



SAINT JOSEPH SCHOOL

FAMILY HANDBOOK

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Saint Joseph School Family Handbook 2024-2025

Policy of Non-Discrimination	4
Family Handbook Disclaimer.....	4
Saint Joseph School Mission Statement	4
Core Values	4
Attendance	4
Full Day Absence	5
Half Day Absence.....	5
Tardy	5
Excessive Absences.....	5
Excessive Tardies (tardy, 2 hours out, half days)	5
Early Dismissals.....	5
Special Situations	6
The School Year.....	6
The School Day	6
Drop Off and Pick Up	7
Alternative Pick Up.....	7
Car Line.....	7
School Closing for Special Events.....	7
School Closings for Weather	8
Non-Weather-Related Emergencies.....	8
Archdiocesan Guidelines Related to Attendance.....	8
Spiritual Environment.....	9
Faith-based Learning Environment	9
Religiously Centered Events and Activities	9
Witness Statement for Parents.....	10
Academic Environment.....	10
Creating a Learning Environment	10
Providing for the Learning Needs of the Student.....	11
Title I Program	12
Participation in Extended Learning Opportunities	12
Extracurricular Activities	12
Class Size and Organizational Structure.....	12
Class Sizes	12
Reduction in Force.....	12
Organizational Structure	12
Signs of Success	13
Social-Emotional Environment	13
Archdiocesan Guidelines Related to the Social-Emotional Environment	15

Curriculum and Instruction	20
School-wide and Subject Area Curriculum Goals for Saint Joseph School	20
Student Records	21
Student Assessment and Evaluation	22
Kindergarten 10 minutes	23
First and Second Grade 10-15 minutes;	23
Third Grade 30 minutes.....	23
Fourth-Fifth Grade 20- 30 minutes (plus) per evening.....	23
Sixth, Seventh and Eighth Grade might be as much as 45 minutes plus per evening	23
Reporting Student Progress	24
Instructional Opportunities Beyond the Classroom.....	25
Student Services.....	26
Cafeteria – Hot Lunch Service provided by Chris’ Pancake and Dining	26
Playground.....	27
Personal Property	27
Extracurricular and After-School Activities	27
After-Care/Kids’ Club LLC.....	27
Leadership Opportunities.....	28
Fine Arts Opportunities	28
Yearbook.....	28
Athletic Opportunities (https://www.stjosephimperial.org/Athletics/index.html)	28
Archdiocesan Guidelines Concerning Extra-Curricular Activities	28
Communication.....	29
Parent/Guardian to Teacher Communications.....	29
Teacher to Parent/Guardian Communications.....	30
Maintaining School Privacy.....	30
Methods for Decision Making.....	30
Resolving Disputes between Parents/Guardians and School Personnel	31
Health And Safety.....	31
Health Records.....	31
Physical Examination	31
Immunization	32
Emergency Information	32
Injury/Sickness.....	32
Communicable Disease	32
General Guidelines for Sending a Child Home for Illness	32
Medication Policy in Accord with Archdiocesan Guidelines.....	33
Indoor Clean Air Act.....	33
Animals and Allergies	33
Safety Videos.....	34
Emergency Preparedness (EMS- Emergency Management System)	34
General Safety of the Students per Archdiocesan Guidelines	34

Uniform Policy 35

 Uniform Dress Code: Boys.....36

 Regular Uniform36

 Gym Uniform36

 Uniform Dress Code: Girls36

 Regular Uniform37

 Gym Uniform37

 Girls and Boys as applicable37

 Hair37

Code of Conduct 38

 Parent Code of Conduct38

 Social Media for Students.....38

 Student Birthday Parties.....38

 Holiday/ Class Parties39

Financial Considerations 39

Home and School 39

Family Handbook

POLICY OF NON-DISCRIMINATION

All practices of a Catholic School in the Archdiocese of St. Louis related to employment shall be conducted without discrimination on the basis of race, color, national or ethnic origin, religion, disability, gender, or sexual orientation. No school shall on the basis of sex recruit, advertise, select employees, pay, promote, classify employees, grant leaves, provide fringe benefits, select for training in special workshops, conferences, restrict employment to a single sex unless the position is such that it can only be performed by a member of that sex.

FAMILY HANDBOOK DISCLAIMER

The Saint Joseph School Family Handbook contains established policies and procedures as of the beginning of the 2024-2025 school year. Since it is not possible for a Handbook to address every situation that might arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstance may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Archdiocese of St. Louis Catholic Education Office

SAINT JOSEPH SCHOOL MISSION STATEMENT

Saint Joseph School, a Catholic co-educational elementary school, promotes academic excellence rooted in Gospel values and Catholic tradition, fosters the formation of minds, hearts and spirits, and encourages growth in responsibility and service.

The Saint Joseph School Community is a witness of the teaching ministry of the Catholic Church.

CORE VALUES

- To instill faith
- To foster kindness
- To inspire excellence
- To cultivate service
- To respect differences

We recognize and believe:

- That parents are the first educators of their children in knowledge and faith;
- That we assist parents in passing on their Catholic faith;
- That every child is a unique person created in the image and likeness of God;
- That we foster the spiritual, moral, cultural, physical, intellectual, emotional, and social growth of each child

ATTENDANCE

Saint Joseph School requires regular, prompt attendance of all students according to current Archdiocesan guidelines.

Regular attendance at school is encouraged for consistency of instruction and continuity for the students. Student attendance is recorded on the student's permanent record.

Full Day Absence

- A student is considered absent for a full day when not in school for more than 4 hours.
- In the case of absence due to a communicable disease, a note from the student's doctor is required before the student may return to school.
- Parents are expected to call or email the school office after 8:45 am to report student absences. During that communication, they may request that school work be available on the homework bookcase after 3:15 pm.

Half Day Absence

- A student is considered a half day absent when the student arrives after 11:00 am or leaves before 1:00 pm, but is present at school for more than 4 hours.
- It is necessary upon arrival for a parent or guardian to come into the school to sign the student into or out of school, when it is out of ordinary time.

Tardy

- A student in K-Gr. 8 is late when he/she is not in the homeroom by the 7:50 am bell. They are to go to the school office before going to homeroom/class.
- A student receives a tardy slip from the school office when they arrive after 7:50 am.
- Parents who disregard a respected attendance record their child, need to work on a resolution to remedy late arrival or excessive absences. Poor attendance record may jeopardize NJHS, attendance at the 8th grade trip, and other opportunities deemed as privileges by school administration.

Excessive Absences

- A student who is absent more than 25 days in a school year may warrant retention or withdrawal. If there are extenuating circumstances that need explanation, the explanation will become part of the student's permanent file.

Excessive Tardies (tardy, 2 hours out, half days)

Timeliness is one of the many lessons which, when learned, will benefit a person for a lifetime. As educators of the whole person we are obligated to teach the lesson of timeliness. Children who arrive late for school not only spend the rest of the day just a little behind, but also affect the learning environment by disrupting the flow of instruction for other students.

- After 4 late arrivals in a quarter, the homeroom teacher is asked to call the parents or guardian. If the child continues to be late, parents will confer with the teacher and/or principal to find a solution. The student, depending on his or her age, may be expected to be present at the conference, if the student is the cause for being late.

Early Dismissals

- If a student must be picked up prior to dismissal time, parents must notify the school office at least **30 minutes** prior to picking up the student.
- Early dismissal after 2:30 pm is reserved for an emergency situation.

Special Situations

When a student needs to leave school during the school day for an appointment:

- The parent or guardian advises the school office by note, phone, or email as to when the student will be picked up and by whom. This must be done on or before 2 p.m.
- The parent or guardian picking up the student must come into the office to sign the student out. At that time the student will be called from class (students will not be called out of class until parent/guardian has arrived at school).
- If the student returns to school that day, the parent or guardian must come into the office to sign the student's return.

When a student becomes ill during the school day:

- The nurse or office manager will call the child's parent to take the sick child home.
- If the parent is unreachable by phone, the next person on the emergency list will be called.
- The child may return to school after being 48-hour symptom free, including fever and nausea.

Vacation during the school year:

- Parents are asked to avoid taking their children away from school for vacations during the school year. The learning that happens within the classroom cannot be duplicated by a textbook or worksheet. Homework will not be available before leaving on vacation.
- When pre-planned time away from school is unavoidable:
- A written note or email to the homeroom teacher and school office with the exact dates is necessary.
- The student is responsible for making up any school assignments missed during the time away upon return. Missed work due to a vacation will only be provided via google or upon return to school. Assignments will not be provided beforehand.

THE SCHOOL YEAR

The chief consideration in setting the annual school calendar is to provide students with quality time for learning. The total number of instructional days/hours may exceed or be equal to 174 days or 1044 instructional hours as required by the State of Missouri and the Archdiocese of St. Louis. The calendar is developed by the principal and staff and presented to the Pastor and school board for approval. The school calendar is created in the spring and is available on the SJS website. Only the Archbishop or the pastor may declare an unscheduled holiday.

THE SCHOOL DAY

The school day is designed to optimize instruction for all students. An instructional day is defined as a day with a minimum of six hours of instruction. Supervision is part of every facet of the day.

Prior to 7:50 am students in Gr. 4-8 go to the gym and the younger students go to the cafeteria. Students deposit their cell phones, in the turned off position, in a clearly marked homeroom box in the gym upon entering the building and each teacher is given their respective box at 7:35 am.

We ask parents to drop off your children about 7:30 am

7:35 am - All students use the main entrance	Pre-K 3 - Grade 3 are met by the teachers in the cafeteria and/or go directly to homeroom at 7:35 am.
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	Grades 4-8 meet in the gym. The students are dismissed at 7:35 am. In the homeroom they unpack and organize their materials for the day.
7:50 am	Homeroom, morning prayer, salute to the flag, birthdays and announcements by the Office
8:00 am	Classes begin
	<p>Morning snacks are provided by parents and vary in time.</p> <p>There are four lunch shifts beginning at 10:45 am and ending at 12:35 pm</p> <p>Lunch is preceded or followed by recess. Lunch and recess are usually 20 minutes each or a total of 40 minutes, for Grades K-8.</p> <p>The examination of conscience and closing prayer at 2:03 p.m.</p>
2:55 pm	Last class ends and preparation for 3 pm dismissal follows.
3:00 pm	Parents are assigned car line color and remain in or by their car until given the all clear from staff.
3:15 pm	Any student that has not been picked up will be sent to Kids' Club.

Drop Off and Pick Up

Our Students' Safety Comes First

Parents are asked to follow the proper flow of traffic, respect signage and travel in one direction. The lots on either side of the church and school are used for pick up and drop off. We ask that most refrain from parking in the upper lot to allow daytime use for a play area for the children. When the children are moving the cars are not moving. When the cars are moving the children are not moving. Please follow instructions and signs that are posted for safety during arrival and dismissal. The website has a clear description of traffic patterns and flow of traffic.

Alternative Pick Up

Parents/guardians must notify the school office no later than 2:00 pm if their student will be going home with another adult not listed in the child's emergency forms. A form of identification will be asked of the adult picking up the child.

Car Line

All families are assigned a car line color. Please remain in your car line color that has been assigned. You may contact the office if a change is needed.

- Students will be cleared to walk when all cars have stopped moving.
- Do not pull around the car in front of you for any reason.
- Do not exit your car until all cars have stopped moving. Calling your child may cause students to run into the parking lot and is a major safety concern.

School Closing for Special Events

The principal establishes procedures for emergency school closings and special schedules.

Every effort is made to follow the published calendar. If the calendar needs to be changed, it will be done in enough time to inform families to allow for appropriate response. If an event or special teachers' meeting arises, parents will be notified through the Website, FACTS or phone/text notification so that appropriate arrangements for the care of the children might be made.

School Closings for Weather

School will be closed whenever the conditions are considered to be too hazardous for travel or if conditions present a threat to the students' well-being. If, however, bad weather begins while in school, the school will not dismiss early. Parents may pick up their children at school. The parent is asked to sign his/her child out at the school office before leaving with him/her.

Saint Joseph School uses the parent/school communication to notify all parents if necessary for inclement weather announcements and/or school-related informational announcements.

For additional closing information please use the following media:

- KMOX 1120 AM
- KMOV Channel 4
- KSDK Channel 5
- Fox News Channel 2

Late or delayed start: Cafeteria doors will open at 9:00 am; 9:20 Homeroom; 9:30 am classes begin.

Non-Weather-Related Emergencies

In the case of a severe emergency or natural disaster the school follows specific procedures. Parents will be notified by several means including the phone whenever possible concerning the emergency and those involved. Students will only be released to their parents or to those persons designated on the emergency list. Please be sure that your emergency information on FACTS is accurate at all times. Report any address, phone, or pick up changes to the main office.

ARCHDIOCESAN GUIDELINES RELATED TO ATTENDANCE

Absence: Students are considered absent whenever they are away from school during school hours except for school-sponsored or school-sanctioned co-curricular activities (e. g., field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent for legal reasons. For these types of absences a written or verbal notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

Truancy: A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Dual Enrollment: Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

SPIRITUAL ENVIRONMENT

Faith-based Learning Environment

Saint Joseph School, established in 1909, is built on more than a century of faith. Gospel values are the foundation for the formation of a faith-based, learning environment that is directed toward nurturing our community of believers.

All students and all members of the faculty celebrate Eucharist as a reminder that they are bound together in love and faith. Parents and other family members are always invited to share in the weekly Mass celebration.

An atmosphere of prayer and reverence is fostered within Saint Joseph School. Each day begins with prayer led by students and the principal. Teachers pray frequently throughout the day with their students, always closing the day with prayer. Special opportunities for students to lead their peers in prayer are integrated into the school schedule, reflecting the liturgical seasons and other important events.

Service is an essential element of student formation from the very beginning of school life through the culmination of elementary school at graduation. Various programs and projects support the concept of serving others. Within the classroom students are asked to provide service to their classmates by assuming various responsibilities.

A buddy system within the school encourages students to watch out for one another by linking older students with younger students. Buddies are often found participating at Mass together, sharing an experience or working together on an outreach program throughout the year.

Throughout the school year there are special times when the entire student body cooperates and supports a service project to the larger community. Whether a child is supporting a fundraiser or bringing in items for someone less fortunate, these actions are seen as reaching out in respect to serve another person.

Teachers nurture a quiet and prayerful spirit of respect for God, self, others and nature within their classrooms.

Each person is recognized and valued for his/her uniqueness. A habit of respect is cultivated in the classroom and in all other places in the building, as well as, on the playground and anywhere students gather.

The school community strives to reach out to one another and to the broader community. The outreach includes parishioners, neighbors, or global neighbors in other parts of the world. In the past, the students have worked to assist our sister school in Haiti and other mission areas.

All adults connected with the school are encouraged to be mindful that in all of their actions they must model Christian attitudes and behaviors.

Religiously Centered Events and Activities

All students, regardless of religious affiliation, participate in daily religion classes. The classes are grounded in the Scriptures and Catholic Tradition.

The Pre-K children join the larger community at Mass periodically. The older students serve as lectors, altar servers and cantors for our weekly Masses, and they assist their homeroom teachers with the preparation of the Mass. Non-Catholic children are invited in planning and leading prayer as well. During Communion all are invited to come forward for a blessing, if they are not Catholic.

Parents/guardians, teacher, principal, and pastor share the responsibility for preparing children for the Sacraments of Reconciliation and Eucharist. The preparation and first celebration for these sacraments occur

in the second grade. Parent meetings precede the celebration of Reconciliation in the fall and Eucharist in the spring.

All students in second through eighth grade are invited to participate in the Sacrament of Reconciliation during Advent and Lent.

The celebration of Confirmation occurs every year at St. Louis Cathedral Basilica for eighth grade students. Preparation for this sacrament takes place during religion class, although there is a shared responsibility on the part of the parent, sponsor, teacher, principal, and pastor to guide our Catholic students to this sacrament. Parent, student, sponsor information meetings are held in a timely manner once the date for the reception of the sacrament has been confirmed with the Bishop's Office.

While St. Joseph is a Catholic school, we welcome students of other faiths and respect the beliefs and forms of worship of other faiths. We believe that it is important for every child to develop a habit of prayer and worship. Therefore, we encourage weekend participation of families in their place of worship.

Witness Statement for Parents

From the Archdiocese of St. Louis Manual for Catholic Education, 2013

Aware of the dignity of the holy call to parent, and with reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;
- Commit to speak more with my children about God and to include prayer in our daily home life;
- Participate in and cooperate with school programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school;
- Teach my children by word and example to have a love and concern for the needs of others;
- Meet my financial responsibilities in supporting our Catholic school.

ACADEMIC ENVIRONMENT

Creating a Learning Environment

All students are unique; all students can reach their full potential if properly encouraged to do so. This maxim characterizes one of the key elements of St. Joseph's learning environment: the faculty and staff, through the learning environment, respect and are challenged to meet and support the different learning needs and learning styles of each student.

Each student is challenged to develop self-discipline and a sense of personal responsibility in his or her own learning.

Individualized approaches based on the Montessori methods and theme-based preschool programs foster independent learning.

In kindergarten, first grade, and second grade, students are guided towards becoming self-reliant, independent learners. Early attention is paid to each student growing as a responsible learner through learning experiences and activities that provide students with basic knowledge, skills, values, attitudes, and behaviors needed to be successful at the next level of learning.

The solid foundation for essential organizational skills and effective study habits occur in the middle grades and the seeds are sown in the primary and intermediate grades.

Students in sixth, seventh, and eighth use the skills taught and learned as they take ownership in their own educational needs. Students continue to take the initiative:

- to seek advice and assistance from teachers and fellow students,
 - to be critical, analytical thinkers,
 - to be creative in the learning process, and
- to be respectful of all learners

Learning experiences at all levels call for a strong integration of spiritual and academic values. All the experiences chosen by St. Joseph educators that are presented to each student contribute to their formation as a whole person and therefore are seen as critical to the learning process. Because Saint Joseph School is a learning community, it is crucial that each individual share in the responsibility to maintain and sustain a learning environment for students with a variety of skills.

This environment:

- Safeguards each individual, allowing all students a comfortable situation in which to learn.
- Puts learning first, allowing students to take learning seriously.
- Encourages learning as students cheer one another on to academic growth.

Fundamental facets of how a student at Saint Joseph School is encouraged to learn are:

- academic risk taking/intellectual curiosity
- creativity
- independence and cooperation
- self-reflection and interaction
- collaboration and consensus in group work

The teacher is the facilitator of learning and as such relies heavily on parents to reinforce the skills, concepts, and values taught on a daily basis. The more a student experiences firsthand that there is a partnership between the school and the home, the more success and consistency there will be in that student's learning. There can only be one set of expectations for academic achievement and behavior and that must be jointly shared by the student, the parents, and the teacher.

Providing for the Learning Needs of the Student

Differentiated Instruction

In the course of each unit of instruction teachers design lessons that challenge students at a variety of learning levels and with a variety of learning styles. Best Practice instruction and assessment employed by each teacher respects the fact that students have different ways of learning. Therefore, the teacher must include a variety of formative and summative assessments during each quarter.

Presence of Instructional Support

There are circumstances in which a student's learning needs, numbers of students in a class, or the challenge of specific subject matter call for support in instruction. In these situations, support is provided in the form of the Learning Consultant, volunteers, and/or supplemental instructional resources. The Learning Consultant works with parents of students with diagnosed disabilities to keep all records current. The Dean

of Students serves as a liaison between the students and the faculty for academic success by fostering organization and planning when a student is absent or faces a lack of motivation.

When it is not possible for a special needs student to succeed within the learning environment of Saint Joseph School, it is only fair to the student, the student's parents, our faculty, and the other students to consider other academic options.

Title I Program

The Title I program, sponsored by federal government funding, provides a teacher to work with students who meet the criteria in order to build Reading or Math skills in Kindergarten – Grade 5. Saint Joseph School is in the Windsor school district, therefore students must have a need and live in the district to be served.

Participation in Extended Learning Opportunities

Students are encouraged to extend their learning whenever and as often as possible. These opportunities may be provided by the school or may come from outside sources. AcLab is offered to assist students in Grades 4-8. The teachers are available at the same time for one period a week to allow students to approach any teacher in any subject for assistance.

Extracurricular Activities

In order to participate in extracurricular activities sponsored directly by school, such as Student Council, National Junior Honor Society, Student Ambassadors, Choir, and Lego Robotics, a student must have a passing grade average in all subjects. Appropriate effort and consistent, respectful behavior to stated expectations must be met for a student at Saint Joseph School to continue to fully participate in activities.

CLASS SIZE AND ORGANIZATIONAL STRUCTURE

Class Sizes

Saint Joseph School's Pastor and Principal will refer to the Board policy to determine class size and teaching personnel. Class size may be up to 25 students according to Board policy reviewed in the 2021-2022 academic year.

Reduction in Force

Saint Joseph School recognizes that conditions could make it necessary to reduce the number of teaching positions due to declining enrollment, financial constraints, or termination of a program. The Pastor and school administration, advised by the school board and finance committee, may terminate the employment of such teachers as circumstances require. Such termination of employment shall conform to Archdiocesan policies and procedures.

Organizational Structure

While a set of overarching goals of the school and an academic program have been developed for all students from preschool through eighth grade, the school is further structured according to three levels. Within these three levels we can better address the developmental needs of all students and provide consistency in monitoring the ongoing progress of students. We have structured the school accordingly:

- Early Childhood (Pre-K3 and Jr. K: classrooms in the *Little Friends of St. Joseph* building, and Kindergarten: classrooms in the school)

The early childhood level includes a preschool program, which is composed of students of multi-ages (3

yrs., 4 yrs., & 5 yrs. of age), and the Kindergarten program. Healthy social skills and strong motivation for learning is developed and promoted on an ongoing basis. Themes and suggestions making real-world connections in their learning activity are used. The curriculum is based on the principles of respect, responsibility, and community through adventure and discovery in a supportive and enriching environment. The addition of a garden on the property adds to this learning environment. The program is based on learning about Jesus and prayer.

- **Primary/Intermediate (Grades 1-5)**

In the primary grades, students are not only taught in groups but also rotate throughout “centers” in the classroom. This approach is important as it encourages the early-learning phase of independent and group learning. In the intermediate grades, a hands-on approach to learning is encouraged.

Understanding that students learn in different ways, the teachers vary classroom activities. The students are prepared to work independently as well as collaboratively with others in their learning and are challenged to greater participation in and ownership of their own learning, both in school and beyond the school day. The teachers interact and teach all the students with the class, not just their homeroom students. Greater responsibility to building and contributing to the Church are taught by way of service and leadership opportunities.

- **Middle School (Grade 6 – Grade 8)**

Students are expected to take ever-increasing responsibility for their own learning. Socialization skills and cooperation are strengthened through group projects and learning activities beyond the formal classroom setting. Students are offered a variety of academic and leadership opportunities at this level. Technology is promoted and advanced math is available. Lego Robotics continues to expand and is taught in grade 6 computer class. The students are empowered with the tools to be successful students and citizens within the Church and society.

Signs of Success

- Eighth graders have a 100% acceptance record to the Catholic high schools of their choice.
- Graduating students are successful in high schools and colleges of choice.
- Alumni continue with post-graduate level studies and meaningful employment.
- Active members of the Church and motivated to continue in service-oriented activities.

Social-Emotional Environment

The Charism of the Saint Joseph School:

Speak and act with care

Justice for all

Stop, look, and listen

Speak and Act With Care

SJS School is dedicated to guiding students “to act justly, love tenderly, and walk humbly with God” (Micah 4:6). From preschool through eighth grade, students learn to differentiate between words and actions that have positive effects and negative effects. There is a constant emphasis to speak and act with care in the classroom, in the hallways, at lunch and recess, and during school-sponsored events on-site and off-site.

Words and Actions That Have Positive Effects

- Attitudes of respect, consideration, and patience
 - are guided through daily reminders and conversations in the classroom and beyond.

- are modeled by faculty, staff, and older “buddies.”
- are taught by outside agencies as chosen by faculty and principal.
- Attitudes of sharing, compassion, and helpfulness
 - are guided through classroom opportunities to collaborate in small group learning activities and projects.
 - are experienced through lunch room behavior and play at recess.
 - are encouraged through opportunities to do service within the school, the neighborhood, and beyond into the world.

Justice for All

Saint Joseph School provides a safe learning environment for all members of the school community. The climate of Saint Joseph School reflects Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Justice for all is:

- Acting with charity
- Requires just behavior or treatment
- Being fair and reasonable
- Accepting and giving what is due to each person
- Respecting persons, those in authority, classmates, oneself
- Living as a peacemaker, avoiding violent actions or words
- Caring for the environment
- Helping those in need through fund-raising or donations
- Serving others in school, home, community

Stop, Look, and Listen

SJS – faculty, staff, and students – take very seriously their responsibility to build an outstanding learning environment in which each student is able to thrive. Such an outstanding learning environment is only possible when each student shares in mutual responsibility for it. All students benefit when each student takes learning seriously. They benefit in the present as they build the SJS learning environment, and they benefit in the future as they go to high school and college prepared to be academically strong students who take responsibility for their own learning.

Students are taught to:

Stop what you’re doing when an adult, especially a teacher, calls for your attention.

Look at the teacher or adult face to face making eye contact.

Listen to whatever it is the teacher or adult wants you to hear.

....and, respond appropriately by saying “thank you,” “yes,” “I’m sorry,” “Will you help me?” or by simply doing what you’ve been asked to do.

The faculty and staff support students in the challenging task of growing by:

- Calling a meeting intended to allow students and teachers time to check in with one another and to talk about social concerns within the class.
- Participate in all-school themes that offer the opportunity for everyone to work together on life skills.

- Attend and aid in further informing teachers as they design approaches within their classrooms to build an outstanding learning environment.

Archdiocesan Guidelines Related to the Social-Emotional Environment

From the Archdiocese of St. Louis: Administrative Manual for Catholic Education, 2013

Demerit/Merit Card System: Dean of Students

This system is used in the Middle School. Students are required to carry their quarterly demerit/merit card with them in their student planner. Demerits are typically given for behavior, uniform infractions, and continued disregard for academic responsibilities.

Three demerits result in a detention and parents are notified.

Detentions are served under the supervision of a teacher who determines the day and time of the detention. The process is established to change negative behavior into positive behavior with the selection of better choices by the student.

Any student who earns demerits and detentions on an ongoing basis is a concern. Continued disregard for policies resulting in excessive discipline will earn a meeting with the student, teachers and administration to find resolution.

Safe Touch Program

One lesson annually for students in K-8 as prescribed by the Archdiocese. Parents' approval is sought for their child's participation in the presentation.

Program goals:

To provide information at age appropriate levels to make young children aware of the concepts of safe touch vs. inappropriate touch.

To provide information in regard to:

- recognizing the uncomfortable feelings we get when someone treats or touches us inappropriately
- how to say NO and get away from unsafe situations
- how to report concerns to a safe adult

To provide a lesson plan that can be formatted for a 30 minute (or briefer) discussion

To focus on safety, rather than sexuality

Violence and the Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon, and theft or vandalism of property. Violence can be in the form of words as well as materials.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted and will result in immediate and serious consequences.

All reported or observed instances of threatened or actual violence must be addressed by the school administration and pastor. Appropriate actions include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Descriptions of Violence (that which occurs on school property)

- Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes:
 - threats of injury, harassment
 - assault, possession and/or use of a weapon
 - use of social media to demean or harm another
 - Theft or vandalism of property.
- Bullying consists of words and/or actions directed by one or more toward others with the intent of harm, humiliation and/or intimidation. Bullying can be physical, verbal, emotional, gender, and cyber generated. The cooperation of parents is expected with cyber bullying as much of this type is generated at home and after school.
- Students who circumvent the firewalls and use devices for devious purposes during the school day.
- Weapons of any sort are never permitted on school premises, nor at any school sponsored event on or off school property.
- Internet or electronic violence/bullying
 - Words, actions, or pictures which violate the privacy, safety, or good name of another member of the Saint Joseph School community by a parent or student.
 - All communications or depictions through email, text-messages, or web site postings, whether they occur through the school's equipment or connectivity or through private communications by a parent or student.
- Drug, Alcohol & Substance Use
 - The possession, use, or transfers of prescribed or illegal drugs on the school premises or at school-sponsored functions are not permitted.
 - The use or possession of or being under the influence of alcohol on the school premises or at a school-sponsored functions are not permitted.

Consequences for Violence

- Violence and bullying including internet or electronic violence or bullying
 - Teacher brings this to the administration's attention and documents all incidents.
 - If the conflict cannot be settled quickly or if such conflicts have occurred before, the students are brought to the administration immediately.
 - The principal and Dean of Students work with the students to understand the conflict and settle it peacefully.
 - The principal or Dean of Students reports to the parents concerning the conflict.
 - If the conflict cannot be settled with the principal's intervention then parents will be called to remove their child from the premises.
 - Students may return to school after the teacher, parents, principal, students, and, possibly, pastor have met.

- Principal may require that the student participate in professional counseling in order for the student to return to classes.
- Principal may require communication with the counselor.
- When violence or bullying is ongoing and such violence poses a threat to the learning community, students will be suspended.
- Principal and pastor may consider dismissal in extreme cases.
- The Possession and/or use of a weapon
 - Parents and or the police will be called to remove student from premises immediately
 - Students will be suspended from school until the principal, parents, student and pastor meet.
 - Students may be required to attend professional counseling, if so parents will be required to allow communication between counselor and principal.
- When the internet or social media is involved, the Principal and teacher will determine if this is a single incident and if the situation can be settled peacefully and equitably. The Internet device will be removed immediately. Smart watches and cell phones and devices will be locked from arrival to dismissal on a daily basis during school hours.
 - Parents will be notified
 - If the principal and teacher determine that this has been ongoing whether in length of time or number of persons involved, then parents and students will be called in for a conference with teacher and principal.
- If the electronic message is both ongoing and threatening, then
 - the student(s) will be suspended – in or out of the school day at the principal's discretion. Personal time away from school is the parent's responsibility but in extreme cases the school might become involved.
 - student, parents, principal and, possibly, pastor must meet before student returns to classes
 - Parent must demonstrate proof that electronic message has been removed before student may return to classes
 - student and parent must make amends to those offended or injured before student may return to classes
 - Principal may require the student to attend professional counseling; if so, the parent will be required to allow communication between the counselor and principal.
 - Principal and pastor may consider permanent removal or dismissal
 - Students will be suspended at home until the principal, parents, student and pastor meet.
 - Students may be required to attend counseling and parents may be required to communicate with a counselor and the principal.

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Withdrawal for cause is the permanent end of enrollment of a student from a school. They may not be reinstated once they are asked to leave the school.

Harassment

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No students shall be subjected to any type of harassment. Harassment is forbidden because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual. The age of the student is taken into consideration to assess their ability to understand their words or actions. Children in Grades 3 and beyond are considered to be more responsible for their actions.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. Those involved will document any serious accusations of or by a student, parent or teacher.

If, after investigations, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Internet and Electronic Communications Conduct

A safe environment for all members of the school community is the hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) at the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

If a student's carelessness leads to damaging a school owned device, the student will be asked to defray the cost of purchasing a new device. The age of the device and nature of negligence will determine restitution.

Electronic Devices

Personal electronic devices during school hours

Students will turn in any electronic devices including cell phones, iPods, smart watches and other devices to their homeroom teacher upon entering the school. The device is returned at the end of the school day. The device will remain off and in their book bag until students get into the car. Students who need to make a phone call to a parent or guardian may come to the school office or ask permission to do so from their device.

Students may not take photos or videos of themselves or other students on school grounds. Failure to comply with these rules may result in electronic devices being confiscated and taken to the school office. Only a parent or guardian may pick up the device and all photos/videos will be removed.

Smart watches of any kind are not permitted and may not be worn during the school day. This includes but is not limited to FitBit, Garmin, Apple and like devices.

Cheating and Falsifying Signatures will result in parents being notified.

Copying someone else's work with or without permission is a serious offense. It can be considered cheating and or plagiarism.

- Frequent, excessive and freely sharing of information with another student, without teacher guidance to do so, will result in a meeting with parents of the students involved.
- Signing another person's name, including a parent's name, to a document or form is unacceptable.

Plagiarizing

Using an unauthorized or close imitation of the language and thoughts, pictures or reproduction of another author and representing them as one's own original work (Dictionary.com).

- Students in 3rd, 4th, and 5th grades will redo the assignment, in most cases.
- Students in 6th, 7th and 8th will meet and address the concern with the parents, teacher and/or principal.

Drug, Alcohol & Substance Use and Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under the present federal and state laws, the possession and use of certain non-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of non-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Tobacco products are prohibited at school as we are a smoke-free environment.

Search and Seizure

School officials, with sufficient reason, may search a student's locker or desk at any time.

Dress and Grooming

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed. Parents may be called to bring "a change of clothes" fitting for wear at Saint Joseph School. Neat and clean appearance includes wearing a proper uniform and wearing it with pride. It also includes haircuts for boys that do not exceed the shirt collar. Natural hair colors are acceptable and anything beyond natural must be restored.

CURRICULUM AND INSTRUCTION

Saint Joseph School's curriculum consists of all of the learning experiences that are planned, guided, and sponsored by the school. The curriculum is designed to further the mission of the school and its purpose. Curriculum is reviewed by administration and staff on an ongoing basis in order to remain current and meaningful. During the 2019-2020 academic year, the Archdiocese began the development of a unified curriculum. This is available for viewing as it continues to be refined and developed by the Archdiocesan Education Office.

School-wide and Subject Area Curriculum Goals for Saint Joseph School

Primary Level

Students will:

1. Show respect for God, self, others and all of creation
2. Articulate Catholic beliefs, values and practices and live in accordance with them in daily life situations.
3. Make personal choices that achieve a healthy lifestyle and value life as a gift from God.
4. Apply effective methods for identifying academic, moral, and social problems and evaluating alternative solutions independently and with others.
5. Use goal-setting, organization, study and time management skills to prepare for and complete a variety of activities and tasks effectively and efficiently.
6. Use a variety of technology and other tools to research, organize, give, and receive information effectively in multiple areas.
7. Apply knowledge and skills within and across all subject areas.
8. Apply knowledge in current and future learning, both in school and personal situations.
9. Create unique works in a variety of media and express positive feelings toward the creations of others.
10. Communicate one's own information, ideas, and feelings effectively in a variety of media.
11. Respond to change and adversity in effective and constructive ways.
12. Identify the importance of diverse cultures and show appreciation and respect for people, languages, and customs.
13. Respond appropriately to the needs of others and relate to others in a positive manner.
14. Learn to use the Clevertouch Board and Tech tubs in the classroom

Intermediate Level

Students will:

1. Show respect for God, self, others and all of creation
2. Demonstrate Catholic beliefs, values, and practices and live in accordance with them in daily life situations
3. Make personal choices that achieve a healthy lifestyle and value life as a gift from God
4. Apply effective methods for identifying and evaluating solutions for academic, moral, and social problems
5. Use goal-setting, organization, study, and time-management skills to prepare for and complete a variety of activities and tasks effectively and efficiently
6. Use a variety of technology and other tools to research, organize, give, and receive information effectively in multiple areas
7. Apply knowledge and skills across all subject areas in current and future learning, both in school and personal situations.

8. Create unique works in a variety of media
9. Express positive feedback toward the creations of others
10. Communicate one's own information, ideas, and feelings effectively in a variety of media
11. Respond to change and adversity in effective and constructive ways
12. Identify the importance of diverse cultures and show appreciation and respect for people, languages, and customs
13. Show compassion towards others.

Middle School Level

Students will:

1. Show respect for God, self, others and all of creation and demonstrate Catholic beliefs, values and practices and live in accordance with them in daily life situations
2. Make personal choices that achieve a healthy lifestyle and value life as a gift from God for both themselves and others.
3. Apply effective methods for identifying academic, moral, and social problems and critically evaluating alternative solutions independently and with others
4. Use goal-setting, organization, study and time management skills to prepare for and complete a variety of activities and tasks effectively and efficiently
5. Apply knowledge and skills within and across all subject areas in current and future learning, both in school and life
6. Create unique works and communicate one's own way in a variety of media and express positive feelings toward the creations of others
7. Identify the importance of diverse cultures and show appreciation and respect for people, languages, and customs
8. Show compassion toward others.

Student Records

Saint Joseph School keeps cumulative records on all students. These records are maintained and transferred in strictest confidence in accordance with Archdiocesan guidelines.

Access to Student Records

From the Archdiocese of St. Louis Administrative Manual for Catholic Education, 2013

Parents/guardians have the right to inspect and review the official active file of their children. The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

There is no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student who is eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this

information available to any person or institution must only be done with specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Student Assessment and Evaluation

Standardized Testing

Students in grades 4, 6 and 8 are required to take standardized tests as suggested by the Archdiocese.

The standardized testing service is determined by the Archdiocese of St. Louis. Currently the Iowa Test of Basic Skills (ITBS) is used. Test scores are used to analyze curriculum strengths and weaknesses, as well as individual student strengths and weaknesses. In 2024 the Archdiocese adopted the NWEA standardized testing format for grades 4-6. Grades 7-8 will be phased out of the ITBS by the year 2026. Following 2026 all students in grades 4-8 will be uniformly taking the NWEA standardized testing format.

The faculty uses these results to monitor curriculum adjustments in order to enhance the learning environment. The results of ITBS standardized testing are reported to parents at Parent Teacher Conferences in the fall. Teachers monitor student progress and teachers and parents communicate with assessments as needed beyond the quarter grades. The MAP test will be administered as well in this coming school year.

Observation

Essential to any student's learning is the careful observation of a student's ability to perform a learned skill or grasp of a new concept. Such careful teacher observation is referred to as formative assessment. It is basic in guiding students toward established learning goals and desired behavioral and academic expectations.

Quizzes

Frequent quizzes are utilized by teachers in order to evaluate the student's acquisition of daily skills and concepts. The teacher directs the number and type as is appropriate for the subject matter.

Projects and Reports

Projects provide an opportunity for students to apply skills, exhibit understanding, and demonstrate thinking. Projects allow students to explore independent learning, draw on their own creativity, and exhibit analytical thinking capabilities, provide students with cooperative learning experiences and teach time management. Project rubrics are an essential road map to a successful and satisfying completion for any project. Each teacher shares expectations, goals and lesson/work rubrics on this site.

Homework

Homework is an extension of the learning process begun at school and serves as a reinforcement of the lesson. Homework allows a student time to:

- practice a skill or process introduced in the day
- reflect on and further consider a concept introduced within a lesson
- investigate or discover on one's own something, different from, yet significantly connected to a specific content or skill:
 - Increases an individual student's chances of deep and meaningful learning.
 - Increases the overall learning environment for the entire class, causing each student and all students to engage in deep and meaningful learning.
 - Teaches the necessary academic disciplines of following directions, time management, focus and clarity

The parent's role in homework:

Always support your child's efforts in doing his or her homework by:

- creating a space and time conducive to learning
- having materials available for the completion of an assignment
- discovering the answer together so the answer isn't just giving it to your son or daughter, is the answer!

But always be willing to:

- ask just the right question,
- guide your child to just the right resource,
- encourage a positive and responsible attitude and create a love for learning.

Daily Student Planners are available for students in Grades 3- 8 as an organizational tool for details needed for each subject. The planners are approximately \$4 and parents will be billed through Incidental Billing.

We encourage our parents to review the Daily Student Planner. Teachers may ask some parents to sign the planner. Teachers also post their homework electronically on their website.

Kindergarten 10 minutes

Be sure to read or be read to every night.

No homework on weekends

First and Second Grade 10-15 minutes;

Be sure to read or be read to nightly

Be sure to practice math facts several times a week

No homework on weekends

Third Grade 30 minutes

Be sure to read nightly

Be sure to practice math facts nightly

No homework on weekends, except for work on long range projects

Fourth-Fifth Grade 20- 30 minutes (plus) per evening.

If this is extended time to a longer period of time, the teachers provide time at school to begin or complete some assignments.

Students often have time to begin assignments at school.

Be sure to read nightly

Be sure to practice math facts nightly

There are multiple apps that reinforce math facts if it is necessary that such reinforcement would assist the student with comprehension.

Sixth, Seventh and Eighth Grade might be as much as 45 minutes plus per evening

Be sure to read nightly

Long term assignments (book reports, research- based essays, projects, etc.) help students learn how to budget their time, as well as reflect on concepts within the subject area to develop new ideas. Long term assignments, as well as tests, are posted on the individual teacher's website. Parents are asked to check the online gradebook as it is updated weekly.

Correcting and Grading Homework

A variety of techniques are employed by teachers for evaluating homework. Each teacher's practice is communicated to students in the classroom and to parents at the September "Meet the Teachers Night."

Incomplete or missing assignments may result in one or more of the following consequences:

- Note to parents via the assignment notebooks – parents are asked to respond with a note and/ or signature to indicate having seen the teacher's note.
- Phone call, email and/or meeting with parents

All students are capable of succeeding. Failure is not an option. Teachers and parents join to reach and motivate all students for success.

Completing Assignments Due to Absences

Six hours of instruction is missed every time a student is absent, it is very important for the student's academic well-being that the work be completed in a timely manner. The best time to arrange for a sick child's work is when the absence is reported. Work and books can be found in the Homework Bookcase in the cafeteria.

After a one-day illness, students complete all missed assignments within the next 24 hours. Typically, students are provided time to complete missed work depending upon the number of days absent. In the case of an extended, more serious illness the parent and teacher will collaborate to determine the best course of action for completing the work.

Absences due to vacationing during school time are the exception and work will be due upon return.

Reporting Student Progress

Electronic Grade Book

FACTS is a secure, online system used by Saint Joseph School for record-keeping at all grade levels from taking attendance to reporting grades. Each teacher maintains an electronic grade book on FACTS viewable by parents. Parents are encouraged to monitor their child's academic progress frequently by accessing the child's teacher's electronic grade book. Teachers are expected to keep their electronic grade books current, updating grades on a minimum of a weekly basis.

Parents have an ID assigned to them and a password that they alone may change at will. The password is known to them alone and it is their prerogative to share it with their child.

Report Cards

Report Cards are issued four times each year. They are meant to inform the parents of the student's academic accomplishments for that quarterly period. Equal emphasis is placed on the student's effort and behavior for the quarter. Both impact a student's ability to learn as well as the learning environment so essential for the whole class. Report cards serve the dual purpose of informing the parents about the child's academic and behavioral accomplishments as well as recording that information for permanent records.

- Report cards are available at the end of each of four quarters as published in the calendar.
- Pre-K3 and Jr. K students receive report cards three times a year.

Students, especially those in the middle grades, are expected to review the report card with their parents. Dates for the end of each quarter and the issuing of report cards are posted on the school calendar.

The dates for the end of the quarter and the actual posting of the report card are usually about a week apart. The difference in time allows teachers to teach and assess right up to the end of the quarter and then have time to grade assignments and input grades for each student.

NOTE: Parents who do not have access to the internet are asked to let the school office know so that a paper copy of the report card can be supplied for that family.

Parent-Teacher Conferences

Parent-Teacher Conferences are an essential means for communication between parents and their child's teacher(s). Parent-Teacher Conferences are always held in the fall and usually in the spring by appointment. The dates are posted in the school calendar found on the website. The student's first quarter report card and Standardized test scores are given to parents at the Parent-Teacher Conference following the first quarter. Students, especially the older students, may attend the conference with their parents.

FACTS – electronic system for records and communication

FACTS is the database system used to publish grades, and is also used by all teachers for assignments, study guides, rubrics, and upcoming tests. The teacher websites are also designed for this purpose.

E-mail, E-messages and Phone Calls

E-mail (@stjosephimperial.org), e-message (FACTS) and personal phone calls are all utilized as a means of communicating to parents when a student is not progressing academically, or not behaving appropriately and therefore detracting from the learning environment. The appropriate, selected means of communication is determined by the teacher or parent.

Grading Scale:

Pre-K3 and Jr. K 4 assessments are issued with focus on areas of developmental growth.

Kindergarten assessment is based on developmental growth and reflects participation in special classes as well.

Grades 1- 8 – Academic reports issued quarterly

Saint Joseph School uses the grading scale recommended by the Archdiocese of St. Louis:

A+ 100-99	A 98-95	A- 94-93	B+ 92-91	B 90-87	B- 86-85	
C+ 84-83	C 82-80	C- 79-78	D+ 77-76	D 75-72	D- 71-70	F below 70

Specials: Art, Band/Music, Computer, Physical Education use the following grade scale:

N: Needs Work/Practice; **P:** Praiseworthy; **S:** Satisfactory; **U:** Unsatisfactory; **X:** Area of Concern

Instructional Opportunities Beyond the Classroom

Field Trips

Saint Joseph School promotes field trips as a means of enriching classroom instruction. Field trips will comply with Missouri Law and Archdiocesan policies concerning field trips and safety guidelines. All drivers and chaperones must have completed Protecting God's Children requirements.

From the *Archdiocese of St. Louis Administrative Manual for Catholic Education, 2013:*

Field Trips provide another way of extending and integrating learning. Parent participation is encouraged on field trips as an opportunity to become more familiar with the child's learning and their classmates. Teachers must complete and receive confirmation from the administration granting approval for the field trip.

- In order to participate in any field trip away from the building a form provided for that occasion must be completed and signed by the parent / guardian prior to the trip.
- Parent/guardian chaperones must have completed Archdiocesan requirements in order to participate.
- Bus transportation is the preferred mode of transportation.
- Schools take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.
- Drivers must have a valid, non-probationary driver's license and possess no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration and meet safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
- Drivers are experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Parents are not permitted to take a student in their vehicle that arrived at the field trip via school transportation (bus etc.).
- Every person in the private vehicle must wear a seat belt.
 - Children younger than four years of age, regardless of weight, are required to use an appropriate car seat.
 - Children weighing less than 40 lb., regardless of age, are required to use an appropriate car seat.

STUDENT SERVICES

Cafeteria – Hot Lunch Service provided by Chris' Pancake and Dining

The cafeteria provides a clean, safe and healthy place for students to enjoy their lunches. It is seen as a place to encourage positive socialization for students of all levels.

Parents can choose to purchase lunch or pack a lunch from home for their child or children.

The hot lunch menu is posted on the website and parents are able to make menu selections from home. There are also payment options that exist. This is all explained on www.stjosephimperial.org and drinks or snacks may be purchased as a stand-alone without purchasing the hot lunch entree.

Parents who send their children with a packed lunch are asked to add any needed silverware as well.

Parents are encouraged to keep their family account current and in the black. Parents may choose to purchase lunch, drinks or snacks for their child and they are asked to check their account if the child is ordering without parents' knowledge. EZSchool Lunch is the company chosen to ease the burden on lunch payments. Parents may put money on the account electronically and view student purchases. Parents may also submit payment by marking an envelope with the name of the child and grade. Money can be divided among more than one child if parents request that service. Checks are made payable to Chris' Pancake and Dining.

Sodas and other caffeinated, sugary drinks are not allowed. Exceptions must be cleared with the teacher or administration or the item will be taken from the student.

Fast foods, pre-packaged lunches, and other high fat foods are strongly discouraged and the environment, including soda/drinks with the fast food lunch.

Milk, juice and water are sold daily for those children who wish to purchase a beverage.

The school does not have a microwave for student use in the cafeteria.

Playground

The playground is an extension of the learning environment. It is here that students have an opportunity to join in cooperative games and learn the give and take of fair play.

Primary supervision during recess is the responsibility of the teachers.

Teachers circulate during recess and invite all students to participate in play.

Playground Rules

- Children are not to bring toys from home for recess time; play things are provided by the school. The new playground allows for extensive enjoyment and a variety of choices for the children.
- Children are not to leave the play area except with specific permission from a teacher or the adult playground supervisor.
- Games are to be cooperative and students are not to be excluded from a game or team.
- Board games and indoor games may be part of the teacher's request during inclement weather and winter months.
- Students are expected to join and invite their classmates in games.
- Students return to the building only with the teacher or supervisor's permission.
- Proper clothing must be worn outside in cold weather or a child will not be allowed to go outside.
- For safety reasons students are permitted to play in areas as designated by the teachers.

Personal Property

Saint Joseph School is not responsible for the loss of personal property brought to school or left on the playground when not directed by the school or the teacher. This includes jewelry and electronics.

Extracurricular and After-School Activities

Essential to any quality learning environment are the activities available for students beyond the classroom. St. Joseph extracurricular activities and experiences are integral to the total learning and developmental process for the whole child. The Athletic Association also provides many opportunities for good sportsmanship and socialization.

After-Care/Kids' Club LLC

Care is provided upon dismissal of the students, including noon dismissal days up to 6 pm in Holy Family Hall for Saint Joseph School students.

Included in the aftercare program are a variety of activities intended to be age-appropriate.

All registration and payments are handled directly through the Director of the program. The explanation of the program is on the website.

Students will not have access to their personal electronic devices while at Kids' Club. The devices will be handed in and remain off until parents pick up their child.

Leadership Opportunities

Leadership is encouraged and valued at every level in the school program. In the primary grades, students assume responsibilities within the classroom.

Students at every grade level are offered the opportunity to lead others in prayer as lectors and cantors at Mass, by leading prayer over the PA system in the morning, and by being prayer leaders for all-school prayer.

Formal participation in the Ambassador's program offers students in the upper grades the opportunity to speak on behalf of the school, to interact with adults interested in our school, and develop a sense of poise and self-confidence in a variety of different situations. Student Council—the moderators provide an explanation of their qualifications.

National Junior Honor Society (Fr. Daniel Shaughnessy Chapter) the selection process and description are posted on the school website. The student's GPA allows a student to be considered for the Society but the other criteria must be met for eligibility.

Fine Arts Opportunities

- Choir encourages students to contribute their talents for special events within the community, at liturgies, and for the Archdiocese.
- The Christmas musical provides the opportunity for students to use their creative abilities in song, dance, and acting.
- The spring musical affords students the opportunities to perform and to work as stage technicians, as well as dramatic and musical talent.
- The Art Program includes sketching, watercolor painting, mask making and sculpture
- Students in grades 2-8 are invited to perform on the Field at Busch Stadium at the St. Joseph Community Cardinal game.

Yearbook

Students with the guidance of parent volunteers and a teacher moderator produce an annual yearbook. They may be involved in photography, writing, lay-outs and other facets of yearbook production.

Athletic Opportunities (<https://www.stjosephimperial.org/Athletics/index.html>)

Our active sports program offers athletics for boys and girls at every grade level.

Parent volunteers coach these young athletes in good sportsmanship and knowledge of the different sports. Soccer, volleyball, basketball, golf, baseball, softball, and tee-ball teams are available.

Registration for sports teams is available through the SJS website and is announced in the Sunday bulletin.

There are additional opportunities for students to join clubs and organizations not listed.

Archdiocesan Guidelines Concerning Extra-Curricular Activities

From the *Archdiocese of St. Louis Administrative Manual for Catholic Education, 2013*

All extra-curricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult must act as

moderator of the activity and be present at all times during the activity. The parent's/guardian's permission must be obtained for a student to participate in extracurricular activities.

COMMUNICATION

A partnership between the school and the home is essential for communication to be effective. Communication occurs at a variety of levels and in a variety of manners. The parent leadership group works hand in hand with the administration.

The pastor is the spiritual leader and chief administrator of the parish. He both supports and collaborates with the principal in matters pertaining to the overall administration of the school.

The principal is responsible for the day-to-day operation of the school, providing spiritual and educational leadership for the school community.

As primary educators of their children, parents and guardians are an invaluable resource to the principal and staff as they plan for the educational needs of the children. Parents are asked to share their talents and expertise by serving as School Board members, officers of the Home and School Association, Room Parents, Marketing Committee, and generally assisting classroom teachers with specific instructional needs, supporting the operation of the school in a host of different roles.

All parents become automatic members of the Home & School Association by virtue of their child's registration. Dues are required of all parents and the Association provides Monthly news as a source of information, service to the teachers and students and parent events. Meetings are posted on the school calendar and all are invited.

The Saint Joseph School website www.stjosephimperial.org is a quick and easy format for viewing and finding information pertaining to the school calendar, hosting Home and School events, School Board activities, Athletic events, Volunteer opportunities and generally the accurate information about Saint Joseph School.

FACTS is the means by which grades are posted and report cards are seen.

FACTS and teacher websites are the best sources of information for parents of long-term assignments, study guides, rubrics, quizzes and tests, upcoming field trips and classroom activities.

Phone numbers and addresses can be accessed through FACTS parent directory.

Saint Joseph School principal and staff maintain an open-door policy. Parents and guardians may discuss concerns about a child's growth in mind, body and spirit. In some instances parents ask about entrance into the Church as they request the training and reception of the sacraments.

The pastor is also available and can often be seen in the school or teaching in a classroom.

The growth of the entire school community is viewed as the responsibility of the entire school and parish community!

Parent/Guardian to Teacher Communications

Parents/guardians are encouraged to maintain an open line of communication with their children's teachers.

There are a variety of ways that a parent or guardian can communicate with the teachers: via phone call in which a message is left with the office manager requesting a return phone call; e-mail; or in person.

Teachers are always willing to meet in person. Spontaneous before or after school meetings are useful for casual conversations, but allow little time for a serious conversation. Appointments are strongly encouraged.

On occasion, parent conversations with teachers interfere with teacher supervisory responsibilities. The teacher engages in conversation and the children are not supervised appropriately.

Parents are asked to keep in mind that teachers have before- and after-school obligations that might prevent spontaneous, prolonged conversation on a serious subject.

Parents are not allowed to go to a classroom before school unless the teacher has confirmed a meeting with the parent at that time.

Teacher to Parent/Guardian Communications

Teachers, too, will maintain an open line of communication with the parents/guardians of their students.

Teacher will respond within 24 hours of receiving a communication from parents.

Teachers will initiate communications with parents via the Student Planner, written note, a phone call, email, or FACTS e-message.

Please do not expect the teacher to use their cell or home phone for parent communication. Teacher privacy is an expectation that many of us know needs to be respected and safeguarded.

Maintaining School Privacy

We at Saint Joseph School understand that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member.

Social Media, used properly, is a wonderful source of sharing. However, maintaining a positive influence through devices is becoming increasingly difficult. We ask that we maintain a healthy, positive sharing of information via devices. Failure to use devices in a respectful manner will involve legal counsel from the Archdiocesan legal team. Parents are also reminded that their signature on the Witness statement is taken seriously.

Methods for Decision Making

Decision making occurs at various levels and by various leaders within the parish and school community and always within the guidance of our parish and school mission and beliefs. In order to address concerns properly it is important to understand this process.

The pastor is the final word on all matters concerning policies, personnel and finances of the parish and school.

The principal supports the pastor's decisions and determines matters having to do with curriculum, personnel, behavior codes and day to day operations of the school.

The School Board formulates and recommends policies to the pastor for approval. The principal is responsible for developing administrative procedures for implementing policies. The staff collaborates in that effort and in the implementation of policy within the classroom.

Clear and consistent communication and implementation of policy helps everyone to work as a community for the good of the student and the school.

The School Board works closely with the Parish Finance Committee and principal to advise the pastor in setting the tuition for each school year and suggesting policy.

The instructional leader of the school is the principal who works with the staff to develop and maintain a curriculum appropriate for the learning, emotional, and spiritual needs of all students within the school.

The principal and staff, with input from parents and students, design behavioral and academic expectations developmentally appropriate for each level of instruction and which enhance the learning community.

Resolving Disputes between Parents/Guardians and School Personnel

In the event that there is a concern about a student's behavior or academic performance the normal channel of communication would be to address the concern with the teacher most closely involved in the situation. If the concern is not settled, further discussion is needed and the principal might be invited to be involved. The parent or teacher will request a meeting at which the parent(s), teacher, principal and, possibly the student, are able to discuss the problem. It is especially encouraged that older students be included in discussions that affect them directly.

If the concerns are not settled after speaking with the teacher and the principal, the parent is then encouraged to seek assistance from the pastor. Working together to meet the needs of the child is the goal and expectation of Saint Joseph School and it is rarely necessary to include the pastor.

Most often the principal is invited into the conversation in order to be kept abreast of anything that directly impacts students.

Documentation of all matters of a serious nature is kept confidential and is kept in the principal's file.

HEALTH AND SAFETY

(www.stjosephimperial.org houses all the Health Requirements)

Saint Joseph School follows school health guidelines recommended and required by the St. Louis Archdiocese and the Missouri State Department of Health.

Health Records

Saint Joseph School has hired a registered nurse to assist students and maintain all health records

Physical Examination

Students must regularly have a comprehensive physical examination. Physical exams are required for students entering Pre-K, Kindergarten, grades 3 and 6, and all new students, regardless of class.

Immunization

According to Missouri State Statute 167.181, prior to entrance into school students are required to be immunized according to the rules and regulations promulgated by the Missouri Department of Health.

It is unlawful for any child to attend school unless properly immunized prior to the first day of school, as required under the rules and regulations of the Department of Health and can provide satisfactory evidence of such immunization.

Emergency Information

It is the responsibility of each parent to ensure that the emergency information recorded in FACTS is always accurate and current. In the case of an injury or illness, parents are contacted according to this information.

- Each student must have at least one additional adult listed that can assume responsibility for a student in an emergency, when parents can't be reached.
- If parents are separated or divorced both parents (If they have custodial rights) must be listed as parents.

Step-parents can be listed as emergency contacts.

If there is an emergency and the parent(s) do not respond, emergency contacts will be called until successful communication is obtained.

If a child needs immediate medical care and the persons listed in the FACTS emergency are not responding, EMS will be called at the parents' expense. A teacher or administrator will accompany the student until a family member responds to the emergency.

Injury/Sickness

When an injury occurs at school, either in the building or on the playground, the child is brought to the school nurse. Depending on the complaint of the child he/she might return to the classroom or remain in the office to be monitored for a period of time.

Parents are notified in the case of injuries to the face and head. The supervising teacher completes an incident report that is kept in the office file for the year.

If the situation is serious the parent is notified immediately and a decision made concerning the next step to be taken. In the case of serious accidents, an incident report is made, a copy is kept in the school office and one sent to the Catholic Education Office.

Communicable Disease

St. Joseph follows the policies and procedures established by the Missouri Department of Health.
(Archdiocesan Policy 4704)

Prevention measures are always taken when dealing with any communicable disease. It is important that any communicable disease be reported to the principal or the nurse, who will see that the necessary prevention steps are taken in order to curb the spreading of the disease.

General Guidelines for Sending a Child Home for Illness

- Fever (>100.4)
- Rash with Fever
- Difficulty Breathing (Asthma not relieved by medication)
- Cough with inability to cover mouth

- Uncontrolled diarrhea
- Reddened eyes with drainage (thick white or yellow)
- Vomiting/nausea
- Mouth sores with inability to control saliva
- Communicable diseases
- Head lice

All students sent home due to illness must be picked up within 2 hours. If a student is not picked up within the 2 hour time frame, emergency contacts will be called to pick up the student.

Medication Policy in Accord with Archdiocesan Guidelines

(see <https://www.stjosephimperial.org/For-Parents/Health-Services/index.html> for details)

From the Archdiocese of St. Louis, Administrative Manual for Catholic Education, 2013

Ideally all medications are given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

- The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. The current prescription label on the container may serve as a physician's order and physician's orders may be electronically sent or mailed to the school.
- Written consent of the parent/guardian for school nurse or personnel to administer the medication.
- All medication is to be held in the original container in the nurse's office
- Administrative Assistant and Office Manager are both trained in administering medication.

All medications sent to the school are to be secured in a locked cabinet under the supervision of the school nurse. Students are not to carry medication on their person. A nurse or trained staff member must be assigned to administer medication. Proper documentation is kept on every dose given.

A student enrolled in a Catholic school that has a significant or potentially life-threatening medical condition may require special consideration. Schools take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Students with doctors' prescription for Epi-pen for allergy, MDI inhaler for asthma and diabetics are required to have medication available in school including for after school activities and off campus trips. Students who have not provided emergency medication will not be allowed to participate in these activities.

Indoor Clean Air Act

In observance of the health and safety of all staff and students, no perfume, body spray, scented creams, air fresheners, or aerosol lysol of any kind are to be used by staff or students. We are committed to being a Fragrance-free School.

Animals and Allergies

Whether a school function or event is indoors or outdoors, pets are not permitted on the property or in the school building. In addition, animals are not permitted to be brought to school in the pick-up line unless

the animal remains in the vehicle. These concerns are varied but some pose a health concern for members of the school community.

Safety Videos

All safety videos used in drills throughout the year may be found on the school website: <https://www.stjosephimperial.org/About-SJS/School-Safety/index.html>. The number of drills vary with the kind of drill. School safety drills and measures to assure safety are of utmost importance.

EMERGENCY PREPAREDNESS (EMS- EMERGENCY MANAGEMENT SYSTEM)

Saint Joseph School will have a comprehensive emergency preparedness plan in place, which is communicated to faculty, staff, students, and parents/guardians. Plans for emergency situations are developed by the school administration in accordance with Civil and Archdiocesan guidelines. The School Board has a member who serves as the chairperson of the safety committee. That person meets regularly with the school administration to assure current practices are in place and the facility is equipped with needed equipment to assure the safety of the school community.

Emergency procedures are posted in all areas that are used by the students. Regular drills are held in order to provide readiness for emergencies.

In the case of emergencies that require evacuation from the buildings, students gather by grade with their class teachers on the school field adjacent to the playground or the relocation site across the street in the firehouse.

In the case of extreme emergencies that require evacuation and time is not critical, students walk in grade levels with their teachers to a safe destination. Parents will be notified by phone where children have been taken to seek safety or meet them at the reunification site. Students will not have access to individual cell phones during drills or an emergency.

General Safety of the Students per Archdiocesan Guidelines

From the Archdiocese of St. Louis Administrative Manual for Catholic Education, 2013

Media

Members of the media are on school property only as invited guests, and are not allowed to interview students on matters unrelated to the purpose for which they were invited.

Distribution of Materials to Students

Saint Joseph School will not distribute information to parents or students in any form about programs, products, or services from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Mailing Lists

Names, addresses, and email addresses of students and their parents/guardians are not released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools do not provide lists of names, addresses, and email addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Saint Joseph School will not make available on the school website any information that enables a student or students to be identified individually by name and picture. This includes information about students that appears in school newsletters which are posted on the school's web site.

Questioning of Students

Except at the direction of a caseworker from the Division of Family Services, no minor student is questioned by law enforcement authorities or officials of other public agencies unless a school administrator and/or parent is present. Every effort should be made to contact the parents and provide them the opportunity to be present under most circumstances.

Safe Environment Program

Saint Joseph School will comply with all Archdiocesan policies and procedures concerning the Safe Environment Program. All Saint Joseph School faculty, staff, and volunteers are mandated by Missouri Law to report all suspected child abuse and neglect.

All employees and volunteers of the Archdiocese, (which includes parish employees) working with or near minors are required to follow the Archdiocesan policy and procedures on child abuse. All employees and volunteers who work with or assist children must participate in the Safe Environment Program.

- Sign and return to the parish office the Child Abuse screening form and include with that a photocopy of the social security card. This form is available in the school office or at our parish rectory.
- Read and sign *The Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*.
- View the online Protect and Prevent StL video. This is available throughout the Archdiocese and on our school website. The Archdiocesan website (www.archstl.org) lists Safe Environment Programs.
- Complete the Code of Ethic Training
- Complete a state background check.

Volunteer positions include but are not limited to coaches, room parents, field trip participants, scout leaders, classroom party volunteers, and all other volunteers.

It is our hope that each of our parents and guardians will earn their certificate in the Protect and Prevent StL program for the sake of each of our children. We encourage all parents to complete this responsibility within 6 months of registering their child. The program is intended to teach those of us who work with children how to recognize the signals of child abuse and some of the physical and emotional boundaries when working with young children.

All volunteers must be in compliance with the Archdiocese of Saint Louis in order to attend school functions including but not limited to, holiday parties, classroom parties, field trips and events. In addition, the parent must be current with Home & School dues.

UNIFORM POLICY

Students are expected to wear our uniform with pride. Personal appearance is consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia conveying the image of gang membership, supporting the beliefs of hate groups, making sexual innuendos, or promoting drugs, alcohol, or tobacco is inappropriate for school and is not allowed and is subject to disciplinary action on the part of the school administration.

Just Me Apparel supplies our school uniform and Sew Many Logos supplies the PE uniform. When we change our clocks, we change our uniforms to seasonal uniforms, appropriate to summer and winter.

Students wear gym uniforms to school on PE days. Occasionally, for special celebrations, students may be asked to change into their PE uniform following Mass. Students in grades or clubs that have a special shirt or sweatshirt, those are to be worn on the same day as decided with the moderator and/or principal. Having students choose random days for these t-shirts defeats the purpose of belonging to the group and promoting the organization.

Uniform Dress Code: Boys

Only SJS apparel purchased at Just Me Apparel or Sew Many Logos are worn; Spirit wear and Youth Ministry promoted items are not part of the School Uniform.

Shirts are tucked in. No printed T-Shirts worn under a polo shirt. No pockets or logos, or oversized shirts can be worn.

Sweater / Sweatshirts - Navy blue or forest green cardigan or pullover or forest green school fleece jacket with school logo - other colors are not permitted in the classroom. Shirt must be worn under sweatshirt, tucked in and collar is out over a sweatshirt. Hoodies with the St. Joseph logo are not permitted.

Shoes will be solid color predominantly navy, black, gray or white with matching laces of solid color. High tops, colored sneakers, highlighted/accent colors of red, green, or bright colors, bright colored shoelaces, wheels, and boots or boot style shoes are not permitted.

Socks will be solid navy, black, white, or gray.

No jewelry except a holy medal, watch, or crucifix. **Smart watches are not allowed and may not be worn.**

No body sprays or colognes are allowed.

Regular Uniform

Shorts / pants - navy blue with belt loops (rolling or cuffing pant legs is not permitted)

Belts - brown, navy, or black belts are to be worn (younger students may have an elastic waist in place of the belt as needed to grade 3)

Polo shirts - long or short sleeve forest green or white and must be tucked into pants

Gym Uniform

Shorts - mesh navy blue, no more than 2 inches above the knee, proper loose fit for young men

Sweatpants - navy blue (logos, stripes, snaps, zippers, or slits in the legs are not permitted), proper loose fit for young men

T-shirt - white or gray with St. Joseph logo

Uniform Dress Code: Girls

Only SJS apparel purchased at Catholic Supply or Sew Many Logos is worn; Spirit wear and Youth Ministry promoted items are not part of the school uniform.

Shirts are tucked in. No printed T-Shirts worn under a polo shirt. No pockets or logos, or oversized shirts can be worn.

Sweater / Sweatshirts - Navy blue or forest green cardigan or pullover or forest green school fleece jacket with school logo; other colors are not permitted in the classroom. Shirt must be worn under sweatshirt, tucked in and collar is out over a sweatshirt. Hoodies with the St. Joseph logo are not permitted.

Shoes will be solid color predominantly navy, black, gray or white with matching laces of solid color. High tops, colored sneakers, highlighted/accent colors of red, green, or bright colors, bright colored shoelaces, wheels, and boots or boot style shoes are not permitted.

Socks will be solid navy, black, white, or gray.

No perfumes or body sprays are permitted.

No jewelry except holy medal, crucifix, and watch permitted.

No smart watches are permitted.

Earrings must be post-type only. No dangling earrings or hoop earrings.

Regular Uniform

Plaid jumper - Pre-K through 3rd grade, shorts must be worn under the jumper

Plaid skirt - 4th-8th grade, shorts must be worn under the skirt; skirts are to be no more than 2 inches above the knee

Polo shirts - long or short sleeve forest green or white and must be tucked into skirt

Gym Uniform

Shorts - mesh navy blue, no more than 2 inches above the knee, proper loose fit for young ladies

Sweatpants - navy blue (logos, stripes, snaps, zippers, or slits in the legs are not permitted), proper loose fit for young ladies; leggings are not permitted

T-shirt - white or gray with St. Joseph logo

Girls and Boys as applicable

Smart watches are not allowed and may not be worn.

Cosmetics are not permitted.

Artificial nails and decals and nail polish of any kind are not permitted. Students will be asked to remove nail polish. Repeated offenders will be asked to supply nail polish remover or help defray the cost of the remover.

No hats or scarves are worn to cover the head, including hooded sweatshirts.

No wearing of artificial hair unless permitted to do so due to medical reasons.

Hair

Boys must keep their hair clean and neat. Hair that is too long (below the collar) is strictly prohibited. Long bangs that obstruct the eyes will not be allowed. Hair is to be off of the collar and ears must be showing. Saint Joseph School does not permit any student from having a pattern shaved into that side or top of the head. Haircut and styles such as, but not limited to, mullets, mohawks will not be permitted at Saint Joseph School.

Girls and Boys hair must be of natural color. Hair coloring and streaks are not permitted. No extreme hairstyles or extreme hair adornments (no hair extensions/glitter extensions). No undercut (shaved) or shaved sides of hair. No unnatural hair color or streaks.

Saint Joseph School reserves the right to apply the appropriate sanctions for failure to comply with Saint Joseph School's dress code. Students who are notified that their appearance does not comply with the dress code are expected to return the following school day in compliance. If additional time is needed, it is to be granted by the administration.

CODE OF CONDUCT

Parent Code of Conduct

Saint Joseph School holds students as well as parents to high moral standards. We recognize the value of a mutually supportive relationship between our school and parents. The education of your student is best served when parents/guardians and the school have mutual respect, open line of communication, and a commitment to your student's education.

Saint Joseph School reserves the right to enroll students and families who embrace the policies, procedures, and the mission that has been set forth.

It is the expectation that parents will address any concerns they may have in a respectful and professional manner. Saint Joseph School also expects parents to set a positive example in their behavior on our school campus and at school sponsored events.

Parents should refrain from any inappropriate, disparaging, hurtful, or violent language against school staff or other school families, in person or on social media. Parents are not permitted to take videos or photos of staff members or students without consent.

Parents may not post pictures of adults compromising serious matters that promote unChristian like behavior or materials. Failure to comply with the Parent Code of Conduct may result in the child being asked to leave Saint Joseph School.

Social Media for Students

Parents/guardians are responsible for their child's social media usage. However, any inappropriate, harassing, threatening, or bullying material will not be tolerated by Saint Joseph School and can result in disciplinary action whether or not it happened on school grounds.

Student Birthday Parties

Students are welcome to celebrate their birthdays with their classmates. We must keep in mind the seriousness of allergies and dietary restrictions.

Saint Joseph School has implemented that following rules:

- Students may not distribute party invitations on school grounds unless the entire homeroom is invited to the party.
- Only non-edible treats will be allowed to be given out (even in goodie bags). All food distribution, at any time during the school day, must be cleared with the school nurse.
- Parents may join their child for a breakfast treat or spend time from 7:20 am to 7:45 am with them in the cafeteria on their birthday. Two friends may join the birthday breakfast, in the company of the birthday child's parents.

Holiday/ Class Parties

All holiday and class party treats must be pre- approved by the nurse no later than 2 weeks before the party. Room parents will seek approval and plan treats for the class. The room parent must also obtain approval from the teacher for craft/games. Courtesy dictates on both counts.

The Christmas party is celebrated by the entire school with all the joy of the Season. All the students enjoy this holiday in a special way.

Halloween is celebrated in a different way for K-8 students. PreK students dress in their costumes and parade around the school in costume. Their party is age appropriate. K-8 students may wear a Halloween or orange shirt.

Class parties are intended for children presently enrolled in StJ. Siblings, younger or older, are not to attend the party.

Parents must give the teacher written notice if they plan to attend the class party and must be in compliance with the Archdiocese of Saint Louis. Space and safety may limit the number of parents at the party.

Students may not distribute any individual edible treats or candy during class parties, or for individual birthdays.

FINANCIAL CONSIDERATIONS

Parents are responsible for keeping current with financial obligations. Lunch is the only separate financial responsibility for the parents.

The parish business manager is responsible for all financial considerations beginning with the tuition plan and all other forms of payment large and small.

HOME AND SCHOOL

All parents are automatically members of the Home & School Association and are responsible for two \$100 payments or a total of \$200 Home & School dues. This plan can be adjusted but the payments are usually designated with two months during the first semester.

Parents are encouraged to attend the meetings that are held. All dates are indicated on the school calendar located on the website at www.stjosephimperial.org The website describes in detail the information needed for remaining informed.

Parent Leadership and volunteerism is necessary for the success of Saint Joseph School and as such, parents are encouraged to place their name in nomination for Home & School and School Board positions.