



ST. JOSEPH

Catholic School

*Leading students to Christ
through academic excellence, respect for others, and community service*

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**Student & Parent Handbook
2017-2018**

MISSION STATEMENT

Leading students to Christ through academic excellence, respect for others, and community service.

PHILOSOPHY

To seek spiritual growth of students by developing a high quality Christian-based program that promotes academic achievement, service to the community and a respect for life.

GOALS

1. To build a faith-based community with strong Christian values.
2. To offer a rigorous curriculum to achieve academic excellence.
3. To recruit and retain faculty members with the highest professional qualifications and an enthusiasm to impart knowledge and Christian values to their students.
4. To encourage students, faculty members and staff to serve their community.

SCHOOL MOTTO

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

Accreditation and Memberships

St. Joseph Catholic School is fully accredited through the Arkansas Nonpublic School Accrediting Association (ANSAA). St. Joseph Catholic School is a member of the National Catholic Educational Association (NCEA) and a school of the Diocese of Little Rock.

School Board

The St. Joseph School Board is an advisory board that assists the principal in various duties. New members are recommended by the board and appointed by the pastor. Individual board members exercise no official consultative role outside the board meeting. Members do not have the responsibility or authority to resolve school matters. If a board member is approached regarding a school issue, he/she will refer the aggrieved person to the complaint procedure outlined below.

Endowment

An educational trust fund for St. Joseph Catholic School was established to raise capital from which the interest can be used to support the work of the school and assist with long term financial needs of the school. This fund is overseen by a board of trustees independent of the school board. Gifts can be made to the endowment at any time.

In this handbook, wherever the term "parent(s)" is used, "parent(s) or guardian(s)" is implied.

ACADEMICS

Computer/Internet Use

Computers and mobile devices are available for academic use. Students are fully instructed on appropriate internet usage and are monitored while online at school. All students and parents are required to sign a copy of the diocesan acceptable use policy.

Faith Life

Faith formation is reinforced through the students' participation in Mass celebrated each Tuesday and Friday as well as their participation in a morning prayer service, Reconciliation, Stations of the Cross, religion classes and involvement in community services. Active participation is expected of all Catholic and non-Catholic students.

Federal Programs

Each year St. Joseph Catholic School students receive benefits from Title I and other programs through funding from the federal government. These funds are used to provide programs, teacher in-service and materials to address student improvement. Because much of this funding is based on the number of free or reduced students attending the school, we encourage everyone to apply.

Field Trips

Field trips are conducted on the basis of educational value. All off campus field trips must be approved by the principal and have relevance to the instructional curriculum. Before groups of students are taken off the school grounds, written permission must be obtained from the parent/guardian of each child. The principal may deny a student participation for disciplinary reasons. When private vehicles are used to transport students off campus, the following requirements are enforced:

- The driver must complete a Field Trip Driver Information Form. This form will be retained in the school office for the entire school year.
- The driver must be at least twenty-one (21) years old.
- The driver must have completed all safe environment program requirements. No felony convictions or convictions related to the sexual abuse of a child can be evident.
- If a DVD player will be used in a vehicle while traveling for a field trip, any movies shown must be pre-approved by the principal.
- The vehicle must be insured for the limits required by the school's insurance carriers.
- Students must wear seat belts at all times.
- Children under the state age and weight limit must be strapped into approved child safety seats.
 - Children under 40 pounds are required to have a 5-point harness.
 - Children must have a booster seat until they are 6 years old or 60 pounds.

Grading Scale

The following grading scale is used by St. Joseph Catholic School:

A+	100-98	B+	89-88	C+	79-78	D+	69-68	F	Below 60
A	97-92	B	87-82	C	77-72	D	67-62		
A-	91-90	B-	81-80	C-	71-70	D-	61-60		

Make-up Work

Students who are absent are responsible for inquiring about missed assignments and meeting established times for turning in the work. Assignments for students who are absent will be available in the school office at the end of the school day after the second consecutive day a student is absent, if requested by the parent. Assignments should not be picked up in the classroom.

Parent/Teacher Conferences

Conferences will be scheduled after the first and third quarters. Parents are also invited to request a teacher conference any time they feel it is needed. If there is a concern that cannot be resolved with the teacher, a conference should be arranged with the principal.

RenWeb

RenWeb is an online communications tool that is used extensively by the school to communicate information and grades with parents. The school will create a RenWeb account for all families. All families are required to provide the school with a valid email address at registration. Families who do not keep their RenWeb information current will miss valuable communication from the school.

Student Contests

Student work may be assigned and selected for entry into various writing, poster or project-related contests sponsored by outside organizations. If a parent wishes that his or her child's work not be entered, he or she should notify the classroom teacher at the beginning of the school year.

Student Directory

Within the first quarter of the school year a Student Directory will be made available that lists students and parent names, addresses, home telephone numbers, cell phone numbers and e-mail addresses. The Student Directory should only be used by school families to communicate with other families within our school community. These directories or the information contained in them should not be used or sold for other purposes. Please notify the school office of any information you wish to not be published in this directory.

Student Evaluations

Progress reports will be sent out mid-quarter to advise parents of student progress or impending academic trouble. Report cards will be issued quarterly. Progress reports and report cards must be signed and returned to the school within one week if requested by the teacher.

Some specials classes issue marks of Outstanding (O), Satisfactory (S), and Needs Improvement (N). A rubric of what is expected in order to earn each of these marks is available. It is expected that most students will earn S in most of these classes.

Promotion & Retention

A student is promoted each year after evaluation by the teacher and the principal. When making an evaluation of the student's academic progress, the teacher will consider the social, emotional, physical, and moral development of the student, which at times may be given preference over academic performance. The principal will have the final say in promoting or retaining a child.

- Two failures (less than 70% for the year) in subjects other than art, music, health, physical education, technology, or Spanish constitute a grade failure unless made up in summer classes approved by the principal.
- Proof of attendance at summer school or approved tutoring and passing marks from the tutor, must be presented to the principal before the child is promoted.
- Accumulation of 25 days of absences during the school year may be grounds for retention.

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

No child will be admitted to Pre-K 4 unless he/she has attained the age of four (4) years on or before September 1 of such school year. No child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before September 1 of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before September 1 of such school year.

Student Records

Student records are confidential and are available only to parents and authorized school personnel. A parent may submit a request to the principal to review his or her child's record at a mutually agreed upon time. St. Joseph Catholic School may occasionally release student names and grade levels to companies with which we do business (for example, the company selected for school pictures) and to announce awards and honors. When records are requested to be sent to another school, only the permanent record card will be sent. Parents will be able to pick up other materials at the office and deliver them to the next school at their discretion.

Testing

Standardized testing will be administered annually to all students first grade and up. Test results will be provided to parents in a timely fashion.

Textbooks

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

ATTENDANCE

Absence/Tardiness

Parents are asked to call the school office prior to the beginning of each school day if their child will be absent or tardy that day. Parents must provide a written note each time a child is absent or tardy. Excessive absences or tardies will be handled on an individual basis by the principal. Students are considered tardy if they arrive after 8:15 a.m.

After-School Care

It is our goal to ensure that quality, affordable after-hours care is available for all families. After care is available daily (unless otherwise stated) from dismissal until 5:45 p.m. In order for the program to remain affordable, it is imperative that our after-care workers are able to clock-out on time. The late charge for after-school care is \$1 per minute after 5:45 p.m.

Kindergarten-8th grade after care can be reached at (479) 521-0316. Pre-K after care can be reached at (479) 387-1291.

Athletic Participation

To participate in a game, a student-athlete must attend school for at least 4 hours that day. Absence from school on a Friday should not affect Saturday and Sunday participation in games if the student has

recovered sufficiently to play and has been fever free for 24 hours. Student-athletes are allowed to practice with their teams regardless of school attendance if fever free for 24 hours.

Early Check-Out

Students may only be checked out early by their parent or other authorized person. Parents are to come to the office, not to the classroom, to sign out and meet their child. Students should only be dismissed before the scheduled end of the school day in the case of illness or a valid need. Appointments should be scheduled before or after school hours whenever possible.

Inclement Weather

Whenever Fayetteville Public Schools close due to weather, St. Joseph Catholic School will also close. If weather causes Fayetteville Public Schools to remain closed for multiple days, St. Joseph may make the decision to reopen prior to Fayetteville Public Schools.

School closure announcements will be made through local media outlets, RenWeb, and Remind. To sign up for text alerts through Remind, text "@mrpohlme" to 81010.

Non-custodial Parents

Non-custodial parents are not to use the school as a meeting place to visit with their child/children. In the case of divorce, it is the responsibility of the parents to provide the office with a copy of the divorce decree that includes the court order stating custody and visitation rights. The school will allow a non-custodial parent to take a child from school only as specified by court order unless other arrangements have been authorized by the custodial parent. If the court order is not on file in the office, it will be assumed that both parents have equal rights. Upon request, a copy of the child's report card will be provided to the non-custodial parent. No other records will be released to non-custodial parents without authorization from the custodial parent.

Custodial parents only may add or modify emergency contacts or pick-up lists for students. Custodial parents only may sign school forms such as permission slips and grade reports.

Pick-Up

Parents are able to list as many authorized pick-ups as they wish by adding the names to their registration form or to RenWeb. People on this list are authorized to freely pick-up the listed children as needed. If anyone who is not on a child's pick-up list is to pick him/her up, including another school family, the custodial parent must first contact the office to give approval. If your child will often ride with another school family, you are encouraged to add this family to your pick-up list.

Planned Absences

Parents are requested to schedule family trips to coincide with days school is not in session, as extended absences can adversely affect a student's achievement. It is recommended that a discussion with your child's teacher be held before the absence. Students are responsible for making up all class work, home work, and tests missed during this time. If possible work may be sent with the student. However, parents and students should expect that most work will not be available until after they return.

Pre-Kindergarten

Children who are registered for Pre-K for less than five days per week must attend only on the days for which they are registered. If a sickness, holiday, snow day, etc. causes us to miss school on a day your

child is scheduled to attend, it is not possible for your child to attend an unscheduled day as a “make up” day. Doing so would disrupt the schedule for the other group and could potentially cause us to be out of compliance with our mandated student/teacher ratio. If a field trip or class party is scheduled on a day other than your scheduled day, your child is welcome to attend these events.

If parents of part-time Pre-K students would like to add additional attendance days, they must first contact the Pre-K director and/or principal to ensure space is available on the requested day. The daily rate will be charged for added days.

BEHAVIOR

General Expectations

The ultimate goal of discipline at St. Joseph is to teach students to become effective modifiers of their own behavior. Good order and self-discipline is expected. The classroom teacher is responsible for developing age appropriate rules, rewards, and consequences, which are clearly conveyed to students verbally and in writing. Emphasis will be placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, teacher, and all who have been offended by the misconduct.

Serious and/or continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken. The principal and pastor will make final decisions regarding disciplinary actions.

If a student cannot be helped through any of the above means, suspension or expulsion will be considered.

Bullying

St. Joseph Catholic School attempts to provide a safe environment for all individuals. Threatening or derogatory comments made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, whether seriously or “just for fun,” at school, off campus, or through technology face serious consequences, possibly including suspension or expulsion.

Cheating

Cheating will not be tolerated. A student who cheats or plagiarizes will fail the assignment or test. Parents will be notified of the cheating and may be required to meet with the classroom teacher to discuss the behavior.

Discipline Board

For major or repeated infractions, the principal may convene a discipline board. The board will consist of five teachers spread across the grade levels. The faculty or staff member directly involved in the situation will not serve on the board, but may present information to the board. The student and parent(s) may also present information to the board. After hearing the information, the board will make a disciplinary recommendation to the principal. The final decision will remain with the principal and pastor.

Expulsion

Expulsion is the permanent dismissal of a student from school. Expulsion from the school will be the decision of the principal in consultation with the pastor. Parents have the right to ask for a hearing to appeal an expulsion if they so wish.

Gum Chewing

Gum is not allowed on the school campus.

Human Sexuality

St. Joseph Catholic School has fully adopted the Diocese of Little Rock's *Human Sexuality* policy. The diocesan human sexuality policy is a part of the diocesan *Manual of Policies and Regulations* for Catholic schools, and is located in subsection 4.42 of the section titled "4.0 Students." It can be viewed on the Catholic Schools Office website at <http://www.dolr.org/schools/policy-manual>.

Major Offenses

Consequences for major offenses will be determined by the pastor and principal. In a spirit of fairness towards the dignity of all persons involved, each instance will be considered on an individual basis and all circumstances including the age of the students involved will be considered. Consequences may include suspension or expulsion. Diocesan policies will also be followed when applicable.

- Fighting.
- Defiance of school authority (principal, teachers, or other staff).
- Consistent lack of cooperation, both within and outside the class.
- Willful destruction of school property.
- Bringing or use of alcohol, tobacco in any form, and /or illegal drugs on the school grounds or at any parochial school function.
- Bringing any type of weapon to school or any school function. Weapons can be anything that could cause harm to an individual, such as, but not limited to knives, guns, and sharp objects.
- Use of classroom items or other objects in a way that endangers the safety of those in the room.
- Theft.
- Bullying, threatening, demeaning or hazing other students, either in person or through technology.
- Other such inappropriate behaviors.

Off-campus Actions

Each student is a St. Joseph student at all times and his or her behavior is a reflection on the school. A student who engages in conduct that is detrimental or defamatory towards the school, faculty, staff, or other students, whether inside or outside the school, may be disciplined by the school. This includes comments and actions online, in text messages, or through any means of communication.

Phones

Cell phones are to be off and out of sight during the school day. They should not be used for any purpose without direct permission from the classroom teacher, the office staff, or an extracurricular activity supervisor. Phones may be confiscated if used improperly. Students will be allowed to use the office telephone only with permission. Only calls of an urgent nature will be forwarded to students during the school day.

Playground Behavior

Students are expected to behave on the playground in a way that does not endanger themselves or others. Rough play is not allowed. Minor playground misbehavior will be handled by the teacher(s) on duty. Serious or repetitive misbehavior will be referred to the principal.

Public Displays of Affection

The school is not an appropriate place for expressions of boy/girl relationships. Instances of public displays of affection will be addressed on an individual basis appropriate to the age of the students.

Recordings

Electronic devices are an important part of modern education. It is essential though that any such devices are used only in a manner that is supportive of the educational process and approved by the teacher. If a device is used to create a non-authorized video or audio recording, a copy of the recording will be made and placed in the student's file, and the recording will be deleted from the device prior to the device being returned to the student. Any and all copies of non-authorized recordings will be permanently destroyed at the end of the school year in which they were made. More than one instance of violating this policy may result in confiscation of the device for an extended period of time and a revocation of the ability to bring other such devices to school.

School Property

Students are expected to be responsible for care of all school property. Any student damaging school property will be expected to pay to repair the damage.

With reasonable cause, the school has the right to search or view any items brought on campus, including inside lockers.

Suspension

Suspension is the temporary exclusion of a student from regular classroom activities for disciplinary reasons. Suspension will be assigned as either in-school or out-of-school. Suspension will be at the discretion of the principal in consultation with the pastor.

- Students may be suspended for a serious reason for a period of time, not to exceed 10 days.
- Students are suspended for conduct reasons, not academic reasons. Therefore, students will be able to complete work assigned during their suspension for credit.

UNIFORM POLICY

Students are expected to dress in a manner that demonstrates respect and modesty and does not distract from the learning environment. **All uniform questions should be directed to the principal, who has final authority when determining what is or is not appropriate.**

General Uniform Guidelines

- All logo shirts, logo sweaters, and logo fleece jackets must be purchased through The Toggery at toggerykids.com.

- Tops must be red or white, short or long sleeved polo shirt with logo. We are phasing out the white logo polo shirts. You may continue to wear white logo polos that you already own. However, no new white logo polos will be produced.
- Logo sweatshirts must be purchased through the school. Spirit Wear may be purchased from the Athletic Booster Club. Sales of used uniforms, sweatshirts, and fleeces at reduced prices will occur several times during the school year.
- Shirts must be tucked in.
- Belts must be solid brown, black, or navy with a simple buckle. Students in 5th-8th grades **MUST** wear a belt with any pants that have belt loops.
- Socks must be such that they do not cause a distraction during the school day. Sock colors should be found in the school uniform (i.e. white, navy, red, grey, black). Girls may wear navy tights or navy leggings.
- Shoes must be closed toe, closed heel, and rubber soled; No boots; No slip-on shoes (Exception, flats for junior high at Friday Mass only.)
- Girls' hair must be of natural color and appearance. Hair must be neatly styled to show the full face. Hair accessories must be simple and non-distracting. Hair extensions are not allowed.
- Boys' hair must be of natural color and appearance. Hair must be neatly styled and no longer than the top of the eyebrow, the top of the collar of the polo shirt, and the top of the ear. No facial hair is allowed.
- Religious necklaces in modest size and number may be worn. Girls only may wear earrings no larger than the size of a dime.
- Shorts must be worn under skirts and jumpers but must not be visible below the bottom of the skirt.
- Tattoos may not be worn.
- Jumpers, skirts, skorts, and shorts may be no more than 3" above the knee. Be sure to keep in mind that your child may be several inches taller at the end of the year than he/she is at the beginning of the year. Please plan accordingly.
- Pants and shorts must be dress style. No cargo style shorts or pants; all pockets must be on the inside of garment. No denim.

Grades Pre-K – 4

Solid color pants, shorts, and skorts may be purchased through any vendor but must be uniform style and match the proper shade of navy or khaki.

Girls

- Plaid uniform skirt, skort, or short
- Solid navy pant, short, skirt, or skort
- Plaid uniform jumper (may wear white blouse with a Peter Pan collar instead of logo polo)

Boys

- Solid navy trouser style pant or short worn

Grades 5/6

All skirts and skorts must be purchased through The Toggery at toggerykids.com. Solid color pants and shorts may be purchased through other vendors but must be uniform style and match the proper shade of khaki.

Girls

- Solid khaki skirt or skort
- Plaid skirt or skort
- Solid khaki trouser style pant or short

Boys

- Solid khaki trouser style pant or short

Grades 7/8

All skirts and skorts must be purchased through The Toggery at toggerykids.com. Solid color pants and shorts may be purchased through other vendors but must be uniform style and match the proper shade of khaki.

Girls

- Solid khaki skirt or skort
- Plaid skirt or skort
- Solid khaki trouser style pant or short
- Modest, tasteful makeup and nail polish may be worn.
- **Friday Mass Uniform** – White logo blouse or oxford shirt (short or long sleeve); Closed toe flats may be worn instead of tennis shoes.

Boys

- Solid khaki trouser style pant or short
- **Friday Mass Uniform** – White logo oxford (short or long sleeved) and uniform tie

Out of Uniform Attire

Students may wear jeans, pants, or appropriate length shorts with shirts that are modest in style. Any logos or writing must be appropriate for a Catholic school. Clothing must not have holes, rips, or tears.

ADMISSIONS

Class Assignments

If there is more than one class at any grade level, the administration, in consultation with the faculty, will assign classes with parity being the highest priority. Every attempt will be made to balance the classes in both number and academic ability.

No child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before September 1 of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before September 1 of such school year.

Our standard practice for Pre-K 4 will be to admit only students who have attained the age of four (4) years on or before September 1 of such school year. However, we do reserve the right to place students into an older or a younger Pre-K class if we determine that the placement better fits the needs of the student and the class.

New Admissions

New students are accepted on the availability of class openings and the willingness and ability of the prospective parents and students to support the academic and behavioral philosophy and standards of the school. St. Joseph Catholic School will consider for acceptance new students who have met the following guidelines:

- An interview with the principal and/or pastor.
- Copies of the past or current year report card and previous standardized test scores.
- Academic records from previous year for all students entering 1st-8th grades.

- Copies of existing psychological and/or therapy reports and evaluations.
- Proof of good financial, academic, and behavioral standing from the previous school.

Students transferring are admitted on probation for nine weeks. At the end of the nine weeks, the principal, in consultation with the pastor, reserves the right to determine if the student is to remain at St. Joseph Catholic School.

In the event that there are more student applicants than classroom positions, classes will be filled in the following order:

1. St. Joseph parishioners with siblings already attending St. Joseph Catholic School
2. St. Joseph parishioners attending the school for the first time
3. Catholics registered with other parishes with siblings already attending St. Joseph Catholic School
4. Catholics registered with other parishes attending the school for the first time
5. Non-Catholic families with siblings already attending St. Joseph Catholic School
6. Non-Catholic families attending the school for the first time

Immunizations

Immunization records are required at registration time. Students must meet all State of Arkansas guidelines for immunization.

Non-discrimination

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

Potty Training

All preschool children must be potty trained prior to attending SJCS.

Registration and Re-Enrollment

Registration for the upcoming school year is held in early February. Dates are published in the principal's Monday letter, the St. Joseph Catholic Church bulletin, and in the bulletins of area parishes. A non-refundable fee of \$150 per family is required at the time of registration. A one-time per family Capital Improvement Fee of \$500 is required of all families upon being accepted to the school.

Re-enrollment at St. Joseph Catholic School is not guaranteed. At the end of the school year, the principal, in consultation with the pastor, reserves the right to determine if a student is to remain at St. Joseph Catholic School. If the principal and pastor determine that the parents and/or student is either unwilling or unable to support the academic and behavioral philosophy and standards of the school, the student may be asked to enroll at another school.

EXTRA-CURRICULAR ACTIVITIES

St. Joseph Catholic School offers a variety of extra-curricular activities, such as Chess Club, Angel Choir, and sports programs.

Sports teams compete via local leagues through the Boys and Girls Club, Arkansas Athletes Outreach (AAO), and Arkansas Activities Association (AAA). These leagues have their own codes of conduct for players and coaches. Coaches, with the approval of the principal and athletic director, can assign additional requirements of conduct and academics for their players.

All students who participate in extra-curricular activities must maintain an average of 70% or higher, with no single grade below a 60%, in all subjects that give a numeric grade. If a student does not meet this academic requirement, he or she may be asked to withdraw from extracurricular activities.

Attendance requirements for participation in athletics are listed in the "Attendance" section above.

FINANCE

Payment Plan

Tuition payments are made to St. Joseph Catholic School either as a one-time lump sum payment by cash or check prior to the start of the school year, or by monthly automatic bank draft. The bank draft will be drawn as twelve (12) monthly installments from the family's bank account on the fifth (5) day of each month beginning in July and ending in June. If the fifth (5) day of the month falls on a weekend or holiday, the draft will be made on the first business day following the fifth of the month. A \$25 fee will be assessed on your next draft for any accounts with insufficient funds.

Early Withdrawal

Families who withdraw during the school year will be responsible for paying the percentage of the annual tuition that is equal to the percentage of the school year for which their children attended St. Joseph.

HEALTH AND SAFETY

Bicycles

Students who ride bicycles to and from school do so at their own risk. Bicycles should be walked to the bike rack from the street and are not to be ridden in the school parking lot. The school is not responsible for loss of or damage to bicycles brought to school by students.

Confidentiality

Teachers are available to help students with a variety of concerns. Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. If teachers have concerns regarding student comments, they should immediately inform the principal and parents.

Documentation

The following documentation is required to be in the school office for all students:

- Birth certificate
- Baptismal certificate (if Catholic)
- Immunization records
- Documentation from previous schools including but not limited to report cards, standardized test results, special education plans, and psychological reports.

Fire and Tornado Drills and Emergency Evacuations

For the safety of our students, fire drills are conducted monthly. The exit route is posted in each classroom and students are to leave the building immediately at the sound of the alarm or other notification. Once outside, students are to report to the designated area and remain with their teacher. No one is to enter the building until instructed to do so by the principal, his or her designee, or a member of the fire department.

Tornado drills are held periodically throughout the school year. Teachers will immediately take students to the designated area.

Each classroom has an emergency evacuation plan that provides details about protocol to be followed in a variety of emergency events.

Health Screening

A health-care professional will periodically conduct vision, hearing, and scoliosis screening. Parents will be notified through the school newsletter when screening is to take place and parents will be informed promptly of any health concerns or issues.

Periodic screenings will take place for health issues such as lice. Parents will be notified if their child should be treated or evaluated by a health professional.

Injuries

Injuries must be reported to the office. If there is any question on the severity of the injury, parents are immediately notified. Parents must keep the office informed of any changes in telephone numbers or emergency contacts. A written record will be maintained of all accidents that occur on school property and are reported to the office.

Insurance

Students in Catholic schools of the diocese of Little Rock have the ability to purchase insurance to cover injuries and accidents that occur at school and school related activities. To learn more or to purchase insurance visit www.studentinsurance-kk.com.

Lunch

Students may purchase lunch from the cafeteria or bring a cold lunch from home. Lunches should meet generally acceptable dietary guidelines. No fast food or other such outside food may be consumed for lunch by students or family members who are visiting.

Medical Conditions

Parents are asked to notify the school of any special medical conditions, health needs, allergies, reactions to insect stings, etc. at the time of registration and to promptly notify the office of any changes during the year.

Medications

No medication may be given to a student without a written directive signed by the parent or guardian. The directive signed by the parent/guardian will include the time(s) the medication is to be administered to the student and the dosage. All medicine must be in the original container. Any medication brought to school will be stored in a designated place under control and supervision of appropriate school officials. Medication will be dispensed in the office and a written record of all medication dispensed will be maintained.

Students may not keep any medication, whether prescription or non-prescription, in their possession while at school except Epinephrine autoinjectors and asthma inhalers. A signed directive must still be on file in the office for these items.

Return to School from Illness

Children must be free from fever, without taking a fever reducing medication, for 24 hours before returning to school.

Safe Environment Training

Every volunteer in the school is required by the Diocese of Little Rock to have completed safe environment training. Training can be completed online at <https://littlerock.cmgconnect.org>. It is encouraged that all parents complete this training in anticipation of volunteer roles. This CMG program has replaced VIRTUS.

Valuables

Students are encouraged to leave items of any value at home. Students who lose items should check the Lost and Found. Parents are encouraged to label lunch boxes, backpacks, clothing, etc. The school is not responsible for loss of or damage to any other personal property brought to school by students.

Visitors to School

All visitors to the campus while children are present must enter through the main entrance and stop at the office. All visitors must present ID and be scanned by the Hall Pass system prior to entering any student area. On subsequent visits, visitors must still stop at the office for a badge, but a scan will not be required.

SCHOOL COMMUNITY

Building Appearance

Students are responsible for helping to keep their rooms neat, clean, and orderly. They may be asked to assist with routine housekeeping tasks. Volunteers are responsible for cleanup after fund-raising and extracurricular activities.

Classroom Visits

Parents are welcome to visit the school and to become involved in school activities. Parents are asked to call to arrange convenient times for classroom visits. Messages, lunches or other items for your child are to be left in the office and will be taken to the classroom by office staff.

Invitations and Gifts

Parents who wish to distribute invitations in the school to birthday parties or other out-of-school private events may do so only if invitations are sent to all students in the classroom (or to all of the boys or all of the girls). Invitations should be given to classroom teachers for distribution to students. SJCS does not endorse nor have responsibility for the supervision or content of any such privately held event.

Students may not exchange individual gifts at school for birthdays, Christmas, Valentine's Day or other special events. Individual gift exchanges should take place off school property and outside of school hours. Parents should not send gifts, flowers, balloons, etc. to students at school. Parents may bring simple, individual-sized items such as cupcakes, cookies, or donuts for the entire class to celebrate their child's birthday. Parents must communicate with the teacher prior to arriving with these items and should be aware of allergies and other food restrictions in the class.

Mass

Parents are encouraged to attend school masses on Tuesdays and Fridays at 8:15. Students are allowed to sit with their parents if they wish. We ask that parents sit away from the student body and that they take only their own children sit with them.

Parent Service Requirement

SJCS relies heavily on the use of volunteers for the success of our school. Please give of your time, talent and treasure.

Each family is required to perform twenty (20) hours of volunteer service to St. Joseph Catholic School per year. The yearly service hour requirement may be met in the following ways:

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

Photos

St. Joseph reserves the right to use student photos and videos for school publications, website, and official social media pages, including publications for the diocese, ANSAA and other official organizations. All such photos and videos become the property of St. Joseph School for both current and

future use. If parents do not want their children to appear in school photos or videos, they must sign a waiver in the office.

School Trademarks

The school name and/or logos may not be used on any physical or electronic materials without the written permission of the principal.

Student Interviews

Officials from DHS and some other agencies have the authority to come to school and interview students when necessary without parent permission. The principal will attempt to be present at any such interview.

Tuition Assistance

Need based tuition assistance is available for some students and is based on the availability of funds. Financial need will be calculated by FACTS Tuition Management Company. Families apply online through the FACTS website. First priority for available funds is given to active St. Joseph parishioners. All families who receive financial assistance are required to apply for free and reduced lunches.

COMPLAINTS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual involved before discussing with other patrons. Complaints should be handled in the following manner:

1. If a person has a complaint, the individual will go to the employee who is most directly involved in the situation to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily with the teacher or staff member, the person will contact the principal for an appointment.
3. If the matter cannot be resolved satisfactorily with the principal, the person will contact the pastor to discuss the matter.
4. If the matter cannot be resolved satisfactorily with the pastor, the matter will be referred to the superintendent.

It is not in the responsibility or authority of School Board members or PTO officers to resolve school matters. If board members or PTO officers are approached with complaints, they are to refer the aggrieved person to the above procedure.

RIGHT TO AMEND

In developing these rules and policies, the administration has tried to be as explicit as possible. Nevertheless, during the school year new and unusual situations will arise. Therefore, the pastor and principal will have the authority to use their discretion in whatever circumstances the handbook does not precisely apply. The principal, with the approval of the pastor, reserves the right to amend the handbook for a just cause in keeping with the spirit of the St. Joseph mission. Notice of amendments will be sent to parents. Updates will also be posted to the online version of the handbook in **red font**.

