocesan Curriculum Guide. Our program of studies covers the regular subjects and, in accordance with our reason for existence, religion receives special attention.

**Religious Instruction:** Daily religious instruction is an important part of the curriculum in which each student is expected to participate. Religious instruction includes scriptural, doctrinal, liturgical and moral study, as well as prayer and Christian living and service. Eucharistic celebrations are the highlights of the school week. The students have the opportunity to plan and participate in these celebrations during the week. The Sacrament of Reconciliation is also made available to the students throughout the school year. Parental involvement is expected in the sacramental preparation of their children.

**Extracurricular Opportunities:** In addition to the regular program of studies, various opportunities for physical and cultural development are offered to the students. Among these extracurricular activities are cross country, softball, basketball, track, cheerleading, Diocesan Sketch Day, essay contests, music contests and festivals, speech contests, science fairs, spelling bees and math contests.

**Progress Reports/Report Cards:** St. Joseph School sends progress reports home with students approximately four weeks prior to the October, January, March, and May report cards. Progress reports and report cards are to be reviewed at home, signed by parents/guardians, and returned to the teacher.

**Standardized Testing:** All students in grades 3 through 8 participate in an annual standardized testing program. Every student tested is provided an individual student profile, which details his or her performance in each major area.

**Homework:** Homework assignments provide for a purposeful application of learned materials. To support continued learning and reinforcement, parents are encouraged to assist their children in providing time and suitable conditions for study. If there is a concern with the length of assignments, please contact the teacher to ensure that your child is using opportunities to complete work within the school day. Listed below is a guide for the time to be spent on homework assignments. Remember, this is a guide, not a rule, since actual time may vary with each child and assignments.

- Primary: about 15-30 minutes
- Intermediate: about 30-45 minutes
- Junior High: about 45-60 minutes

Some children will complete work during given class time while others take more time. If a child claims to have no homework, it may be because the child does not do all his work, or has done hurried, careless work. If he/she has no homework, it would be good to have him or her read during this allotted time.

**GRADING SCALE** – The Diocese of Jefferson City provides the following grading scale for all Catholic schools, grades 3<sup>rd</sup> through 8<sup>th</sup> within the Diocese –

A+	99-100	B+	91-92	C+	84-85	D+	75-76	F	69 and below
A	95-98	B	88-90	C	80-83	D	72-74	E	Working at ability
A-	93-94	B-	86-87	C-	77-79	D-	70-71		

**DSP 5410 - PROMOTION AND RETENTION:** *All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.*

*If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.*

*During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.*

*If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.*

*High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma.*

**RECORDS** St. Joseph School maintains a system of permanent student records. The principal is responsible to ensure the privacy of student's records. The school shall provide parents and legal guardian's access to records directly related to the student. Written consent of parent or guardian is required before releasing identifiable personal information from a student's records. Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. When a student has graduated from St. Joseph School and registered at another school, parental release is needed for copies of academic and health records to be sent to the high school.

## **DISCIPLINE**

**DSP 5305 - CATHOLIC FAITH AND MORAL STANDARD:** *As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.*

**SJP 5310-DISCIPLINE – PHILOSOPHY** The mission and philosophy of the St. Joseph school promotes the belief that students are entitled to a safe and orderly learning environment. The purpose of this discipline system is to develop moral behavior in children, to teach values, respect for self, respect for others and a respect for all property and to take responsibility for their actions. We hold our students to a high standard and strive to

encourage behaviors that are consistent with the Catholic faith. Cooperation, as well as participation from parents with respect to this discipline system will reinforce good habits that will last a lifetime.

**DSR 5310 – PROHIBITION OF CORPORAL PUNISHMENT:** *Corporal punishment is not used under any circumstances in any school in the Diocese of Jefferson City. The school administrator/principal is responsible to report immediately to the Catholic School Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.*

### **Applicability of Discipline Terms**

This policy applies to all St. Joseph students and staff and applies to in-school behavior and all school sponsored activities including, but not limited to, school transportation, sporting events, field trips, and programs.

### **Modeling and Teaching of Christian Values**

Self-direction, rather than external control, is the ultimate aim of true discipline. Therefore, the staff and students at St. Joseph Catholic School will work together to build an atmosphere of Christian love and respect through responsible behavior in words and actions.

### **Rights, Responsibilities and Expectations**

**Students** have the right;

- To a Catholic education without interference from others.
- To a safe environment.
- To be treated with respect.

**Students** have the responsibility:

- To conduct oneself in a manner that avoids interfering with another's education.
- To act in a safe manner.
- To behave respectfully toward others.
- To obey the rules of the school.
- To adhere to the directions of staff including, but not limited to, teachers, substitute teachers, and aides.

**Staff and Administration** have the right:

- To conduct their classes without interference from others including, but not limited to, student disruptive behavior or unnecessary interruption from other staff members.
- To be addressed in a respectful manner.
- To respond to concerns voiced by students, parents or other employees.

**Staff and Administration** have the responsibility:

- To treat students and other staff with respect through words and actions.
- To follow rules by consistently enforcing school policy.
- To respond to communication from parents in a timely manner.
- To seek conferences with parents and other staff in effort to help students.
- To reinforce positive student behavior.

**Parent/Guardians** have the right:

- To receive timely communication from teachers and administration.
- To be apprised of disciplinary issues which occur during the school day.
- To the opportunity to conference with staff when concerns arise.
- To know that their children are cared for in a physically and spiritually safe environment.

**Parent/Guardians** have the responsibility:

- To respond to communications from the school.
- To instill in their children a respect for the rights and property of others.
- To assist their children in learning and supporting school rules and policies.
- To cooperate with staff and administration in the enforcement of school rules and policies.

### **Explanation of Disciplinary Terms**

**Academic Accountability:** As a part of self-discipline, students will be held responsible for completing and returning homework by the due date. In most cases, action that is administered as a consequence to a student's failure to complete assigned tasks requires that the student remain after regular school hours for the amount of time necessary to complete the assignment. Parents will receive a phone call from the student informing them of the consequence.

**Probation:** Disciplinary action that is administered as a consequence to a student's consistent and inappropriate behavior. A student may be placed on probation for a trial period by the school principal. A written behavior plan will be designed to help the student understand expected behavior and to guide remediation. After a set period of time, the student's behavior will be reviewed and if the student has met the conditions of the behavior plan he/she will be released from probation. It is possible that probation may be a high level consequence for any repetitive conduct that has not improved with other levels of consequence.

**In-school Suspension:** Disciplinary action that is administered as a consequence to a student's inappropriate behavior that requires the student to absent him/herself from the rest of the student population for a period of one hour up to three days. Students receiving an in-school suspension are required to complete assigned work in a location within the school that is separate from other students. Students will be supervised by school staff.

**Out-of-school Suspension:** Disciplinary action that is administered as a consequence to a student's inappropriate behavior and requires the student to stay home for a period not to exceed five days in most cases. In extreme cases, a conference between student, parents, principal, pastor and superintendent will determine the length of time a student may be placed in out of-school suspension.

**Expulsion:** Expulsion is a termination of enrollment, permanently or for an extended period of time as a result from repeated refusal to obey school rules or from conduct that endangers property, health, or safety of other, and is deemed to be in the best interest of the school. The Superintendent of Catholic Schools must be consulted before a student is expelled from the school. Action to expel must follow the Policy and Regulation Manual for Schools in the Diocese of Jefferson City, Missouri.

### **Behavioral Criteria and Consequences**

Each classroom will create procedures that are based on the rights and responsibilities of students and staff. All students will be held accountable for behavior throughout the school and all staff will be responsible for monitoring student behavior.

In general, the following rules will apply to **all students**:

#### STUDENTS

- Will show appropriate classroom behavior by avoiding unnecessary talking, disruption of class, or other disturbance.
- Will show respect for others in how they address teachers, staff and other students.
- Will use language that upholds the Catholic mission of the school.
- Will show respect for school property and help maintain a graffiti free environment.
- Will ensure the safety of others by obeying game and playground rules.



- Will follow the school dress code.
- Will maintain academic honesty.
- Will strive to conserve resources through careful use of consumable items including, but not limited to, paper, tissues, paper towels and toilet tissue. Students will use provided container for recycling when possible.

**Tardy to Class** – Junior high students will have three minutes between each class period to go to their lockers and use the restroom. Students tardy to class are to obtain a tardy pass from the office. Five tardies will equal 15 minutes after school time, to be served on the day of the fifth tardy. Tardy count will begin new each semester.

**DSP 5310 - PROHIBITION OF CORPORAL PUNISHMENT:** *Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.*

**DSP 5360 - STUDENTS: DISMISSAL AND EXPULSION:** *The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.*

*The term "expulsion" is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).*

*In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.*

*In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)*

*After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert expulsion.*

**DSP 5355 – SUSPENSION:** *A student is normally not to be suspended by the school administrator/principal until there has been parent notification. Exceptions can be made for immediate suspension for reasons of safety, moral welfare of others, and/or poses some immediate danger to himself/herself or others.)*

**DSR 5360 - EXPULSION:** *If a dismissal or expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school.*

## DRESS CODE

St. Joseph Catholic School recognizes the importance of establishing a policy of dress for its students. The dress code is intended to create a standard of dress that is neat, economical, modest and attractive. The uniform appearance promotes a visible sense of school unity and identity. The dress code is intended to emphasize the neatness and care appropriate to pursuits such as learning, respect, discipline and Christ's presence in the school environment.

**SJP 5340 - UNIFORM DRESS CODE:** St. Joseph will have a uniform dress code.

All students are to comply with the dress code each day unless notice to the contrary is issued. This dress code cannot cover all possible variations of style or interpretation nor can it predict future fads or trends. Any question concerning the dress code will be referred to the principal and pastor for determination of acceptability for the school climate. The decision of the pastor and/or principal or principal designate will be final.

Clothing should be clean and neat; no holes or stains. Dingy shirts, faded pants, or holes in the knees are unacceptable.

**Shirts must be tucked into pants, shorts, skorts or skirts for Mass** and appropriate field trips. If sizing concerns are an issue, please notify the principal.

The basic dress code required for kindergarten through eighth grade for boys and girls includes:

- Pants
  - Solid navy dress slacks or shorts: Twill, pleated or plain front, straight legged with no excess piping, loops, etc. No corduroy, nylon, spandex (e.g.: Umbro, Nike, Adidas, etc.) knit or sweat pants. Cargo type pants and zip-off shorts are allowed.
  - Pants must be worn on the waistline.
- Shirts/Blouses
  - Solid white polo type knit shirts (short or long sleeved). Cardinal red shirts are acceptable for all students.
  - T-shirts worn under uniform shirts must be white.

**Students in grades 6-8 may also wear khaki bottoms and navy tops that meet the same requirements as the navy bottoms and white or red tops.**

Dress code will be worn on all field trips unless approved by the school principal.

Shorts are to meet the length of no shorter than four inches (4") above the knee. This includes shorts for physical education.

Footwear: Due to safety reasons, the following will be enforced:

- **NO sandals or flip-flops. All shoes must have closed heel and toe. Athletic shoes are preferred.**
- **Shoes must have rubber or plastic soles;** no hard soled shoes.

Belts must be plain black, brown, navy, or khaki leather or leather-look.

Girls may wear modest earrings. No large hoops or dangling earrings.

*No visible tattoos or body piercing (other than earlobes).*

Hair shall be clean and neatly styled of reasonable length and of **natural** hair color. Spray on hair color may be used during Spirit Week if appropriate.

Only earrings of the "post" type may be worn at school.

Undergarments need to blend and colors should not be visible.

*The following are optional items that can be purchased.*

- GIRLS - Grades K-5: French Toast Brand Blue/Red Plaid V-Neck pleated Jumper, Three-tab Plaid Blue/Red Pleated Skort, Plaid Pleated Blue/Red Skirt, solid Navy Twill Cargo Jumper, solid Navy Pleated Skirt, solid Navy Flare-cut Pleated Wrap Skort and Kick-Pleat Scooter. Girls' adjustable solid and Blue/Red plaid cross ties. Skirts must be no shorter than four inches (4") above the knee. Shorts must be worn under regular skirts.
- GIRLS - Grades 6-8: Blue/Red Plaid Pleated Skirt, Three-tab Plaid Blue/Red Pleated Skort, Navy or Khaki Pleated Skirt, Navy or Khaki Flare-cut Pleated Wrap Skort and Kick-Pleat Scooter.
- BOYS/GIRLS K-8 Sweaters: Solid Navy cardigan only. Fleece items are not acceptable unless they are school spirit items.
- BOYS/GIRLS K-8: Sweatshirts will be available for purchase through Home and School. Polo shirts are cardinal red. Approved sweatshirts that are ordered through school-approved vendors will be the only sweatshirts allowed. A dress code polo shirt must be worn underneath all sweatshirts.
- Hosiery: Students must wear socks or tights. They must be in colors that are consistent with the dress code: white, black, gray, khaki, red or navy. They may have a stripe or design as long as it is consistent with the above colors.

### **Non-Uniform Days**

- Students are not required to wear dress code on Halloween, Christmas, Valentine's Day, School Picture Day and Field Day.
- Additional days may be added at the discretion of the school principal.
- On these days students and parents are to use good judgment and Christian taste with regard to school dress.
- Students are to dress neatly and modestly in clothing that is practical for classroom and playground wear.
- Hair is to be clean and groomed.
- The following items are not allowed: mesh tops, halter tops, shorts, dresses, or skirts shorter than 4" above the knee, culottes, tight or torn clothing, tube tops, dresses with spaghetti straps, half shirts, midriff tops,

sun dresses, cut-offs, tank tops, hats (unless an activity allows) and any clothing that advertises alcohol, tobacco, or has any racist, sexist, or off-color slogans.

- Yoga pants may only be worn if the top or shirt covers the student's bottom.
- **If a student has a Mass part, please make sure that they are appropriately dressed.**
- These guidelines are not all inclusive and the pastor and/or principal have the right to judge individual cases that may not be covered by the guidelines.

**Parents may be required to bring appropriate clothing to school for the student to change if dress is deemed inappropriate.**

## **EDUCATIONAL AUTHORITY IN THE PARISH**

**DSP 1305 - EDUCATIONAL AUTHORITY IN THE PARISH:** *The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school advisory council.*

*The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.*

*The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory board advises the pastor that the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to insure the mission is sustained.*

## **EXTRA CURRICULAR ACTIVITIES**

St. Joseph School students are expected to follow school rules and expectations while participating in extracurricular activities or participating in field trips. Student in violation of school rules will be subject to consequences as outlined in the behavioral and consequence guidelines.

**SJP 6603 - ELIGIBILITY:** To be eligible to participate in any extracurricular activity including the athletic programs, a student must behave in a manner befitting St. Joseph School, must have no failing grades, and must maintain a grade average of "C" or above in academic subjects. Students who do not have a "C" average or students who have an "F" in any class will not be allowed to participate in extracurricular activities including, but not limited to, ball games, speech meets, music contests, etc., during the following grading review. Grades will be reevaluated every two weeks for eligibility. Students who do not meet the grade requirements are suspended from activities and events for the following two weeks but are to attend all practices for events as they work to raise their grades.

**SJP 6603.1 – ABSENCE / ILLNESS:** Students are not allowed to participate if absent from school on the day of an extracurricular activity unless excused by the principal or acting principal. A note explaining the need to be absent for any part of the day must be given to the principal prior to the absence.

**SJP 6603.2 - INELIGIBILITY FOR SCHOOL DAY EVENTS:** A student who is not eligible to participate in a school related field trip or contest during school time is to remain at school that day.

**SJP 6603.3 - PHYSICALS:** All students in 7<sup>th</sup> and 8<sup>th</sup> grade sports programs must pass a physical examination prior to practice and games.

**Supervision:** Students must be picked up immediately following sports practice or events. The school does not provide supervision during these time periods. Students who stay after school in order to attend extracurricular activities must attend after school care until adult supervisors/coaches arrive.

**DSP 6610 – ATHLETICS** *All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.*

**DSR 6610 – ATHLETICS** *All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as “Catholic Schools”) will ensure their program meets the following criteria:*

1. *Sports are viewed as ministry to children and families*
2. *Teams are seen as moral communities*
3. *Moral growth and character development are emphasized.*
4. *Spiritual development.*

*All coaches and assistant coaches, whether paid or volunteer, will be expected to imitate Christ through their coaching.*

*Administrators/principals of each Catholic School who participates in any athletic program will be responsible for assuring that all coaches, physical education teachers, and parents meet these behavior standards. Evaluation of coaches and physical education teachers by administrators/principals will assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.*

*Administrators/principals may delegate responsibility for various aspects of the program to other employees (i.e., assistant principals, athletic directors, or secretaries), but will retain overall responsibility for the implementation of the program to their schools.*

**DSP 5575 – STUDENT INSURANCE:** *A Student Accident Policy provides coverage for all students enrolled in Diocese of Jefferson City schools. If a student is injured due to an accident during a school related event/activity sponsored by the school or diocese, the policy may cover medical expenses not covered by the student's individual family's health insurance policy. In the event of a claim, payment is based on usual, customary, and reasonable charges. This coverage applies to all students enrolled in a diocesan or parish school. With the exception of high schools, the coverage includes school related athletic events and activities. A separate accident policy is in place for high school athletic events.*

*For more information contact: Winter Dent & Company at 573-634-2122 or the Diocesan Finance Office. Schools may assess parents for the cost of the insurance.*

## FEES

**Hot lunch:** Hot lunch is provided to our students each school day. All students participate in the hot lunch program unless a medical exemption is provided. Hot lunch fees are **\$45 per month** per child full price, based upon 174 lunches in the school year.

*As a participant in the federal free and reduced lunch program, St. Joseph School requests ALL families fill out the forms determining eligibility. All information contained in the application remains confidential.*

**Parish Support for Catholic Families:** Catholic families who have children in the school are expected to contribute 5% or more of their weekly/monthly income to the church in the Sunday collection.

Out-of-parish Catholic families are to send their 5% or more weekly/monthly income to their local parish which sends a stipend to St. Joseph.

**Non-Catholic Tuition:** Any non-Catholic student is charged tuition of \$2,300 per student per year for the first two children. Additional children from the same family may attend at no additional tuition cost. Payments may be set up in advance. Any family unable to meet this financial responsibility is to contact the principal or the pastor. The school may withhold registration or transfer of records for students with unpaid tuition/fees.

**Registration Fee:** All textbooks will be furnished. A non-refundable fee of \$275.00 will be charged each year for each child up to three children in a family. No additional fee will be charged after the third child.

**Textbook Replacement Fees:** Textbooks are the property of St. Joseph Catholic School. If, through carelessness, a student damages or writes in books, he or she will be fined. The fine will be determined by the amount of damage to the book. If a student loses a book, payment will be required. It is to be paid for according to the following schedule:

First year (new books)	100% of cost	Four year old books	40% of cost
Two year old books	80% of cost	Books of five years plus	20% of cost
Three year old books	60% of cost		

**Payment Requirements and Special Arrangements/Billing Notices:**

The school appreciates prompt payment of all bills. Special payment arrangements can be made by contacting the pastor or the principal.

Joseph School asks for all payments to be placed in a sealed envelope, which is clearly marked with the following:

- The student's name and grade
- The item or activity being paid
- amount enclosed

**Payment Delinquency Consequences/Release of Records:** St. Joseph School will not release any portion of a student's record, including cumulative academic records and health records, until the parent/guardian has either paid all fees or made special arrangements with the pastor or principal concerning any delinquent fees. Fee delinquencies include all fee areas described within this fees policy.

**FIELD TRIPS**

**DSP 6301 - INSTRUCTION: EDUCATIONAL OUTINGS, FIELD TRIPS, 8TH GRADE TRIPS:** *Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.*

*A school may, but is not required to, sponsor an end of year 8th grade and/or a senior trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the*

*planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.*

*Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.*

**DSR 6031 – EDUCATIONAL OUTINGS, FIELD TRIPS, 8<sup>TH</sup> GRADE TRIPS & SENIOR TRIPS:** *All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones, and mode of transportation.*

*No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.*

**DSP 6305 CHAPERONES AND DRIVERS FOR FIELD TRIPS, ATHLETIC EVENTS, AND OTHER OFF-CAMPUS SCHOOL ACTIVITIES:** *Schools should 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.*

*An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more supervision. Trips involving a great deal of travel should be discouraged.*

*When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:*

- 1. drivers must be a parent/guardian of a student; teachers and staff may not drive students other than their own personal children on school trips of any kind;*
- 2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;*
- 3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;*
- 4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);*
- 5. drivers must complete the Diocesan Safe Environment training.*
- 6. the vehicle must have a valid registration and meet state safety requirements; and*
- 7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.*

*All drivers should be given a copy of the above criteria.*

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

**DSP 5545 - ALCOHOL USE AT SCHOOL RELATED EVENTS** No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

## GRIEVANCE

**DSP 1901 – GRIEVANCE:** Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation.

**DSR 1901 ADMINISTRATIVE RECOURSE:** Definition of “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

**B. Purpose** The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

### **C. Basic Principles**

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

### **D. Procedure**

1. Informal Attempts at Resolution Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The



normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

**2. Formal Grievance Procedures** In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

**LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL** The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

**LEVEL TWO: PASTOR** If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

**LEVEL THREE: CATHOLIC SCHOOL OFFICE** If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The Catholic School Office will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

**LEVEL FOUR: OFFICE OF THE BISHOP** If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Office of the Bishop. The Bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding.

**DSP 1902 - PENALTY STATUS DURING ADMINISTRATIVE RECOURSE:** The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be

made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

## HARASSMENT

**DSP 5820 – HARRASSMENT/BULLYING**– All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

**DSR 5820 – HARRASSMENT/BULLYING**– Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

2. No student shall be subject to sexual harassment as a student.

3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.

4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. Samples of bullying documentation forms are available at Appendix #5820.

## HEAD LICE

- St. Joseph Catholic will not perform routine schoolwide head lice screening. However, the administration will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
- If an adult in the building discovers head lice or nits on a student, the parent/guardian of that student will be notified and other students who reside with the infected student will be checked. Parents of students within the same classroom will be notified of confirmed lice check.
- The school office will instruct parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and be given information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
- If the student was infected with live head lice or nits; the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
- When a student who had lice or nits returns to school, the student will be examined by an adult. If live head lice are found at that time, the parent/guardian will be contacted, and the student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
- A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatments options. This process will repeat until the student is free of nits.
- A student shall not attend school or any school-sponsored activities while afflicted with any contagious or infectious disease including head lice.

## LUNCH PROGRAM

**Free and Reduced Lunch:** Free and reduced cost lunch forms are available and are processed by the principal. Those receiving these benefits do not affect the finances of our parish, but in fact assist the school lunch budget, so it is encouraged for all to apply for free/reduced lunches, if eligible. *Information is kept confidential.*

**Guests:** Parents may have lunch with their children. A note expressing this desire will insure that extra food is prepared for you. Cost of lunch for guests is \$3.00.

**Qualifications:** Our lunch program complies with the Missouri state laws and is overseen by the Missouri Department of Elementary and Secondary Education. The kitchen area is monitored by Chariton County Health Department.

## PARENT ORGANIZATIONS

**SJP 1401 - ADVISORY BOARD:** The School Advisory Board consists of nine elected members, the pastor and principal. It shares the responsibility of Catholic education, with the main responsibility to recommend policies for the good of the school. There are five meetings a year.

**DSP 1430 - HOME AND SCHOOL:** *In fulfilling their mission, schools are to collaborate with parents/guardians. Associations of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardians in fulfilling their role as Christian educators and to provide educational assistance in Christian family living, (School) Associations and meetings of parents are to be set up and held in high esteem (Code of Canon Law, Canon 796.) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.*

**PARENT REQUIREMENTS:** St. Joseph expects that parents offer their support to its faculty and recognize faculty members for jobs well-done. When teachers achieve more for less pay than they could receive elsewhere, praise or thanks can help boost faculty morale. Parents are to encourage their children to do their best work in school, to read the weekly newsletters, look over papers the children bring home, and to take an interest in what the children are doing. Parental interest and encouragement are big factors in how well a child does in school. Each family is expected to help with Home and School activities. Parents are expected to volunteer for room parties, help in the library, classrooms, field trips, basketball games and tournaments, rummage sales, etc. when needed.

## **SAFETY**

**Drop off and pick up:** Traffic is one-way through the school parking lot. Cars enter through the north entrance and exit through the west exit. Students are to be dropped off before school at the southeast entrance. The parking lot will be closed from 9:00 AM to 3:15 PM. The parking lot will be opened for dismissal at 3:15 PM and closed again at 3:25 PM until all students are loaded. Cars are not to move until signaled by a school official.

**Safety Patrol:** Seventh and eighth grade students will be trained to serve as safety patrol after school. They are to assist supervisors in monitoring student movement, provide stop signs and escort students crossing the railroad tracks. Safety patrol members are not allowed to play on playground equipment during patrol.

**Playground:** Playing on the playground before or after school is not permitted, unless directly supervised by an adult or during after school care activities. Children are not to be playing on the playground any time they are not supervised. Students are to follow the direction of playground supervisors. Snowballs or ice may not be thrown on the school grounds or in any area adjacent to the school.

**Entry into the School During School Hours:** The school will be locked from 8:00 AM until 3:25 PM. All entry is limited to the west door. Sign in at the office when entering the school.

**Safety Drills:** Tornado, earthquake, fire and lockdown drills will be held throughout the year. No one may enter the building and students may not leave school ground during a drill or crisis event unless there are extraordinary reasons approved by administration.

## **SCHOOL HOURS**

**Arrival:** Students may enter the building after 7:15 AM and sit quietly on the bleachers or walk around the gym until the 7:50 AM bell. If a student needs to arrive at school earlier at 7:15, please contact the principal.

**Mass:** All students will attend 8:00 AM Mass on Wednesday. K-4 will attend 8:00 AM Mass on Thursday. 5-8 will attend 8:00 AM Mass on Friday. Pre-School will attend Mass at the discretion of Mrs. Bertsch.

**Dismissal:** School dismisses at 3:25 PM. Walkers and bike riders are to leave the grounds immediately after school. Teachers provide no supervision of students before 7:30 AM or after 3:35 PM unless previously arranged. After school care students are to sit quietly in the gym until the supervisor arrives.

**Early Dismissal:** School will dismiss at 12:15 PM on scheduled early dismissals.

**After School Care:** After school care arrangements must be made for students who cannot be picked up by 3:35. There is a fee for this service. All students who are not picked up by 3:35 will be sent to after school care; students may not wait in the gym for any reason (practice, meetings) unless supervised by an adult. Students attending after school meetings or practice will be under the supervision of the adult advisor or coach until they leave school property. Students who are to walk home or to another location must have a written note from home explaining arrangements.

## **SEXUAL ABUSE OF MINORS**

**DSP 5825 – SAFE ENVIRONMENT REQUIREMENTS:** The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding the Diocesan Safe Environment Program, including regulations regarding training and screening of volunteers (See DSR 5825 and Appendix #5825).

**DSR 5825 – SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS WHOSE DUTIES INCLUDE CONTACT WITH MINORS:** *All volunteers whose duties include contact with minors must do the following prior to volunteering:*

- *Complete a Protecting God's Children (VIRTUS) Workshop in person or online;*
- *Complete a check through the National Sex Offender Registry (performed by the Safe Environment Office)*
- *Read and sign the Code of Pastoral Conduct.*

**EFFECTIVE JULY 1, 2021, ALL K-8 CATHOLIC SCHOOL PARENTS WILL BE REQUIRED TO COMPLETE THESE REQUIREMENTS.** *In some instances, parents may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.*

*Administrators/principals and pastors are responsible for ensuring all parents, guardians, and volunteers are properly screened according to applicable standards of the Safe Environment Policy.*

*If the Safe Environment Office is alerted to an issue with a parent or volunteer's background check or screening, the Safe Environment Office will notify the Superintendent of Schools. The Superintendent will notify the school pastor and administrator/principal regarding the situation.*

*Working with the pastor and the administrator/principal, the Superintendent will notify the parent/volunteer in writing regarding the level of accessibility they will be allowed in regard to the school or school events. The administrator/principal will notify the student(s)' teacher(s) and any necessary staff as to parent/volunteer's level of accessibility, as well.*

## **TECHNOLOGY**

**DSP 6425 - TECHNOLOGY USE:** *All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:*

- 1. Internet, e-mail and other technology access and use in school is a privilege, not a right.*
- 2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.*
- 3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Catholic mission.*

**4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic and legal standards.**

**5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.**

**6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.**

**7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.**

**8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Catholic standards.**

**9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.**

**10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.**

**In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.**

## **SOCIAL MEDIA – ACCEPTABLE USE POLICY**

### **Introduction**

St. Joseph Catholic recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- YOUR SCHOOL makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

**Please do the following:**

Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow the school and Diocesan policies.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

**Don't share the following:**

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

### Please be cautious with respect to:

#### Images

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (co-workers, etc.) without their permission.

#### Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

### And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

#### Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

#### Personal Safety

- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.



## Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

## Examples of Acceptable Use

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

## Examples of Unacceptable Use

I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others--staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

## Limitation of Liability

St. Joseph Catholic will not be responsible for damage or harm to persons, files, data, or hardware.

## **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within St. Joseph Catholic.
- Removal of student from St. Joseph Catholic.
- Additional consequences determined by school administration and priest.

## **Use of School Equipment:**

Students may use school lap top computers or net books during study periods with permission. All equipment must be returned to proper storage locations. Any problems with school computers must be reported to a teacher or the office. Students who mistreat school computers or other technological equipment will lose use privileges.

## **TELEPHONE**

Telephone calls may be made to the school office at 388-5518 or the kitchen at 388-5735. Neither teacher nor student will be called from class unless it is an emergency. Students must have permission from the teacher or principal to use the telephone. Students are not to use the kitchen phone. Students generally are not allowed to use the phone unless it is an emergency.

## **VISITORS**

If you would like to visit a classroom during the school day, you must first contact the teacher in advance. Inform the teacher of the time you would like to visit and the length of the stay. **Visitors are always welcome, but surprises are not as this causes interruption in the instruction of the students.** Upon arrival, visitors are to check in at the office. The administrator or designate will escort visitors to the classroom.

## **WEAPONS, VIOLENCE, & DANGEROUS INSTRUMENTS**

**DSP 5315- WEAPONS AND DANGEROUS INSTRUMENTS** -The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

**DSP 5325 – VIOLENCE-** To maintain the health, safety, and welfare of all persons associated with the school (i.e. students, teachers, staff, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person is to be promptly and severely addressed.

*If a student displays any violent behavior (which may include, but not limited to: verbal and/or physical threat to do harm to one's self or to another person) the following protocol must be followed:*

- *The parents must be notified of the incident and asked to remove their student from the school until further notice. If warranted by the situation, Child Protective Services or law enforcement may also be notified.*
- *The student must be seen by a qualified health professional as soon as possible.*
- *Return of the student to school will not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional, which assures the student is not a threat to him/herself or others has been provided to the school.*
- *Providing such a letter does not guarantee readmission to the school.*
- *The pastor and/or administrator/principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school.*
- *Failure of parents or the student to follow through with required treatment may result in dismissal from the school.*

## **WEATHER**

In case of heavy snow or other weather-related situations, school will not be in session. Normally we close if Salisbury R-IV closes because of ice or snow. Due to the air conditioning at St. Joseph School, we are not subject to early dismissal due to high temperatures. Information as to the canceling or early dismissal of school will be announced over the radio station KRES (104.7 FM) in Moberly, through the school's Facebook page, and through the REMIND App.

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Revised August, 2022

# Handbook Acknowledgement Form

**I hereby acknowledge that I have read this handbook and will abide by these regulations, that I have had an opportunity to ask questions about its contents, and that I will fulfill my responsibilities as the primary educator of my child as outlined in this covenant of trust.**

Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**I will fulfill my duties as a student at St. Joseph Catholic School and abide by the regulations in this handbook.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_