

Handbook

STUDENT & PARENT
2014-2015 St. Joseph Catholic Elementary School

Where our hearts and our doors are open to Christ.

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The provisions contained in this handbook may be changed at any time, with or without notice.
This handbook is not an all-inclusive summary of all rules governing student conduct and behavior.

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Curriculum at St. Joseph School

Religion

Call to Faith is a K-6 comprehensive religion program. The heart of lifelong catechesis, Call to Faith provides a solid foundation of Scripture and Tradition, a rich diversity of prayer, and a developmental sequence of activities.

Call to Faith is shaped by the following catechetical principles:

- **Conversion** is central to catechesis. The aim of Call to Faith is to form participants into disciples who act with the mind and heart of Christ.
- **Catechism** is a lifelong process. Call to Faith is the springboard for ongoing lifelong catechesis for the entire Catholic community.
- **Catechesis** is the responsibility of all baptized members of the Church. The whole parish community is called to hand on the faith through faith sharing and the witness of daily life.

Call to Faith draws on the following sources of Catholic wisdom and experience:

Scripture The treasure of God's word is highlighted and integrated into the program instruction, reflection, sharing, and prayer.

Doctrine Each lesson of Call to Faith draws on Church doctrine in ways that help students, catechists, and families appreciate the Church's teachings as they apply to life today.

Lives of Saints and People of Faith Call to Faith takes seriously the importance of models and witnesses of faith as a factor in the faith development of both children and adults.

Church Feasts and Seasonals Complete seasonal lessons and celebrations introduce children to the feasts and seasons of the Church year. Music, prayer, and ritual actions draw children in to participation in the liturgical life of the Church.

Cultural Customs and Celebrations Call to Faith is unique in that it involves the customs, devotions, and culture of many local communities. This component assists parishes in making the curriculum their own.

Catholic Social Teachings Call to Faith provides a curriculum for Catholic Social Teaching: "Faith in Action," a comprehensive, age-appropriate lesson at the end of each unit that correlates to the text and key Catholic Social Teaching themes. It is the first of its kind in an elementary religion series.

Reading

Guided reading is a method of teaching reading to children. Guided Reading is also a key component to the Reading Workshop model of literacy instruction. Guided Reading sessions involve a teacher and a group of around preferably two to four children, but may work with up to six children. The session would have a set of objectives to be taught through the course of a roughly twenty minute session. While guided reading takes place with one group of children, the remaining children are engaged in independent or group literacy tasks focusing upon the key components of comprehension, fluency and phonics or phonemic awareness. The idea is that the teacher is not interrupted by the other children in the class while focusing on one group. Guided Reading is a daily activity in our classrooms PreK- 8th grade and involves every child in a class over the course of a week. Each Guided Reading group meets with the teacher several times throughout a given week. The children are usually grouped by academic ability, reading levels, or strategic/skill-based needs.

Before reading the teacher will access background knowledge, build schema, set a purpose for reading, and preview the text with students. Typically a group will engage in a variety of pre-reading activities such as predicting, learning new vocabulary, and discussing various text features. If applicable, the group may also engage in completing a "picture walk."

This activity involves scanning through the text to look at pictures and predicting how the story will go. The students will engage in a conversation about the story, raise questions, build expectations, and notice information in the text (Fountas and Pinnell).

During reading the students will read independently within the group. As students read, the teacher will monitor student decoding and comprehension. The teacher may ask students if something makes sense, encourage students to try something again, or prompt them to use a strategy. The teacher makes observational notes about the strategy use of individual readers and may also take a short running record of the child's reading. The students may read the whole text or a part of the text silently or softly for beginning readers (Fountas and Pinnell)

After reading following the reading, the teacher will again check students' comprehension by talking about the story with the children. The teacher returns to the text for teaching opportunities such as finding evidence or discussing problem solving. The teacher also uses this time to assess the students' understanding of what they have read. The group will also discuss reading strategies they used during the reading.

Mathematics

Saxon math, developed by John Saxon is a teaching method for incremental learning of mathematics. It involves teaching a new mathematical concept every day and constantly reviewing old concepts. One of its strengths is the steady review of all previous material, which is especially important to students who struggle with retaining the math they previously learned.

In all books before Algebra 1 and 2 (the equivalent of a Pre-Algebra book), the book is designed for the student to complete assorted mental math problems, learn a new mathematical concept, practice problems relating to that lesson, and solve a varied number of problems which include what the students learned today and in select previous lessons—all for one day's class. This daily cycle is interrupted for tests and additional topics. In the Algebra 1 and 2 book and all higher books in the series, the mental math is dropped, and tests are given more frequently.

Social Studies

Social studies is the integrated study of the social sciences to prepare young people to become responsible citizens. The purpose of social studies is to develop social understanding and civic efficacy (the readiness and willingness to assume citizenship responsibilities and to make informed and reasoned decisions for the public good as citizens of a democratic society.)

The social studies curriculum builds four capacities in young people: disciplinary knowledge, thinking skills, commitment to democratic values, and citizen participation.

Science

The Full Option Science System™ is developed at the Lawrence Hall of Science, University of California at Berkeley. The Hall provides public access to scientific ideas and interactive science experiences, and supports the design and development of new methods and materials for teaching and learning science.

FOSS® emerged from a philosophy of learning that was introduced in the 1960s by the late Robert Karplus, physicist and science educator. The most important principle of that philosophy is that students should learn science by doing science. When presented to students in a thoughtful and engaging manner, the study of science is an exciting and interesting experience. A great deal of knowledge about science education has been generated since the pioneering days of the 1960s. We better understand how to set up efficient learning systems that engage students in science and engineering practices, organize productive collaboration, integrate reading and writing effectively, and monitor student progress accurately.

**DIOCESE of DES MOINES
MISSION STATEMENT**

The mission of the Catholic schools of the Diocese of Des Moines is to provide meaningful educational experiences for children/adolescents in an environment integrated by Gospel values and which nurtures faith, community, prayer and service.

Therefore, we believe that:

- Catholic schools exist to teach the traditions and doctrines of the Catholic Church and to live the Gospel message of Jesus Christ.
- Parents are the primary educators and that Catholic schools are partners with parents in the education of their children/adolescents.
- Each child/adolescent in a Catholic school, regardless of race, cultural heritage, or sex, will grow in self-esteem through the development of her/his talents, skills and interests.
- Catholic schools will provide a warm, caring environment where children/adolescents will be challenged to learn the essential curriculum regardless of learning rate or style.
- All children/adolescents in Catholic schools will learn the value of human dignity and the concepts of peace and justice to enable them to be participants in a
- global society.

**DIOCESE OF DES MOINES
ESSENTIAL LEARNINGS**

ESSENTIAL ACADEMIC LEARNING

Our students will:

- access and use information effectively;
- apply technology competently;
- think critically and creatively;
- solve problems independently and cooperatively;
- reason scientifically,
- mathematically, and historically.

ESSENTIAL SPIRITUAL/SOCIAL LEARNING

Our students will:

- accept church, civic and personal responsibility;
- anticipate and constructively react to change;
- communicate ideas and feelings effectively in various ways;
- demonstrate global awareness, cross cultural understanding, and social justice principles;
- demonstrate personal wellness practices;
- cultivate an understanding of and appreciation for the arts.

THE 6 PILLARS OF CHARACTER

Character is built gradually and is learned by instruction, observation and interaction with people of integrity. Parents and teachers play a significant role in communicating and modeling the Pillars of Character. As a Catholic school, we at St. Joseph School should strive to use our Christian teachings and values as a foundation to these principles:

TRUSTWORTHINESS

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable – do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family, friends and country.

RESPECT

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

RESPONSIBILITY

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self-control; be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

CARING

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help others in need.

CITIZENSHIP

- Do your share to make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.

**St. Joseph School
BOARD OF EDUCATION
DIRECTORY**

The Board of Education aligns itself with the Pastoral Council. St. Joseph's program encompasses a philosophy of total education. The Board oversees the adult education program, religious education for children of the parish attending public schools, and the parish school.

The Board is composed of nine parishioners who are elected to three-year terms at annual parish elections. Open Board meetings are held monthly on the first Thursday of the month with an agenda published on the school and parish website prior to that meeting.

ST. JOSEPH BOARD OF EDUCATION

Fr. Ed Hurley, Pastor
Phyllis Konchar, Principal
Stacy Halbach, Faith Formation Director

Members:

Doug Asher
Steve Johns
Paul Jackson
Aimee Lovan
Dab Stamey
Rosemary Waskel

**DEPARTMENT OF EDUCATION SUPERINTENDENT OF
DIOCESAN SCHOOLS**

Dr. Luvern Gubbels
601 Grand Avenue, Des Moines, IA 50309
515.237.5013

HOME AND SCHOOL ORGANIZATION

OFFICERS:

Mrs. Theresa Merhl	-President
Mr. Ryan Dunn	-President-Elect
Mr. Robert Wilcox	-Secretary
Mrs. Kate James	-Treasurer
	-Volunteer Coordinators

GOALS FOR THE 2014-2015 SCHOOL YEAR

1. To insure a means of communication and information between parents, all school staff and the Board of Education.
2. To promote understanding of the total educational undertaking, both in the home and in the school.
3. To insure the best possible means of assistance and support to administration and faculty of Saint Joseph School.
4. To have informative speakers to educate parents on topics concerning the spiritual, emotional and educational needs of our children.
5. To help provide financial support for the needs of the school.
6. To increase active interest and participation in the Home and School Association.

St. Joseph Home and School Organization Bylaws

Article I

Objective and Purpose:

- To coordinate and consolidate the educational activities of Home and School by developing and deepening a mutual understanding of the objectives of Catholic education and by cooperative action to achieve them. In short, a two-way communication between Home and School.
- To correct and to improve the neighborhood's environmental conditions which influence a child's behavior.
- To help provide financial support for the needs of the school.

Article II

Membership:

All parents, guardians, and persons responsible for St. Joseph's students, as well as school Principal, faculty and staff are members of the organization.

Article III

Governance

Section 1. Executive Board

The Executive Board shall have the general management and control of the business and affairs of the organization and may exercise all the powers possessed by the organization.

The members of the Executive Board shall consist of the officers listed below. The school Principal will serve as an advisor to the Executive Board. The School faculty, staff, and Board of Education members may not hold an Executive Board position. The Executive Board will meet as often as deemed necessary.

Section 2. Officers

The officers of the organization shall consist of the President, Vice President, Secretary, Treasurer and Assistant Treasurer. Commencing with the July 1, 2013 fiscal year, no officer may be eligible to serve more than two consecutive terms in the same office.

Section 3. Election of Officers

By April 1st of the organization's program year, the membership shall begin the election of all officers with the exception of the President. The present Vice President will automatically become President at the conclusion of the President's term. Should the Vice President decline the office of President or if there is a vacancy in the office of Vice President, the President may rerun for a second term.

The President shall appoint a three member Nominating Committee consisting of one (1) school staff member, one (1) K-4 representative, and one (1) 5-8 representative. The Vice President shall serve as chair of the committee.

Any member of the Home and School Organization is eligible for nomination, with the exception of the school faculty and staff pursuant to Section 1 (Executive Board). Anyone interested should contact the Nominating Committee no later than two weeks prior to the April meeting.

The approval of the slate of officers will be held at the general meeting to be held in May. The Vice President will ask for approval of the slate by a yes or no vote. A simple majority of those present is necessary for approval.

Elected officers will be installed at the May meeting.

Section 4. Meeting of the Organization

The organization shall meet the 2nd Tuesday of each month school is in session with the exception of March and December. Notice of the meeting and the agenda shall be provided to all members the week prior the scheduled meeting.

Every meeting should begin with a prayer and may be followed by some type of information helpful to parents. At the organization's regular business meetings, which should follow rather than precede the program, members should be free to express their views about school matters, all of which should be referred immediately, without a vote of the membership, to the Executive Board by way of recommendation. The Executive Board, in turn should consider such recommendation, vote on them, and return their decision to the membership at the next regular meeting.

Article IV

Duties of Officers

Section 1. President

The President shall preside at the general meetings of the Home and School Organization, the Executive Board and the Finance Committee. The President ex-officio is a member of all the Committees. The term of office is one year at the conclusion of which the Vice President will succeed to the office of President. Should the Vice President decline, the incumbent President may run for a second term.

Section 2. Vice President

The Vice President shall assist the President with the overall management of the Home and School Organization. The Vice President shall preside at meetings of the organization, the Executive Board and the Finance Committee if the President is unavailable and perform such duties as are incumbent upon this office. The Vice President shall serve as the chair of the Nominating Committee. At the conclusion of the President's term, the Vice President will automatically become President.

Section 3. Secretary

The Secretary shall keep the minutes of the Home and School Organization meetings, meetings of the Executive Board and meetings of the Finance Committee. The Secretary shall also discharge such duties as are incumbent upon this office. The Secretary will be the point person to funnel the Home and School communications to the school office for distribution to the membership. The term of office is one year with the option to run for a second term by notifying the Nominating Committee of this decision pursuant to section 3 (election of officers).

Section 4. Treasurer

The Treasurer shall administer all monies of the Home and School Organization, and shall keep an accurate account of same and shall submit all bills for payment. The Treasurer, in cooperation with the church accounting staff, will evaluate any state or federal tax matters arising from organization activities. The handling of money, particularly monies received directly by the school office, will be in accordance with the policy enacted by the Pastor, Principal and church accounting staff which may change from time to time. The Treasurer will present financial statements at each general meeting of the Home and School Organization. In addition, the Treasurer shall prepare the yearly budget in coordination with the Finance Committee. The term of office is one year with the option to run for a second term by notifying the Nominating Committee of this decision pursuant to section 3 (election of officers).

Section 5. Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in all financial matters before the organization if the Treasurer is unavailable and perform such duties as are incumbent of this office. The term of office is one year with the option to run for a second term by notifying the Nominating Committee of this decision pursuant to section 3 (election of officers).

Section 6. Vacancies

A vacancy in any office will be filled by the Executive Board for the unexpired portion of the term. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 7. Expulsion of Elected Officers

Any of the organization's officers may be expelled from office by a three-fifths vote of the officers present at an Executive Board meeting. Such removed or expelled person or persons shall have at least thirty (30) days' notice prior to expulsion to afford full opportunity to defend him/herself or themselves before the final vote is taken.

Article V

Committees

Section 1. Finance Committee

The purpose of the Finance Committee is to review requests for funds, make recommendations to the Home and School Organization for voting, and to set the budget for the upcoming program year.

The Finance Committee shall consist of the following members:

- Executive Board
- (1) parent representative from grades K-2
- (1) parent representative from grades 3-5
- (1) parent representative from grades 6-8
- School Principal

Each of the parent representative positions will be held for two years. A portion of the terms will expire alternately each year. School staff, faculty, and Board of Education are not eligible.

Interested parties should contact a member of the Executive Board no later than two weeks prior to April 1st. A closed ballot vote will take place at the time of the general election for the Home and School Organization. A simple majority of those present is necessary for election. The Executive Board can dispense with the ballot vote if only one candidate exists for each open position.

Section 2, Home and School Organization Committees

The Executive Board may organize such Committees that are necessary to perform the functions of the organization. The Executive officers shall set calendar dates for Home and School related activities and appoint Committee chairpersons to perform the duties that are necessary. The Committees will be specified by the officers of the Home and School Organization as deemed necessary.

Section 3. Bylaws Committee

The Executive Board shall comprise the Bylaws Committee. Proposed new amendments, additions or deletions must be read at one Executive Board meeting and provided to the members of the organization in advance of the meeting of their consideration.

Amendments to the bylaws shall be approved by a simple majority of those in attendance at the next monthly meeting of the Home and School Organization.

Article VI

Financial Policies

Section 1. Fiscal Year

The organization's fiscal year and program year shall run from July 1 to June 30. All funds under the control of the organization shall use the same fiscal year. The organization shall carry forward a minimum balance of \$3,000 at the conclusion of the fiscal year. The organization shall be allowed to reserve funds in excess of \$3,000 for specific projects.

Section 2. Segregated Funds and Purposes

General Fund

The purpose of the general fund is to receive and expend all funds raised through the Home and School Organization. The general fund shall fund but is not limited to the following:

- Program support (i.e. Committees, meetings of the organization, other expenses of the organization).
- Teacher continuing education and professional development.
- All-School enrichment programs.
- Other needs as determined by the Finance Committee.

Apparel Program

The apparel program shall be a self-supporting program administered through the general fund of the organization. The apparel program may carry inventory as approved by the Finance Committee.

POOR Fund

The purpose of this fund is to support individual classrooms and teachers at the school through, but not limited to, the following:

- Classroom materials and supplies
- Specialty furniture or items for the classroom
- Grade appropriate enrichment opportunities

All materials purchased are property of the school.

Section 3. Budget Policies

All requests for expenditures from the fund must be submitted in advance to the school administrator prior to consideration by the Finance Committee.

Any assigned POOR funds remaining at the end of the current school year will carry over to the following school year.

Request for Expenditures

All requests for expenditure from the general fund shall be submitted to the Finance Committee in advance of incurring the expense. Any request for expenditure not submitted in the appropriate form shall be returned to the individual making the request.

Items that are not required to receive advance approval from the Finance Committee and the general membership include:

- Each Committee shall be provided the budget amount and are required to adhere to that limit. Expenditures must be accompanied by the appropriate document to be reimbursed.
- General administrative expenses of the organization. Meeting expense, office supplies, etc. are not required to receive advance approval. Expenditures must be accompanied by the appropriate document to be reimbursed.
- Receipts must accompany any request for reimbursement after the expenditure is approved.

Budget

The Finance Committee shall present an annual budget for the general fund to the membership at the first general membership meeting of the school year.

GENERAL INFORMATION ORGANIZATION

The organizational structure for St. Joseph Catholic School includes the Diocesan Board of Education and Superintendent of Schools, St. Joseph Board of Education, Principal, Assistant to the Principal, teachers, parents, and students. Included in the St. Joseph educational program are a preschool for three and four-year-olds. Grades kindergarten through eighth are divided into a primary unit (K-2), an intermediate unit (3-4), and a middle school unit (5-8).

SCHOOL ADMINISTRATION

St. Joseph Catholic School employs an accredited, professional full-time Principal and a part time Assistant to the Principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The Principal and Assistant to the Principal are employed by the parish and have direct accountability to the pastor and St. Joseph Board of Education.

SCHOOL FACULTY

The faculty of St. Joseph Catholic School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades PreK-4 are hired primarily as self-contained classroom teachers. Teachers in grades 5-8 work in their areas of expertise and certification. Additional specialists are employed in the areas of Learning Support, Guidance and Counseling, Physical Education, Art, General and Vocal Music, Instrumental Music, Media (Library), and Technology. The faculty is regularly observed and evaluated by the school Principal.

SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings, or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the Principal to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the Principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect may be sent to the Principal for disciplinary action. Substitute teachers have permission to follow every part of the St. Joseph discipline policy.

PARENT VOLUNTEERS

All parent volunteers who assist in the classrooms, special events and extracurricular activities are required by the Diocese of Des Moines to attend Virtus training. On-line training sessions are available throughout the year. To register, please ask the administration for information.

NONDISCRIMINATORY PRACTICES

It shall be the policy of the Diocesan Catholic Schools Board that all schools follow practices that do not discriminate on the basis of age, sex, race, or national origin. In addition, schools shall comply with the anti-bullying/anti-harassment laws of the state of Iowa as they apply to religious institutions, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act as such may apply to diocesan schools.

SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS

Through the Diocesan Office of Schools, St. Joseph Catholic School has the services of the Superintendent of Schools, Director of Educational Services, Director of Teaching and Learning and a marketing specialist. Through Des Moines Public Schools, the following personnel are available: psychologist, social worker, audiologist, speech therapist and educational consultant. St. Joseph Catholic School has a full time Guidance Counselor, and a Primary Reading Specialist on staff.

St. Joseph Catholic School along with Des Moines Public Schools first utilizes a problem solving approach, Student Assistance Team (SAT), if students experience difficulty at school. If necessary/applicable problem solving is unsuccessful, St. Joseph School may also utilize the services of Des Moines Public Schools for screening of students as well as evaluation of students with parental approval. These screening and testing services are funded through taxes and available free of charge.

St. Joseph Catholic School does NOT offer a special education program. However reasonable accommodations will be made for students with special needs based upon the following procedure. St. Joseph School will seek to jointly serve identified; qualified students with special education needs through Des Moines Public Schools if a cooperative effort which adequately meets the needs of the child can be established with the public school and the parents. Students who require more extensive special education services as determined through testing, Des Moines Public Schools recommendation, and/or medical diagnosis may be staffed to a full public school program to more appropriately meet the needs of the child.

ADMISSION POLICIES AND PROCEDURES

ADMISSION POLICIES

The Saint Joseph Board of Education endeavors to offer the opportunity for a Catholic education to all who desire it. However, due to space and personnel limitations, and in compliance with the guidelines set by the Diocesan Board of Education, it shall be the policy of the Saint Joseph Board of Education that a priority system be used in acceptance for enrollment in Saint Joseph School. The following groups, listed in priority order, shall be considered for admission:

1. *Students who have been enrolled at Saint Joseph School during the previous school year and whose families have fulfilled their tuition and tithing obligations.*
2. *New students from families with other students already enrolled at Saint Joseph School.*
3. *New students from families registered at either Saint Joseph Parish, Ss. John & Paul's Parish, Immaculate Heart, or St. Mary's Parish.*
4. *New students from newly registered families at either Saint Joseph, Ss. John & Paul's, Immaculate Heart, or St. Mary's Parishes with an immediate history of Catholic education.*
5. *New students who were Religious Education students at either Saint Joseph, Ss. John & Paul's, Immaculate Heart or St. Mary's.*
6. *New students from families registered at Catholic parishes without schools.*
7. *New students from families registered at Catholic parishes with schools.*

8. New students from families who are non-Catholic.

Should a non-Catholic request admission to Saint Joseph School, the following requirements need to be met:

- a. Attendance with their class at Mass (participation is not required nor expected), the daily Religion class and all activities including those of a religious nature.
- b. Tuition rate will be comparable to actual per pupil cost. (Tuition determined by Board of Education.)

Policy #505

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before **September 15** of the year in which they wish to enroll. A family wishing to enroll their child must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the administrator to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. These forms are available in the school office.

REGISTRATION INFORMATION

Our parish has had for many years a commitment to do all it can to make Catholic education available to all its families who wish it for their children. The continuation of a quality school with a quality education depends on maintaining a quality faculty that is fairly compensated and enthusiastically supported by our parents and our parish. It is the sacrifices of many that make the enterprise of Saint Joseph School possible. Parents sacrifice financially to give their children an extra edge on building religious and faith values. Parishioners who have long since had children in school continue to tithe generously, thus making it possible for the parish to subsidize the per pupil cost by more than one half.

Saint Joseph Parish is committed to making it possible for any child of a registered and participating family to attend a Catholic school. A small committee has been set up to meet with any family who needs financial aid. The bottom line in these instances is not money but whether the family is regularly attending the parish for weekend liturgy and worship and whether they are participating in the parish SACRIFICIAL GIVING PROGRAM at a level they can afford on a regular basis.

In order to be given preference as members of Saint Joseph Parish the following criteria need to be met:

1. Currently registered at Saint Joseph, Our Lady's Immaculate Heart, St. Mary's or Sts. John and Paul Parish and have completed a Sacrificial Commitment Card.
2. Regularly attending week-end Liturgy at home Parish and participating in parish events.
3. Regularly using envelopes to contribute to the parish through the Sacrificial Giving Program as stated on the Sacrificial Commitment Card. (The amount to be given is to be determined by the parishioner's family in relationship to their income.)

Families who currently have students in school but are not meeting their financial obligations to the school, and/or have not been faithful to items two and three above, will not be given priority over new students in the registration process.

Fees for Saint Joseph families for the 2014-2015 school year are:

- A. \$180.00 - Registration Fee (for first child, additional children \$65.00); this fee is non-refundable
- B. \$2,796.00 - Tuition/school fee for first child
 - \$2,240.00 - For second child
 - \$1,858.00 - For third child (including additional children---the most any family would pay would be \$6,894.00)

Those Catholic families who are not currently registered or who are not attending or supporting Saint Joseph Parish will be viewed as non-parishioners and will be charged the same amount in school tuition/fees as students from other parishes. These families need to approach their own parish for financial arrangements and assistance. We of course welcome students from other parishes who do not have schools. We assume that those parishes will give financial assistance wherever possible. Those families that are not Catholic will be charged a tuition approaching the per pupil cost of the previous year. These amounts will be determined following the close of the fiscal year, June 30.

NOTES

The registration fee must be paid at the time of registration. If there is a problem with this please contact the administrator.

The school tuition payment schedule may be arranged as follows: (For the purposes of accounting the school year is calculated from July 1 to June 30. When reviewing the tithing record, the same time frame will be used.)

OPTION #1 - One payment on July 15th.

OPTION #2 - Two semester payments on July 15th and January 15th.

OPTION #3 - Four quarterly payments due on the 15th of July, October, January, and March.

OPTION #4 - Twelve monthly payments due on the 1st or 15th of each month from July to June.

All school payments are to be made directly to the School office. Tithe payments are to be in a tithe envelope and placed in the Sunday collection or paid directly to the Parish office. Payments made to the wrong office can lead to improper credit being given.

If payment has not been received by the 15th day of the month in which it is due, a \$5.00 per month service charge will be assessed.

If any account is sixty days past due, a recommendation will go to the Board of Education for non-readmission of that child (children) the following semester. For those students moving into high school recognition as Saint Joseph parishioners will be denied. Notification of parents will be made by registered mail of the Board's decision and the date on which the decision will be carried out.

Any exception to the above must be reached in dialogue with the Pastor and/or the small committee designated by the Board of Education and the Finance Council prior to the dismissal date.

It must be made clear that it is not the purpose of the Board to punish the child in these situations. We want all children to have the opportunity for a Catholic education. When problems or inability to meet the obligations incurred exists, we expect parents to discuss the concerns with the Pastor and/or the small committee so that necessary adjustments and arrangements can be made in writing.

Families who may be having financial difficulties are urged to seek out opportunities to give volunteer help in the school, to other groups working in the Parish. Scholarships are available through The Catholic Tuition Organization (CTO), Project HOPE sponsored by the Diocese, through the George and Mary Kremer Foundation or from the pastor. It is expected that in such cases those in need will initiate the dialogue with the pastor, the principal.

*All bills owed to the school must be paid in full by **June 1**. Other arrangements for fulfilling this obligation must be made with the pastor or business manager prior to the release of any student records or diplomas. The schedule of payment may be modified by contacting the business manager. Reminder statements will be sent home either with students or by mail as they are due. Parents are reminded to take advantage of the tax deduction/credit available on the Iowa State Income Tax.*

GENERAL INFORMATION

ADMISSION - THREE-YEAR-OLD PROGRAM 501.3

It is a regulation of the St. Joseph Board of Education that application for enrollment will be considered according to parent/custodian/guardian compliance with the Board of Education policy on financial obligations and the following priorities:

A. A maximum of 16 students who are three by September 15 will be considered for enrollment in each session of the Three-Year-Old Program in the following order:

1. Catholic students who have siblings enrolled in St. Joseph School.
2. Non-Catholic students who currently have a sibling(s) enrolled in St. Joseph School
3. New students whose parent/custodian/guardian is registered in any Catholic parish, with enrollment preference based on the following order:
 - a. students of parishioners of St. Joseph School
 - b. students of other Catholic parishes without a Catholic school
 - c. any other Catholic student
 - d. Any other non-Catholic student

ADMISSION - FOUR-YEAR-OLD PROGRAM

Application for enrollment will be considered according to parent/custodian/guardian compliance with the Board of Education policy on financial obligations and the following priorities:

1. A maximum of 20 students who are 4 by September 15 will be considered for enrollment in each session of the Four-Year-Old Program in the following order:
2. Catholic students who have siblings enrolled in St. Joseph School
3. Catholic students who were enrolled the previous year in the St. Joseph Preschool 3-year-old class
4. Non-Catholic students who currently have a sibling(s) enrolled in St. Joseph School
5. New students whose parent/custodian/guardian is registered in any Catholic parish, with enrollment preference based on the following order:
 - a. students of parishioners of St. Joseph;
 - b. students of other Catholic parishes without a Catholic school
 - c. any other Catholic student
 - d. Any other non-Catholic student

March 1st is the date annually by which current students must enroll to reserve their enrollment priority. After such date, enrollment will be determined according to the criteria listed above.

Policy Adopted: September 2000 Policy Reviewed: May 2005

June 2010 January 2011

GENERAL INFORMATION

STUDENT RECORDS

A permanent record of each student is kept on file in the school office. According to the Family Educational Right and Privacy Act, parents may have the right to see their child's permanent record upon request. Anyone over the age of 18 has the right to see his/her records. Should parents/guardians wish to see the records of their child(ren), contact needs to be made with the Principal. Student records are private property and are submitted only when lawfully requested.

EMERGENCY FILE

Each family must have emergency information on file at St. Joseph Catholic School. This file states the names of persons to be notified if parents or guardians cannot be reached. Please notify the office if there is a change in your family's emergency number. Schools are required by law to have emergency numbers on file for all students. Families will be asked to update their emergency information each year.

FIRE/TORNADO DRILL

In order to provide for a safe exit from the buildings in the event of fire or tornado, regular drills are held throughout the school year. Fire and tornado drills are practiced and a record of dates and times for such drills are sent to the Superintendent's office. This is in accordance with the Iowa Code. Students are expected to follow directions in an orderly manner.

ALLEGATIONS OF ABUSE BY A ST. JOSEPH EMPLOYEE

St. Joseph employees are prohibited from physically abusing (striking a student, sexually abusing) students. Students who wish to allege abuse from a St. Joseph employee can report the alleged abuse to any one of the following individuals: Phyllis Konchar, Principal, (Level 1 Investigator); Jennifer Simmons, Assistant to the Principal, or Jen Rodine, Guidance Counselor, all at 266-3433.

SEXUAL HARASSMENT

It shall be the policy of the Diocesan Board of Education that all educational programs maintain a learning environment free from sexual harassment.

ASBESTOS MANAGEMENT PLAN

St. Joseph Catholic School has an asbestos management plan and is in compliance with the rules and regulations of "AHERA". The Asbestos Management plan for St. Joseph is available for review in the school office. This management plan is required under the federal "Asbestos Hazard Emergency Response Act" (AHERA) codified in 40CFR Part 763. If you have questions, please call the school office.

TEXTBOOKS

Textbooks are requested through the Des Moines Independent Community School District according to Iowa State Code 301 and Senate File 2125. Funding is limited to twenty dollars per pupil (exact amount to be determined by public school expenditure for previous year). Parents of St. Joseph student(s) may not request this service through any other public school district.

SCHOOL HOURS

Kindergarten – 8th grade: 8:15 AM – 3:15 PM Monday – Friday

Preschool 4 year-old AM 7:55 AM – 11:15 AM Monday, Tuesday, Thursday, Friday

Preschool 4 year-old PM 11:55 AM – 3:15 PM Monday, Tuesday, Thursday, Friday

Preschool 3 year-old AM 8:15 AM – 11:15AM Wednesday

Adult Supervision begins at 7:45 AM. Therefore, we ask that students **NOT** be on the grounds **before 7:45 AM** for safety reasons unless they are involved in morning school activities. Students may enter the building at 7:45 AM.

Students who are not participating in extracurricular activities and remain on school grounds after 3:30 PM will be sent to Before and After Care.

BUS INFORMATION

Bus service may be available to students of Saint Joseph School. The exact bus routes are subject to yearly change based upon the families who request the service.

If you agree to use the bus at the beginning of the year you are obligated to that payment for the rest of the school year unless you move out of our parish school district. The monthly fee will be \$25.00 per student, not to exceed two students per household. Any other deviation from this policy must be made through the Board of Education. Reimbursement forms for those families who reside in the Des Moines Public School District, Ankeny School District and Southeast Polk School District will be completed and sent by our school office. Transportations reimbursement from those three districts will be sent directly to the school. This reimbursement must be turned into the school when it is received in the fall and spring for those families who receive the reimbursement directly from the school district. Failure to turn in the reimbursement will result in a \$40.00 per pupil per month fee to be assessed to the family.

If your child rides the bus the following guidelines and regulations need to be followed. Proper conduct on the bus is required at all times; it is a necessity for the safety of the children. The bus driver is considered to be in complete charge of the bus and the riders. His or her judgment in making decisions concerning the actions of the riders will not be questioned. Any actions by riders that distract from the driver's attention shall be considered an offense and treated accordingly. The bus driver may assign seating for any or all passengers.

BUS GUIDELINES:

1. *The bus survey forms will be due the same date as school registration forms.*
2. *Families, who have ridden the bus the previous school year, have top priority. However, their survey form must be turned in to the office by the due date. After this date registration will be open on a first come, first served basis.*
3. *Your children may ride only one of the buses. You cannot have them ride one bus in the morning and the other in the afternoon.*
4. *Fees need to be paid on time unless prior arrangements have been made with the principal or pastor.*
5. *Every effort will be made to pick up or drop off your child/children as close to your home as possible. The actual route will be at the discretion of the Board of Education committee designing the route.*
6. *The fee for bus service is the same whether you use the bus both morning and afternoons, or just one way.*
7. *Any problems with the above guidelines should be brought to the attention of the Board of Education.*

DROP OFF/PICK UP PROCEDURES

**PLEASE FOLLOW THE FOLLOWING DROP OFF/PICK UP PARKING LOT PROCEDURES:
CHURCH/SCHOOL ENTRANCE:**

St. Joseph School
Drop Off/Pick Up Procedure
Car Line

No parked or unattended cars in pick up line during drop off/pick up times
(7:45 to 8:30 am and 2:45 to 3:45 pm)

Drivers must stay in cars- teachers will assist students in boarding cars
All students will board from sidewalk side of street

Parents are welcome to bring their child/ren into the school in the morning
Please park in the parking lot opposite the school (GrandView Park) and walk child across the street

Cars will form a double line in parking lot across from school and wait to turn to proceed to pick-up line (pm only)

Teachers will be assigned stations to assist with loading/unloading of students and dismissing the car line once students have loaded

Once the students have gotten into cars, a teacher will signal for the car line to move

Please, no u-turns

If student is not available, car will proceed to Thompson Avenue to wait for student

Thompson Avenue is reserved for preschool and for special cases
(Special cases must have administrative approval)

Back parking lot reserved for busses and preschool cars

Cars form two lines, exit and form one line at the front of the school

OTHER PROCEDURES AND REGULATIONS

PETS

Pets are not to be brought on campus during school hours, drop-off, or pick-up times. The potential danger to students and staff (including those with severed allergies) and possible liability to the school is a great concern. Field trips and/or special events where pets/animals are present must have a prior approval of the Principal or Assistant to the Principal so that arrangements can be made for students with allergies.

RECESS/WINTER

Students will go outside unless it is 0 degrees or below, including wind-chill. Students are asked to bring the following: coat, snow pants, boots, mittens/gloves and a hat. Please check these items daily as items can become misplaced and are usually damp from outdoor activities.

EMERGENCY SNOW CLOSINGS

The decision to delay the start of school, cancel or to dismiss early will be made by the Administration. If Des Moines Public Schools delay the start of school or cancel school due to weather, St. Joseph may also delay or cancel school.

If St. Joseph has a delayed start, Preschool AM will NOT have classes.

If St. Joseph has an early dismissal, Preschool PM will NOT have classes.

To check for school cancellation, etc, please check the school web site or check on KCCI channel 8.

In the event of school closings or cancellations, Before and After Care will be CLOSED and all school extra-curricular activities will be cancelled.

EMERGENCY PROCEDURES

CRISIS MANAGEMENT PLAN

In the event of a crisis at St. Joseph Catholic School, emergency response procedures are activated. St. Joseph Catholic School maintains and frequently reviews its Emergency Response Manual. The safety of students is our first priority in any crisis situation.

In the event of an evacuation from the buildings and grounds of St. Joseph Catholic School, students and staff will move to the following alternate sites:

Preschool-4th Grade- lower level of the St. Joseph Church

5th-8th Grade – upper level of St. Joseph Church

SMOKING ON SCHOOL GROUNDS

St. Joseph Catholic School is a smoke free building and grounds facility.

SCHOOL PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages, loses or destroys school property or texts, the student will be expected to pay the expenses involved to replace the item.

Bicycles are brought to school at the student's own risk. Students are responsible for providing their own locks and locking their bikes. We encourage the use of bicycle helmets. Bicycles must be parked in the designated areas using the bike racks. The school is not responsible for lost or stolen bicycles. Bikes are not to be ridden on the playground, sidewalk surrounding the school, or any time during the school day. They must be walked to and from the area when on parish property.

Skateboards, roller blades, scooters, or mopeds are not allowed on the school/parish premises at any time.

TELEPHONE USE AND DELIVERIES

The school telephone is intended for calls concerning school business. Students are expected to ask permission to use the telephone. Student phone calls will be made from the school office. Normal family business should be taken care of before leaving home in the morning. Students should arrange after school plans and rides ahead of time. Please inform students of their after school and childcare arrangements BEFORE they come to school. Students will not be called from their classrooms unless there is an emergency. Messages will be given to a child, and if necessary, they may return a call when they are free. Floral or other celebration deliveries will be delivered to students after 3:00 PM.

CELLULAR TELEPHONES/ ELECTRONIC EQUIPMENT

Because of the school's concern for a productive learning environment, the use or possession of cellular telephones, headphones, any audio playing device, electronic games, or laser pointers are not allowed by students from the beginning of the school day until 3:15 p.m. Those items are to be left in the student's lockers during the school day. Middle school students' cell phones are collected and held in a locked area by each house teacher and returned at the end of the school day.

If a student is caught in possession of any of these items during the school day, the item will be confiscated.

TOYS

Toys of any variety from home should remain at home unless permission is specifically granted or a request is made from the classroom teacher to bring a toy. Items brought without permission will be confiscated.

*****All confiscated items will be safely kept for two days in the Principal's office. (for a period to expire at the end of the 2nd full day of school), unless a parent/guardian chooses to pick up the item from the Principal or Assistant Principal.**

LOST AND FOUND

Lost and found items are located inside the west doors of the school. Parents are asked to check for lost items at this location. Periodically all items are laundered and sent to charity.

GUM/CANDY

Gum/candy chewing is prohibited in the classroom and/or on school grounds at all times. Consequences could include fines and/or behavior infractions.

PARTIES

Arrangements for any type of classroom party or otherwise, must be approved by the Principal and the classroom teacher. Please refer to the school calendar for dates/times of parties. Homeroom parents will be in charge of organizing parties and will communicate with classroom teachers regarding plans.

ATTENDANCE/TARDY POLICIES

ATTENDANCE PHILOSOPHY

Success in school and regular attendance has a strong correlation. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students. We believe regular attendance is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. Students who arrive after 10:00 AM and leave before 2:00 PM are counted as ½ day absent.

Students are not to leave the school building or playground during the school day without written permission from their parents or guardians. If a student is to be picked-up during the school day, he/she is asked to bring a written note from home. **Students are required to sign out in the office before they leave and sign in when they return.** Parents should come to the school office to pick-up student.

If it is necessary for a student to remain after school for academic or disciplinary reasons, he/she will call parents before classes are dismissed.

ABSENCE FROM SCHOOL

Parents are required to notify the school office by 8:00 AM if a child will be absent or tardy that day.

Attendance Line: 515-266-3433- Attendance Email: ccade@stjosephschools.org

Please state student's name, grade, home room teacher, reason for absence, and who will pick up homework (homework cubby is located outside of the school office). If your child has been diagnosed with an illness, please provide this information as well.

If the school has not been notified of a child's absence, the office will contact the child's parents. The school will make every attempt to contact parent(s) by 9:00 AM if the child is absent and no phone call or email is received from parent(s).

On the fifth day of absence in one trimester, the Administration may notify the family by mail or Email. The student, along with a parent or parents and the student's teacher, may be required to attend an administrative staffing. This staffing serves the purpose of notification and dialogue, and a proper course of action will be outlined for future success.

Students who reach 15 days (5 in a trimester) of absenteeism will place themselves in jeopardy and may have consequences, such as loss of academic credit or summer school.

It is a parent's responsibility to see that the child attends school as required by the Iowa Compulsory Attendance Statute.

Please arrange appointments so the student does not miss school. Vacations that result in absence from school are discouraged.

ANY ABSENCE EXCUSED OR UNEXCUSED WILL BE RECORDED AS TIME ABSENT FROM SCHOOL.

ATTENDANCE AND ABSENCE:

Regular attendance and punctuality are expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop firm habits of punctuality, self-discipline, and responsibility. It is the parents' responsibility to see that the child attends school as required by Iowa's compulsory attendance statute.

As a safeguard and a check, parents are asked to phone the school before 8:30 a.m. if a child is to be absent that day. If the school has not been notified, the office will contact the parents. The student needs to bring a written excuse to their classroom teacher when they return after an absence. These notes should give the dates of the absence and the specific reason for the absence, especially in regard to the type of illness.

*Pupils must be present at least **three-fourths** of a morning or afternoon session in order to be counted present for the half-day.*

Fifteen (15) days in one school year (defined as 5 days each trimester) will be considered excessive absenteeism. Students who reach 15 days (5 in a trimester) of absenteeism will place themselves in jeopardy and may have certain academic consequences as outlined below.

1. On the **fourth** day of absence in one trimester, the Principal will notify the family. The student, along with parents/guardians and the student's teacher, may be required to attend an administrative staffing. This staffing serves the purpose of notification and dialogue, and a proper course of action will be outline for future success.
2. If a student reaches the **fifth** day of absence for the trimester, the parents will be notified by the Principal that the possibility exists for loss of academic credit for the trimester's work and that summer school may be a necessity for the loss of instructional time.
3. As you look at the diocesan calendar in this handbook, you will note our scheduled vacation/in-service days. Please try to arrange your family vacations and activities so that your child/children will not miss school.

Valid reasons for student's absence from school are as follows: personal illness, death or serious illness in the immediate family, suspension from school, other reasons that can be justified from an educational standpoint may be approved in advance by the Principal, other verified emergencies.

All school work missed because of absence needs to be made up within the number of school days which are double those of the absence, up to a total of six (6) make-up days. Extension of time will be considered for extended valid absence. If a student is to be gone from school for a vacation the teacher must be informed at least one week ahead of time to arrange schoolwork and tests.

EXCUSED ABSENCES

- personal illness
- death or serious illness in the immediate family
- other verified emergencies
- necessary medical or dental emergencies or appointments
- all other absences must be approved by the administrator

UNEXCUSED ABSENCE

Unexcused absences are those due to: 1) vacation trips, 2) non-St. Joseph Catholic School athletic events or practices in which the student is participating or attending, 3) non-verifiable medical/dental appointments, 4) truancy or suspension from school, or 5) other absences deemed unexcused by the Principal.

PRE-PLANNED ABSENCE

If a student is to be gone from school for a vacation the teacher must be informed at least one week ahead of time to arrange school work and tests.

HIGH SCHOOL VISITS

The administration at Dowling Catholic High School no longer sanctions 8th grade student visits. Students who feel it is necessary to visit a school in order to reach an enrollment decision should schedule visits on teacher in-service days.

HIGH SCHOOL TOURNAMENTS

In the event that a local high school would be involved in state level tournaments, students may obtain an excused absence providing the following criteria are met:

Advance notice is given to teachers and the office no later than 9:00 AM the day prior to the event via electronic response (e-mail) or a hand-written signed note from parent/guardian.

Schoolwork for the day must be completed and turned in to the teacher prior to departure.

TARDINESS POLICY

Tardiness to class creates an obvious interruption for all class members, teachers and staff. It is unfair that students who are unprepared because of tardiness may interrupt an entire class. Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt.

In order to maintain instructional integrity in the classroom as well as develop students' habits of self-discipline and responsibility, students are expected to arrive to school before the 8:05 AM bell and be on-time to class.

Students are not in their classroom by 8:20 AM will be considered tardy. Tardy students will be sent to the school office to sign in. Excused tardiness will include medical and/or dental appointments. Over-sleeping will not be considered a valid excuse and the student will be counted tardy.

*The following action(s) may be taken when dealing with student tardiness without a written excuse or acceptable reason: warning by teacher, parent contact, detention assigned by teacher or administrator; students who are continually tardy to school will be subject to Administrator and possible Board of Education action. **Excessive tardiness shall be defined as five (5) times tardy in a trimester.** Students will not be marked as tardy when late due to weather related reasons, or circumstances beyond their control, such as conditions which may cause a bus to be late.*

PROCEDURES FOR TARDINESS

- 5th Unexcused Tardy in a Trimester
Email Notification or letter sent to parent(s) from school office
- 7th Unexcused Tardy in a Trimester
PreK-3rd- Loss of classroom privilege
-Grades 4th-8th- Detention assigned to student
- 10th Unexcused Tardy in a Trimester
Parent Meeting with administration
Additional Unexcused Tardies may result in further disciplinary action.

TRUANCY

Any students absent from school without the knowledge and consent of his/her parents or guardians will be considered truant. If a student leaves the school without permission or cuts class the parents will be contacted and appropriate consequences will be given. Parents will be notified whenever a student is found truant and will only be reinstated in his/her class after a conference with the Principal and parents or guardians.

BEFORE AND AFTER SCHOOL CARE:

The Before and After School Care program will continue to be offered as a service to parents who need this arrangement. Information is available in a Program Handbook.

CALENDAR:

The St. Joseph School Calendar and tentative monthly calendars with scheduled school activities are included on our school website at <http://www.stjosephschoolsm.org>. We will follow the Diocesan School Calendar.

CHILD ABUSE:

It is the policy of the Des Moines Diocesan Board of Education, in keeping with the Iowa Code, that all certified employees of schools of the Diocese of Des Moines are mandatory reporters of suspected child abuse and must report suspected abuse to the Department of Human Services. Mandatory reporters are required to file a report when the person “reasonably believes a child has suffered abuse.” Within 48 hours of the oral report, a written report must be forwarded to the Department. Each report should contain as much of the following information as can be obtained within the time limit:

1. *Name, age, address of the suspected abused child.*
2. *Name, address of parents, guardian or persons legally responsible for the child’s care.*
3. *Description of injury/ies, including evidence of previous injuries.*
4. *Name, age, and condition of other children in the home.*
5. *The child’s whereabouts if different from parents, guardian, or persons legally responsible for the child.*
6. *Any other information considered helpful.*
7. *Name, address of person(s) making report. The law specifies that a report will be considered valid even if it does not contain all of the above information.*

It is not the responsibility of the Diocesan school employee to prove that a child has been abused or neglected, and Diocesan school employees shall not take it upon themselves to investigate the case or contact the family of the

child to ask questions or make any kind of judgment. School administrators are to be notified about all reports submitted to the Department of Human Services.

CHILD ABUSE-ALLEGATIONS OF ABUSE BY SCHOOL EMPLOYEES:

St. Joseph employees are prohibited from being physically abusive to students (striking a student, sexual abuse). Students, or their parents, who allege abuse from a St. Joseph employee should report the alleged abuse to any of the following individuals: Phyllis Konchar, Principal, or Cheryl Cade, Administrative Assistant at 266-3433.

COMMUNICATIONS:

- A. Blogs are posted on the last Friday of each month on the school website at <http://www.stjosephschoolsm.org>. It is important that both parents and students read these to be informed and up-to-date about what is happening in their school community.
- B. The school office is open from 7:30 a.m. - 4:00 p.m. each school day.
- C. Requests for conferences may be made by a parent or guardian through the office or by the office to discuss any concerns about a student's progress or problems. Parents may request a conference at any time.
- D. Teachers and/or administrator are available to meet with parents by appointment. Any parent or guardian may visit the classrooms by making an appointment through the office.
- E. The law holds that parents do not cease to be parents when they no longer have custody of their children. Saint Joseph School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of that court order. If the child is not to be released to the non-custodial parent a copy of the custodial section of the divorce decree must be provided to our school.

DISCIPLINE

Discipline is defined as the training that develops self-control, character and orderly conduct as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the Gospel values of our faith.

“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)

The students at St. Joseph are entitled to learn and develop in a setting which promotes respect for self, others and property. The school environment should encourage academic and social maturation and should promote the dignity and worth of each student in preparation for the responsibilities of adulthood. The school fosters the total well-being of each person physically, emotionally, intellectually and spiritually. School administration, staff members, parents and students are charged with cooperating to develop mature, healthy and responsible individuals capable of self control.

DISCIPLINE PHILOSOPHY

The discipline policy of St. Joseph Catholic School is based on promoting Character Education and Positive Behavioral Interventions and Support. (PBIS)

Positive Behavior Interventions and Support was implemented during the 2009-2010 school year. It is a school-wide initiative with a consistent set of expectations, including positive reinforcements and corrective consequences for all students in grades PreK-8. The objective for implementing PBIS was to create a learning environment that encourages positive social interactions, active engagement and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning.

The school-wide PBIS program in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction and research-validated practices for:

- a. establishing and teaching clear expectations for all students in all settings;
- b. establishing and teaching clear expectations for all staff;
- c. modeling and rewarding these expectations;
- d. helping school staff, families and community members understand and support the diversity of students
- e. understanding the physical and social contexts of behavior; using data to guide decisions regarding change.

C

CHARACTER EDUCATION

Character Counts

1. The seven pillars of character are faith, trustworthiness, respect, responsibility, fairness, caring and citizenship. The Positive Behavior Support Program incorporates the Pillars of Character with the three St. Joseph Traits of Respect, Responsibility and Ready to Learn.
2. A person of character does the right thing even when no one is watching.
3. St. Joseph discipline is based on a collaborative approach between the parents, educators and the students. This is based on the belief that a young person’s behavior is the product of both internal and

external forces. Teachers assume the role of a cooperative leader, guiding students by offering choices, setting limits and involving students in the process. The Pillars of Character and the PBS program build self-esteem through encouragement of positive choices.

4. Character education and Positive Behavior Support are both corrective and supportive; the key is quality interaction between teacher and student. The goal is to build cooperative relationships and attitudes in and beyond the classroom.

DEFINITION AND PURPOSE

Following rules and practicing social skills are important in the very same way as developing academic and physical skills. Integral to Catholic education are the skills of taking ownership; building trust, respect and confidence; showing consideration for others; learning to share and accepting responsibility for the choices that are made.

1. Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent's obligation to teach by example in order to develop in the child good habits of behavior as well as proper attitudes toward school.

2. School discipline is an outgrowth of good home training; therefore, **cooperation between home and school is essential**. It is the school's obligation to expand, encourage and develop those habits and attitudes.

3. **Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.**

4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.

5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.

6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.

7. Recognizing that there are distinct differences in acceptable conduct in the hallways, rest rooms, gym, lunch room, playground, and assemblies, when classes are in session, students are expected to be quiet when moving within the building out of respect to others who are at work.

8. Students are also to be respectful upon entering and exiting the building.

9. The church is always to be entered reverently in silence and respectfully bowing/genuflecting to the altar upon entering a pew.

AREAS OF DISCIPLINE

The parish and school premises are important areas of discipline:

a. while on parish / school grounds

b. while on contracted school buses

c. while engaged in related school activities and functions, such as approved field trips, tours and extracurricular

activities such as sports, band and choir

d. Conduct of students away from the school grounds is subject to school discipline if it directly affects the welfare of the school and/or parish.

DETENTION (GRADES 4-8)

Detention is a consequence assigned to students who choose to behave inappropriately. (**See Behaviors and Leveled Consequences Matrix**) The afternoon a student serves detention, he/she will report to the designated teacher at 3:15 a.m. sharp. Detention is generally scheduled on Tuesday afternoons. A student who misses detention will report on the next regularly scheduled detention day. Community service may be added to detention time if a student reports late.

Community service consequences may also be utilized. These consequences may be used for any major violations of student conduct such as fighting, overt or covert bullying, vandalism, habitual violations, etc. Community service would include but not be limited to general cleaning around the school. (gym, hallways, classrooms, grounds, etc.) This, of course, does not preclude utilizing the remaining options of in-school suspension, out of school suspension or expulsion should the situation warrant it as determined by administration.

It should be noted that each trimester of the school year all students begin with a “clean slate” when accumulating detentions for inappropriate behavior.

SUSPENSION/ EXPULSION

Suspension is a warning that a student’s behavior is not in keeping with the St. Joseph philosophy and that such conduct may lead to recommendation for expulsion. Suspension may be “in-school” or “out-of-school.” The student will be provided with educational material to work on throughout the day. The student will be excluded from all regular classes and contact with other students throughout the day. The student is responsible for getting homework assignments for the next day.

BOARD POLICY DISCIPLINE POLICY

It shall be the policy of the St. Joseph Board of Education to support the mission and purpose of the school, which will be affirmed as needed through discipline policies.

The following behaviors are detrimental to a productive and safe learning environment (this list is not all inclusive):

- sexual or other forms of harassment
- smoking
- drinking alcohol
- possession of any illegal substance such as cigarettes, alcohol or drugs
- possession of knife, gun, matches, lighter, etc.
- any violent behavior such as physical attack or intimidation to teacher or student

Offenses may result in suspension or expulsion as the situation dictates. With any case of violent behavior, the authorities may be notified and expulsion may result.

RESTRAINT AND PHYSICAL FORCE

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate

ST. JOSEPH - BEHAVIORS AND LEVELED CONSEQUENCES MATRIX

Level 1 Behaviors

- Out of seat without permission/ more than necessary
- Not following directions/procedures
- Not picking up your area/ Littering
- Talking during work time
- Note passing
- Negative attitude
- Not working when given time
- Not being prepared/not having supplies/late work
- Running in the building

Level 2 Behaviors

- Gum chewing
- Shouting out
- Sidebar conversations/ noises
- Working on other work during class
- Pencil sharpener at inappropriate times
- Entering building before the bell
- Not keeping hands to self
- Lack of participation
- Arguing during group work
- Talking during instruction
- Being loud in the halls

Habitual Level 1 Behaviors

Level 3 Behaviors

- Disrespect to adults
- Disrespect to peers
- Disrespect of property
- Throwing things w/ intent to cause harm
- Rudeness, laughing at others
- Put downs
- Lying
- Leaving room w/o permission
- Cheating
- Hiding other students' things
- Forgery
- Cussing, profane gestures, spitting
- Inappropriate bathroom use
- Public displays of affection
- Inappropriate use of technology
- Missed detention

Habitual Level 1 and Level 2 Behaviors

Level 1 Consequences

- Non-verbal cue

- Proximity
- Verbal warning
- Time Out
- Student Conference
- Parent Contact
- Service (Clean Up duties)
- Written Apology/Report
- Loss of Privilege
- Behavior Recorded by Teacher

Level 2 Consequences

Teacher Responses:

- Non-verbal cue
- Proximity
- Verbal warning
- Student Conference
- Time out
- Parent contact
- Behavior Contract/ Plan
- Service/ Clean Up Duties
- Loss of Privilege
- Written Apology/Report

Level 3 Consequences

TEACHER RESPONSES:

- Student conference
- Time out
- Parent contact
- Behavior Contract/ Plan
- Detention
- Community Service

ADMINISTRATIVE

RESPONSES:

- Administrator/parent/student /teacher conference
- Detention
- Restitution
- In-school suspension
- Out of school suspension
- Community service
- Behavior plan
- Suspension from extra curricular activities
- Suspension from field trips

Level 4 Consequences

***Level 4 Behaviors will result in an automatic office referral.**

***Administration will give one or more of the following consequences:**

- Mandatory parent conference
- Consecutive detentions
- Behavior plan
- Saturday school
- In-school suspension
- Out-of-school suspension
- Contact law enforcement
- Community service
- Refer issue to Board of Education
- Suspension from extra curricular activities
- Suspension from field trips

- Vandalizing school property
 - Bullying/harassment (habitual)
 - Actions that cause harm
 - Stealing
 - Physical Aggression
 - Fighting (punching, biting, hitting, choking)
 - Drugs, drug paraphernalia
 - Weapons
 - Verbally threatening to cause injury to person or property
 - Pulling fire alarm
 - Leaving building without permission
 - Sexually inappropriate behavior
- Habitual Level 3 Behaviors**
VERBAL AND / OR PHYSICAL HARASSMENT / BULLYING POLICY

Level 4 Behaviors

It shall be the policy of the St. Joseph Board of Education that St. Joseph School maintains an environment free from verbal and/or physical harassment and/ or abuse. Harassment may take the form of, but is not limited to; jokes, stories, pictures, comments or other actions that are annoying, abusive or otherwise demeaning in nature, providing conduct is sufficiently severe, persistent or pervasive to create a hostile educational environment.

Harassment may include, but is not limited to the following:

1. Physical Harassment

- Touching
- Pinching
- Tripping
- Brushing the body
- Assault
- Other inappropriate and/ or unwanted physical contact

2. Verbal Harassment or Abuse

- Insults
- Humor and jokes about sex or gender-specific traits
- Threats
- Suggestive comments

3. Non-verbal Harassment

- Suggestive or insulting sounds
- Shunning
- Obscene gestures
- Other inappropriate and/ or unwanted action

CYBER BULLYING

Neither the school's network, the broader Internet or cellular phones (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment by any student at St. Joseph Catholic School. All forms of harassment through any electronic means, often called "cyber bullying", are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web-site creations or postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Any student, faculty, or staff member who feels that they have been victims of such misuses of technology should not erase the offending material from their computer or cellular phone. They should print a copy of the material immediately and report the incident to the administration. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, Saturday school, community service, suspension, separation or expulsion from school. Use the procedure outlined below for filing a report on cyber bullying.

Harassment is a serious matter. All activities in the investigation will be carried out with discretion and privacy will be maintained to the fullest extent possible. Information related to these complaints will be maintained as confidential, consistent with the diocesan obligations.

The following procedures should be followed when filing a report:

1. Verbally communicate to the harasser that you want the behaviors to stop. If this is too difficult for the student to do alone, he/she may seek help from a teacher, counselor or administrator. If the behavior stops at this point no further action is needed.
2. If the behavior is deemed verbal, physical harassment or abuse and the behavior is repeated, the student will report to a higher authority. (ie. teacher, counselor, administrator)

This will be done utilizing the following forms:

- a. Diocesan Anti-Harassment/ Bullying Complaint Form
- b. This form is found in the school office, classrooms and with administration.

Following a valid report, administration may use but is not limited to the following courses of action: meet with parents, assign community service, in-school suspension, out of school suspension.

The principal will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board may authorize expulsion.) Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Joseph Catholic School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

THREATS OF VIOLENCE

It shall be the policy of the St. Joseph Catholic school administration to respond to all threats of violence as serious in intent. All threats will be investigated by the administrators, counselor and / or designee. The threat will be reported to and a meeting will be conducted with the student's parents. St. Joseph will take disciplinary action which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Board of Education, Diocesan Superintendent and pastors will also be notified and consulted.

PROTOCOL

These steps will be followed in each case:

1. Teacher, parent or student(s) reports threat to the administration.
2. Administrator or designee interviews student(s).
3. Parents of the student(s) who made the threat will be called. No threat will be taken lightly.

4. In the event a student is threatened, and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called.
5. Student(s), lockers and personal items will be searched at any time without notice.
6. Upon investigation, if the administration determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the school disciplinary policy will be followed regarding suspension and/ or expulsion.
7. Any valid threat may be reported to the police.
8. Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. St. Joseph Catholic School will require professional counseling through Employee and Family Resources or a counselor of the family's choosing, approved by the school.
9. The student will not be allowed back into school until a professional counselor has provided in writing a document stating that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to St. Joseph Catholic School.
10. The school counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action.
11. Documentation by all involved regarding the situation and post disciplinary activities will be kept on file.

Any student who sells a controlled substance on the parish grounds or at school related functions will be subject to **immediate expulsion.**

The administration will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board may authorize expulsion.) Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Joseph Catholic School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

Student Search/Contraband

A. NO CONTRABAND ALLOWED. In the interest of maintaining the health, safety and good order of the school environment, students shall not have items of contraband in their possession or control on school grounds, on school vehicles, or while attending school activities or events. Items of contraband include controlled substances which have not been validly prescribed, apparatus used for the administration

of controlled substances, alcoholic beverages, tobacco products, weapons, explosives, poisons, inhalants, stolen property or other devices or material which are intended to interfere with school order. Certified school employees may without or warrant search a student, a student's belongings, students' lockers, desks, work areas or vehicles under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.

B. REASONABLE SUSPICION. Searches of students, their clothing, pocketbooks, briefcases, book bags, duffel bags or other personal containers in the immediate proximity of the student, searches of lockers, desks, other work stations which a student may lock (except for periodic inspections) will be conducted if there is a reasonable suspicion that a criminal offense or a school rule (including the rule prohibiting possession of contraband) has been violated by the student(s) being searched and that the search will produce evidence of such violation.

C. PERSONAL SEARCH. Authorized personnel with a witness present may ask a student to empty his/ her pockets, handbag, briefcase, book bag, duffel bag, or other personal belongings when there is

reasonable suspicion that the student has contraband in his/her possession. If the student fails to comply, an administrative staff member or his/her designee with a witness may search the student or his/her belongings. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a search. If contraband is found in a personal search, appropriate disciplinary action may be taken.

D. LOCKERS AND OTHER LOCKED FACILITIES.

1. PERIODIC INSPECTION. Lockers, desks and other facilities remain at all times property of the parish/school, even though temporarily assigned to students. Lockers, desks and facilities may be periodically inspected for cleanliness, missing school property and evidence of damage. 24-hour advance notice may be given of the date and time of inspection before periodic inspections are made of lockers or other facilities which students are permitted to lock. Written notice need not be given; oral notice may be given through normal school channels. If contraband is found in a periodic inspection, the student may be subject to appropriate disciplinary action, and items, which may be illegal to possess, may be turned over to law enforcement authorities.
2. Authorized personnel with a witness may request a student to open his/her locker or other assigned facility which may be locked by the student and disclose its contents when there is a reasonable suspicion the student has contraband in the facility. Facilities that are not allowed to be locked by students may be inspected or searched at any time. If the student fails to comply authorized personnel with a witness may search the locker or other facility. If contraband is found the student may be subject to appropriate disciplinary actions, and items that may be illegal to possess may be turned over to law enforcement authorities.

E. SEARCHES BY LAW ENFORCEMENT OFFICIALS. Law enforcement officials will not be allowed to search students, their belongings, desks, lockers or vehicles on school premises unless pursuant to an arrest, a valid warrant or other reason allowed by law.

The law as to private schools and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search person, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without constitutional safeguards. It is the policy of St. Joseph Catholic School to respect people; Constitutional rights and to balance those rights against the responsibility of the school to insure a drug/weapons free environment.

With respect to due process, the due process clause of the State and United State Constitutions do not impact on the private school setting. St. Joseph Catholic School may suspend or terminate a student's attendance with or without due process. As used here due process contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of St. Joseph that due process does not limit in any way the ability of St. Joseph Catholic School to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under St. Joseph policy.

These policies are intended to acknowledge that the school and parish are ultimately responsible for the environment and atmosphere at the school and are not subject to public authorities.

Safe Schools

Based upon feedback and data from Diocesan school administrators, teachers and counselors regarding bullying, harassment and related issues, the Des Moines Diocesan Catholic Schools Office is planning a multi-faceted approach to ensuring safe and supportive learning environments. This will be accomplished through the engagement and leadership of administrators, teachers, school counselors, students, parents and school communities. This will be a multi year effort that will increasingly broaden the scope of involvement of school stakeholders. Throughout the school year school counselors will have a bullying and harassment focus at each of its regularly scheduled monthly sessions. Counselors will engage in a learning experience and take it to their respective staff and students to implement them. Administrators and designated faculty members will have ongoing professional development throughout the school year. Our Diocesan policy, which we follow at St. Joseph School, regarding the issue of bullying and harassment is listed below.

Policy 579

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools should develop and incorporate programs to eliminate harassment, bullying and hazing from all student and school personnel. (IAC 280.28)

For the purposes of this policy harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;

- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

“Electronic” shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

The phrase “trait or characteristic” of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The term “sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality. The term “gender identity” means the gender related identity of a person, regardless of the person’s assigned sex at birth.

Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

This policy shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or other school related personnel are the victim of bullying, harassment or hazing should immediately report their concerns to the teacher, counselor or the school principal or the principal’s designee. If the alleged harasser, bully or hazer is the principal or the principal’s designee the superintendent of schools should be contacted. The matter may be reported to legal authorities.

The school must promptly and reasonably investigate allegations of bullying, harassment and hazing. The principal or the principal’s designee will be responsible for handling all complaints by students alleging bullying, harassment or hazing.

Retaliation against a person because the person has filed a bullying, harassment or hazing complaint or assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint and a

person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. Discipline in relation to violation of this policy may include suspension and expulsion.

The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and integrated into the school’s Comprehensive School Improvement Plan (CSIP).

The principal or the principal’s designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported in the spring Basic Education Data Survey (BEDS) and to the local public annually.

Nothing in this policy shall be construed to impair the school’s ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

Policy Adopted: January 31, 1994

Policy Revised: April 25, 2000
April 7, 2004
May 21, 2007
January 21, 2008
May 19, 2008
November 17, 2008
November 15, 2010

DISMISSAL DUE TO STORMS, SNOW:

For announcements concerning school closings due to storms, snow or extreme heat, listen to KRNT or WHO radio. If such an announcement does not come, parents may use their own judgment about an early pick-up. A call to the school regarding this will help us to have your child/ren ready for you.

If there is an emergency early dismissal, our school office will be responsible for contacting each child’s family. If they are unable to contact either the parent or the emergency contact person, the child will remain at school until someone can be reached. If you wish your child/ren to use another means of transportation home in an emergency situation, please contact the school office personally. Please give written instructions to the school office if there is a certain procedure you wish followed in the event of an emergency early dismissal and instruct your child/ren as to what this procedure involves. We need to keep phone calls to a minimum at these times so any prior directions would be most helpful.

PLEASE LISTEN TO YOUR RADIO or CHECK TV STATIONS IF THE WEATHER IS QUESTIONABLE!

EXTRACURRICULAR ACTIVITIES:

Various extracurricular activities are available at Saint Joseph School. These activities include scouting, sports and music. Many of these activities are possible because of volunteers. The school is always looking for assistance from interested adults. Parents will be provided an Athletic Handbook that outlines in detail the aspects of our athletic programs.

Students are attending school primarily for an education. Extracurricular activities are a privilege. If a student is not working to his/her ability, the parent and activity leader will be notified. Students who wish to participate in extracurricular activities must maintain a **C average**. If improvement is not made, the student will be suspended from the activity until progress is noted. Final decisions concerning participation in these activities is up to the Administrator.

**DRESS CODE
KINDERGARTEN - 8TH**

Dress Code

Students are expected to come to school neatly dressed, clean and well-groomed. Students are to wear their uniforms each day unless otherwise stated. Uniform checks will be conducted on a daily basis. Parents are responsible for making sure their children come to school dressed appropriately each and every day. The Principal is the final judge on the acceptability of students' appearance.

Regulation uniforms are:

- 1) a. Girls are to wear either skirts, pants, or jumpers of solid color navy blue or khaki tan. Skirts and jumpers may be no more than three inches above the knee. Leggings, lycra, tight knit, and colored denim are not acceptable. Black or brown belts with buckles are to be worn for all students in grades 3-8 with shirts tucked in. No sashes or scarves can be worn as belts.
- b. Girls are to wear plain, solid white, yellow, or royal (no chambray or denim), polo-type shirts with a fold over collar. The polo shirts may be either long or short sleeved. T-shirts may be worn underneath the polo shirt. No long sleeve t-shirts may be worn except when wearing a long sleeve polo.
- c. Polo shirts with an embroidered school logo will be introduced during the 2010-2011 school year.
- d. Socks are to be worn at all times including out of uniform days.
- 2) a. Boys are to wear solid color navy blue or khaki tan pants. Colored denim may not be worn, corduroy is acceptable. Black or brown belts with buckles are to be worn for all students in grades 3-8 with shirts tucked in. "Slouching" of pants is not permitted.
- b. Boys are to wear plain, solid white, yellow, or royal (no chambray or denim) polo-type shirts with a fold over collar. The polo shirts may be either long or short sleeved. T-shirts may be worn underneath the polo shirt. No long sleeve t-shirts may be worn except when wearing a long sleeve polo.
- c. Polo shirts with an embroidered school logo were introduced during the 2010-2011 school year.
- d. Socks are to be worn at all times including out of uniform days.
 - Sweaters may be worn year round. They must be plain, solid colors of white or navy blue. A solid color uniform shirt or blouse with a fold-over collar must be worn underneath (with the collar visible). Sweater jackets are not acceptable as part of the uniform. Coats, jackets, or sweatshirts may not be worn during class time.
 - Students are to wear solid back, sturdy shoes or tennis shoes. Tennis or gym shoes must be available or worn on PE days. No crocs or look a like crocs or sandals are permitted.
 - On out-of-uniform days blue jeans, colored jeans, flannel shirts, denim or chambray shirts, t-shirts, and sweatshirts may be worn.
 - During the months of August, September, October, April, May, and June students may wear "walking" shorts in navy blue or khaki tan. These may not be more than three inches above the knee. Girls may wear "skorts" during these months. Capri style or cargo style shorts are also acceptable
 - Body suits; crop tops; tank tops; leggings; shirts that advertise alcohol, drugs, cigarettes, rock groups, or have offensive language or symbols, miniskirt; short shorts or cutoffs, sweatpants, and muscular shirts are not permitted even during out-of-uniform days..
 - Extreme hair styles, make-up or jewelry which draw undue attention or are disruptive are not permitted. Hair length for boys should not exceed beyond the collar of a shirt. The administrator is the final judge of appearance. Boys are not permitted to wear earrings.

HAIR:

- Hair must be well groomed at all times.
- Hair must not fall below the earlobes or collar for boys.
- Girls must have long hair styled such that it does not distract them in the classroom.
- When applicable, students must be clean-shaven.
- Extreme hair styles and/or extreme unnatural hair color is not allowed.

JEWELRY/ TATTOOS:

- Girls may wear stud style earrings only.
- All other jewelry is to be inconspicuous and appropriate.
- Students may not have any visible tattoos or ink (including temporary tattoos).
- Make up must be natural in style.

DRESS DOWN DAYS:

- Jeans Days are scheduled throughout the year.
- Please visit the school calendar on the web site for scheduled jeans days.

The following may be worn on DRESS DOWN day:

- Solid colored denim jeans or skirts with no holes or tears.
- Solid colored denim shorts during shorts season – no shorter than 3 inches from the middle of the knee.
- Appropriate shirts. (T-shirts, turtlenecks, button downs, sweatshirts, fleece, etc. No inappropriate writing.) No sleeveless shirts, camisoles or tank tops.
- Tennis shoes or dress code approved shoes.
- Dress code pants with a “jeans day” approved top are also acceptable on Jeans Days.

REQUIRED ATTIRE FOR PHYSICAL EDUCATION:

- 6th-8th grade students – shorts/ sweatpants
- T-shirt/ sweatshirt /socks /tennis shoes
- Shorts may not be shorter than 3” from the middle of the knee, must have a hem and fit appropriately.
- K-5th grade students - socks and tennis shoes.

PICTURE DAY:

- Pictures are scheduled every fall.
- No family is obligated to purchase pictures.
- Students may wear dress code or “dress up” clothing for picture day.

SCOUT MEETING DAYS

Students (boys and girls) may wear their scout uniforms on their meeting days.

DRESS CODE MODIFICATIONS

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE MODIFICATIONS TO THE DRESS CODE AFTER PROVIDING COMMUNICATION OF THOSE MODIFICATIONS AT ANY TIME THROUGHOUT THE SCHOOL YEAR.

Violations of the uniform regulations will be addressed as follows:

First violation: Student will be reminded of uniform regulations and asked not to come to school in violation of those regulations. Reminder notes will be sent home.

Second Violation: Student will be required to call parent to make them aware of the situation and a note will be sent home.

Third Violation: Principal will call a parent and require that the violation be taken care of immediately, the student will be removed from the classroom until the violation is corrected. A detention will be given.

Uniform Exceptions and Out-of-uniform Days

- 1) Eighth grade students may wear their class shirt (t-shirt) as part of their uniform **on Mondays**. Students in grades 5-8 may wear a yellow polo type shirt or button-up dress shirt (either should have fold over collars).
- 2) On **Wednesdays**, the school children are permitted to dress up for School Mass. This can include dresses for the girls and button up shirts with ties for the boys.
- 3) On the **first Thursday** of each month, there will be St. Joseph School out-of-uniform day. This day, students will be allowed to wear St. Joseph t-shirts and sweatshirts or other permitted casual attire.
- 4) On the **third Thursday** of each month, students who choose to participate in out of uniform for Missions Days. There is a monetary contribution to our mission project that the school is supporting. Failure to bring missions funds in out-of-uniform will result in a disciplinary referral for the student.
- 5) In addition, throughout the year, there will be various dress-up , jeans, out-of-uniform, or “special” dress days determined by the school Principal.

HEALTH SERVICES

Our school is served part-time by a school nurse (RN) who monitors illness, student health records and maintains a health file on each student to meet health records for the State of Iowa. Vision screening is conducted on students in Grades 1, 4 and 7 each year and on students where a concern is identified. Heartland AEA conducts hearing screening on students in grades K-5 annually. Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The school nurse develops a care plan in coordination with parents (usually through written interview), the education staff and physician as necessary. The State of Iowa requires up-to-date immunization records. Physical examinations are required for students entering or in grades K, 4 and 7. In addition, students entering kindergarten are required to submit dental records and proof of lead screening. A copy of the examination will be required for the student's school health file. **Athletic physical examinations are required annually for all students participating in school athletics.** Parents are asked to complete a health update form on their student annually.

RECOMMENDATIONS ON WHEN YOUR CHILD SHOULD STAY AT HOME DUE TO ILLNESS:

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. **Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24-hour recommendations.**

- **Diarrhea/Vomiting** – within the last 24 hours: keep child home.
- **Fever** – 100 degrees or greater: keep child home until fever-free at least 24 hours.
- **Runny Nose** – due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: keep the child home.
- **Strep Throat** – highly contagious bacterial infection – sore throat, fever (usually), aches; diagnosis is made by a throat culture: **child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.**
- **Pinkeye** – highly contagious and presents itself with burning, itching red eyes with yellow drainage: **child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.**
- **Chicken Pox** – one of the most common contagious viral diseases of childhood. Symptoms include low-grade fever and a distinctive rash. The rash begins as red bumps, which develop into blisters that open and form scabs. The rash causes itching with may be severe. Children should not return to school until all blisters have scabs. This usually takes seven (7) or more days.
- **Impetigo** – a skin infection that occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots that fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. **The child should be on medication for 24 hours before returning to school.**
- **Rash** – may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school.

PE/RECESS - LIMITATIONS OR EXCLUSION

If your child needs to stay in from recess more than one (1) school day after an illness, a physician's note is required. If your child requires exclusion from PE or recess for an extended period of greater than 1 day, a physician's note will be needed.

HEALTH CARE PLANS

The Iowa Administrative Code 281--41.23(281) states the definition of "individual health plan is the confidential, written, pre planned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team." The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281--41.23(1)(b)(4)].

ACCIDENT OR ILLNESS

In the event of a student illness or accident, the parent/guardian or emergency contact will be notified at once. No child is ever sent home until prior arrangements have been made.

ADMINISTRATION OF MEDICATION TO STUDENTS

All medication is administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The Principal will maintain a record of course completion.

If your child requires medication during school hours, please review the following procedures:

- **Parents must complete the parent "Request for Giving Medication" form (available on school web site under "school forms") for prescribed and over-the-counter medication that is to be administered at school. A separate form is to be used for each medication or when the dosage changes.**
- Prescription Medications must be in the original pharmacy-labeled container with date, student's name, prescribing physician or person authorizing administration, medication, dosage and time. The pharmacy label on prescription medication is considered the prescribed instruction. If the medication is given at home and school, request a "school container" from the pharmacy.
- A student may be considered for co-administration or self-administration with demonstrated competency and instructions from the physician, and physician and parental permission (such as diabetic students).
- Over-the-counter medications must be in the original container and must be labeled with the student's name. All over-the-counter or non-prescription medications will only be administered by school personnel unless accompanied by physician's instructions and signed parent permission.
- Parents may administer medications at school to their own children.
- Antibiotics that are prescribed for three times a day should be given at home. There may be exceptions for those to be given with meals.

ALL MEDICATIONS MUST BE KEPT IN THE NURSES OFFICE. NO MEDICATIONS ARE ALLOWED IN BACKPACKS OR SCHOOL LOCKERS.

FOOD SERVICE LUNCH PROGRAM

St. Joseph Catholic School is a Team Nutrition School. We work closely with USDA to continuously improve and promote the health of our school children. As a Team Nutrition School, we serve lunches that are lower in fat and sodium, and include more grains, vegetables and fruits. St. Joseph, in compliance with the Meal Requirements for the National School Lunch Program under Healthy, Hunger-Free Kids Act of 2010, will be incorporating many exciting changes in the lunch menus this school year. A large emphasis will be placed on the inclusion of even more fresh fruits and vegetables, as well as many new recipes including leafy green, and red/orange vegetables and beans, legumes, staples needed for a well balanced diet.

No outside food will be allowed in the lunchroom (McDonalds, Subway, Panera, etc.) for students and/or adults. Candy, gum and cans or bottles of pop are not allowed.

PAYMENT FOR LUNCH

If payment by cash or check is the preferred method of payment, any amount of money can be sent to school. Money or checks should be placed in an envelope, with student's name, grade and teacher. One check per family is fine. Indicate on the envelope how much you want in each account. Reduced or free lunches are available for those families who qualify. Please contact the Food Service Director for further information. (Angie Pauscher, Bill Konnath or Phyllis Konchar)

LUNCH PROGRAM

The St. Joseph lunch program must be in compliance with the Healthy Hunger-Free Kids Act of 2010. Five food components must be offered for lunch (protein, vegetable, fruit, bread, and milk). Your child is not required to take all five items offered but a minimum of three different components must be taken. One of the three must be a fruit or vegetable.

Ala Carte is offered to students in grades 2-8. Students are expected to eat most of their lunch before purchasing ala carte items. Some items included are fruit juice, baked chips, granola bars, fresh fruit, yogurt and string cheese. New items are introduced as they become available and will be in compliance with the Healthy Kids Act.

Feel free to eat lunch with your student. Please call school at 266-3433, prior to 10:30 AM that day. We welcome visitors!

TREAT POLICY/BIRTHDAY TREATS/CLASSROOM PARTIES & PICNICS

The school follows the Healthy Kids Act of 2010 for treats that are served to students during the school day. Prior arrangements with the classroom teacher are to be made before bringing treats/birthday treats to school.

Due to the risk of hepatitis, the Polk County Health Department has suggested strict guidelines in the way treats and snacks are handled at school. All treats provided by students must be store purchased and pre-packaged. Birthday treats can also be ordered through the food service director who will prepare and deliver approved treats to your child's classroom.

It is imperative that the acceptable treat list is followed when providing birthday treats/snacks for classrooms. If a student brings an unapproved treat to school, the teacher will not serve the treat and will offer another opportunity for the student to bring an approved treat. Students who serve unapproved treats on school grounds will be subject to disciplinary infractions.

ACCEPTABLE STORE PURCHASED TREATS

Please purchase the specific brand when applicable, i.e. Kellogg's, Nabisco, Keebler, etc.

100% Fruit Juice (must be in individual boxes)

Animal Crackers

Baked Chips, Any Variety

Bottled Water

Crackers, Reduced Fat

Cheezits

Cheezit Mixture--All Varieties

Chex Mix-Chocolate, Caramel

Chex Mix--Traditional (140 Calories)

Chex Mix--Simply Chex

Dried or canned fruit

Edy's Fruit Bar

Fiber 1 Bars 90 calories--all varieties

Fiber 1 Bar--Oats & Chocolate only

Fruit by the Foot

Gogurt

Frozen Gogurt

Kellogg's Single Serving Whole Grain Poptarts

Hunts snack pack pudding

Keebler Elf Grahams

Mott's 100 % Juice (100 calorie size)

Nabisco Honey Maid Delite--Chocolate

Nabisco Honey Maid Delite--Cheesecake

Pop Chips

Popcorn--Vic's Half Salt only

Pretzels

Pringles Lite--small container

Quaker 90 calorie granola bar--Honey Nut, Dark Chocolate, Cherry, Chocolate Chunk,

Cookies & Cream, Peanut Butter Chocolate Chip

Quaker Chewy Chocolate Granola Bar

Quaker Rice Snack Chocolate

Quaker Rice Snack Caramel

Rice Krispie treats--individually wrapped

Riptide water

Smuckers Uncrustable 2.8 ounce size--whole wheat

String Cheese

Sweet Freedom Fudge Lite Bars

Sweet Freedom Round Sandwich **Contains Splenda

Switch Juice

Teddy Grahams

Yogurt

TREAT POLICY EXCEPTIONS:

Holiday Parties:

Holiday Parties (Halloween, Christmas, and Valentine’s Day): Treats from the acceptable treat lists may be served. Students may bring Valentine cards with gum or a piece of candy for the Valentine’s Day class party only. All classmates must be included when distributing Valentines.

Whole Class Reward Pizza Parties:

Pizza, ice cream or popcorn parties will be allowed for whole-class reward parties and must be approved in advance by the Principal. Examples of whole class reward parties include Home and School fund raiser reward parties, auction reward parties, any other reward party approved in advance by administration. Pizzas may be ordered **from the cafeteria or from pizza franchises (Dominos, Pizza Hut, Papa John’s, etc.)**

End of Year Class Picnics/Parties:

Treats from the acceptable treat lists may be served. Any food not on the acceptable treat list for end of the year class picnics/parties must be approved in advance by the Principal. Acceptable food items for these parties may include: sack lunches (provided by each individual student), pizza, or Subway.

INVITATIONS TO BIRTHDAY/PRIVATE PARTIES

Birthday/Private party invitations are NEVER to be passed out at school unless all classmates are invited or all of one gender in the class is invited.

ST. JOSEPH SCHOOL WEBSITE

The St. Joseph Catholic School Website is www.stjosephschoolsm.org. It contains a variety of information including announcements, updates on school activities, menus, school policies and staff directory.

PARENT-STUDENT-TEACHER CONFERENCES

Parent-Student-Teacher Conferences are scheduled in fall and spring. It is expected that all students and parents attend scheduled conferences. Specific conference times are scheduled for all parents and students in Grades Preschool-8. This is a very valuable time of sharing between parents and teachers about academics, growth in maturity, and the faith development of each child.

Fall Conferences:

Grades PreK-8th: Monday & Tuesday, October 13th & 14th, 2014 4:00 PM – 7:00 PM

Grades PreK – 8th: Thursday, October 16, 2014 1:00 PM – 8:00 PM

Spring Conferences:

Grades PreK-8th: Monday & Tuesday, February 16th & 17th, 2015 4:00 PM – 7:00 PM

Grades PreK-8th: Thursday, February 19, 2015 1:00 PM– 8:00 PM

DUAL PARENT REPORTING

In the case of divorced parents, the names and addresses of both parents should be sent to the school office. A certified copy of the Order of Dissolution, as well as any subsequent modification of the Order, should be on file. Unless otherwise decreed in the Order, information commonly made available to parents of any students in attendance (i.e.) notices of school functions, progress reports, and appointments for Parent-Teacher Conferences, etc. will be provided to both parents upon request. Both parents are encouraged to attend the parent-teacher conferences. Divorced parents are asked to furnish St. Joseph Catholic School with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

CONTACTING TEACHERS

School Office Hours 7:30 AM-4:00 PM Monday-Thursday

7:30 AM-3:30 PM Friday

Teacher Hours 7:45 AM-4:00 PM Monday-Thursday

7:45-3:30 Friday

Parents may contact teachers by phone, either before or after school hours, or parents may contact teachers via email. Please consult the Personnel Directory or the St. Joseph Web Page for e-mail addresses or extensions. St. Joseph Catholic School encourages parents to contact a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. Teachers are available to meet with parents before or after school. Please call to schedule a time that is mutually agreed upon by both parties.

GRIEVANCE PROCEDURE FOR PARENTS

If an occasion arises that a parent feels a problem has occurred at school, the procedure to follow is:

1. Contact the teacher involved with the problem. The Principal will generally refer parents to the teacher if this step is not completed.
2. Contact the Principal or Assistant Principal if the problem is not resolved.
3. If a parent does not feel an agreement has been reached, the problem may then be taken to the Board of Education. If parents wish to speak at a board meeting, they should contact the board president or the Principal 10 days prior to the meeting date to be put on the agenda or limit their comments to the allotted Open Forum minutes.

VISITING CLASSES

Visitors are welcome to visit St. Joseph Catholic School. Please call the school office to make arrangements with the teacher or Principal prior to your visit. Many parents join their children at lunchtime. In order to keep the school environment secure, parents and visitors please sign in at the office and receive a visitor pass before going anywhere in the school building.

RELEASE OF STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school parish. Directory information is defined in the annual notice. It may include the student's name, parents/guardians names, address, telephone number; date of birth; e-mail address and grade level.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually along with the Parent/Student Handbook of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

St. Joseph BOE Policy 506.2E allows you the right to refuse releasing of this information. Please refer to the policy below for further information.

RELEASE OF STUDENT DIRECTORY INFORMATION

St. Joseph Catholic School has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974.

This law required the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

St. Joseph has designated the following information as directory information: student's name, address and telephone number; e-mail address; and grade level.

Parents have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school in writing at the time of registration. If you desire to make such a refusal, please complete the disclosure portion on the registration form.

If you have no objection to the use of student information, you do not need to take any action.

GRADING/RECORDS

The Official Diocesan Progress Report evaluates students purely on the basis of the individual student's ability, rather than in relationship to the academic ability of other students in the same class or grade level. It is important that parents encourage their children to do their best while at the same time accepting children as they are. Parents should avoid using gifts or payments over a long period of time as enticements or rewards for their children's performances.

PROGRESS REPORTING TO PARENTS

Progress reporting and student assessment is based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following beliefs:

1. Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child.
2. Progress reporting should provide parents and students with accurate information and encourage parental involvement.
3. Progress reporting will recognize that each child has unique needs and abilities and the assessment will reflect effort, as well as actual accomplishments based on consistent norms.
4. Progress reporting and conferences will provide an opportunity for interaction with the best interest of the child in mind.

K-8 STANDARDS BASED PROGRESS REPORT

St. Joseph Catholic School uses a Standards-Based Report Card for students in grades K-8. Progress is reported three times per year, at the end of each trimester. Achievement Levels (4,3,2,1) will be used as the marks to show student progress assessed during each trimester.

The following is the 4,3,2,1 Achievement Scale for Grades K-8:

- 4 = Meets Grade Level Expectation with Excellence
- 3 = Meets Grade Level Expectation
- 2 = Progressing Towards Grade-Level Expectation
- 1 = Attempts; Not Meeting Grade-Level Expectation

MIDDLE SCHOOL PROGRESS REPORT

In addition to the 4,3,2,1 achievement scale, middle school teachers are also responsible for implementing the Diocesan Assessment Principles and Guidelines in determining proficiency levels for students in grades 6th-8th.

Grade 6-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior is not considered part of academics and is not part of the proficiency level (4,3,2,1) assessment score is reported in a separate Christian Character progress report
3. Extra credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations.
4. Zeroes
 - Will not be given for missing or incomplete work
 - Teachers are to use zeroes only when the actual score reflects a zero score
5. Determining proficiency
 - Teachers will triangulate data, considering most recent scores to determine proficiency scores (4,3,2,1)
6. Homework
 - Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and course-level expectations
 - Incomplete work will be recorded as ID (insufficient data)
 - Teachers must give students opportunity to complete the work
7. Incomplete work
 - Students are expected to complete all required work
 - Work that is not submitted will be recorded as ID (insufficient data)
 - Teachers must give students opportunity to complete the work
8. Formative Work
 - Evaluating formative work must guide instruction and learning
 - Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book
 - More recent formative work should be used; however, there needs to be at least 2 or three pieces of evidence that demonstrates where a student stands in the most recent work in order to determine a proficiency level
9. Summative Work
 - Multiple summative assessments are to be used to determine a student's performance
 - Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency
 - Teachers will look at the total body of evidence in order to arrive at a summative assessment score (4,3,2,1)

Letter grades will also be given in addition to the 4,3,2,1 proficiency scores on the 6th-8th grade progress report. The grading scale used for letter grades will be as follows:

A+ 97 – 100 C+ 77 – 79.99

A 93 – 96.99 C 73 – 76.99

A- 90 – 92.99 C- 70 – 72.99

B+ 87 – 89.99 D+ 67 – 69.99

B 83 – 86.99 D 63 – 66.99

B- 80 – 82.99 D- 60 – 62.00

F 59.99% & below

5th-8th Homework Guidelines:

- It is expected that students turn in homework the day it is due.
- A letter grade and percentage will be reflected on the Powerschool Gradebook for core subjects only (Language Arts, Math, Religion, Science, Social Studies, Spanish).
- Some formative work and all summative work will be recorded on the Powerschool Gradebook.
- Powerschool will be updated by the teacher at minimum every week.

5th-8th Incomplete/Late Work Policy:

- If a student has incomplete/late work, it will be scored on Powerschool as an “ID (insufficient data).”

5th-8th Retake Policy:

- Teachers will determine if a retake for a formative or summative assessment is necessary.
- Teachers may assign students to retake formative or summative assessments if they are not reaching proficiency.
- Retakes must be completed within one week of the initial assessment.
- Teachers will report on most recent scores after the retake.

MIDDLE SCHOOL HONOR ROLL

Honor Roll is determined at the end of each trimester. The following are guidelines for middle school honor roll:

- ❖ GPA of 3.5 or higher = High Honors
- ❖ GPA of 3.0 – 3.49 = Honors

PRESCHOOL 4'S

Each student will receive a progress folio three times during the school year. In addition, a conference including the student, parent and teacher will be held in the fall and spring semester.

Students will be assessed on the following:

Physical Development

Social/Emotional Development

Intellectual Development

Language Development

Some helpful definitions:

Standards: The K-12 Diocesan Standards describe what a student should know and be able to do in a subject by the end of the 12th grade. On the Progress Report the standards are labeled and found under each subject area. The standards can found hanging on posters in the school hallways and/or classrooms.

Benchmarks: These are more specific than a standard and give detail as to what content needs to be mastered. The Grade Level Expectations (GLE) are the benchmarks specific to each grade level. On the Progress Report, benchmarks are listed, but not labeled, under the standards (shaded). Diocesan standards, benchmarks and GLE's are available on the website:

<http://www.dmdiocese.org/Index.aspx?menuitemid=591>

Body of Evidence: Teachers determine student progress by gathering a body of evidence from student work such as classroom assignments, assessments, tests, and observations. By using the body of evidence teachers can give student and parents a more accurate assessment of the level at which the student is performing in relations to the standards and benchmarks.

Middle school teachers will post scores on Powerschool on a regular basis. Parents will be assigned a user name and password to access Powerschool and are encouraged to monitor their student's academic progress.

PROGRAMMING TECHNOLOGY POLICY

Technology is a vital part of the approved curriculum at St. Joseph Catholic School. The use of school owned and maintained computers is a privilege, not a right, and may be revoked if abused. Technology use must be consistent with the educational and spiritual objectives of the school system. Appropriate and equitable use of the Internet will allow students and staff access to resources unavailable through traditional means. Students' use must be in support of education, including research and administrative support consistent with school policy.

The purpose of St. Joseph Catholic School's Acceptable Use Policy is to ensure that the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the school. Because the Internet provides access to computer systems located all over the world, families should be aware that some material accessible via the Internet may contain material that is illegal, controversial, inaccurate, or potentially offensive. The St. Joseph Catholic School system cannot control all the content of the information available. However, the school system believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. The school system does not condone the use of inappropriate materials and will make precautions to limit access to these materials.

Student Technology Acceptable Use: The following are terms and conditions for using the school system technology:

I. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.

A. Students will be able to access the Internet through their teachers.

B. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the internet appears, disappears, and changes, it is not possible to predict or control what students may locate.

C. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

D. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.

E. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/ Internet relay chat only as approved by the supervising teacher.

F. Transmission of material, information or software in violation of any board policy or regulation is prohibited.

G. System users will perform a virus check on downloaded files to avoid spreading computer viruses.

H. The school makes no guarantees as to the accuracy of information received on the Internet.

I. Permission to use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

II. Student Use of Internet

A. Equal Opportunity – The Internet is available to all students within the school through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

B. On-line Etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Students should adhere to on-line protocol:

a. Respect all copyright and license agreements

b. Cite all quotes, references and sources.

c. Remain on the system long enough to get needed information, then exit the system.

d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

3. Student access for electronic mail will be through the supervising teacher. Students should adhere to the following guidelines:

a. Others may be able to read or access the mail so private messages should not be sent.

b. Delete unwanted messages immediately.

c. Use of objectionable language is prohibited.

d. Always sign messages.

e. Always acknowledge receipt of a document or file.

f. Students will not access their own personal e-mail or other accounts, including social networking sites, without the teacher's permission.

C. Restricted Material – Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

III. Student Violations – Consequences

A. Students who misuse technology or access restricted items on the Internet are subject to disciplinary action according to the school's Positive Behavior Intervention and Supports disciplinary program. Examples of Unacceptable Practices include, but are not limited to:

1. Giving out our passwords, or other individuals' passwords;
2. Using someone else's account or user name;
3. Harassing someone
4. Any use of sites that specifically involve unacceptable topics
5. Seeking unauthorized access to any resource, including but not limited to social networking sites such as MySpace, Facebook, Twitter, etc;
6. Trespassing in another's folders, work or files;
7. Reproduction or transmission of copyrighted material without explicit permission;
8. Downloading, copying, installing, or transmitting commercial software, shareware or freeware without permission from the school's Technology Coordinator.
9. Playing games online or downloading games that are not for educational purposes.
10. Use a diskette, flash drive or CD from any source other than the school without permission of the teacher.
11. Vandalism – Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet or to any computer on the school property. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

B. Cyber bullying

IV. Other

1. Notify an adult immediately if, by accident, you encounter materials that violate the rules of acceptable use.
2. Do not print anything without permission from a teacher.

RELIGIOUS FORMATION

The religious formation of children IS the primary reason for existence of Catholic schools. Thus, St. Joseph Catholic School's religious education program is of special curricular importance. Scripture, doctrine, prayer and liturgy are related to children at their developmental level, beginning with their own experiences. Prayer is an important part of the day. It begins and ends each day, lunchtime and is experienced daily in religion class.

All children have the opportunity to celebrate liturgy together at least once a week. Mass is scheduled on Wednesday at 8:30 AM. Parents, grandparents and friends are invited to attend school liturgies. Throughout the year students have the opportunity to receive the Sacrament of Reconciliation during the school day. Special service opportunities, renewal days and seasonal activities are shared throughout the year, as well.

SACRAMENTAL PROGRAMS

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith.

The parish and school work together with the parents to provide a comprehensive approach to formation for the sacraments. The St. Joseph Director of Faith Formation works to provide the parish element of sacramental preparation. The teachers provide the classroom component of this preparation.

All parents of children to receive First Eucharist, the Sacrament of Reconciliation or Confirmation are expected to attend meetings in preparation for these sacramental celebrations.

Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. An opportunity for preparation for the sacraments of Reconciliation and Eucharist is offered in the second grade year.

STANDARDIZED TESTING

The Iowa Assessments (formerly Iowa Tests of Basic Skills) will be administered in October to grades 3 through 8.

The NGE's from the Iowa Assessments results are recorded on cumulative and permanent records. Paste strips should also be attached to the Student Profile Chart.

HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work to the best of each student's ability will be insisted upon. As a general rule, homework assignments will be given to students in all grades on Mondays through Thursdays. Weekend assignments may be given at the discretion of the teacher. Tests and long range assignments are given at the discretion of each individual teacher. Obviously, the amount of homework assignments will differ from the primary grades to the middle school grades.

Evening study times for all St. Joseph students are expected and encouraged. It is up to parents to enforce this. Parents are encouraged to examine the homework of their child(ren) and discuss the areas being taught. This will give the child(ren) greater confidence in what is being taught, will provide home reinforcement for the concept learned and will help enforce the idea that school work has a high priority. Parents are encouraged to provide their child(ren) with a suitable atmosphere, specific time and regular location in which to study. Television, radio and extended telephone calls are highly discouraged during this study time. Evening study times should be expected and encouraged. The following are appropriate guidelines:

K-2: 15-30 minutes per night

3-5: 30-60 minutes per night

6-8: 60-90 minutes per night

Study time may include homework, independent reading or reading with a parent or sibling. Study time may include: completing assigned work, studying math facts or spelling words, independent reading, oral reading or extra credit projects. At all times, assignments are to be done neatly and completely with the appropriate materials. Students in grades 3 through 8 are required to maintain an Assignment Notebook.

HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance, health and religion curriculum at St. Joseph Catholic School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program.

FIELD TRIPS

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community which cannot be brought into the classroom. Parents will be notified several days in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost. Any student with 6 or more level 3 or 4 “behavior” infractions will not be allowed to attend field trips. Signed parental permission slips for each student must be on file prior to the field trip. A fee will be requested as compensation for travel and admission costs. Teacher and adult supervision are provided for all trips.

Due to liability and responsibility, students may not leave from field trips with parents or other non-school personnel unless the parent makes the request by the morning of the field trip.

PAROCHIAL SCHOOL DANCES

Each month during the school year, a Diocesan school in the Des Moines area hosts a parochial school dance for 7th and 8th grade students. The dances are an opportunity for students from various metro Catholic schools to socialize and interact in a Christ-centered environment. The students represent the Catholic schools and are expected to act like Christians in word and deed.

The Superintendent and Parochial School Administrators expect students attending school dances to abide by the following guidelines:

- 1) Adult chaperones are present at all Catholic school dances. Students must obey, without question, the directions of the chaperones.
- 2) Harassing/bullying words or actions will not be tolerated.
- 3) Improper touch or provocative dancing will not be tolerated.
- 4) Students are to tell an adult chaperone immediately of any improper conduct.
- 5) Most host schools provide refreshments for students to purchase. No other items (snacks, drinks, glow sticks, silly string, etc.) are allowed.

Dress Code for Parochial School Dances

In effort to promote modestly, dignity, self respect, and respect of others, the following dress code will be enforced at all Parochial school dances:

- ❖ **No shorts or skirts.** Jeans, pants, slacks, capris, corduroys are acceptable.
- ❖ **Shirts must have sleeves.** T-shirts, polo style, turtlenecks, button downs, sweatshirts, sweaters, fleece are acceptable. No sleeveless shirts, tank tops or strapless shirts.
- ❖ **Shirts must fit appropriately.** Bare midriffs, low cut, or tight shirts are not allowed and are not appropriate attire in keeping with the guidelines of modestly and dignity.

The parochial school dances are a privilege, not a right. This means the privilege can be taken away if the students’ words, actions, or attire do not merit the privilege. Students who misuse the privilege of attending the dance will be removed immediately and their parents will be contacted to pick them up.

***Sixth grade students may be invited to attend the May parochial school dance.

ATHLETIC HANDBOOK

It is the policy of the St. Joseph Board of Education that there will be an Athletic Committee to help structure athletic activities. The Athletic Committee will provide a written handbook of guidelines to administer athletics at St. Joseph School.

EXTRA CURRICULAR PHILOSOPHY

The mission of St. Joseph School extra curricular programs is to provide all students an equal opportunity to learn and achieve the fundamental skills and develop the basics of an activity within the context of a quality program. Providing a foundation for future life skills, participants will also learn teamwork and good sportsmanship. Extra curricular activities will strive to give all participants an opportunity to represent their school and community well, and extend the mission of the Diocese of Des Moines and St. Joseph.

ATHLETIC COMMITTEE

The purpose of the Athletic Committee is to help structure athletic activities. Anyone who wishes to participate in the monthly meeting of the Athletic Committee is encouraged to attend. Meeting dates and time will be published in the school calendar and/or church bulletin.

DUTIES OF THE ATHLETIC COMMITTEE

Athletic Director: sets up the agenda; insures proper communication with the athletic representatives; chairs committee meetings; coordinates athletic schedule with the church calendar; attends all league/organizational meetings or sends a representative; coordinates any other events associated with our athletic teams.

Vice-Chairperson: A Board of Education member assumes duties of chairperson when the Athletic Director is unavailable.

Equipment Manager: disperses equipment at the beginning of each sport season and collects equipment at the conclusion of each sport season; keeps and maintains inventory of sporting equipment.

Sports Coordinator: there will be a Coordinator for each of the school sports. Cheerleading, Girls Volleyball, Basketball (grades 3-5), Basketball (grades 6-8), and Track and Field. This person will communicate league information to coaches; coordinates practice schedules; help the Equipment Manager distribute equipment, distribute first aid kits and uniforms, collects fees; attend Athletic Committee meetings during the season.

SPORTS

The Parochial League offers organized league play in girls volleyball, boys and girls basketball, and boys and girls track. These sports are available to students in grades 6 through 8. Fifth grade students may participate in track and field. St. Joseph also participates in boys and girls basketball through Des Moines Parks and Recreation for grades 3 through 5. Cheerleading is also offered to all 7th and 8th grade students during the girls and boys basketball seasons.

FOOTBALL

Football is offered for 3rd -8th graders through the Des Moines Catholic Football League. Parents should go to their web site at: www.dmcatholicfootball.com for more information.

ATHLETIC FEES

The Athletic Committee will set all athletic fees prior to the start of each sports season. This fee must be paid in full before the student athlete can compete with the team. No student will be denied the opportunity to participate because of cost, and funding assistance is available for those who apply to the principal.

TEAM SELECTION

When participation in one school grade allows more than one team to participate, it is the philosophy of the school that the teams will be selected to be as even or equal in ability as possible. After at least one practice session with all coaches present, teams will be selected using a selection system determined by the athletic committee and the administrator. Only the head coach will have his/her child automatically selected on their team. There is no assistant coach protection in the selection process.

LEAGUE LEVELS

The Athletic Committee will determine the number and the level of league teams after review of all sign-up forms.

GRIEVANCES

If a parent has a concern, the parent must contact the coach of his or her child's team. If the differences can not be remedied, the parent should contact the Athletic Director. If the parent disagrees with the Athletic Director the parent can take their grievance to the School Administration.

COACHES CRITERIA

As a general guideline, coaches will be selected by the following criteria:

- 1) A teacher or St. Joseph student's parent with a coaching certification.
- 2) A teacher or St. Joseph student's parent with coaching experience.
- 3) A teacher or St. Joseph student's parent with a desire to coach.
- 4) Other interested parties.

All coaching selections must be approved by the St. Joseph Principal and Athletic Director. All coaches and volunteers who are in contact with St. Joseph students more than 3 hours per month must complete the Virtus Training Program for Coaches and Volunteers as well as participate in a Background Screening. Coaches must complete and sign the Coaches Contract and return it to the Athletic Director.

GUIDELINES

All coaches shall:

- 1) Model Christian behavior
- 2) Strive to maintain integrity within the sport.
- 3) Know and follow all rules and policies set forth by school, leagues, state, and other appropriate associations.
- 4) Work in the spirit of cooperation with administrators, officials, coaches and spectators to provide a positive experience for all participants.
- 5) Strive to provide all participants with the maximum opportunity to develop and an equal expectation to actively participate.
- 6) Be a positive role model.
- 7) Set the standard for sportsmanship with opponents, referees, administrators

ATHLETIC HANDBOOK

and spectators.

8) Encourage moral and social responsibilities.

9) Keep the sport in proper perspective.

10) Emphasize and encourage teamwork, sportsmanship and game fundamentals.

PLAYING TIME

All participants will be provided an equal opportunity to actively participate. The exception to this will be when the student athlete is not allowed to participate for disciplinary reasons as determined by the principal or coach, or as defined by school policy or rules. Playing time in games or track meets may also reflect the athlete's practice attendance.

RESPONSIBILITIES

Coaches, or a coach's representative, will arrive before and remain after all practices and competitions to take charge of team athletes. Coaches will be responsible for the athletes, the practice and game facilities, and the equipment. Coaches are to remain at practice and games until all students have left the facility. No student is ever to be left unattended. No student should roam the hallways. Noise should be kept to a minimum outside of the gym. Coaches are required to have medical release forms for all participants at each practice and game.

EQUIPMENT

At the beginning of each sport season, the coaches will be supplied with equipment necessary for that season. Immediately at the end of that sport season, all coaches are required to check-in the same equipment presented to him/her at the beginning of the season. Coaches and/or players are responsible for replacing damaged or missing equipment.

STUDENT ATHLETES

Any student absent from school during the day will be excluded from activities after school. This includes practices, games, or participation in other extra curricular activities. Funerals and family emergencies may be an exception. The administrator will determine exceptions.

BEHAVIOR

If behavior is inappropriate consequences could include:

- 1) Student loses opportunity to "start"
- 2) Student sits out of the game or track meet
- 3) Parent meeting with administration
- 4) Off the team

MINIMUM GRADE REQUIREMENTS

To participate in school extra curricular activities a student grades 6-8 must:

- 1) Maintain effort and good conduct in his/her classes.
- 2) Maintain a "C" minus average.

Students who fall below these criteria will be suspended from play and practice unless arrangements are made with

the individual teacher(s) for before/after school study. The principal will re-evaluate the student's academic progress at the end of three weeks to determine if re-admittance to the activity is permissible.

PRACTICE ATTENDANCE

It is important for the athlete to attend all scheduled practices. Playing time in games or track meets may reflect the athlete's practice attendance. The coach may excuse a player prior to a scheduled practice if the player contacts the coach prior to the start of practice and has a legitimate reason for not attending.

CONDUCT

Students may be suspended from the team if there are problems with conduct at school or at the extra curricular activity. Conduct includes, but is not limited to: poor sportsmanship, negative attitude, lack of participation at practices, disrespectful behaviors to peers, property, or adults, cussing or profane gestures, and all other behaviors listed in the Parent-Student Handbook. The Positive Behavior Interventions Support Discipline Policy (found in the Parent-Student Handbook) is in effect for all St. Joseph School athletic activities and functions.

CONFLICTS WITH NON-SCHOOL TEAMS

School team activities will have priority over other non-school activities in the same sport. Practices and games for the school teams should not be rescheduled to accommodate athletes participating on other non-school teams.

EQUIPMENT AND UNIFORMS

Student athletes will be responsible for replacing damaged or missing uniforms or equipment issued to the student athlete.

MEDICAL RELEASE FORM - CURRENT PHYSICAL - CONCUSSION FORM

All student athletes are required to have a medical release form and current physical on file before participating in any practice or games. All 7th and 8th grade student athletes must also have a signed Concussion Form on file as well.

PARENTS AND SPECTATORS

First and foremost, we are members of a Christian community, and all St. Joseph activities are conducted in the spirit of Christianity. As spectators of an athletic event, parents are expected to be positive role models, and set standards for sportsmanship with opponents, referees, coaches, administrators and other spectators. Parents are also expected to be positive role models and encourage moral and social responsibility on and off the field/court. Parents are expected to keep the sport in proper perspective and strive to maintain integrity within the sport.

Parents who bring guests will be held responsible for the behavior of their guests. Spectators and parents who unduly interfere with the progress of the game, verbally or otherwise abuse coaches, a coach's representative, players, referees, or other official's may be banned from further events. Coaches will report such activities to the Athletic Committee at the earliest opportunity. Offending individual(s) may be asked to appear before the Athletic Committee.

B&A HANDBOOK

MISSION

St. Joseph School's before and after school program is dedicated to the safety and wellbeing of the children involved, while offering constructive activities that focus on education, teamwork, and creativity. While in B&A, children AND staff are expected to be responsible and respectful at all times.

HOURS

Before school 6:30 am – 8:00 am

After school 3:10 pm – 6:00 pm

Students who participate in B&A will be dismissed from school at 3:10 pm. All students must be picked up from Kid's Connection by 6:00 pm. For every minute a student remains at Kid's Connection after 6:00 pm, they will be charged \$1.00 and will be asked to sign a Late Pick-Up Form. After 3 Late Pick-Up forms have been received, that child may not be able to attend B&A for the remainder of the school year.

ATTENDANCE

Students will be charged a standard monthly fee depending on the days that they sign up for B&A. If your child is absent from B&A, you will still be charged the same monthly fee. A 2 week notice is needed for schedule changes.

GROUPS AND STAFF

B&A follows the NAEYC (National Association for the Education of Young Children) child/staff ratios for group size. You can view this Staff/Child Ratio via the following link:

https://oldweb.naeyc.org/academy/criteria/teacher_child_ratios.html

B&A typically has the following groups: DK/PS4 group, a Kindergarten group, 1st-2nd grade group, and a 3rd grade and older group. Each year is slightly different and groups may change depending on the number and ages of the children.

PAYMENT

Payment for B&A is due by the end of each month and can be paid in full at anytime during the month. For drop-in participants, payments must be given on the day that B&A is utilized. B&A uses FACTS Management System which enables you to view your statements and pay balances online. If payment is not received in full by the end of the month, there will be a \$15 late fee added to your account. Failure to pay balances in full may also result in suspension of child care. Automatic withdrawal is also available. Payments may be given to the director or another staff member of B&A.

EARLY DISMISSALS

On any day that school is scheduled to dismiss early, B&A will be available immediately after school is dismissed. For Full-Time, Permanent Part-Time, and Permanent Afternoon Only B&A participants, the extra time spent in B&A on these days is included in the monthly fee. For all others, there is an additional fee (see monthly fees). If your child is not a Full-Time, Permanent Part-Time, or Afternoon only B&A participant, you must sign-up your child for early dismissals at least 1 week in advance.

FULL-DAY DISMISSALS

On any day that school is scheduled to be closed, such as teacher work days or parent-teacher conferences, B&A will be available from 6:30 am – 6:00 pm. For Full-Time, Permanent Part Time, and Permanent Afternoon Only B&A participants, the extra time spent in B&A on these days is included in the monthly fee. For all others, there is an additional fee (see monthly fees). If your child is not a Full-Time, Permanent Part-Time, or Afternoon only B&A participant, you must sign-up your child for full-day dismissals at least 1 week in advance.

EMERGENCY WEATHER – SCHOOL CLOSINGS

If St. Joseph School is closed due to inclement weather, B&A will NOT be available.

EMERGENCY WEATHER – LATE STARTS

If St. Joseph School starts late, B&A will be delayed for the same amount of time. (Example: 2 hour late start for school = 2 hour late start for B&A.)

EMERGENCY WEATHER – EARLY DISMISSALS

If St. Joseph School dismisses early due to inclement weather, B&A will not be available after school. B&A closings and delays will be listed on Channel 8 KCCI, and the St. Joseph website www.htschool.org.

OUTDOOR/WINTER

B&A involves activities that will take place outside. Students will go outside everyday, unless the weather conditions are in the “red zone” according to the Child Care Weather Watch chart. Please dress students accordingly.

DRESS CODE

B&A is an extension of St. Joseph School, and students must abide by the St. Joseph Dress Code (see the St. Joseph School Parent/Student Handbook for specific details). Parents are expected to help the school enforce the dress code policy. All students must arrive to B&A in dress code – changing at school in the mornings will not be allowed. During afternoon B&A, students must also remain in dress code. Shirts must remain tucked in and belts and shoes must be worn. When it is necessary that a child be out of uniform, parents must send a note explaining the reason why the child is out of dress code.

When St. Joseph School observes out of dress code days, B&A students may also remain out of dress code. On no-school days when B&A is available all day, students do not need to dress in uniform.

ACCIDENT OR ILLNESS

In the event of a student illness or accident at B&A, the parent/guardian or emergency contact will be notified at once. No child is ever sent home until prior arrangements have been made.

STUDENT ILLNESS

B&A will follow St. Joseph’s illness policy. Please refer to your St. Joseph Student and Parent Handbook on page 26 for a complete list of recommendations on when your child should stay at home due to illness.

BREAKFAST AND SNACKS

Breakfast is a good way to start out the day for our students. In addition to a nutritious breakfast offered each morning, donuts, juice, hot chocolate and milk are also offered. Breakfast will be served at 7:45 for B&A participants. Breakfast is \$2.00 per child and comes from your child's lunch account.

A snack will be provided for all B&A students immediately after school is dismissed.

RADIO / PAGER / CELL PHONE / ELECTRONICS / TOYS, ETC.

Radios, pagers, laser pointers, cell phones, toys, I-Pods, CD players, and electronic game devices are not to be brought to B&A, except for on special days as designated by the director. If these items are brought to school they will be confiscated. St. Joseph School is not responsible for the safety or upkeep of such items. B&A has a wide variety of indoor and outdoor toys for children to use. Please do not let children bring items from home to B&A. E-Readers, for the purposes of reading are allowed.

SCHOOL/B&A PROPERTY

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages, loses or destroys school or B&A property, the student will be expected to pay the expenses involved to replace the item.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

In order to maintain a safe environment for all students and staff at B&A, there are behavioral expectations for all children. These rules and expectations will be reviewed with the students on a regular basis.

B&A follows the same discipline philosophy as St. Joseph School and implements Positive Behavior Interventions and Support (PBIS). This is a school wide-initiative with a consistent set of expectations, including positive reinforcements and corrective consequences for all students in grades PS-8. See pages 37-38 in your St. Joseph Student Hand Book for the Behaviors and Consequences Matrix that is used by both school and B&A staff.

DISCIPLINE

Helping students to grow in self-management and responsibility requires patience, effort, trust, and mutual cooperation between parents, students, and B&A staff. Parents and staff should facilitate student growth in responsibility for behavior, learning and personal development.

A high priority is placed on appropriate behavior at St. Joseph. We believe appropriate behavior demonstrates that students are practicing gospel values and character in their personal lives and in their relationships with others.

KID'S CONNECTION HANDBOOK

There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle.

Albert Einstein

SAFE ENVIRONMENT

It is the goal of St. Joseph School and B&A to provide all students, staff and parents with a safe and orderly environment.

VIOLENCE

B&A has a zero tolerance for violence. Acts of violence will result in consequences that could include expulsion.

BULLYING

B&A has a zero tolerance policy for bullying. Bullying will result in consequences appropriate to the behavior.

HARASSMENT

B&A has a zero tolerance for harassment. Harassment will result in consequences that could include expulsion.

WEAPONS

B&A has a zero tolerance for weapons. Weapons are not allowed on school grounds or at school sponsored events. Weapons will be taken from students and others who bring them onto the school property. When a weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action, including expulsion. Students who fashion weapons from pens and other materials will be disciplined. See St. Joseph's Parent / Student Handbook for complete details on student searches and contraband.

Promise me you'll always remember:

You're braver than you believe, and stronger than you seem, and smarter than you think.

A.A. Milne, Winnie-the-Pooh

Weeds are flowers too, once you get to know them.

A.A. Milne, Winnie-the-Pooh