



Saint Joseph

CATHOLIC SCHOOL

WEST ST. PAUL, MN

PARENT AND STUDENT HANDBOOK

2025-2026

This Handbook is for the Students and Parents of Saint Joseph Catholic School.

Saint Joseph Catholic School may introduce new rules, policies, and procedures, and modify existing ones, at its sole discretion, at any time without advance notice, and reserves the right to interpretation of its policies.

The provisions of this handbook are not intended to and do not constitute a contract, express or implied, between any applicant, student, or parent, and Saint Joseph Catholic School.

Saint Joseph Catholic School

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TABLE OF CONTENTS

Mission and Philosophy	6
The Church of Saint Joseph Mission Statement	6
Saint Joseph Catholic School Mission Statement	6
School Philosophy	6
Catholic Schools' Purpose	7
Catholic Identity Standards	7
Appropriate Celebration of Sacramental Life	7
Teaching the Faith	8
Religious Instruction and Catholic Identity	8
Federal and State Laws	9
Nondiscrimination Policy	9
Accreditation	10
General School Information	10
School Calendar	10
Daily Schedule	10
Leadership and Governance	10
Head of School	10
School Structure	10
Pastor	10
School Advisory Council	11
Home and School Association	11
100- Admission Policies	12
Policy and Procedure	12
Requirements for Admission (listed in order of acceptance)	12
Requirements for Waiting Pool	12
Transfer Students	13
Visiting Students	13
Refusal of Admission or Discontinuance of Enrollment	13
Dual Enrollment	13
200- Academics	14
Curriculum	14
Catechesis of the Good Shepherd (CGS) Program	14
Field Trips	14
Testing Programs	15
Homework	15
Grading/Report Cards	15
Academic Eligibility	16
Retention of Students	16

Middle School Grading	16
Middle School Retake Policy	17
Graduation Requirements	17
300- Parent and Administration Policies	18
Parent-Teacher Relationship and Communication	18
Parent-Teacher Conferences	19
Student Records	19
Access to Records	19
Transfer of Records	20
Withdrawing from School	20
400- Financial Policies	21
Tuition and Fee Policies	21
Fundraising	21
Lunch Accounts, Breakfast, and Lunch Programs	22
500- Activities and Athletics	23
600- Attendance	24
Daily Arrival and Dismissal Policies	24
Excused Absences: Illness, Doctor/Dentist Appointments, Funerals	24
Excessive Absenteeism and Truancy	25
Anticipated Absences	26
Medical Leaves of Absence	26
Tardy to School	26
700- Safety	26
Safety and Welfare Policies on Prevention of Sexual Misconduct and Child Abuse	26
Entry and Security Information	27
Picking up Children	27
Fire, Tornado, Lockdown, and Safety Drills	28
Weather Safety for Recess	28
Student Safety Evaluations	28
800- Health and Wellness	28
Wellness Policy	28
Accidents and First Aid	29
Illness	29
Medication Administration and Allergies	30
Immunizations	30
Physicals and Screenings	31
School Psychologist	31
900- Student Behavior	32
Code of Conduct, Behavior Policies, Responsibilities, and Expectations	32
Expectations	32
Consequences	33

Cheating and Plagiarism	33
Cell Phones and Other Electronic Possessions by Students	34
Weapons	34
Prohibited Substances and Inappropriate Materials	34
Gambling	35
Theft, Vandalism, or Destruction of Property	35
Hazing	35
Anti-Bullying and Harassment Policies	35
Profanity	36
Threatening Language or Hate Speech	36
Violation of School Policy	37
No Expectation of Privacy	37
1000- Dress Code	38
Dress Code and Personal Appearance	38
Elementary School (K-5)	38
Middle School (6-8)	39
Spirit Wear Days	41
Out of Uniform Days	41
Dress Guidelines for Volunteers	42
1100- General Policies	42
Birthday Parties and Invitations	42
Textbooks/Supplemental Materials	42
Student Property	42
Photos	42
Inclement Weather/School Closings	43
Movies and Visual Media	43
Pest Control	43
Twins Policy	43
School Library Policy	44
Placement Requests	45
1200- Computer Use and Technology	45
Acceptable Use Policy (iPads, Laptops, etc.)	45
Social Media Policy	48
1300- Middle School Specific Policies	49
House System	49
1400- Events and Other Items	49
Parent/Student Handbook Agreement	52

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.

Saint Joseph Catholic School Mission Statement

Saint Joseph Catholic School forms joyful disciples of Jesus Christ who pursue academic excellence and cultivate a life of virtue.

School Philosophy

At Saint Joseph Catholic school, students are formed by our Catholic worldview and within a culture of faith to be joyful disciples of Jesus Christ. The teaching and curriculum we select forms students academically, while the credible faith witness of our faculty and staff model discipleship for our students. Our ultimate goal is that each of our graduates leaves the school ready for a life of discipleship, prepared to follow Christ in high school and for the rest of their lives.

Becoming joyful disciples becomes the very heart of our mission. We believe that we are created in the very image and likeness of God, that God loves us, and that God has an amazing plan for our lives. During the school day, we draw closer to God as we worship through reverent prayer, scripture readings, and the Mass. We learn about Christ and the life of discipleship through our worship, religion classes, and the Catechesis of the Good Shepherd program. We understand that we are called in the Holy Spirit to bear witness to God's love, and we do so in great joy, aware that we are in the presence of God.

The life of discipleship compels us to academic excellence and excellence in every part of our lives. We realize that we are stewards of the gifts that God has given us, doing our very best to refine our gifts and talents as we pursue excellence. Together, we become a community of learners that seeks what is good, true, and beautiful. Because of this, our teaching challenges students with a comprehensive curriculum enriched with fine arts and co-curricular activities that meets the needs of all of our learners. We also believe excellence is achieved by each student doing their personal best, and we serve a diversity of learners with different gifts and different needs.

The life of discipleship also compels us to cultivate a life of virtue. During the school day, we teach the virtues and model the virtues in practice. We promote what it looks like, sounds like, and feels

like to live the virtues, and our faculty model the virtues for our students. In everything we do, we serve one another and our greater community by treating one another with dignity and respect. Following the example of our patron Saint Joseph, we form people of character, wisdom, and presence, and exemplify Joseph's virtues of joy, fidelity, integrity, charity, and courage. Individually, we practice humility by taking responsibility for our actions and we collectively grow together in virtue as we witness to one another

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 Saint Joseph Catholic School.

Catholic Identity Standards

Saint Joseph 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

Saint Joseph 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 - Saint Joseph 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 Saint Joseph Catholic School.

Teaching the Faith

Saint Joseph 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 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.

Saint Joseph 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 Saint Joseph Catholic School adheres. Taking this document for guidance, Saint Joseph Catholic School will relate to each student in a way

that is respectful of and consistent with each student's God-given biological sex. This includes, but is not limited to calling students by names and pronouns corresponding to their biological sex, using restroom facilities and overnight accommodations corresponding to their biological sex, and participating in extracurricular athletics corresponding to their biological sex. For a detailed explanation of this policy, please see the link below.

https://www.mncatholic.org/guiding_principles_concerning_human_sexuality_and_sexual_identity_for_catholic_schools_and_religious_education

Federal and State Laws

Saint Joseph 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.

Our current accreditation through the 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. Saint Joseph will comply with the statutes as required by MNSAA.

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

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

Nondiscrimination Policy

Saint Joseph 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 Church of Saint Joseph and Catholic students priority for admission. Saint Joseph 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.

Accreditation

Saint Joseph Catholic School has been accredited by the Minnesota Nonpublic School Accrediting Association. Every seven years, Saint Joseph Catholic School renews its accreditation by meeting or exceeding accreditation requirements. Saint Joseph 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.

GENERAL SCHOOL INFORMATION

School Calendar

The school year generally runs from the end of August to the beginning of June. The school calendar can be found on the main school webpage, along with a list of non-attendance days, parent transportation days, and holidays.

Daily Schedule

8:00 a.m.	Office opens
8:15 a.m.	Doors open for student arrival
8:30 a.m.	School day begins. Students not present at this time are considered tardy/absent.
3:10 p.m.	School day ends. Students are dismissed.
4:00 p.m.	Office closes

LEADERSHIP AND GOVERNANCE

Head of School

The principal is the head of the school and is responsible for day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

School Structure

Saint Joseph Catholic School is a parish school. This means that we are an integrated mission of the Church of Saint Joseph, and the school does not have a separate corporate identity.

Pastor

The pastor is responsible for governing the school, providing high level oversight of all school operations and ensuring the Catholic identity of the school now and well into the future. Daily management and decision-making authority are generally delegated to the principal; however, the pastor remains the final authority on all school matters. Parish councils provide consultative support to the pastor in his role governing the school.

School Advisory Council

The school advisory council serves in an advisory and consultative capacity to the pastor and the principal. The council consists of nine members who are appointed for three-year terms by the principal, in consultation with and after receiving the approval of the pastor. 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 and development, strategic planning, enrollment and marketing, and policy development. SAC has 10 appointed members, for terms of three years, July through June. Membership is open to registered parishioners and/or current parents of Saint Joseph Catholic 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.

Home and School Association

The Home & School Association exists to support Saint Joseph Catholic School faculty, students and families through the coordination of volunteers, fundraising, community spirit events, and enrichment opportunities.

Every Saint Joseph Catholic 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.

100-ADMISSION POLICIES

Policy and Procedure

100.01 - Saint Joseph Catholic School 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.

Saint Joseph Catholic School strives to be inclusive of all learners. Our school has a process to identify the special educational needs of students, and when possible, work to develop a plan for meeting the educational needs of our students. This includes diverse learning styles, mental and physical health needs, as well as social and emotional needs. This plan should be reasonable and appropriate, meeting the needs of the student to the extent possible given our available resources.

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. Parents/guardians must also provide early childhood screening for all kindergarten applicants.

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 Saint Joseph Catholic School. Second priority is given to registered parishioners who attend Mass regularly and support the parish with regular weekly offerings and volunteer their time and talents to the parish and school. Third priority is given to other Catholic families.

Requirements for Waiting Pool

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

100.06 - 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 Saint Joseph Catholic

School.

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

Transfer Students

100.08 - Student records from other schools must be transferred to Saint Joseph Catholic School 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

100.09 - Students that are considering transfer into Saint Joseph Catholic School may complete a visit day to be certain we are a good match for the student and family.

100.10 - 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

100.11 - Saint Joseph Catholic School reserves the right to refuse admission of an applicant or to discontinue enrollment of a student for any reason.

100.12 - Saint Joseph Catholic School reserves the right to dismiss or deny readmission or no longer continue enrollment of a student for any reason throughout the year.

100.13 - 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

100.14 - 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. Saint Joseph Catholic School will work with the family to connect them with the appropriate ISD 197 personnel.

200-ACADEMICS

Curriculum

200.01 - Saint Joseph Catholic School curriculum includes core subjects of language arts, math, social studies, religion, and science. Specialist courses include art, music, Spanish, and physical education. Technology is integrated into the regular curriculum and projects. Saint Joseph Catholic School will teach religion as a core class and students will participate in Masses, Catechesis of the Good Shepherd (K-5), prayer services, service projects, religious instruction, and other faith-based activities regardless 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.

200.03 - Depending upon the accommodation plan and the individual needs of students, Saint Joseph Catholic School may modify its curriculum for students to provide a better academic fit for an individual student, assessing individual students at a different grade-level standards than their current grade. This will be noted with an asterisk on the child's grade in their report card to indicate that their grade was achieved with a modified curriculum. Decisions regarding modified curriculum use are managed on a case-by-case basis, based on the needs of the family and resources available to Saint Joseph Catholic School.

Catechesis of the Good Shepherd (CGS) Program

200.04 - As a central part of their religious curriculum, all Saint Joseph School students in Kindergarten through 5th grade participate in the Catechesis of the Good Shepherd Program for 90 minutes 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.

Field Trips

200.05-Students will participate in field trips that are arranged by their classroom teachers. Students will wear their school uniforms unless otherwise designated by the school administration.

200.06- 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.

200.07- 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.

Testing Programs

200.08 - Students in grades 1 - 8 currently take the NWEA-MAP tests each school year in the fall, winter, and spring. Students in Kindergarten will take the AimsWeb tests for reading proficiency throughout the year and the NWEA-MAP test in winter and spring. MAP test results will be sent to families following the fall testing session and at the end of the school year.

Homework

200.09- Homework is a part of the learning process, and generally expands on or reinforces classroom objectives and teaching. Homework can include reading, memorizing, reviewing, studying, researching, and working on long-term projects. Whatever type of homework is assigned, the student must accept responsibility to be prepared for the upcoming class and do their best to complete the assignment. It is the student's responsibility to turn in completed work as assigned.

Homework for children in the primary grades (K, 1, and 2) is limited. Students in the intermediate grades (3, 4 and 5) generally have homework three to five days per week. Students in Middle School (6, 7 and 8) will have both long and short term assignments on a daily basis. Students are responsible for all assignments given in class during any absences. Homework is expected to be completed at home.

200.10 - 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.

200.11- 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.

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

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 grade may be given in cases related to absences and incomplete work at the discretion of administration. The incomplete grade will remain until the work is completed and submitted, at which time the grade will be finalized.

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 of the three trimesters of the school year may be required to complete an academic proficiency plan or attend an approved summer program to demonstrate proficiency in this course. The failed grade would remain on the student's report card, but this would allow the student to advance to the next grade.

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

Academic Eligibility

200.18 - Students in grades 5-8 will be ineligible for extracurricular activities after midterm if their grades are below a passing level in any of their classes. If this happens, a meeting will be held with parents, the student (if in grades 5-8), teachers, and the administrator. The student will need to improve the grade within a week or will be ineligible to compete until the grade is above passing level. Students who cannot regularly pass courses may be referred for special education services or tutoring at the parents' expense. Students who are not able to pass their courses may need to leave the school.

Retention of Students

200.19 - If retention of a student needs to be considered, a meeting will be scheduled with parents, teachers, and administrators. The school administrator has the final decision around retention of students. If retained, families may be required to repeat the grade at another school. Retention is highly discouraged for any students above the second grade level.

Middle School Grading

200.20 - Middle school grades in English Language Arts, Literature, Math, Theology, Social Studies, and Science are based on summative assessments (60%), formative assessments (30%), and homework (10%).

200.21- The following grading scale is used in middle school.

A =95+	B+ =87-89	C+ =77-79	D+ =67-69
A- =90-94	B =83-86	C =73-76	D =63-66
	B- =80-82	C- =70-72	D- =60-62
	I = Incomplete	NG =Not Graded	F =59 or below

200.22 - Report cards will be available for students and parents to view via Educate. A reminder notification will be sent home to all families. It is the responsibility of the students and parents to view grade reports when issued.

200.23 - Late homework in middle school can only be accepted if it is turned in during the same unit of study. If homework is late, students can earn up to a 75% grade on the particular assignment. For late summative assessments such as quizzes, tests, portfolios, or other larger projects, students can earn up to 75% of the points awarded for that particular assessment.

200.24 - It is the student's responsibility to see the teacher and follow through on completing work on time. For each day a student is absent, he or she is allowed **the same number of days to make arrangements to complete tasks that were assigned during the absence**. For example, if a student misses three days of school, he or she has three days to make up for his or her missing work, beginning the date of his or her return. If the student does not make up his or her work according to the awarded days per absence, the late work policy will take effect.

Middle School Retake Policy

200.25 - At Saint Joseph Catholic School, it is not unusual for students to be challenged in their classes. The transition to middle school, the rigor of courses, increased reading, longer written assignments, the need for daily study and review, and the need for students to have the ability to take ownership of their learning all contribute to a challenging academic environment.

Students in grades 6-8 are permitted **one** retake per class, per trimester, and at the teacher's discretion. The retake must be taken within 5 calendar days of the original test being returned to the student. Teachers may require students to meet to show they are ready before they are allowed to retake. Sessions will be scheduled at the teacher's convenience.

Students are allowed to make corrections on tests or quizzes, but these corrections will not be calculated into the original grade. For the purpose of learning the material for the next quiz, or test, it is advisable for students to work with teachers on learning the material they initially missed.

Graduation Requirements

200.26- Students must pass all classes with a passing grade in two of three school trimesters to be considered a candidate for graduation.

200.27- In the event that a student does not pass a course, 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. If a student has an incomplete grade or is in the process of completing a proficiency plan or summer program at the time of graduation, they will be allowed to walk at their graduation ceremony, but will not receive a formal diploma until this is completed.

300-PARENT AND ADMINISTRATION POLICIES

Parent/Teacher Relationship and Communication

300.01 - Saint Joseph Catholic School will encourage parents in their role as primary educators of their children and ask them to work in partnership with the school for the educational good of their children. The school will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social and spiritual health, safety, or welfare of their child, except when legally advised otherwise by a competent legal authority.

300.02 - The relationship between the family and the school is crucial for a student to be successful. For this reason, if there is a breakdown in the relationship between a family and the school, it is a disservice to the student, family, and school as a whole for the student to continue at the school. In this situation, a student may be required to withdraw from enrollment.

300.03 - In the event of a grievance between any students, parents, teachers, and/or administration, the following procedures should be followed to facilitate a quick resolution to the grievance,

- Before drawing conclusions, make sure you hear both sides of the situation before you determine what your next step will be. Most grievances are the result of a simple misunderstanding or lack of communication, and can be resolved by hearing the other side.
- Following the principle of subsidiarity, speak with the family, teacher, or administrator who has the most direct knowledge of the situation. The table below provides guidance on who to speak with regarding concerns.

If the concern is dealing with...	Communicate First with	Involve Next
your student's academic performance	teacher	principal
your student's teacher	teacher	principal
a disciplinary matter involving your student	teacher or administrator who disciplined student	principal
social conflicts or bullying	teacher	principal
assignments and projects	teacher	principal
school communication issues	principal	pastor

school rules and policies	principal	pastor
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300.04- The best way to contact a teacher or the School Administrators is through a brief email. Phone or in-person conversations are encouraged for communications of a controversial nature as emails have a higher risk for misinterpretation.

300.05- 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. It is often difficult for teachers to respond to emails during the school day while their attention is on their lessons and the students in their classroom.

Parent/Teacher Conferences

300.06- Conferences are used to strengthen the partnership between the school and parents to promote the spiritual, academic, and social maturity of the student. Saint Joseph Catholic School is not required to provide separate conferences for non-custodial parents.

300.07- 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.

Student Records

300.08- Saint Joseph 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.

300.09- Saint Joseph Catholic School follows all applicable state and federal laws concerning the release of student information. Saint Joseph Catholic School 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

300.10- Parents/guardians have the following rights under the Family Educational Rights and Privacy Act (FERPA)

- The right to inspect and review their child's educational records within 45 days of making such a request to the school administrator.

- The right to seek an 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.
- The right to 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.
- The right to 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, IEPs, 504 plans, or testing for SPED services in transfer of transcripts and student records to another school.

300.11- Non-custodial parents, without further legal restrictions, have the right to access and receive copies of school records and other information, to attend conferences, and to be informed about their child's welfare, educational progress, and status.

300.12 - 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 school administration. 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

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

300.14 - If a student transfers to a different school, copies of the student's records, including records of multi-day suspensions and expulsions, will be forwarded to the new school.

Withdrawing From School

300.15 - 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; this does not apply to other fees. All charges for books, materials, programs, and childcare costs must be paid in full.

400-FINANCIAL POLICIES

Tuition and Fee Policies

400.01 - 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.

400.02 - All families must register and pay tuition and fees through 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 communicates to families regarding past due payments. The school may or may not honor requests to split tuition/fee payments between multiple people.

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

400.04 - 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.

400.05- Saint Joseph Catholic School 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- Saint Joseph Catholic School reserves the right according to the enrollment agreement to utilize TADS for billing of various fees throughout the school year, such as home and school dues, technology, athletics, extracurriculars, etc. 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 Saint Joseph 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 Saint Joseph Catholic School or on the grounds without the written approval of the administration.

400.10 - Saint Joseph Catholic School currently runs three major school-wide fundraisers, including the Fall Raffle, Give Day, and our annual School Gala. As all students receive direct benefit from these efforts in subsidized tuition, all families are expected to participate and support these initiatives. Additionally, the school works with the Home and School Association for many of its fundraising efforts during the school year. All fundraising activities will be announced in the various communications from the school/parish.

Lunch Accounts, Breakfast, and Lunch Programs

400.11 - Student hot lunch and breakfast are provided free to each student daily through the public school district food service program.

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 milk. Milk prices are subject to change during the school year if milk prices rise. 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.

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- Saint Joseph 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.

500- ACTIVITIES AND ATHLETICS

500.01 - All student activities sponsored by Saint Joseph Catholic School or hosted on the school's campus must not violate, or promote actions which would violate Catholic Church doctrine or teachings. In particular, co-curricular and extra-curricular activities and athletics should have an intentional plan to help students grow in virtue alongside other human development goals.

500.02 - All Saint Joseph Catholic School students are students first, athletes second. Students are welcome to participate in enrichment and sports programs if they maintain passing grades and positive behavior expectations.

500.03 - 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.

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

500.05 - 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.

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

500.07- All injuries must be reported to the coach immediately.

500.08- Parents and visitors are role models for students and are representatives of Saint Joseph 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.

500.09- 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.

500.10 - Students who are sick or absent from school are not allowed to participate in practice or games on days they missed school.

500.11 - Saint Joseph Catholic School students in seventh or eighth grade are eligible to participate in high school athletics. Families that wish for their child to participate in high school athletics at another school may ask the principal and athletic director for permission to participate by August 1st (fall season), October 1st (winter season), or March 1st (spring season). Permission will be granted if Saint Joseph Catholic School signs a joint participation agreement with the school. By MSHSL

rules, Saint Joseph Catholic School may only partner with one school per season per sport.

500.12 - If multiple students request permission to participate in high school athletics for the same sport, preference will first be given to 8th grade students. If multiple 8th grade students request to participate, preference will then be given to the school receiving the most number of 8th grade students. If there is no majority, the next preference is for students participating at local Catholic high schools.

600- ATTENDANCE

Daily Arrival and Dismissal Policies

600.01 Each student is expected to be in school at the designated start time for the full day of instruction. When students are tardy or absent, this causes interruptions and hinders learning for both the individual student and the classroom. The purpose of this policy is to encourage punctuality and regular school attendance. Students are considered tardy if they arrive in their classrooms after the morning prayer and announcements at 8:31 a.m. each day.

600.02 - The school day begins at 8:30 a.m. and ends at 3:10 p.m. Students are allowed to enter the building beginning at 8:15 a.m. 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.

600.03 - 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.

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

Excused Absences: Illness, Doctor/Dentist Appointments, Funerals

600.05- There are two types of absences/tardies – excused and unexcused. School administration, not parents, has the final determination regarding which type of absence applies. Please note that the school is required to report excessive tardies and absences to the county truancy office. Absences are excused in cases of illness, funerals, doctor/dentist/orthodontist appointments, and family emergencies. Absences for other reasons may be excused when the school office is notified 48 hours in advance, so long as students have not missed more than 13 days of school for the year.

Unexcused Absences/Tardies include but are not limited to: oversleeping, missed the bus, or refused to go to school.

600.06- Families must inform the school office by 9:00 a.m. on or before the day of the absence if a child is to be absent or tardy for any reason. This can be done via email, phone call, or voice message to the main office. Please provide your child's name, grade, and the reason for the absence.

If we are not contacted by 9:00 a.m., families will receive a call from the school.

600.07 - 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 to document the absence.

Excessive Absenteeism and Truancy

600.08 - Saint Joseph Catholic School administration has the legal responsibility to report all truancy and excessive absences to Dakota County as a mandated reporter. Parents could be contacted by social services or law enforcement should a report be filed by the administration. The school will be in communication with families whose children have three or more unexcused absences at any point in the school year. Students who accumulate seven unexcused absences may be referred to Dakota County for educational neglect or truancy. Three unexcused tardies are considered equal to an unexcused absence. Should a student be reported as truant, families are responsible for any legal ramifications and fees related to the issue.

600.09 - 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.

600.10 - The school will not excuse absences without a doctor's note for any student who has accumulated 13 or more absences.

600.11 - 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.

600.12 - 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 tasks to complete upon their return to school.

Anticipated Absences

600.13- Vacations taken while school is in session are strongly discouraged. If a family takes a vacation while school is in session, the school office must be informed as far in advance as possible, and at least 48 hours before the planned absence. Teachers are not expected to prepare assignments in advance to accommodate vacation plans. When the student returns to school after a vacation, the assignments will be given out together with a deadline for their completion. Students in grades 5-8 are expected to check online for missing notes, work, and assignments while they are away.

Medical Leaves of Absence

600.14 - 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.

600.15 - 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.

600.16 - Students may be required to take a medical leave of absence if they develop a pattern of incontinence during the school day. This leave of absence will remain in place until the pattern of incontinence ends.

Tardy to School

600.17 - Punctual attendance is mandatory for classes, and essential for student learning. Students who are habitually late to school may be required to meet with administration to develop a plan for arriving at school on time, and excessive absences and tardies. Students who accumulate seven unexcused absences (3 unexcused tardies equals one absence) may be referred to Dakota County for educational neglect or truancy. Students who are present in the building but not on time in class may be subject to disciplinary action.

700- SAFETY

Safety and Welfare Policies on Revention of Sexual Misconduct and Child Abuse

700.01 - Out of concern for the care of children and to abide by legal requirements, staff and members of the clergy are required to report a suspected case of child maltreatment to the local law enforcement agency or local welfare agency within 24 hours. This must be done if they know or have reason to believe maltreatment is occurring presently or has occurred within the past three

years. If the report is made verbally, a written report must be filed within 72 hours of the verbal report.

Maltreatment is defined by Minnesota Statutes Section 260E.03 and includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, mental injury, and maltreatment of a child in a facility.

700.02 - Saint Joseph Catholic School is committed to maintaining an environment in which all individuals treat each other with dignity and respect. It is the policy of Saint Joseph Catholic School to maintain a learning, volunteering, and working environment free from sexual harassment, sexual violence, intimidation, exploitation, or abuse. Saint Joseph Catholic School 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. All reports of sexual abuse or child abuse will be investigated and reported to authorities accordingly.

700.03 - 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 signing the code of conduct. This requirement must be renewed every three years. The school will certify compliance. Volunteers are not allowed to work in the building, supervise field trips, volunteer for classroom parties, or coach teams until these requirements have been completed.

700.04 - The school is required by the Archdiocese to teach grade and 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

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

700.06 - All visitors must wear an identification tag in the building, received in the main office.

700.07 - The school strives to have a safe and secure environment and will use secured entrances, cameras, and other screening procedures. Visitors arrive at the front entrance of the school and proceed to the main office to receive an identification tag.

Picking up Children

700.08 - 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 until the authorized person arrives at school.

Fire, Tornado, Lockdown, and Safety Drills

700.09 - Saint Joseph Catholic School follows the “I Love U Guys” standard response protocol for responding to emergencies, and partners with the West Saint Paul Police Department. An emergency manual describes the school’s procedures for each of the five scenarios (hold, secure, lockdown, evacuate, shelter), and the school provides annual training to employees to assure that everyone is familiar with how to best respond to emergencies.

700.10 - The school will hold the required number of lockdown, fire, and severe weather drills at regular intervals throughout the school year. All students, staff and visitors must participate in the drills when present.

Weather Safety for Recess

700.11 - Students will remain inside for recess when it is raining or wind chill temperatures are at zero degrees Fahrenheit 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.

Student Safety Evaluations

700.12 - If a student presents a safety issue to the school community through situations including but not limited to self-harm, threats, or bringing unsafe objects to school, administration has the right to ask the student to receive a safety evaluation by a doctor or qualified mental health professional to return to school. A note from the doctor or qualified mental health professional stating that the student is safe to themselves and others will be required to return to school.

800- HEALTH AND WELLNESS

Wellness Policy

800.01- Saint Joseph Catholic School is committed to promoting the health and well-being of all students by supporting healthy eating, physical activity, and a positive school environment.

- Nutrition Standards: All meals provided through the National School Lunch Program will meet or exceed federal nutrition standards. Foods sold outside the meal program will comply with USDA Smart Snacks standards.
- Nutrition and Hygiene Education: Students will receive nutrition education as part of the curriculum to encourage lifelong healthy eating habits.

- Physical Activity: Saint Joseph Catholic School will provide regular opportunities for physical activity, including physical education classes and daily recess, to support students' physical and mental health.
- School Environment: Celebrations, rewards, and events will align with wellness goals. Staff will model healthy behaviors to reinforce these values.
- Policy Monitoring: The principal, or a staff person designated by the principal, will oversee the implementation of this policy, conduct periodic reviews, and communication to the community about this policy.
- Community Involvement: Parents, students, and staff are invited to participate in the development, implementation, and review of the wellness policy.
- Assessment: Every three years, the school will measure the extent to which the school complies with this policy, the extent to which our policy compares to model policies, and the progress made in attaining the goals of the wellness policy.

Accidents and First Aid

800.02 - 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 illnesses. The school nurse or office staff will determine if 911 needs to be called. Parents will be notified regarding illness, injuries, or when 911 is called.

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

Illness

800.04 - 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.

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

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

800.07 - 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.

800.08 - 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.

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

800.10 - 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 and Allergies

800.11- 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.

800.12- 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 student's name, medication name, dosage, time to be given, and the pharmacist's date of dispensing.

800.13- 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.

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

800.15 - Homemade food/drink items may not be distributed in school in accordance with the MN Department of Health. All food and treats must be **store bought** for consumption in a school setting if they are being shared with other students.

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

Immunizations

800.17 - 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.

800.18 - All students must have completed their 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.

800.19 - 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 that 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 and Screenings

800.20 - 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.

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

800.22 - Medical appointments and dental appointments should be made outside of the school day whenever possible. 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

800.23 - A school psychologist employed through ISD 197 is appointed to Saint Joseph 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. If you would like your child to speak with the psychologist about a concern, please contact our school office by phone or email. If situations arise during the school day when the school faculty or administration deem it valuable in assisting with the situation, the school will involve the psychologist in the same manner it uses any employee's skills in the area for which they have been hired. If you do not want your child to meet with the psychologist on an individual basis, please contact the principal. Your request to not have your child meet with the psychologist must be received in writing prior to the start of the school year.

900- STUDENT BEHAVIOR

Code of Conduct, Behavior Policies, Responsibilities, ad Expectations

900.01 - As a Catholic school, the primary purpose of discipline is to promote growth in virtue formation. 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.

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. Saint Joseph Catholic School expects students, parents, and families to cooperate with the school in reaching these goals.

900.02 - The disciplinary procedures set forth in this handbook are intended as general guidance; any step in the procedures may be bypassed or modified at the sole discretion of administration. Improper behavior will not be tolerated and is grounds for disciplinary measures, up to and including detention, suspension, and expulsion.

900.03 - Behavior at school events, whether on or off school property, or 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, Saint Joseph Catholic School reserves the right to discipline students for behaviors that take place outside of school or online if those behaviors disrupt learning or the school environment.

Expectations

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

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

900.06 - Students will be engaged and involved in their learning. They will remain on task and allow others to do the same.

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

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

Consequences

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

900.10 - Students who demonstrate a pattern of concerning behaviors will be required to sign a behavior contract to remain enrolled.

900.11 - Saint Joseph Catholic School **requires** that any disciplinary actions of a student who is suspended for multiple days or expelled are added to the student's 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 the Family Educational Rights and Privacy Act.

900.12 - Eligibility to ride a school bus may be revoked for violation of bus safety or conduct policies by the district. 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.

Cheating and Plagiarism

900.13 - At Saint Joseph Catholic School, each student should act with integrity in all domains of activity and with personal honor in all matters. 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; copying someone else's work; changing answers during in-class corrections; copying outside resources to complete school work; plagiarism; using online translators in Spanish class without the permission of the teacher, unauthorized use of information stored in a calculator, using a cell phone or device to take a picture of a test or quiz, the use of artificial intelligence software (such as ChatGPT) etc, or lying to a teacher or administrator about work.

900.14 - As a consequence for cheating or plagiarism, 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 or assessment.

900.15 - Consequences for multiple offenses of cheating and plagiarism 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 Possessions by Students

900.17 - **All student cellphones and other personal electronic devices may not be used for personal communication, including smart watches and similar devices that can make calls and access the Internet and social media accounts. Students may not use these devices during the school day, in the after-school program, or during drop-off and pick-up.** 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. Saint Joseph Catholic School is **not** responsible for personal devices that are lost, stolen, or damaged.

900.19 - Violations of this policy will result in the personal device being confiscated and the student's parents being contacted to pick up the device. Continued violations of this policy will result in the student not being allowed to bring the device to school.

Weapons

900.20 - Weapons are not allowed at Saint Joseph Catholic School, as a legally defined school zone. Certain exceptions to this policy may apply to active licensed police officers, military personnel, ceremonial color guard, and others authorized under MN Statute or with written permission from the School Administration.

900.21 - 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.

900.22 - 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

900.23 - There is no smoking, tobacco use, or vaping permitted at Saint Joseph Catholic School or on school or parish grounds.

900.24 - Students at Saint Joseph Catholic School are not permitted to be in the possession of or use tobacco, alcohol, or other drugs.

900.25 - Students who use, sell, possess, and/or distribute prohibited substances will be required to seek professional assistance. 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 use of prohibited substances up to and including suspension and expulsion.

900.26 - Any student who is present at a school event or non-school event who knows that there are prohibited substances 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.

Gambling

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

Theft, Vandalism, or Destruction of Property

900.28 - 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.

Hazing

900.29 - 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, or 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 it is possible a crime was 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.

Anti-Bullying and Harassment Policies

900.30 - Bullying is defined as mean or hurtful actions done intentionally and repeatedly, which demonstrate an actual or perceived imbalance of power between the student engaging in the behavior and the victim. Harassment is defined as threatening, harmful, or humiliating conduct based on race, color, national origin, sex, or disability. Both bullying and harassment are prohibited

by Saint Joseph Catholic school.

900.31 - Bullying may include, but is not limited to

- Verbal conduct (*e.g.*, using threatening or intimidating language, teasing, or name-calling);
- Social actions (*e.g.*, spreading rumors, ostracizing or socially excluding others, breaking up friendships);
- Physical bullying (*e.g.*, physical acts and gestures, hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior)
- Cyber bullying (*e.g.*, 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 media, internet website, which is transmitted through a computer, cell phone, or other electronic device)

900.32 – Bullying and harassment are prohibited on school property or at school-related functions, including 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.

900.33 - A person who observes an act of bullying or harassment or becomes aware of such an act should report it to a parent, teacher or administrator. Parents who are made aware of bullying or harassment should report it to a teacher or school administrator.

900.34 - Teachers and administrators will investigate reports of bullying and harassment and work with students and families to respond to bullying or harassment behaviors.

900.35 - Retaliation against a victim, good-faith reporter, or a witness of bullying or harassment is prohibited and is grounds for additional discipline up to suspension or expulsion.

900.36 - Making false accusations or false reporting of bullying or harassment is prohibited and grounds for disciplinary action.

Profanity

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

Threatening Language or Hate Speech

900.38 - Threatening language directed at other students or adults compromises the safety of our

school. Threats to others may result in disciplinary action, up to and including suspension or expulsion. Students may also be asked to undergo a safety assessment prior to returning to school to assure the community of their safety.

900.39 - Saint Joseph Catholic School believes that everyone is made unique in the image and likeness of God. To that end, hate speech or other written or verbal expressions of racism will not be tolerated and may result in disciplinary action, up to and including suspension or expulsion.

Violation of School Policy

900.40 - Saint Joseph 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 are not limited to: loss of privileges, seat assignment change, referral to administration, loss of recess, re-do of assignment, replacement of property or fines, student/parent conferences with teachers or administration, detention, suspension, and expulsion. 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

900.41 - Saint Joseph 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.

900.42 - Saint Joseph Catholic School reserves the right to interview any students and to search any person and/or personal effects including but not limited to lockers, bags, backpacks, desks of any student on school premises 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.

900.43 - 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.

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

900.45 - 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 Saint Joseph Catholic School will be cut off and the student/parent will **not** be reimbursed for the damaged lock.

900.46 - At Saint Joseph Catholic School, 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 expressed permission.

1000- DRESS CODE

Dress Code and Personal Appearance

1000.01 - The dress code at Saint Joseph Catholic school reflects the dignity that all students have, made in the image and likeness of God. Dressing in uniform neatly each day enhances school pride and belonging while encouraging discipline and eliminating distractions to the learning environment.

1000.02 - Saint Joseph school uniforms are to be worn and in compliance each day, unless an out of uniform day 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 Saint Joseph Catholic 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 must be no shorter than 2 inches above the knee. 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. 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. 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 must be no shorter than 2 inches above the knee. 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. 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 . 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 are required for physical education classes.

1000.03 - Students who are not wearing their uniform correctly will be asked to fix their uniform, if possible. Students who are not able to fix their uniform 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.

1000.04 - Students who routinely choose to not wear their uniform correctly will be subject to school discipline.

1000.05 - Hair must be neat and clean. Students may not wear scarves, face/body paint, glitter, unnatural hair color, 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.

1000.06 - Makeup is not permitted to be worn by K - 5 students. Students in grades 6 - 8 may wear minimal makeup. Makeup may not be inappropriate or excessive. School Administration has final discretion on the appropriateness of makeup worn by students.

1000.07 - Names should be labeled on uniform pieces. Unlabeled items will be put in the lost and found. Unclaimed uniform pieces are given to the uniform exchange. All 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

1000.08 - 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 by students in 4th-8th grade.

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

Girls may wear skirts or skorts with modesty shorts or leggings, just as they do on uniform days. All skirts or skorts must be worn 2 inches or less above the knee, similar to the school uniform.

TOPS:

Shirts: Students may wear spirit shirts that are branded for Saint Joseph Catholic 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

1000.09 - The uniform policies for skirt length apply to skirts and dresses worn for out of uniform days. Modesty shorts must be worn under skirts and dresses.

1000.10 - 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.

1000.11 - 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 may be worn. Additionally, clothing that promotes political candidates or parties may not be worn.

1000.12 - 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.

1000.13 - Shorts worn on out of uniform days must be loose fitting and must have a length of mid-thigh or longer.

1000.14 - Pajama bottoms and low rise pants may not be worn on out of uniform days, with the

exception of a designated pajama day. Loose fitting joggers may be worn.

1000.15 - Students may not display undergarments.

1000.16 - Students who do not adhere to the dress code will be asked to bring their clothing to compliance. If they are not able to, they will contact their parents to bring suitable clothing that they can change into.

1000.17 - Any day, students are welcomed to wear jewelry as long as it is not distracting or excessive.

Dress Guidelines for Volunteers

1000.18 - To create and maintain an environment conducive to the educational objectives of Saint Joseph Catholic School, volunteers should adhere to a reasonable standard of modest dress that reflects and serves as a positive role model for students.

1100- GENERAL POLICIES

Birthday Parties and 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.

Textbooks/Supplemental Materials

1100.02 - 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 year. This policy also applies to library books and supplemental materials. Families must compensate Saint Joseph Catholic School for damaged or lost books and materials. Parents will be charged for the full replacement costs of each book.

Student Property

1100.03 - Saint Joseph Catholic School 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

1100.04 - Saint Joseph Catholic School produces various publications (electronically and in print)

such as advertisements or school/parish publications, social media posts, local newspaper submissions, 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 Saint Joseph Catholic School to post and use photos from these events for marketing purposes. Also be aware that other parents may take photos and use them on their personal social media posts. Saint Joseph Catholic School is not responsible for the social media posts of parents and school guests.

Inclement Weather/School Closings

1100.05 - Should the school be delayed, dismissed early, or canceled due to weather or other issues, announcements will be made on local television stations, and a school communication will be sent.

If District 197 is closed for inclement weather, Saint Joseph Catholic School will also be closed.

1100.06 - If Saint Joseph Catholic School is closed, delayed, or dismissed early for weather or other reasons, families will be emailed. School families should assure that their email addresses are current on Educate to assure that they are notified of school closings, delays, or early dismissals.

Movies and Visual Media

1100.07 - Saint Joseph Catholic School 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 parent permission.

Pest Control

1100.08 - Saint Joseph Catholic School will notify parents when pesticides will be applied while students are in the school.

Twins Policy

1100.09 - Saint Joseph Catholic School 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.

School Library Policy

1100.10- Purpose of the St. Joseph School Library: Our library exists to support the spiritual, intellectual, and moral development of our kindergarten-fifth grade students by fostering a love of reading through access to high-quality literature that aligns with our Catholic identity and values. Selections in our library should encourage students to read works that are true, good, and beautiful to develop their reading skills and their appreciation for literature.

In accordance with the mission of Saint Joseph Catholic School and the Archdiocese of St. Paul and Minneapolis, materials selected for the school library are carefully curated to reflect Christian virtues and our school's mission. Our goal is to provide books that are age-appropriate, inspiring, educational, and aligned with our commitment to nurturing virtue in young readers.

1100.11- Criteria for Selection: Titles included in our library should:

- Support the mission of our school and teachings of the Church by reflecting themes that support Christian family life, moral integrity, compassion, and the dignity of the human person.
- Encourage imagination, critical thinking, and positive character development.
- Represent diverse genres—fiction, nonfiction, biography, historical, and spiritual—may be included as long as they support the school's mission and values.
- Challenge students by reaching students at many different reading levels
- Undergo periodic review to ensure continued relevance and appropriateness.

1100.12- Reviewed Materials: Saint Joseph Catholic School values the partnership between parents and the school in nurturing children's formation, and believes that parents are primary educators of their children. Library materials should support parents in the formation of their children.

Parents are encouraged to be involved in their child's reading choices and are welcome to contact the school if they have concerns about specific titles. If a parent or guardian wishes to request a review of a particular book, they may complete a book review request form, which is accessible from the school's website. Reviewed books may be removed from circulation if it is determined that they oppose the Catholic mission of the school, glamorize evil, are not accessible to the reading level of our students, promote bad language or bathroom humor, encourage poor behavior (particularly among the book's protagonists), or disregard human dignity. School Administration will take time to thoughtfully evaluate the book in question, considering both the concern raised and the school's selection process.

We recognize that parents may hold a range of values and preferences when it comes to literature for their children. As the primary educators for their children, parents are free to select reading

materials they believe best support their family's values and needs. At the same time, the school carefully curates its library collection to reflect its mission, educational goals, and age-appropriate content. A decision not to include a particular book in the school library is not a judgment on any family's choices, but rather a reflection of our commitment to supporting a shared learning environment rooted in the school's mission and values. Likewise, if a family requests that their children not check out a particular book or series from the library, they may contact the school librarian.

1100.13 - The library may set limits on the number of books a student may check out.

1100.14 - 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.

1100.15 - Reference materials may not be put in circulation but may not be copied per copyright law.

1100.16 - Checkout privileges may be discontinued until all overdue books or materials are returned or paid for if lost. Overdue books or materials should be returned to the circulation desk.

1100.17 - Parents who have concerns over any of the books or materials in the school library should contact the librarian or School Administration.

1100.18- Donations to the library are graciously accepted, and are reviewed for content before they are added to circulation.

Placement Requests

1100.19 - 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. School administration has the final authority on student placement.

1200- COMPUTER USE AND TECHNOLOGY

Acceptable Use Policy (iPads, Laptops, Etc.)

1200.01 - All electronic devices used in school by students will be provided and managed by Saint Joseph Catholic School. The use of computer hardware, software, and school networks is a privilege at Saint Joseph Catholic School and not a right.

1200.02 - Students may not remove asset or identification tags on the devices or attempt to repair a

device.

1200.03 - Students may not listen to music via a media player/headphones during the school day except as required by a teacher.

1200.04 - Personal use of electronics for game playing, apps, access to inappropriate websites, etc. will lead to confiscation of the electronic device.

1200.05 - All students and parents must sign the acceptable use policies and follow them accordingly or risk the loss of access. Students will not receive a school issued device until both the student and a parent/guardian 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 to repair a damaged device and 100% of the replacement cost of a lost, stolen, or damaged-beyond-repair device.

1200.06 - Producing, exchanging, and retrieving information electronically by taking advantage of technology, media equipment, email, 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.

1200.07 - Saint Joseph Catholic School supports the use of school provided devices and services to students to enhance learning. The students have no right to privacy on school provided technology and 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.

1200.08 - Students may not use technology or other items to transport, transfer, or distribute the following: pornographic, obscene, or sexual material; obscene, abusive, or sexually explicit language; racist, political, or 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 their school account; reveal their identifying information or the identifying information of another student; or engage in any use of technology that disrupts the educational or administrative goals of Saint Joseph Catholic School.

1200.09 - Saint Joseph Catholic School is not responsible for student purchases or unauthorized financial obligations resulting from a student's use of Saint Joseph Catholic School technology assets or services.

1200.10 - 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.

1200.11 - It is the user's responsibility not to initiate access to inappropriate materials. Saint Joseph Catholic School 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 but not limited to distributing or obtaining copyrighted software or information without proper authorization from the copyright holder.

1200.12 - Students may not download software to any school device.

1200.13 - Students are responsible for good behavior and appropriate internet etiquette on school devices. A student's 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 will not be asked to register for any programs or software that asks them to reveal their full name, phone numbers, or home addresses of themselves or others.

1200.15 - Students may not send, display or download offensive messages, pictures, or material that advocate illegal activity. Students may not download screensavers or use screensavers other than those provided in the default settings of the computer.

1200.16 - Students may not send viruses, illegally visit (*i.e.*, hack), or otherwise damage devices or works of others. They may not use the school devices for commercial purposes.

1200.17 - Students must show proper care for all devices and limit their use to educational purposes. Students must follow teacher/staff instructions and respect volunteers who assist with instruction. They must take responsibility for and care for their school assigned device and the protective case. Students may not decorate or deface their assigned device. Cases may be appropriately decorated with parent approval.

1200.18 - Students must respect and understand the privacy rights of other students and staff. They will not attempt to access another student's or Saint Joseph Catholic School staff member's subscriptions, logins, files, or personal information.

1200.19 - Students will not use or damage another person's device. Students will be held financially responsible for any damage they cause by violating this policy.

1200.20 - Students will not share personally identifying information (theirs or other's) on the Internet, including, but not limited to, their name, address, photo, or other identifying information, nor will they misidentify themselves in online communication to avoid detection for misbehavior or policy violations.

1200.21 - Neither students nor parents will not change the configuration on the student's 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 Saint Joseph Catholic School staff member.

1200.22 - Students will only use their assigned devices in the classroom under teacher supervision. Students may not use their assigned devices in the hallways, lunchroom, or playground. Students will only operate their assigned devices on a flat and stable surface.

1200.23 - Students will immediately report loss or theft of their assigned devices to their parents and to the school within 24 hours of when the loss/theft occurred or was discovered. Students will immediately report damage to their assigned devices to their parents and to the school within 24 hours of when the damage occurred or was discovered or the next school day, whichever is shorter.

1200.24 - Students are not allowed to create digital still photos, video, or audio recordings of Saint Joseph Catholic School staff or community members, either on or off campus, without the express permission of the person they wish to record or photograph.

1200.25 - 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. Saint Joseph Catholic School is not responsible for students who do not follow copyright laws.

Social Media Policy

1200.26 - Students may not use social media accounts or gaming on school devices.

1200.27 - Regardless of privacy settings, parents should assume that all of the information shared on a social network is public information.

1200.28 - The building principal and assistant principal must be added on as an administrator of any Saint Joseph Catholic School/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.

1200.29 - Social media pages representing Saint Joseph Catholic School will not contain photos, videos, or 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 social media. This includes material that is threatening, illegal, harassing, obscene, defamatory, slanderous or hostile toward any individual or the school/parish.

1200.30 - Saint Joseph Catholic School students and parents represent the school on social media, and must not use social media to embarrass or damage the school community. Families that

disparage Saint Joseph Catholic School on social media may be asked to withdraw from enrollment in the school.

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 - Parents may not post details about the exact times, locations, or travel itineraries related to field trips.

1300- MIDDLE SCHOOL SPECIFIC POLICIES

House System

1300.01 - The purpose of the house system is to create a cohesive school community centered on four of the virtues of our patron: fortitude, charity, joy, and integrity. The purpose of each house will be to guide and support each students' academic, spiritual, social, and personal development during their time in middle school. While participating in the house system, students will mix with students at their grade level and other students in different grade levels, allowing friendships and interests to extend throughout our middle school.

Students will learn to work hard individually for the good of their house, along with working with the members of their assigned house. Our house system encourages teamwork, friendship, cooperation, and leadership. Once assigned a house, students will stay in that house for their middle school years.

1400- EVENTS AND OTHER ITEMS

1400.01- **Busing** - District 197 will provide bus service to Saint Joseph 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.

1400.02- **Non-Bus School Days** - There are times that Saint Joseph 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.

1400.03- **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!

1400.04- **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.

1400.05- **Holiday Celebrations** - The school holds parties for some holidays. Parties are at the end of the school day.

1400.06- **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 program.

1400.07- **Sacramental Preparation Programs** - Students at Saint Joseph Catholic School are prepared to receive Sacraments of Reconciliation and the Eucharist in second grade. The instruction for Sacraments is done with the Parish in conjunction with the Faith Formation Ministry. Preparation for the Sacrament of Confirmation at Saint Joseph Catholic School begins in the summer prior to 8th grade, in conjunction with the Faith Formation Ministry.

1400.08- **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.

1400.09- **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. Saint Joseph Catholic School reserves the right to edit information for space and content.

1400.10- **Students Per Class** - Saint Joseph Catholic School 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 - 8 could host up to 25 students per classroom.

1400.11- **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. Saint Joseph Catholic School will not be responsible for actions taken or time delays due to not having current information available.

1400.12- **Website** - This communication tool is used to provide information about the school and upcoming events at Saint Joseph Catholic School. 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. Saint Joseph Catholic School reserves the right to edit information for content and space.





Saint Joseph

CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK AGREEMENT

Family Name: _____

Name of Child	Grade	Teacher

For Parent(s) and Guardians

Please initial and sign that you have read and agree to the following:

_____ *I have read, understand, and agree to follow the 2025-26 Saint Joseph Catholic School School Student-Parent Handbook, including the uniform policy and technology agreement.*

Parent/Guardian Name
(Print)

Parent Signature

Date