

# **ST. JOSEPH SCHOOL**

## **PARENT/STUDENT HANDBOOK**

**Let it be known to all who enter here  
That Christ is the reason for this school,  
The unseen, but ever present Teacher in its classes,  
The Model of its faculty,  
The Inspiration of its students**



**Saint Joseph, pray for us!**

## Table of Contents

RELIGIOUS INSTRUCTION/LITURGICAL PROGRAM .....	6
SACRAMENTAL PROGRAM, PRAYER, VIRTUE, SERVICE .....	6
ACADEMIC CURRICULUM .....	7
SPECIALTY CLASSES.....	7
TEXTBOOKS AND SUPPLIES .....	10
GRADING AND EVALUATION .....	10
Grades/Grading Scale.....	10
Homework.....	10
Late Work Policy .....	11
Eighth Grade Scholarships .....	12
PROGRAMS/SERVICES .....	12
Educational Consultant .....	12
SCIP - The School Community Intervention Program (SCIP).....	13
Quest Program .....	13
ACTIVITIES .....	13
Field Trips.....	13
SPORTS PROGRAM.....	14
PARENTS AS PARTNERS .....	15
PARENT/GUARDIAN INVOLVEMENT .....	16
SUPPORTIVE ACTIVITIES.....	17
Fund Raisers .....	17
PARENT/GUARDIAN-TEACHER COMMUNICATION.....	17
DISCIPLINE GUIDELINES/POLICIES – D2D [Discipline to Discipleship].....	18
SEARCHES, VANDALISM, CHEATING, PLAGIARISM .....	18
LUNCH AND RECESS .....	19
Cafeteria Reminders .....	20
Recess Rules.....	22
COMPUTER/INTERNET ACCEPTABLE USE POLICY .....	23
CELL PHONE POLICY (I-Phones, Smart Phones/Watches, Apple Watches, Fitbits, Etc.).....	23
RESPONSIBILITY .....	23
HEALTH AND SAFETY .....	23
SCHOOL SAFETY & SECURITY.....	25
Crisis Response Team.....	25
Safety Procedures/Drills.....	25
Parent Directives in Emergency Situations.....	26
Safety & Security Measures.....	26

PRESCHOOL/PRE-KINDERGARTEN INFORMATION .....	27
Registration, Sessions, Class placement, Tuition, Clothing, Snacks.....	27
Class placement, Tuition, Clothing, Snacks.....	27
ADMISSIONS (K-8) .....	28
CLASS PLACEMENT .....	29
TUITION AND FEES (K-8).....	29
SCHOOL HOURS.....	30
School Cancellation.....	30
STUDENT DROP-OFF/DISMISSAL PROCEDURES.....	30
ATTENDANCE/ABSENCES .....	31
Absence Policy .....	30
Truancy.....	31
Tardiness.....	31
Early Arrivals.....	31
Late Pick-ups.....	32
Leaving School Grounds.....	33
Beyond the Bell (BTB) Program.....	33
Doctor and Dental Appointments .....	33
Vacations.....	32
Illnesses.....	33
Transfers .....	33
DRESS CODE (K-8) [Preschoolers do not wear uniforms].....	34
GENERAL POLICIES .....	36
Payments.....	36
Visitors.....	36
Emergency Forms .....	36
School Directory .....	37
Family Information Changes .....	37
Custody Arrangements .....	37
Water bottles.....	37
Fidgets and Fidget spinners.....	37
Pets.....	37
School Pictures.....	37
Classroom Parties.....	37
Birthdays.....	37
HOT LUNCH PROGRAM.....	37
Appendix A – Arrival and Pick up Map	
Appendix B – COMPUTER/INTERNET ACCEPTABLE USE POLICY	



## ST. JOSEPH SCHOOL PARENT/STUDENT HANDBOOK

### HISTORY

In June 1976, the St. Joseph parish community, under the direction of Msgr. Thomas Holoman, began to form. After a few short years, with the support of the parishioners, Msgr. Holoman initiated the building of a permanent church, hall and school.

"An atmosphere of Christian joy and academic excellence" was the goal established for St. Joseph School when it opened its doors on August 24, 1979, with 63 students for grades kindergarten through three in a building of ten classrooms. Children of St. Joseph Parish in grades four through eight attended school at St. Teresa and Cathedral of the Risen Christ. We were blessed to have the Sisters, Servants of the Immaculate Heart of Mary from Immaculata, Pennsylvania, sent to us to begin our school. Sister Joseph Fidelis, our first principal, was assisted by Karla Judt in kindergarten, Sister Lorraine in grades one and two, and Sister John Evelyn in grade three. An additional grade was added each year until the present kindergarten through eighth grade was established on August 23, 1984. A preschool program began in 1986.

The Sisters, Servants of the Immaculate Heart of Mary remained at St. Joseph's for ten years, at which time the School Sisters of Christ the King, a diocesan congregation dedicated to the teaching apostolate, continued their work. In 2019, a lay principal was hired to work alongside a full time School Sister of Christ the King assistant principal.

The facility has grown considerably since 1979. Two major additions took place in 1984 and 1990. In 1999, the former convent (now the Angel House) was renovated into two preschool classrooms. In 2001, after completion of a new church, the old church area was renovated into space for the media center/library and Quest Room, technology lab and school offices. The school is now comprised of 27 classrooms preschool through grade eight, rooms for specialty classes including art, band, technology, and vocal music, a media center/library, a gymnasium, cafeteria, Quest Room, and three resource rooms.

In the age when Catholic elementary schools were struggling to survive, St. Joseph School came into existence. We are grateful for the wisdom and insight of Bishop Glennon P. Flavin, of happy memory, Bishop Bruskewitz, former Bishop of Lincoln, and Bishop James Conley, who have all held Catholic education as one of their top priorities. Above all, we are grateful to Almighty God for the many blessings He has bestowed upon us over the years and we ask for continual assistance in building the earthly Kingdom.

### MISSION STATEMENT

The Mission of St. Joseph Catholic School is: **We, the Family of St. Joseph School, build up the Kingdom of God as we work together in faith, knowledge, and loving service.**

### PHILOSOPHY

The educational program of St. Joseph School is based on Christian principles of education. Since proclaiming the Gospel message is considered the principal mission of Catholic education, it is the primary thrust at St. Joseph School. The philosophy of the school incorporates teaching the revealed message of the Gospel, fellowship in the Spirit, and service to the community as integral parts of our educational endeavor and mission. Our school is based on a family model, characterized by warmth, cooperative spirit, and positive expectations.

Man is a composite being of body and soul, created by God for the enjoyment of a supremely glorious and eternal destiny. This final end is so vital that all human activity should be directed toward its attainment. St. Joseph Catholic School is committed to the development of the whole child since in Christ, the perfect Man, all human values find their fulfillment and unity. As educators, the faculty of St. Joseph School endeavors to develop harmoniously the spiritual, intellectual, moral, emotional, physical, social and aesthetic potential of each student. In nurturing the intellectual faculties, the Catholic school considers it her special mission to develop a capacity for deciding correctly moral issues based on a well-formed conscience with a sense of personal commitment to Christ in this life and the attainment of eternal happiness hereafter.

## **GOALS**

**Spiritual Goal** – Develop in the student a personal relationship with Jesus Christ.

- Worship
  - Instruct the student in the truths of the Catholic faith through formal study of Scripture, doctrine, and morals.
  - Instill in the student a strong devotion to Christ and His Blessed Mother.
  - Celebrate the Church's Liturgy and devotions.
- Personal Growth
  - Provide opportunities for religious experience through liturgical and para-liturgical services, private and communal prayer.
  - Develop in the student the realization that free will brings with it the responsibility to make choices based on an informed conscience.
  - Assist in the choice of and preparation for responsible vocations.
  - Provide adult role models who strive to reveal Christ, not only by word, but by example.
- Service
  - Sacrifice time and talent at home, school, in the parish, immediate neighborhood and larger world community.
  - Sacrifice time and money to the missions.
  - Assist fellow students, teachers or staff.
- Evangelization
  - Be Christ to our neighbors and see Christ in our neighbors.
  - Share our faith with others.

**Intellectual Goal** - Develop optimum academic growth within the student's own capacity for learning.

- Emphasize learning opportunities that reflect truth, goodness, and beauty.
- Stress mastery of basic skills in a structured classroom environment.
- Provide a curriculum which takes into account individual potential.
- Teach study and organizational skills that help the student to be academically successful.
- Foster skills in critical thinking and decision-making.
- Provide meaningful instruction.

**Emotional and Aesthetic Goal** - Develop in the student the awareness of his/her intrinsic value and God's unfailing love for him/her.

- Assist each student in developing a good self-image, realizing individual uniqueness.
- Foster productive use of leisure time and an appreciation of the arts.
- Assist each student in dealing constructively with the problems that evolve from the conflicting values of our society.
- Promote character development, personal integrity, self-reliance and responsibility.

**Social Goal** - Enable the student to become an active, responsible member in the community, reflecting the principles of Christ.

- Develop respect and understanding for people of all races, culture and creeds.
- Develop social skills that help the student to get along with others in ways that correspond with a living out of the Catholic faith and the values of society.
- Develop a consciousness of the needs of others and the obligation to be of service.
- Develop an awareness of the need for responsible citizenship in our democratic society as well as our global society.

**Physical Goal** - Develop in the student an awareness of the need for physical fitness.

- Provide education in basic motor skills and the opportunity to develop these skills.
- Provide a curriculum that will supply the student with an understanding of the human body and the need for developing good health habits.

## **FAITH LIFE**

### **RELIGIOUS INSTRUCTION**

Religious education strives to enable students to develop a vital, personal relationship with God and to share the Gospel's realistic view of the human condition, while affirming hope. Through the study of the Catholic faith, including our rich traditions, catechists help prepare students to celebrate God's love, proclaim God's message, and live in accord with this message. The process of catechesis leads both catechist and student to a deepening discovery of God through effective and cognitive learning experiences. Through study, reflection and discussion, a positive sense of self-worth can be nurtured, growth in and development of a responsible use of freedom can be fostered, and a deepening awareness of our responsibility to serve the needs of all people can be promoted.

Students in preschool through eighth grade receive instruction in the Catholic faith each day. Teachers use a diocesan curriculum, which includes elements of Catholic belief, worship and morality and prayers to be learned at each grade level. The religion series – *Word of Life* (K) and *Faith and Life* (grades 1-8), produced by Ignatius Press – is used diocesan wide. A religious atmosphere is fostered throughout the school, through the use of crucifixes, religious pictures and statues, prayer corners, and religious bulletin boards. The faith is integrated, whenever possible, into every subject area and every aspect of school family life.

### **LITURGICAL PROGRAM**

Students in grades 1 through 8 attend daily Mass. Kindergarten students attend Mass two to three times a week. Students participate in the Mass as servers and readers, as well as through special class Masses. Parents/guardians and friends are welcome to attend.

Students who have made their first confession have the opportunity to receive the Sacrament of Reconciliation once a month.

Students in grades K through eight attend Stations of the Cross on the Fridays of Lent. Devotion to Mary is fostered through the Living Rosary in October, May crowning and praying of the rosary in class. The Church calendar and lives of the saints are also a part of students' spiritual life at school.

### **SACRAMENTAL PROGRAM**

Students in second grade receive the Sacraments of Reconciliation/Penance and Holy Eucharist for the first time. The Sacrament of Confirmation is conferred upon students in fifth grade. Dates for the meetings and second grade sacraments are noted on the yearly calendar. Parents will be informed of the date for Confirmation when it is received from the Chancery. The documents of the Second Vatican Council speak of the importance and value of parental involvement in the sacramental life of their children. Saint Joseph School aids parents in preparing their children for these special events through parent meetings preceding each sacrament. Every parent with a child in a sacramental preparation program will be asked to sign an active participation form, indicating their willingness and commitment to those activities which are necessary for full preparation for the sacraments, including: Mass attendance on Sundays and Holy Days, students' attendance at sacramental classes and retreat day, parent attendance at the sacramental meetings.

### **PRAYER**

Prayer (communication with God) is as essential to the life of the soul as breathing is to the life of the body. The diocese gives the following outline for teaching "formal" prayers to our students: K/1: Sign of the Cross, Our Father, Hail Mary, Glory Be, Grace Before and After Meals; 2: Act of Contrition, Responses at Mass, Guardian Angel Prayer; 3: Apostle's Creed, Mysteries of the Rosary/How to pray the Rosary, Prayer for Poor Souls, Responses to Bishop's Blessing; 4: Angelus, Acts of Faith, Hope, Love; 5: Morning Offering, Memorare, Prayer to the Holy Spirit; 6: Hail Holy Queen, Way of the Cross; 7: Divine Praises, "Sub tuum praesidium"; 8: Regina Coeli, Prayer to Saint Michael, Prayer for the Pope. Parents are encouraged to help their children learn these prayers, as well as to teach them how to talk to God in their own words, pray the Rosary, read Scripture and meditate. Modeling and providing of quiet time will help to teach children how to pray. Students by class also have Eucharistic adoration every other week.

### **VIRTUE**

Formation in the life of virtue is an essential aspect of Catholic education and formation. Virtue helps to root out sin and cultivate an openness to God and the things of God. Parents are asked to help form their children in virtues such as charity (love and respect for God, others and self), humility, meekness, generosity, gratitude, diligence, honesty, obedience, temperance, sacrifice, service, patience and modesty.

## **SERVICE**

St. Joseph School recognizes the importance of teaching our students the impact of giving service to others. Through our growing service program, students log activities and time they spend serving others throughout the school year. These students are recognized at school.

# **KNOWLEDGE**

## **ACADEMIC CURRICULUM**

**Language Arts** - Language is the student's most important tool, for without language there would be no communication. Catholic schools seek to help in developing communication skills—listening, speaking, reading and writing. English (grammar/writing), Reading/Literature, and Spelling/Vocabulary are taught at all levels of the curriculum. Phonics and Handwriting are taught in lower elementary grades. Cursive writing is introduced second semester of second grade and expected for most notes and assignments in grades 4-8.

**Math** - Mathematics reflects the order and unity in God's universe and deals with truth; therefore, it plays an integral role in the Catholic school. Mathematics also contributes to the development of the whole person by enriching the student's life and providing a functional tool for daily living. Major topics in each grade level include: K—math readiness (counting, one-to-one correspondence, recognition and writing of numerals); 1/2-addition/subtraction; 3-multiplication; 4-division; 5-fractions; 6-decimals/percents; 7-integers, application of arithmetic, pre-algebra; 8-extension of application of arithmetic, pre-algebra, algebra.

**Science/Health** - Within a science classroom of a Catholic school, science classes should be permeated with the vision of faith that identifies individuals as created by God, personally responsible for the well-being of others and of the environment, and charged with the task of cooperating with others and with God in bringing all things to unity and perfection in Christ. Sufficient scientific knowledge and skills must be attained and proper values and attitudes developed on each level to assure continued growth in the student's perception and appreciation of God's universe.

Catholic education includes the development of healthy living habits and right attitudes of mental, emotional, physical and moral values. Catholic schools help students follow the path toward a meaningful and rewarding life, by establishing a firm and solid foundation of health knowledge, attitudes and practices. Health instruction is designed for the development of an appropriate set of Christian values, the improvement of individual capacities for continuing growth, reverence for life, respect for the human body, and concern for personal well-being and that of others. Aspects of life science, physical science and earth science as well as health topics are covered each year in grades K-8.

**Social Studies** - The study of Social Studies in a Catholic school is based on an understanding that all persons are made in the image and likeness of God and are destined for eternal life. Social Studies ultimately explores the interaction between God in His Providence and mankind in his response to God's initiatives – Salvation History. The Social Studies program strives to have the students realize that they have a responsibility to God and to others to develop an understanding and respect for various peoples, cultures, and geographic regions of the earth, and that the history of mankind should teach a direction for the future. Areas covered in each grade are as follows: K/1-Families; 2-Neighborhoods; 3-Communities; 4-Physical Regions, Nebraska History; 5-United States History; 6-World Geography; 7-World History; 8-United States History.

## **SPECIALTY CLASSES**

**Art** - As beings created in the image of God, we may come to know, love and serve Him more fully through the study of art. Art reflects the beauty and wonder of God's creation, and of God Himself. Appreciation of beauty is at the heart of a good art program. While creativity is also an important goal, definitive achievement standards provide a framework for helping students mature in their ability to understand, analyze and express themselves in visual images. Students in grades K-6 receive art instruction. Students in grades 7 & 8 may take art as an elective class.

**Band** - Participation in the school band program is available to all students beginning in fifth grade. Students must provide their own instruments. All fifth through eighth grade band students receive free lessons. Band

lessons do often require students to take time from other regularly scheduled classes, and it is their responsibility to find out what they have missed and make it up. Group band practices may occur during other scheduled classes. All band members are expected to attend lessons and practice regularly at home. Band concerts are held twice a year.

**Technology** - Technology education provides all students with knowledge of the basics and proficiency in the use of technological systems. Students will be prepared to incorporate this knowledge in life-long education, careers, and personal lives in ways consistent with the teachings of the Catholic Church. Technology classes are offered to students in grades K-8.

**Elective Classes** - Junior high students attend elective classes two days a week. Signup for elective classes takes place at the beginning of each semester. Students are offered courses that may include, but are not limited to: Art, Behind the Scenes (sem. 1 & 2), Chemistry/Physics, Technology, Creative Writing, Drama, Junior High Musical (sem. 2), Spanish, and Yearbook.

**Library/Media Center** - The library strives to be positive, active and appealing by providing fiction, non-fiction, reference materials, magazines, and other materials for student and faculty use. Students and teachers can access information about all holdings through computer lookup stations in the library or classroom. All library media resources are cataloged, marked and shelved according to the Dewey Decimal System. In order to meet state requirements the school has at least one set of encyclopedias with a copyright date within six years of the current school year. St. Joseph School purchases a minimum of 150 new books per year. A minimum of five magazines are also purchased each year.

Each kindergarten through sixth grade class is assigned a weekly library period. During this time, students are presented with oral readings from contemporary and classical literature and have an opportunity to choose books to take home. To encourage responsibility and prepare students for the policies of public libraries, students are assessed a fine for overdue or lost books. Students need to follow library rules regarding checking out and caring for books.

Students have access to the library for research. This may be done through traditional research techniques or through use of computerized research stations. Students must have a signed "Computer and Internet Use Policy" form to be able to do Internet research. Students or their teacher must check with the media coordinator for available times that do not conflict with scheduled library periods. Class research activities and library skills sessions under teacher supervision may be held in the library during open library times.

#### Checkout Policies:

- Kindergarten through fourth grade books are due ONE week from the date checked out. Fifth through eighth grade students have TWO weeks. Books may be returned any time before their due date.
- Books may only be checked out on the day the student's class comes to the library. If a book is not returned on its due date, the student must wait until the next class library day to check out books. Late books cannot be held in reserve for checkout on a later date.
- If a student is absent on the class library day, his/her books are automatically renewed.
- A book may be renewed up to three times as long as it has not been reserved by another student or teacher.
- Books can be reserved. They are kept at the checkout desk and given to the student on their library day. Books with multiple reserves will be distributed in the order reserved.
- Magazines are available for check out.
- All reference materials (marked "For Library Use Only") must be used in the media center. Students may not check out teacher resource materials or videos.
- Students are encouraged to select books at or slightly above their reading level. Students can take one book each week on a much higher reading level or one book their parents are reading to them. They must have at least one book they can read independently.
- The library has a variety of books for fun and amusement. These include joke books, drawing books, world record books and magazines. These are intended to supplement student reading.
- Parent and teacher recommendations may be made regarding materials appropriate on a class level or for a particular student. Requests for an exception must go through the librarian.
- Checkout policies by grade  
Kindergarten: One book may be checked out from pre-selected material

First/Second Grade: Select from Early Reader section, Early Chapter and Series books. Some teachers require leveled reader books. Students may check out two books.

Third grade: Select from Early Reader, Non-Fiction, or some fiction. Students may check out more difficult Chapter and Series books depending on their reading level. Third grade may check out three books.

Fourth grade: Students may select from all areas of library. They should be selecting some of their reading material from the Fiction and Series sections.

Students may check out three books.

Fifth, Sixth, Seventh, Eighth grade: Select from any area. Up to five books may be checked out. Exceptions will be made on that number if needed.

#### Overdue Book Policies

- Overdue books must be returned directly to the library. They should never be put in the baskets.
- The fine for overdue books is five cents PER DAY, PER BOOK.
- Once a book is returned, the fine is frozen at the amount owed on the date returned. No books may be checked out until the book is returned AND THE FINE IS PAID.
- Saturday, Sunday, and school holidays are not counted when calculating the fines. Date due records will be adjusted for snow days or unexpected days off.
- Overdue notices for books will not indicate the fine due since the fine amount continues to increase until the book is returned. Students must come to the media center with their late books to find out the amount of their fine. Remember: Overdue books are not to be returned in the classroom library baskets.
- All book fines must be paid and overdue books returned before report cards are given each quarter.
- If books are damaged or lost, students must pay to replace them. The charge is \$5.00 for magazines/Step Books, \$10.00-\$15.00 for paperbacks and \$20.00-\$30.00 for hardcovers. This is non-refundable even if the book is found.

**Physical Education** - Physical education is an integral part of the total education program of Catholic schools. It provides learning experiences that contribute to the psychomotor, cognitive and affective development of each student. Central to the program is movement education, which focuses on exploration, creativity, problem solving, formation of concepts and development of skills. The development and maintenance of a high degree of physical fitness increases the student's potential movement. Physical education is concerned with both the versatility and quality of movement of each student now and in the future. Participation in physical activities contributes to the development of self-confidence, social skills and an appreciation of God's gift of life and movement. Physical education is scheduled for all classes. All students are expected to take part in P.E. classes unless a signed doctor's permit (for non-participation) is given. For occasional disability a note from a parent suffices. Students should wear shoes appropriate for a gym floor (tennis shoes, running shoes, etc.) on P.E. days. If appropriate shoes are not worn, students will not participate. Students also typically wear their school uniforms for PE classes with the exception of Jr. High, who will have the opportunity to change into gym clothes (basketball shorts/uniform shorts with appropriate t-shirt).

**Spanish** – Spanish classes are offered to students in grades Kindergarten through six twice a week. Spanish is taught through a hands-on curriculum and cross-curriculum activities, with an emphasis on speaking Spanish. Students in junior high may take Spanish as an elective. Curriculum at this level focuses on a solid base for continuation in high school.

**Vocal Music** - Music education is an integral part of aesthetic experiences that enable students to develop sensitivities to life and culture. Active learning will develop attitudes, knowledge and performance skills which help students perceive and respond to the power of music as an art. Preparation, understanding and participation of students in Catholic schools in religious celebrations enriches both the mind and heart in the offering of prayer to God in song, chant and dance. The interplay of cultural awareness, liturgical celebration, performance skills, and movement techniques affect total responses within students of living life in the image of the Creator.

#### Vocal Music Offerings

Kindergarten - Sixth Grade – General/vocal music classes are taught. Each class learns a variety of songs and age appropriate music theory.

Performances for each grade are as follows:

Christmas Musicals – K-3<sup>rd</sup> and 4<sup>th</sup>-6<sup>th</sup> graders put on two separate Christmas musicals at the same concert. Students with last names that begin with A-K perform one night and students with last names that begin with L-Z perform the other night. Performance nights will alternate yearly.

Spring Programs – Kindergarteners perform a short program after their Kindergarten Mass at the end of the school year. All 1<sup>st</sup>-4<sup>th</sup> graders perform a Spring Program. There is no alphabet split. All 5<sup>th</sup>-6<sup>th</sup> graders perform a Spring Musical with the Junior High Spring Musical Elective on a separate night from the 1<sup>st</sup>-4<sup>th</sup> program. There is no alphabet split.

The twice yearly music performances are the highlight of the music program and students put a lot of work into preparing for them. Therefore, attendance is MANDATORY at all performances. Excused absences include: illness, unforeseen emergencies, once in a lifetime events such as weddings, funerals, momentous anniversaries, etc. Other absences will be handled on a case-by-case basis, but advanced notice should be given to Mrs. Krinke, out of courtesy, so that arrangements and adjustments to the program can be made in a timely manner. Students may not participate in a program if sent home sick or gone for more than half of the school day.

Seventh and Eighth Grades – There are two musical offerings for Junior High. Electives: Fall Semester – “Behind the Scenes” (This group helps organize and make the costumes, props and scenery for the K-6 Christmas musicals. The “Behind the Scenes” members must attend both nights of the K-6 Christmas musicals, helping out with the costumes, props and scenery.) Spring Semester – Auditions are held early January to decide the members of the spring musical elective. There will be a small handful of after school rehearsals which they will be required to attend and they must be present the night of the performance.

Melodic Knights (Junior High Choir): This is an auditioned group of 7<sup>th</sup> and 8<sup>th</sup> graders that rehearse twice a week, depending on their schedule. Performances include: singing at the school Mass every other week, singing at the Lincoln Junior High Catholic Schools Honor Choir (fall semester only), singing at various assisted living homes, etc. and having a pizza party at the end of the semester. Additional performance requests may be added at the teacher’s discretion. These may include a concert, talent show, etc.

Vocal Concert Dress – Unless they have a costume or the concert is themed (in which case, parents would receive a note), children are expected to come dressed up to the concert. Students may wear nice slacks, capris, sweaters, blouses, skirts/dresses to the knees, shoes with a back strap, etc. Students may not wear the following: shorts, sweats, pullaways, walking shorts, skin tight clothing, t-shirts, tank tops, flip flops, etc.

## **TEXTBOOKS AND SUPPLIES**

**Textbooks** - St. Joseph School purchases textbooks from a variety of companies. St. Joseph School also participates in the Textbook Loan Program from the Nebraska Department of Education. The forms for this program are distributed in December for all parents to sign and return by the January deadline. It is the responsibility of each student to give proper care to the textbooks furnished by the school. Students are asked to keep their books covered and clean at all times. Books must be carried to and from school in book bags. In the event a student loses or destroys a book belonging to St. Joseph School, the student is expected to pay the replacement cost of the book.

**School Supplies** - School supplies are furnished by the parents/guardians. A list is sent home during the summer. Some school supplies will need to be replenished throughout the school year. Teachers will communicate with the parents when such supplies are needed.

## **GRADING AND EVALUATION**

### **Grades/Grading Scale**

- Grading for kindergarten is an academic standards-based grade. The scale is:  
4 = Exceeds Standards      3 = Meets Standards      2 = Approaching Standards      1 = Below Standards
  - For major subjects in 2<sup>nd</sup> through 8<sup>th</sup> grade, and for \*junior high electives, the following scale is used:  
99-100 = A+      91-92 = B+      83-84 = C+      75-76 = D+      69 and below = F  
95-98 = A      87-90 = B      79-82 = C      72-74 = D  
93-94 = A-      85-86 = B-      77-78 = C-      70-71 = D-
- (\*elective grades do not count toward GPA)

- For all specialty classes (Art, Technology, Music, Physical Education and Spanish), Social Growth Habits forms, all 1<sup>st</sup> grade subjects and 2<sup>nd</sup> grade Social Studies, Science and Phonics, the following scale is used:  
H = Highly Satisfactory      DW = Doing Well    S = Satisfactory    NI = Needs Improvement

**Adjusted Grades/Adjusted Curriculum** - In order to meet the needs of students who are experiencing difficulty in certain subjects or who qualify for educational services, teachers may adjust grades and/or curriculum. Teachers will notify parents/guardians by phone or in person if their child's grades and/or curriculum are adjusted. This will be noted on the child's report card and cumulative record. Adjusted curriculum may include:

- Enrichment materials
- Individualized or small group instruction with resource teacher/reading specialist
- Assistance with test taking
- Shortening length of daily assignments
- Redoing daily work
- Re-teaching and test retakes

**Homework** - Homework assignments reinforce concepts presented in class which need mastery, provide for completion of assignments and additional enrichment activities, and help students develop good habits of study and a sense of responsibility.

- Homework may include written/oral assignments, creative projects, book reports, memorization, study for quizzes/tests, reading for enjoyment and further enrichment.
- Work must be completed neatly, with name on papers, and turned in on time to merit complete credit.
- Students in grades 4-8 should use pen and cursive for most notes and assignments (exceptions: pencil for math; posters and projects can use manuscript; other teacher exceptions).
- Homework grades may be recorded.
- All students may be assigned homework on Monday through Thursday evenings, except on evenings when parents are expected to attend a school/class activity. Weekend work may be assigned for grades 4-8.
- Generally, homework should be able to be completed by the average student according to the following time allotments:  
    Grades K-3: 10-30 minutes      Grades 4-6: 30-60 minutes      Grades 7-8: 70-80 minutes  
If your child consistently takes significantly longer than these guidelines, please discuss with the teacher to determine any needed adjustments.
- Teachers in grades 1-3 provide a weekly homework sheet for each student. Students in grades 4-8 record assignments in a special assignment book.
- Parents/guardians should sign below the daily assignment each night. (Teacher discretion may be used in grades 4-8.)

### **Late Work Policy**

Providing consequences for incomplete homework is a means of helping students grow in the virtue of responsibility. It is not treated as a punishment, but as an opportunity. Teachers are willing to partner with parents if their child experiences a need for a specific program to help them learn this important virtue.

Grades 1-2: students finish late class work at recess.

Grade 3: 1st semester, students finish late class work at recess. 2nd semester, follow Grades 4-8 policy.

Grades 4-8:

1. Students will be issued a punch card giving them one or more (depending on grade) "free" late assignments. After the punches are used, the Late Work Policy will be enacted.
2. Any student with late work will stay after school in the Late Work Room until 3:50 p.m. or 30 min. after dismissal.
3. The student will call his/her parents right away to notify them that he/she will stay that afternoon. If parents can't be contacted, the student will stay the next afternoon.
4. If the student does not report to the Late Work Room, the assignment will be graded as is and the student will stay the next day.
5. If the student has a previously scheduled doctor appointment or goes home sick, he/she will stay the next afternoon.
6. If the student hasn't finished his/her work by 3:50 p.m., the assignment(s) will be graded as is with a penalty according to grade. Projects and review sheets may be handled differently according to teacher discretion.

7. If the student finishes early, he/she is expected to work on other homework or read.
8. Parents are asked not to bring the work to school even if it is completed and was left at home. Homework is the students' responsibility, not the parents'. If a parent does bring the work in, the child will still be expected to stay until 3:50 p.m. and redo the assignment in late work time.
9. Siblings are not allowed to stay on school grounds to wait for those in the late work room.

**No Name on Paper Policy** - Students are expected to put their name on all work turned in. Consequences for turning in work without a name are determined by teachers for each grade.

### Tests

- Tests and quizzes are issued at the discretion of the teacher. Policies vary from class to class in regard to sending home tests and having them signed. Final exams are given to the students in grades 7-8. Students in grade 6 take a few final exams. Students in 7<sup>th</sup> and 8<sup>th</sup> grade take a math placement test for the following year.
- Criterion referenced assessment is used to determine acquisition of competency in reading, writing and mathematics.
- Norm referenced assessments (Iowa Test of Basic Skills) are taken by students in Grades 3-8 each year in the spring to maintain an adequate profile of a student's achievement and potential ability. Students are encouraged to do their best and not to worry about these. The purpose of the test is to help the teachers to see the strengths and weaknesses of the students.

### Retakes

- Retakes are allowed at teacher discretion.
- If a teacher feels the subject matter needs to be re-taught, the whole class will retake the test. Teacher discretion will determine the grade.

**Extra Credit/Bonus** - In grades 1-4 extra credit is generally not offered. In grades 5-8 extra credit is offered at teacher discretion. In grade 1, no bonus test questions are given. In grades 2-8 bonus questions may be given on some tests.

**Failing Grades** - Parents/guardians will be contacted in person, by phone, email or written note, each quarter before report cards go out if there is a significant change in a grade or a failing grade. If a student fails a class for a semester, the work will need to be made up during the summer by working with a tutor at the expense of the parent.

### Report Cards

- Report cards are issued four times a year for students in grades K-8.
- The report card is an indication of the student's academic and behavioral performance in school.
- Parents/guardians are asked to sign the envelope and return it promptly to the teacher.
- If a student has been absent for more than one half of a report card period, the teacher may assign no marks for that quarter. "Prolonged Absence" is inserted instead of the grades for that quarter.

**Promotion or Retention** - A student is promoted or retained according to the possibility of academic growth for the student. Students whose average for all four quarters, of all major grades, is above 70% will pass or graduate into the next grade. If the student has already taken a second year to acquire the skills and knowledge for a given grade level, and is still deficient, he/she will be placed rather than promoted so that the receiving school knows the extent of education the student has received in the diocesan system.

**Eighth Grade Scholarships** - St. Joseph School initiated a scholarship program in 1996 for 8<sup>th</sup> grade students who plan to attend Pius X High School. Students have a variety of opportunities to earn a scholarship. By second semester, the administration explains the scholarship program to the eighth grade students and gives them a Scholarship Packet (containing forms and instructions) which they are expected to take home and share with their parents.

## PROGRAMS/SERVICES

**Educational Consultant** - The Educational Consultant provides a support to teachers/parents by serving as a bridge between home and school. Through the use of the Consultation Model, the consultant –

realizing the expertise that both parent and teacher hold – facilitates a series of meetings. During these meetings, the parent and teacher work together to develop and implement a plan to meet a child's goals at school and at home. Parents wishing to refer their child should route their request through the child's homeroom teacher. Referrals made may address academic, behavioral, emotional or social issues affecting a student's performance.

**Resource Help / Student Assistance (Academic/Behavioral/Speech)** – St. Joseph School has several options to provide support for students who need extra help with academics, behavior, or speech. Lincoln Public Schools resource teachers provide services to students who are verified with an academic, behavioral, or speech disability. LPS will be in charge of implementing IEPs goals and service minutes. Services may include: Speech-Language, Occupational/Physical Therapy, Deaf/Hard of Hearing, Vision, and/or Resource Support. In addition, St. Joseph School resource teachers assist students (both verified and non-verified) who have academic or behavioral needs. If you have concerns regarding your child's speech, educational progress or behavior, please contact your child's teacher. The Student Assistance Team will meet to determine a course of action. Should your child qualify for Special Education services through LPS, those services will be provided at St. Joseph's School. If you live outside of the Lincoln Public School District, special arrangements may need to be made.

Saint Joseph School sees inclusion of students who have disabilities in the regular classroom as an essential component to the education of all of our students. Saint Joseph School strives to provide education to all students at their appropriate level within the classroom. Depending on the unique strengths and needs of each student, there may be circumstances in which a student receives educational or behavioral interventions outside of their regular classroom environment.

**SCIP** - The School Community Intervention Program (SCIP) was created to assist students experiencing difficulties in the learning environment. The goal of the SCIP team is to identify barriers that inhibit the learning process for students, to intervene, to educate, and to provide a support for children, parents, and community. Students may be referred to the SCIP team by teachers, students or parents. SCIP also provides drug and alcohol awareness education.

**Quest Program** - The St. Joseph School faculty recognizes that high ability learners have a need for educational services which are consistent with their ability levels and learning characteristics. Classroom teachers differentiate instruction to meet their needs. Additionally, the St. Joseph Quest Program makes available to them learning opportunities designed to:

- Help develop high levels of knowledge and skills in their area(s) of competence at rates of learning commensurate with their abilities;
- Provide an environment and develop skills for student self-directed learning;
- Help develop skills needed for in-depth study of topics, ideas, and issues;
- Learn and interact with others of similar abilities;
- Help develop the skills necessary to function in groups in leadership and support roles;
- Help understand and use their God-given abilities in meaningful and productive ways.

Placement in the Quest Program involves careful consideration of the whole student. This includes factors of cognition, achievement and personal application. All factors are considered carefully when making recommendations for placement of individual students. Each new grade brings with it new challenges. Therefore, the students are re-evaluated to determine proper placement. Curriculum increases in difficulty and therefore placement may change. A teacher or parent may nominate a student for the Quest Program if the student meets two of the following criteria: the student displays the capacity and preference to learn rapidly, to study a topic in depth when introduced, and to use higher order thinking skills when studying a topic; the student has an outstanding record of past classroom performance; the student has scored in the 9<sup>th</sup> stanine on total reading, total math, total language, and/or total battery on the ITBS standardized achievement test. They may also recommend students who score in the 98<sup>th</sup> percentile or above on an approved individual psychological IQ test (e.g., Stanford-Binet—132 or above; Wechsler—130 or above).

## **ACTIVITIES**

**Field Trips** - Arrangements for field trips will be initiated by the teacher or principal. Field trips should contribute to the educational, cultural and social growth of the students. Preparation and follow up will enhance the effectiveness of the experience. Two educational field trips per grade (within a 55-mile radius)

may be taken throughout the school year. All students participating in field trips must have written consent of their parent/guardian for each field trip. Students who do not have permission slips turned in by the day of the field trip will not be allowed to go on the field trip. We ask that parents helping to supervise field trips not bring siblings if at all possible, since your full attention is needed for the students you are supervising.

**Events** – The following events take place each year:

- Catholic Schools Week - This nationally celebrated week begins on the last Sunday in January. Activities include an open house and academic fair. Each day is dedicated to a different group of people, i.e., parents, priests, teachers/staff, volunteers, students.
- Academic Fair - Each year during Catholic Schools Week students take part in an academic fair, which includes science fair projects in the older grades.
- St. Joseph Feast Day – Celebration of our patron saint on March 19 (or near if it falls on a weekend).

**Competitions** – The following are some competitions in which Saint Joseph students may participate:

- Lincoln Diocesan Pro-Life Poster and Essay Contest – Students in grades 1 through 8 participate in this contest each year.
- Page One: Page One is an extra-curricular reading program that focuses on getting students to read different types of literature, read for enjoyment, and identify themselves as readers. Students in Grades 3-8 can participate. **Level I** – Grades 3&4 **Level II** – Grades 5&6 **Level III** – Grades 7&8 Students read throughout the summer and school year. Two all-city events are hosted: Fun Day in March and a Competition in April. Students meet with their coaches for a weekly practice, beginning in January. All Page One books are located in a designated area of the school library. SCHOOL COORDINATOR: Toni Essay toni-essay@cdolinc.net
- Lincoln Northeast Quiz Bowl (“Brain Brawl”) - Junior high students can try out for the Brain Brawl, held in the spring, at Lincoln Northeast High School. Teams of four people compete in a quiz-bowl type competition covering a variety of topics. A prerequisite is to have no failing grades.
- MathCounts - Junior high students who enjoy math can try out to compete against junior high students in other Lincoln schools both as a team and individually in a competition sponsored in February by the Nebraska Society of Professional Engineers. No failing grades is a prerequisite.

**Student Council** - A committee of students from the sixth, seventh and eighth grade classes is selected using an application and interview process. These students develop decision-making and leadership skills, plan activities which foster school spirit, and provide service for the school. Meetings are held every other Monday at school. Proper behavior and satisfactory academics is expected of our students involved in Student Council. Members who receive a failing grade on a report card are placed on probation. If the grade is not improved, membership is revoked. A detention will result in the loss of membership.

## **SPORTS PROGRAM**

St. Joseph School is part of the Lincoln Catholic Schools League. The Catholic League is organized and supervised by a Select Committee made up of the Superintendent of Schools, the League Director, and three principals from the Catholic Schools in Lincoln. Rules and regulations are written by this committee. All member schools are responsible for adhering to the rules. Interscholastic sports are not played, nor are they counted, in the scheduled instructional program day. Schedules of games can be found at [www.cysi.org](http://www.cysi.org).

The goals of the St. Joseph's sports program are to teach students healthy habits, sportsmanship, skills and self-discipline. The sports program is organized by the athletic director, under the supervision of the principal. There is a fee per student per sport to defray the cost of uniforms, equipment, etc.

In order for the student to participate in athletics, the student must maintain a satisfactory academic standing. The student must also behave properly during school and must obey the training rules laid out by the coaches. The following sports are offered through this program:

7-8 boys basketball	7-8 girls volleyball	7-8 girls/boys golf
7-8 boys track	7-8 girls basketball	7-8 girls/boys bowling
7-8 boys and girls cross country	7-8 girls track	

**Athletic Participation Policy** – When an athlete is failing a class, has had a late or missing assignment, or has had a detention, multiple demerits, or other behavioral issues, the Athletic Director and Junior High teachers will meet to discuss the totality of the circumstances. The parents and the athlete will be notified

prior to the meeting. The Athletic Director, Principal and/or Pastor will then decide whether or not to temporarily or permanently suspend the individual from participation in athletics.

**Attendance Policy** - Students may not play in a game if absent or sent home during the school day because of illness. Students with a half-day excused absence for a reason other than illness (e.g. funeral, doctor or dentist appointment) may play in a game the same day. Students with a full day absence for any reason may not play in a game the same day.

**Notification Policy** - Grade notices are submitted to the athletic director. Parents, student and coach will be notified by the athletic director when the student cannot participate in the athletic contest that week or until the grades in each class are 70% or above. In-school suspension notices will be submitted to the athletic director and he/she will notify the parents, student and coach that the student may not participate in the next game.

**Concussion Awareness Policy** – In compliance with the Concussion Awareness Act, which was passed into law by the Nebraska Legislature during its 2011 session, St. Joseph School will adhere to the following procedures:

- Assure that all coaches of school teams receive training on recognition of concussion symptoms;
- Distribute concussion information to all parents and student athletes on an annual basis;
- Remove from play or practice any student suspected of sustaining a concussion and contact parents regarding the injury and symptoms.
- Refuse to allow a student to participate in any athletic activities (including practices and games) until the student
  - has been evaluated by a professional health care professional
  - has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and
  - has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

## **LOVING SERVICE**

### **PARENTS AS PARTNERS**

As partners in the educational process at St. Joseph School, we ask parents:

- To attend Mass weekly and teach the Catholic faith by word and example;
- To support the religious and educational goals of the school;
- To set rules, times, and limits so that your child:
  - gets to bed early on school nights;
  - arrives at school on time and is picked up on time at the end of the day;
  - is dressed modestly according to the school dress code;
  - completes assignments on time;
  - has lunch money or nutritional sack lunch every day.
- To treat teachers with respect and courtesy in discussing student problems, being mindful:
  - to keep your comments child-centered and skill-focused (academic, spiritual, behavioral) when communicating with school personnel through email, phone, or in person.
  - to avoid unkind or unproductive discussion (gossip/complaining) about the school, teachers, staff, or other children on social media or in person.
- To support and cooperate with the discipline policy of the school;
- To support and partner with staff as they focus on helping your child to be a disciple of Jesus and work toward the following Goals for Life:
  - “I can be angry or overwhelmed and not get in trouble.”
  - “I can be okay even if others are not okay.”
  - “I can do something even if it is hard or I don’t want to.”
- To read school notes, emails and newsletters and to show interest in the student’s total education;
- To complete and return to school any requested information promptly;
- To avoid vacations during school time, whenever possible;

- To meet all financial obligations to the school;
- To actively participate in school activities such as Parent-Teacher Conferences and SFA meetings;
- To notify the school office and teacher by a written note, email or phone call:
  - when a student has been absent or tardy;
  - for any changes of address or important phone numbers;
  - for any changes in custody or legal status;
  - for any other special situation regarding the student's well-being, safety, and health;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

## **PARENT/GUARDIAN INVOLVEMENT**

**Spiritual Dimension** - "Parents are the first and foremost catechists of their children. They catechize informally, but powerfully, by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in Its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their profession of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith." (Sharing the Light of Faith)

**Academic Dimension** - Parents/guardians are the primary educators of their children. Catholic parents have the duty and the right to choose those means and institutions which, in their local circumstances, can best promote the Catholic education of their children.

Parents are asked to be active members of the School Family Association and to assist as volunteers in various areas of service.

**Saint Joseph's School Family Association (SFA):** Parents of children in our school are all important members of the St. Joseph School Family Association. The success and value of our School Family Association depends on everyone doing a part in contributing to the SFA objectives. Our primary mission is to foster the spiritual and temporal education of children in keeping with: the doctrine of the Roman Catholic Church, the highest educational standards, the human and financial resources of the Church, the school, and the home. To accomplish this, our School Family seeks to:

- A. Promote understanding, cooperation, and mutual support between children, teachers, parents and the religious leadership of our school and diocese.
- B. Encourage parents to participate in the development and operation of supportive educational programs.
- C. Provide support for the extraordinary fiscal demands of our school.
- D. Offer programs related to our goals of a Catholic education.
- E. Monitor and, if appropriate, respond to community, state, and federal influences on Catholic education in the context of St. Joseph School.
- F. Create greater appreciation of Catholic education and strengthen the family as a foundation of Catholic education.

Our School Family Association has 2 meetings (in October and February), which all parents and faculty are encouraged to attend to learn more about the efforts, success, challenges, and programs associated with St. Joseph School. Our SFA leaders work hard to plan valuable, educational sessions and discussion forums for everyone's benefit at these meetings. The SFA also sponsors a family picnic in May. You ARE part of the School Family and your Family NEEDS You!! Thank you for your support.

Miss Piggy: Parents attending the SFA meetings sign their name to the sheet (one signature per child) for each of their child/ren's class/es and then put some pocket change into Miss Piggy. The class having the highest percentage of parent attendance at the meeting receives all the money from Miss Piggy.

**Volunteer Program** - Parents enrich our educational program by assisting as volunteers in various areas of service: hospitality, room parent, playground duty, lunchroom duty, health screening, listening to prayers, etc. Parents may sign up for volunteer activities through the classroom teacher, or various online sign ups that will be communicated through email. **All** volunteers must complete Safe & Sacred Training and pass a background check. This training must be renewed yearly. Background checks must be renewed every

5 years. For parents who volunteer to drive for field trips a personal vehicle use form must be renewed every 3 years and a defensive driving program completed once.

## **SUPPORTIVE ACTIVITIES**

### **Fund Raisers**

- **SCRIP:** St. Joseph parishioners can purchase certificates/gift cards from the SCRIP program to use at various companies and restaurants in Lincoln that return a percentage to St. Joseph Parish. SCRIP can be purchased after all weekend Masses, in the school office during school hours, or through “backpack SCRIP”. This money has been used in recent years to provide funds to teachers to purchase classroom enhancements, to purchase library books, to provide funding for school-wide parties and to help with part of the purchase of the school security system.
- **Walk for Christ:** The School Family Association sponsors a “Walk for Christ” fundraiser in the fall.
- **Book Fair:** An annual Book Fair is held in Nov/Dec at the Barnes and Noble South Pointe store. This is a day of shopping and fun seasonal activities for everyone! Our library profits by receiving a percentage of the sales. This enables us to purchase new books and materials for our library.

### **Recycling**

- The school recycles as much as possible, including it as a classroom responsibility.
- Recycling business paper helps our environment and cuts school costs. If you or your company have excess paper that can be used by the school, please contact the school office. The school will often print on the back side of sheets that businesses may have otherwise thrown away.
- Advertising or promotional items such as pencils, pens, envelopes, etc., are always welcome.
- Aluminum cans are collected in a trailer parked in the east parking lot. We are able to sell these for a small profit.

## **PARENT/GUARDIAN-TEACHER COMMUNICATION**

**Communication** - Many avenues are used to keep the lines of communication open between the home and school. There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling this task, teachers are to collaborate closely with the parents and willingly listen to them; associations and meetings of parents are to be set up and held in high esteem. (Canon 796 §2)

Communication can only genuinely take place when both parties respond to one another. Thus, sending emails or leaving phone messages does not constitute true communication unless/until the receiver responds. This is true for both teachers and parents. In this age of advanced technology, there is the temptation to think that communication has happened simply by sending an email or leaving a message, but to prevent a breakdown in the vital sharing of information about students, both parties must reciprocate so we can work together productively.

Any personal problems should be handled in a confidential manner following this order of priority: visit with the teacher first to see about a resolution. If the problem persists, then consult the principal. As a last resort, meet with the chief administrative officer. Parents have a right to information about only their own children. Parents may not interview or confront a child other than their own while the child is entrusted to this school, unless that child’s parents have given permission.

Teachers keep parents/guardians informed of the progress or lack of progress of their children. Notes, email messages and/or telephone calls are frequent means of communication. Parents are encouraged to contact their child’s teacher if they have concerns or questions. Teacher email addresses are listed in the school directory (n.b. – the school office does not share parent email addresses with other parents without permission). Parents may also check attendance and academic progress through Power School.

**Parent Newsletter/Emails** - A newsletter containing pertinent information and related attachments are sent home via email each Thursday. Other information is also emailed as needed. Ordinarily this will be on Tuesdays. A calendar is sent each month. Forms that need to be returned will be sent home with the youngest/only student. The Sunday church bulletin also has school announcements.

**Welcome Back Ice Cream Social** – The School Family Association sponsors an Ice Cream Social for parents and students prior to the beginning of school. This is an opportunity to meet teachers, collect information about the year, ask questions and drop off school supplies.

**Back-to-School Nights** – Evening opportunities are provided early in the year for teachers to share what is unique for their grade level and what to expect for the year ahead regarding curriculum, discipline, communication and special programs. Parents/guardians are highly encouraged to attend the session for each of their children as this enables essential communication between home and school.

**Conferences** – Parent-Teacher Conferences are scheduled annually during the first and third quarters. These conferences provide an opportunity for parents/guardians to confer with the teacher/s on the factors affecting the academic and social progress of the child. These conferences are to be strictly professional and limited to a discussion of the factors concerning the welfare of the child. Additional conferences may be requested by teacher or parents/guardians any time during the school year. Teachers are never to hold conferences during teaching periods.

### **DISCIPLINE TO DISCIPLESHIP – D2D [Discipline Guidelines/Policies]**

“Discipline is the ability to listen to the voice of another, to understand the message, and to act upon it appropriately in freedom, without external impetus. The word discipline...means to grasp or take instruction. A disciple is self-motivated to make the message of another his/her own and to translate that word into action. Simultaneously, discipleship becomes the goal, the privilege, and the reward of the faithful follower. The Catholic School is a privileged place to cultivate discipleship. **Leading souls to a vital relationship with Christ is the primary purpose of Catholic education.** Helping students to recognize the voice of Christ and to respond to his message is fundamental to the evangelizing mission of the Church. Our students live in a world of many voices, messages, distractions, and promises that deafen the ears of the soul. It is our task to assist them to develop ‘ears open to obedience’ (Ps. 40:7). Obedience, like discipline, is positive and leads to life. It means to listen, an active listening that leads to a positive action response. Discipleship requires ongoing discernment: recognizing the voice of God calling us to live the Christ-life in the particulars of daily encounters and choices.” (Patricia M. McCormack, Student Self-Discipline in the Classroom and Beyond)

**POSITIVE GROWTH MODEL** - In response to the Gospel mandate to “Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you” (Matthew 28:19-20), the administration, faculty and staff of Saint Joseph School embrace a “positive growth model” for helping our students to experience and live their Christian discipleship more deeply. Three principles undergird our “Discipline to Discipleship” program: **positivity, choice, reflection.**

This model utilizes components of various programs such as: Boys Town Social Skills Curriculum and Cornerstones of Care Behavior Intervention Support Team (BIST), along with essential virtues of the spiritual life.

- **Boys Town Social Skills Curriculum** – This consists of “social behaviors encompassing adult relations, peer relations, school rules and classroom behaviors.” There are 16 basic skills:
 

Following instructions	Accepting criticism or a consequence
Accepting “No” for an answer	Greeting others
Getting the teacher’s attention	Making a request
Disagreeing appropriately	Giving criticism
Resisting peer pressure	Making an apology
Talking with others	Giving compliments
Accepting compliments	Volunteering
Reporting other youths’ behavior	Introducing yourself

The social skills curriculum used at Saint Joseph School is tailored to the needs of our students by drawing from this basic list, as well as other resources. Teachers may also develop skills as situations arise that indicate the need for skill instruction.

- **BIST (Behavior Intervention Support Team)** –The purpose of the BIST Model is to partner with students when they are struggling and help them be accountable for their actions to make changes

in their life. BIST is designed to teach and protect students via Grace and Accountability so that students can demonstrate the Goals for Life and make good choices.

- **Goals for Life** = I can make good choices even when I am mad. I can be okay, even if others are not okay. I can do something even if I don't want to.
- **Grace** = We accept you, your problems, your pain, your needs.
- **Accountability** = Guiding students to look at what problems the behaviors create in their own lives. There are five levels to this accountability:
  - "I did it."
  - "I'm sorry."
  - "It's part of a problem in my life."
  - "I accept consequences."
  - "I accept and need help."
- **Virtues** – Virtues are habits of doing good that must be formed and practiced when young. The following virtues are central to the mission of St. Joseph School:
  - Conscientiousness and Responsibility are cultivated for personal choices and actions.
  - Compassion and Respect lead students to focus on others and the common good.
  - Courage (to proclaim one's faith) and Reverence lead to a deeper relationship with God.
 Virtue is taught and modeled as a means of helping each child to form his/her character into the best person God has called him/her to be. The Choose Love curriculum (<https://chooselovemovement.org/>) is also taught explicitly at all grade levels and focuses on the virtues of courage, gratitude, forgiveness and compassion in action.

**Junior High** – Junior high teachers will share information with parents at the beginning of the year regarding the specific discipline system and the late work/absence policy used for these grades.

**Consequences** – The consequences for negative behavior will be determined by a number of factors: the age/maturity level of the child, the seriousness of the behavior, the purposefulness of the behavior, repetition of a behavior. We want to be sure to choose a consequence that will help the student to change his/her behavior. Teachers may involve students in selecting a consequence that they feel will be effective in helping them. Because every student is a child of God, no student will be labeled as a bully. However, any student who exhibits bullying behavior will be subject to remediation. Parents, please talk to your child(ren) very seriously about using such vocabulary as, "I'm going to shoot you" or "I'm going to kill you", even in jest.

**Grounds for Suspension or Expulsion** - The following types of student conduct could constitute grounds for in-school suspension, out-of-school suspension or expulsion. A parent meeting with the principal and specified teachers would be required, and a student consequence determined. In addition, a contract may be established and parents may be asked to have psychological testing and/or counseling provided for their child.

- Using violence, force, coercion, threat, intimidation, harassment or similar conduct that causes or expresses intent to harm or injure any employee, volunteer or student.
- Causing substantial damage to property (including setting of a fire of any magnitude) or stealing property.
- Possessing any object or material that could be considered a weapon.
- Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, drugs or inhalants.
- Using language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.
- Willfully violating the behavioral expectations for students being transported to and from school-related activities
- Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.

**Searches** - St. Joseph School reserves the right to conduct a search of any desk, book bag, gym bag, or other personal belongings at any time for sufficient reason. School desks remain the exclusive property of St. Joseph School. Any items found which are inconsistent with our Catholic goals may be removed.

**Vandalism And Damage** - Students may be assessed the cost of repair or replacement of school property if they have been guilty of destroying, marring or losing it, whether through their carelessness or deliberate actions. Additional consequences will be based upon the disciplinary policy of the school.

**Cheating and Plagiarism** – Any student found cheating on a test or homework assignment will be required to redo the assignment upon which they will be graded, and receive a consequence. Repeated incidents could lead to further disciplinary action. Plagiarism occurs when a student attempts to pass off the work of someone else as his/her own. A student found guilty of plagiarism will be required to redo the assignment for a grade and receive a consequence. Repeated incidents may lead to further disciplinary action. Junior High students found cheating or plagiarizing will redo the assignment, receive a demerit and a reflection form, and be subject to the late work room policy.

**Items Not Allowed** – Certain items are deemed inappropriate for a learning atmosphere and are, therefore, not allowed to be used in school. These include: toys, toy weapons, sports equipment from home (unless requested), skateboards, electronic devices (electronic planners, I-pods, I-pads [that are not school purchased], CD players, electronic games, e-readers, etc...) and trading cards. Because of the high level of caffeine contained in them, energy drinks such as, but not limited to, “Red Bull”, “Vault” and “Monster” are not allowed. If any of these items are brought, the items will be confiscated and the student will be subject to disciplinary action.

**LUNCH AND RECESS** - Although students should be able to be more relaxed and have fun at lunch and recess, there must be some boundaries for their safety and the safety of others. They need also to remember to remain respectful toward adults and other students. These are excellent times for students to practice Christ-like attitudes and develop good human relations by means of their friendliness and good sportsmanship. Paras, teachers, and/or parent volunteers are in the cafeteria and on the playground at noon to grant needed permissions to the students. Simple procedures and rules of courteous behavior make these times more pleasant and relaxed. Students are to follow the rules and procedures below.

**Cafeteria Procedures** - The lunchroom is a place where good human relations can be developed.

- Grace Before and After Meals is prayed in the classroom.
- Students enter quietly and sit at assigned tables. (Open seating is at teacher discretion.)
- Classes are called by homeroom to get in the hot lunch line. The para-professional will circulate in the lunchroom and assist students. A para or volunteer parent should monitor the hot lunch line, see that the line moves quickly and efficiently, and then circulate in the lunchroom.
- Students are to remain seated unless given permission to use the restroom or clear their trays and trash. Table wiping duties vary by grade.
- Students should keep the sound level in the cafeteria at a moderate level (indoor voices) so instructions can be heard and to maintain a pleasant atmosphere to converse.
- Recess and lunch times may be obtained from the school website.

#### **Cafeteria Reminders**

- Students should not sit on their feet and should be pushed up to the table.
- Students may return to the classroom if they have a hall pass, but not for equipment, etc.
- All playground balls, jump ropes, etc., should be placed with the lunch box carriers in a specified area.

**Cafeteria Rules** (explained by the teacher to the students and posted in the lunchroom)

1. Be polite and respectful in table manner and speech to classmates and adults.
2. Do not bring knives or any other sharp objects.
3. Do not share food. (Students should eat the food they bought/brought and not buy/bring food for other students)
4. Remain seated unless emptying trays or throwing away trash.
5. Always walk.
6. Ask permission from the lunchroom monitor to use the restroom.
7. Clean tables and floors after eating.
8. Remain in the cafeteria until dismissal.

**Cafeteria Consequences:** If a student has been warned about unacceptable behavior and it still continues, the cafeteria monitor will ask the student to reflect on his/her behavior and may give a reflection form and/or a consequence, such as moving to a different table.

### Recess Rules

- Teachers will review the recess rules with the students at the beginning of the school year and periodically throughout the year.
- Students will go outside for recess as often as possible, weather permitting. Parents are asked to see that their children are prepared for outdoor play. Generally the students go to their classrooms for indoor recess when the weather prohibits outdoor recess.
- The following areas are off limits to students:
  - the concrete retaining wall and brick wall around the air-handling unit
  - the hill on the east side of the church
  - the steps on the east side of the school/church
  - the cafeteria alleyway
  - inside and behind the old bus cage
  - the area inside the yellow line under awning by kindergarten rooms
  - the handrails by the gym
  - the drainage ditch east of the school
  - the tree by the playground
  - the street (unless permission to get a ball is given)
  - the area by junior high classrooms
  - any area out of sight of a supervising adult
  - any area that is icy
- When the bell rings to end recess, all playing stops. Students should walk to their lines and enter the building in silence.
- Students are expected to:
  - a. follow rules
    - stay in designated areas
    - use appropriate language
    - not pick up or use rocks, sticks or snow
    - not take gum or food outside
  - b. respect adults - be obedient and courteous
  - c. respect their peers
    - show good sportsmanship
    - not exclude anyone
    - not put down others or display verbal/non-verbal disrespect
    - not tackle, wrestle, kick or shove
  - d. respect property

### Recess Consequences

- Teachers/parents who are supervising the playground have complete authority to correct any student who disobeys the rules.
- If a student has been warned about unacceptable behavior and it still continues, the recess monitor may ask the student to sit out or to fill out a reflection form.

### General Playground Equipment Rules

- Each homeroom is assigned a bag with a variety of recess equipment. Students are responsible for returning equipment to their class bag at the end of recess. Items lost or damaged will not be replaced until the next school year.
- Balls are not to be kicked anywhere against or near the building. Balls are not allowed in the covered area by the east entrance of the building. Balls may only be used on the matted area as permitted by the recess monitors.
- If a ball goes on the roof, students are asked to notify the person on duty or the office personnel.
- All running games (*including tag*) and ballgames are to be played out in the field, NOT on or around the playground equipment.
- Only one person may go down the slide at a time. Do NOT go up the slide.
- Do not jump off platforms or ladders.
- Do not hang by legs or flip on any equipment.

### **Specific Playground Equipment Rules**

Slide Winder: Only one student at a time may go up ladder; only one student may go down slide at a time; students may not go up the slide.

Corkscrew: Only one student at a time may go up or down.

Cliff Climber (narrow): Only one student at a time may go up or down.

Circular Horizontal Ladder: Students may not sit on top, or hang by legs or do flips.

Zip Line: Only one student may be on this at a time, for one turn; students or adults may not lift other students to reach it; students may not push other students; students are to form two lines: one for high, one for low

Toss Drop: Students should return balls to their classroom.

Spring Wring: Students may not push other students; no more than 4 students may be on this at a time.

Gray Climbing Walls: Student may climb up, down and side to side. Students may not sit on top, climb over the top or play "king of the mountain".

### **Winter Outdoor Recess Policy**

- Blacktop
  - When the blacktop is ice covered, students will have indoor recess.
  - When the blacktop is snow covered, teachers will use discretion to determine if recess will be outdoors.
- Temperature
  - When the temperature, with wind chill, is below 0 degrees, students will have indoor recess.
  - When the temperature, with wind chill, is between 0 and 20 degrees, students will go outside for part of the recess. The time will be determined by playground teacher discretion.
  - When the temperature, with wind chill, is above 20 degrees, students will have outdoor recess.

### **Snow Play Policy**

Kindergarten: Kindergarten students will have pre-planned snow play days. Teachers will notify parents and students in advance of the planned snow play day. Parents may be asked to assist in the classroom with snow clothing. On the planned snow play days students need to bring waterproof snow pants and boots to wear and follow the Snow Play Guidelines.

Grades 1-2: On the days when students have outdoor recess and there is snow on the playground, students in first and second grade may play in the snow during lunch recess only according to the following expectations:

- Snow play is at teacher's discretion.
- Students bring waterproof snow pants and boots to wear in the snow.
- Students have 5 minutes to change in and out of snow clothing.
- Students must follow the Snow Play Guidelines.

Snow Play Guidelines:

- Students stay within the area designated for snow play. The designated snow play area is the flat area on the playground near the baseball diamond.
- Students may not play on any snow mountains created by the clearing of parking lots without adult permission.
- Students bring a plastic bag in which to store their snow clothing.
- All bags and snow clothing are well labeled.
- Students take their snow clothing home every night.

Grades 3-8 do not generally play in the snow.

### **Adult Supervisory Responsibilities**

- Each lunch recess will be monitored by at least one classroom teacher or designated adult per grade, who may be assisted by a parent playground monitor.
- The adult monitor will carry a designated walkie-talkie to inform the school office in an emergency.
- Parent playground monitors at lunch recess will also carry an emergency card and first-aid kit.
- Parent playground monitors may take students outside from lunch, but students may not leave the blacktop and enter the playground until the teacher/para arrives for duty.
- All adult monitors will circulate the playground/blacktop area frequently and avoid a stationary position for more than five minutes.

- Students with minor injuries may be sent to the office with another student. If the injury is more severe, the teacher must make a judgment either to bring the injured student to the office or send someone in to inform the office personnel of a need for help.

**TECHNOLOGY ACCEPTABLE USE POLICY** – Students in grades K-8 are asked to sign a Technology User Agreement to abide by the rules for use of educational technology available in our school. Noncompliance with these guidelines will lead to appropriate consequences. See **Appendix B** for the complete Technology Acceptable Use Policy.

**CELL PHONE POLICY (I-Phones, Smart Phones/Watches, Apple Watches, Fitbits, Etc.)** – **This policy applies to any device that is used for more than telling time and/or counting steps.** Because of the multiple possible misuses of cell phones (text messaging to communicate during class or to cheat during a test, taking inappropriate pictures and/or videos, etc.), we discourage students from bringing them to school. If students do bring a cell phone with them, it must be turned in to the classroom teacher at the beginning of the school day. They may pick up the cell phone at the end of the day. If a cell phone is seen or heard, an appropriate consequence will be determined. For Junior High students, the cell phone will be confiscated for a day and must be picked up in the office by a parent; student will receive a demerit and fill out a reflection form. If behavior is repetitive a plan will be made to help the student be successful. St. Joseph School reserves the right to take more serious measures – including contacting law enforcement and expulsion – if the action warrants it. Students may **only** use cell phones outside at dismissal with permission of a teacher on duty.

## **RESPONSIBILITY**

**Forms** – Ordinarily, communication from the school office (weekly newsletter, etc.) is sent home in electronic form. On occasion, forms which need to be filled out and returned will be sent home. It is the youngest/only child's responsibility to bring these forms home and return them to school promptly.

**Telephone Use** - The school telephone is a business telephone. Students are requested to make plans for the day with their parents/guardians before coming to school. Permission will be granted for students to use the phone for emergencies and legitimate needs only by teacher's request. **Forgotten P.E. clothing, books, assignments or band instruments do not constitute an "emergency."** Students and teachers are not called from their classrooms for telephone calls during school, except in the case of emergency.

**Forgotten Items** - Any lunches, books, etc., forgotten by a student may be dropped off at the school office. (Please see Late Work Policy on p. 10 re: forgotten homework.) The student's name and grade should be written on the sack or lunch bag to be given to the student. The student will be called to the office to pick up the forgotten item. Students will not be allowed back into classrooms after 3:45 p.m. Parents should check with their children when they get into the car to see that they have everything that they need.

**Money/Valuable Items** - Students are discouraged from bringing valuable items or large sums of money to school. If items are brought to school and lost, the school is not responsible. All money sent to school with the children should be in an envelope marked with the child's full name, grade, purpose and amount enclosed.

**Lost and Found** - All lost articles are placed on a table by the lunchroom. If articles are not claimed by the end of each quarter, they will be donated to a worthy cause.

## **HEALTH AND SAFETY**

**School Nurse** – Saint Joseph School does have a part-time school nurse on staff.

**Health Records** - The school complies with the requirements of the State Department of Health in obtaining and recording health information. The school maintains cumulative health records, screening results and immunizations for each student. All health records and information are used for the purpose of benefiting the student's educational process and are bound to high standards of confidentiality.

**Immunization Records** - Immunization records are kept on file in the school office. Every student in St. Joseph School must show evidence of the following immunization protection: 3 doses of DTP, DTaP, DT or Td (diphtheria, tetanus, pertussis), 3 doses of Polio vaccine, 3 doses of Hepatitis B vaccine, 2 doses of MMR or MMRV (measles, mumps, rubella...varicella), 2 doses of varicella or MMRV (written documentation of varicella disease also suffices). Any student who has not met the requirements for immunization under State law must be excluded from school.

**Physical Exams** – Physical exams by a qualified physician are required within six months prior to kindergarten and seventh grade. Forms must be sent to the school office prior to the beginning of the school year. A physical exam is also required in the case of a transfer from out of state.

**Dental Exams** - All students are required to give the school a record of dental exams annually. Students who do not have record of a dental exam for the year are screened in the spring.

**Health Screening** - School health screening tests are given in accordance with the Nebraska State Law. The minimum recommended screening includes: height and weight, audio screening and vision screening for students in kindergarten and grades 1,2,3,4 and 7. Students with problems may be screened at any time. Accurate screening and re-screening procedures, identification of problems, referral and follow up are of great importance. Parents are notified in writing when further evaluation is recommended by their health care professional.

**Illnesses** - Children showing signs or symptoms of contagious or infectious disease are to be kept or sent home. Symptoms of communicable disease include fever, flushed face, headache, muscle or joint aches, nausea or vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, sore or inflamed eyes. Children should not return to school until they have been free of symptoms for at least 24 hours; they should be fever-free WITHOUT fever-reducing medication (Tylenol, etc.) for 24 hours. If a student becomes ill during the school day, he/she will be sent to the office accompanied by another student. Whenever a student shows symptoms of any contagious or infectious disease or has a temperature of 100 degrees or higher, the parent shall be notified immediately and the student sent home. When a child needs to go home because of illness, the parent is asked to pick him/her up as soon as possible because we are not staffed or equipped to care for ill children. If a child's temperature is slightly elevated (but below 100) or the child asks to call home, the child will call to discuss symptoms with his/her parent, and the decision to remove the child from school rests with the parent.

**Medication** - Any student who is required to take medication during the regular school day must comply with school regulations.

Non-Prescription Medications – The school will maintain a supply of common non-prescription medications for student use. All parents are requested to fill out an “Authorization for Administration of Medication” form granting St. Joseph School personnel permission to administer these common non-prescription medications to their student, or indicate if there is specific reason not to do so. The student will receive a dose of medication from the school supply when needed. When your child receives non-prescription medication, this will be documented and kept in a student file and a note will be sent home. If you want your student to receive something that is not kept by the school, fill in the “other” blank on the form and send the non-prescription medication to the office in its original container with a proper label that includes: name of student, name of medication, dosage, and frequency of administration. Anyone who is interested may donate a new unopened bottle of the medications listed on the form.

Prescription Medications – Parents wishing their student to receive a prescription medication during school hours should fill out the “Authorization for Administration of Medication” form and return it to the school office with the prescription medication in its original container and properly labeled. Each time your child receives a dose of the medication it will be recorded and kept on file. Students with diagnosed diabetes, asthma or other life-threatening conditions are allowed by state law to carry and self-administer prescribed medications if parents have completed and turned in an “Asthma or Anaphylaxis Medication Management Plan” indicating that their child is capable and they prefer he/she self-medicate.

All medications, except those that are needed for emergencies (asthma and anaphylactic shock), are stored in a locked cabinet in the office.

**Accidents** - In the case of an accident, teachers and/or office staff will offer assistance as needed. If medical attention is necessary, you or your contact person will be notified and we will fill out an accident report. Parents may request a copy of the accident report. Please make sure that the school has current phone numbers for emergencies. Staff will assist by describing the current situation and when possible, by

having the student speak to his/her parent by phone. Our staff is instructed not to diagnose, nor to treat injuries beyond the basic first aid level. Transportation is the responsibility of the parent. The student will be kept supervised until the parent is able to come for him/her. If a child's injury requires emergency treatment, the school will first call the Emergency Medical Service (911). Parents will then be notified immediately. If the child is taken to an emergency room before the parent arrives, a school staff member will accompany the child. In the event that 911 is called, the parent will be expected to come immediately to the school or to the emergency room. The school will not be held responsible for any incurred costs when emergency personnel must be summoned.

**Health Conditions and Special Medical Needs** - If your child has a serious health condition or special medical needs - including chronic health conditions (asthma, diabetes, epilepsy, significant physical impairment) or life threatening allergic reactions (anaphylaxis) - it is absolutely essential that this information be given in writing annually to the school office and classroom teacher. It is important that the school staff know the care that your child needs and how to provide that care to keep your child safe at school. If your child uses an inhaler or other medication, either daily or in emergency situations, please be sure that the necessary medication has been sent to the school office. All information shared with the school office and your child's teachers remains confidential; information is shared on a need-to-know basis with your child's teachers and other school staff. Unless notified otherwise by a child's parent, the following protocol will be followed in the event of a life-threatening asthma attack or anaphylactic reaction. This protocol has been mandated for all Nebraska schools by the state legislature (see next page).

1. Call 911
2. Summon designated trained, non-medical staff to implement emergency protocol.
3. Check airway patency, breathing, respiratory rate and pulse.
4. Administer medications (EpiPen and albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.

**Lice** - Parents are asked to call the school office if their child has lice. If a student is suspected of having lice, he/she will be checked. If a student is found to have nits and/or lice while in school the parents will be notified and will be asked to pick up their child. The child must be treated before returning to school. Information and guidelines on how to check for and treat lice are available in the office.

## **SCHOOL SAFETY & SECURITY**

St. Joseph School is committed to providing a safe environment for students, staff and visitors. We work with safety officials to insure that our school is well prepared in the event of an emergency and conduct drills throughout the school year to help students and staff prepare for possible emergencies.

**Crisis Response Team** - The Crisis Response Team meets regularly to discuss how to respond to various crises. In addition, the team processes and learns from crises that happen in our community and in our nation. Members of the Crisis Response Team periodically review safety and security issues with the teachers and staff, including what to do when there is a trespasser, a disruptive student, someone with a gun, a bomb threat, a missing student, a natural disaster, etc.

### **Safety Procedures/Drills**

- **Fire Procedures** – Fire drills are conducted throughout the year, at different times of the school day. Students are given directions for fire drills at the beginning of each school year. They are directed to walk quickly in a single file line, without talking, to the designated nearest exit. Teachers guide classes to a safe location away from the building and take attendance upon assembling outside.
- **Tornado Procedures** –Tornado drill are conducted in the fall and again in the spring. Students are shown what to do in the event of a tornado, and then practice in a drill situation. Students are directed to move in a single file and in silence to the lower level of school or to designated shelter areas at the sound of intermittent bells. Upon reaching the designated area, they sit in the cross-legged position prepared to cover their head with their hands if a tornado should hit. In the event of an actual tornado warning, no entry into or exit from the school is allowed until an "all-clear" announcement is made.

- Emergency Evacuation - In the event of certain building emergencies (actual fire, bomb threat, etc.), students are relocated to **our evacuation site, Aldersgate United Methodist Church (8320 South Street)**. When students are evacuated to our designated safe location, we ask that parents not intercept and take students on their way to that location. For student safety, we need to make sure that all students reach the safe location and are dismissed to parents in a safe and orderly fashion. An evacuation drill is practiced at least once a year.
- Reunification – Parents will be directed by St. Joseph email (SCHOOL MESSENGER) or public safety officials via media to their child’s specific location. Students will be released only to parents or those who are documented as emergency contacts on the Emergency Form filled out by parents at the beginning of the school year, and who present a picture ID such as a driver’s license, military ID or passport.
- Standard Response Protocol
  - Secure – In the event of an external threat, we secure the perimeter. Staff members make sure that all entrances are locked. No entry into or exit from the school will be allowed until an “all-clear” announcement is made.
  - Lockdown – In the event of an internal threat, we secure students in their classrooms or evacuate students at teacher discretion. Teachers check the hallway for students, lock their doors and direct the students to a designated safe place in the room away from windows and doors. If possible and reasonably prudent, teachers may evacuate their students from the building to a safe location. Otherwise, no entry into or exit from the school will be allowed until an “all-clear” announcement is made.
  - Periodic drills are conducted so that students know what to do in case of danger in or near the building.

#### **Parent Directives in Emergency Situations (How You Can Help)**

- **BE PREPARED FOR A SCHOOL EMERGENCY**
  - Be sure that your child’s emergency contact information is always accurate and current.
  - Speak with your child about basic personal safety and safety procedures at school.
- **IN CASE OF A SCHOOL EMERGENCY**
  - DO NOT call or rush to your child’s school. Phone lines and staff are needed for emergency response efforts.
  - DO NOT phone your child. Students do not carry their phones during the school day and thus won’t be able to respond.
  - Tune in to local TV/radio stations for official school news alerts. Rely only on information from St. Joseph School’s email system (SCHOOL MESSENGER) or public safety officials. Listen to the radio or check email for official information regarding unification with your child.
  - Cooperate fully with staff, emergency or law personnel on the scene.
- **FOLLOWING AN EMERGENCY**
  - Listen to and acknowledge your child’s concerns.
  - Provide reassurance that your child is safe.
  - Assure your child that additional prevention efforts are being put into place.
  - Seek help from school personnel or a mental health professionals if concerns persist.

#### **Safety Measures**

- Child Abuse or Neglect - Nebraska law mandates that when any person has reasonable cause to believe that a child has been subjected to abuse or neglect, or has observed such a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, the person shall report such an incident or cause a report to be made to the proper law enforcement agency or to the Nebraska Department of Social Services (1-800-652-1999). Abuse or neglect is knowingly, intentionally or negligently causing or permitting a minor to be placed in a situation that endangers his or her mental health; cruelly confined or cruelly punished; deprived of necessary food, clothing, shelter or care; left unattended in a motor vehicle if six years of age or younger; sexually abused; or sexually exploited. In most cases, for legal purposes, neither the principal nor the person who reported the suspected abuse, communicates the report to the parents. The civil authorities may interview the child at school in the presence of the principal and may also visit the parents of the child.
- Asbestos Hazard Emergency Response Act - In accordance with the Environmental Protection Agency regulations, St. Joseph School hired the Institute for Environmental Assessment (IEA) to conduct initial asbestos inspections in 1988. St. Joseph School again hired IEA to conduct reinspection in 1991.

Asbestos Management Plans were developed through these inspections in order to protect the health of our students and staff and to maintain compliance with EPA regulation concerning asbestos containing materials in schools. Since 1988, St. Joseph School has carefully followed these management plans. During the inspection of October 1994, the materials that contain or are assumed to contain asbestos were assessed to present negligible health risks. As a result of this inspection by the Diocesan Office of Environmental Management, a new management plan was developed. In 2007, after lab testing, an asbestos abatement contract was completed in the original school building. In 2009, the remaining areas were abated in the 1984 school addition, completing our asbestos tile removal. The 1990 school addition has an encapsulated amount of less than 4% asbestos in hallway tile mastic that will be abated in a future project. The administrators of St. Joseph School will closely follow these new management plans. The management plans are available for your inspection, in the school, during regular business hours. The program manager for Saint Joseph School is Mr. Ron Prochaska of Alfred Benesch & Company, 825 M St. STE 100, Lincoln, NE 68508, phone 402-479-2296. Please feel free to contact St. Joseph School if you have any questions.

### **Security Measures**

- Communications - Each classroom has a call button to use in emergencies such as: when the teacher suddenly becomes ill; when a student becomes ill; when a student is exhibiting extreme and potentially dangerous behaviors; when a stranger is present in the building. All teachers and employees in strategic areas of the building (paras, cafeteria, office, etc). have a walkie-talkie for use in emergencies as well.
- Exits
  - All doors exiting the building, except the main entrance, remain locked throughout the day. No object is to be used to prop open outside doors. Parents/visitors wishing to enter the school must come through the main entrance and ring the doorbell at the office entrance.
  - The east entrance may be used by students arriving at school from 7:45 a.m. to 8:05 a.m. The doors will remain locked, but a designated adult will be available to let students (only) into the building. **A reminder that all parents/visitors must use the main entrance and sign in at the office.**

## **ADMINISTRATIVE POLICIES**

### **PRESCHOOL/PRE-KINDERGARTEN INFORMATION**

Purpose - Preschool is a time for children to explore, experiment, and experience the joy of learning. Our program gives children time to discover and learn new skills in a Catholic atmosphere. We develop the spiritual, intellectual, social, emotional, and physical growth of each child by teaching skills in a variety of classroom settings. These settings include structured learning times in religion, music, P.E., library, math, science, and reading. Our curriculum also includes less structured, more social times that include story time, outside activities, snack time, and free play in centers, which include a kitchen area, building area, art area, manipulative area, and reading area. We strive to develop the whole child and teach the skills preschoolers need to be successful in Kindergarten.

**Registration** - Applications for new students for the new school year will be available second semester. The registration fee is \$30, which is non-refundable. We accept children three, four and five years of age. Classes are filled as registrations forms are received.

**Preschool/Pre-Kindergarten (PreK) sessions** - Our preschool day consists of three hours for half day, and eight hours for all day, divided into free play (in centers: kitchen area, building area, art area, manipulative area and reading area) and a more organized period which will include Religion instruction time, snack, story, music, and outside activities.

- Half-day Preschool: Three- and four-year olds      Typically Tu/Th      8:00-11:00 a.m.  
Students MUST be three by July 31.
- Half-day PreK: Four- and five-year olds      Typically M/W/F 8:00-11:00 a.m. or 12:20-3:20 p.m.  
Students MUST be four by July 31.
- All Day PreK      Typically Monday-Friday      8:00 a.m.-3:20 p.m.  
Students MUST have one year of preschool or teacher permission.

Students MUST be four by July 31.

Preschool and prekindergarten follow the St. Joseph School calendar for holidays.

**Class Placement** – Students are placed in classes according to availability as registrations are received. Once the school year has begun, changes in class placement require principal/teacher approval.

### **Tuition**

#### **\$30 registration fee (non-refundable)**

\$110 per month for two-day-a-week attendance

\$140 per month for three-day-a-week attendance

\$250 per month for five-day-a-week attendance

\$500 per month for All Day five-day-a-week attendance

Since we depend upon monthly fees for operational expenses for our preschool/prekindergarten, we ask that these fees be paid promptly on the first of each month. If your monthly payment is not received by the end of the month, your child will not be able to attend classes until your payments are brought up to date. Please make checks payable to St. Joseph School and turn in to your child's preschool teacher or to the school office. Tuition for the school year must be paid in full before the child can attend the following year.

**Clothing** - Children should wear clothing that is washable and enables them to move easily. An extra set of clothing should be sent to school in a zip lock bag to be stored as indicated by the teacher during the school year. All clothing should be marked with the child's name.

**Snacks** - The children will have a snack every day, supplied by the parents. Snack information will be shared at the parent meeting in August.

### **ADMISSIONS (K-8)**

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

**General Admission** - Admission is based on the following criteria:

- That space is available in the grade. Diocesan policy allows for up to 32 students in a classroom. Local administration has the authority to close grades and establish a waiting list at lower numbers due to physical space or other extenuating circumstances.
- That the parents/guardians are registered in the parish (unless they are non-Catholic).
- That the parents/guardians who are registered in another parish without a school may apply if enrollment is not closed.
- That the parents/guardians desire a Catholic education for their child/ren.
- That the parents/guardians agree to support the organization which assists the school, namely, the School Family Association.
- That the parents/guardians and children agree to cooperate with and uphold all school regulations.
- That the parents/guardians agree to pay the stated annual tuition and fees or make special arrangements with the pastor.
- That the parents/guardians cooperate with the faculty in supervising the home study of the children and foster in their children a respect for all persons and all property.
- That those of faiths other than Catholic agree to permit their child to study the Catholic religion and participate in liturgical and para-liturgical functions, as prescribed by the school.

### **Admission to Kindergarten**

According to Nebraska State Law, to be admitted to kindergarten, the child must be five years of age on or before July 31. Registration for new kindergarten students takes place at Kindergarten Preview when prospective students participate in activities with the teachers and parents learn about our kindergarten program, meet the teachers, visit the classroom, etc. Admission to kindergarten may be accomplished at

other times by registering in person or calling to have the registration forms mailed. The following information is necessary for the student's file:

- Application for Admission
- \*Baptismal Certificate (Office personnel make copy for student's folder.)
- \*Official State Birth Certificate (Office personnel make copy for student's folder.)
- Physical Examination Form/Dental Examination Card
- In cases of separation or divorce, legally binding documents which name the custodial parent and list the rights and restrictions of the non-custodial parent relative to the child.

### **Admission to Grades One through Eight**

Admission for new students may take place at any time by registering in person or calling to have the registration forms mailed. A meeting of parents, and hopefully the child, with the principal is required in order to welcome the new family and discuss the educational needs of the new student. The following information is necessary for the student's file:

- Application for Admission
- \*Baptismal Certificate (Office personnel makes copy for student's folder.)
- \*Official State Birth Certificate (Office personnel makes copy for student's folder.)
- Information Release Form
- Physical Examination Form (Grade 7, and if moving in from another state)
- Immunization Report Form
- In cases of separation or divorce, legally binding documents which name the custodial parent and list the rights and restrictions of the non-custodial parent relative to the child.

\*Original copy of these certificates needs to be seen by office personnel.

### **Admission for Students with Disabilities or with IEP's**

Admission for new students enrolling in St. Joseph School who have disabilities or an IEP must be discussed with the principal before enrollment can be completed.

## **CLASS PLACEMENT**

St. Joseph School does not ordinarily take parent requests for class placement for the next school year. We ask parents to keep in mind that teachers understand the complex dynamics of the class, taking into account both individual and group learning, behavioral and social needs. In addition, our goal is to provide experiences within a grade level that are very similar from room to room, based on collaborative planning done by those teachers in regards to curriculum, behavioral expectations, etc., regardless of whether departmentalization is present or not. If parents feel that they have a serious reason for making a request based on their child's specific learning needs, that request must be made to the principal (via a note or email). The principal will consider the request and discuss it, if necessary, with the parents and teachers. Such requests should be submitted by April 15 to allow sufficient time for teachers to prepare placement lists for the new year.

## **TUITION AND FEES (K-8)**

Providing a Catholic education for your children at St. Joseph School is a top priority for the parish. This is made possible primarily through the stewardship of our parishioners, along with a minimal tuition paid by school families. The cost to educate students in St. Joseph School is shown below. No student will be refused admission because of an inability to pay the required tuition. If such is your case, please contact Fr. Michael McCabe, Pastor, St. Joseph Parish to arrange for a special tuition agreement. Parents/guardians will be notified in the summer of the tuition that is to be paid for the upcoming school year.

The yearly tuition is set by the pastor with collaboration from the parish finance committee, which sets tuition for both parishioners as well as non-parishioners/non-Catholics. Please contact the office to obtain the current tuition rates.

## **SCHOOL HOURS**

**Scheduled Instruction Program** - The Nebraska State Department requires 400 hours of instructional time for kindergarten and 1032 hours for elementary students. The following subjects are included in Instructional Hours: Religion, Language Arts, Reading, Phonics, English, Spelling, Penmanship, Mathematics, Science/Health, Social Studies, Art, Technology, Physical Education, Spanish and Vocal Music.

### **Time Schedule**

Typical Morning session for preschool:	8:00 - 11:00 a.m.
Typical Afternoon session for preschool:	12:20 - 3:20 p.m.
Grades K through 8:	7:55 a.m. Enter classrooms
	8:05 a.m. Morning prayer (tardy bell/school day begins)
	8:15 a.m. Daily Mass
	3:20 p.m. Dismissal

***Students are occasionally dismissed at 1:00 p.m. for faculty meetings, in-service, etc.***

A tentative school calendar is distributed to parents at the end of the school year or in the summer. A more complete and updated calendar is located in the school directory that is distributed to parents at the beginning of the new school year.

**School Cancellation** - When the Lincoln Public Schools close because of cold, snowy or icy conditions, the Lincoln Catholic Schools will also close. Cancellations will be announced after 7:00 a.m. on KFOR (1240 AM) and KLIN (1400 AM) radio. KOLN/KGINTV (Channels 10/11) will broadcast school closings at 10:30 p.m. Sunday through Thursday, and again at approximately 6:30 a.m. Monday through Friday. Generally, school will not be dismissed once it is in session. However, parents/guardians who so desire may come to school in inclement weather to sign out and pick up their children at any time during the day.

## **STUDENT DROP-OFF/DISMISSAL PROCEDURES**

**No students are allowed in the parking lot area without being accompanied by an adult.**

### **Drop-off**

- **East Parking Lot:** Parents of **kindergartners, 1<sup>st</sup> grade students, older siblings and carpool riders** are encouraged to use the east (back) parking lot so students can enter the east entrance. Form a single line, stay to the right and follow the curve of the parking lot around to the school door. Please go all the way to the end of the curb so that several cars may unload at the same time. **DO NOT PARK to drop off your child as this creates a safety hazard. If you need to stop at the school office, please use the West Parking Lot to park.** [Reminder: The east entrance may be used by students arriving at school from 7:45 a.m. to 8:05 a.m. The doors will remain locked, but a designated adult will be available to let students (only) into the building. A reminder that all parents/visitors must use the main entrance and sign in at the office].

**West Parking Lot:** Parents of **2<sup>nd</sup> through 8<sup>th</sup> grade students AND morning and afternoon preschoolers** enter the west (front) parking lot from 77<sup>th</sup> Street (center entrance) ONLY. Form two lines, one for those going north out the 77<sup>th</sup> Street exit and one for those going south out the Trendwood Drive exit. **PLEASE PULL AS FAR FORWARD AS POSSIBLE SO THAT SEVERAL CARS MAY UNLOAD AT A TIME.** Parents of preschoolers who need to get out of the car to help their preschooler out or who wish to walk their child to the front door should PARK in the parking lot.

### **Dismissal**

- **Morning preschoolers** dismiss from the west (front) entrance.
- **East Parking Lot:** Parents of **afternoon preschoolers, kindergartners, 1<sup>st</sup> grade students and their older siblings** are encouraged to use the east (back) parking lot so these students can dismiss from the east entrance. Form a double line, stay to the right and follow the curve of the parking lot around to the school door. Please go all the way to the end of the curb so that several cars may load at the same time. Teachers will help younger students to their cars. If you need to help buckle your child, please exit the pick-up line and park in the south lot. Exit onto 80<sup>th</sup> Street in a single line. Students

who are not picked up by 3:30 are taken to the front of the school to be picked up in the front parking lot. **DO NOT PARK to pick up your child as this creates a safety hazard (exception for daycare vans).**

- **West Parking Lot:** Parents of **2<sup>nd</sup> through 8<sup>th</sup> grade students** (without preK-1 siblings) enter the west (front) parking lot from 77<sup>th</sup> Street ONLY. Form two lines, one for those going north out the 77th Street exit [cars for students with last names beginning A-K] and one for those going south out the Trendwood Drive exit [cars for students with last names beginning L-Z]. When you arrive for dismissal, even if you are the first car, please follow the pattern on the map. Go around the first row of parking spaces on either side, and then back to the center of the parking lot into the regular line of traffic. Please pull all the way to the end of both lanes so that several cars may load at a time. In order to facilitate traffic flow, please share with your children on which side they are to wait for you. Please share this information with anyone who picks up your children after school.

**Vehicle Dismissal** - In order to ensure greater personal and vehicle safety, drivers are asked to comply with the following procedures:

- If safety cones are blocking the east parking lot entrance, please do not remove them if students are still outside.
- Stay in line and do not leave your car. If, for some reason, the car has approached the loading area and the child/ren are not there, the driver may be asked to drive to the end of the line.
- Please, for the sake of the safety of ALL children, **do not use your cell phone while in line** and make sure ALL children in your car are buckled in safely. Please also make sure the door is closed before you drive away.
- Please do not park in the parking lot or on a surrounding street to drop off or pick up your children; you need to be in the drop-off/pick-up lane. **Students may not cross traffic to go to a car in the parking lot.**
- If you have school business to take care of, please park your car in the front (west) parking lot. There will be no parking in the east parking lot. Park in the lot only if you need to come into the school or talk to a teacher.
- If students change their normal way of going home, we ask that their parent or guardian send a written note or, in the event of an unexpected change, call the school office. This is for the protection of the students and to avoid confusion at dismissal.

**Bike Riders** - All bikes are parked at bike racks located on the east and west sides of school. At dismissal, bike riders need to walk their bikes on the sidewalk until they reach the street. Both before and after school, bikers are not to ride their bikes in the parking lot. We recommend that students wear helmets for safety. Some Lincoln bicycle laws: obey all traffic signs and lights; yield right-of-way to pedestrians on the sidewalk; walk your bike in a pedestrian crosswalk; drive single file; ride one person to a bike.

## **ATTENDANCE/ABSENCES**

It is important to a student's success in school that the habit of regular and punctual attendance is formed. As a point of reference, five absences or more per semester are considered excessive.

### **Absence Policy**

- Tardy – arrives between 8:05 and the end of Mass.
- 1/2 day absence – arriving after 10:30, leaving for more than 2 hours, or leaving before 2:00 p.m.
- Full day absence - absent for the majority of the day
- Absences and tardies are reflected on the student report card whether excused or unexcused.

### **Absences**

1. Parents/guardians are to call the school office before 8:00 a.m. (402-489-0341) if your child will be absent and specify the cause of absence (you may leave a message). Unless the school is notified, a call will be made to your home or place of business to check on student's unaccounted absence. Please also email your child(ren)'s teacher, if possible.
2. When calling in, please specify the illness: (State Dept. of Health requirement)
  - a) flu-like: fever, sore throat, headache, aches, etc.
  - b) gastrointestinal: nausea, vomiting, and diarrhea
  - c) rash, fever, cough, cold symptoms or runny eyes
  - d) strep, chicken pox, pinkeye, impetigo, lice or other communicable diseases/conditions

3. If your child has symptoms of illness (fever, vomiting), **please keep the child home**, so as not to infect other children. Your child needs to be **symptom free (no fever or vomiting) for 24 hours** (without the aid of fever-reducing medications) before returning to school.
4. When the student returns to school, he/she is to present a written and signed excuse from a parent/guardian stating the reason for and the date(s) of absence.
5. We appreciate your efforts to schedule appointments on days off or before or after school. If this cannot be done, please send a note to the teacher requesting late arrival or early dismissal. For late arrival, bring your child to the office before he/she goes to the classroom. Children arriving after 8:05 a.m. must report to the office. Children arriving after 9:00 a.m. must be "signed in" by a parent. For early dismissal, pick up your child in the office and place your signature in the "Sign Out" book.
6. When students enter or leave school during the day they must be signed in/out at the office by a parent or guardian.
7. No student is allowed to leave the school building or premises during school hours without the written request of the parents.
8. Work assignments may be obtained for that calendar day upon advanced request, preferably to be picked up at the close of the day. Students are generally allowed two days for each absence to complete makeup work. If not completed in this time, failures for the assignments may be given. Assignments may possibly be given in advance **at the discretion of the teacher**. (Please be mindful that teachers may not be able to gather the assignments ahead of time or may prefer to go over material when your child returns.) Any assignments not given in advance will be given upon the student's return to school and a due date communicated by the teacher.

**Excessive Absences** – Repeated absences will be addressed as follows:

- Obviously, children learn best when they can be in school each day. Illness and other family circumstances may impede this ability.
- Any absences over 5 in a semester are considered excessive. If a teacher is concerned about the effect absences are having on the education of your child, he/she will reach out to you and set up a plan, if needed. Administration or other professionals may get involved if circumstances require.

**Truancy** – When a student is absent without the approval or reporting of the parent/guardian for any reason, the student is considered truant. The school will investigate with a phone call to the parent/guardian and/or emergency contacts. This may be followed by an email, letter or even contacting the appropriate authorities based on the circumstances.

**Tardiness**

1. Morning routines/classroom work start as soon as students arrive in their rooms. Punctual students are able to more peacefully and successfully begin their school day without the anxiety of trying to catch up on missed procedures.
2. Students are considered tardy if they are not in their classrooms by the 8:05 a.m. tardy bell.
3. Tardy students should go to the office to receive a pass in order to enter the classroom.
4. A student will not be marked for tardiness due to icy roads or similar inclement conditions.
5. Students arriving late due to early morning appointments will receive an excused tardy if they have a written note from the doctor's office.
6. Students who serve at 6:30 Mass will receive an excused tardy if they choose to come after the 8:15 Mass as long as they arrive by 9:00. Teachers and the school office must be notified for the tardy to be excused.
7. If a teacher is concerned about excessive tardiness he/she will set up a meeting with you to discuss the situation, and, if needed, to make a plan that enables the student to be on time.

**Early Arrivals**

1. Students may not be on the school premises before 7:30 a.m. Please do not drop off your child before 7:55 unless you absolutely need to do so (for work purposes, dropping off a child at another school, etc.). Preschool students may go directly to the preschool room as early as 7:45.
2. Upon arrival in the school, students must report to assigned locations in the lunchroom, where supervision will be provided. Students are to bring something to read and keep a silent atmosphere. Guidelines and expectations are posted.
3. If a student has been warned about unacceptable behavior and it continues, the student may lose the privilege of waiting in the cafeteria. An alternative plan could be arranged with parents.
4. Students are allowed in the classroom with written permission from a teacher.

5. The person in charge of the early arrivals in the lunchroom will dismiss the students at 7:55 a.m. to go to the classrooms.

### **Late Pick Ups**

1. All students must be picked up by 3:40 p.m. (20 minutes after dismissal on early dismissal days).
2. If students are not picked up until after 3:40 p.m. on an ongoing basis, parents will need to sign in at the office to retrieve their children. If this happens frequently, parents will be asked to enroll their children in Beyond the Bell or pay a "late pick up fine" as determined by the principal.

**Leaving School Grounds** – No student is allowed to leave the school building or premises during school hours without the written request of the parent/guardian. Students who need to be dismissed early because of illness, appointments, etc., must be picked up in the office. The adult needs to sign the "Sign-Out" book. This procedure is necessary for the safety and protection of the students in school. After dismissal, students should leave the school grounds and go home. They should not stay on the school grounds to wait for a practice/activity that starts later (e.g., 4:00 or 4:30 p.m.). Students may not play on the playground after school without adult supervision. Students also may not use the playground when it is in use by the after school BTB program.

**Beyond the Bell (BTB) Program** – A State-approved after school program that provides a safe, healthy and stimulating environment for students after school hours. The program is in operation from 3:20-5:30 p.m. on full days of school and from 1:00-5:30 p.m. on days of early dismissal for faculty meetings. Applications may be picked up in the office. Students must be registered to attend this program.

**Doctor and Dental Appointments** – Please try to schedule doctor and dental appointments before or after school. If this cannot be done, please send a note to the teacher and the school office informing of late arrival or early dismissal.

**Vacations** – The school calendar is designed in order to provide a few long weekends for families to go on trips or vacations. Parents are discouraged from removing students from school while classes are in session and are encouraged to plan in conjunction with the school calendar. However, if students will be absent because of travel, please send a note to school before they leave. Teachers are not required to provide assignments in advance and may actually prefer to go over work when the student returns. If students are on vacation during ITBS testing week, the testing will not be made up when the child returns.

**Illnesses** – If a student has symptoms of illness, parents/guardians should keep the student home. The illnesses the Health Department needs to know about are:

- flu-like: fever, sore throat, headache, aches, etc.
- gastro-intestinal: nausea, vomiting, diarrhea
- rash/fever and cough, cold symptoms or runny eyes
  - strep, chicken pox, pinkeye, impetigo, lice or other communicable diseases/conditions.

The Public Health Nurse recommends that students remain out of school 24 hours after their fever is gone (without the aid of fever-reducing medications).

**Transfers** – Parents/guardians are asked to notify the school office at least two days in advance of a student's withdrawal from St. Joseph School. Parents/guardians transferring student/s from St. Joseph School will be asked to sign a "Release of Records" form at the school they will be attending. Upon receiving this form, records will be sent to the new school. As a courtesy, please also notify the principal of your decision to transfer.

Parents/guardians registering new students at St. Joseph School are asked to sign a "Release of Records" form by which records are requested and obtained by St. Joseph School from the previously attended school.

**DRESS CODE (K-8) [Preschoolers do not wear uniforms]**

School uniforms are important for a number of reasons. As part of the Catholic school tradition, uniforms help to create a Catholic identity. They show pride in our school and in the care that we take of our bodies. Uniforms, which distinguish school clothes from play clothes, instill self-discipline and have been connected to better academic and behavioral performance. They help to eliminate the pressure of wearing specific brands or fashions, and can lead young people to realize that their value and worth comes from being children of God, rather than from what they wear or look like. Uniforms further provide parents the advantage of lower cost for school clothing and eliminate daily battles and struggles over what clothes children will wear to school, especially in a time when fashions have become increasingly more immodest. Saint Joseph School students in kindergarten through eighth grade are expected to adhere to the dress code as outlined below. School staff will partner with you to help your children follow the uniform policy.

The administration does reserve the right to make discretionary judgments regarding appropriateness of student dress/fashion not explicitly covered by this dress code.

**Girls Uniform:**

- Plaid jumper (K-5) or skirt (6-8)
- Length must be no shorter than one inch from the floor when kneeling.
- Skirts are to be worn at the waist and are not to be rolled to shorten length.
- Shorts are to be worn under the uniform.

**Boys and Girls Pants:**

- Navy blue twill straight leg pant (no flare legs, no low rise, no slits in hem, no extra pockets, no fancy stitching)
- Optional - Khaki straight leg pant (grades 6-8 only)
- Pants are not to be baggy, saggy or tight.

**Shorts:**

- Navy uniform walking shorts
- Khaki uniform walking shorts only for grades 6<sup>th</sup>-8<sup>th</sup>
- May be worn August through October 31, April 1 through May
- No lower than knee length, no shorter than 3 inches above the knee
- Shorts should be neither tight-fitting nor baggy and must be worn at the waist.

**Belts (optional):**

- Belts, if worn, are to be solid black, blue or brown (no decorations).

**Shirts:**

- White, light blue, dark blue, maroon/wine
- Polo or oxford (long or short sleeves)
- Banded polo shirts purchased through Dennis Uniform in white or navy
- White turtleneck
- Girls - blouse (plain white, no lace or ruffles)
- The only approved logo is the school logo on shirts, sweaters, etc. purchased through Dennis Uniform.
- Not too oversized or skin tight
- Shirts need to be buttoned (except for the collar button)
- Anything worn under the uniform shirt must be solid white; no words, colors, pictures, logos or print.
- Shirts and blouses are to be tucked in at all times, so that belt loops or waistbands can be seen. Banded polos should be worn with the band at the waist and not pulled down. Excess fabric should be neatly folded over the waist.

**Sweaters/Sweatshirts:**

- Solid navy blue or white pullover, cardigan or vest sweater
- Plain navy or white sweatshirt
- Dark green, maroon, navy, white or gray Saint Joseph School sweatshirt
- Uniform shirts must be worn under sweaters and sweatshirts.
- No hoods or zippers
- The Saint Joseph School quarter-zip, purchased through Dennis Uniform is acceptable.
- Any other jackets or sweatshirts may be worn to and from school and at recess only.

**Shoes and Socks/Stockings/Leggings:**

- Suitable shoes (dress, tennis, loafer, sports, “indoor” boots) or closed-toe sandals are to be worn. All shoes and sandals must have a back or strap around the back of the foot. Heels and crocs are not allowed for safety reasons. Also, no light-up shoes due to distraction.
- Solid black, navy blue or white socks or tights must be worn with shoes or sandals all year long; only small logos (no stripes) when worn with shorts, jumpers or skirts.
- Girls may also wear black or navy blue leggings under the uniform skirt/jumper in cold weather (school pants, capris and dance pants are not allowed under the uniform skirt/jumper). Leggings are tight-fitting, ankle length (no capri length) leg coverings (basically, stockings without feet). Leg coverings that are loose fitting, fall below the ankle and/or flare at the bottom are considered pants, not leggings.

**Gym Uniform:**

- ALL GRADES: Shoes appropriate for a gym floor (tennis shoes, running shoes, etc.). Students also typically wear their school uniforms for PE classes. Jr. High students (7<sup>th</sup>-8<sup>th</sup> grades) may choose to change into gym clothes (basketball shorts or uniform shorts with appropriate t-shirt).

**Hair:**

- Hair must be well groomed and its natural color. Extremes in hair styles/colors are unacceptable.
- Wigs, hair pieces and hair extensions are not allowed (exceptions for illness such as cancer).
- Boys' hair should be relatively short (long hair styles are not permitted). Hair should not touch the eyebrows in the front or the collar in the back. Sideburns and hair covering the ear should be no longer than halfway down the ear on the sides. Boys must be clean shaven (no facial hair).
- **Girls' hair should be kept out of the eyes.** Girls may wear simple hair accessories. These should not be worn on the wrist when not in use.
- Hats, bandanas, head scarves, head bands with tails and terry cloth sweatbands are not permitted.

**Makeup/Jewelry/Accessories:**

- Makeup is not allowed for all grades K-8. Slightly tinted acne medication is permitted, as needed.
- Nail polish is not permitted for grades K-6. Junior high girls may wear clear or pale pink nail polish only [no artificial nails of any kind].
- Jewelry permitted: simple wristwatch and simple religious items (medals, pins, necklaces, one religious bracelet) in moderation.
- Girls may wear small earrings, one on each earlobe. For safety reasons, they may not wear hoops, dangles or earrings that hang below the earlobe. Boys may not wear earrings.
- One ring may be worn in junior high.
- Fake glasses are not permitted.

**Other Points:**

- Uniforms should be neat, clean and mended (when necessary). Clothing with holes should be replaced. It would be best to have at least two uniforms in order that the child may always comply with the uniform regulations.
- All clothing should be marked with the child's name.
- Students may not wear tattoos or draw on their skin.
- Scout, Brownie, American Heritage, etc. uniforms may only be worn with school uniforms on troop meeting days. School-sponsored clubs (Student Council and Melodic Knights) may also wear club t-shirts on meeting days.

**No Uniform Days:** On occasion, (generally on early dismissal days for faculty meetings), students will be allowed to have a no uniform day. Other no uniform days may be announced by the administration. Students must follow the guidelines below for no uniform days:

Pants: Dress pants, khakis, capris (mid-calf length), overalls, loose knit slacks, colored jeans, blue jeans or loose-fitting athletic/sweat pants may be worn. Pants not permitted include:

- Pajama bottoms, baggy or saggy pants;
- Pants, jeans or capris that are frayed, faded, multi-bleached, stone washed or that have holes;
- Stretch pants, stirrup pants, leggings/jeggings, skinny jeans and all pants that are skin tight.

Skirts/Dresses: Skirts/split skirts and dresses may be worn and are to reach just above the knee or lower. Tops of dresses must follow the guidelines for blouses below.

Shirts/Blouses - Shirts must be modest - long enough to sufficiently cover the midriff and no low-cut necklines. Shirts may not be tied up at the waistline. Tank tops, sleeveless tops or low-cut necklines are not allowed. Shirts must be neat and clean. Clothing that is offensive, immoral or otherwise inappropriate in a Catholic school environment is not acceptable. Tight-fitting/compression-fitting shirts are not allowed for boys or girls.

Shorts: Only school uniform shorts may be worn in September, October, April and May.

Shoes and Socks: Shoes and sandals without a strap around the back of the foot may be worn. Socks (or tights or hose) must be worn. For safety reasons, heels (spike, stiletto, block, tapered, blade, wedge, etc.) higher than 2 inches are not allowed.

Jewelry and makeup: uniform regulations remain in effect.

### **Cold Weather**

Please have your child/ren dressed appropriately (cap/ear band, mittens/gloves, boots) on cold days as they do go outside for recess unless the temperature/wind chill is below zero. When the weather gets especially cold, we have allowed girls to wear black or blue sweats/wind pants to recess. These and any other pants girls may wear to and from school may not be worn in the school building.

### **Dress Code Concerns**

If students are out of dress code in some way, they may receive a simple reminder to help them. Depending on the issue, parents may be contacted to see what can be done to remedy the situation and help the child to be in proper uniform. If needed, students may be asked to call home for a change of clothing.

## **GENERAL POLICIES**

**Payments** - Parents are reminded to please be prompt in paying tuition, BTB statements, lunch deposits. We rely on your prompt payments to be able to pay our bills. All payments should be sent to the school office, in an envelope clearly marked with your name and the purpose of the payment. We ask you to please send in separate checks for each of the above payments. Report cards may be held at the end of the school year if the family has an outstanding tuition or lunch balance.

**Visitors** - All visitors, parents included, must enter the main (west) school doors and sign in at the school office upon entering the building and pick up a visitor's badge. If the secretary/office personnel does not know a visitor, he/she will be asked to provide identification. If a relative other than a parent or a family friend will be coming to school, we ask for a note in advance, or we will need to call the child's parents for confirmation. It is important for the safety of the students that the administration be aware of everyone in the school at all times.

Parents/guardians are welcome to visit their child's classroom occasionally during the school year. Visits should be arranged with the teachers at least one to two days in advance. The purpose of the visit is to see your child interact in the classroom environment. Therefore, all other student behavior is to be kept confidential. Please refrain from note taking and/or interacting with the teacher or students while instruction and learning are in process. Parents/guardians are also welcome to volunteer their services to their child's classroom during the school year. Please contact your child's teacher to make arrangements. The principal may restrict an individual's access to the school and classrooms if the visit is deemed potentially disruptive to the classroom activities.

Any non-St. Joseph School children who would like to visit need prior permission of the principal and teacher. Generally, Pius students are not allowed to visit during school hours on their partial or full days off, as their presence disrupts the normal school routine.

**Emergency Forms** - Emergency forms are to be completed and returned to the school at the beginning of each school year for each family. It is important that parents/guardians provide information needed in case of emergency.

**School Directory** - A school directory is compiled and distributed at no cost to all families by the beginning of September. Email addresses are not included for privacy purposes.

**Family Information Changes** - If your address or phone number (or any important information, such as email address or marital status) changes, please notify the school office.

**Custody Arrangements** – Families who have legally binding custodial arrangements need to provide a current copy to the school office. **Please send a new copy whenever custodial arrangements change.**

**Water bottles** – At the teacher’s discretion, students may bring simple, spill-proof water bottles.

**Fidgets and Fidget spinners** are not to be used before school, lunch, or at recess. They are allowed in the classroom with teacher permission only, and on a per student need basis. Teachers may make the classroom decisions, based on any necessary plans with the resource team or with parents.

**Pets** - Pets may not come to school unless special arrangements have been made with the teacher and administration beforehand. A teacher may choose to have a classroom pet with administration approval.

**School Pictures** - Individual pictures are taken of the students by a professional photographer at the beginning of each school year. A retake day is also scheduled later. These pictures are available for purchase by the parents/guardians.

**Classroom Parties** - Two classroom parties are scheduled each year: Epiphany and Easter. Parties are organized by teachers and room parents. Other parties must have the permission of the principal before plans are made.

**Birthdays** - Birthdays/baptismal days can be celebrated in the classroom with or without treats. If you choose to have your child bring treats, please follow these guidelines: no pop or gum, nothing that needs to be refrigerated or frozen, and nothing excessively messy. We encourage simple snacks, such as fruit snacks, rice crispy bars, granola bars or apple slices. Treats should be pre-cut or individually packaged. You can check this infographic for information about the USDA Smart Snacks in School nutrition standards ([https://fns-prod.azureedge.net/sites/default/files/allfoods\\_infographic.pdf](https://fns-prod.azureedge.net/sites/default/files/allfoods_infographic.pdf)). Also, please check with your child’s teacher about any classroom allergies. Teachers will distribute treats when it best works in the classroom schedule. Birthdays can also be celebrated with a non-food items such as pencils, erasers and stickers.

**Invitations** - Invitations to parties held at home may not be distributed in school; they should be mailed. Gifts may not be distributed during school hours. Teachers will not share email distribution lists with parents out of respect for privacy.

## **HOT LUNCH PROGRAM**

**Lunch Program** - St. Joseph School provides a daily hot lunch program to Kindergarten-8th grade students. A monthly lunch menu is sent home in the Thursday newsletter prior to the beginning of each month. Milk (1%, skim and chocolate) or orange juice is included with the hot lunch. Students purchase a hot meal (and seconds and/or an extra drink) through the use of the lunch computer system. Salad Bar is available as an entrée for 5th thru 8th grades and adults. Milk and orange juice are also available for those students bringing lunch from home by using the computer system or paying cash.

**Special Dietary Concerns** - If a student has special diet concerns, allergies to foods, dyes, etc., the parent needs to notify the Kitchen Manager with a doctor’s note or prescription. This is according to the guidelines of the Nebraska Department of Education.

**Hot Lunch Prices** for hot lunch, seconds and drinks are listed below.

Student Hot Lunch	\$3.25
Adult Hot Lunch	\$4.25
Milk/Orange Juice	.40
Seconds:	
Entrée/sandwich	1.25
Dessert	.25
Cinnamon Roll	.50

### Lunch Account

- **ID Number:** Each student is assigned a four-digit number to keypunch when going through the lunch line. Each school family is assigned a three-digit family ID number which maintains an ongoing lunch balance based on deposits and charges.
- **Deposits:** Lunch account deposits should be made the first week of school in order to establish a positive balance. The amount you initially deposit is at your discretion. Please make deposits throughout the year as needed, **making sure to keep a positive balance at all times.** When replenishing your account please take into account the price of lunches, seconds and milk (see chart above). You may make deposits into your child's lunch account in two ways: (1) myschoolbucks.com (includes a \$2.75 fee per transaction), or (2) send in a check for the amount you would like to deposit. All lunch checks sent to the school office should be sent in an envelope marked "SCHOOL LUNCH" and indicate the 3-digit family ID in the lower left hand corner of the check. Make checks payable to St. Joseph School. Thank you for your attention and cooperation in keeping all lunch accounts at a positive balance. This allows us to be able to pay our hot lunch bills to our vendors each month.
- Any student who has had a **negative balance for five days** will not be able to order hot lunch until the balance is brought current. Parents will be notified by email. Parents can e-mail the hot lunch director, Dorothy Urbanovsky, [dorothy-urbanovsky@cdolinc.net](mailto:dorothy-urbanovsky@cdolinc.net) to request your Customer I.D. and may call My School Bucks Parent Support for assistance, 1-855-832-5226.
- **Statements:** Saint Joseph School does not send account statements of your child's lunch account home to you. Your balance is accessible to you through myschoolbucks.com. It is your responsibility to know your account balance. You may contact Mai Linebaugh, kitchen manager, (489-0341 ext. 16) to inquire about your lunch balance. She also has the capability to print out a statement of your child's lunch purchases upon your request.

**Lunch Choices** – Students who eat hot lunch may bring in food from home to supplement hot lunch as long as it is nutritional (not candy, pop, etc.). Students who indicate at the beginning of the day that they are eating cold lunch must eat cold lunch.

### Government Regulations

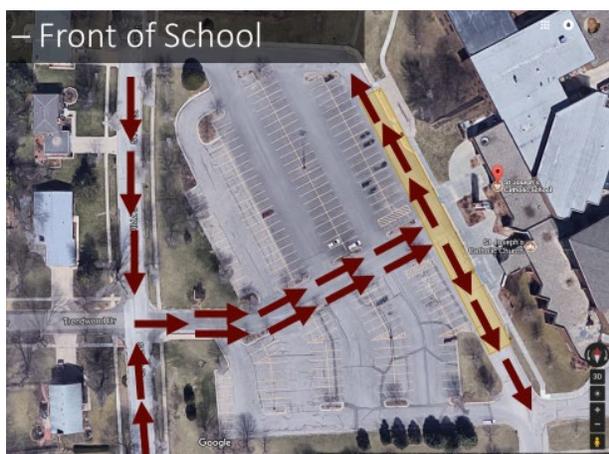
- Saint Joseph School participates in the National School Lunch Program. Free and Reduced Price Meal applications may be obtained in the school office.
- **Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

**Guests** - Parents, grandparents, or other guests may eat with a student. School-aged guests must seek the permission of the principal and cafeteria para at least one day in advance of the visit. Due to limited space, on Pius days off only older siblings of St. Joseph students may come to eat with their sibling with permission from the principal and cafeteria para at least one day in advance. Guests must follow all visitor requirements.

## Appendix A

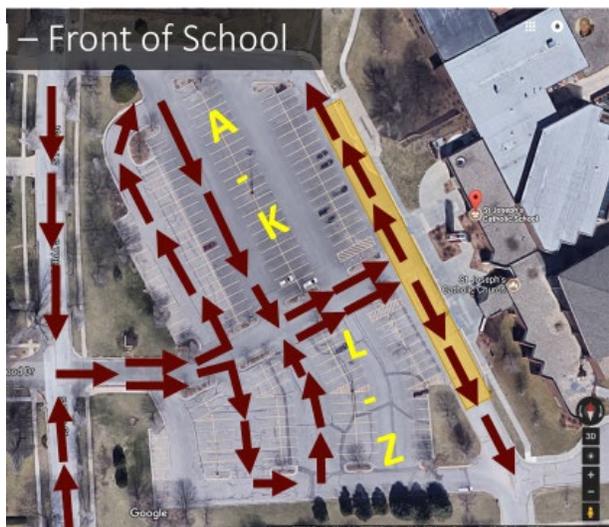
### Morning Drop off Procedure:

- Drop off times are from 7:30am – 8:05 am
  - 7:30 – 7:55: All children will go to cafeteria with supervision
  - Preschoolers arrive starting at 7:45 and go directly to room
  - 8:05am = Tardy Bell Rings



### Pick Up After School

- Pick up is done at the front of the school and back of the school
  - Back of school:
    - Grades K, 1, & afternoon preschool (and siblings)
  - Front of school:
    - Grades 2<sup>nd</sup> and up
- Pick up starts at 3:20
  - At 3:30, children from back will go to the front.
  - All Children need to be picked up by 3:40
- Stay in the car
  - Children will come to you
  - Pull forward to buckle if children can not buckle themselves
- Encourage your children to pay attention 😊



## Appendix B

### St. Joseph School

# Computer and iPad Information and Procedures Acceptable Use Policy

St. Joseph School strives to provide an exciting, interesting, and motivating learning environment which allows students to develop their God-given capabilities. All technology devices enable students to connect to countless resources, greatly expanding available learning tools and providing opportunities for interactive projects. In that spirit, iPads and computers are provided to students for use at school for educational purposes. Students will use mobile devices to improve learning through expanded and enhanced educational opportunities under the direction of prepared educators.

The following documents outline pertinent information and procedures regarding use of this technology in St. Joseph. Please read these documents carefully and discuss them with your child. **The Acceptable Use Policy must be signed by each student and his/her parent or guardian.**

Parents need to inform the Administration in writing if they do not wish to give permission for students to use St Joseph School's resources. St. Joseph School adopts and shall enforce a policy of making technology resources available to advance educational goals and objectives. The implementation of this policy shall include technology protection measures with respect to computers with Internet access, consistent with district standards, the Children's Internet Protection Act or other laws. The Chief Administrative Officer or the Chief Administrative Officer's designees are authorized and directed, as part of the Administration of this district, to establish and enforce regulations, forms, procedures, guidelines and specific district standards to implement this policy.

### ***Definitions***

- *Computer Use* — Shall mean and include the use of school computers and networks and other technology resources including, without limitation, computers and related technology equipment or networks, all forms of E-mail or electronic communication, websites and the Internet including onsite or by dial-up or remote access thereto through school accounts, as well as any use which involves visual depictions, audio, video or text, in any form.
- *Computer User* — Shall mean and include any Minor, Student, Adult, Staff Member or other person who engages in Computer Use.
- *Minor*— Shall mean an individual who has not attained the age of 19.
- *Student* — Shall mean an individual, regardless of age, including a Minor, who is receiving educational services and is enrolled in St. Joseph School.
- *Obscene* — Shall have the meaning given such term in Section 1460 of Title 18, United States Code.
- *Child Pornography*— Shall have the meaning given such term in Section 2256 of Title 18, United States Code.

- *Harmful to Minors*— Shall mean any picture, image, graphic image file or other visual depiction that: taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual sexual act or sexual contact, actual normal or perverted sexual acts or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
- *Hacking* — Shall mean Computer Use or using the Internet to attempt to gain unauthorized access to proprietary computer systems.
- *Technology Protection Measure* — Shall mean and refer to a proxy server managed by the Diocese of Lincoln Educational Technology Office for Saint Joseph that blocks and/or filters Internet access.
- *Authorized Adult Staff Member*— Shall mean and refer to an adult staff member of St. Joseph School.
- *Adult* — Shall mean and refer to all Saint Joseph employees or staff members and any other individual, whether an employee of St. Joseph School or not, age 19 or older.

### ***Purpose***

- Any Computer Use shall constitute an agreement by the Computer User to be bound by all St. Joseph School policies and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.
- St. Joseph School has complete authority to regulate all Computer Use and Computer Users.
- Computer Use is a privilege and not a right. All files or information stored therein or thereon are the property of St. Joseph School and shall be regulated by St. Joseph School.
- Computer Users have no privacy rights or expectations of privacy when using the same. Computer Use and all files or information stored therein, thereon or linked thereto may be monitored, tracked, logged, copied, reviewed and accessed at any time without prior notice.
- Computer Use is limited to current St. Joseph School employees (and their designees) and students, for St. Joseph School educational uses only.
- Computer Use shall not be permitted for personal reasons or for purposes that are contrary to the mission of St. Joseph School, unless deemed incidental, intermittent or occasional. The Administration in its sole and absolute discretion shall determine what personal use may be permitted as incidental, intermittent or occasional.

### ***Unacceptable Use***

- Computer Users shall not access information or material that is obscene, child pornography, harmful to minors or students or otherwise inappropriate matter for educational or school-related uses. This includes content blocked by the Diocesan Internet Filter.
- Computer Users shall not engage in Computer Use which involves hacking or attempts to otherwise compromise any proprietary computer system's security.
- Computer Users shall not engage in illegal activities on the Internet.
- Computer Users shall not engage in Computer Use for profit.
- Minors or students shall not use electronic mail, chat rooms and other forms of direct

electronic communications without approval of an authorized adult staff member.

- Minors or students shall not disclose, use or disseminate personal identification information of themselves or others on the Internet while engaging in Computer Use.

### ***Technology Protection Measure***

St Joseph School shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, St. Joseph School may also use other technology protection measures or procedures as deemed appropriate.

### ***Social Networking***

Student access to social networking websites (e.g. Instagram, Snapchat, Twitter, Facebook, etc.) is blocked and not allowed on school property. Students who develop and maintain personal websites, blogs, and/or social networking pages and who identify themselves as students at St. Joseph School must keep in mind they are representing the school in a public forum, and should not contain images, language, or information which could contradict the values of the school as stated in the school's mission statement. It is illegal under federal law for anyone under 13 to be on any social networking site without parental permission. St. Joseph School can and must hold the students responsible for inappropriate content. The school may take the following actions:

- Call the students in for a conference to request they modify their webpage/blog and/or take the school's name and or images/logo off of the website;
- Communicate with the student's parents/guardians about any inappropriate material on a student's webpage/blog;
- Impose disciplinary consequences which the Administration believes are in line with the offenses;
- If the student will not cooperate with the school Administration by making his/her webpage/blog free of anything that would cause harm to the student's reputation or the reputation of the school, firmer disciplinary action will be taken.

### ***Office 365***

The Diocese of Lincoln provides Office 365, email and online documents for student use. There should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

### ***Violations of Rules***

Any violation of Saint Joseph policies and regulations, these regulations, building guidelines, use agreements, handbook provisions or administrative orders or directives as issued from time to time on Computer Use by any Computer User as defined herein, including access to the Internet may result in removal of privileges, reporting enforcement agencies and additional disciplinary action, including possible expulsion of minors or students or termination of employment for staff members or employees.

## General Information

### Costs to Parents

- iPads have been provided through the generosity of the Diocese of Lincoln and a benefactor.
- iPad cases that require replacement for reasons other than normal wear and tear will be \$20.
- Power cords that require replacement for reasons other than normal wear and tear will cost \$20. The power adapter cube will be \$20.
- If a student has more than two device replacements from Apple, they will be charged the full replacement cost.

### AppleCare Protection Plan

- Each Apple device will be equipped with the AppleCare Protection Plan. AppleCare extends the warranty of the device and allows access to the Apple technical support team. AppleCare provides repair or replacement of hardware including the device, screen, battery, USB cable, and adapter.

### Security

- iPads will be filtered by software for appropriate use on site. Filtering solutions are not 100% fool-proof. Please see the tech administrator if you have any questions.
- All devices will be monitored for content using mobile device management software. Reports of app acquisition will be run on a regular basis by the school administration.
- Parents should visit regularly with their child regarding use of their iPad and the internet. Parent involvement is the first and most effective means of ensuring the appropriate use of devices.

### Technology Assignment

- Each student will use the same numbered laptop and/or iPad all year as assigned by their teacher. Your student will be responsible for the care and responsible treatment of that device.
- Students are responsible for the general care of the technology they have been assigned while in their possession by the school. Devices that are broken or fail to work properly must be reported immediately to the teacher for an evaluation of the equipment by the Technology Administrator.

### General Precautions

- All technology devices (laptops, iPads) are school property and all users will follow this policy and the St. Joseph School Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the laptops and iPads to prevent damage.
- Laptops and iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Joseph School.

- Under no circumstances should iPads and laptops be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, library, unlocked classrooms, and hallways. If an iPad or laptop is found unattended, it will be taken to the School Office where Administration will address the responsibility with the student.

### Carrying iPads and Laptops

- The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective case.
- Laptops must always be carried with both hands and set down gently on the flat bottom surface.

### Device Care

- Laptop and iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the devices.
- Do not place anything near the iPad that could put pressure on or scratch the screen (keys, pens, paper clips, etc. can scratch the screen).
- Clean the screen with a soft, dry cloth or anti-static cloth; no cleaners of any type. Please see <http://support.apple.com/kb/ht3226> for more information.
- Do not bump the iPad or laptop against walls, doors, floors, etc. as it may break the screen.
- iPads that malfunction or are damaged must be reported to the teacher. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with the cost being borne by the student.

## Inappropriate Use

### Inappropriate Communication

- The school will act in accordance with the laws of the diocese and civil law.
- Students who receive inappropriate or unacceptable content must immediately give the device to a guardian, teacher, school staff member, or administrator. If there is **any** concern or question that received content may be inappropriate, an adult should be notified and involved.
- If the content in question is an image (video or picture), the adult and/or student will show the image to a school administrator. In the case of images/pictures, please DO NOT capture using screenshots – this may constitute possession and distribution of child pornography.
- If the content in question is text, screen capture or print it and bring it to the attention of the school administration.
- All incidents will be reported as soon as reasonably possible.

- In order to protect those who report inappropriate/unacceptable content, the administration will protect anonymity (except for those who need to know). Should law enforcement become involved the administrator will defer to their procedures.
- St Joseph School uses Bark for Schools, a school and safety product, to protect our students. Bark helps detect potential problems in Microsoft 365.

## **iPad and Computer Software/Security**

### **Apps**

- The apps installed by the school on your iPad must remain on your iPad in usable condition and be easily accessible at all times.
- Apps are managed by the school and Diocese. Any attempt to add or delete apps and settings will receive appropriate consequences depending on the type of App (i.e.-warning, detention, suspension, etc.)

### **Security**

- Inspection: Students may be asked to provide the iPad or laptop they are using for inspection at any time.
- Identification & Protection: Student iPads will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels. Tampering with the iPad security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

## **Student and Family Responsibilities**

- Read, sign, and adhere to Acceptable Use Policy.
- Use the school technology in a responsible and moral manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Treat all technology provided by St. Joseph school with care.
- Help St. Joseph School protect their computer system/device by contacting an administrator about any security problems they may encounter.
- Plagiarism is a violation of the St. Joseph School Code of Conduct. Give credit to all sources used, whether quoted or summarized.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to the St. Joseph Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

- Going around or attempts to go around the filtering system or any security software will result in a loss of technology privileges.
- Return and plug their iPad and/or laptop into the cart after each use. The device will be returned in good condition.

### **PARENTS**

- **Talk to your children** about virtues and the standards that your children should follow regarding the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

## **School Responsibilities**

- Provide Internet and email access to its students. St. Joseph makes no guarantee that the wireless is up and running 100% of the time.
- Teach iSafe lessons that will instill good digital citizenship in all St. Joseph students.
- St. Joseph School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Joseph School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in conducting research and help assure student compliance of the Acceptable Use Policy.
- Report to authorities any illegal use of device.

**STUDENT AND PARENT ACKNOWLEDGMENT OF  
ST. JOSEPH SCHOOL  
COMPUTER AND iPad ACCEPTABLE USE POLICY**

We, the parents and student(s) signed below, have received and studied the 2022-2023 St. Joseph School Acceptable Use Policy.

We appreciate the need for such guidelines in the very important business of providing an effective Catholic school education for our family. We commit ourselves to uphold and adhere to these standards.

<b>Parent / Guardian Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>Parent / Guardian Name (Print)</b>	<b>Signature</b>	<b>Date</b>

<b>Student(s) – Print <u>and</u> Sign</b>	<b>Grade</b>	<b>Date</b>