



Parent/Student Handbook 2021-2022

Mission Statement:

St. Joseph School is committed to all students to provide spiritual and personal growth, academic excellence, and service to others.

***Saint Joseph Catholic School
405 Harris
Pilot Grove, Missouri 65276
Phone 660-834-5600***

Handbook for Parents and Students

THE DIOCESE OF JEFFERSON CITY POLICY & REGULATION MANUAL EXPRESSES OFFICIAL POLICY AND REGULATIONS REGARDING ALL ELEMENTARY SCHOOLS OF THE DIOCESE. THE ST. JOSEPH SCHOOL HANDBOOK IS IN COMPLIANCE WITH THE DIOCESAN MANUAL.

The code numbers in the handbook refer to the numeration in the Diocese of Jefferson City Policy and Regulation Manual for School. A copy of the Manual is located in the principal's office and it is available for preview upon request.

DSP indicates a Diocesan School Policy and a **LSP** indicates a Local School Policy.

DSR indicates a Diocesan School regulation and a **LSR** indicates a Local School Regulation.

Right to Amend

The pastor and principal retain the right to amend the school's parent/student handbook for just cause. Parents will be given prompt notification if changes are made.

WELCOME TO SAINT JOSEPH CATHOLIC SCHOOL!

In choosing Saint Joseph Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The faculty and staff of Saint Joseph Catholic School look forward to working with you and your child to promote spiritual and personal growth and academic excellence in the context of the Catholic values of community, service, reverence and leadership. Together let us pray that God may bless us on the important journey!

A short history:

Saint Joseph Catholic School in Pilot Grove, Missouri was built in 1917. During the years 1923-1929 the school housed a two-year high school as well as grades one to eight. Benedictine Sisters staffed the school until 1973. Today there are 4 full-time teachers who teach in four double graded spacious classrooms, one preschool teacher, and one kindergarten teacher. There are two part time teachers/aides, one cook, school/parish secretary. There is an art room, technology lab, library, and cafeteria. The parents are active in school events and their support of the school is evident. The school's reputation is built upon generations of supportive parents and parishioners who value Catholic education.

SCHOOL MISSION STATEMENT

The Saint Joseph Catholic School Community is committed to all students to provide spiritual and personal growth, academic excellence and service to others.

SCHOOL PHILOSOPHY

Saint Joseph Catholic School believes that each child is a unique individual with his or her own special dignity created in the image and likeness of God. Each has been given talent to develop and use. The atmosphere which the school provides will contribute to each child's growth and development in such a way that he or she will be able to contribute to the welfare of our American society. In an atmosphere permeated with gospel values, the pupil will learn respect for themselves, others, and God. The school will make every endeavor to help each pupil see his or her own uniqueness, strengths and weaknesses, and to accept responsibility for his or her own

individual life and actions as well as having a sense of responsibility for the wellbeing of others. The school, recognizing the primary role of parents in the education of their children, will assist them in their God given responsibilities by reinforcing family and Christian values, by guaranteeing excellence in training their children in the faith and practice of the Catholic Church. By assisting each child to become a more accepting and responsible individual, the school will attempt to build a better society and bring about peace and justice.

Mindful of each person's uniqueness, the school will endeavor to impart a quality of instruction that stresses excellence. Emphasis will be placed on cooperation rather than competition. Learning opportunities will challenge pupils' talents for greater growth and development. The school will train its students in an appreciation of the dignity and sacredness of all.

Self-discipline will be encouraged and demanded. Saint Joseph Catholic School believes that each child is of incalculable worth and has the right to the opportunity for complete human growth.

Saint Joseph School invites and call upon all associated with the school in the progress of the children to join in maintaining and increasing the academic excellence, sense of respect, Christian values and commitment, which characterize the school.

LSR-Appointments with teachers and principal

If parents wish to speak to the principal or a teacher regarding any matter that requires extensive discussion, they must first make an appointment. It is unfair to go to a teacher before or after school without first making an appointment, as this is their time to prepare their lessons and to spend time with their students. Parents are not to enter any classroom during school hours to speak with the teacher, their child, or give their child something. It is disruptive to the learning environment. If parents need to see their child, they are to come during lunch or recess. Of course, exceptions will be made for emergencies.

LSP-Parent/Teacher Communication

Parent and teacher communication is a vital part of student success. Parents are encouraged to contact teachers about questions or concerns, but should follow some general guidelines. When emailing a teacher please allow 48 hours for a response, for more urgent matters call the school to speak to a teacher. If the teacher gives their personal number, call or text only between the hours of 7:30am-6:00pm. When wishing to speak to a teacher please make an appointment with them so that both parties are aware of the time for the meeting.

DSP 1305

Community and External Operation: EDUCATIONAL 1234 1234AUTHORITY IN THE PARISH

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

LSP Advisory School Board

The Advisory Board consists of six people representing the parents and parishioners of Saint Joseph Catholic School, the pastor and principal.

LSP Advisory School Board Responsibilities

The basic responsibilities of the advisory school board are to formulate and communicate policies for the school which are compatible with diocesan policies, pursue goals of long-range planning and public relations, and review and evaluate their own meetings, policies, projects and communication.

LSR-Addressing the advisory school board

The school board will hold open meetings and will meet every month. Any parish member can request to voice an opinion at any board meeting by making a request to the pastor, principal, or school board president one week prior to the meeting. The party making the request will then be placed on the agenda if the pastor and principal approve, or directed where to go with his or her concern. Executive session may be required, depending on the subject matter.

DSP 1430

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

The school encourages a partnership between the home and the school. The Home & School organization meets every 6 weeks. There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

Saint Joseph School Home and School Association

The Home and School Association meets periodically. A copy of the parent organization's constitution and by-laws is available at the office.

DSP 5260

Students: Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of Jefferson City Catholic schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- 1. Information that concerns violation of the law;*
- 2. Matters involving the health and safety of the student or any person;*
- 3. Serious moral issues;*
- 4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.*

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Admission and Enrollment LSP

In order to maintain a high quality of education at St. Joseph's Catholic School, enrollment will be evaluated in the spring of each school year for the following school year for class size purposes, number of teachers, etc. Enrollment in each grade and classroom will be limited to the maximum number of

students permitted by the Diocese of Jefferson City and/or the physical capacity of parish facilities as determined by the pastor and principal in consultation with the school board. Every new student will have a three month probation period. The normal admission priorities are in the order as follows:

1. Current students will be re-enrolled automatically for the next year
2. Children of current school families, parishioners, Catholic non-parishioners, or non-Catholics, will be accepted for enrollment.
3. Children of parish families
4. Children of Catholic non-parish families
5. Children of non-Catholic families

The pastor and principal reserve the right to make an exception to the policy based on individual and/or extraordinary circumstances.

General Requirements for Admission:

- A. A child entering first grade is to have successfully completed kindergarten and must be six (6) years of age by August 1. Those who are Catholic and were not baptized at St. Joseph's will need their baptismal certificate. For all new students the following documents are required:
 1. Official certificate of birth
 2. Baptismal certificate
 3. Immunization records (Shots must be up to date before entrance to school.)
 4. Certificate of transfer from school first attended, or report card.
- B. A pre-registration for all students will take place in the spring.
- C. Withdrawal from St. Joseph's School: The parent of any pupil leaving our school must notify the principal so that needed information may be obtained for the files and the transfer papers. Copies of academic records cannot be forwarded to another school without an authorization to release the records signed by the parent.

DSP 5201

Students: Proof of Guardianship

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

LSR-Attendance, Absences and Tardiness, Truancy

If a child is absent, the office and/or classroom teacher is to be notified before **8:30 A.M.** to report it. It may be by either a phone call or email. Those not reported by 8:30 A.M. may be called by the secretary or principal. This is for the safety of the children and our peace of mind. Excessive absences shall be questioned by the principal. Students will not receive credit for make-up work unless the school is notified and there is a reason for the absence. All students are responsible for their own make-up work. Normally, a student will have one day to make up work for each day missed. If a student is absent for 5 days or more, the student and parents are asked to confer with his/her teacher to determine a deadline for makeup work.

Students that have missed school due to being sick need to be fever free without medication for 24 hours before returning to school. Students with stomach illnesses also need to have not vomited or had diarrhea for 24 hours without medication before returning to school.

Students that have been absent due to sickness should remain home until they are fever free without medication for 24 hours. Students experiencing vomiting or diarrhea should also be symptom free for 24 hours before returning to school.

Students who arrive at school after 8:00 A.M. will be counted as tardy for attendance. If arriving after 8:00 students should check in at the office to be allowed into their classroom. Excessive tardiness will be questioned by the principal.

Truancy will be defined as absence from school without the parent's (or guardian's) and school's prior knowledge and consent and includes departure from the school, extracurricular activities, or field trips without the parent's (or guardian's) and school's knowledge and consent.

Normal Steps to be taken in the event of truancy:

Parents will be notified immediately and local authorities will be contacted.

If the student is involved with activities at the public school, he/she will be contacted as well.

Consequences of Truancy:

For every hour a student is away from school, the student normally will be required to spend the same number of hours in detention doing service work for the school.

DSP 5210

Student: Absence and Tardiness

Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri .(Refer to #5810)

An absence of more than two hours is recorded as one-half day absence.

Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810)

The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

DSP 5211

Students: Written Excuses

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has a reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

DSP 5220

STUDENTS: Requests for Family Reasons

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

LSR-Telephone use by students

Telephone use by students will be granted in case of necessity to notify parents of urgent matters only. Generally, forgotten assignments or other work are not urgent matters. Students are to make any "after school" social arrangements before coming to school. If a student brings a cell phone to school, the phone must be kept in the student's book bag and must be turned off. The school is not responsible for stolen phones.

DSP 5520

Students: Drug/Medication Administration

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian.

Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration (see below). The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools should require that the medication be kept in a locked cabinet.)

LSP Drug/Medication Administration

- 1) All medication, whether prescription or over-the-counter, must be in its original container labeled with the student's name.

- 2) Written instructions with consent must be received from the parent/guardian for dispensation of over-the-counter medicine.
- 3) For prescription medication, written instructions from the prescribing physician must accompany the consent from the parent/guardian.
- 4) All medication will be kept in a locked cabinet in the school office along with the written instructions and consent from the parent/guardian.
- 5) Prescription medications will also be accompanied by the prescribing physician's instructions.
- 6) All medication shall be given by the school secretary and a written record kept on a chart with the student's name, the date, the kind of medication given and the amount given.
- 7) The school secretary shall consult with appropriate persons (public health nurse, public school nurse, etc.) regarding dispensing medication as needed.

At the end of each school year, any unused medication will be disposed of and the instructions filed. Written instructions/consent must be updated at least annually.

DAILY SCHEDULE

Supervision begins at 7:30 A.M. Children are not to arrive at school before 7:30 A.M. All students must be picked up before 3:15 PM unless utilizing the After School Care program. Any students waiting after 3:15 PM will be taken to the office and parents will be called. Exceptions are made for after school activities.

7:50 A.M.	1st bell Students are released from the cafeteria
8:00 A.M.	Class begins
9:30-10:00	Morning Recess Preschool -4 rd Grade
11:00-12:00	Lunch and Recess Preschool-8th grade
2:50 P.M.	Warning dismissal bell rings
2:55 P.M.	Prayer, announcements, & dismissal
3:00 P.M.	Bus Riders Dismissed
3:05 P.M.	Dismissal of walkers

MASS SCHEDULE

Students attend Mass at 8:05 A.M. Mass on Tuesday and Thursday. Masses will also be held on all holy days. The teachers and students will plan and fill most liturgical roles for Tuesday and Thursday Masses. There will be a weekly rotation among classrooms. On First Fridays the students will have Mass, participate in Adoration of the Blessed Sacrament and Benediction.

CANCELLATION OF SCHOOL

In the event that school is cancelled families will be notified through Parent Alert emails and text messages. Media outlets will also be notified. These media outlets will be notified: KWRT 1370 AM, KMMO 102.9 FM, KOMU-TV Channel 8, KMIZ-TV Channel 17, KCLR 99.3 FM. **If Pilot Grove C-4 cancels school for severe weather, St. Joseph's Catholic School will also cancel.**

All after-school activities, including athletic events, are cancelled if St. Joseph's Catholic School is closed. This applies even if other participating schools are open.

LSR-Homework

Daily homework is a requirement for all students. The homework need not always be written. Many times reading and reference work is given by the teacher. Weekend homework will be limited. Parents are to check the section on make-up work under "absences".

LSR-Books

All books for classroom use are furnished through the school. Any book damaged or lost must be paid for by the student. Each family is assessed \$75.00 per child for their school book fee. This fee is paid to

St. Joseph School.

LSR Library Books

Students will have a regular weekly library time. If a student does not return his or her book on the scheduled date of return, no new book will be issued until the book is returned. If a library book is lost or damaged, the student needs to pay for it. Librarians will notify parents of missing books.

DSP 5405

Students: Parent/Teacher/Student Conferences

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

Report Cards

Report cards will be issued four times a year: October, January, March, and May. Mid-term Progress Reports are sent home half way through each quarter. Parent-Teacher Conferences are held for the first quarter and with optional third quarter conferences. If at any time parents are dissatisfied with the progress of their child, it is suggested that they make an appointment with the child's teacher.

A developmental diocesan report card will be used for grades PK-2nd. The diocesan report card grading system for grades 3rd-8th is as follows:

A+ 99-100	A=95-98	A- 93-94
B+ 91-92	B=88-90	B- 86-87
C+ 83-85	C=80-82	C- 77-79
D+ 75-76	D=72-74	D- 71-70
F -	Below 70	

LSP Distinguished and Honor Roll-(grades 3-8)

The Honor Roll will be published after each quarter. The Honor Roll is figured on a point scale. A+ is 12 points, A=11, A- is 10 points, B+ is 9 points, B=8, B- is 7 points, C+ is 6 points, C=5, C- is 4 points, D+ is 3 points, D=2, and D- is 1 point. The grades for subjects taught everyday will be used for the Honor Roll.

DSP 5410

Students: Promotion and Retention

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrators/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

LSP-Dress Code

Purpose: The purpose of the dress code is to assist in creating a school environment that is focused on learning and teaching and in upholding a strong Catholic identity in the school. A dress code sends the message that what students learn, how they think, and how they extend and apply their knowledge is ultimately far more important than how they dress.

The dress code also helps prepare students for future experiences as they become responsible young adults pursuing their employment and professional goals. All workplaces have dress code requirements, whether a strictly enforced uniform or unwritten expectations regarding attire.

Students at St. Joseph Catholic School are to conduct themselves in a manner consistent with a strong Christian learning environment. The dress code is a very important outward sign of that commitment parents have made for their children.

Item	Style	Color
Pants/Slacks/Capri's	Pleated, plain-front, cargo or corduroy. (no jean material)	Navy or Khaki
Shorts	Dress shorts in the style detailed above. Modest length, extending to student's fingertips with arms hanging at their sides.	Navy or Khaki
Skirts/Skorts/Dresses	For girls, modest length, extending to student's fingertips with arms hanging at their sides.	Navy or Khaki
Shirts	Dress, or polo, with a collar, short or long sleeves.	Solid color in Navy, Light blue, Khaki or White, with no designer, logos, or other print visible.
Sweaters	Any appropriate style to be worn over the shirt/blouse in the style above.	Solid color in Navy, Khaki or White, with no designer, logos, or other print visible.
Sweatshirts	Crew or V-neck fleece that can be worn over shirt/blouse style above.	Solid color in Navy, Khak, Grayi or White, with no designer, logos, or other print visible.
Spirit Wear	Shirts and sweatshirts, including t-shirts, displaying the appropriate school emblem/logo and color are permitted. These items do not need to be worn over a collared shirt.	

The dress code will be followed for every day school is in session. However, there will be days, generally referred to as “free dress days,” where students may wear other appropriate clothing of their choice or other attire fitting a theme for the day (example: Catholic Schools Week). These days will be announced in advance.

Dress code attire may be required for field trips, unless the nature of the field trip dictates otherwise. This will help reinforce a positive image of the school and will help with potential safety issues as parents and teachers are better able to identify the students.

General Appearance:

- With regard to both boys’ and girls’ appearance, the principal and pastor shall be the judge of hair length, neatness, extremes in appearance, and other aspects of grooming.
- Girls may wear earrings, but for safety reasons NO hoops, dangling type or those larger than a quarter are to be worn.
- **Shirts are to be tucked in at all times.**
- **Belts must be worn with pants/slacks that have belt loops.** Elastic-waist pants are permitted for all students but discouraged for students in grades 4-8.
- **Tennis Shoes or closed toed shoes are required for safety on the playground. Students are required to wear tennis shoes on PE days, Mondays and Fridays. Mud type boots will not be permitted to be worn to school. They may be brought to school in the case of inclement weather, but only to wear during recess or PE time.**

Coats, Jackets, Hoodies, and Items Intended for Outdoor Wear: These items are not to be worn inside the school building. **St. Joe hoodies will be allowed in the classrooms unless an issue with them arises.**

Physical Education:

Students in grades Preschool-8 will participate in PE activities as scheduled. Students must wear appropriate shoes (tennis shoes/sneakers, etc.). Boots or dress shoes are not to be worn on PE days for safety and participation reasons. The teacher may not allow students to participate in these situations and will send a note home with the student.

Since most PE activities must take place outside, the teacher may require multiple layers or long sweats and long-sleeved shirts be worn during cool weather.

Infractions:

A student who is inappropriately dressed for the first time will receive a violation notice that will be sent home to parents, signed, and returned to school. The second time a violation occurs the student will be sent to the Cougar Closet to change into appropriate clothes. A parent will also be notified.. The principal and/or pastor reserve the right to determine appropriateness of any item of dress not listed above.

DSP 5305

Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

LSR-Student Privileges and Responsibilities

Students are the reason schools exist. All students are worthy human beings deserving of respect and the best efforts of the school community, student privileges must be vigorously respected and protected at all times. In turn, all students have certain obligations to be contributing participants in the learning process

and to be good citizens within the school community.

Basic School Rules

Students obey rules for all areas of church, the school, classroom, hallways, cafeteria, playground, field trips, etc. Teachers have their own classroom rules and discipline plans that concur with our school discipline plan posted in the classrooms.:

The basic privileges and responsibilities of students at all levels include the following:

Purpose Statement: We, the students, staff, and families of St. Joseph School, will create a climate of responsibility, safety, Christianity, and respect to ensure growth in faith and learning.

St. Joseph School PAWS Behavior Matrix

	P Prepare for success	A Act Respectfully	W Work Safely	S Strive for Sainthood
All Settings	-Listen to adults in charge and follow directions the first time. -Follow expected volume level.	-Appropriately acknowledge and respond to others. -Use polite words and manners. -Provide personal space.	-Walk facing forward. -Keep hands, feet, and objects to yourself.	-Accept others. -Be honest. -Be positive.
Classroom	-Be prepared. -Actively participate. -Be organized.	-Always do your best. -Wait your turn to speak. -Be silent during instruction and independent work times.	-Keep your area clean. -Use supplies as intended. -Stay seated and on task when the teacher is out of the room.	-Pray actively and reverently. -Share willingly. -Invite others to activity groups.
Playground	-Follow playground and game rules. -Take care of structures and equipment. -When bell rings or whistle blows to end recess, stop playing and line up facing forward.	-Encourage others.	-Use structures and equipment as intended. -Stay in approved areas. -Walk around recess activities and games.	-Include everyone. -Show good sportsmanship. -Offer help.
Cafeteria	-Use please and thank you when in the lunch line -Clean up your area before leaving.	-Take only what you will eat. -Use appropriate voices. -Use table manners.	-Clean up or report spills. -Sit correctly on chair. -Watch out for others. -Eat only YOUR food.	-Be grateful. -Make healthy choices.
Church	-Actively participate in prayer and song. -Take care of church materials and furnishings.	-Enter and exit Church quietly. -Face the Altar during Mass.	-Use kneelers appropriately.	-Learn and live the message. -Show reverence.
Restroom	-Clean up after yourself. -Wash hands with soap. -Return to class when finished.	-Take care of property. -Give people privacy.	-Report messes. -Report concerns.	-Conserve paper, water, and soap.
Before/After School Care	-Use indoor voices when inside. -Take care of your property and belongings.	-Be silent when the bell rings. -Put chairs under table.	-Stay in supervised areas. -Use structures and equipment as intended. -Keep walking areas clear.	-Include everyone. -Show good sportsmanship.
Hallway/Building Transition	-Stay to the right. -Stay with your group. -Keep track of belongings.	-Be silent when classes are in session. -Use volume 2 or below when walking between buildings.	-Use crosswalks. -Keep all doors closed. -Use stairs one step at a time.	-Be courteous. -Show patience.

At Dismissal	-Keep all belongings in backpack. -Arrive on time to cafeteria	-Be silent and pay attention.	-Move straight to your dismissal location with your group.	-Wait patiently.
Assembly	-Actively listen and participate as instructed.	-Support everyone.	-Enter and exit in an orderly manner. -Walk carefully. -Stay seated until you're dismissed.	-Show appreciation.
Field Trip	-Listen to and follow directions given by adults. -Be responsible for belongings.	-Use appropriate voices. -Use property correctly.	-Stay with your group. -Follow rules for vehicles used.	-Represent St. Joe positively. -Show appreciation.

LSR: Voice Volume

Appropriate levels of voice volume will be utilized throughout the day. All classrooms and teachers will use the voice volume chart below to help students understand the appropriate level.

- 5: Outside Voice
- 4: Presenter Voice
- 3: Normal Voice
- 2: Normal Voice
- 1: Whisper Voice
- 0: Silent

DSR 5310

Students: Prohibition of Corporal Punishment

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

DSP 5315

Students: Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

DSP 5820

Students: Diocesan School Policy on Harassment

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

- 1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”***
- 2. No student shall be subject to sexual harassment as a student.***
- 3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.***
- 4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.***

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

Discipline Philosophy

It is Saint Joseph Catholic School’s belief that as a Catholic school it is our responsibility to assist parents in the development of their children as responsible, Christian members of society. To accomplish this, there must be a mutual respect and trust among parents, teachers, and students. The school discipline procedure will be consistent with Catholic Christian teaching, lead to the development of self-discipline, provide a safe and orderly environment for all members of the school community, and based on the responsibilities of all students.

Discipline in schools must be maintained in order to achieve maximum learning benefits for all students at all times. When a problem occurs, all students shall be treated with fairness, respect, and dignity, always keeping in mind that Christ is ever present in our school.

Goals

- 1) To assist students in incorporating Catholic Christian values into their daily life.
- 2) To develop a sense of community responsibility.
- 3) To assist students in developing the responsibility necessary for self-discipline.
- 4) To join with parents in a cooperative partnership in implementing the school discipline plan.

Implementation of school rules:

- Every year, teachers will discuss with their classes the discipline procedures and develop guidelines for the classroom regarding what the basic rules “Look Like” and “Sound Like” within their classroom.
- Teachers will create an atmosphere in their classrooms where each student feels valued as an important member of the group.
- Teachers will provide instruction regarding requirements and limits within the school setting.
- Procedures will be utilized which hold students accountable for any transgressions of the basic rules. These procedures include: identification of the problem behavior, effect of that behavior on self and community, development of a plan to prevent the behavior from happening again, and making amends for the effects of the behavior.

- Behavior plans may include: conferences with parents, teachers, and/or principal, restriction of activities, preferential seating arrangements, organizational strategies, apologies, school/community service, peer assistance, and other actions/activities which are related to the behavioral concern and lead toward reconciliation.
- At all times, all individuals will be treated with respect and dignity. Yelling, use of physical contact (except in cases where safety is a concern), disrespectful language, and belittling are not part of the disciplinary plan.
- Appropriate consequences relevant to the infraction will ensue. Below is a list of possible consequences that will be utilized depending on the situation. It will be up to the discretion of the pastor, principal, or teacher as to what consequences should be imposed according to the severity of the offense.
 - Procedures may include:
 - a Saint Joseph School Discipline Report to be signed by the parent in two school days and returned to the teacher
 - conferencing with a teacher
 - isolation at a “safe spot” in the classroom to allow the student time to complete a plan
 - being sent to a “buddy room” to complete a plan or until the teacher has sufficient time to process the behavior with the student
 - conferencing with another teacher or the principal, and teacher/student/parent conference
 - Student plans must be accepted by the teacher as effective measures to deal with the situation.
 - miss part of a recess
 - write sentences or paragraphs, copy from the Bible
 - miss out on a reward
 - complete school service (i.e. clean desks, tables, etc.)
 - call to the parents
 - after school detention
 - in school suspension (ISS)
 - out of school suspension (OSS)
 - dismissal or expulsion
- This is just a sample list, and not to be taken as the only possible consequences. The school reserves the right to add to this list to meet the needs of the students and their individual circumstances.

SERIOUS BEHAVIOR VIOLATIONS

- 1) Students engaged in any of the following types of behavior as listed below, or other such serious offenses, at any time while on school property, at school- sponsored activities, or in vehicles being transported to or from school- sponsored activities, shall be seen as soon as possible by the principal or the principal's designee:
 - a) fighting
 - b) stealing
 - c) cheating
 - d) vandalism
 - e) use of abusive or disruptive language
 - f) engaging in harassment,
 - g) possession of pornographic material, including but not limited to: music, CD's, tapes, photos,
 - h) being under the influence of drugs or alcohol,

- i) threatening or causing real or potential harm to any member of the school community: students, teachers or staff.
 - j) Students engaged in these types of activities will participate in a conference with the principal and the student's parents. They may be subject to in or out of school suspension for a period of up to 10 school days, be asked to make restitution, and/or perform community service, or be dismissed or expelled. A behavior plan will be developed to assist the student in the development of positive behavior alternatives. Students will be placed on a special behavioral agreement with conditions for the remainder of the school year and further incidents of this nature may result in expulsion from St. Joseph's Catholic School. Appropriate juvenile authorities may be asked, with approval of the diocese, to be involved when necessary. Students may be asked to participate in counseling as a condition to remaining in school.
- 2) Students found in possession of any of the following or similar items on their person, in their backpacks, purses, or lockers, at any time while on school property, at school-sponsored activities, or in vehicles while being transported to school-sponsored activities, may be subject to immediate dismissal or expulsion and may be referred to the appropriate legal authority with approval of the diocese.
- a) Dangerous weapons including: guns, knives, explosives, clubs, or any instrument or device used to inflict physical injury, harm, or intimidate another person.
 - b) Non-prescription drugs, drug paraphernalia, alcohol, tobacco products, including any substance or item which a student represents to be one of the above. (All prescribed medications and over the counter drugs must be kept and dispensed from the health room per medication policy.)

Desks, and storage spaces used by students are considered school property, as such these may be checked or searched at any time, should the school staff feel that this is necessary to maintain a safe and orderly environment. Students may be required to empty pockets, purses, and backpacks if there is probable cause.

- 3) The principal retains the right to modify these procedures, and take whatever disciplinary action he/she deems appropriate, on a case-by-case basis after consultation with the pastor and/or diocesan school office.

DSP 5545

STUDENTS: Alcohol Use at School Related Events No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

DSP 5101

Students: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

DSP 6235

Instruction: Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

HEALTH SERVICE PROGRAM

The Missouri Immunization Law states that every child attending school must have been immunized against certain diseases with boosters being received at certain age levels. Immunizations records of each student are reviewed annually to identify those in need of immunization. Parents will be required to show proof of immunization if needed. Eye, ear, and other tests are made available to our students at certain points during the year through the cooperation of various local agencies. The school participates in the Missouri State Fluoride Rinse Program.

DSP 5575

Students: Student Insurance

Parents/guardians may take out a student accident insurance policy, if there is not a standard policy in schools that are part of the Diocese of Jefferson City. Schools are to arrange for a school insurance provider to provide forms for student accident insurance which covers children during school hours and when traveling between home and school.

Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance.

Lunch and Cafeteria

In order for the school to operate a federally-qualified lunch program, each student is required to participate unless medically excused. This is a requirement so that the school may continue to have a federally funded program. Each year, families will receive forms to determine eligibility for free or reduced-price lunches. Every eligible family is strongly encouraged to participate. It helps the family and the school.

PAYMENT

Each month every family will receive a lunch bill. These bills are due the 10th of the month. The cost of the lunch is **\$2.30 per day**. The school normally makes available second servings available to the students. Peanut butter sandwiches will be available each day in addition to the regular meal. Extra entrée's and sides will be charged a fee of \$.25 to \$.50 for seconds. Students on free or reduced lunches get 1 milk free, additional cartons cost \$.30. Students must take milk. Preschoolers are charged a \$30 fee for the year to cover their milk for snack time and to go towards classroom supplies.

CAFETERIA RULES(include but are not limited to the following):

STUDENTS ARE TO:

- Enter quietly and follow the Voice Volume chart while in cafeteria.
- Wash hands upon entering
- Follow correct traffic flow from serving counter to table and from table to trash to exit.
- Sit at appropriate table and remain there until allowed to leave.
- Eat All food in the cafeteria.
- Scrape food into trash cans(do not bang tray on the side of the trash can) and put utensils in the water.

Routines:

- Students in 7th & 8th grade will assist the cook in serving the older students on a daily basis, & flag duty.
- Students in 5th & 6th wipe cafeteria tables and assist PK at mass
- Grades 3rd & 4th bell duty

OUTDOOR/INDOOR RECESS

Students will be encouraged to play outdoors, when weather permits. All children are to participate in outdoor recess because adequate supervision of students is not possible if even one or two students are inside. If a child is not well enough to take part in outdoor recess, he/she is probably not well enough to attend school.

Parents are to make sure their children are appropriately prepared for outdoor play in cold weather. The students are encouraged to wear coats, hats and gloves.

Throwing of snowballs is prohibited. During inclement weather students will remain in the classroom. Generally this will be during rain or extreme cold. Inside recess will be supervised by the teachers. Table games and quiet play will be utilized.

FIRE DRILL

The school will hold fire drill exercises occasionally during the year. This exercise will be signaled by a series of three short bells.

Procedure:

- * Each teacher lines up their class and proceeds to the nearest exit. The classes gather on the basketball court.
- * A class list is carried by each teacher to see that all children are accounted for.
- * Students move to and from the school grounds in an orderly and quiet manner.
- * Corrections and improvements are to be pointed out when the students return to their classrooms.

TORNADO DRILL

- * Three long bells signals the beginning of a tornado drill.
- * All classes will proceed to the basement.
- * Students will be placed against an inside wall.
- * Students are to be instructed as to position taken while the drill is in force.
- * Students return to their classes following the all-clear signal.
- * Students will be required to move in an orderly and quiet manner.

DSP 5360

STUDENTS: Dismissal and Expulsion

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

DSR 5360

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DSP 5701

Students: Students with Special Needs

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

DSP 6610

INSTRUCTION: Athletics All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

DSR 6610

INSTRUCTION: Athletics All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will participate in the Play Like a Champion Today program. The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on: 1. Athletics as ministry to children and families. 2. Building teams as moral communities. 3. Promoting moral growth and gospel-oriented character development on and off the field. 4. Spiritual development linking play to prayer. All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching. Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching. At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once. Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring

that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools. The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.

LSR- Extra Curricular School Activities

The faculty of St. Joseph's School feels that all children should take part in as many extracurricular activities as possible. These include, but are not limited to Student Council, Bellarmine Speech League,, basketball, track, dramatics, spelling contests, and math competition. These activities are generally held after school and are in addition to regular schoolwork. Therefore students must be doing sufficient work and all daily-required assignments must be successfully completed in the regular classroom, before attempting these activities. Parents will be notified if a student is not doing sufficient work. Deficient work may result in not being allowed to participate in the activity.

If a student is absent 1/2 day or more on a day of an after school activity, the student will not be eligible to participate in that activity. If the event is on Saturday then the student must not have missed more than 1/2 of the last day of classes.

Basketball players in the 7th & 8th grades will co-op with the public school teams and follow MSHSAA rules. 3rd-6th grade students will have the opportunity to play on the Pilot Grove Recreational League. If a SJS student is on another team, their first and foremost priority is to the Saint Joseph Catholic School Team. Once the basketball schedule has been published, there will be no cancellations, additions or changes unless the athletic director and/or the principal of Saint Joseph Catholic School have been notified.

LSR-School parties

Planned parties for holidays and other special occasions will be at the discretion of the teacher and approval of the principal. Parents will be asked to help with the parties. Treats may be sent for birthdays or 1/2 birthdays (summer birthdays)

LSR-Lost and Found Items

Items that are lost should be reported to the school office as soon as possible. Things that are found on the school grounds are to be sent to the office for the "Lost and Found" box. Attempts will be made to locate the owners of the items.

LSP-Citizenship Award Criteria

Definition

Saint Joseph Catholic School seeks to educate children academically, socially, emotionally and spiritually and to instill in each student those values that will help them lead strong Christian lives as leading citizens in the community, nation, and the world. Each year, at the end of the school year, each classroom will present a Citizenship Award to one student. The award shall be reflective of the student's performance in the evaluation categories below over the course of the academic year.

Purpose

The purpose of the Citizenship Award is to recognize those students who demonstrate the values and qualities of Christian citizenship that are taught and exemplified in our Catholic school. This award is also an opportunity to recognize students whose contributions to our school may otherwise not be as noticeable as academic achievement but are no less important.

Criteria

In an effort to make the award more meaningful, the following criteria shall normally apply:

- One student from each classroom will be recognized.
- All students are eligible each year.
- Students may nominate fellow students if the classroom teacher desires.
- With their nomination, students must give reasons why this person is deserving of the award.
- A vote will be taken from the students to determine the student

Evaluation Categories

The following categories will be used for evaluation:

- **Observes the rules of the school:** The student follows school, teacher, and classroom rules, even in situations where a failure to follow might go unnoticed.
- **Follows Directions:** The student follows the directions given by teachers and other adults without complaining or unnecessary questioning.
- **Accepts Responsibility:** The student accepts responsibility for their actions. If mistakes are made, blame is not laid upon others. The student acknowledges their mistake and takes corrective action.
- **Respect:** The student demonstrates respects for self, peers, and adults. The student is considerate of the feelings of others and demonstrates courtesy.
- **Cooperation:** The student cooperates with other students and adults, maintaining a positive disposition and demonstrating a willingness to work with any other students.
- **Concerned about needs for others:** The student demonstrates through action they are concerned about the needs of adults and peers around them.
- **Best Effort:** The student applies their “best effort” in their academic work.

St. Joseph Award

- The staff will use the same criteria to determine a student for the St. Joseph Award. One student from each classroom will be chosen by the staff. The student must exhibit characteristics of St. Joseph for the entire school year and be an exemplary student.

After deciding on final “winners”, the teacher sees that appropriate certificates are awarded.

DSP 5370

STUDENTS: Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

- A. Students leaving early or arriving late must be accompanied by a written note. Limit appointments only to emergency-type cases, so that your child will not miss important material covered during class time.*
- B. If it is necessary to take your child out of school for whatever reason the dismissal must be done through the school office ONLY. Children will be released only to the custodial PARENT(S), unless we have prior authorization IN WRITING to release the child to other persons. Notify the office if you anticipate any of these situations causing difficulty. We will gladly work with you.*
- C. All students must be signed in and signed out through the school office when leaving early or*

arriving late.

- D. No child may leave the school or the school grounds without the written permission of his or her parents and or the approval of the principal and the teacher. We ask that such requests be made only in case of necessity.**

Transportation

All students in St. Joseph School who ride to or from school or school activities are subject to transportation rules and regulations as well as school rules until they get off the bus at their school or their homes. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safe operation of the vehicle and as such jeopardizes the safety of all passengers.

The following list of safety rules, which is not meant to be exclusive, must be followed and will help the parents and students to understand the goals of transportation service.

LOADING AND UNLOADING OF STUDENTS.

Morning:

- All students shall be unloaded in the back of the school building and meet in the school cafeteria.
- If parents are bringing students into the building we ask that you pull to the left to park, leaving the right lane open for drop off only.
- Buses will unload on the corner of the school in the mornings. The students will walk down the sidewalk and come around the building on the sidewalk to the cafeteria.
- Doors open at 7:30 for supervision and will be locked at 8:00. After 8:00 students must go to the office to be allowed into the classroom.

Afternoon:

- All students are dismissed from the cafeteria door.
- As students are dismissed from the building, students riding the buses will immediately board their bus in the rear of the building. All other students will remain in the cafeteria.
- Buses will load in the back of the school, supervised by an assigned teacher.
- Once buses have been loaded, the buses will depart and car riders will be dismissed.
- Car riders will be dismissed by order of vehicle line up. Vehicles should line up in a single file line and pull forward once students are loaded.
- A teacher shall be on duty to supervise and to dismiss car traffic once all students are safely in their vehicle.
- Once car riders are released any students walking will be released.

Previous to loading: (On the road and at school)

- Be on time at the designated school bus stops. Keep the bus on schedule.
- Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to enter.
- Horseplay is not permitted around the bus or bus stop.

While on the bus:

- Keep hands and head inside the bus at all times after entering and until after leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Bus riders are never to tamper with the bus or any of its equipment.
- Leave no books, packages, coats, or any other objects in the aisle.
- Leave no books, lunches, or other articles on the bus.
- Help look after the safety and comfort of small children.

- Do not throw anything out of the bus window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horseplay is not permitted on the bus.

Every school bus and driver has been supplied with a School Bus Conduct reporting system which reflects the rules of student conduct while on the bus.

REMINDER: ON THE DAYS THAT THE PUBLIC SCHOOL IS NOT IN SESSION AND WE ARE, THERE WILL BE NO BUS SERVICE

LSR-Bicycles

The school is not responsible for bicycles brought to the school. For safety reasons bicycles cannot be ridden on the school grounds. Students will park their bikes on the bike rack located on the side of the education building. Students are "strongly" encouraged to lock their bikes.

CHILD ABUSE

St. Joseph School requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would result in abuse or neglect will immediately report or cause a report to be made to the principal or his designee who will consult with the superintendent of school and then decide who is responsible for making a report via the Child Abuse Hotline to the Missouri Division of Children Services as required by law. Any person, who in good faith participates in making such reports or in any judicial proceeding resulting there from, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

DSP 5825

Students: Sexual Abuse of Minors

INTRODUCTION

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the motu proprio, Sacramentorum Sanctitatis Tutela of Pope John Paul II, the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB, and the Code of Canon Law.

BRINGING AN ALLEGATION

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number is as follows:

*Address:
Chancery Office
Diocese of Jefferson City
2207 West Main
P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: (573) 635-9127*

COMPLETE POLICY

The complete policy (DSP 5825) can be found in the Policy and Regulation Manual for Schools, Diocese of Jefferson City with the principal or pastor.

ASBESTOS

In accordance with government regulations, let this serve as notification that St. Joseph Catholic School has on file in our school office an asbestos management plan which is available for inspection.

DSP 4901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

Lines of Communication

1. Make an appointment with the teacher or teachers at once. Don't wait. Call the office and leave a message for the teacher to call you for an appointment time.
2. If the problem requires further consideration, then make an appointment with the principal. The principal will call a meeting with you and the teacher in order to discuss the problems further and try to solve them.
3. If you still feel that the problem requires resolution, call the pastor for an appointment to meet with him and the principal.
4. The final decision in resolving a problem will be made by the pastor.
5. No one may come to the pastor with a complaint regarding school matters unless they have FIRST met with the teacher and principal.

NOTE: Lines of communication are strictly enforced. The above recommendations are to be followed in the order that they are presented.

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse)

A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

- 1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.*
- 2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)*
- 3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.*
- 4. There is to be no retaliation against any party or participant in the grievance procedure.*
- 5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.*
- 6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.*
- 7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.*

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse)

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

DSP 6301

Instruction: Educational Outings, Field Trips, 8th Grade Trips

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

A school may, but is not required to, sponsor an end of year 8th grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

DSP 6305

Instructions: Chaperones and Drivers for Field Trips(Educational Outings)]

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial drivers license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

DSR 6305

Instruction: Chaperones and Drivers for Field Trips

All regular chaperones and drivers must complete the Protecting God's Children Program.

LSR-Internet and Technology Usage

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the computer services available over the St. Joseph School Internet network you must read the following information and sign the Internet Usage

Agreement:

- The use of the St. Joseph School network is a privilege that may be revoked by the individual teacher at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
- St. Joseph School reserves the right for teachers to inspect any material stored in files to which users have access and will edit or remove any material that the school staff, in its sole discretion, believes may be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
- A St. Joseph School Internet connection is provided primarily for educational purposes under the direction of the school staff. Non-educational use may be limited at any time by one of the teachers.
- Information services and features contained on the St. Joseph network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
- Information contained on the St. Joseph network is placed there for education or general information purposes, and is in no way intended to refer to any specific person, case, or situation.
- St. Joseph School does not warrant that the functions of the system will meet any specific requirements the student may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
- Rules and regulations of system usage will be modified and added when needed. Users are subject to these additional rules and regulations.
- Installation of any software packages (especially games, screensavers, or any beta versions of software) without the permission of the teacher is prohibited. Violation of this portion of the agreement will result in immediate suspension of computer privileges.
- E-mail (electronic mail) must be used responsibly. Specific user responsibilities include checking e-mail regularly, remaining within the limited quota, and not interfering with the traffic by sending broadcasts or lists to individuals. Students are responsible for protecting their e-mail account and password. E-mail accounts are to be used by the registered user only. Any misuse will result in suspension of e-mail privileges.

DSP 6425

INSTRUCTION: Student Internet, E-mail and Other Technology Use

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

- 1. Internet, e-mail and other technology access and use in school is a privilege, not a right.***
- 2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.***

3. *Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.*
4. *Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.*
5. *Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.*
6. *Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.*
7. *Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.*
8. *The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.*
9. *Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.*
10. *The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.*

In addition to the above, the school, after consultation with the superintendent of Catholic schools, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

DSP 1810

COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s), guardian(s), and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson city and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (pages 21 & 22)

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face to face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

FINANCIAL OBLIGATION & COMMITMENT PLAN

St. Joseph's Catholic School is operated on a stewardship model. The school is supported by all parishioners, many of whom benefited from Catholic schooling in their lives, including parents of the students. Sending children to a Catholic school is more than a choice, it is a commitment. It is a commitment of time, stewardship, and financial resources.

Non-Parish Families

Tuition	First Child	\$1,700.00 per year
	Second Child	\$ 850.00 per year
	Third Child	\$ 425.00 per year

Registration, Bus, and Book Fees (Applies to Parish & Non-Parish families)

The registration and sustaining fees have been combined to make the understanding of and accounting for the funds easier. The unified fee will be simply referred to as the registration fee. Also, the fee will be made payable in installments to give some flexibility to families. The schedule is as follows:

Registration Fees:

First Child:	\$300.00 per year
Second Child:	\$150.00 per year
(Maximum of \$450.00 per family)	

Registration fees are funds used to offset a minimal amount of fixed costs to the school. They are a separate expense and not as a part of your church/school contribution. Checks are to be written to St. Joseph School & send to school office.

Fee Schedule: \$40.00 per family at the time of registration
25% of fees due by June 1
50% of fees due by first day of school (late August)
25% of fees by October 1

Bus Fees \$125.00 per year, per family
Pay to St. Joseph School if your children will utilize this service. Fuel and other operating expenses have required a fee increase. This is still very reasonable and we appreciate the generous and valuable service that Kenny Lammers provides.

Book Fees (per child): \$ 75.00 per year (Paid to St. Joseph School)
This fee only supplements the cost of annual textbook adoptions & consumable materials. The Home and School help to cover the other cost of these supplies.

These fees are not tax-deductible. Sustaining, book & bus fees must be paid prior to end of the 1st quarter or grade cards and/or student records will not be issued. All fees, including tuition for non-parish families, must be paid prior to the acceptance of registration for the following year.

In addition to these fees parish families are expected to support the church with their weekly donations. In addition to church tithing \$125 per family per month is expected from school families.

Fundraising

Part of each school family's stewardship to St. Joseph Parish and School is to participate in the fundraising activities sponsored by the parish and school. The income derived from the fundraising activities supplements the operating budget of the parish and school.

Recognizing the need to supplement the income of the Home and School Association, which in turn assists in providing for the needs of St. Joseph Catholic School, it is expected that all families in the school will participate in the fundraising activities of the Home and School Association. These fundraising activities include, but are not limited to, the St. Joseph Dinner and Auction, concession stand at Steam Engine Show, "Blast From The Past" Dance, collection of various product labels, and certain rebate programs (Mid-Missouri Cellular, Country Mart card), and other activities.

Education Fund

The Education Fund is a fund that parish families would apply to for educational grants to assist them in paying for their child's fees and assessments in attending the parish school. These are need based grants as determined by the principal and pastor. These are not to be misinterpreted as loans, but as grants that do not need to be repaid. The fund would make payments directly to the school in the families' name if they were approved to receive assistance.



St. Joseph School Parent/Student Handbook Acknowledgement

I acknowledge that I have received a copy of the 2021-2022 Catholic School of Pilot Grove, Missouri, Parent/Student Handbook. I understand that it contains important information about St. Joseph Catholic School’s general policies and regulations and about my privileges and obligations as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand St. Joseph Catholic School’s policies and regulations and agree to adhere to these policies and regulations.

I further acknowledge that revisions to the handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

All students are to be aware of the policies and regulations in the handbook. Parents should help read and assist students in understanding the information. Students in grades 5-8 are required to sign that they have read and discussed the handbook with his/her parent/guardian.

Grade Date Student signature

[A copy of this Parent Handbook Acknowledgement is to be signed and returned to St. Joseph School.]

