

St. Joseph Catholic School Parent/Student Handbook 2018-2019

Educational Philosophy

St. Joseph Parish established a Catholic School in 1888 in order to fulfill, in part, the mandate of Christ to teach the Gospel to the whole world. (Matthew 28:18-20) St. Joseph Catholic School helps to form students in Christ by means of teaching doctrine, celebrating Liturgy and prayer, building community in Christ, and fostering Christ-like service, in order to assist parents in their duty as the primary educators of their children.

Mission Statement

As followers of Christ at St. Joseph Catholic School, we will encourage, strengthen, share the faith, and facilitate life-long learning for all of God's children.

Message to the Parents of our Students

The purpose of this handbook is to establish a closer relationship between the home and the school. According to Church teaching, the parents have the primary responsibility to educate their children, and a great deal of this education takes place in the home. The information in this handbook provides you with information about St. Joseph Catholic School as it concerns your child and you.

- Andrew Haake, Principal

Notice of Nondiscrimination Policy

St. Joseph Catholic School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

School Day Schedule

	Morning Pre-School	Afternoon Pre-School	Kindergarten - 5th
School Begins	8:00am	12:15pm	8:00 a.m.
Daily Mass	***	***	8:15 a.m.
Lunch	***	***	11:30 a.m.
Dismissal	11:00am	3:15pm	3:30pm

**School will dismiss at 2:00 p.m. on the day that holiday vacations begin and about once or twice a month for faculty meetings/work time (check the school calendar).*

St. Joseph School Faculty and Staff 2018-2019

Chief Admin. Officer	Father Robert Barnhill	Preschool	Denise Behrends
Principal	Mr. Andrew Haake	Para Educator	Donna Brown
Fifth Grade	Miss Karlie Bracht	Religion K-5th	Homeroom Teachers
Fourth Grade	Mrs. Ellen Hagemeyer	K-5 th Music	Mrs. Mary Shelton
Third Grade	Miss Ali Stohs	School Secretary	Mrs. Tammy Zarybnicky
Second Grade	Mrs. Emily Lohr	Bookkeeper & Parish Secretary	Mrs. Sara Stedman
First Grade	Mrs. Heather Hull	Maintenance/Custodial	Mr. Sam Stevens
Kindergarten	Mrs. Trisha Diekman	Custodial	Mrs. Donna Meyers

Contact Information: Please call the school at **223-5033**. Faculty and staff members may be available to take calls between **7:45 - 8:00 am** and **3:30 - 3:45 pm**. Between 8:00 and 3:30, messages for teachers may be left with office personnel. Teacher email addresses are first name-last name@cdolinc.net.

General Admission

- Registered in the parish (unless they are a non-Catholic)
- Parents registered in another parish without a school may apply if enrollment is not closed.
- Non Catholic parents who desire a Catholic education for their child/ren, if enrollment is not closed.
- Parents and children agree to cooperate with and uphold school regulations.
- Parents agree to pay fees or make special arrangements with the pastor or principal.
- Parents support the school through the practice of their Catholic faith (weekly Mass), the supervision of their children's homework and study, and the development in their children of a respect for all persons and all property.
- Those of other faiths agree to permit their child to study religion and participate in liturgical and para-liturgical functions.

Admission information needed:

- Application for Admission
- Original Birth Certificate (with raised seal) issued by the State – due within 30 days of registration. (Office personnel makes copy for student's file). Certified copies may be obtained by Vital Records, 1033 "O" Street, Suite 130, Lincoln, NE 68508-3621 for a fee. Application forms may be downloaded at www.hhss.ne.gov/VitalRecords. A picture ID, such as a driver's license, must accompany all requests. Requests can be mailed to: Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065.
- Baptismal Certificate – necessary in order to receive the sacraments (Office personnel makes copy for student's file).
- Immunization Records – must be presented before child can enter.
- Physical Examination Form – students entering Kindergarten and students from out of state
- Court-certified copy of the custody section of the appropriate decree (if applicable). It is presumed that the non-custodial parent has a right to receive and review information regarding a minor child unless the custodial parent produces legal documents to the contrary. Physical access to the child by the non-custodial parent shall be granted only in accordance with the legally binding documents which state these rights, or with the written permission of the custodial parent.
- Tuition Agreement and Stewardship Covenant
- Student Asthma and Allergy Plan (*if applicable*)
- Varicella Disease (Chicken Pox) Form (*if applicable*)
- Media Release Form – Used as parental consent for the school to use your child's photo on social media, newspaper, and/or the website.
- Individual Race and Ethnicity Form

Illness Policy

- Children who are ill and showing signs of sore throat, fever, or upset stomach should be kept at home. Students must be **fever-free for 24 hours** before they return to school after an illness.
- **Medications:** Students who need prescription and/or non-prescription (Tylenol, cough drops, etc.) medications will be responsible for providing their own medications. All medicine is to be kept and administered in the school office. Medication must be in the **original container** or it will not be administered. Parents need to provide written notification of the medication to be administered by filling out a medication permission form.
- Students with diagnosed diabetes, asthma or other life-threatening conditions are allowed to carry and self-administer prescribed medications if parents have signed a form indicating that their child is capable and they prefer he/she self-medicate. The student would need to come to the school office to administer the medication.
- If a student is out of school with a contagious or infectious disease, the student will be requested to bring a signed doctor's note allowing re-entry into school. Some of the illnesses include: measles, rubella, mumps, chicken pox, scarlet fever, impetigo, ringworm, and MRSA.

Injuries and Emergencies

- In case of serious injury or emergencies requiring immediate attention for the victim, every effort will be made to reach the parent, legal guardian or designated representative as soon as possible. An emergency card is kept on file for use when a parent or legal guardian cannot be reached. This card is filled out by the child's parent/legal guardian and should indicate the name of your family doctor and other pertinent data which would be helpful.

Absence Policy

- Parents must notify the school office between 7:30-8:00 am when their children will be absent from school. If parents do not contact the school, the school office will attempt to contact parents/guardians. If the school cannot reach the parents, the absence will be marked

unexcused. Upon returning to school, the child must present a signed note to the office, stating the reason and date of absence in order the absence to be changed from unexcused.

- Children who need to be dismissed early must present a note to the office stating the time and reason for dismissal.
- Excused Absences – Impossible or impracticable barriers outside the control of the parent to prevent the child from being attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent. This could include, but not limited to: illness, court, or death of a family member.
- Unexcused Absences – Parent acknowledged absences are those in which the parent communicated the child's absence with the school and is the parent's responsibility for the duration of the school day. This includes, but not limited to, illness and vacations. Unexcused absences are also absences in which the parent has not communicated with the school.
- A letter of notification will be sent to the parents of any child missing more than 10 days. After 15 days missed another notification will be sent and will require a meeting between administration and parents to devise a plan of action to prevent further absences. Students who accumulate 20 or more unexcused absences will be reported to the Gage County Attorney per Nebraska Revised Statute 79-209.
- Any child who is absent more than thirty (30) days in a year is subject to retention in that grade. A conference will be held with the parents prior to any action that is taken.
- **Tardy Policy:** Children who arrive after 8:05 a.m. will be considered tardy and need to check into the office. Exceptions will be made at administrative discretion for treacherous driving conditions. On a typical full day, the following policy is in place. Please take notes of these times when schedule children's appointments.
 1. Arrival prior to 10am is considered tardy
 2. Arrival after 10am is considered half-day absence
 3. Departure prior to 1:30pm is considered half-day absence
 4. Departure after 1:30pm is considered a full day

Discipline

Catholic education is a privilege that is directly dependent upon the support and sacrifice of parents and many others within the parish. Student conduct is a reflection of the Christian values of a parish community. It is therefore appropriate that students be expected to comply with established standards for behavior. The essence of Christian discipline is love and self-control. The moral development of each child is an integral part of our school.

Our philosophy aims at motivating children to develop positive attitudes toward discipline and responsibility. Students need to realize that the observance of rules is directed toward safeguarding their liberties rather than curtailing them. Christian behavior is expected in and out of school. We expect all our students to comply with school directives and policies. A cooperative effort between home and school is necessary for the best possible character development of the student in his/her social and moral behavior.

Most students will feel comfortable at St. Joseph School if they know the limits and school rules. Students will feel secure if they know that they will be treated fairly and with respect. Students should, therefore, be informed of the following school rules and disciplinary procedures.

General School Rules

Following the greatest commandment, we will love God with all our heart, soul, mind and strength. Students are expected to:

- Participate actively and reverently at Mass.
- Use God's name reverently and with love.

In response to Christ's exhortation, we will love one another as He has loved us. Students are expected to:

- Be respectful in word and deed to all adults.
- Be kind and respectful to each other.
- Keep hands, feet, and objects to one's self.
- Be modest and pure in dress and conduct.
- Be honest in dealings with others.
- Be respectful and careful in the use of the gift of speech,

In order to promote self-discipline and create an atmosphere most conducive to learning, students are expected to:

- Be in complete uniform each day.
- Complete class work and homework in the assigned time frame.
- Observe a silence of courtesy in the halls, stairways and restrooms.
- Move through school in a safe and orderly manner.

- Be respectful of all property.
- Refrain from bringing items that are dangerous, disruptive, valuable or otherwise inappropriate to school. (These include, but are not limited to, toy weapons, expensive items, large sums of money, music players, electronic games, cell phones, etc. The school will not be responsible for lost items).

Classroom Rules

Classroom rules/expectations for conduct are developed and implemented at the discretion of individual teachers. These will be reviewed with the students and posted in each classroom at the beginning of the school year. Specifications include, but are not limited to, provisions for positive reinforcement of appropriate behavior, opportunities for individual success in meeting expectations, and logical consequences for what are judged to be relatively minor infractions (e.g. loss of recess to complete late homework, loss of points for incomplete work, removal from a school activity for disruptive behavior, change of a seating assignment for excessive talking, confiscation of prohibited items).

Other Disciplinary Measures:

The administration reserves the right to employ other means of discipline or helps. These include, but are not limited to: contracts, loss of privileges such as field trips, service hours, recommendation of evaluation and/or counseling, in-school suspension, expulsion (used for very serious infractions, crimes, or as a last resort when the student has failed to demonstrate adequate effort to achieve and maintain behavioral goals).

Kindergarten will use an introductory discipline system, with forms tailored to students who are not reading/writing yet. Parent contact will be made frequently. 4th quarter, they will begin using the first grade form.

1st-2nd grade

Minor Offenses: Determined by classroom teacher, may add up to an intermediate behavior

Intermediate Offenses:

1st grade - 4x recorded = reflection form on back sent home

2nd grade - 4x (3x: 2nd Sem.) = reflection form sent home

Major Offenses: Orange reflection form is sent home immediately (other consequences are likely)

Minimum Consequences for Forms Sent Home

2 forms = parent phone call

3 forms = parent/teacher/child meeting

4 forms = parent/teacher/principal meeting

6 forms = parent/teacher/principal/pastor meeting

3rd-5th grade

Minor Offenses: Recorded on chart - 3 of the same neg. minor behaviors in the same week become an intermediate behavior

Intermediate Offenses: Reflection form

3 intermediate behaviors = a Major Behavior and a larger reflection form is filled out on the back and sent home

Major Offenses: Orange reflection form is sent home immediately (other consequences are likely)

Minimum Consequences for Forms Sent Home

3 forms = detention + parent contact

5 forms = detention + parent/teacher/student meeting

7 forms = detention + parent/teacher/Principal/student mtg.

9 forms = In School Suspension + parent/teacher/student meeting with Principal and Pastor

11 forms = meeting with Principal/Pastor about expulsion

Suspension/Probation/Expulsion: Attitudes and actions that violate the Christian character of our school may lead to suspension, probation or expulsion. Some reasons for suspension, probation or expulsion:

- (1) Behavior which presents a moral or physical danger to others
- (2) Unacceptable behavior that repeatedly occurs
- (3) Frequent absences or truancy
- (4) Either using, distributing, or having possession of drugs, alcohol, or weapons on school property or at school functions.

Tuition

The assessment of tuition and fees for a child's education at St. Joseph Catholic School is understood as a necessary and integral component of the financial management of the school. Financing St. Joseph Catholic School involves the support of Catholic parishioners, parents, community donors, and tuition. The policies that follow detail the guidelines for qualification and procedures for payments of tuition and fees to the school, as well as policies and procedures that address delinquency, tuition assistance, tuition refunds, and the Stewardship Covenant.

Tuition Rates *(All K-5 students will have \$25 Diocesan fee added to tuition invoice)*

St. Joseph Catholic Student (Kindergarten – 5 th grade):	\$450.00 for the 1st child; \$400/2nd child; \$350/3rd child
St. Joseph Pre-School (4 year old Morning) Student:	\$900.00 per child per year
St. Joseph Pre-School (4 year old Afternoon) Student:	\$1,170.00 per child per year
St. Joseph Pre-School (3 year old) Student:	\$765.00 per child per year

Tuition Assistance

Payment of tuition at St. Joseph Catholic School is a necessary expression of the commitment of a family to the personal, spiritual, and intellectual formation of their child(ren) through Catholic education. St. Joseph Catholic School recognizes that not all families are able to afford tuition. Parishes are required to provide tuition assistance to their participant members if such need exists. To request tuition assistance the requesting family must:

- Complete a Guardian Angel Tuition Assistance application
- Provide documentation such as tax returns, W-2, Child Support, etc.
- Applicants may qualify using the National School Lunch Program's criteria for Free or Reduced lunch

Tuition assistance applications are due to the Pastor prior to August 20th. It is the policy of St. Joseph Catholic School to deny assistance for past due tuition. This policy is in place to encourage a proactive approach to the need for tuition assistance. It is the policy of St. Joseph Catholic School to not deny a Catholic child a Catholic education based on an inability to pay. However, the school community has determined that as a matter of justice and appropriate school management the determination of an inability to pay should be made by completing the Tuition Assistance Application to provide objective criteria.

Methods of Tuition Payment

Option 1: Full Payment due by August 20th

Option 2: Semi-Annual Payment. The first payment of one-half of the tuition and fees will be paid by August 20th and the second half will be paid by February 20th.

Option 3: Ten equal monthly payments beginning in August and ending in May. Prior to 2018-2019, monthly payments were on a 9 month schedule. This was made, in effort, to lower monthly payments for families.

At Back-to-School Night in August, all families will receive a Tuition Agreement that will outline the expectations for tuition payment that academic year. Tuition payments for 2018-2019 must be paid online at <https://www.osvonlinegiving.com/720>.

Delinquent Tuition/Fees

Students must have their lunch, library, tuition, and fees accounts at zero prior to receiving a report card at the end of the year. All previously unpaid tuition must be paid by August 1 if a student(s) is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school.

Tuition Refunds

Tuition refunds will be made on a monthly basis. For example, if a student transferred on October 6th, November through May tuition would be refunded. All withdraws or transfers are to be made in writing. Refunds are for tuition only.

Stewardship Covenant

The goal of the Parish is to subsidize 75% of the cost of education at St. Joseph. In order reach that goal, the school has issued a Stewardship Covenant. The Stewardship Covenant creates a contribution window for K-5 school families. Families with one student at St. Joseph are asked to voluntarily give 25% of the Cost Per Pupil. Families with multiple students are asked to voluntarily give 25% of the Cost Per Family. For the sustainability of St. Joseph Catholic School, the Stewardship Covenant is vital. Please refer to the Stewardship Covenant document for updated figures.

Non-Catholic/Non-Parishioner Tuition

Non-Catholic and Non-Parishioner tuition will be the scheduled tuition rate + 25% of the Cost Per Pupil/Family from the Stewardship Covenant. See Principal or Pastor more information.

Five Year Tuition Schedule

YEAR	First Child*	Second Child*	Third Child*
2017- 2018	\$375	\$325	\$275
2018 – 2019	\$450	\$400	\$350
2019 – 2020	\$525	\$475	\$425
2020 – 2021	\$600	\$550	\$500
2021 – 2022	\$675	\$625	\$575

Hot Lunch

Lunch Money: Hot lunch is available to St. Joseph students through a satellite program with the Beatrice Public School. Milk is also available for purchase. Deposits can be made to the students Milk/Hot Lunch Accounts in the office every morning from 7:45 - 8:15 via cash or check. Deposits can also be made online anytime using Online Giving at <https://www.osvonlinegiving.com/720>.

Lunch Prices: Lunches cost \$2.95/each (which includes one carton of milk); extra/recess milk costs \$0.50/carton. Applications for free/reduced lunches are available throughout the school year in the school office and will also be sent out at the beginning of the school year. If you meet the federal guidelines of the free/reduced price lunches, and wish to participate, complete the form and return it to the school office.

School Meals Charge Policy:

Students will be notified when their account falls to \$5.00 or less. Upon third notification, parents will be called. **A statement will be sent home with your child at the end of each month.** Students with a negative balance will be provided lunch, however schools are not *required* to provide a meal to a paid or reduced student with a negative balance. Any student with a negative balance at the end of the year will have their report cards held until the balance is cleared.

Students who are not returning to St. Joseph and end the school year with a positive balance in their lunch account will be refunded the total amount. Positive lunch balances for returning students will be rolled over to the next school year.

Cold Lunch/Off Site: Children may go home for lunch or bring cold lunch if they choose. Those who will be going home on a regular basis must bring a note to the teacher on the first day of school. **Students will not be permitted to leave the school grounds for lunch, unless accompanied by a parent or guardian.**

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

DRESS CODE POLICY (K-5)

School uniforms are important for a number of reasons. As part of the Catholic school tradition, uniforms help to create a Catholic identity. Uniforms, which distinguish school clothes from play clothes, have been connected to better academic and behavioral performance. They help to eliminate the pressure of wearing the right brands or fashions, and can lead young people to realize that their value and worth comes from being children of God, rather than from what they wear or look like. Uniforms provide parents the advantage of lower cost for school clothing and eliminate daily battles over what clothes children will wear to school, especially in a time when fashions have become increasingly more immodest. St. Joseph School students are expected to adhere to the dress code as outlined below. The administration reserves the right to make discretionary judgments regarding appropriateness of student dress not explicitly covered by this dress code. The uniform policy will be strictly enforced. Highlighted text points out new policy and policy that needs closer attention. Used uniforms are available for free will purchase at the beginning of the year.

Girls Uniform:

- Plaid, navy blue or khaki jumpers (designated navy, red, and white plaid)
- Navy blue or khaki skirts
- Skirts must be knee length.
- Shorts are to be worn under jumpers.
- Khaki or navy blue capris may be worn August-October 31, April 1-May.

Boys and Girls Pants:

- Navy blue twill or khaki straight leg pant (no flare legs, low rise pants, extra pockets, or fancy stitching)
- Cargo pockets are not allowed.
- Pants are not to be baggy or tight.
- Belts, if worn, are to be solid black, blue or brown (no decorations).

Shorts:

- Navy blue or khaki walking shorts
- May be worn August - October 31 and April 1 - May.
- Shorts should be knee length - neither tight-fitting nor baggy.

Shirts:

- Must have collar at all times. (Friday St. Joseph attire is an exception)
- Red, white, navy blue, or light blue
- Polo or oxford (long or short sleeves)
- Girls - blouse (plain white, no lace or ruffles)
- Shirts are to be solid color with no logos or decorations.
- Undershirts must be solid white; no words, colors, pictures, logos or print.
- Long sleeved shirts should not be worn under short sleeved polos unless they are the same color.
- Shirts and blouses are to be tucked in at all times.

Sweaters/Sweatshirts:

- Solid navy blue, red or white pullover, cardigan or vest sweater
- Plain navy blue, red or white sweatshirt
- Navy blue or red Saint Joseph School sweatshirt
- Collared shirts must be worn under sweaters and sweatshirts.
- No hoods or zippers
- Red fleece jackets with the school logo may be worn in school.
- Other jackets/sweatshirts may only be worn to/from school and at recess.

Shoes and socks/stockings/leggings:

- Suitable shoes (tennis, loafer, sports) are to be worn. All shoes and sandals must have a back or strap around the back of the foot.
- Plain, solid black, navy blue or white socks, anklets, knee highs or tights must be worn with shoes or sandals.
- Girls must wear black or navy blue leggings under the uniform skirt/jumper in November-March. Leggings are tight-fitting, ankle length (no capri length) leg coverings. Leg coverings that are loose fitting, fall below the ankle and/or flare at the bottom are considered pants, not leggings.

Hair:

- Hair must be well groomed. Extremes in hair styles/colors are unacceptable.
- Boys' hair should not touch the eyebrows in the front or the collar in the back.
- Girls' hair should be kept out of the eyes. Girls may wear simple hair accessories, excluding extensions, feathers and similar decorations.

Makeup and Jewelry:

- Makeup and colored nail polish are not permitted.
- Jewelry permitted: Wristwatch, religious medal pinned to uniform or worn with simple chain.
- Girls may wear small earrings, one on each earlobe. For safety reasons, they may not wear hoops, dangles or earrings that hang below the earlobe. Boys may not wear earrings.

Other Points:

- Uniforms should be neat, clean and mended (when necessary). Clothing with holes should be replaced. It would be best to have at least two uniforms in order that the child may always comply with uniform regulations.
- All clothing should be marked with the child's name.
- Students may not wear tattoos or draw on their skin where it is visible.

Cold Weather

Please have your child/ren dressed appropriately (cap/ear band, mittens/gloves, boots) on cold days.

Procedures for Before and After School

- *School supervision begins at 7:50 a.m.*
- Students are to be seated in the hallway by the office if arriving before 7:50 a.m. After 7:50 they are seated in the Parish Center.
- There will be no games or use of playground equipment before or after school without supervision.
- Bicycles, skateboards, scooters, and roller blades / skates may not be ridden on the playground.
- *School supervision ends at 3:40 p.m.; all students should be picked up by parents before this time.*
- Students using playground after school must be supervised by their parents and follow school playground rules.

Visitor Policy

All visitors, parents, and non-staff volunteers are required to sign in at the school office upon entering the building. It is important for the safety of the students that the administration be aware of everyone in the school at all times. Opportunities for parents to visit the classroom are scheduled during the year. The teacher or principal will communicate these opportunities to parents.

Textbooks

It is the responsibility of each student to properly care for the textbook furnished by the school. Students are asked to keep the books covered and clean at all times. A fine will be assessed for loss or damage beyond normal use. Books should be carried to and from school in book bags. In the event a student loses or destroys a book belonging to St. Joseph School, the student is expected to pay the school for the loss. If the book is new, its purchase price is reimbursable; if the book is used for the second year, 80% of the purchase price will be charged; if it is the third year of usage, 60% of the original purchase price will be charged; if it is the fourth year of use, 40% of the original cost is charged; and thereafter, 20% of the book's original cost to the school will be charged.

Miscellaneous Policies

- Recess is generally outside unless it is raining, the playground areas are covered with snow or are icy, or if the temperature with wind chill is below 10 degrees.
- Birthday invitations are not to be handed out at school. If birthday treats are brought to school for the class they are to be kept simple. Educational gifts like pencils or erasers are preferred to food in the case of unknown food allergies. The teacher will decide when they are to be handed out.
- Snacks and treats brought into the school are to be pre-packaged in case of peanut or unknown food allergies.
- The fine for losing, damaging or destroying textbooks or library books will be the replacement cost for that book.
- Student cell phones must remain in student lockers during school hours. Violations will result in confiscation of the phone (until picked up by a parent).
- Lockers are school property; padlocks will not be permitted.
- Children will not be allowed to leave the school grounds, other than for excused appointments, without the permission of the principal.
- No child will be permitted to use the phone before, during, or after school without the permission of the principal or teacher.
- The phone *may not* be used to make social arrangements.
- The principal will make every effort to be available to parents and students.
- **Change of Address:** Parents are asked to notify the school in regard to change of address, telephone number, or marital status.
- **In the event of a snowstorm, school may be closed. A School Messenger broadcast will be sent out to all parents. Parents should also listen to KWBE radio 1450, or watch KOLN-TV (Cable Ch 11) or KLKN-TV (Cable Ch 8) if these conditions exist.**

Homework

Homework is designed to reinforce the learning goals and objectives of the current lesson/unit. It may also be used as an informal assessment by the teachers. We request that parents please review the homework tips below and if you have questions about homework, consult your classroom teacher.

Homework Tips – Parents please:

- Provide a place and time for study.
- Supervise the work done at home.
- Check that your child's work has been completed neatly.
- Review the assignment notebook as necessary.
- Check with the teacher if there seems to be some difficulty with homework

Late Work Policy: All work is due at the assigned time. If it is not turned in, the student will be expected to stay in at recess, from special classes, or after school that evening to complete the assignment or make other arrangements with his/her teacher. Points may be deducted from the grade. Parents will be contacted in case of chronic late papers and arrangements for assistance will be made between parents and teacher. When a student is absent from school due to illness, that student will need to meet with his/her teacher and discuss when absent work is due. Please notify your child's teacher as soon as possible of non-illness related absences before leaving. It would be desirable to have a portion of the assignments completed prior to absence. Work for non-illness absences is due at the time specified by your child's teacher.

Student Assessment & Parent Communication

Report Cards are issued each quarter. The student is evaluated according to his/her progress and effort. Parents should be particularly interested in the growth of desirable habits and attitudes. Steady and consistent growth in these areas help to promote better academic progress.

Progress reports are sent home toward the middle of each quarter.

Friday Folders go home every week. Please check you child's packet over the weekend and return it to the school on **Monday**.

The School Newsletter - Raven Review goes out each Friday.

Classroom newsletters will be sent home at the beginning of each month.

Conferences will be held twice a year in the 1st and 3rd quarters. You may set up conferences at other times of the year.

Assessments

- Measure of Academic Progress (MAP) tests will be given to K-5 students to measure student competency in areas of Math, Language Arts, and Reading. The tests will be given in the Fall, Winter, and Spring. This data will help provide individualized instructional

interventions.

- ITBS (Iowa Test of Basic Skills) is a standardized test taken by students in Grades 3-5 each spring to maintain an adequate profile of a student's achievement and potential ability. Students are encouraged to do their best and not to worry. It will help the teachers to see the strengths and weaknesses of the students. Test results are sent home to parents when they are received near the end of the school year.

In dealing with students whose behavioral patterns are significantly inappropriate the steps outlined will be followed:

- Parents/Guardians will be notified. A meeting with the parents, teacher and principal will be arranged to discuss the child's needs.
- Parents/Guardians will be asked to give consent for any professional evaluations considered necessary by the administration and teachers involved.
- It is expected that professional recommendations, (i.e. individual or family counseling) made to the parents/guardians will be followed. This request may come as a condition of enrollment.
- Failure on the part of parents/guardians to comply with recommendations and/or enforcement of school rules may result in discontinuing enrollment of their child(ren)

St. Joseph School Family Association (SFA)

The St. Joseph School Family Association provides valuable service to St. Joseph School by assisting the pastor and principal in carrying out the school's mission. To this end, the School Family Association collaborates on school improvement plans, public relations, fundraising, and community building. Meetings are open to all parents and are typically held the first Wednesday of the month. If parents have questions or ideas related to their child or the school, please contact the President or any member of the SFA board.

To volunteer for an SFA event, please sign up online at stjosephbeatrice.org/ <https://stjosephbeatrice.org/school/sfa/>

School Family Association board members are: Chief Administrative Officer - Father Robert Barnhill, Principal – Andrew Haake, President – Danielle Fairbanks, Vice President – Stephanie Belt

Programs

Sacramental Program

The documents of the Second Vatican Council speak of the importance and value of parental involvement in the sacramental life of their children. Programs for assisting the parents are arranged by the school. Dates of meetings are sent to the parents in sufficient time for schedules to be arranged so at least one parent can attend. Parents are expected to actively participate in the sacraments. The Sacrament of Penance and Holy Eucharist are received for the first time by the students in the second grade. The Sacrament of Confirmation is conferred every other year upon the students in the fifth and sixth grade, and older students who have not yet received the sacrament.

Speech/Language Therapy

Students with speech/language difficulties may be tested and serviced in cooperation with Beatrice Public School. Services are provided at St. Joseph School. All students in PreK, Kindergarten and 2nd grade are screened.

Missionary Childhood Association (MCA)

The Missionary Childhood Association encourages children to help other needy children around the world. Students are encouraged to give from their own resources, and to pray and sacrifice. For those who receive aid, the MCA can mean the difference between life and death. For the children who give aid, it is an experience that teaches the lesson of Christian apostleship and love, and one that shapes the attitudes of a lifetime. Since being raised to the status of a Pontifical Society in 1926, the MCA has continuously received strong Papal endorsement for its unique role in developing mission awareness in Catholic youth.

Educational/Behavior Testing and Resource

Through Beatrice Public School, students may be tested for educational performance and/or behavior that interferes with academic progress. Special education services are provided as needed to our students and served at Beatrice Public School.

Title I is a supplemental reading program which is designed to help students meet challenging standards in reading and math. Title I services are provided for those students who qualify in reading. They are served at St. Joseph School by Beatrice Public School personnel.

School Bus Transportation

Riding a school bus is a privilege provided by the Beatrice Board of Education, for children in areas served by bus transportation (St Joseph included). All riders receive a list of the rules at the beginning of the year through the public school.

Anyone interested in bus service is encouraged to call: **Mid States School Bus Inc. 806-4444** or the **Beatrice School Board Office 223-1500**.

School Safety

St. Joseph School will maintain safe, healthful and sanitary conditions in a positive learning environment.

Security Procedures

All entrances are kept locked and visitors may enter the east door by ringing the buzzer and being identified.

Emergency Procedures

Teachers and staff are trained on the Standard Response Protocol along with most schools in the State of Nebraska. Fire drills and tornado drills are held each year, in accordance with local/state guidelines. Lockout and Lockdown drills are also practiced throughout the year.

Crisis Response

Since unforeseen crisis events can happen anywhere, St. Joseph School has established crisis response procedures in the event of an emergency. Some basic guidelines for parents to follow during a crisis event include:

- 1) Parents will be notified as soon as possible in the event of an emergency. Try not to call the school with questions, since this may tie up the phone lines needed to communicate with rescue personnel.
- 2) Students will be carefully monitored for their protection. In a crisis, students will only be released to parents or designated adults, who may need to sign off that they picked them up.
- 3) In some crisis events (e.g. tornado, toxic fume release, etc.) students are safer remaining in the stability of the school structure rather than being released immediately. The school crisis team will make necessary provisions and decisions during any crisis events.

ASBESTOS NOTIFICATION: A federally mandated asbestos inspection of St. Joseph School, Beatrice, NE was conducted in 2008. Asbestos management plans have been written for the school and may be reviewed by interested parties during regular business hours. The only asbestos-containing material in our buildings is floor tile under the carpet in the office area. Its presence is not considered a threat. By following the school's asbestos management plan, we will continue to protect the health of our children and comply with federal and state asbestos regulations. The Asbestos Program Manager for the Diocese of Lincoln is Fr. Thomas MacLean, 1420 K Street, Lincoln, NE, 68508.

Health Screening is done each year. The minimum recommended screening includes: height and weight on all students and audio and vision screening. Accurate screening and re-screening procedures, identification of problems, referral and follow up are of great importance. Parents are notified in writing when further evaluation is recommended by their health care professional.

Dental records – State law requires that results of yearly dental examinations be on file in the student's record. Forms may be obtained from the school office before going for the yearly dental examination.

Head Lice: The school will check for head lice periodically. Anyone with live head lice will be sent home immediately. If any eggs (nits) are found, the child will also be sent home and re-checked when returning to school. If nits are still found, the child will be sent home. Please inform the office if you discover lice, so that we may work to prevent the spread of head lice.

Fundraising

Sweetheart Gala

This is the school's primary fundraising event. It takes place in February and consists of a dinner and live/silent auctions.

Box Tops

These programs provide free educational materials or money to our school. Please send in Box-Tops for Education.

Cookie and Candy Sale

Before Christmas families donate home-made treats to sell over a weekend.

Book Fair

The Book Fair is held to provide new books for the library and classrooms.

Sun Mart Receipts - Collect all your Sun Mart receipts and turn them into the school office. Once our school receives \$150,000, we are granted a \$1,000 award.

Computer and Internet Use Policy

All students will be asked to sign a computer/internet user agreement to abide by the following rules for use of educational technology available in our school.

Purpose: St. Joseph School strives to provide an exciting, interesting and motivating learning environment that allows students to develop their God-given capabilities. To achieve this goal, the school provides selected education technology for students to explore, investigate, question, analyze, evaluate design and create in a Christian environment. Technology is an increasingly integral part of effective educational programs; it is used to challenge students to reach even higher levels of achievement in religion, science, mathematics, social studies, language arts, music, business, arts, speech, physical education and computer proficiency. To this end, **St. Joseph School** uses technology in a carefully planned environment to enhance the holistic education of its students.

Acceptable Use: Computers and the internet are available in classrooms and in the computer lab at **St. Joseph School**. With computer and internet usage comes important individual, family and school responsibilities. In accordance with **St. Joseph School's** mission statement, students will be held accountable for computer and internet usage.

School Image: The school name, motto and logo are not to be used on any website (including social networking) without permission by school administration. Negative or unjust portrayals of school or persons associated with the school, on any website, including social networking sites, may be subject to disciplinary measures. This applies to actions initiated either in or out of school.

Supervision: The school will provide monitoring to the extent possible, including adult supervision, filtering, and software protection for undesirable Internet sites and password protection of operating systems and key files. Although students are supervised and guided in their use of the Internet, it is the student's responsibility to use all technology correctly. The use of technology is a privilege that can be taken away. It is illegal for anyone under 13 to be on any social networking site without parental permission. It is unsafe for minors to give out personal information on any social networking site. It is against Diocesan policy for teachers to associate formally (e.g. "friend," "follow") anyone under 19 years of age who is not a relative.

License Agreement: Software from home will not be accepted or put on our computers because of copyright or licensing purchase agreements.

Unacceptable use includes, but is not limited to the following:

- Activities that are illegal, dangerous, destructive, accessing or providing materials to sites which include information on drug use, pornography, bigotry, hate violence or criminal behavior; copyright violation or plagiarism.
- Violation of privacy or the integrity of others' files, revealing personal addresses, phone numbers, or bank or credit card information.
- Use of a photo, image or likeness of a student, employee or parishioner without the permission of that individual and of the administrator.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal e-mail that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities.
- Hacking or attempting to violate or change secure files; altering computer settings especially control panel settings.
- Introducing viruses or other harm to the system; damaging computers, computer systems, or computer networks.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.
- Using school computers for access to personal e-mail accounts except for specific teacher-supervised assignments.
- Accessing information or using the computers in any way contrary to the **St. Joseph School** mission statement.

Supplies: Students are not to waste or take supplies, such as paper, toner, cartridges, headphones and other items provided by the school. Students should print only one copy of their work on the printer. Unless requested by the teacher, additional copies should be photocopied.

Consequences: The school administration and faculty will decide whether an act constitutes inappropriate use of technology. Violation of the St. Joseph School Computer and Internet Use Policy will result in immediate suspension of computer or Internet privileges or both. Students will be responsible for payment of intentional damages or damages due to negligence to computer hardware or software. Other sanctions could include: detention, parental conference, contacting law enforcement authorities or other disciplinary action deemed necessary by the school administration.

Sexual or Other Bullying/Harassment Policy

St. Joseph Catholic School strives to provide a safe, secure, and Christian based environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and accepting of others) are encouraged in the education setting and required of students and staff. Inappropriate behaviors (bullying, intimidation, or harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behavior and discourage and protect others from inappropriate behaviors

“Bullying” is behavior where one person or group engages in harmful action towards another group or person acting on a real or perceived imbalance or power or view of superiority. The behavior can include verbal (teasing, name calling) and physical aggression (hitting, pushing), threatening, excluding, ignoring, or spreading rumors, defacing or destroying others’ property. Harassment includes the same actions, though not necessarily from a standpoint of perceived power.

Bullying or Harassment of any kind will not be tolerated in any school in the Diocese of Lincoln and are subject to disciplinary action, up to expulsion.

Students who are the victim or bullying/harassment or who observe such occurring are to promptly report to their teacher or the Principal so the problem can be addressed. Students who make reports of bullying/harassment will not be retaliated against for making the report.

Electronic Devices

Students will not be allowed to use electronic devices on school property during school hours. Electronic devices should be kept in lockers, or kept out-of-sight in book bags.

Content of electronic devices can be searched if administration has reason to believe it contains items that are in violation of the Acceptable Use Policy.

Volunteers

Volunteers who work with children are a great asset to the Catholic Schools. Any volunteer that has direct contact with students at St. Joseph must pass a criminal background check and have required “Recognizing Child Abuse” training completed. Any volunteer wishing to drive school students must submit an application, driver’s license, proof of insurance, and complete necessary training certification.

Any individual guilty of sexual misconduct with a child under the age of 18 is prohibited from working, as an employee or volunteer, in any ministry or setting that places the person in contact with minors directly and in an unaccompanied setting where he/she has more than incidental contact or supervisory or disciplinary power over minors.

Parental Concerns

Good communication between parents and teachers is essential. This is especially important when there is a problem to be addressed. Parents are cautioned to maintain confidentiality and to avoid bringing others into a personal situation. In order to ensure an orderly flow of information the following procedure should be followed:

1. First contact should be between parent and teacher. This contact may be in the form of a letter, phone call, email, or scheduled conference.
2. Should either party not to be satisfied with the outcome of the initial contact, a conference with the principal, parents, and teacher may be requested.
3. Should the problem not reach a satisfactory solution, the pastor may be asked to participate in an additional conference. The decision reached at this time will be final.

Transfers

Parents are expected to notify the school office at least two days in advance of a student’s withdrawal from St. Joseph School. A copy of the student’s records will be sent to the receiving school upon receipt of a release of records request from that school and when all fees and fines have been paid

Student Physical Examinations and Immunizations

A physical examination by a qualified physician is required prior to the entrance of a child into the beginner grade (grade of entrance into school) and the seventh grade or in the case of a transfer from out-of-state to any other grade in school. Students will be exempt only if a parent or guardian signs a statement to the contrary. (State Law).

Each student is required to be protected against measles, mumps, rubella, polio, diphtheria, pertussis and tetanus by immunization. Documentation or signed waivers must be presented before enrollment. Parents whose children are not immunized will need to have a doctor's signature saying the immunizations would be medically risky or a notarized affidavit saying immunizations conflict with the family's religious beliefs. Forms for these examinations and immunizations will be supplied by the school.

Student Age Group	Required Vaccines
2-5 year olds enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian or health provider will be accepted.
Students from Kindergarten through 12 th Grade, including all transfer students from outside the State of Nebraska and any foreign students.	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7 th Grade Only	1 dose of Tdap (must contain pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information call 402-471-6423.

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