



St. Joseph, Our Patron

St. Joseph is addressed by many different titles and has become the patron of many causes: A Good and Just Man, the Foster Father of Jesus, the Chaste Spouse of Mary, Descendent of David, Patron of the Universal Church, Patron of Workmen, Patron of Families, Patron of the Dying, Protector of the Second Vatican Council. In the Archdiocese of St. Louis alone, there are no less than fourteen parishes, schools, or shrines named for St. Joseph.

Most of our information about Joseph comes directly from Scripture. Joseph was a man of faith, obedient to whatever God asked of him without knowing the outcome. When the angel came to Joseph in a dream and told him the truth about the child Mary was carrying, Joseph immediately and without question or concern for gossip, took Mary as his wife. When the angel came again to tell him that his family was in danger, he immediately left everything he owned, all his family and friends, and fled to a strange country with his young wife and the baby. He waited in Egypt without question until the angel told him it was safe to go back. (Matthew 2:13-23)

Joseph loved Jesus. His one concern was for the safety of this child entrusted to him. Not only did he leave his home to protect Jesus, but upon his return, settled in the obscure town of Nazareth out of fear for his life. When Jesus stayed in the temple, we are told Joseph (along with Mary) searched with great anxiety for three days for him (Luke 2:48). We also know that Joseph treated Jesus as his own son for over and over the people of Nazareth say of Jesus, “Is this not the son of Joseph?” (Luke 4:22)

In 1955, at the height of the cold war with communist Russia, Pope Pius XII proclaimed the feast of St. Joseph the Worker to be celebrated on May 1, the day of the annual Russian celebration of labor and economic accomplishments, and military strength. St. Joseph models for us a far different image of the holiness of the work and the sanctity to which every worker is called.

We celebrate two feast days for Joseph: March 19 for Joseph the Husband of Mary, and May 1 for Joseph the Worker. (Information found at Catholic.org)

Prayer to St. Joseph

God, our Father,
In every age you call us
To develop and use our talents for the good of others.
With St. Joseph as our example and guide,
Help us to do the work you have asked
And come to the rewards you have promised. Amen.

St. Joseph Parents/Guardians:

Welcome to St. Joseph Catholic School for what will be another AWESOME school year! We are here to support you in any way we can. Know that we will pray for you each day and ask that you do the same for our students, faculty and staff. Not only will we focus on your child's success, but the success of everyone here at St. Joseph. We are ONE family and I want to personally ask you to participate in making our school family Christ centered. Only in Him, can we accomplish great things.

I can not stress enough how important it is that you and other family members have Protecting God's Children training. This is for the protection of all of those trusted in our care. This applies to class parties, field trips, field days, etc.

We will be offering an in person PGC training session on Thursday, September 4th in the gym from 6-8 pm or you can do the training on-line. Just call the school for more information. Either way, please get this done ASAP.

As I begin my third year here, I remain steadfast in my commitment to each family. You will get my very best each and every day, nothing less. If you need me, I'll make myself available. My goal for our school is really very simple. We will strive daily to become better faith filled followers of the Gospel. Only through Jesus, will we truly achieve everything we need in life. Have a great school year.

GO HORNETS!!

Dr. John C. Boyd
Principal

Table of Contents

Accreditation - page 1

Parish Mission Statement - page 1

School Mission Statement - page 1

Education Objectives - page 2

Religious Education - page 2

Administration - page 3

School Board - page 3

St. Joseph Catholic School Faculty and Staff - page 4

Admission Policy - page 4

Tuition Information - page 5

After School Care Program - page 5-6

Arrival and Dismissal Procedures - page 6-7

Attendance Policy - page 7-8

Excessive Absences - page 8

Tardiness - page 8

Early Dismissal/Release - page 8

Closing of School - page 8

Books - page 8

Cafeteria - page 9

Child Abuse Reporting - page 9

Code of Conduct - page 9

Communications - page 10

Chain-of-Command - page 10

Copyrighted Materials - page 10

Curriculum - page 11

Discipline - page 11-12

Policy Violations, Grades K – 8 - pages 12-21

Expected Behavior - page 22

Distribution of Materials - page 23

Divorce/Custody/Remarriage - page 23

Dual Enrollment - page 23

Extra-curricular Activities - page 23-25

Facilities Use Policy - page 25

Fees - page 26

Field Trips - page 26-27

Parent Supervision/Chaperones - page 28

Financial Policy - page 28

Fines - page 29

Forgotten Items - page 29

Grading and Reporting - page 29-30

Grading Scale - page 30

Honor Roll - page 31

Health and Safety - page 31-32

Care Team - page 32

Firearms - page 32

Health and Medication - page 32

Emergency Form - page 32

Emergency Authorization and Release - page 32

Administration of Medicine - page 33

Health Procedures - page 33

Students with Significant Medical Conditions - page 34

Immunizations - page 34

Communicable Diseases - page 34-35

Vomiting and Diarrhea - page 35

Wellness Policy - page 35

Homework - page 35-36

Individual Service Plans (ISP's) - page 36

Insurance - page 36

Internet and Electronic Communications - page 36-37

Law Enforcement/School Searches - page 37

Library - page 38

Literature - page 38

Local Education Authority (LEA) - page 38

Lost and Found - page 38

Mailing Lists - page 38

Media - page 39

Parent Organizations - page 40

Parent/Teacher Conferences - page 41

Playground - page 41-42

Promotion and Retention - page 43

Eighth Grade Graduation - page 43

Release of Records and Information - page 44

Release of Students from School - page 45

School Pictures - page 45

Special Needs - page 45

Telephones and Electronic Devices - page 45

Testing - page 45-46

PAGES - 46

Uniforms - page 46

Dress Code - page 47-50

Virtual Learning - page 50

Valuables and Toys - page 51

Visitors - page 51

Volunteers - page 51

Withdrawal - page 51

This is a stream-lined copy of the Parent/Student Handbook. It contains established policies and procedures for this school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the pastor and principal reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. For a complete copy of the 80 page document, please contact the school.

Accreditation

St. Joseph's Catholic School is fully accredited by the Missouri Nonpublic School Accrediting Association and a member of the National Federation of Nonpublic State Accrediting Associations.

Parish Mission Statement

ST. JOSEPH PARISH MISSION STATEMENT:

We are called by Our Lord Jesus Christ, to be His church and live His gospel. We strive to fulfill our baptismal calling by prayer, worship, teaching and sharing our faith, and serving others. Guided by the Holy Spirit and through our patron saint, St. Joseph, we commit ourselves to the responsible stewardship of all God's gifts.

School Mission Statement

St. Joseph Catholic School Mission Statement:

St. Joseph Catholic School strives to place Christ at the center of all we do ...

- By educating children in matters of faith and knowledge,
- By working together with parents, the parish of St. Joseph, and the entire community,
- By providing students with a fulfilling and innovative educational experience, for their spirits, minds, and bodies,
- By developing a strong sense of service, justice, and respect for self and others.

Education Objectives

At St. Joseph Catholic School, we strive to help our children grow in faith and knowledge by focusing on the following areas of growth in developmentally appropriate ways:

Spiritual/moral growth, intellectual/academic excellence, emotional growth, creativity/cultural development, social understanding/responsibility, self-discipline, physical/mental developments and economic competence.

Religious Education

The religion program at St. Joseph Catholic School is considered the most valuable and essential area of the school curriculum. Religious truths and values are not only taught in the religion class but become an integrated part of life and learning.

Building a community of faith is an important aspect of the religious program. We provide the environment to live the message of Jesus through word, example, prayer and worship, sacramental life, and service opportunities. We recognize the vital and primary role of the parent(s) in the faith formation process and will strive to include and engage the parent in our faith formation efforts at school through frequent communication, sacramental programs, adult education, and shared faith experiences.

Administration

The principal is the spiritual and educational leader of the elementary school community. The highest priority of the principal is building a Christian community of faith that provides for the spiritual, moral, intellectual, aesthetic, emotional, social, and physical needs of the children in the school. (Reference: Administrative Manual for Catholic Education 2203.)

Responsibilities:

Faith Community, Administration/Leadership, Communication/Interpersonal Relationships, Professional Responsibilities, Professional Development.

The purpose of the school board is to advise the pastor/principal in making policy for the parish education programs. The board has no administrative authority (Administrative Manual for Catholic Education - Policy 2202.)

Functions of the Board

- Develops, with the help of the administration, a Mission and Philosophy statement for the parish's educational programs.
- Advises the pastor/principal in making policy for the parish education programs.
- Approves the final budget for parish education programs that will be submitted to the pastor and finance committee.
- Assists in the development of the long-range strategic plan.

The St. Joseph School Board has six lay members. Meetings are scheduled quarterly (TBA) or as needed. Dates are subject to change due to scheduling conflicts. Confirmed meetings are listed on the school calendar. Parents are welcome to attend the open session portion of the meeting. Please notify the board president and/or the principal one week in advance if you are planning to attend. **Items on the agenda must be submitted to the principal or the board president at least 10 days in advance of the meeting so they can be included in the agenda.**

St. Joseph Board of Education

Term Expires

Tom Berkbigler	2026
Open	2026
Dan Jaycox	2027
Jennifer Cooper	2027
Ellen Miller	2028
Golda Aseniero	2028

ST. JOSEPH CATHOLIC SCHOOL FACULTY AND STAFF

Pastor	Fr. Gerson Parra
Deacon	Mark Byington/Rich Dore'
PreS-8 Principal	Dr. John C. Boyd
Secretary	Linda Hagan
Preschool	Lauren Thebeau
Pre-K	Marsha Brown
Kindergarten	Emily Hale
1 st grade	Kim Amsden
2 nd grade	Michelle England
3 rd grade	Stacey Schweitzer
4 th grade	TBA
5 th grade	John England
6 th grade	Amy Williams
7 th grade	Melissa Tindall
8 th grade	Linda Ferguson
Art	Janine Gault
P.E.	Bradley Chambers
Music/Band/Technology	Jane Ramos
Library	Jodie Berkbighler
After School Care	Pat Fingerhut
Maintenance/Custodial Supervisor	John Podolak
Maintenance/Custodian	Dylan Kelso

Admission

GENERAL ADMISSION POLICY

All Catholic schools of the Archdiocese of St. Louis shall admit students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national, and ethnic origin in admission policies, scholarships, and loan programs and athletic and other school administered programs.

Documents required at the time of enrollment:

1. Baptismal certificate
2. Birth Certificate issued from state department with official seal
3. Shot Record
4. Social Security card (if available)

Students will be considered for admission in the following order of preference:

1. Parents are in good standing with children in school.
2. Parishioners of St. Joseph parish.
3. Catholics from other parishes with children in school.
4. Non-Catholics with children in school. These students must take the religion classes offered in school and attend services with the school community. Non-Catholics are not permitted to receive the sacraments.

Tuition Information

Tuition rates for the 2024-2025 school year are as follows:

	Parishioner	Catholic, non-parishioner	Non-Cath.
One child	\$4,510	\$4,510 (family cost), \$1,650 (your parish cost*)	\$6,160
Two children	\$5,720	\$4,950 (family cost), \$1,650 (your parish cost*)	\$7,370
Three or more children	\$6,930	\$6,050 (family cost), \$1,650 (your parish cost*)	\$8,580

**If the parish does not agree to pay the subsidy, the Catholic, non-parishioner family is responsible for the entire amount.*

1. Tuition is on an 11-month plan, running from July through May. Our fiscal year ends June 30 which helps us to close the books for the entire parish facility and handle delinquencies or other problems.
2. Tuition is due the first of the month and is delinquent on the fifteenth. This is how the Archdiocesan accounting program handles tuition management.
3. **Please do not wait for a statement to pay your tuition. Statements are sent only as a reminder. Note: Payments made by check may not be postdated.**

AFTER SCHOOL CARE PROGRAM

St. Joseph Catholic School offers after school care Monday - Friday from 3:15 – 6:00 pm. **We will begin charging at 3:30. After School Care will not be offered on any day that school is dismissed at 11:30 or school is closed.**

FEES

After Care Program is \$5.00 per child per day. If you are late picking your child an additional \$5.00 will be charged to your account. Statements will be sent home weekly. Payments are due promptly and may be either cash or a check made payable to “St. Joseph After School Care.” Any account that reaches more than \$50.00 will have services suspended until payment is received.

SNACKS

A snack will be provided each afternoon. If your child has any food allergies, please note this on your information form.

Early Dismissals

When school is dismissed at 11:30 am. There will be NO aftercare.

ARRIVAL AND DISMISSAL PROCEDURES

In order to provide a safe environment for all of our children, parents/guardians must follow these arrival and dismissal procedures.

Children **must** always be accompanied by an adult when crossing any street.

ARRIVAL

Parents may only drop students off at the Carleton Street entrance (by the gym) facing St. Paul. The back doors open at 7:30 am and will be closed at 7:50 am. Student supervision begins at 7:30 am. Students may **not** enter through the lobby doors prior to **7:50** am. These doors will remain locked at all times.

Students are to report immediately to the gym from the entrance on Carleton Street. No students are to be in the restrooms, halls, or the offices without the permission of a teacher on duty. Morning prayers and pledge will be done before going to the classroom. School officially begins at 7:55 am, therefore, **if a student is not in their homeroom at 7:55 am, they are considered tardy.**

Tardy students must enter the lobby doors and report to the secretary to obtain a written tardy slip before they can be admitted to class.

DISMISSAL

The dismissal bell rings at 3:00 pm (11:30 am on early dismissal days). **To provide for the safety of our students, all students will be dismissed from their classroom beginning at 3:00 pm (11:30 am on early dismissal days).** Parents may pick up their child(ren) by either:

- Waiting outside on benches by the 8th grade classroom, between school and church.
- OR
- Parking in the designated areas on Carleton Street and remaining in your vehicle. The teachers on duty will use Voxel/cell phone to send the children out as their parents pull up to the loading cones.

In order to increase the safety and security of the students, St. Joseph Catholic School uses the Voxel/Cell phone as our student dismissal system. The purpose of this system is to safely and accurately release students to authorized adults, while improving the efficiency of the parent pick-up line. This system is used for dismissal for students in preschool - eighth grade.

As parents or other adults that are authorized by the parents for pick-up enter the car pick-up line on Carleton St., a staff member will call into the gym for that particular student to be released. The student will proceed to the pick-up zone, where he/she will be officially dismissed by the staff member on duty. No student will be released to someone that is not listed on the student's individual pick-up sheet. This list may be updated as necessary.

For parents choosing to pick up their child will do so between the church and school on the benches outside the 8th grade classroom. Students will be dismissed in the same manner: a staff member will check the name of the adult picking up the student from a list that the parents have previously authorized to pick up their child, then call for that student to come out..

Students not picked up by 3:20 pm (11:45 am on early dismissal days) will wait inside on the lobby steps for their ride. If not picked up by 3:30 pm (12:00 noon on early dismissal days), students will be sent to the After School Program.

ATTENDANCE POLICY

School hours are **7:55 am – 3:00 pm. Morning prayers begin at 7:50 a.m.**

Regular attendance is required. Attendance is the responsibility of the parent. The Missouri Department of Education recognizes that a 90% attendance rate or better helps to ensure a student's academic success. Repeated absences may result in a report of educational neglect to the Missouri Division of Family Services.

ABSENCE

1. Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (field trips, school sports, enrichment, remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. A student is allowed 10 unexcused absences (parents' discretion), further absences will require a doctor's note.
2. Each day that a student is absent, parents must call the school between 8 - 8:30 am to report the absence and the reason. Students will have an amount of time equal to the length of the reported absence, to make up missed work.
3. When the student returns to school, he/she must have a written excuse stating the student's full name and grade, the dates of absence, the reason for absence, and the signature of the parent or guardian of the child. This written excuse is necessary for re-admittance to class. The student should present the written excuse to his/her homeroom teacher.
4. The family should arrange to have the student's missed assignments picked up.
5. In keeping with our goal of working with parents and guardians toward academic excellence for our students, families are strongly encouraged to take vacations only during scheduled days off.

6. A student who is absent for two hours or more in either the morning or afternoon is marked as having a “half day absence” on the attendance and report card. Any absence less than two hours will be marked tardy.
7. Students who are tardy for school at any time will not be considered eligible for the Perfect Attendance Award. If taken out of school for any reason other than a school related function, the student will also be considered ineligible for this award.
8. Students must attend at least 3.5 hours of school in order to play sports that same day, unless approved in advance by the principal.

Parents should make every effort to arrange for all doctor and dental appointments after school, on non school days.

EXCESSIVE ABSENCES

Absence of ten days or more, consecutively or otherwise, are considered excessive and a cause for concern. **Once a student has reached excessive days missed a conference with the principal must be held to determine the reason and discuss the excessive policy moving forward.** The student’s report of progress (report card) is not completed until he/she has fulfilled the required work for the period. **If excessive absence occurs, any day absent after 10 in a semester, those days must be with a doctor’s note or child welfare laws require (and we may make) a report to the Missouri Division of Family Services.**

TARDINESS

Students **arriving** at school after the **7:55 am bell** are marked tardy on the daily attendance records. Students who are tardy to school should report to the school secretary to obtain a written tardy slip before they can be admitted to class. If three or more tardies occur in a given month, a conference with the principal will be arranged in order to discuss a possible solution to the problem. Parents are urged to cooperate in teaching children the value of promptness.

EARLY DISMISSAL/RELEASE

Precaution is taken in regard to release from school. No child will be permitted to leave the school premises during school time without a written request from the parent or guardian and the permission of the Principal. In the case of divorce, the parent giving permission for the release of the child must have custodial authority to do so.

CLOSING OF SCHOOL

School closing due to inclement weather will be sent via Jupiter immediately. Then announced on radio stations KREI 800 AM and KTJJ 99.8 FM, and on television stations KMOV-TV 4, and KSDK-TV 5.

BOOKS

Textbooks are distributed by the teachers during the first week of school. The students are responsible for these books. Books are the property of St. Joseph Catholic School. If books are damaged, lost, or stolen, the student in whose name the book was issued is responsible and must pay the charges set by the school.

Cafeteria

All lunches will be brought from home.

Milk will be offered daily:

White Milk - .50

Chocolate Milk - .50

CHILD ABUSE REPORTING

By law, school personnel are mandatory reporters and must report suspicions of child abuse/neglect to the Missouri Division of Family Services. Reporting would include suspicions of abuse: physical, sexual, emotional, or psychological. Reporting would also include suspicions of neglect: issues of health, nutrition, medical care, school attendance, psychological care, safety, and so on.

CODE OF CONDUCT

The Student Code of Conduct is based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and social concern.

1. I am made in the image of God; therefore, I will witness my faith through appropriate behavior and actions. I will accept any consequences and learn from my actions.
2. I will show respect for the needs, rights, and property of others.
3. I will respect authority and follow any instructions given.
4. I will come to school prepared to learn and honor time given.
5. I will participate in and maintain a safe school environment.

COMMUNICATION

Any and all communication distributed or displayed on school property including yard signs must be approved by the pastor/principal in advance.

At the beginning of each school year, a calendar that outlines the major events of the new school year is distributed. This calendar is subject to change. The calendar will be accessible via the school website. Grades will be posted on the Jupiter grades website. Please check the Friday Focus weekly for monthly announcements and reminders.

A family green folder or Jupiter with weekly notices will be sent each Friday. Please read the information in the family folder carefully and return the empty folder to school on the following Monday. A hard copy of the Friday Focus may also be sent home upon parent request.

Announcements are also posted on our website (stjosephfarmington.com), Jupiter grades website (jupitergrades.com). Some announcements will be in the weekly church bulletin.

Chain-of-Command

Please use the following with school issues or concerns:

1. Talk with your child
2. Talk with the teacher
3. Talk with the principal
4. Request a meeting with the principal and teacher
5. Request a meeting with the principal and pastor

Parent-teacher communication and partnership are highly encouraged. Teachers can be contacted in writing, by school phone, email or through Jupiter.

COPYRIGHTED MATERIALS

St. Joseph Catholic School adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyrighted materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

CURRICULUM

The St. Joseph Catholic School curriculum reflects:

- The four fold dimensions of Catholic education: message, community, worship, and service to others.
- The inherent value of the secular in specific subject areas, integrated with faith and the Gospel.
- The recognition of the spiritual, moral, intellectual, aesthetic, emotional, social, and physical aspects of personhood.
- The fundamental principles of child growth and development and the specific learning theories accepted by the school.
- The acquisition and application not only of knowledge, but also of attitudes, values, skills, and Christian morality.
- The relationship of life and faith experiences, and environments of the students.

The curriculum intends to integrate learning across subject areas.

It is essential to ensure systematic planning, evaluation, and articulation of the curriculum and instructional programs. Each area of the curriculum is evaluated on an ongoing basis by the administration and faculty. The principal is responsible for the day-to-day supervision of curriculum and instruction.

School policies and procedures are evaluated annually by the school administration. The policies, procedures, curriculum, instruction, and program are evaluated each year for annual accreditation by the Missouri Nonpublic School Accrediting Association, a member of the National Federation of Nonpublic School State Accrediting Associations. The curriculum, instruction, and program areas are evaluated every seven years in accordance with procedures established by the Archdiocese of St. Louis and consistent with appropriate standards for elementary schools and with procedures for school evaluations. The program is evaluated through an established self-study process and an annual planning and goal-setting process.

DISCIPLINE

The word “discipline” comes from the same root word as “disciple.” Therefore, St. Joseph Catholic School views discipline as teaching each student to live and act in a way that reflects the gospel message and to live as a disciple of Christ.

In guiding the child’s growth in Christian attitudes, values, and behavior, it is best to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline, which is a way of regulating one’s life to be productive, goal-oriented, and respectful of oneself and others. A self-disciplined school climate promotes learning, cooperative relationships, and a faith community. Therefore, efforts are directed toward teaching students the importance of Christian self-discipline and of developing a sense of personal Christian responsibility for one’s actions. Each student is guided to understand the consequences of various behaviors and to realize that choosing certain behaviors means accepting the responsibility for the consequences of these behaviors.

It is extremely important that a child both believes and witnesses that his/her parents stand behind the school and that they will demand an explanation of what choice the child makes during the school day. Without this understanding, a child can come to think that school and home are unrelated areas of authority and will soon learn to play one against the other. The best results are achieved when we work together for the good of each child.

Good discipline may be described as the absence of distractions, frictions, and disturbances that interfere with the teacher's right to teach and with all students' right to learn. It includes the presence of a friendly yet business-like rapport in which students and school personnel work cooperatively toward mutual goals and Christian community. It is the concrete expression of a Christian environment characterized by mutual respect and personal dignity which is completed by the act of reconciliation and forgiveness.

A school-wide approach to teaching social skills with integrity is when all staff demonstrate, explain, and practice social skills within and across multiple school settings daily. All staff should teach social skills on the matrix and have the expectation that behavior is learned (both appropriate and inappropriate) and thus appropriate behavior can be taught using the same principles with which academic content is taught. Each classroom will post a matrix of expected behaviors, and teachers will instruct students on appropriate behaviors. Our expectation is that students will act in a Christian manner during regular school attendance, traveling to and from school or other places, during co-curricular activities at school or other places, and whenever a student may be engaged in conduct related to the school or its faculty or staff.

1. The teacher will talk to the student and redirect student behavior as deemed appropriate.
2. The parents will be notified that the behavior has been repeated.
3. The teacher will contact the parents to arrange a conference if the behavior has not improved. During the conference, a behavior plan is established to resolve the concern. The principal will be informed and a written report will be entered in the student's file.
4. If the behaviors are continued, a discipline referral will be made to the principal. The principal will contact the parent and may arrange a conference with the parent and the teacher to develop an alternate plan.
5. The principal will notify the pastor, as deemed appropriate.

The severity of the offense will determine the order in which the procedures are followed.

POLICY VIOLATIONS, GRADES K – 8

When efforts by the teachers and parents are not successful, a referral to the principal may be needed. This means that more serious consequences may be assigned as outlined below. Parents will always be contacted when a referral is made to the principal.

Affection – Inappropriate display of affection.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent contact ISS: 1-3 days	Parent Contact ISS: 2-5 days OSS: 1-10 days	Parent Contact OSS: 1-180 days Withdrawal for cause

Alcohol/Drugs/Prescription Medications – Possession, sale, purchase of any over the counter drug, herbal preparation or imitation drug. Possession of or attendance while under the influence of or soon after consuming; sale, purchase or distribution of any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Contact OSS: 1-180 days Contact Juvenile	Parent Contact OSS: 1-180 days Withdrawal for Cause Contact Juvenile

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

<i>1st Offense</i>
Parent Contact OSS: 1-180 days Withdrawal for Cause Contact Juvenile

Assault – Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Contact ISS: 1-3 days OSS: 1-180 days Contact Juvenile	Parent Contact OSS: 1-180 days Withdrawal for cause Contact Juvenile

Bullying/Harassment – St. Joseph Catholic School shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standard of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student’s performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual. Harassment which targets a person’s protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap, or other is prohibited. A student shall not make unwelcome sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct of a sexual nature. This prohibition includes direct sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another person. Students who feel they are being harassed or bullied should immediately report the incident to a teacher or administrator of the school. Students will receive instruction each year regarding how they can help create a bully-free environment. St. Joseph Catholic School investigates every harassment/bullying complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions will be shared only with those who have a need to know.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Conference ISS: 1-5 days OSS: 1-10 days	Parent Contact ISS: 5-10 days OSS: 1-30 days Withdrawal for Cause

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or supporting material; unauthorized collaboration; facilitation of academic dishonesty; misconduct related to academics, including unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots).

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Loss of technology 1-3 days Zero on assignment/project ISS: 1-3 days	Parent Contact Loss of technology 3-5 days Zero on assignment/project ISS: 3-5 days	Parent Contact Loss of tech - 10 days Zero on assign/project ISS: 10 days

Disparaging, Disruptive, or Demeaning Language/Conflict – Use of words or actions, verbal, pictorial, written or symbolic language or gesture that is directed at any person that is in violation of policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions and/or creates reasonable fear of physical injury/property damage, and injury to another person.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Verbal reprimand ISS: 1-3 days	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days

Disrespect/Insubordination toward faculty/staff – A student shall not be unruly, profane, disrespectful, or refuse to obey reasonable rules and directions of the faculty and staff.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact ISS: 1-3 days	Parent Contact ISS: 3-5 days OSS: 1-3 days	Parent Contact OSS: 3-5 days

Disruption/Misbehavior – A student shall not cause a disruption of the regular operation of school or school activities. A student shall not engage in conduct that is in conflict with Christian behaviors.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Verbal reprimand ISS 1-3 days	Parent Contact ISS 1-5 days	Parent Contact ISS 5-10 days

Dress Code Violation – Wearing of clothes that are out of the uniform policy.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Verbal warning	Parent Contact - bring appropriate clothing	Parent Contact - bring appropriate clothing

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Contact ISS: 1-3 days OSS: 1-10 days	Parent Contact OSS: 1-180 days Contact Juvenile Withdrawal for Cause

Fighting – To use violent physical means to try to overpower somebody

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Contact ISS: 1-3 days OSS: 1-10 days	Parent Contact OSS: 1-10 days Withdrawal for Cause

Firearm – Possession of a Firearm

<i>1st Offense</i>
Parent Contact Contact Juvenile OSS: 1-180 days Withdrawal for Cause

Horseplay – Unruly student behavior.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Warning ISS: 1-3 days	Parent Contact ISS: 3-5 days	Parent Contact ISS: 5-10 days

Leaving School Grounds – Includes crossing the street once on school property.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent contact ISS: 1-3 days	Parent contact OSS: 1-10 days

Lunch Time Violations – Cutting in line, throwing food, taking food from another person's lunch or leaving the lunchroom without permission, etc.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Verbal warning 1-3 days lunch detention table	Parent Contact 3-5 days lunch detention table	Parent Contact 10 days lunch detention table

Missing Homework/Unprepared for Class in Grades K-4 – The student shall not persistently lack materials and completed assignments for school. **10% grade reduction per day late.**

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Verbal warning	Parent Contact ISS table until complete Care Team Referral	Parent Contact ISS: 1-3 days Care Team Review

Missing Homework/Unprepared for Class in Grades 5-8

A student will have to turn in his/her completed assignment at the beginning of the class. There will be a 10% grade reduction per day late for the first two days. On day two the teacher will contact the parent. On day three an assignment is not turned in; another 10% grade reduction will be added and a referral will be made to the Care Team for review.

Pornographic material, distribution/possession/viewing (including cell phones, on any type of electronic device and picture phones)

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Contact ISS: 1-3 days OSS: 1-10 days	Parent Contact OSS: 10 -180 days Withdrawal for Cause

Stealing – A student may not steal school property or the property of others, nor may a student attempt or pretend to do so.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Reimbursement of stolen items ISS: 1-3 days	Parent Contact Return item or reimburse cost ISS: 3-5 days	Parent Contact Return item or reimburse cost ISS: 5-10 days

Tardiness – Tardiness is noted on a monthly basis. A student will be referred to the principal after their 3rd tardy in class and for each tardy thereafter.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Verbal warning	Parent Contact Verbal Warning	Parent Contact ISS: 1-3 days

Technical Misconduct – A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the respect and dignity of all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize that safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school. This policy applies to communications or depictions through email, text messages, or web site postings, cell phones, or other electronic devices, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of sexual nature; (2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community; or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct").

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Loss of Privileges 1-3 days ISS: 1-3 days	Parent Contact Loss of Privileges 5-10 days ISS: 5-10 days	Parent Contact Loss of Privileges 10-30 days ISS: 10-30 days Withdrawal for Cause

Technology -Acceptable Use – The user shall only use the internet, the network and electronic devices for educational and research purposes. All use of technology is to promote the Gospel teachings and moral standards of the Church. The use of the school's/parish's network is a privilege, not a right, and inappropriate use will result in a cancellation of said privilege. Users are expected to follow network etiquette including but not limited to: Be polite; no abusive messages to others, use appropriate language, do not reveal the personal address or telephone numbers of students, faculty, and staff, do not use the network in any way that would disrupt its use by other users, use the network legally, not in violation of copyright or other contracts, do not use the network to play games, listen to music or for chain letter communication. The user must have direct supervision for sending email or using a chat room.

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact Lose privileges 1-3 days ISS: 1-3 days	Parent Contact Lose privileges 3-5 days ISS: 3-5 days	Parent contact Lose privileges 5-10 days ISS: 5-10 days OSS: 1-180 days Withdrawal for Cause

Tobacco (or tobacco imitations); Possession or Use

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Contact ISS: 1-3 days	Parent Contact ISS: 3-5 days

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

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Parent Contact ISS: 3-5 days	Parent Contact Contact Juvenile ISS: 5-10 days	Parent Contact Contact Juvenile OSS: 1-10 days

Vandalism – Any student defacing school, church, or another student’s property or committing any act of vandalism will be liable for the necessary repairs and responsible for replacing the item if beyond repair.

<i>1st Offense</i>	<i>2nd Offense</i>
Parent Contact Liable for repair or replace ISS: 1-10 days	Parent Contact Contact Juvenile Liable for repair or replace OSS: 1-10 days Withdrawal for Cause

Weapon possession – Possession of any instrument judged to be potentially harmful

<i>1st Offense</i>
Parent Contact Contact Juvenile OSS: 1-180 days Withdrawal for Cause

Disciplinary Actions:

- ISS (in school suspension) and OSS (out of school suspension)
- Suspension is the removal of a student from all classes for a specified period of time. Class work missed during OSS cannot be made up. Tests missed during OSS will be made up. The decision to use suspension as a disciplinary action is made at the local level by the school principal. Mandatory counseling may be required before the student returns from OSS suspension.

Procedure for Suspension

Notice of the suspension is verbally conveyed to the parents/guardians as soon as possible. A written statement to the parents/guardians follows the verbal notice. This statement outlines the reasons for the suspension, the length of time of the suspension, and the process for and condition of the student’s return to school which has been drafted by both the principal and pastor. The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is to be kept on file at the school and a copy is given to the family.

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

- Procedure for Probation

If a student is placed on probation, the parents/guardians and student should be informed in writing. This communication should indicate the reason for the probation, the period of time of probation, the conditions of the probation, and when or under what circumstances the probation will be reviewed, continued, or ended. The written statement should be signed by the parents/ guardians and student indicating that they understand and accept the terms and conditions of the probation. The original signed statement is to be kept on file at the school, and a copy is to be given to the family.

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

- Withdrawal for Cause

Withdrawal for Cause is the permanent end of enrollment of a student from school. The decision of withdrawal for cause is made by the pastor, with a recommendation from the principal.

When considering the decision regarding a withdrawal for cause, the parents, principal, and pastor need to realize the potential effect if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

Procedures for Withdrawal for Cause

1. The student is placed on indefinite suspension and the parents/guardians and student are notified that Withdrawal for Cause is being considered.
2. The principal should consult with faculty/staff members and the appropriate person at the Catholic Education Office to review the situation before a decision is made.
3. The principal will recommend to the pastor that Withdrawal for Cause is the appropriate action given the student's behavior, and in the best interest of the school community.
4. A conference will be requested with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation.
5. Following the conference, a decision should be reached by the pastor and communicated to the parents in writing. The Catholic Education Office should be informed of the decision.
6. "Withdrawal for Cause" should be recorded on the student's cumulative record, along with the date of the action. No other comment or information about the action should be included in the student's cumulative record.

Be Safe***Be Responsible******Be Respectful***

<i>Church</i>	<ul style="list-style-type: none">• Walk in a single file line• Sit in assigned place• Keep hands and feet to yourself• Only leave with a teacher	<ul style="list-style-type: none">• Walk carefully to the choir loft• Place missals and song books where they belong• Sing with enthusiasm• Participate actively in Mass (reflect being Alive in Christ through prayer, worship, word, and example)	<ul style="list-style-type: none">• Sit quietly• Listen to readings, homily, etc.• Do not talk while in church• Genuflect before entering pew• Make Sign of the Cross with Holy Water when entering and exiting church
<i>Classroom</i>	<ul style="list-style-type: none">• Keep your area clean and neat• Keep hands, feet, and all other objects to yourself• Maintain personal workspace• Walk	<ul style="list-style-type: none">• Follow classroom expectations• Turn in completed assignments on time• Bring needed materials• Be prepared to learn• Accept the consequences of behavior	<ul style="list-style-type: none">• Be courteous• Use time wisely• Treat school materials with care• Use appropriate words and voice• Be an active listener
<i>Hallways</i>	<ul style="list-style-type: none">• Go directly to and from your destination• Walk in a single file line following the teacher	<ul style="list-style-type: none">• Stay in designated area• Keep hands and feet and objects to yourself•	<ul style="list-style-type: none">• Walk quietly facing forward• Follow teacher directions• Enjoy hallway displays with eyes only
<i>Playground</i>	<ul style="list-style-type: none">• Walk to and from the playground• Only leave playground with an adult• Get teacher permission to retrieve balls• Use equipment appropriately• Stay in designated areas• Keep all parts of body to yourself	<ul style="list-style-type: none">• Solve conflicts using problem-solving skills• Use equipment in appropriate places• Put equipment away• Follow all rules• Share	<ul style="list-style-type: none">• Use appropriate language (no put downs)• Keep your hands to yourself• Get quiet at 3rd whistle• Allow everyone to join in your games
<i>Bathroom</i>	<ul style="list-style-type: none">• Keep feet on floor at all times• Only one person in bathroom stall	<ul style="list-style-type: none">• Flush toilets after use• Use bathroom supplies properly• Tell a teacher about problems• Wash hands	<ul style="list-style-type: none">• Allow others to have privacy• Wait quietly for your turn
<i>Cafeteria</i>	<ul style="list-style-type: none">• Sit in assigned area• Place trash in trash can• Keep food on tray – no sharing• Carry tray with both hands• Sit facing table	<ul style="list-style-type: none">• <u>Only one time through the line</u>• Keep space and table clean• All food stays in the cafeteria• Stay seated until dismissed	<ul style="list-style-type: none">• Use polite language• Follow teacher directions• Use good manners and an inside voice• Show kindness to cafeteria staff
<i>Assemblies</i>	<ul style="list-style-type: none">• Enter and exit assembly area in an orderly manner (single file line <u>following teacher</u>)	<ul style="list-style-type: none">• Stay seated in designated area• Enter and exit quietly• Focus on presentation	<ul style="list-style-type: none">• Keep hands and feet to self and still• Keep voice silent• Applaud appropriately
<i>Arrival/Dismissal</i>	<ul style="list-style-type: none">• Walk in a single file line with your class• Carry all belongings close to your body• Walk slowly• If arriving late/leaving early, sign in/out with secretary	<ul style="list-style-type: none">• ALL students in the gym or cafeteria until 7:45 am• Leave school only with permission• Sit quietly during dismissal time	<ul style="list-style-type: none">• Walk quietly and calmly with your hands at your sides• Follow hallway rules

DISTRIBUTION OF MATERIALS

Only literature approved by the pastor/principal may be distributed to students, parents, teachers, or others on school property or at meetings for any school organization. The pastor/principal must also approve any signage or banners, etc. placed on school/parish property. There are no exceptions to this rule.

DIVORCE/CUSTODY/REMARRIAGE

1. Parents who are divorced or separated may need to provide evidence of the legal divorce or separation.
2. Evidence of the legal child custody decree must be provided. It will be filed in the child's permanent record. St. Joseph Catholic School may not legally withhold information from parents with visitation rights.
3. Evidence of legal adoption must be provided for custody rights to be extended to the new spouse if a remarriage has occurred.
4. Each child's legal name must be used on all student records, evidence of a **legal** name change must be provided to the school.
5. Parent-teacher conferences must be held with parents/legal guardians only.
6. Orders of protection, restraining orders, or any other pertinent legal documents must be provided.

DUAL ENROLLMENT

Missouri state law allows a student to be dually enrolled in a Catholic school and a public school in order to participate in specialized programs or to receive special education or remedial reading and mathematics series. Dual enrollment is possible only in another accredited school. St. Joseph Catholic School is the primary educational provider. The other school is a supplemental provider. A student is not considered absent from school when in attendance at the other school. *Refer to the Local Education Authority (LEA).*

EXTRA-CURRICULAR ACTIVITIES

Although extra-curricular programs are not graded, they are considered a part of the total school program, and, therefore, are under the jurisdiction of the principal. Extra-curricular programs include sports and any club sponsored by the school. These activities are sometimes scheduled into the school day or they may take place at scheduled times after school.

Students in grades 4-8 wishing to participate in any extra-curricular activity must maintain a “C” or better in all core subjects. Any exceptions to this policy will be determined by the principal. **A student with a D+ or below in any core subject will be placed on probation for a two week period. During the probation period the student will be allowed to participate in all team activities. After two weeks, if the grade or grades are not a C- or better the student will be suspended from the team. No practice or games (that includes pre-game warm-ups).**

All extra-curricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as a moderator of the activity and should be present at all times during the activity. Permission from parents/guardians must be obtained for a student to participate in extracurricular activities. While some are noted, other opportunities will be communicated to parents throughout the school year. Examples of extracurricular activities are:

Academic Competitions
Art Contests
Athletics - Intramural Sports
Student Council

Student Council

Student Council is a service oriented activity within our school, composed of students and faculty to serve our school, church and community. Students who choose to be involved in Student Council will be expected to be at all functions regardless of other functions or activities, such as a sports game/practice. **Meetings will be held from 7:15 - 7:45 am.**

Student Council Members

- The 4 leadership positions of President, Vice-President, Secretary and Treasurer will be 8th grade only positions and will be elected in the spring.
- All other positions will be open to 6-8th graders and will be elected in the spring.
- There will be 1 class representative from grades 4-8 which will be elected in the fall.

Eligibility for Membership

- Students must maintain good academic standing by maintaining a minimum of a C in all core classes. All special class grades will be reviewed by the principal.
- Students must be approved by the principal and Student Council Advisor.

If StuCo members do not meet or maintain these requirements, they will be removed from their position and all activities related to StuCo for 2 weeks. After the two weeks are up, the student will meet with the advisors to discuss their commitment to the Student Council and be given two additional weeks to bring their grades up or their behavior in line with the school's expectations. If after two consecutive probationary periods (or 4 consecutive weeks starting from the initial review date), the student will be removed permanently from Student Council.

These qualifications will be monitored throughout the year by the advisor and principal.

FACILITIES USE POLICY

This policy was developed to provide the necessary information regarding the use of the parish/school facilities including the gymnasium, cafeteria, and classrooms.

The use of the gymnasium, cafeteria, and/or classrooms is limited to **parish sponsored events**. Parish sponsored events included, but are not limited to: St. Joseph sponsored athletic practices, camps, and games; the dinner auction; school plays and musical performances; fish fries; chicken dinners; trivia night; physical education classes; recess; Knights of Columbus breakfasts and meetings; blood drives; book fairs; Our Father's Table; Youth Group; and Vacation Bible school.

Community events that were previously granted permission from the parish to use these facilities will be grandfathered in and allowed to continue using the facilities. These community events include Help the Hungry Bake Sale, Country Days Fun Run, and the Parkland Pregnancy Resource Center Mom's Day Out. The list of parish sponsored events is submitted to and approved by the Parish Council and Finance Committee each year.

This policy was put into place with consideration of the following indicators:

- The safety of our children and maintaining compliance with the **Protecting God's Children Initiative** – This policy is in compliance with the Archdiocese of St. Louis guidelines for the Protecting God's Children Initiative which mandates that all volunteers in our parishes and institutions must complete the program and submit to a background check. The parish is responsible for background checks for all parish employees and volunteers.
- **Insurance coverage** – In the event of an accident, only parish sponsored activities are covered by our insurance plan.
- **Finances** – The utility cost for the facility which is determined at the time the budget is prepared for the upcoming year based on the approved list of parish sponsored activities.

FEES

When sending money to school, please put it in an envelope marked with the family name, the amount, and the purpose. Tuition payments should be made in the designated envelopes and should be paid directly to the parish office. There are no tuition refunds for absences, vacations, or closings of school. Checks may not be postdated.

All bookkeeping is done in the parish office. Inquiries should be directed to the parish business manager or parish bookkeeper.

FIELD TRIPS

Field trips are opportunities that encourage spiritual, educational, and cultural development and enrichment. Field trips relate to the curriculum. They are designed to enhance student learning. Field trips give children a wealth of educational experiences as well as foster a sense of independence and self-reliance.

Students who have not demonstrated appropriate behavior during school time may lose the privilege of attending field trips. **The written consent of parents must be obtained for every child participating in a field trip.** Parents are required to complete the Permission Slip sent by the trip supervisor. (Please refer to the Appendix for a sample of this form.) Any fees for the field trip **must** accompany the permission form.

Emergency forms and all necessary medications for children will accompany the St. Joseph Catholic School staff on field trips. Upon returning to school **all** children must proceed to their classrooms to check in with their teachers and to be dismissed in the regular manner and at the regular time. Parents should **not** enter the building looking for children, nor should parents attempt to remove children directly from buses. Chaperones should return to their cars to await regular dismissal.

Transportation by bus is encouraged and will be provided by fully insured and licensed school bus service providers only. However, if private passenger vehicles are used, the following criteria are to be followed: (Archdiocesan Policy 5202.9)

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 or \$300,000 per occurrence.
4. Drivers should be experienced and demonstrate maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. **The use of alcohol or tobacco on any field trip (including Mystery Trip) is prohibited.**

Parent drivers must submit a copy of their driver's license, insurance card, and insurance policy for validation of these criteria by the school administration prior to transporting.

Transportation by bus is encouraged and will be provided by fully insured and licensed school bus service providers only. However, if private passenger vehicles are used, the following criteria are to be followed: (Archdiocesan Policy 5202.9)

7. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
8. The vehicle should have a valid registration and meet state safety requirements.
9. The vehicle must be insured for minimum limits of \$100,000 or \$300,000 per occurrence.
10. Drivers should be experienced and demonstrate maturity necessary to provide for the safety of those they are transporting.
11. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.

Children younger than 4, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are 4 but less than 8 years of age and who weigh at least 40 pounds but less than 80 pounds and are less than 4'9" must be secured in a child passenger restraint system for booster seat appropriate for the child. Children who weigh at least 80 pounds or taller than 4'9" must be secured by a vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872).

Any trip that is organized by any parent(s) and/or student(s) is not sanctioned by St. Joseph Catholic School and St. Joseph Catholic Church and said St. Joseph Catholic School and St. Joseph Catholic Church are not liable for any injuries and/or damages, whether to the person or to the property, to any student(s), parent(s), and/or third parties resulting from said non-sanctioned trip. Furthermore, solicitation of funds for said non-sanctioned trip shall not occur on school property or property owned by St. Joseph Catholic Church nor shall the name St. Joseph Catholic School and/or St. Joseph Catholic Church be used during any unauthorized solicitation of funds for said non-sanctioned trip.

Parent Supervision/Chaperones

The teacher is responsible for securing and selecting chaperones. An effort is made to include each parent volunteer sometime during the school year.

Parents will be the first chaperones chosen to help chaperone on field trips. “Parent” refers to the custodial parent and the non-custodial parent with visitation rights. Should there not enough chaperones, then other family members may be asked to help. Parents/Guardians must have had “Protecting God’s Children” before they can supervise students.

When parents volunteer to chaperone field trips, they may **not** bring non-school children or siblings of the students. Parents will be solely responsible for the children in their predetermined group.

Parents who do not wish their child(ren) to participate, may **not** join the field trip. Parents may **not** choose to remove their child(ren) from the field trip at any time without acquiring permission from the teacher or the principal and signing them out.

Field trip chaperones are considered St. Joseph Catholic School volunteers and must therefore adhere to those requirements. Please refer to the Volunteers section of the handbook.

The following guidelines regarding serving beverage alcohol have been developed for all parishes, parish organizations, agencies, and entities of the Archdiocese of St. Louis.

Alcohol is not to be served to anyone or brought in by anyone, including adults, at any event directed primarily to and for minors.

Adults must never supply such substances to minors nor may they consume alcohol while functioning in an official capacity with minors. This includes those who are involved with children as coaches or managers of sports teams.” (Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors § 4.5) 9.

FINANCIAL POLICY

St. Joseph Catholic School withholds report cards and student progress reports if obligations (financial or otherwise) of the parents/guardians have not been fulfilled.

FINES

1. A fine will be imposed for damaging a library book or a textbook beyond the ordinary usage.
2. A student who loses a book or who damages school or church property, whether accidentally or otherwise, will be responsible for replacement or repairs and will be asked to pay the full cost of the item.
3. A student will not receive the final report card until all fines are paid.

FORGOTTEN ITEMS

We value the strong partnerships between parents and school in our mission to promote responsibility and organizational skills in our students. Please encourage your child to have everything packed in his/her book bag each night and place it in the same location.

For safety reasons, children are not allowed to come back into the building after school is dismissed without supervision from a school employee.

GRADING AND REPORTING

Report cards are sent to parents at the close of each quarter. There will be scheduled conferences after the first quarter, so together we might work closely for the good of the child. (Progress reports for grades 3-8 will be emailed to parents via Jupiter Grades. Check the school approved calendar for mid-term and end of quarter dates.

Academic grades are based on classroom participation, oral work, written work, tests, quizzes, homework, projects, and other types of assessments. The grading scales are indicated on the specific grade level report cards. Grading is based on developmentally appropriate criteria.

All students at St. Joseph Catholic School are expected to strive to learn and produce products of learning which reflect neatness, timeliness, thoughtfulness, and good effort. Work that has been assigned as part of class is necessary to this process. Homework and classwork demand quality. Less than this will not be accepted. If such instances occur, the teacher may give the student a warning, penalize the grade, or give a failing grade. Parents will be notified of this situation if it becomes a problem. Continued poor performance will require a conference with the teacher, parent, and student at an agreed upon time. At the conference, a plan will be developed to correct the difficulty.

Grades do not necessarily demonstrate a clear relationship of what your child has learned or of their potential to learn. Often the grades relate the status of work-study skills, motivation, state of mind, or physical well-being. Poor grades are signs of concern. Be reasonable in your expectations. If a student is in danger of failing a subject, parents will be given notification.

JUPITER GRADES

St. Joseph uses an online electronic grade book known as Jupiter Grades. This allows parents and students access to grades and assignments at any time. New students and parents will be assigned a temporary password at the beginning of school. When you log on to the website (www.jupitergrades.com) for the first time, you will be prompted to change your password. You can keep your same password until your child graduates from St. Joseph.

The Jupiter website will also be used to post the school calendar, lunch menu, and other special announcements. Since this will be a vital means of communication, it is extremely important that the school has your preferred email address and is notified promptly if your email address changes.

If you have any questions or problems accessing Jupiter Grades or setting up your profile, please contact the school secretary.

GRADING SCALE

For grades K-1 core classes		For grades 2-8 core classes		For special classes (art, library, music, and PE)	
4	Advanced	A+	97-100	O	Outstanding
3	Secure	A	93-96	VG	Very Good
				S	Satisfactory
2	Progressing	B+	89-92	NI	Needs Improvement
1	Beginning	B	85-88	U	Unsatisfactory
		C+	82-84	P/F	Pass or Fail
		C	78-81		
		D+	74-77		
		D	70-73		
		F	69 or below		

HONOR ROLL

Students in grades 4-8 qualify for the Honor Roll. In order to determine eligibility all teachers use the following system calculated through the Jupiter Grading system.

Any grade at the end of each quarter lower than a “C” in a core class or “S” in art, music, PE, or library will eliminate a student from the honor roll and extra-curricular activities. The principal will have the final decision.

- “A” Honor Roll = Each core subject grades must be no lower than an A-
- “B” Honor Roll = Each core subject grades must be no lower than an B-
- “A/B” Honor Roll = will be given at the end of the year and is determined by a combination of all grades.

HEALTH AND SAFETY

During the summer of 1988, the Archdiocese of St. Louis, the LEA (Local Education Agency) for this school, inspected each school building leased, owned, or otherwise used as a school building by the Archdiocese to identify all locations of asbestos-containing building material (ACBM) in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the AHERA regulations. Samples were taken of all ACBM and suspected ACBM, analysis of the samples was performed, and the condition of the material was assessed. An Asbestos Management Plan was prepared from this information.

On October 12, 1988, the Archdiocese of St. Louis submitted a copy of this Management Plan to the State of Missouri, as mandated by AHERA and pursuant to the EPA “Asbestos-Containing Materials in Schools” regulations (40 C.F.R. Part 763, Subpart E) (the “AHERA Regulations”).

The Management Plan is available in the:
Office of Building and Real Estate
Cardinal Rigali Center
20 Archbishop May Drive
St. Louis, MO 63119-5738

And in the Administrative Office of this school, located at 501 Ste. Genevieve Ave. The Management Plan shall be available at these locations during normal business hours, without cost or restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents. A reasonable cost may be charged to make copies of any portion of the Management Plan.

Response Actions to the ACBM may include removal, encapsulation, enclosure, or repair. All Response Actions at this school are being performed in compliance with AHERA and the AHERA regulations, in accordance with the Management Plan recommendations. If abatement activity has been conducted at your school, this information will be located at the “Response Action” tab of St. Joseph’s Management Plan.

Periodic Surveillance of the ACBM is being performed every six months. The results of each of these inspections are available in the Management Plan, located at the school and the Office of Building and Real Estate. Periodic Surveillance consists of a visual inspection of all areas that are identified in the Management Plan as ACBM or assumed ACBM. Any changes in the condition of the materials that require attention are noted by maintenance personnel and reported to the Office of Building and Real Estate, which initiates the appropriate response action.

Care Team

The Care Team is a group from our school faculty who meet to discuss and identify intervention strategies for students who have academic and/or social concerns. Before a referral is made to the CARE TEAM parent contact will be made by the teacher.

Firearms

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of St. Joseph Catholic School and parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

HEALTH AND MEDICATION

The health, safety, and physical well-being of each student are of great importance. St. Joseph Catholic School conforms to the health department guidelines.

Emergency Form

During the registration process, parents must complete an emergency data sheet with the registration form and return it to the school. This sheet contains the parents’ address, telephone numbers at home and work, or numbers where parents can be reached if not at either of the former places. It should also contain names and numbers of one or two persons who have agreed to assume responsibility when the parents are not available. The name of the family physician must also be kept on file at school. Please keep all this information up-to-date.

Emergency Authorization and Release

Parents are notified as soon as possible when a student becomes ill or is injured during the school day. Children will be released only to persons who have been authorized by the parents. The emergency health form provides space for this information. This must be kept up-to-date. The school office must be notified immediately in writing of any changes.

Administration of Medicine

St. Joseph Catholic School follows the guidelines of medication as defined by the Health Advisory Committee of the St. Louis Archdiocese.

Most medications do not need to be administered at school. Any medication that is given three times a day should be given at home (morning, after school, and bedtime). The school will not administer the **first** dose of any medication.

If a medication (prescription or over-the-counter) must be given at school, the following requirements must be met:

1. An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.
2. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed," a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order.
3. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
4. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. Non-prescription (over-the-counter) medication must be in the original container. Ideally, the parent will have two containers, one for home and one for school. The child will need a new prescription each school year.
5. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.
6. Students will not be able to carry medications with them at school.
7. The school has the right to call the physician.

If your child requires any over-the-counter medication, you must have a written physician's order. Please contact your physician and have the order sent to the school.

All medication sent to school will be secured in a cabinet under the supervision of the administration. Students may not carry medication with the exception of metered-dose inhalers when properly registered with the school. A trained staff member will be assigned to administer medication. Proper documentation is kept on every dose given. If there is any change in the dose or the timing of medications, the physician must submit the change in writing. This written note may be faxed or mailed to the school. Parent permission is not sufficient to administer medication differently from the physician's original order.

Health Procedures

A student will be sent home if he/she is determined to have a fever or if he/she is vomiting. Fever indicates active infection and automatically restricts school attendance. Children must be fever-free – without fever reducing medicines – for 24 hours before returning to school.

If a student is ill before coming to school, he/she should be kept home for observation. Essential first aid supplies are available at all times for minor injuries.

Students with Significant Medical Conditions

A student enrolled in St. Joseph Catholic School who has a significant or potentially life threatening medical condition may require special consideration. The student's parents must provide the principal with the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Immunizations

Strict adherence to state regulations regarding immunizations and medical examinations is essential. A medical examination is required upon entrance into St. Joseph Catholic School. A record showing immunizations must be kept on file and must be kept current. If written evidence of compliance is not submitted, a student will be excluded from school on the first day and thereafter until the evidence is submitted. Please check with your doctor or visit <http://health.mo.gov> for Recommended Immunization Schedules

Missouri Department of Health and Senior Services requires the following provisions:

1. Students may **not** attend school without written evidence of immunizations.
2. The philosophical exemption to immunizations is eliminated. Religious and medical exemptions will still be permitted as defined in this rule.
3. Legislation allows disclosure and exchange of information and records pertaining to the immunization status of persons against childhood diseases without written release of parent or guardian authorizing such disclosure to persons who have a need to know such information.

Communicable Diseases

Catholic Schools of the St. Louis Archdiocese will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

Much progress has been made in the prevention and control of communicable disease in recent years. Vaccines are now available for many diseases which used to cause widespread epidemics among children, and antibiotics help to control many others. Schools retain a very important role in controlling the spread of communicable disease. By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, school personnel can help ensure the good health of their students.

State Law: Each school superintendent, whether of a public, private, parochial, or parish school, shall cause to be prepared a record showing the immunization status of every child enrolled in or attending a school under his jurisdiction.

Section 167.191 RSMO 1986. "Children with contagious diseases attending school penalty."

It is unlawful for any child to attend any of the schools of this state while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to it. For the purpose of determining the disease condition or the liability of transmitting the disease, the teacher or the board of directors may require any child to be examined by a physician and exclude the child from the school so long as there is any liability of such disease being transmitted by the pupil.

If the parent or guardian refuses to have an examination made by a physician at the request of the teacher or board of directors, the teacher or board of directors may exclude the child from school. Any parent or guardian who persists in sending a child to school after having been examined as provided by this section and found to be afflicted with any contagious or infectious disease or liable to transmit the disease or refuses to have the child examined as herein provided is guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than one nor more than five hundred dollars.

Vomiting and Diarrhea

Vomiting and/or diarrhea indicate active infection and may restrict school attendance.

WELLNESS POLICY

In compliance with the Federal Government, as well as in response to growing concern over adolescent health and fitness, St. Joseph Catholic School has implemented a Wellness Policy that dictates specific guidelines regarding all foods offered or brought to our school, physical fitness offerings and healthy lifestyle education. The guidelines are as follows:

A. Nutritional Offerings

1. School cafeteria offerings will be held to a high standard of nutritional value.
2. Food/beverage offerings brought in for school parties and snacks must be of nutritional value; see list in our complete Wellness Policy. for healthy snack options.
3. Lunches or snacks brought in by individual students are encouraged to be nutritious and soda/carbonated beverages are not allowed.
4. No food or beverages will be allowed for group parties or snacks that are not presented in prepackaged containers, i.e. no homemade items will be allowed. All other food must be prepared in a commercial kitchen or bakery.

B. Physical Fitness

1. All students will be provided physical education class time weekly.
2. All students will have adequate recess time daily.
3. Physical activity will not be limited to physical education class and will be encouraged throughout the instructional day.

C. Healthy Lifestyle Education

1. All students, grades K-8, will receive appropriate health/nutrition education, including methods to develop and maintain a healthy lifestyle.
2. Parents will be afforded opportunities to learn more about nutrition and the benefits of physical fitness through the school website, weekly newsletters, and other venues throughout the year.

HOMEWORK

Research supports homework as an addition to work done at school. For our purposes the following will be used as a guide:

K-2 Minimal assigned homework; usually with reading.

3-6 Use a 10 minute rule. 3rd-30 minutes, 4th-40 minutes, 5th-50 minutes, 6th-60 minutes.

7 -8 The recommended time limit is no more than 2 hours.

If **study hall is used wisely** grades 5-6 should be no more than 10-20 minutes on most days. Grades 7-8 should be not much more than an hour. Teachers in grades 5-8 will work together to ensure homework does not exceed these limits on a regular basis.

INDIVIDUAL SERVICE PLANS (ISP's)

Students with ISP's and other diagnostic reports may apply for admission to St. Joseph Catholic School. Acceptance is predicated on the belief that placement at St. Joseph Catholic School will be a **mutually** positive and productive learning situation and experience for all involved: the admitted student, the family of the student, other students in the class and the school, the teacher(s) and administration, the parish, and the school as a whole. Admission must be based on sound educational practice.

St. Joseph Catholic School is committed to working with each student's unique needs and abilities. St. Joseph Catholic School is also committed to a **mutually** beneficial educational experience; therefore, St. Joseph Catholic School may require that a student seek services and situations available in a different educational setting. The administration and staff of St. Joseph Catholic School will appropriately assist families in finding a suitable educational setting for a student. The decision to recommend placement of a potential student in another educational setting resides with the school. Additionally, the decision to require an alternative placement for a currently enrolled student resides with the school.

INSURANCE

Student accident insurance is available to all students. Contact the school office if interested. Parents are financially liable for medical expenses resulting from accidents.

INTERNET AND ELECTRONIC COMMUNICATIONS

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

The development of the internet provides students and teachers with unprecedented resources of information, ideas, and materials to enhance learning. St. Joseph Catholic School takes steps to ensure that both students and teachers make use of the resources appropriately. Keeping with principles that guide our school and the applicable laws, **beginning with the 2024-2025 school year all students will be issued a school chromebook. Outside devices will not be permitted without advanced permission of the principal.**

Communications or depictions through email, text messages, or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community; or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct") shall be subject to the full range of disciplinary consequences, including Withdrawal for Cause, as described in the Policy Violation section of this handbook.

St. Joseph Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly. This is strictly prohibited during normal school hours.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of faculty/staff members. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

LAW ENFORCEMENT/SCHOOL SEARCHES

RIGHT TO QUESTION

No student will be questioned **on our campus** by law enforcement authorities or officials of other public agencies unless the principal is present. Every effort will be made to contact parents and provide them the opportunity to be present during questioning.

RIGHT TO REMOVE AND SEARCH

Law enforcement authorities may remove students from school property and search students and belongings upon presentation of a valid arrest warrant or upon probable cause to believe the student has committed a crime.

SCHOOL PERFORMED SEARCHES

The principal with sufficient means to do so, may search any portion of the school property. Student desks are school property and as such are subject to search by school officials. Additionally, a student's jacket, purse, backpack and the like are personal property which may be searched upon reasonable suspicion to justify the search. If reasonable grounds exist, school officials will request that a student empty the contents of pockets, purse, or backpack. Students refusing this request, are subject to disciplinary action including suspension, or if the school remains convinced of the reasonable grounds for a search of the student's property, the school official may conduct a reasonable search notwithstanding the student's refusal.

LIBRARY

A library resource center is available to the students. Students are urged to make use of this facility. Books may be checked out for two weeks. Students in grades K-2 may check out one book at a time. Students in grades 3 – 8 may check out two books at a time. Students will be charged the replacement cost for any lost or damaged books.

Literature

Students may have at school: books from the school or public library, books from the book clubs sponsored by the school, school magazines, and books/magazines for a specific class which have been approved by the principal and/or teacher. Any other publications are not to be brought to school. Books being read by students should have themes consistent with Catholic, Christian principles.

LOCAL EDUCATION AUTHORITY (LEA)

Programs offered by the public school or Local Educational Authority (LEA) of student residence are accessible to students at St. Joseph Catholic School. Tutorial programs and remedial programs are offered through the local public schools and are funded by tax dollars. These programs are accessible to St. Joseph Catholic School students with schedules determined by each individual teacher.

Programs are offered through each public school district. Eligibility criteria may vary but are generally based on standardized test scores, teacher recommendations, or other valid sources.

Parents are encouraged to take advantage of other services offered through public school districts. These services include early childhood developmental screenings and the “Parents as Teachers” program, learning disability programs and gifted/talented programs as well.

LOST AND FOUND

Lost articles are collected and placed in the “lost and found” box. Lost jewelry, watches, and glasses may be reclaimed in the school office. **Students’ belongings and clothing must be marked with the student’s name.** Periodically, unclaimed items will be displayed. Items still unclaimed will be donated to the St. Vincent DePaul Society for the poor.

MAILING LISTS

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

MEDIA

Members of the media will not be allowed to interview students on matters unrelated to the purpose for which they were invited. In order to submit marketing photos to the Archdiocese, faculty, staff, and parents are asked to sign a media release form. In cases of interviews and photographs of students, parent permission is necessary.

PARENT ORGANIZATIONS

St. Joseph Catholic School is blessed to offer diverse opportunities for parent involvement. Below are some areas in need of parent assistance.

The Athletic Association is a group of parishioners that work together in order to provide the children of our parish opportunities to participate and compete in sports. The AA provides the funding, equipment, instruction, and officiating for various sports to enhance the spiritual and physical growth of the parish children participating. All activities are open to all children of the parish within the guidelines of academic eligibility and parental permission. The association's goal is to allow our Catholic identity to shine through in the children's athletic competition and parents' involvement. An emphasis is placed on respecting other competitors, coaches and officials; working toward a common goal; improving skills; and having fun in a Catholic environment.

The following programs are offered:

Soccer	grades K-8
Volleyball	grades 5-8
Cheerleading	grades K-4
Basketball	grades 5-8
Golf	grades 5-8

St. Joseph belongs to the Christian Athletic Conference. Please refer to www.cacathletics.com for further information. The CAC is made up of St. Joseph, St. Paul Lutheran-Farmington, Valle Catholic-Ste. Genevieve, St. Rose-DeSoto, St. Joachim and St. Agnes-Bloomsdale. Please see the section on Sportsmanship Expectations for an overview of our conference's philosophy. St. Joseph is affiliated with the Missouri State Schools Activities Association (MSHSAA) and follows their guidelines. All students must either be enrolled in St. Joseph School or in Farmington Middle School to participate in athletic activities/events.

Directions to each venue and game scores are also on the CAC website. The CAC offers a consistently competitive schedule that allows for both fun, personal growth, and the opportunity for a high level of competition.

Eligibility for Farmington School District Sports Programs

Due to an agreement with the Farmington School District, St. Joseph students are allowed to participate in sports that are offered at Farmington Middle School, but not St. Joseph. These sports include cross country, football, wrestling, and track. These sports are open to 7th and 8th grade students. If you are interested in any of these sports, please contact an officer of the Athletic Association. The Farmington Middle School sports program begins prior to the start of school. MSHSAA guidelines apply.

Please see the Appendix for directions to athletic events.

HOME AND SCHOOL ASSOCIATION (HIVE)

Helping Informative Volunteers and Educators (HIVE) consists of the administration, faculty, and parents of the students attending St. Joseph full-time school, preschool, and PSR program. The objective is to *support families as the first teachers in the ways of FAITH* by facilitating the relationship, communication, and cooperation between school and home. Association members assist the children, parents, and teachers by hosting special events, educational programs, and fund raising projects. The organization has chairpersons for specific events.

Volunteer opportunities include:

Assist with HIVE projects and programs

Helping with special improvement and maintenance projects

Chaperoning students on field trips

Teacher/Staff Appreciation

Grandparents Day refreshments

Box Tops for Education

Advent Recital Reception

Catholic School Week

Advent Wreath/Chili Event

Class Party Planners

Activities sponsored by HIVE:

Parent education programs, Family Advent wreath night, Faculty/Staff appreciation, birthdays, Grandparents' Day, class parties, First Penance, Confirmation, and Graduation receptions

Fundraising- Country Days- Hornets Nest (ONLY FUNDRAISER)

PARENT/TEACHER CONFERENCES

ANNUAL PARENT/TEACHER CONFERENCES

Conferences are scheduled meetings, usually held at the end of the first quarter. This conference is an opportunity for parents and teachers to meet to discuss the educational program and the progress of each student.

ADDITIONAL CONFERENCES

Conferences between parents and teachers are arranged as the need arises. Any parents requesting a conference with a teacher should contact the teacher for an appointment in advance. Calling or coming to see a teacher during class or transitional times is **not** permitted. Dropping by before or after school may conflict with the schedule of the teacher.

Parents wishing to confer with the principal should contact the school for an appointment.

PROCEDURE TO SETTLE DIFFICULTIES

When a difficulty arises, the parent(s) should not delay in settling the problem immediately with the teacher concerned.

Please use the following procedure:

1. Contact the teacher to discuss the issue.
2. If a conference with the teacher has not resolved the issue the principal should be contacted.
3. If the problem is still not resolved, the principal will call a meeting with the parents and the teacher.
4. If the above steps fail to resolve the issue, the principal will discuss it with the pastor. It will be determined whether a meeting with the pastor is necessary.

PLAYGROUND

Students are assigned specific times and locations for playground time. Adult supervision is provided on the playground. Students must be accompanied by an adult when leaving the playground for any reason. Students are expected to be respectful towards all supervisors and to behave appropriately. Please see the Discipline section for expected behaviors.

Children will need to be dressed appropriately for outside recess when the temperature and wind chill is 32 degrees or above. (Coat, hat, gloves, etc.). At a heat index of 95 degrees or higher, children will stay inside for recess.

Playground Regulations

- No pushing, shoving, fighting, or wrestling.
- No throwing wood chips, rocks, etc.
- Students must be accompanied by an adult when leaving the playground for any reason.
- Do not pick leaves, berries, or break branches.
- No swinging from trees.

- No pushing students on swings.
- No balls around the playground equipment.
- Stay within the fenced area.

Playground Equipment

Balls: Nerf balls, wiffle balls, plastic balls, or rubber playground balls are the only type allowed on the playground. Children may only play **touch** football.

Basketball courts: 1 half court for the boys and 1 half court for the girls.

Jump ropes: Are used only for jumping. No running or twisting with the rope.

Kick ball area: Everyone will use this area! No one will be left out. The group of children who arrive first in the area may pick the game that will be played (soccer, kickball, etc.).

Slide/climbing equipment: Do not run up or down. Go down the slide in a forward **sitting** position only, one person at a time. Do not jump off the slide. No climbing up the slide. Objects may **not** be thrown down the slide. Tag is **not** to be played on the slide. Students may not sit on the top bars.

Swings: No counting off. Only one person on a swing at a time. No hanging from the swing chains. No sitting or hanging from the “A” frame of the swing. No standing on swings. No twisting or jumping out of the swing. No swinging sideways. No swinging so high that the chain jerks. No person may push someone on the swing.

GaGa Pit: This is a “safer and more exciting version of dodgeball.” The entire game is played inside of a GaGa ball pit. The surface of the ball pit is made from wood.

***Behaviors such as spitting, swearing, and name-calling are considered inappropriate and will be dealt with at the discretion of the adult supervisor. While at play, we expect our students to have fun, but never at the expense of another. Respect is always expected.

Students may remain indoors only if they have permission from the teacher or principal or if they have been ill and have a note signed by their parents requesting indoor recess. On colder days, please be sure the child has a head covering and gloves. When a student breaks a rule, he/she will lose the remainder of that recess, or additional days if deemed appropriate.

PROMOTION AND RETENTION

The decision to promote, to place, or to retain a student is the responsibility of the grade level teachers recommendation in conjunction with the principal. Prior to a decision to promote, to place, or to retain, the principal will seek input from all the student's teachers and the parent. The final decision will be made by the principal.

The decision to retain students in a grade is made at the local level. The decision, made after thorough consultation and communication between the home and the school, is based upon the following criteria:

1. Academic readiness.
2. Social and/or emotional readiness.
3. Other pertinent circumstances.

The kindergarten teacher, in conjunction with the principal, will determine if a child needs to be gifted another year in kindergarten. Retention may be necessary due to maturity, lack of readiness, or not having achieved a level of development. Appropriate testing and conferences with the parents will take place. The final decision regarding retention in kindergarten is made by the principal.

EIGHTH GRADE GRADUATION

To graduate from St. Joseph Catholic School, a student must have successfully completed the minimum academic and religious requirements of the school, maintained a satisfactory attendance record, demonstrated satisfactory conduct, and completed all financial obligations. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the parish has the right to require a specific method of payment. If a student, at the time of graduation, has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled.

An eighth grade graduation ceremony is held at the end of the school year. The celebration includes mass and reception hosted by 7th grade families.

St. Joseph Catholic School personnel do not write letters of recommendation to influence high school acceptance.

Release of Records and Information

A transfer of educational records to schools both public or private in which a student seeks to enroll are honored with a written request from that school.

Information regarding a St. Joseph Catholic School student will not be released without **written** parental permission – secured through the use of an information exchange form. St. Joseph Catholic School does not write generic student evaluations that do not request specific information for a predefined purpose. St. Joseph Catholic School will respond only to specific questions that are printed and that secure only specific information for an indicated purpose and only on specific forms.

1. Parent/Guardian – Parents/guardians have a right to receive copies of their child's school records. This right may be limited by issues of divorce and custody, and state intervention may limit a parent's right to these records. The school will release information regarding a student to the custodial parent or the parent with joint custody. The school will also release such information to a non-custodial parent unless that parent has been denied visitation rights by court order. A non-custodial parent to whom visitation rights have been denied does not have a right to such information.

To ascertain the custodial status of parent(s), the school may require a certified copy of the custody order and certified copies of any modifications to such order. The school may also require a signed statement from the requesting parent stating that the school has been provided with all current court orders and modifications that pertain to the visitation rights of the non-custodial parent.

2. Student – A student may receive his or her own school records dependent upon the age of the requesting student. Students who are eighteen years of age or older may request a copy of their school records. The school may provide a student under the age of eighteen with copies of his or her own record with proper authorization of a parent or guardian.
3. Other Schools or Entities – A student's records may be furnished to another school or entity upon the written authorization and request of a custodial parent or guardian.
4. Governmental Entities – A student's records may be released to the Division of Family Services or a police officer for use in a child abuse investigation or proceedings. St. Joseph Catholic School must comply with requests for student records when properly subpoenaed.

RELEASE OF STUDENTS FROM SCHOOL

A custodial parent may pick up a child from school. A non-custodial parent may also pick up a child from school in accordance with visitation rights. The school may require a copy of the court order which sets the respective custody and visitation right of parents.

A child may be released to another individual upon the signed, written authorization of the custodial parent or of the non-custodial parent, consistent with that parent's visitation rights.

St. Joseph Catholic School may require a certified copy of any restraining/protective order which affects a student, and which does not allow the student to have contact on school property with any person(s) bound by the order. The terms of the order will dictate the limits of the order. Only those persons specifically set forth in the order are bound by its terms.

SCHOOL PICTURES

Individual school pictures are taken during the year. Although each student has his/her picture taken, it is each family's decision whether or not to purchase the pictures. Parents will receive a note indicating the date and an order form prior to picture day.

SPECIAL NEEDS

Students with special needs may apply for admission to St. Joseph Catholic School. St. Joseph Catholic School requires current diagnostic evaluations and authorization to exchange information with specialists and agencies in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents are part of a student's cumulative record. Special services are available to students at St. Joseph Catholic School through after school tutorial programs sponsored by local public school districts.

Telephones and Electronic Devices

Students must keep all wireless communication devices or electronic recorders turned off and in their backpacks during the school hours of 7:30am-3:15pm or during school sponsored programs. These items include all electronic devices. Items will be confiscated and returned directly to the parent.

Neither teachers nor students will be called to the phone from their classes except in the case of an emergency. If an **urgent** message must be delivered, please call the school secretary.

Testing

In order to help the school identify early learning strengths and weaknesses, to measure general achievement, to diagnose specific abilities, and to assess potential for learning, a testing program is in place.

During the year, some grades will take the new version of NWEA. Individual student scores are shared only with parents, administrators, and teachers who need to know. Student scores are not shared with other persons without the written approval of the parent.

The tests are used to help us identify potential learning difficulties/strengths and to plot learned skills and concepts growth over the years. The class and school-wide results are used to compare how well our instructional curriculum is doing in comparison with other schools around the country and the Archdiocese, as well as to identify curricular strengths and weaknesses.

Pages

Students in First-Eighth grade may be tested for the gifted P.A.G.E.S program at the Public School. Scores are taken from ITBS Assessments in Math or Reading with a 95% or better, the Gifted Rating Scale (GRS), and/or Terra Nova of 95% or better to qualify. Once a student qualifies an IQ test will be given. The student must score in the 95th percentile.

Uniforms

Students will dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendo, or promotes drugs, alcohol, or tobacco is inappropriate for school and school-sponsored events and is not allowed.

Parents are expected to cooperate by ensuring that their children wear ONLY clean, neat, regulation attire in good condition. This is important for overall behavior and school spirit. Uniforms must be worn all year by students in grades K through 8 beginning the first day of school, unless announced otherwise. Students will dress appropriately at all times.

Assistance is available for parents who cannot afford to purchase school clothes-call the principal.

Logos on apparel must by embroidered by:

BZB Embroidery: 120 W. Pine St., Farmington, MO 63640 , 573-756-7570

Approved Uniform Vendors

- The Children's Place: polos, pants, shorts / Old Navy, Target, Walmart, Lands End: polos, pants, shorts
- French Toast: polos, pants, shorts, jumpers, skirts, skorts, cardigans
 - Sold at frenchtoast.com and a variety of retailers (i.e. Walmart, JC Penney etc.)

Dress Code Committee Members: Pam Jaycox, Kim Amsden, Ellen Miller, Jake Johnson, John England and Dr. Boyd.

DRESS CODE FOR STUDENTS

ITEM	GIRLS	BOYS
<p>Jumper (Grades K-2) Jumper or Skirt (Grade 3)</p> <p>Skirt/Skort (Grades 4-8)</p>	<ul style="list-style-type: none"> • Hunter Green/Navy Plaid, Round Neck, Drop Waist Jumper. • Hunter Green/Navy Plaid Pleated, Knee-length Skirt • Jumper/Skirt/Skort must be knee length to three inches above the knee. • See Recommended Vendors List. • Previously-approved jumpers and flat-front pleated skirts/skorts from Catholic Supply may be worn. 	N/A
<p>Polo Cotton Shirt or Polo Performance DriFit Shirt</p>	<ul style="list-style-type: none"> • Hunter Green. • Embroidered with School Logo on left and tucked in when worn with Skirt/Skort or Pants. • See Recommended Vendors List. 	<ul style="list-style-type: none"> • Hunter Green. • Embroidered with School Logo on left and tucked in when worn with Pants or Shorts. • See Recommended Vendors List.
Sweater	<ul style="list-style-type: none"> • Hunter Green Cardigan embroidered with School Logo on the left. • See Recommended Vendors List. 	N/A
Sweatshirt	<ul style="list-style-type: none"> • Hunter Green Crew Neck Sweatshirt with embroidered School Logo on left. • Polo Shirts must be worn under the Sweatshirt. • See Recommended Vendors List. • 8th grade Sweatshirt approved by principal. 	<ul style="list-style-type: none"> • Hunter Green Crew Neck Sweatshirt with embroidered School Logo on left. • Polo shirts must be worn under Sweatshirt. • See Recommended Vendors List. • 8th grade Sweatshirt approved by principal.

ITEM	GIRLS	BOYS
Pants	<ul style="list-style-type: none"> As an alternative to a Jumper or Skirt, Pants allowed beginning November 1 through March 31. Navy Blue Uniform Pants, flat front, straight leg (no skinny-fit) See Recommended Vendors List. 	<ul style="list-style-type: none"> Pants must be worn November 1 through March 31. Navy blue uniform pants, flat front, straight leg (no skinny-fit) See Recommended Vendors List
Shorts	N/A	<ul style="list-style-type: none"> Navy Blue Uniform Shorts Shorts are optional beginning of school through October 31 and March 1 through the end of school. See Recommended Vendors List
Socks	<ul style="list-style-type: none"> Solid white, navy or black crew or ankle socks are required. Socks should cover the ankle. Socks should not have lace, ruffles, logos or other decorations. 	<ul style="list-style-type: none"> Solid white, navy or black crew or ankle socks are required. Socks should cover the ankle. Socks should not have lace, ruffles, logos or other decorations.
Tights or Leggings Cartwheel Shorts	<ul style="list-style-type: none"> Straight leg - Solid white, black or navy tights or leggings may be worn under jumper, skirt/skort. Solid white, black or navy cartwheel shorts may be worn under jumper, skirt/skort for modesty. Shorts should not be visible. 	N/A

ITEM	GIRLS	BOYS
Shoes	<ul style="list-style-type: none"> • Sneakers or athletic shoes must be below the ankle. Predominantly white, black, navy, or dark gray. • No plastic, backless, slip-ons, patterned, light-up, wheels. No flip-flops. 	<ul style="list-style-type: none"> • Sneakers or athletic shoes must be below the ankle. Predominantly white, black, navy, or dark gray. • No plastic, backless, slip-ons, patterned, light-up, wheels. No flip-flops.
Belt	<ul style="list-style-type: none"> • Required when wearing pants. • Solid navy, brown, or black. No large buckles. 	<ul style="list-style-type: none"> • Required when wearing pants. • Solid navy, brown, or black. No large buckles.
Jewelry	<ul style="list-style-type: none"> • One small pair of studded earrings. No hoops, dangling for safety. • A watch - No smartwatches. • One religious medal, bracelet, or symbol. 	<ul style="list-style-type: none"> • A watch - No smartwatches. • One religious medal, bracelet, or symbol. • No piercings are allowed.
Hair & Makeup	<ul style="list-style-type: none"> • Only natural colors. No hair dye. No hair extensions. • Makeup not allowed. • Nails Polish - single solid/pale colors with no designs or patterns. • No fake nails. 	<ul style="list-style-type: none"> • Only natural colors. No hair dye. No hair extensions. • Makeup not allowed. • Hair must be off the collar. No mullets. • Hair must be above the eyebrows.
P.E. (Grades K-3)	<ul style="list-style-type: none"> • Students will not change clothes or school approved athletic shoes. 	<ul style="list-style-type: none"> • Students will not change clothes or school approved athletic shoes.

ITEM	GIRLS	BOYS
P.E. Attire (Grades 4-8)	<ul style="list-style-type: none"> • Black or navy athletic shorts must be knee-length to three inches above the knee. • Black or navy athletic pants (not leggings). • Solid color t-shirt or St. Joe t-shirt. • Athletic shoes that align with the above Shoe Policy. Students do not need a separate pair of shoes for P.E. • Deodorant use is recommended after P.E. 	<ul style="list-style-type: none"> • Black or navy athletic shorts must be knee-length to three inches above the knee. • Black or navy athletic pants (not leggings). • Solid color t-shirt or St. Joe t-shirt. • Athletic shoes that align with the above Shoe Policy. Students do not need a separate pair of shoes for P.E. • Deodorant use is recommended after P.E.
Head Gear	<ul style="list-style-type: none"> • No hats or hoods. • All hair accessories must be school colors. 	<ul style="list-style-type: none"> • No hats or hoods. • No hair accessories.

Out-of-Uniform Day Guidelines

On school approved Out-of-Uniform Days, the following are not allowed:

- ripped jeans or clothing with holes in it.
- any clothing or accessory with obscene words, symbols, gestures or slogans, advertisements of alcohol, tobacco, or drugs.
- flip-flops or backless sandals.
- hoods or hats inside the building (except for religious reasons).
- bandanas.
- leggings and jeggings worn without a shirt that covers the bottom.
- shorts that are shorter than mid-thigh. (Shorts are permitted only August through October 31 and March 1 through May.)

***It is the responsibility of parents to ensure proper attire is worn on out-of-uniform days.

Virtual Learning

This will be considered only when inclement weather days built into the calendar are used. **A jupiter message will be sent the day before virtual learning is a possibility.** If the principal determines there is a possibility school will not be in session, students will be given instruction for a virtual learning day. Grades 5-8 will use chromebooks for assignments or given paper copies, if requested at the beginning of the year. Grades K-4 will have a paper copy option, only.

Valuables and Toys

Students may NOT bring any kind of valuable or toy to school without the permission of the classroom teacher or principal. The school cannot be responsible for such items. Students may not bring large amounts of money to school. The school is not responsible for personal items that a student should bring to school.

VISITORS

All visitors, including parents, are to report to the school office to sign in and receive a visitor's pass. All visitors during normal school hours must have taken Protecting God's Children training. All visitors are to report to the school office to sign out and return the visitor's pass upon leaving the building. The safety of the children is our primary concern. Visitors and parents may not simply walk into classrooms, hallways, or the copy room for any reason nor may they visit with students or teachers during instructional time. *Students are never allowed to open an outside door for a visitor, including parents, unless instructed to do so by a staff member.*

VOLUNTEERS

Parents, as well as any other interested community/parish member, are welcome as volunteers in the school. They are also welcome to observe classes at any time, with a simple courtesy phone call to the office a day before. Volunteers in school are required to fill out a Worker Registration Form and a Code of Ethics available in the Parish Office. This is done for the safety of the students. A file will be kept in the office for all volunteers who have completed this form. Volunteers are required to attend a workshop entitled Protecting God's Children. Parents will be notified of the upcoming workshop dates.

Some areas for volunteering include: cafeteria duty, library, reading to children, tutoring, arts & crafts, making copies, and laminating. Assistance with extra-curricular areas such as Home & School Association, Athletic Association, student council, and other activities is always welcome. All volunteers are required to sign in at the front desk and wear a volunteer badge to designate their reason for being in school.

St. Joseph Catholic School requires that volunteers respect the confidentiality of teachers and students.

WITHDRAWAL

Families who are moving or transferring to another school must complete the withdrawal process.

1. Notify the Principal as soon as possible, in writing, of the intention to withdraw.
2. Complete the transfer of records form.
3. Close out all open accounts.
4. Complete the local exit materials.