



ST. JOSEPH'S  
CATHOLIC SCHOOL

# **Student and Parent Handbook**

2023-2024

This Handbook is for the Students and Parents of St. Joseph's Catholic School.

Due to changes in circumstances or condition, it may be necessary to modify, amend and/or delete statements or policies in this handbook without notice. St. Joseph's Catholic School School reserves the right to modify any statement or policy contained in this handbook as circumstances or conditions warrant.

**St. Joseph Catholic School**

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School: 651-457-8550

2023-2024

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## **Mission and Philosophy**

### **The Church of St. Joseph Mission Statement**

We are a Catholic family of faith united in the joy of encountering Christ's love in Scripture, the Eucharist, and one another, and called in the Holy Spirit to bear witness to His love.

### **School Mission Statement**

St. Joseph's Catholic School educates students through faith formation, academic excellence, and the development of virtue to be disciples of Christ.

### **School Philosophy**

We fulfill our mission by:

- inspiring spiritual growth through classroom instruction, prayer, liturgy, devotions, sacraments, retreats and service.
- challenging students with a comprehensive curriculum enriched with fine arts and co-curricular activities meeting the needs of all learners.
- engaging students in an environment that allows them to develop virtue through shared responsibility, self-discipline, respect, honor and faith in Christ.

## **Purpose and Identity**

### **Catholic Schools' Purpose**

“Education is integral to the mission of the Church to proclaim the good news. First and foremost, every Catholic institution is a place to encounter the Living God, who in Jesus Christ, reveals His transforming love and truth” (Pope Benedict XVI, Benedict XVI, Spe salvi, 4). Pope Francis echoes this appreciation when speaking to students: “In your school you take part in various activities that habituate you not to shut yourselves in on yourselves or in your small world, but to be open to others, especially to the poorest and neediest, to work to improve the world in which we live. Be men and women with others and for others, real champions in the service of others. To be magnanimous with interior liberty and a spirit of service, spiritual formation is necessary. Dear children, dear youths, love Jesus Christ ever more!”

Catholic schools exist to form young people in the faith and to provide a faith-based environment for their education. In cooperation and partnership with parents – the first educators of their children – these schools seek to educate the whole child by providing an excellent education. Catholic schools cultivate the theological virtues of faith, hope and charity; the moral virtues of prudence, justice, fortitude and temperance; and the intellectual virtues of understanding, knowledge, philosophical wisdom, prudence and art. Based on these three sets of virtues, a comprehensive curriculum shall have as its goal the spiritual, moral, emotional, intellectual and physical development appropriate to the needs of each child. Non-Catholic students also benefit from Catholic school education and are welcomed at St. Joseph's.

### **Catholic Identity Standards**

St. Joseph's Catholic School shall abide by the Catholic identity standard of Student Excellence and Institutional Excellence as defined by the Archdiocese and support Catholic identity policies that are central to the nature of a Catholic school.

### **Appropriate Celebration of Sacramental Life**

St. Joseph's Catholic School shall adhere to all parish and Archdiocesan sacramental norms and policies to ensure the development of an authentic spiritual and sacramental life for students.

SPIRITUAL FORMATION - St. Joseph's will provide appropriate and regular occasions for prayer, liturgical worship and the celebration of the Sacraments of Reconciliation and the Eucharist to ensure religious instruction and spiritual formation of students.

RELIGIOUS INSTRUCTION AND WORSHIP ATTENDANCE - All enrolled students in the K - 8 program, regardless of religious background, shall attend school prayer, worship services and fully participate in religious instruction.

PRAYER LIFE - Regular prayer and devotions shall be standard practice at St. Joseph's Catholic School.

## **Teaching the Faith**

St. Joseph's Catholic School will adhere to all Archdiocesan policies regarding religious education to ensure that the faith is effectively and authentically taught in the school. The teaching of religion will be subject to the same standards of professionalism and excellence as all other subjects offered in the school. All teachers who provide instruction for religion shall be a practicing Catholic who lives as an authentic witness to the faith. Religion teachers must meet ongoing catechetical education requirements. Canon 805 states that the local ordinary has the right to appoint or approve teachers of religion and even to remove them or demand that they be removed if a reason of religion or morals requires it.

## **Religious Instruction and Catholic Identity**

Catholic identity shall be present and explicit in all aspects of the school including the mission statement. The school will clearly articulate a commitment to academic excellence rooted in Catholic identity. The school will implement curriculum standards that are aligned with our Catholic faith. The school will implement religion and virtue curriculum that are approved by the Pastor and/or Archdiocese. All religious materials shall be approved and in conformity with the United States Conference of Catholic Bishops requirements or recommendations and in conformity with the Catechism of the Catholic Church

St. Joseph's Catholic School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. Catholic teaching permeates and shapes the educational and religious culture of Catholic schools.

The Minnesota Catholic Bishops have provided *Guiding Principles for Catholic Schools and Religious Education Concerning Human Sexuality and Sexual Identity* to which St. Joseph's Catholic School adheres. Taking this document for guidance, St. Joseph's Catholic School will relate to each student in a way that is respectful of and consistent with each student's God-given biological sex.

[https://www.mncatholic.org/guiding\\_principles\\_concerning\\_human\\_sexuality\\_and\\_sexual\\_identity\\_for\\_catholic\\_schools\\_and\\_religious\\_education](https://www.mncatholic.org/guiding_principles_concerning_human_sexuality_and_sexual_identity_for_catholic_schools_and_religious_education)



## Federal and State School Laws

St. Joseph's Catholic School will abide by all federal, state and local statutes that apply to nonpublic schools, and those additional requirements that may be required for state/federal assistance provided they do not conflict with the mission and philosophy of a Catholic school. Reference is made to the specific applicable statutes within the respective school policies. Certain policies are mandated by federal/state statute; other policies may not be required, but our policy may be noted as consistent with federal/state statutes.

**Minnesota Nonpublic School Accrediting Association** requires its member schools to follow the compulsory education statutes and a variety of other statutes in order to maintain an accreditation in good standing with the organization. St. Joseph's will comply with the statutes as required by MNSAA.

As a Catholic School within the Archdiocese of Saint Paul and Minneapolis, Saint Joseph's Catholic School solely adheres to the doctrines of the Roman Catholic Church, including its teachings on faith and morals.

St. Joseph's Catholic School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion.

## Nondiscrimination Policy

St. Joseph's Catholic School complies with applicable federal, state, and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, status with regard to public assistance, or disability in the administration of its educational programs. This policy does not prohibit giving Catholic families from St. Joseph Parish and Catholic students priority for admission. St. Joseph's Catholic School has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to students, families, staff or others who advocate on school or church property or at related functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## **100- Admission Policies**

### **Policy and Procedure**

**100.01** - St. Joseph's does not discriminate against students with special needs. However, a full range of services may not always be available to meet the needs of the student within our school facility. Under the Americans with Disabilities Act, and section 504 of the Rehabilitation Act, Catholic schools are not required to meet the needs of every child. Because the relationship of the student and the parent to the school is contractual in nature, it is vital that administrators recognize that they should not enroll any students whose needs cannot be met with the services and materials that are available at the time of interest in the school by the parent/student.

**100.02** - Children must be five years of age (5) by September 1st to be considered for admission to Kindergarten.

**100.03** - Parents/Guardians must provide all medical, immunization and special education records before the first day of school.

### **Requirements for Admission (listed in order of acceptance)**

**100.04** - Priority registration is given to families with children already attending the school. This includes siblings of graduates of St. Joseph's. Second priority is given to registered parishioners who attend Mass regularly and support the parish with regular weekly offerings and volunteering their time and talents to the parish & school. Third priority is given to other Catholic families.

### **Requirements for Waiting Pool**

**100.08** - If a grade level is full a waiting pool will be started that is in accordance with our requirements for admission.

**100.09** - If a family declines an offer for placement before the first day of school, they will return to the waiting pool unless they have decided they are no longer interested in St. Joseph's.

**100.10** - Families will be asked to provide a deposit as they register in the TADS system.

### **Transfer Students**

**100.11** - Student records from other schools must be transferred to St. Joseph's prior to the school year beginning and acceptance into the school may be held until records are received and evaluated. Records include grades, transcripts, behavior records, and teacher referrals. IEP/504 and any educational testing information should be sent prior to the school year beginning.

## **Visiting Students**

**100.12** - Students that are considering transfer into St. Joseph's may complete a Visit Day to be certain we are a good match for the student and family.

**100.13** - Prospective students who visit the school must follow all rules and regulations that are applicable to our current students.

## **Refusal of Admission or Discontinuance of Enrollment**

**100.14** - The school reserves the right to refuse admission of an applicant or to discontinue enrollment of a student for any reason.

**100.15** - The school reserves the right to dismiss or deny readmission or no longer continue enrollment of a student for any reason throughout the year.

**100.16** - The Minnesota Pupil Fair Dismissal Act allows schools to suspend, expel or exclude students for willful violation of reasonable school policies and regulations related to conduct, conduct which materially and substantially disrupts the rights of others to an education, or conduct which endangers the student, other people or the property of the school.

## **Dual Enrollment**

**100.18** - Students who are chronically ill and unable to attend school may qualify for instruction at home or in the hospital based on compliance with district policies and requirements for this instructional opportunity. St. Joseph's will work with the family to connect them with the appropriate ISD 197 personnel.

## **200 - Academic Policies**

### **Curriculum**

**200.01** - St. Joseph's curriculum includes core subjects of language arts, math, social studies, and science in accordance with MN Statute 120A:22, Subd. 9. Specialist courses include Catechesis of the Good Shepherd, fine arts, Spanish and health/physical education. Technology is integrated into the regular curriculum and projects. In addition, St. Joseph's will teach religion as a core class and students will participate in Masses, prayer services, service projects, religious instruction, and other faith based activities irregardless of their faith or beliefs.

**200.02** - Students will participate in all subject areas unless they are excused based on an IEP or accommodation plan.

## **Parent-Teacher Communication and Conferences**

**200.03** - Conferences are used to strengthen the partnership between the school and parents to promote the spiritual, academic, and social maturity of the student. St. Joseph's is not required to provide separate conferences for non-custodial parents in accordance with MN Statute 120A.22, subd. 1a.

**200.04** - Middle school students are strongly encouraged to attend conferences with their parents as they begin to navigate ownership of their learning and behavior. At times the school may require the student to attend.

**200.05** - The best way to contact a teacher or the School Administrators is through a brief email for quick items. Conversations are encouraged for communications of a controversial nature as emails have a higher risk for misinterpretation.

**200.06** - Teachers and School Administrators will respond to emails or phone calls within 24 hours if possible (weekends and breaks not included). If there is an emergency or urgent matter, a phone call to the office would be best.

## **Grievances**

**200.07** - Unfortunately, even among Christians, there can be disagreements and, at times, conflict. The following procedures should be followed to facilitate a quick resolution in the event of a grievance.

Students:

- Remain calm; loss of one's temper only creates more problems and can result in the escalation of the situation beyond what is necessary.
- Do not discuss the situation during class or school time. This results in unnecessary participation of the class in something that is at issue with you and your instructor. It also can waste class time. Instead, meet individually with the staff member to discuss the situation privately. Share your concern calmly, honestly, and sincerely with your instructor. Remember to be respectful. You and the staff member may be angry. Anger does not create the best environment for a discussion. Make sure you enter the discussion with your anger in control.
- Listen with an open mind to what the staff member has to say. Remember you want to be heard and understood, the staff member deserves the same benefit.

#### Parents:

- Remain calm. Remember you are to be an example to your student in how you react or respond to any given situation. It is crucial that you do not undermine the authority figure in front of your student in words or actions. Pray about the situation or incident.
- Know in your heart that you and the staff member are on the same team.
- Make sure you hear both sides of the situation before you determine what your next step will be. You will find that most situations will resolve themselves and are the result of a simple misunderstanding or lack of communication.
- Do not take sides.
- To the best of your ability, try to resolve the situation with the staff member directly. If the issue remains unresolved, set an appointment with the School Administrators for resolution.

We offer the following guidelines to assist families in their communication with the administration and staff:

- If the concern is regarding a student's performance, communicate first with the student and teacher and involve the principal if it is not resolved.  
If the concern is regarding a teacher, communicate first with the involved teacher and involve the principal if it is not resolved.
- If the concern is regarding student discipline, communicate first with the staff member who disciplined the student and involve the principal if it is not resolved.
- If the concern is regarding assignments, communicate first with the teacher and involve the principal if it is not resolved.
- If the concern is regarding school communication issues, communicate first with the principal and involve the pastor if it is not resolved.
- If the concern is regarding school rules and procedures, communicate first with the principal and involve the pastor if it is not resolved.

## **Homework**

**200.07** - Students will not be given extra credit to help improve grades. Extra credit causes grade inflation and does not allow us to see a student's true abilities and efforts.

**200.08** - Homework will not be assigned over holiday breaks. However, students behind in their regular work will be expected to catch up over the break and parents will be notified.

**200.09** - Teachers may assign reading or other assignments over the summer to help students retain learning and/or prepare for the next grade level.

**200.10** - Homework is expected to be completed at home. If work is not completed and turned in when it is due, teachers may provide them with an opportunity to complete at recess time, but the work will still be considered late and graded accordingly.

## **Graduation Requirements**

**200.11** - Students must pass all classes with D level grade average or above to be considered a candidate for graduation.

**200.12** - In the event a student does not pass, the student may need to prove proficiency by completing a proficiency plan or take a credit recovery course to complete the school's academic requirements. The failed grade would remain on the report card.

## **Grading/Report Cards**

**200.13** - Grading of students is based on their performance on assignments, tests, quizzes, projects, presentations and classroom participation.

**200.14** - An incomplete may be given in cases related to absences or at the discretion of administration.

**200.15** - Students who are struggling or not showing academic progress may be required to receive additional support services or parents may need to arrange outside tutoring at their own expense.

**200.16** - Students who receive an F grade in a course two trimesters in a particular standard may be required to complete an academic proficiency plan or attend an approved summer program to demonstrate proficiency. The failed grade would remain on the student's report card.

**200.17** - Students who are receiving Special Education Services may be given an opportunity to audit a course as indicated by their IEP.

## **Retention of Students**

**200.18** - If retention of a student needs to be considered, a meeting will be scheduled with parents, teachers, and administrators. Depending on the age of the student, they may also be required to attend the meeting. The school administrator has the final decision around retention of students. If retained, students will repeat the grade at another school.

## **Academic Probation**

**200.19** - Students may be placed on academic probation after midterm if their grades are at a D level. If this happens, a meeting will be held with parents, the student (if in grades 5-8), teachers and the administrator to create a Personal Improvement Plan (PIP) for the student. The student will need to improve to be removed from academic probation or they may be referred for SPED services, tutoring at the parents expense, or asked to leave the school.

## **300 - Administration Policies**

### **Student Records**

**300.01** - St. Joseph's Church and School is the sole owner of information by the school about the students and families. We will not share, rent or sell information to individuals, businesses, organizations or third parties. Exceptions to this would be record transfer requests, students applying for special education services or sharing information with our Catholic high schools who often need family directory type information.

**300.02** - St. Joseph's follows all applicable state and federal laws concerning the release of student information. St. Joseph's uses information gathered to plan the best education program while respecting the rights of each student and his/her parent/guardian to privacy.

### **Access to Records**

**300.03** - Parents/guardians have the following rights under the Family Educational Rights and Privacy Act (FERPA): to inspect and review their child's educational records within 45 days of making such a request to the school administrator. Seek amendment of the student's educational records that parents/guardians believe contain inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a request must be made in writing. Consent to disclosures of the personally identifiable information contained in the students education records, except to the extent that FERPA and its regulations authorize disclosure without consent. File a complaint with the school or the U. S. Department of Education concerning alleged failures in compliance with

FERPA. The removal of information cannot be in opposition to current State or Federal laws requiring inclusion of suspension, expulsion, behavior records, IEP's 504's or testing for SPED services in transfer of transcripts and student records to another school.

**300.04** - Non custodial parents have the right to access and receive copies of school records and other information, to attend conferences and be informed about their child's welfare, educational progress, and status as authorized under MN Statute 120A.22, subd. 1a. Schools are not required to hold a separate conference for each parent according to this same law.

**300.05** - Parents with court documents that restrict information being shared, custody agreements that would impact the school or a restraining order are required to provide the most up to date copy to the school administrator. Court documents must be the most recent court documents available. The school and its personnel will not be held liable for actions taken related to court documents that have not been updated or provided by the family.

## **Transfer of Records**

**300.06** - Records of students will be retained by the school for a permanent retention period.

**300.07** - If a student transfers to a different school, copies of students records, including disciplinary and suspension records will be forwarded to the new school in accordance with MN Law 120A: 22, subd. 7c, and Family Educational Rights and Privacy Act of 1974, United States Code, title 20, section 1232(g).

**300.08** - Probable cause notices, a disposition or court order, must be included in transferred records unless required to be destroyed in accordance with MN Law 120A: 22, subd. 7e.

## **Withdrawing from School**

**300.09** - Parents withdrawing their child/children from the school are asked to provide a thirty (30) day written notice.

**300.10** - Students who are withdrawn from the school prior to the end of the school year, will have tuition prorated to the end of the month. All charges for books, materials, programs, childcare costs must be paid in full before your child's last day of attendance.



## **400 - Financial Policies**

### **Tuition and Fee Policies**

**All grades have a non-refundable registration fee due upon registration. Some grades have additional deposits required. These items will be covered during admissions reviews for new families.**

**400.01** - All families must register and pay tuition and fees through the TADS. They may choose the payment plan that works best for their family's budget. Any fees for late payments will be added to your TADS account. TADS sends notes to families regarding past due payments. The school may or may not honor requests to split tuition/fee payments between multiple people.

**400.02** - It is the family's responsibility to notify the Parish Administrator if special circumstances arise making it difficult to meet tuition and fee payments.

**400.03** - When an account is 30 days past due and no contact from the family has been made to the Parish Administrator, the family may be contacted to begin a dialogue about payment arrangements or applying for financial assistance.

**400.04** - If payments for past due tuition and/or fees are not made or arrangements that were made are not honored by the family, St. Joseph's may withdraw the student from the school until the full amount of past due tuition has been paid. Should a student be withdrawn due to lack of payment, the student's place will not be held beyond 30 days.

**400.05** - St. Joseph's may turn accounts over to a collection agency or an attorney for collection of past due tuition and fees. Any fees incurred by the school or parish for the cost of collection will be charged to the family.

**400.06** - All outstanding tuition and fees must be current, or the school may withhold the ability for a student to re enroll for the next school year or participate in certain graduation activities. All tuition and fees must be current from the previous school year in order for a student to attend classes in the current year.

**400.07** - All fees for before/after school care will be billed through the organization offering the program.

**400.08** - Families may apply for financial assistance through the TADS program. All financial aid applications that are in GOOD status, will be considered for decisions of qualification and possible financial assistance based on the TADS system will be shared with families before the first tuition payment is due for the pending school year.

## **Fundraising**

**400.09** - All financial matters and activities within the school affect the operation of St. Joseph's Catholic School. Therefore, development and fundraising initiatives may only occur under the direct supervision and approval of the school administration. No money or gifts-in-kind, nor any fundraising drives, collections, raffles, etc., may be solicited at St. Joseph's Catholic School or on the grounds without the written approval of the administration and/or development office.

**400.10** - St. Joseph's Catholic School works with the Home and School Association for many of its fundraising efforts. All fundraising activities will be announced in the various communications from the school/parish.

## **Lunch Accounts, Breakfast, and Lunch Programs**

**400.11** - As of the 2023-2024 school year, legislation passed in the state of MN identifying that student hot lunch and student breakfast will be free to each student daily for schools that participate in the public school district food service program. St. Joseph's School is currently a qualifying school for this program. Families must put funds into their child's lunch account to cover the cost of the milk that is purchased outside of the hot lunch option. Participation in the program is optional and the cost is not included in the cost of tuition.

**400.12** - If a child does not sign up for a hot lunch and brings a home lunch and chooses a milk, there is a cost for that milk each time. Milk prices are subject to change during the school year if milk prices rise.

**400.13** - Students will be assigned an identification number for their lunch account. This private number is used by parents to order and pay for milk. These numbers should not be shared. Parents set reminders for low balance thresholds.

**400.14** - To safeguard our students with food allergies, students are not allowed to trade lunch or snack items.

**400.15** - St. Joseph's Catholic School is a nut aware school. A nut/peanut free table is available for students with allergies. Students would be allowed to bring along a friend to the table as long as that child does not have an allergen in their lunch.

**400.16** - Students are expected to clean up their lunch items and dispose of them properly.

**400.17** - Families may apply for free/reduced lunch programs through the district by completing the required forms. Determination for qualification depends on meeting the federal guidelines and ability to meet an audit of financial information when required in accordance with program guidelines. District 197 will complete the audit.

**400.18** - MN Statute 124D.114 allows schools to provide lactose-reduced milk to students with a doctor's note of a medical condition or allergy that prevents them from having regular milk.

## **500 - Extracurricular and Athletics Policies**

Additional Programming, Sports & Trips (also see attendance requirements.) Please remember that children are students first and athletes second.

**500.01** - Students are welcome to participate in enrichment and sports programs if they maintain D average grades or higher and maintain positive behavior expectations.

**500.02** - Students will follow rules and expectations of the school and the volunteers managing the additional programming and sports programs, or they will lose the privilege to participate with no refund of the program cost.

**500.03** - Students will participate in field trips related to educational concepts that are set up by their classroom teachers. Students will wear their school uniforms unless otherwise designated by the school administration.

**500.04** - Extracurricular and sports fees will be charged to families through TADS Tuition.

**500.05** - A parent may be asked to accompany their child on a field trip if there are concerns related to behavior. Parents must meet all Essential Three requirements, as mandated by the Archdiocese of Saint Paul and Minneapolis. If the parent or another approved adult cannot attend, the child may be prevented from participating in the field trip.

**500.06** - Students must follow all safety expectations, or they may be removed from a field trip/activity/event. Parents will be called to pick up their child. Students may not be allowed to participate in a future field trip/activity or event due to inappropriate behavior or issues.

**500.07** - Students who serve a suspension (in or out of school) may result in immediate dismissal from participation in sports and extracurricular activities for the season.

**500.08** - Equipment is to be used properly. Misuse, damage, or loss of equipment and materials will be at the expense of the student/parents to whom materials were issued at the start of the school year.

**500.09** - Practice times, game schedules, and information can be obtained from the coaches. Students should be picked up on time from practices and games.

**500.10** - All injuries must be reported to the coach immediately.

**500.11** - Parents and visitors are role models for students and are representatives of St. Joseph's at events and games. As such, they are expected to exemplify good attitudes and sportsmanship by treating all players, coaches, fans, officials and other parents with respect.

**500.12** - Parents and students must understand that not everyone will have equal playing time. They must remember that athletic activities are primarily designed for students to learn and have fun. Students are advised to keep winning and losing in a proper perspective, parents are asked to do the same.

**500.13** - Students who are sick or suspended are not allowed to participate in practice or games on days they missed school.

## **600 - Attendance Policies**

### **Daily Arrival and Dismissal Policies**

**600.01** - The school day begins at 8:30 and ends at 3:10. Students are allowed to enter the building beginning at 8:15 a.m. The time of the school day is determined by busing and may change each year. Students arriving late or leaving early must be signed in/out at the reception desk in the office. Parents who are picking up children early will pick them up from the reception desk area and not go directly to the classrooms.

**600.02** - All students must go directly home, to childcare, or to an activity they are registered for after school. The school is not responsible for students being on the grounds after school hours.

**600.03** - Students must be supervised by a teacher, staff member, parent, or coach appointed by the school for approved activities and sports programs.

### **Absence and Tardiness**

#### **Excused absences: Illness, doctor/dentist appointments, funerals**

**600.04** - When students are absent, the school may require parents or guardians to verify in writing the reason for the child's absence from school. A note from a physician or licensed health professional stating the child cannot attend or participate may be requested in accordance with Minnesota Statute 120A.22, subd. 12, a.

**600.05** - Each student is expected to be in school at the designated start time for the full day of instruction according to MN Statute 120A:22, subd. 12a. If a student will not be in school, parents

must notify the school office before 9:00 a.m. Excused absences: Illness, doctor/dentist appointments, funeral.

**600.06** - If a student is coming to school late or picked up early, parents must sign the student in/out. Students will be marked tardy or absent based on the time of day they arrive or leave.

**600.07** - Parents may request homework when a student is sick. Items may be picked up at the reception desk by the main doors at the end of the school day. Teachers will do their best to gather all materials when requested, but students may have additional things that need to be done upon their return to school.

**600.08** - The School Administrators have the legal responsibility to report all truancy and excessive absences and tardiness to the State as a mandated reporter. Parents could be contacted by social services or law enforcement should a report be filed by the administration.

**600.09** - Students who are sick or suspended are not allowed to participate in practice, games, extra curricular activities, concerts or other evening events on days they are absent from school.

### **Anticipated Absences**

**600.10** - Students who are going to be out of school must make up all the work that was missed during their absence. Teachers will provide work for the student when they return. Students in grades 5-8 are expected to check online for missing notes, work, and assignments while they are away.

**600.11** - When scheduling vacations, every effort should be made by families to coordinate vacations with the scheduled breaks on the school calendar. Vacations on school days are strongly discouraged. Vacations and travel are considered days absent and will be marked accordingly.

**600.12** - Medical leaves of absence can be granted due to physical or psychological reasons. During this type of leave, students are expected to keep up with only as much school work as they are able based on written recommendations from a doctor. A teacher can modify assignments, tests or projects even if the student is not on a 504 or IEP.

**600.13** - Prior to a student's return to school after a medical leave, a physician must provide a signed release for the student to resume full responsibilities of the school day and sports or extracurricular activities.

### **Excessive Absenteeism and Truancy**

**600.14** - Excessive absenteeism adversely affects a student's academic standing. The School Administrators have the responsibility to report all truancy and excessive absences and tardiness to the State as a mandated reporter. Parents could be contacted by social services or law

enforcement should a report be filed by the administration as in accordance with MN Statute 260A:07, subd. 1. Should a student be reported as truant, families are responsible for any legal ramifications and fees related to the issue.

**600.15** - When excessive absenteeism is due to a medical concern, the school will ask for physician verification. If verification is not provided, the student may be dismissed from the school. Students who are out for extended periods due to medical reasons, may qualify for home or hospital schooling through the district.

**600.16** - MN Statute 260A:02, subd. 3 defines truancy as follows: Continuing truant means a child who is subject to the compulsory instruction requirements of section 120A:22 and is absent from instruction in a school, as defined in section 120A:05, without a valid excuse within a single school year for: Three days if the child is in elementary school or three or more class periods on three days if the child is in middle school, junior high or high school.

### **Tardiness**

**600.17** - Punctual attendance is mandatory for classes. If students are in the building, but not on time in the classrooms, they could be subject to disciplinary action.

## **700- Safety and Welfare Policies on Prevention of Sexual Misconduct and Child Abuse**

**BE AWARE - Teachers, School Administration, and other staff members are mandated reporters. If child abuse or neglect is expected, it will be reported immediately to the Department of Human Services and/or the police without warning to the parents/guardians.**

**700.01** - St. Joseph's Catholic School is committed to maintaining an environment in which all individuals treat each other with dignity and respect. It is the policy of St. Joseph's to maintain a learning, volunteering, and working environment free from sexual harassment, sexual violence, intimidation, exploitation, or abuse. St. Joseph's prohibits any form of sexual harassment, violence or abuse. It is a violation of the policy for any student, employee, or volunteer to show sexual aggression, violence, advancements, or abuse toward a student, employee, or volunteer through conduct or communication of a sexual nature as defined by this policy in accordance with MN Statute 363.01-363.14, the Human Rights Act and Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 u.s.c.2000e, et., Seq. All reports of sexual or child abuse will be investigated and reported to authorities accordingly.

**700.02** - E3 Certification - Virtus Training & Background Checks - The Archdiocese of St. Paul and Minneapolis requires all school employees, coaches, and volunteers to be E3 Certified, which includes VIRTUS training, a completed background check, and the signing of code of conduct – renewable every three years. The school will certify compliance. Volunteers will not be allowed to work in the building, supervise field trips, parties, or coach teams until these requirements have been completed.

**700.03** - The school is required by the Archdiocese to teach grade/age appropriate curriculum related to safety and awareness of predators. All students must participate in the program unless a parent formally opts their child from attending these lessons.

## **Entry and Security Information**

**700.04** - Visitors may be asked to present proper identification before access to the building is granted.

**700.05** - All visitors must wear an identification tag in the building.

**700.06** - The school strives to have a safe and secure environment and will use secured entrances, cameras, and other screening procedures.

## **Picking up Children**

**700.07** - Parents who need to pick up children early from school or who send a person listed on the emergency form, may be asked to show legal identification before children are released. Children will be sent to the office and must be signed out prior to leaving the building.

## **Fire, Tornado, Lockdown, and Safety Drills**

**700.08** - The school will hold the required number of lockdown, fire, and severe weather drills at regular intervals throughout the school year in accordance with MN Statute 121A.035, section 299F.30. All students, staff and visitors must participate in the drills when present.

## **Weather Safety for Recess**

**700.09** - Students will remain inside for recess when temperatures or wind chill are at zero degrees or below. The school has the discretion to relocate or shorten outdoor recess when school grounds or weather conditions can jeopardize safety. **Students who are too sick to go outside are too sick to be in school.** Students are not allowed to remain indoors at recess without a

doctor's note related to a specific health condition. If a child needs to remain inside, they will need to be supervised and may be asked to read in the office.

## **800 - Health Procedures**

### **Accidents and First Aid**

**800.01** - Students will be assessed by the school nurse when they are on duty or by another staff member that can provide assistance for small wounds and illness. The school nurse or someone from the office will determine if 911 needs to be called. Parents will be notified regarding illness, injuries, or when 911 is called.

**800.02** - Parents are responsible for keeping emergency information and medication change information up to date in the school office. This includes changes in jobs, cell numbers, addresses, etc. Parents should update this information in TADS.

### **Illness**

**800.03** - Students who become ill during the school day will be referred to the nurse or school office. The nurse/office will determine whether or not the student is well enough to remain in school.

**800.04** - Students will be sent home if they have an elevated temperature, are vomiting, have nausea, diarrhea, or discharge from any body opening, rashes from unknown causes, sores indicating irritation, ringworm, paleness, or listlessness.

**800.05** - Once parents are called, they must come immediately to pick up their child or find an alternate person to pick up their child.

**800.06** - Students must remain at home for a minimum of 24 hours after an elevated temperature of 100 degrees without assistance of fever reducer, vomiting, or diarrhea. This time frame could be extended during flu season or COVID.

**800.07** - Serious infections for communicable or reportable illness/diseases (chicken pox, lice, strep, flu, COVID) must be reported to the nurse/office. A notice will be sent to families that someone in their child's classroom has a communicable illness.

**800.08** - Students must have a physician's note to be excused from physical education classes and/or recess.



**800.09** - The school will maintain a latex-aware environment. Items containing latex (Band-Aids, gloves, balloons) will be discouraged from being used in the building.

## **Medication Administration & Allergies**

**800.10** - Medications should be given at home if at all possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with school policies. Designated school personnel will administer or supervise the administration of prescribed medications.

**800.11** - Consent forms must be signed by a physician and parent to administer medications and all medications must be in a prescription bottle labeled by a pharmacy with the students name, medication name, dosage, time to be given, and the pharmacist's date of dispensing.

**800.12** - All medications must be stored in the school office, with the exception of students who carry EPI pens or inhalers and are trained and knowledgeable in dispensing their own EPI pen or asthma medication.

**800.13** - Due to allergies and asthma concerns, students and staff may not wear perfume, cologne, heavily scented lotions or use air fresheners in the building.

**800.14** - Homemade food/drink items may not be distributed in school in accordance with the MN Department of Health. All food must be store bought for consumption in a school setting if they are being shared with other students. Treats must be STORE BOUGHT AND INDIVIDUALLY WRAPPED.

**800.15** - When treats are allowed for special events items must be nut free. Be aware that we are a nut aware building.

## **Immunizations**

**800.16** - Health records are initiated and maintained electronically through TADS and accessed by the school health office or others as needed for emergencies. These records must include the student's immunization history. Parents must upload all immunization and health records into TADS.

**800.17** - MN Statute 121A.15, subd. 1 - 7 requires all students to have required immunizations prior to the start of the school year. If students are not vaccinated by the SECOND FRIDAY following the start of the school year, they will be held out of school until proof of immunizations can be obtained.

**800.18** - Students who cannot be vaccinated for medical reasons or whose parents are conscientiously opposed to immunizations may receive a legal exemption. A notarized conscientious objection form must be on file at the beginning of the school year. Be aware if your child becomes ill with a disease that has a required vaccine available, health department regulations require the child to be out of school for the entire duration of the illness and incubation period from the date of the last person that was diagnosed within the school.

## **Physicals & Screenings**

**800.19** - Annual physicals are required for PK - Kindergarten and seventh (7th) grade. Physical forms must be on file in the school office at the beginning of the school year. These physicals align with mandated immunization visits.

**800.20** - Health screenings take place in various grades for various conditions. Screenings may include but are not limited to vision, hearing, color deficits, etc.

**800.21** - Medical appointments and dental appointments should be made outside of the school day. Students missing school for appointments will be marked tardy or absent based on the time of the appointment or when arriving/leaving school.

## **School Psychologist**

**800.22** - A school psychologist employed through ISD 197 is appointed to St. Joseph's Catholic School and works closely with the administration, teachers, and parents. Parents will be contacted if your child is referred or it is recommended that they speak with the school psychologist. Services may be provided in accordance with MN Statute 123B.44.

## **900 - Policies on Student Responsibilities and Behavior**

### **Code of Conduct, Behavior Policies, Responsibilities and Expectations**

**900.01** - Students are expected to follow the rules and expectations and to do their part to provide a safe environment that is free from disruptive behavior, that does not pose a potential or actual danger, and that is not disruptive to the learning and teaching process. This includes taking ownership of their behavior and consequences received for their choices. St. Joseph's Catholic School reserves the right to suspend or expel a student for willful violation of reasonable school policies and regulations related to conduct. Conduct which materially or substantially disrupts the rights of others to receive an education or conduct that endangers the student or other people or the property of the school or others.

Students are expected to act in accordance with Catholic principles in their behavior with others, including their peers. They are also expected to respect the property rights of other students, faculty, and the school. St. Joseph's Catholic School expects students, parents and families to cooperate with the school in reaching these goals.

Improper behavior will not be tolerated and is grounds for disciplinary measures, up to and including suspension or expulsion. Behavior at school events, whether on or off school property, and while using resources provided by the school, whether on or off school property, is governed by all expectations and policies outlined in this handbook. In addition, St. Joseph's Catholic School reserves the right to discipline students for behaviors that take place outside of school, which disrupts learning or the school environment.

## **Expectations**

**900.02** - Students will be prompt and prepared. This includes completing things that are neat, of high quality, and turned in on time. Students are responsible for bringing homework to class along with all necessary materials.

**900.03** - Students will respect adults by listening, using respectful language, promptly following directions and being respectful of others and of property, theirs and others.

**900.04** - Students will remain on task and allow others to do the same.

**900.05** - Students will display truthfulness, kindness and empathy toward others.

**900.06** - Students will attempt to solve issues appropriately with their words and then reach out to an adult if things do not improve.

**900.07** - Students will display positive and productive character traits including doing their best, being honest, and seeking/providing forgiveness.

**900.08** - In the case of gross misconduct, the School Administration has the sole authority to suspend or expel a student. Gross misconduct is defined but not limited to conduct which creates or puts others at risk of physical, mental, emotional injury, in harm's way, damages property or displays conduct that impairs the discipline and order of the school environment.

**900.09** - Consistent with MN Statute 121A.61, St. Joseph's Catholic School has adopted a discipline policy. The policy includes notifying parents of concerning behavior and/or removal from class. Students who demonstrate a pattern of concerning behaviors will be placed on a Behavior Improvement Plan (BIP).

**900.10** - Consistent with MN Statute 121A.4 - 121A-56, St. Joseph's REQUIRES that any disciplinary actions of the student who are suspended or expelled are added to the student's permanent records. This information must be included with records that are transferred to other schools. Formal disciplinary records will be transferred in accordance with practices under Chapter 13 and the Family Educational Rights and Privacy Act, United States Code, title 20, section 1232(g).

**900.11** - MN State Statute 123.90, subd. 2, states that eligibility to ride a school bus may be revoked for violation of bus safety or conduct policies. Riding on the bus means that students will follow school/bus rules when riding and rules shared by the bus driver/company. Specific consequences for inappropriate bus conduct could generate a misconduct report from the driver/company and lead to loss of riding privileges for coming to/from school or for field trips.

## **Hazing**

**900.12** - Consistent with MN Statute 121A.69, students or staff that are involved in activities on or off school property during or before/after school hours related to hazing of other students, potential students, school faculty, personnel will be disciplined in accordance with school policy and Minnesota law. Discipline actions may include, but are not limited to suspension or expulsion. If a crime is committed in accordance with state or federal laws, the incident will be reported to the police. Criminal or civil prosecution may be a result of the incident.

## **Cheating & Plagiarism**

**900.13** - Cheating is a misrepresentation of a student's abilities or efforts by using the work of others as your own by copying answers to complete assignments, projects or tests. All students involved in cheating will be subject to consequences. Cheating can include but is not limited to telling classmates about materials and questions on an upcoming test/quiz, receiving questions, answers, or material that will enhance your performance whether intentional or unintentional, copying someone else's work, changing answers during in-class corrections, copying outside resources to complete school work, plagiarism, the use of artificial intelligence software (such as ChatGPT) etc.

**900.14** - When a student is suspected of plagiarism or cheating, the teacher will collect the materials and the student will receive a zero (0) for the work. The teacher will contact the parent and the School Administration will be notified. Students can earn up to 50% of their grade by redoing the assignment.

**900.15** - Consequences for second offenses and beyond will incur a meeting with parents, a suspension, or an expulsion.

**900.16** - Students in grades 4 - 8 will be instructed about what constitutes plagiarism.

## **Cell Phones and Other Electronic Possession by Students**

Please note, a more detailed policy will be signed by students and parents at the beginning of the school year.

**900.17** - All student cellphones and other personal electronic devices may not be used for personal communication, including iWatches and similar devices that can make calls and access the Internet and social media accounts. These items are prohibited when students are in the building. If students need to call home, they must use the phone in the office. However, forgotten homework and setting up playdates after school are not reasons to make calls home. Parents are asked not to call, text or email students during school hours. If parents need to contact their child, all communication must go through the front office.

**900.18** - Students who have a personal device must leave them **powered off** while on school grounds and they must remain in their locker the entire school day. St. Joseph's is NOT responsible for personal devices that are lost, stolen or damaged. Exceptions for medical reasons will be notified.

**900.19** - Violations of this policy will result in the personal device being confiscated and parents will be contacted to pick up the device. Continued violations of this policy will result in the student being required to turn the device into the school office each day when they arrive at school and pick it up when they leave at the end of the day.

**900.20** - Students are not allowed to take pictures, videos or record sound with any electronics in the classroom or other areas without direct permission from the teacher and the activity must be directly related to a specific school project. Violation of this policy will result in loss of using equipment.

## **Weapons**

**900.21** - Weapons are not allowed at St. Joseph's Catholic School, as legally defined as a school zone, where an organization operating a non-public school provides educational services or the building is used for educational purposes or where extracurricular or co-curricular activities are regularly provided in accordance with MN Statute 121A.05-06 & 152.01, subd. 14a.

Certain prohibitions to this policy may apply to active license peace officers, military personnel, ceremonial color guard, and others authorized under MN Statute or with written permission from the School Administration.

**900.22** – School Administration will contact law enforcement about any student who brings a weapon, firearm, knife or other dangerous item to school. Students found to have a weapon at school may be immediately dismissed or expelled from the school. School officials will evaluate situations on a case-by-case basis.

**900.23** - Items such as knives, replica firearms, starter guns, splatter guns, slingshots or any form of weapon that expels any type of projectile or in administrative judgment any other personal or household gadget used inappropriately to cause danger, used to threaten others or cause harm can be considered a weapon by administration.

## **Prohibited Substances and Inappropriate Materials**

**900.24** - There is no smoking, tobacco use, or vaping permitted at St. Joseph's Catholic School or on school or parish grounds.

**900.25** - Students at St. Joseph's Catholic School are not permitted to be in the possession of or use tobacco, alcohol, or other drugs. An exception will be made in cases where medications are sent to school by a physician and follow the policy related to prescription medications. Alcohol is generally not permitted at school events that involve children.

**900.26** - It is the school's position that the consequences for a student who uses, sells, possesses and or distributes substances will be required to seek professional assistance and a meeting will be held with parents to receive permission for the school to speak with the professional working with the student. Furthermore, disciplinary consequences may be considered by the school administration for the student's chemical use up to and including expulsion.

**900.27** -Any student who is present at a school event or non-school event who knows that there are chemicals being used or abused by themselves or another student, even if they are not using themselves, is considered to be present and aware at the event.

**900.28** - MN Statute 121A.26; 121A.29 allows schools to participate in chemical abuse programs and requires schools to report students who we know or if we have reason to believe that a student is possessing alcohol or a controlled substance while on school property or at school related events/activities.

## **Gambling**

**900.29** - Gambling or trading property, regardless of value, is not permitted. Any money exchanged will be collected and donated to charity.

## **Profanity**

**900.30** - Profanity and disrespectful language or symbols/gestures or written forms of profanity are not permitted.

## **Threatening Language or Hate Speech**

**900.31** - Threatening language or hate speech by a student to another student or adult will result in disciplinary action, potentially including suspension or expulsion.

## **Theft, Vandalism, or Destruction of Property**

**900.32** - Theft, vandalism, or destruction of school or church property or the property of others will result in disciplinary action. Students are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Students/Parents will be required to pay for damage to desks, lockers, other equipment, or property. Unauthorized use of school equipment is forbidden.

## **Bullying**

**Definitions** - Bullying is defined by MN Statute 121A.06 as intimidating, threatening, abusive, or harming conduct that is objectively offensive and there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern or materially or substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

Cyberbullying means bullying using technology or other electronic communications, including but not limited to a transfer of a sign, signal, writing image, sound, or data including a post on social network, Internet websites, transmitted through a computer, cell phone, or other electronic device.

**900.33** - For purposes of this policy, bullying can take different forms, including but not limited to:

- a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
- b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
- c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and/or

d. Cyber bullying.

**900.34** - The term, "On school property or at school-related functions:" includes school or parish buildings, school grounds, and school property or property adjacent to school grounds; school buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school/parish grounds and premises; and school-related trips, functions, activities, sports, or events. While prohibiting bullying at these locations and events. The school does not represent that it will provide supervision or assume liability at these locations and events.

**900.35** - A person who observes an act of bullying or becomes aware of such an act must report it to a teacher or School Administration, or they could be held responsible for being an accomplice.

**900.36** - Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.

**900.37** - Making false accusations or false reporting of bullying is prohibited.

## **Consequences**

**900.38** -St. Joseph's Catholic School administration reserves the right to determine in its sole discretion the appropriate consequence for any violations of its policies. Consequences for violations may include, but not be limited to: loss of privileges, detention, suspension, disciplinary probation, and disciplinary dismissal. Students and their families may also be charged for the replacement costs of items that are damaged due to student behavior.

## **No Expectation of Privacy**

**900.39** - St. Joseph's Catholic School is a non-public school. Students have no expectation of privacy while on school/parish-owned property or in their use of school-owned or school-provided resources.

**900.40** - Consistent with MN Statute 121A.72, St. Joseph's Catholic School reserves the right to interview any students and to search a person and/or personal effects including but not limited to lockers, bags, backpacks, desks of any student at any time. The right to search, interview or inspect may be based upon any claim, report, information and/or document, whether or not substantiated or investigated and whether or not such information relates to on-campus activities of students. The right to interview may be exercised without prior notice to and outside of the presence of the parent/guardian of the student and may occur with or without the consent of the student or their families.

**900.41** - Lockers are assigned to the students at the beginning of the year in some grade levels. Each student is responsible for keeping his/her assigned locker clean, inside and out. Damages caused by tape, stickers, locker shelves will be charged to the student responsible for the damage.



**900.42** - Questionable or inappropriate decorations or pictures will be removed. Students may not switch lockers or use vacant lockers without permission from the administration.

**900.43** - Students are not allowed to bring personal locks from home and put them on the lockers. Locks found on lockers that were not distributed by St. Joseph's will be cut off and the student/parent will NOT be reimbursed for the damaged lock.

**900.44** - At St. Joseph's, we strive for a safe and secure environment using cameras throughout the building. Students and their families/guests will be recorded while they are in and around the building/grounds without express permission.

## **1000 - Dress Code**

### **Dress Code and Personal Appearance**

**1000.01** - St. Joseph's school uniforms are to be worn and in compliance each day, unless a no uniform or spirit wear day has been announced by the school administration. All uniform pieces must be in good condition, free from stains, holes, and properly fit the student.

**Reminder for all students/parents:** All uniform shirts must be embroidered with the St. Joseph's School logo. All uniform items (pants, shorts, jumpers, skirts, blouses, shirts, sweaters, sweatshirts, etc.) should be neat and clean and fit properly. Belts should be worn with all pants and shorts. To ensure uniformity, all uniform items (except pants) should be purchased at Donald's Uniform Store.

### **ELEMENTARY SCHOOL (K-5)**

#### **GIRLS**

##### **BOTTOMS:**

Jumper (K-5): Plaid #55. Hem length must be no shorter than 2 inches above the knee.

Skirts (4-5): Plaid #55. Skirts are to NO MORE THAN 2 INCHES above the top of the knee to foster and support the virtue of modesty. Waistbands are not to be rolled.

Pants (K-5): Navy blue, twill. Fitted and comfort options available. Worn with black or brown belt.

Shorts (K-5): Navy blue, twill. Walking short/Bermuda length. Available in flat and pleated front. Worn with black or brown belt. May be worn April 1 - October 31 (weather permitting).

Leggings or modesty shorts (K-5): Navy blue. REQUIRED TO BE WORN under a jumper or skirt.

Socks/Tights (K-5): White or navy blue knee-highs, tights, or anklets (must be minimum of 4 inches above ankle). No-show or low, golf socks must be white or navy blue. School plaid ruffle socks are permitted.

#### **TOPS:**

Blouse (K-3): White with Peter Pan collar; no logo. Available in short and long sleeve. Worn under jumper.

Polo shirt (K-5): Red with collar and logo. Available in short and long sleeve. Knit and performance fabric options available. Shirts must be tucked into the waistband.

### **BOYS**

#### **BOTTOMS:**

Pants (K-5): Navy blue, twill. Available in flat front and pleated. Worn with black or brown belt.

Shorts (K-5): Navy blue, twill. Walking short/Bermuda length. Available in flat and pleated front. Worn with black or brown belt. May be worn April 1 - October 31 (weather permitting).

Socks (K-5): White or navy blue crew socks (must be minimum of 4 inches above ankle). No-show or low, golf socks must be white or navy blue.

#### **TOPS:**

Polo shirt (K-5): Red with collar and logo. Available in short and long sleeve. Knit and performance fabric options available. Shirts must be tucked into the waistband.

### **MIDDLE SCHOOL (6-8)**

### **GIRLS**

#### **BOTTOMS:**

Skirts (6-8): Navy blue #1039 or #1954 (only). Skirts are to NO MORE THAN 2 INCHES above the top of the knee to foster and support the virtue of modesty. Waistbands are not to be rolled.

Pants (6-8): Navy blue, twill. Fitted and comfort options available. Worn with black or brown belt.

Shorts (6-8): Navy blue, twill. Walking short/Bermuda length. Available in flat and pleated front. Worn with black or brown belt. May be worn April 1 - October 31 (weather permitting)

Leggings or modesty shorts (6-8): Navy blue. REQUIRED TO BE WORN under a jumper or skirt.

Socks (6-8): White or navy blue knee-highs or anklets (must be minimum of 4 inches above ankle). No-show or low, golf socks should also be white or navy blue.

#### TOPS:

Blouse (6-8): White oxford with logo or knit/performance fabric option. Available in short and long sleeves. Available in fitted or regular fit. Shirts must be tucked into the waistband.

### BOYS

#### BOTTOMS:

Pants (6-8): Navy blue, twill. Available in flat front and pleated. Worn with black or brown belt.

Shorts (6-8): Navy blue, twill. Walking short/Bermuda length. Available in flat and pleated front. Worn with black or brown belt. May be worn April 1 - October 31 (weather permitting).

Socks (6-8): White or navy blue crew socks (must be minimum of 4 inches above ankle). No-show or low, golf socks must be white or navy blue.

#### TOPS:

Polo shirt (6-8): White with collar and logo. Available in short and long sleeves. Knit and performance fabric options available. Shirts must be tucked into the waistband.

**SWEATERS (K-8):** Navy with logo. V-neck, vest and cardigan options available. Pullovers (K-8): Navy with logo. Sweatshirt and ½ zip pullover options available in light- and heavy-weight

**SHOES (K-8):** There is no official uniform shoe, but shoes must be neat. Laced and Velcro shoes are allowed. Sandals, clogs, open-toe/heel, and Crocs are not allowed. Separate athletic shoes required for physical education classes, but encouraged for daily wear.

**1000.02** - Students with uniform violations or are noncompliant with their uniform or no uniform day policies will need to contact parents and proper attire will need to be brought to school. Parents and students are responsible for making certain that uniform compliance is in check prior to leaving for school each day.

**1000.03** - Hair must be neat and clean. Students may not wear scarves, face/body paint, glitter, unusual hair dyes, or hairstyles that are distracting. Students may not wear ball caps and similar items in school unless there is a special dress up event that allows hats to be worn.

**1000.04** - Makeup is not permitted to be worn by K - 5 students. Students in grades 6 - 8 may wear minimal makeup. Make up may not be inappropriate or excessive. School Administration has final discretion on the appropriateness of makeup worn by students.

**1000.05** - Names should be put in uniform pieces. Items will be put in the lost and found that cannot be given back to a student and then given to the uniform exchange. Other lost and found items will be donated to a charity at the end of the trimester or sooner if the volume is too great to store.

## **Spirit Wear Days**

**1000.06** Designated spirit days happen approximately once per month, in which students may wear their school uniform or an alternate spirit wear uniform. Spirit wear uniforms are as follows:

### **BOTTOMS:**

Pants: Jeans, sweat pants, and loose-fitting athletic pants may be worn in place of uniform pants or skirts. All pants worn should be modest, without rips or tears. Leggings and yoga pants may not be worn.

Shorts: Shorts may be worn from April 1- October 31, weather permitting. Shorts worn on spirit days must be loose fitting, at least 5 inches inseam, and must have a length of mid-thigh.

### **TOPS:**

Shirts: Students may wear spirit shirts that are branded for St. Joseph's School. Students may wear short-sleeved or long-sleeved shirts. Shirts may not be halter-tops, crop-tops, tight fitting, show cleavage, stomach, or lower back.

## **Out of Uniform Days**

The same policies apply for skirt and dress length for out of uniform days that apply for uniform pieces. Modesty shorts must be worn under skirts and dresses. Shorts must have an inseam measurement of a minimum of 5 inches.

**1000.07** - Students will come to school on out of uniform days dressed in neat, modest and appropriate attire. Clothing must be in good condition and reflect Catholic values with respect to physical fit and modesty.

**1000.08** - No ripped or torn clothing (even if it is the style), or clothing that displays weapons, alcohol/tobacco/drugs or inappropriate language, pictures or messages, or political statements.

**1000.09** - A shirt must be worn over or under all tank tops and spaghetti strap items. This applies to both boys and girls. Shirts may not be halter-tops, tight fitting, show cleavage, stomach, or lower back.

**1000.10** - Shorts worn on out of uniform days must be loose fitting, at least 5 inches inseam, and must have a length of mid-thigh.

**1000.11** - Pajama bottoms & low riders may not be worn on out of uniform days. Loose fitting joggers may be worn.

**1000.12** - Students may not display undergarments.

**1000.13** - Students who do not adhere to the dress code will remain in the office until their parents can be reached and bring suitable clothing that they can change into.

**1000.14** - Any day, students are welcomed to wear jewelry as long as it is not distracting or excessive.

## **Dress Guidelines for Volunteers**

**1000.15** - To create and maintain an environment conducive to the educational objectives of St. Joseph's, please adhere to a reasonable standard of modest dress that reflects and serves as a positive role model for students.

## **1100 - General Policies**

### **Birthday Parties & Invitations**

**1100.01** - Invitations to birthday parties or social events cannot be distributed before, during or after school. Invitations should be mailed or emailed to parents.

**1100.02** - Due to allergy issues, parents are encouraged to send NON-FOOD items as birthday treats. If food is sent, please check with the classroom teacher for student allergies. Food items must be store bought, pre-packaged and individually wrapped.

### **Textbooks/Supplemental Materials**

**1100.03** - At the beginning of each school year or school term, each student is provided with textbooks. Students are required to return these and other loaned materials in good condition at the end of the course/year. This policy also applies to library books and supplemental materials. Families must compensate St. Joseph's Catholic School for damaged or lost books and materials. Parents will be charged for the full replacement costs of each book.

### **Student Property**

**1100.04** - St. Joseph's is not responsible for student property, including money or valuables that are lost, stolen, damaged or misplaced. Students are encouraged to not bring personal items, toys, or money to school.

### **Photos**

**1100.05** - St. Joseph's produces various documents, electronically, in print, such as advertisements or school/parish publications, social media posts, local news papers, yearbooks, and website posts. As part of the production of these items, pictures of students or their activities and work may be included. Parents who do not wish to have their child's photos used must submit a note to the school administration before the first day of school. Please be aware that sporting events, concerts and plays, etc., are considered public events and permission is not required for St. Joseph's to post and use photos for marketing purposes. Also be aware that other parents may take photos and use them on their personal social media posts. St. Joseph's is not responsible for other parents and guests posting items on their accounts.

## **Inclement Weather/School Closings**

**1100.06** - Should the school have a late start, early dismissal, or cancel school due to weather or other issues, announcements will be made on local television stations, and a school communication will be sent. If the DISTRICT 197 IS CLOSED for inclement weather, St. Joseph's WILL BE CLOSED.

**1100.07** - St. Joseph's uses an emergency alert system to notify parents of an emergency situation (i.e. school closings). Parents will need to provide cell phone numbers and an email address to receive the notifications.

## **Movies and Visual Media**

**1100.08** - St. Joseph's recognizes that videos and movie clips can be great teaching tools. Nevertheless, videos are not to supplant instruction and should complement teaching and instruction only. Teachers will not show videos with PG-13 or higher ratings without permission.

## **Pest Control**

**1100.09** - MN Statutes 121A.30 requires schools to notify parents when pesticides will be applied while students are in the school.

## **Twins Policy**

**1100.10** - Consistent with MN Statute 120A.38, St. Joseph's allows parents to let the administration know if their twins should be separated in different classrooms or if they should remain together. Parents may change their preference for each school year, but not during the school year that is already in progress. Parents should let administrators know at the end of the year their preference for the following school year.

## **Library**

**1100.11** - The library may set limits on the number of books a student may check out from the library.

**1100.12** - If books are damaged or lost, parents will be billed for the replacement costs. Should the book be found after a replacement is ordered, a refund will not be given.

**1100.13** - Reference materials may not be put in circulation but may be copied per copyright law.

**1100.14** - Checkout privileges may be discontinued until all overdue materials are returned or paid for if lost. Overdue items should be returned to the circulation desk.

**1100.15** - Parents who have concerns over any of the books or materials in the school library should contact the librarian or School Administration.

## **Placement Requests**

**1100.16** - In the spring, grade level teachers and administrators will create classroom compositions for each school year based on what they know about a student's strengths, weaknesses and social interactions. We will also match the student to the teacher that we feel will best meet your child's needs for the grade they are entering. Parent requests for specific teachers or friendship situations are not accepted as we know your child as a learner and you know them at home. The school administrator has the final authority on student placement.

## **1200- Computer Use and Technology Policies**

Students and parents will be required to sign off on this policy before devices are released to students.

### **Acceptable Use Policy (iPads, Laptops, E-readers)**

**1200.01** - All electronic devices used in school by students will be provided to the students by St. Joseph's and the devices will be managed by St. Joseph's. The use of computer hardware, software and school networks is a privilege at St. Joseph's and not a right. Students may not remove asset or identification tags on the devices or attempt to repair a device.

**1200.02** - Students may not listen to music via a media player/headphones during the school day except as required by a teacher.

**1200.03** - Personal use of electronics for game playing, apps, access to inappropriate websites, etc. will lead to confiscation of the electronic device.

**1200.04** - All students and parents must sign the acceptable use policies and follow accordingly or risk the loss of access. Students will not receive a school issued device until both the student and a parent/guardian must sign the acceptable use agreements. Students that damage or lose their school assigned devices will be charged for the repair or replacement of the items not covered by warranty. Damage fees are 75% of the cost of repairing a damaged laptops and 100% of the cost of a lost, stolen, or damaged beyond repair laptop.



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**1200.05** - Producing, exchanging, and retrieving information electronically by taking advantage of technology, media equipment, e-mail, or the Internet presents valuable opportunities for students. It is the responsibility of the students, parents and staff to ensure that these information systems are used in an efficient, ethical, and lawful manner. This includes using copyrighted materials correctly and in accordance with the law.

**1200.06** - St. Joseph's supports the use of school provided technology assets and services to students to enhance learning. Students and parents must sign the acceptable use agreement in order for students to use the technology provided by the school. The school staff or administrators may view the contents on any device at any time. If a student is asked to show or turn over the device, they will do so immediately.

**1200.07** - Students may not use technology or other items to transport, transfer, distribute pornographic, obscene or sexual material, obscene abusive or sexually explicit, racist, political, hate propaganda, or threatening language. Students agree that they will not violate any local, state or federal statute, vandalize, damage or disable property of another individual or the school, access another individual's materials, information or files without permission, violate copyright or otherwise use intellectual property without permission, gain access to the server information not open to students or the public, use private or free email services, use chat rooms or instant messaging, access political or commercial purposes, allow others to access or use your school account, reveal identifying information for yourself or another, engage in any use of technology that disrupts the educational or administrative goals of St. Joseph's.

**1200.08** - St. Joseph's is not responsible for students making purchases or unauthorized financial obligations resulting from students' use of St. Joseph's technology assets or services.

**1200.09** - The school has taken precautions to restrict access to inappropriate content through a filtering and monitoring system. However, it is impossible to control everything that a user may discover on the global Internet. Students may accidentally come across material that is controversial, offensive or inappropriate. If a student comes across this type of material, they should immediately report it to their teacher, who will in turn contact the IT administrator with the site information.

**1200.10** - It is the user's responsibility not to initiate access to inappropriate materials. St. Joseph's expressly disclaims any obligation to discover all violations of inappropriate Internet access. Be aware that students will be held accountable for any activity that is contrary to State or Federal law; including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder.

**1200.11** - Students may not access or download software to any of the school equipment.

**1200.12** - Parents and family members may not use a school provided device that is intended for student use as a personal device for themselves when students have the computers and devices at home.

**1200.13** - Students are responsible for good behavior and appropriate Internet etiquette on school devices. Students' Internet access is contingent upon successfully meeting this responsibility on an ongoing basis. Access to these resources is a privilege and not a right.

**1200.14** - Students and parents may not access their personal email or use forms of instant messaging on school devices unless it pertains to the students academic program AND THEIR SUPERVISING TEACHER has approved the student accessing it for a ONE TIME USE.

**1200.15** - Students are not permitted to register for any programs or software that asks them to reveal their full name, phone numbers, or home addresses of themselves or others.

**1200.16** - Students may not send, display or download offensive messages, pictures, or material that advocates illegal activity. Students may not download screensavers or use screensavers other than those provided in the default settings of the computer.

**1200.17** - Students may not send viruses, illegally visit (hack) or otherwise damage computers or works of others. They may not use the school devices to promote or use them for commercial purposes.

**1200.18** - Students must show proper care and use of all equipment and limit use to educational purposes. Students must follow teacher/staff instructions and respect volunteers who assist with instruction. They will take responsibility for and care for the school assigned device and the protective case. Caring for the device includes, but is not limited to not leaving the device unattended, not carrying it by the screen, not eating or drinking around the device, and not putting things on top of the device, slam or move the device by the lid, etc. Students may not decorate or deface the device. Cases may be appropriately decorated with parent approval.

**1200.19** - Students must respect and understand the privacy rights of other students and staff. They will not attempt to access other student's or St. Joseph's staff member's subscriptions, logins, files, or personal information.

**1200.20** - Students will not use or damage another person's device.

**1200.21** - Students will not give out theirs or other people's personal information including, but not limited to their name, address, photo or other identifying information on the Internet, nor will they misidentify themselves on online communication to attempt to avoid detection for any misbehavior or rules violations.

**1200.22** - Students and parents will not change the configuration on their school assigned devices, including the network and security settings. They will not delete browser history, cache, or cookies. They will not install or remove hardware or software, except as directed by a St. Joseph's staff member.

**1200.23** - Students will use the devices in the classroom only under teacher supervision. Students may not use the computers in the hallways, lunchroom, and playground, on the bus or car. Students will only operate the devices on a flat, stable surface.

**1200.24** - Students will turn the devices in on weekends, vacations when the school plans to do routine maintenance as requested.

**1200.25** - Students will immediately report if a device is lost or stolen to their parents and to the school officials within 24 hours. Damages will also be reported and students will complete a repair form and turn it into the Help Desk within 24 hours or the next school day, whichever is shorter.

## **Social Media Policy**

**1200.26** - Students may not access social media or gaming accounts using school devices at any time!

**1200.27** - When posting to a social media account, students and parents are expected to use good judgment in all situations and behave in a way that will make you and others proud and will reflect well on the school. Students and parents should always treat others in a respectful, positive and considerate manner when posting on social media. Pictures posted on social media should not identify students by name or be tagged to a minor. As some families do not want their children to be included on social media accounts, you must seek permission to use a student's likeness if that person is not your child.

**1200.28** - Regardless of your privacy settings, assume that all of the information you have shared on a social network is public information.

**1200.29** - Photos, videos and audio files that may defame, damage, degrade or harm any individual, group or entity, or those showing or mentioning alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the school community will be removed from the site. This includes material that is threatening, illegal, harassing, obscene, defamatory, slanderous or hostile toward any individual or the school/parish.

**1200.30** - St. Joseph's students and parents represent the school on social media; please stick to discussing positive school experiences to areas that are in your area of responsibility/direct experience. The school will ask parents to remove inappropriate posts. Students and parents are

asked to share and interact in a way that will enhance your reputation, the reputation of others and the reputation of the school, rather than damage them.

**1200.31** - Adults should be open about their affiliation with the school and the role/position that they hold if they are posting about the school, students, activities or events. Students and adults may not post material that violates the privacy of others or their intellectual property. Students and adults may not promote or advertise commercial products, solicit business, memberships or seek financial gain through the school's sites.

**1200.32** - Students and parents should not make friend requests of school staff or accept requests from school staff who are currently employed at St. Joseph's.

**1200.33** - Do not post details about exact time/locations or travel itineraries related to field trips.

**1200.34** - The building principal and assistant principal must be added on as an administrator of any St. Joseph's/HSA social media accounts. The administrator can ban posts from participants and refuse future posts from specific emails or IP addresses. They may also remove or edit postings, photos, videos, audio, data files or comments at any time for any reason, whether or not they violate this policy.

**1200.35** - Students are prohibited from accessing social media sites or the Internet on a personal device at school.

**1200.36** - Students are not allowed to create digital still photos, video or audio recordings of St. Joseph's staff or community members either on or off campus without the express permission of the person who you wish to video or photograph.

**1200.37** - Students are prohibited from using pictures, videos, songs and audio clips that may be protected by copyright laws. It is a violation of copyright law to use other people's ideas, thoughts, property or work without their permission. It is a good practice to hyperlink written sources. St. Joseph's is not responsible for students who do not follow copyright laws.

## **1300- Events, Activities, and Other Important Items**

**Accreditation** - The Catholic identity and faith formation programs of St. Joseph's Catholic School are reviewed by staff from the Archdiocese of St. Paul and Minneapolis. In addition, St. Joseph's is a member of the Minnesota Nonpublic School Accrediting Association (MNSAA), which evaluates the school's educational programs. St. Joseph's Catholic School files yearly reports and participates in team visits from MNSAA and the Archdiocese to be certain that programs are meeting or exceeding standards.

**Busing** - District 197 will provide bus service to St. Joseph's students within the school district boundaries. The driver has the final determination of seat location. Questions should be directed to the Transportation Department at ISD 197.

Due to high ridership, students will not be allowed to transfer to another bus or ride home with a different student on their bus.

Transportation reimbursements may be available to families that provide their own transportation outside of ISD 197 boundaries. There is no guarantee that the amount that districts reimburse is the same from district to district and it is a nominal amount and there is no guarantee that you will receive a reimbursement of any kind if you complete the form by the first week of school. Districts interpret the rules differently from district to district.

Bus riders are expected to follow all behavior expectations and are aware that misbehavior could result in seat reassignment, suspension from the bus for a determined period of time or expulsion from the bus. Should a student be suspended or expelled from the bus, parents will need to make arrangements for their child to get to school each day.

**Non-Bus School Days** - There are times that St. Joseph's may be in school when District 197 is not in session, making busing unavailable. Parents will be notified and will be responsible for getting their child(ren) to school. Students will not be given an excused absence if they do not attend school on a non-bus day.

**Catechesis of the Good Shepherd (CGS)**- As an enhancement to their religious curriculum, all St. Joseph's School students in Kindergarten through 5th grade participate in the Catechesis of the Good Shepherd Program one hour each week.

CGS is a unique approach to religious instruction, based on Montessori principles, in which each child is led closer to God through the use of hands-on materials that are presented within the context of a quiet, carefully prepared environment.

**Donations** - If you wish to make a donation to the school of electronics, library books, office supplies, art supplies, or other items, please contact the school office before bringing the items to the school. Thank you for thinking of us!

**Extended Child Care** - Childcare is available before and after school for an additional cost. Parents must register for the program and will be billed through the program operators as it is a third party operation.

**Holiday Celebrations** - The school holds parties for some holidays. Parties are at the end of the school day.

**Home and School Association** - The Home & School Association exists to support St. Joseph's School faculty, students and families through the coordination of volunteers, fundraising, community spirit events, and enrichment opportunities.

Every St. Joseph's School family is already a member of Home & School! Dues are collected through TADS each October and, in combination with fundraising proceeds and other donations, help sponsor select enrichment programs, field trips, teacher and staff appreciation events, and various community spirit events throughout the year.

**Tutoring** - Teachers are not allowed to tutor their own students for payment during the school year. This is in accordance with the National Catholic Education Association Code of Ethics. Teachers may not tutor in the school building except through the summer academy.

**Sacramental Programs** - Students of St. Joseph's are prepared to receive Sacraments of Reconciliation and the Eucharist in second grade. The instruction for Sacraments is within the normal course of the school day, while the preparation for the ceremony is done through the Parish in conjunction with Faith Formation Ministry.

Confirmation at St. Joseph's takes place in 8th grade. Preparation occurs during the school day and outside of it with some special preparation events and activities through the Faith Formation Ministry.

**School Advisory Council (SAC)** - The School Advisory Council is established to assist the Pastor and School Administrators in the governance of the school. The SAC is a consultative body and cannot act apart from the Pastor and School Administrators and cannot make decisions binding to the school. Topics and areas of consultation vary.

The SAC has responsibilities in the areas of finance, development (enrollment/marketing/fundraising), policy, strategic planning, technology and facilities.

SAC has 12 appointed members, for terms of three years, July through June. Membership is open to registered parishioners and/or current parents of St. Joseph's School who are 18 years of age or older. Salaried parish/school employees or spouses, or anyone currently holding parish offices are not eligible to be appointed to SAC. In addition, the Pastor, School Administrators, and Vice President of the HSA will also be on the SAC committee. Members of the SAC are listed on the school website.

SAC meetings are open unless it is designated as an executive meeting. Visitors wishing to make a presentation must place a request to the SAC chair 48 hours in advance. Presentations shall be no longer than 10 minutes in length. Depending on the agenda for the next meeting, presentations may or may not be scheduled.

**School Directory** - The directory contains the names, addresses, email addresses and phone numbers of the school community. Terms of acceptable use are listed in the directory.

**School News** - A school newsletter is sent to the school community each Friday during the school year or the last school day of the week. We also will use email blasts for important emails that cannot wait until Friday. Items must be submitted by Wednesday (or two days prior to the last day of the school week if it is a short week) and must be approved by the administration. St. Joseph's reserves the right to edit information for space and content.

**Service Hours Requirement (Middle School)** - Students in grades 6 - 8 will be required to perform and report a minimum of four (4) hours of community service for each school trimester. This will be administered as part of the Middle School religious education curriculum and is part of your child's grade.

**Students Per Class** - St. Joseph's will follow these guidelines to determine the number of students per class, but the school reserves the right to expand or retract the numbers as needed. Generally, Kindergarten could host up to 20 students each. Grades 1 - 5 could host up to 25 students per classroom and Grades 6 - 8 could host up to 25 per classroom.

**Testing Programs** - Students in grades 1 - 8 will take the NWEA-MAP tests each school year in the fall and spring. Students in Kindergarten will take the AimsWeb tests for reading proficiency throughout the year and the NWEA-MAP test for math in the winter and spring.

**Updates to Family Information** - Parents are responsible for updating phone numbers, email or home addresses and emergency contact information. Parents must also update the school regarding medication or health information of students. St. Joseph's will not be responsible for actions taken or time delays due to not having current information available.

**Website** - This communication tool is used to provide information about the school and upcoming events at St. Joseph's. Items that need to be added to the website, should be turned in at least 72 hours prior to when they need to be posted. St. Joseph's reserves the right to edit information for content and space.