



# PARENT-STUDENT HANDBOOK

St. Joseph's Catholic School

2022-2023

Dear Parents and Students:

I want to officially welcome you to the 2022-2023 school year!

I am so excited about my new position as principal at St. Joseph's Elementary. In this handbook you will see the expectations for parents and students. Included in it you will see our new vision and mission statements. These are the guides that I want our staff, parents, and students to focus on. I feel it is so important to keep our bigger goal in mind. It is easy to get lost in the little bumps along the way that can pull and tug on us. When this happens, I hope we can all refocus on our greater mission.

We have been working hard to establish a dedicated staff for your students. I want your child's educational experience here to be a great experience as we form their hearts, souls, and minds to radiate the Light of Christ. For this to happen successfully, we must all work together and keep an open line of communication between all of us. We must keep in mind that we are all human and bear our own personal crosses. With that in mind I hope you will give grace to one another as we work through difficulties that are bound to come up in the year ahead. I hope you will trust that we have the best interest of your child in mind.

I ask that you read through and understand the expectations set forth in this handbook. **Please sign the signature page and give to the school office.**

Please don't hesitate to reach out if you have any questions. Thanks for sharing your child with us.

In Christ,

Narcel Clark

St. Joseph's School Principal

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The policies of this handbook and the services of St. Joseph's School have been designed to protect the well-being and rights of all students and to achieve a quality Christian education.

St. Joseph's School reserves the right to amend this handbook at any time with School Board approval. This handbook will be reviewed annually for the purpose of adding, deleting, and revising content. Parents, students, and employees are encouraged to submit recommendations regarding the handbook to the administration.

### **Our Vision:**

*Inspire and form the heart, soul, and mind of future generations to radiate the Light of Christ.*

### **Our Mission:**

*Prepare students to lead lives rooted in an encounter with Christ and the teachings of our Catholic tradition and help transform the world by bringing the presence of Christ into the world.*

## **ROOTS AND BELIEF STATEMENTS**

St. Joseph's School began educating children in 1959, and since that time many graduates have passed through our school doors. St. Joseph's is a fully approved school in the Bismarck Diocese and serves students throughout the Williston area. We serve children in grades Pre-K through 6. We believe Catholic education should be an experience in Christian living. We believe that each child is unique in his/her needs and capabilities in growth as a Christian person. We believe that we have a vital role in the intellectual, physical, emotional, moral and social development of students entrusted in our teaching. Therefore, we hold that the following objectives be guidelines in our educational process:

- That we make known to each student the person and message of Christ.
- That we make known to the children the history and traditions of the Catholic Church.
- That we develop in our students a life of prayer and worship through religious education and participation in spiritual activities.
- That we assist students in learning to form a conscience that is worthy and informed, provide the opportunity to develop moral and spiritual values and ethical standards of conduct and basic integrity.
- That we serve as an agent of the parents who are primarily responsible for the education of their children.
- That we help students develop a positive self-worth and a respect for the rights of others as individuals and as groups.
- That we aid our students in developing the ability and desire to search for knowledge independently.
- That we provide our students instruction in basic skills necessary to function well in society
- That we teach our students the skills of communication, computation, and the appreciation of arts, humanities, and sciences.
- That we impart knowledge of man, his cultures, and his environments for a better understanding of the student's heritage so that he may attain a great enjoyment and appreciation of life and for a better use of leisure time.

By conveying these beliefs successfully in the teaching process, we hope to enable the student to take his/her rightful place as a responsible member of the community and of the Church.

## **OUR SPIRITUALITY**

St. Joseph's School offers personal experiences in Christian living through school liturgies, daily prayer, religion classes, and sacramental preparation. Programs for the reception of the Sacraments of Eucharist and Reconciliation take place in grade two.

By integrating religious truths and values with academic preparation for life, St. Joseph's effectively prepares students to meet the challenges of tomorrow's world. A well-balanced curriculum, a warm

Christian family environment, and highly professional, dedicated staff members, all contribute to the student's total growth in academic achievement, love of God, love of neighbor, and self-esteem.

### **ST. JOSEPH'S SCHOOL BOARD**

The St. Joseph's School Board was established to function as an advisory board for the operation of the school. The Board has an advisory capacity to the principal and pastor. A Catholic school board is a body whose members are selected and/or elected to participate in decision making in designated areas of responsibility. The Board shall consist of seven (7) members, six (6) of which shall be parishioners of St. Joseph's Catholic Church and one (1) of which shall be a non-parishioner parent of a student attending St. Joseph's School at the time of their election. No one may serve on the Board while employed, or while his/her spouse or immediate family member (parent, stepparent, sibling, half sibling, step sibling, or child), is employed by the parish, i.e. St. Joseph's Church and/or St. Joseph's School. The Board will meet monthly during the school year. Notice of School Board meetings will be published in the church bulletin and school website. Copies of the approved board minutes are available for review in the school office and are published on the school website.

### **ACADEMIC POLICIES**

St. Joseph's School carefully follows the curriculum guidelines laid down for the elementary schools for our state for each grade level in mathematics, science, language arts, social studies, reading, music, physical education, health, art, and technology. St. Joseph's is an approved school with the Department of Public Instruction of the State of North Dakota.

#### **Field Trips**

Various classroom teachers throughout the school year schedule educational field trips to nearby locations. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice of field trips in advance of the scheduled trip. Because field trips are a privilege, students may be denied participation if they fail to meet academic or behavioral requirements.

Some field trips require transportation away from the school by private vehicles and parent volunteers. For your child to be eligible to participate in these field trips, parents **MUST** sign the Parent Permission Form. Sometimes a small contribution may be requested to help defray transportation or facility costs. No student will be denied the opportunity to go on the field trip or penalized in any manner for failure to contribute. The principal approves all field trips.

Occasionally drivers/chaperones are needed on class field trips. The Diocese of Bismarck requires that all potential drivers first complete a Volunteer Driver Application. If the Application is acceptable, the volunteer must submit and pass a background check. Upon approval of the background check, the Volunteer Driver Form must be completed and submitted to the school office, along with a copy of the volunteer's driver's license, Proof of Insurance with minimum liability of \$100,000/\$300,000, and a valid vehicle registration card.

#### **Grading System**

The report card is a record of student progress in each subject area. The school year is divided into four nine-week periods and two semesters. At the end of each nine-week period, parents will receive an emailed report card; a paper report card may be requested. Students will be graded based on their

performance on the following: class participation, class assignments, homework assignments, tests and quizzes, and special projects. The report card for kindergarten students identifies which skills a student has learned.

Periodic progress reports based on academic achievement, work habits, and social interaction will be sent to parents. Since children differ in their abilities and rate of maturity, one cannot expect uniform achievement from every child. Formal reports of student achievement are submitted to parents four times a year through the Report Card process. Our students in kindergarten – 2<sup>nd</sup> grade are graded on a standards based grading system while our students in 3<sup>rd</sup> – 6<sup>th</sup> grade receive letter grades.

### **Homework**

Homework is intended to be a reinforcement of the lessons learned in school. It provides a short, intensive review of the lessons and may sometimes be an oral assignment. Parents can aid their child's success by:

- providing the child with a quiet place to study
- seeing to it that telephone calls, video games, and TV are discouraged during the homework period
- assisting the child when help or clarification is needed

Students are required to come to class with their lessons prepared and completed on time. If a student leaves for an extended period of time, the instructor will decide whether work will be sent with the student.

### **Promotion and Retention**

Promotion and retention of a student are based on completion and comprehension of work at a particular grade level.

Retention will only be considered if one can reasonably foresee that the student will profit by such action. A team consisting of the principal, classroom teacher, teacher of the following grade, and other individuals involved with the student's education, determined by the principal, shall discuss all relevant factors and possible interventions when considering retention.

Parents will be notified and consulted in advance when retention is considered. The school principal will make the final retention recommendation. If parents disagree with the principal's recommendation, a parental "Request for Transfer" to the next grade must be completed, signed, and placed in the student's file and permanent school records. Kindergarten is not compulsory in North Dakota; therefore parents do not need to sign the "Request for Transfer" form if it is recommended that the child be retained in Kindergarten.

### **School Records**

Parents of St. Joseph's School students who wish to review any or all of the school records pertaining to their child are encouraged to contact the school principal for an appointment. The records will be reviewed with school personnel. If you believe something is inaccurate or misleading, you may request that it be corrected, or you may have comments added to the records. If the principal and the parents cannot agree, the latter may request a meeting with the superintendent.

Records will not be released to any individual or agency without the written consent of parents. It is the policy of St. Joseph's School to forward school records, **without parental consent**, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school.

### **Special Services**

St. Joseph's School participates in federally funded programs established in Williston Public School District #7. Services in basic skills and special needs, including speech/language therapy and learning disabilities, and hearing-impaired services are available to all students who meet the criteria. WIL-MAC Special Education Unit will determine the extent of services. Due to the limited resources we have as a private school, St. Joseph's will use our best judgement to identify how we can best help your student succeed in the application process.

### **GABAA-English Language Learners**

It is the policy of the Williston School District to provide the appropriate educational services as required by law. Students are guaranteed equal educational opportunities regardless of race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law. Students identified as lacking the necessary language proficiency to learn and interact in the classroom shall be provided necessary services.

The District provides appropriate educational services and parity in programs/services/resources provided to students who are Limited English Proficient (LEP) and/or English Language Learners (ELL). The District has developed a plan which describes the process of identifying and assessing students who are LEP or ELL. The plan is consistent with state and federal requirements.

The plan also includes a procedure for ensuring participation by identified students in state mandated assessments and a description of methods used to assist with language proficiency and academic achievement, including a description of the instructional model chosen, method of developing individual student instructional plans, teacher assessment, instructional planning, parental involvement, and program exit criteria. The plan assures that a trained ESL or bilingual education teacher shall oversee the LEP and ELL program. The plan will be monitored to ensure that portions that fail to meet the needs of LEP and ELL students are revised or discontinued.

Parents or guardians of ELL and LEP students shall be notified upon identification and be informed of student's needs, services available, and annual progress in English and academic achievement. Parents or guardians shall be communicated with, to the extent practicable, in their native language or a language that they can understand.

### **Title Programs Dispute Resolution Procedure**

Process:

Any individual who believes that the Williston Public School District #7 has violated the regulations or law governing a Title program should submit a complaint to the building principal at PO Box 1407, Williston; 701-572-1580. The principal shall investigate the complaint and provide the individual with a written response within 30 days.

The complaint must include:

1. The date;
2. A detailed description of the complaint, including specific facts;

3. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the District Title Program Director. The District Title Program Director shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

Reconsideration:

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue NW, Washington, DC 20208.

### **Standardized Testing**

Standardized tests are administered to students as required by North Dakota law. Students are tested in several academic areas including reading/language arts in grades three through six, mathematics in grades three through six, and science in grade four. To learn more about specific tests and requirements, contact the school principal. The purpose of the testing program is to monitor student achievement. The results of the tests are used to identify strengths and weaknesses in the academic areas. The results are also used to help determine the effectiveness of the educational programs and how the programs can be improved.

## **ADMISSION POLICIES**

St. Joseph's does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to programs and activities. St. Joseph's Catholic School does give preference in admission to active and enrolled Catholic families of St. Joseph's Catholic Church.

New students are admitted according to state regulations. A child entering the first grade must have reached the age of six by July 31. Those children entering kindergarten must be five years old by July 31.

New students wanting to enroll in grades 1-6 must have a completed and signed "Recommendation Form". This form must be signed by the student's current teacher, counselor, or principal.

### **Admission Process**

The following procedure is used for accepting students at St. Joseph's School:

1. First priority for admittance is given to families who have currently enrolled in St. Joseph's. An application should be on file in the school office in order to be considered for admittance.
2. Families who do not have children currently enrolled in the school will be able to apply by completing the New Student Online Application. Next priority is given in the following order:
  - a. Siblings of currently enrolled students
  - b. Registered parish members
  - c. Out-of-parish Catholic families
  - d. Non-Catholic families



### **Enrollment Fees**

Any family interested in attending St. Joseph's School must complete the online application found on our school website (stjschoolwilliston.com). Once a student is accepted to St. Joseph's, it is necessary to complete the Enrollment Packet (accessed through ParentsWeb) to complete registration. A \$100 non-refundable fee is required, per child, to submit the application/enrollment packet.

An annual re-enrollment fee of \$100 is required of each student at the time of re-enrollment for a new school year. The re-enrollment fee is in addition to tuition and non-refundable.

### **Immunization**

The North Dakota Health Immunization Law requires that no child will be admitted to kindergarten, elementary school, junior high school, or senior high school in any public or nonpublic school unless he/she has a certificate of immunization. The law requires that the certificate be signed by a physician or local health department and be presented to school officials by the parents or guardian of the child. The certificate of immunization states that a child between K-8 has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio, hepatitis B, chickenpox, and meningococcal.

Exemptions for medical, religious, and philosophical reasons are allowed; however, when there is danger of an epidemic from any of the communicable disease for which immunization is required, those children will be excluded from school until the danger of the epidemic is over.

### **Service Hours**

Each family is required to contribute a minimum of twenty-five (25) service hours to the school during a school year. Hours that are contributed by parents, guardians, siblings, students, and grandparents may be credited towards those service hours. Families are responsible for submitting their service hours to the school office.

Families that enroll in St. Joseph's School mid-year will have their service hours pro-rated. The amount of required hours will be determined by the principal.

Every twenty-five (25) dollars raised by a family during a school fundraiser is equal to one (1) hour of service credit. Fundraising credits are recorded by school staff only.

All service hours must be completed by the last day of school, and all service hours must be reported to the school office by that day. Late submissions will not be accepted! Service hours may not be carried over into the summer to complete. A charge of twenty-five dollars (\$25) will be assessed for each hour not completed. Service hours not completed will be billed to your FACTS account on or before May 31<sup>st</sup>. No exceptions will be made! Families will receive a statement the first week of May that states the number of service hours completed thus far.

### **Tuition**

Tuition is a major source of income for St. Joseph's School. Tuition cost is based on a number of factors, including per pupil costs and the various sources of income that are available to the school.

All school families are required to enroll in FACTS, an electronic payment system. Tuition payments may be made on a monthly, quarterly, semester, or annual basis. A one-month average payment is due before the first day of school.

We believe that no child should be excluded from receiving a Catholic education because of the family's inability to pay. For those who are unable to pay full tuition, every effort will be made by St. Joseph's School to provide tuition assistance based on need and availability of funds.

We will establish tuition collection procedures to collect efficiently and effectively all the agreed upon and planned for tuition. The pastor, administration, and school board believe that the integrity of the tuition agreement between the parents and the school must be upheld. Tuition payments are to be paid according to arrangements outlined on the signed Tuition Agreement.

Tuition for the current school year must be paid in full by May 31. St. Joseph's School reserves the right to withhold report cards at any time due to failure to pay according to the Tuition Agreement Plan. Account balances must be current when registering for a new year or arrangements must be made prior to registration.

### **DISCIPLINE POLICIES**

St. Joseph's School is committed to creating a school environment that is safe for all children and enhances school learning. St. Joseph's will not tolerate behavior or conduct which jeopardizes the safety of children or the disruption of the educational environment.

Whenever possible, discipline situations are handled at the classroom level.

The following procedures guide the effective implementation of the school's philosophy. St. Joseph's School believes that open communication with parents is essential to this process.

**Respectful behavior** is expected of the students, staff, and parents of St. Joseph's School during school hours, events and extracurricular activities. Respectful behavior reflects one's value of self, and that behavior reflects consideration of others. Examples of respectful behavior are, but not limited to:

- Treating others as one would like them to treat him/her
- Listening to the views of others
- Demonstrating courtesy towards others
- Valuing the property of the school and others
- Responding to others in a thoughtful manner

**Unacceptable behaviors** are any actions that are disrespectful, dishonest, or rude and break down community. Examples of unacceptable behavior are, but not limited to:

- Fighting or other forms of violence – including tackling, pushing, tripping, kicking, scratching, and biting
- Throwing snow, rocks, ice or other objects that can inflict injury
- Climbing over and/or sitting on the playground fence (This will result in a \$25 fee to the parents if the student is caught)
- Lack of respect for authorities
- Verbal abuse and inappropriate language or behavior, including teasing, swearing, and spitting

### **Procedures for Misbehavior**

- Teacher-directed interventions
- Re-focus plan filled out by students and supervisor/teacher; multiple re-focus plans may result in a parent/student/teacher meeting
- Monitor the situation - Teacher/supervisor/administrator imposes sanctions and consequences; these may include options such as detention, in-school suspension, and expulsion

The following behaviors will result in a consultation with the administrator and a possible visit with the parents:

- Harassment – acts that injure, degrade, or intimidate other individuals or groups based on race, color, sex, national origin, physical or mental attributes, or sexual orientation
- Sexual harassment – acts such as inappropriate jokes or physical contact
- Threats on a person’s life
- Weapons, drugs, or alcohol on school grounds
- An unlawful behavior
- Any inappropriate behavior as deemed by the administration

In order to create an appropriate climate for learning, children are expected to comply with the disciplinary policies in effect at the school. Our goal is to provide a productive learning environment while at the same time promoting a positive sense of self-worth, dignity, cooperation, and self-discipline for all. All students have the right to due process. Formal hearing must take place within two weeks of the incident.

### **Bullying Policy**

Bullying is defined as behavior intentionally meant to inflict injury, persistent discomfort, or fear in the victim. Bullying may be part of a physical or emotional nature and be inflicted by student(s), teacher(s), or other school employee(s), other school service provider(s), or a third-party. Forms of bullying include, but are not limited to:

- Physical contact/assault or attempted physical contact/assault
- Name calling, verbal assaults, or other putdowns
- Damaging or destroying property
- Social ostracism
- Threats of any kind. A threat is defined as a statement that could be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- Intimidation, either physical or mental
- Extortion or attempted extortion

### **Prohibitions**

St. Joseph’s Elementary School prohibits any form of bullying on district property, including, but not limited to St. Joseph’s Parish computer networks, district vehicles, school-sponsored events, and/or through use of an electronic device when such use causes substantial or material disruption to the educational environment.

### **Reporting**

A victim or witness of bullying should immediately report this behavior to a teacher, counselor, or school administrator. Upon receipt of a complaint, the recipient shall forward it on to a principal or the

superintendent, if the principal is the subject of the complaint. Complaints alleging bullying based on an individual's race, color, religion, gender, national origin, age or other class protected by law shall be handled in accordance with the Grievance and Harassment Procedure outlined in the Parent/Student Handbook. Complaints alleging violent, potentially violent, threatening, or intimidating behavior will be handled in accordance with the Parent/Student Handbook on this matter. Other complaints alleging bullying by school employees shall be handled in accordance with the Grievance and Harassment Procedure outlined in the Employee Personnel Manual.

Students, parents, and community members may report unknown or suspected violations of this policy using either of the following methods:

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. St. Joseph's School will keep the forms in the Main Office. The form may be mailed to the school in attention to the school principal/superintendent or dropped at the school office.
2. Filing an oral report with any school staff member.

### **Reporting to Law Enforcement & Other Forms of Redress**

In addition to reporting a reasonable suspicion that a bullying incident constituted a crime, a school staff member or administrator must report it to law enforcement. Nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

### **Documentation and Retention**

St. Joseph's School shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged victim of this policy; or
2. Receive an oral report of an alleged violation of this policy

All written reports of an alleged violation of this policy received by school staff shall be forwarded to the school principal or superintendent for investigation and retention.

All complaint forms, and any other documentation related to an investigation of all alleged violations of this policy, shall be retained by St. Joseph's School for six years or as mandated by federal retention regulations.

### **Investigation Procedures**

The school administrators (i.e. principal or superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of an actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported under the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the administrator shall first determine if the alleged policy violation is based on a protected class – whether actual or perceived. Reports involving a protected class shall be investigated with the school's Grievance and Harassment policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based upon the nature of the alleged violation of this policy after considering factors such as, but not limited to: the ages

of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator(s) deem necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence;
2. Interviews with the complainant, the victim, and/or alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with identified witnesses;
4. A review of mitigating or extenuating circumstances;
5. Final analysis

Investigations should be completed within 30 days, unless the administrator documents good cause for extending this deadline.

### **Disciplinary and Corrective Measures**

Students that have been found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration will take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Assign detention
2. Assign in or out-of-school suspension or recommend expulsion;
3. Create a behavioral adjustment plan;
4. Refer the student to the school counselor;
5. Hold a conference with the student's parents/guardian and classroom teacher and other appropriate school staff.

### **Victim Protection Strategies**

When St. Joseph's confirms that a violation of this policy has occurred, the school will notify the victim's parents and shall implement a victim protection strategy. These strategies shall be developed on a case-by-case basis after the administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention;
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers;
3. Assignment of school staff to monitor, more frequently, areas of the school where bullying has occurred;
4. Referral to counseling for the victim and perpetrator.

### **PARENT TEACHER ORGANIZATION - PTO**

Parents and teachers are partners at St. Joseph's Catholic School. Teachers welcome parental involvement and realize that working together guarantees success.

All parents at St. Joseph's are automatically members of the Parent-Teacher Organization (PTO). We strongly encourage all parents to become active members of PTO. The purposes for which the parent group is organized are:

1. To assist the school in fulfilling its mission through the organization.
2. To support the well-rounded education of the student by providing financial and volunteer assistance for his/her education and recreational needs.
3. To promote open communication between the administration, teachers, and parents.
4. To encourage parental involvement in St. Joseph's School.

### **Fundraising**

All families with students in grades (K-6) are expected to support PTO fundraising efforts. PTO activities provide parents and children the opportunity to work with one another, which benefits the school. Families are encouraged to donate items and/or work at the various fundraisers throughout the school year.

### **SCHOOL INFORMATION**

St. Joseph's carefully follows the curriculum guidelines laid down by the North Dakota Department of Public Instruction (DPI) for each grade level in mathematics, science, language arts, social studies, reading, music, physical education, technology, health, and art. St. Joseph's is an approved school with the North Dakota Department of Public Instruction.

In addition to an excellent academic program, St. Joseph's provides a full religious education program for its students. We are happy to welcome children of other faiths to our school.

St. Joseph's does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to programs and activities.

St. Joseph's Catholic School does give preference in admission to active and enrolled Catholic families of St. Joseph's Catholic Church.

Class Size guidelines as set by St. Joseph's School Board are as follows:

- Preschool (3-year-old): 12 students per class (morning and afternoon sessions)
- Preschool (4/5-year-old): 16 students per class (full-day, morning, and afternoon sessions)
- Kindergarten – 4<sup>th</sup> grade: 20 students per class
- Grades 5 and 6: 24 students per class

### **Office**

Office Hours: 7:45 A.M. – 3:30 P.M. while school is in session

Telephone: (701) 572-6384      Fax: (701) 774-0998

### **School Year**

North Dakota law requires schools to be in session for a total of 962.5 hours. The school calendar is available at the school office and on the school website.

## **School Day**

### Preschool (3-year-olds)

The morning class is in session from 8:15 AM – 11:00 AM (Tuesday & Thursday)

The afternoon class is in session from 12:15 PM – 3:00 PM (Tuesday & Thursday)

### Preschool (4/5-year-old)

The morning class is in session from 8:15 a.m. – 11:00 a.m. (Mondays, Wednesdays, Fridays)

The afternoon class is in session from 12:15 p.m. – 3:00 p.m. (Mondays, Wednesdays, Fridays)

The Full-Day Kindergarten Readiness class is in session from 8:15 – 3:00 (Monday – Friday)

### Kindergarten – Grade 6

The school day begins at 8:15 a.m. and ends at 3:00 p.m. ***Students will be allowed in the school beginning at 8:00 a.m.***

### Early Arrival

School begins at 8:15. The school gym will open at 7:45 a.m. for breakfast.

You are asked **NOT TO SEND YOUR CHILD TO SCHOOL BEFORE THAT TIME.**

### Dismissal

School is dismissed at 3:00. All children must be off the school grounds by the 3:10 bell. Please call the school office before 2:45 p.m. if you have made other arrangements for your child to get home or if you know you will be delayed. Any child not picked up by 3:10 will be brought to the afterschool program and will be assessed a fee of \$20.

## **Preschool**

Children must be three (3) years of age before July 31 of the year the child enters the 3-year-old preschool. A child must be four (4) years of age on or before July 31 of the year the child enters the 4/5-year-old preschool. All children must be potty-trained before they enter either preschool classroom. Children that are not potty-trained will be dismissed from St. Joseph's Preschool. Classroom doors will open ten minutes before class begins.

## **Attendance**

Regular timely school attendance is important to the educational process and to the development of appropriate lifelong work habits. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. Students must be present at least 880 hours of the 962.5 school hours to receive credit toward promotion unless administration determines that it would be contrary to the child's best interest.

It is clear, however, that times exist when not attending school is in the best interest of the child or the entire school.

- If a child is ill, he/she should not be attending school and risk transmitting the disease to others.
- If a child is not able to attend school, the parent must call the school on the morning of an absence. Arrangements to obtain make-up work from the teacher should be made at that time as well. Schoolwork missed by a student during an absence shall be made up regardless of the reason for the absence.
- Occasional significant family trips, (taken with prior notification and work made up in advance), can be valuable learning experiences. Notification to the school principal **one week** prior to the trip is recommended.
- Attendance exceptions will be handled directly with the principal.

- Doctor and dental appointments: Appointments during school hours should be avoided if at all possible. The student will be released for the time of the appointment and the time needed to go and return. The parent must send a note to the teachers or call the school office in advance.
- Leaving and returning to school: Students leaving school must be signed out by their parents in the office prior to leaving and signed back in by the parents before returning to the classroom.
- Students arriving late for school must sign in at the front office before reporting to their class.

### **Tardy**

Students are expected to be punctual and to report to class on time. Students are also asked to have all necessary classroom material with them. The bell rings at 8:15 a.m. and students are tardy if they are not in their assigned classrooms by 8:20 a.m. After 10:15 a.m. the student will be considered absent until noon or when they arrive. If a student receives more than three unexcused tardies during a nine-week period, disciplinary steps will be taken.

### **Animals**

With the exception of school sponsored lyceums, no animals are allowed within the school and church buildings. No animals are allowed on the playground unless prior approval has been granted by the principal and a teacher. This is important as it is a liability issue for the school and a safety issue for some of our students.

### **Bicycles**

All bicycles must be kept in the rack on the playground and should be locked to avoid loss. They are to be walked onto the playground from wherever the student enters the church-school block.

### **Cell Phones**

- St. Joseph's School strongly discourages the bringing of cell phones to school. However, if a parent deems it necessary for the student to bring a cell phone to school, the student is required to keep it in his/her back pack or locker and on "mute" at all times.
- The use of cell phones is prohibited during the school day. Cell phones used or ringing during the course of the academic day will be taken to the office and returned only to the student's parent.
- Parents or guardians who need to get a message to a student during the school day need to call the school office. The message will be delivered in a timely manner to the student.  
Note: Our School Emergency Training guidelines advise that cell phone use during a major crisis or emergency interferes with the communication of state and local emergency personnel and the safety of our students.

### **Child Abuse**

All teachers and school personnel are mandated reporters according to the North Dakota Century Code. Teachers suspecting child abuse and neglect must report it immediately to the Williams County Social Service Office and the school principal.

### **Communications**

Because parents are frequently the first to be aware of a child's need, communication between home and school is essential for each student's total development. To ensure effective communication, we offer the following guidelines: For short visits (5 minutes or less) feel free to stop in and visit the teacher before or after school. For visits that may take more than five minutes, please set up an appointment



with the teacher to visit with him/her in person. Otherwise, feel free to email or leave a telephone number and message for the teacher.

If parents wish to visit with the administrator, they may do so by calling the school to make an appointment. Drop in visits are also welcomed but the administrator may be out of the building or unavailable at that moment.

For the most current school information parents should go the St. Joseph's ParentsWeb site to receive school news, calendars, hot lunch information, and classroom information.

### **Confidential Information**

Teachers will keep information entrusted to them by the students confidential, so long as no one's life, health, or safety is at stake. If the teacher deems that a person's life, health, or safety is at stake the teacher is mandated to report it to the principal. The principal will contact the parents and the appropriate authorities.

### **Coordinated Dress Policy**

Many years ago, St. Joseph's School adopted a coordinated dress code policy. Research has consistently shown that coordinated dress in school can help students stay focused and disciplined throughout the school day. In addition, children feel less social pressure when everyone dresses the same way, and students who cannot be fashionable due to limited family finances are made to feel more comfortable among their peers. Other research has shown that school climate is improved because children have a greater sense of fitting in, and others have pointed out that there is an absence of distractions caused by revealing or provocative clothing. Accordingly, the general rules for all dress are as follows

### **Bottoms**

Navy or khaki dress pants, shorts, capris, skirts, or skorts; these must be purchased from:

Donald's Uniform ([donaldsuniform.com](http://donaldsuniform.com))

Old Navy (School Uniform section)

J.C. Penney School Uniform Catalog

Walmart.com (School Uniform section)

Target.com (School Uniform section)

Plaid jumpers and skirts may also be worn but must be purchased from Donald's Uniform. Tights or leggings in solid colors of navy, red, or white may be worn under dresses or skirts.

### **Tops**

Red, white, or navy polo shirts (long or short sleeved) must be purchased from:

Donald's Uniform

Old Navy (School Uniform section)

J.C. Penney School Uniform Catalog

Walmart.com (School Uniform section)

Target.com (School Uniform section)

A white blouse may also be worn but must be purchased from one of the above approved vendors.

Crewneck or cardigan sweater in navy or red purchased from an approved vendor.

St. Joseph's sweatshirt in navy or red must be purchased through the school office.

**Footwear**

Shoes worn to school must be a tie-shoe or slip-on shoe. (Moccasins, flip-flops, slippers and Crocs are not to be worn to school.) Shoes must be tied and socks must be worn. Students should have tennis shoes for Physical Education classes.

**Boys:**

Hair should be no longer than collar length, and bangs should not cover eyes. Hair styles (i.e. pony tails, mohawk, spike or punk, dread locks, etc.) that will draw undue attention are prohibited. Hair coloring (example: orange, purple, blue etc.) will not be allowed. Styles should be neat and clean and of natural color. Earrings and other body piercings will not be allowed. Any accessories (i.e. chains, etc.) that can be construed as weapons are prohibited. Hats and caps are not allowed during the school day. Shirts must be tucked and shoes must be tied.

**Girls:**

Hair styles (i.e. mohawk, spike or punk, dread locks, etc.), artificial nails, and make-up that draw attention are prohibited. Hair coloring (example: orange, purple, blue, etc.) and bangs covering the eyes will not be allowed. Styles should be neat and clean and of natural color. Jewelry should be of moderate size and amount. (Example: no excessive earrings will be allowed). Hair ribbons (in good taste), clips, etc. will be allowed. Other than ears, any other body piercing is not allowed. Accessories (i.e. chain, etc.) that can be construed as weapons are prohibited. Tights/leggings should be red, white, or navy and only worn under dresses or skirts. Shirts must be tucked and shoes must be tied. Dresses, shorts, and skorts must be fingertip length.

Your child should have a warm coat, snow pants, a hat or hood, and gloves or mittens when the weather is cold. All children should have snow boots in addition to shoes worn in the classroom.

**Mass Servers-** Mass Servers are required to wear **black dress shoes** for Children's Mass as well as weekend masses.

**Non-Coordinated Dress Days (NCDD)**

A Non-Coordinated Dress Day will typically be held at least one time per month. This is usually the last Thursday of the month. On these days, students may wear clothing of their choosing; however, clothing with offensive wording, tank tops, spaghetti straps and shirts showing the midriff area may NOT be worn at any time. Shorts must be fingertip length. Spandex shorts/pants are not allowed.

**Picture Day will be a Coordinated Dress Day.**

**All coordinated dress regulations and guidelines are subject to the discretion of the principal.**

**We have a closet full of gently used Coordinated Dress clothing. Please feel free to stop by and take some clothes or donate any of your student's gently used clothes they have grown out of!**

**Hot Lunch Program**

St. Joseph's School participates in the North Dakota School Lunch Program and provides nutritious meals to students at a moderate cost that is consistent with federal guidelines. The program is federally funded and administered separately from the regular school program. Parents should track their lunch account balance through the FACTS website. Once a child's account drops to \$10 or under, an email is

automatically sent by FACTS. Payments can be made through FACTS directly or by bringing payment to the school office. Hot lunch payments cannot be included with tuition or other payments.

Eligible persons may receive free or reduced priced meals upon application and approval. All families will receive an application for free or reduced meals in the fall, however, you may apply at any time during the year for this service.

If a family's hot lunch balance falls below a negative \$10.00, parents will be notified through a written note sent home with the child, and the child will need to bring cold lunch until the bill is paid. At no time will St. Joseph's School allow a child to go hungry at lunch. Funds from other resources will be used to cover a child's lunch if cold lunch is not brought to school for that day.

To honor our school-wide efforts to encourage good nutrition, a salad bar is available for all students. Milk is provided with hot lunch, but extra juice and milk are available for \$.50

If a child chooses to bring a cold lunch, please make it a healthy lunch. A milk can be purchased for \$.50. **Parents should not deliver fast food products and/or soft drinks to your child. These items send a message that is contrary to the health education we are doing in the classroom and do not meet standards mandated by the Federal School Lunch Program.**

- Lunchroom  
All students eating in the lunchroom must comply with the rules set up by those in charge. Table manners and other etiquette will be encouraged.

Children with food allergies must notify the classroom teacher and school principal. Please remember, due to the variety of personal tastes, it is impossible to satisfy every child every day. Therefore, parents should assist school personnel by advising their children on the subject of making good choices and not wasting food.

- Monthly menus will be posted on the RenWeb website

### **Library**

All library books are property of St. Joseph's Catholic School. Therefore, any individual who checks out a library book must return it in the same condition as when it first left the library. If a library book is lost or damaged from getting wet, broken, torn, or covered with marks from food, drinks, pens, etc. when it is in the custody of a school patron, the borrowing party must either replace it with a new copy of the same book or pay the fine, so the school can replace the book.

When checking out library books, students should return all library books at the next library class; if they are not finished reading a book, they will have the opportunity to renew it at that time.

All missing library books should be returned to the school library before each major break: Christmas break in December and summer break in May. Any books not returned by these two deadlines will result in an automatic fine.

Please keep in mind that when a book leaves the library, it is the borrowing patron's responsibility. If a patron's book gets lost in a classroom or accidentally returned to the public library or any other library

not affiliated with St. Joseph's, it must be retrieved by that patron and returned to St. Joseph's as soon as possible.

### **Mass Procedure**

Every week the school community gathers on Friday mornings at 8:30 a.m. for the Celebration of the Eucharist in St. Joseph's Church. Faculty and students take turns in preparing this celebration.

### **Non-Custodial Parents**

In the absence of a court order to the contrary, St. Joseph's School will provide the non-custodial parent access to the child's academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order. It is also the custodial parent's responsibility to provide the school with a copy of the Court Order which denies the non-custodial parent the right to pick up a child.

### **Parent Concerns (Grievances)**

Any person feeling aggrieved concerning any matter with the school should contact the individual involved before discussing it with others. Misunderstandings should be handled as follows:

1. If the person has an issue with the teacher, the individual will first go to the teacher to seek a solution to the problem. If the person does not feel comfortable approaching the teacher, the individual may ask the principal to arrange a meeting between the individual, teacher, and principal.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter. The final decision rests with the pastor/superintendent.

Parents should consult school authorities before contacting outside agencies.

### **Parent-Teacher Conferences**

Conferences will be held each fall and spring, typically in November and March. Conferences can be arranged by the parent, teacher, or both at any time throughout the school year.

### **Recess**

Students are expected to participate in supervised activities outdoors unless weather does not permit it. For the safety of students, the playground will be used in the manner in which it was intended. Throwing snowballs or stones is never allowed under any conditions. Softballs and baseballs are not permitted during recess. We ask that students show respect and obey leaders who assist with play activities. Students should wear appropriate seasonal clothing. If the temperature is -10 degrees or the wind chill is -10 degrees or below, children will not be permitted outside.

### **Search of Property**

When school personnel have reasonable suspicion that a student's locker, personal possessions, or clothing may contain objects or substances that are in violation of school rules or which may be detrimental to the health, safety, or welfare of any and/or all students, a search may be initiated. Parents will be notified whenever a search of personal property or clothing is conducted.

### **Security**

St. Joseph's School ensures the safety of all students by keeping all the doors locked. Access throughout the day will be possible by using the main door #1, or door #4 with the biometric reader.

### **Visitors**

Parents are encouraged and invited to visit the school at any time. Once the doors are locked, please enter through the main door and check in at the school office. Permission from the classroom teacher is required before conducting activities on the school premises or the school grounds.

## **SCHOOL SAFETY**

### **Accidents Involving Injuries**

All accidents should be reported to the teacher, who will report to the principal. Parents will be notified when a serious accident occurs. If emergency treatment is required and parents cannot be reached immediately, it is important that the school have permission to call a doctor or seek the professional help needed. Emergency contact information should be kept up-to-date in the school office.

The school does not provide supervision when children are left unattended on the playground before 8:00 a.m. or after 3:10 p.m. or during non-recess hours.

### **Asbestos Notification**

In 1986 the United States Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). To comply with the AHERA and EPA regulations, St. Joseph's School has had all the school facilities inspected and samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis determine that all friable asbestos has been identified, and is in good condition. The remaining asbestos is non-friable and is being observed and controlled through ongoing operation and maintenance program. Floor tile abatement projects have been tested for air clearance in compliance with Federal regulations. All tests passed requirements and the school is in compliance with the intent of AHERA. An accredited 3-year re-inspection is conducted every three (3) years by the Badlands Environmental Consultants and they have not found any areas of concern. A copy of the asbestos management plan is available for your inspection in our administrative office during regular office hours.

### **Crisis Plan**

St. Joseph's School has developed a crisis plan in case of emergencies. All teachers and staff are aware of the procedures to follow to keep your child safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure location.

### **Head Lice**

St. Joseph's School follows the Upper Missouri District Health Unit's policy on head lice as recommended by the County Nurse. This means that students with known cases of head lice may attend school, but it is the decision of the parents to make that determination.

From time to time children may be checked for head lice in school. The school has the necessary equipment to perform these visual checks in a sanitary manner.

### **Illness**

After a student has been absent, he/she must bring a written note from home explaining the absence, unless a call was made to the school. As stated before, if a student is ill, he/she should not be sent to school. Students are expected to complete all make-up work when they are absent unless other arrangements are made with the teacher. Work should be made up in a reasonable time. When a student becomes ill in school, the parents are called. No student will be sent home without the parent's consent and knowledge. Emergency contact information should be kept up-to-date in the school office.

### **Insurance**

St. Joseph's School does not carry any form of medical insurance for children who are injured while on school property or during school activities. It is the responsibility of the parents/guardians to make arrangements for medical insurance or to pay for the costs of medical treatment. Damage to or loss of glasses or other personal property is not covered by school insurance.

### **Medication**

Under most circumstances, prescription and non-prescription medication should be administered to or by students before or after school, and under parent or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property his/her parent must first submit written authorization. As part of the written authorization, parents decide whether they want their children to self-administer, or have the office staff administer the medication. The appropriate forms are available in the school office.

### **Safety Drills**

Fire, tornado, and lock down drills are held periodically throughout the school year. These drills will be held to prepare the students and staff for an emergency situation. If an evacuation is required, students will be asked to proceed quietly, quickly, and in single file out of the building. Students or staff will not be allowed to return until the environment is safe.

### **Sexual Offenders on School Property Policy**

The purpose of this policy is to maintain a safe learning environment for all students that is free from the dangers posed by the presence of sexual offenders on school property.

### **Definitions**

"Sexual offender" has the meaning set forth in North Dakota Century Code 12.-32-15-1 (e). It includes, but is not limited to, individuals that must register as a sex offender in North Dakota or another state.

A "non-parent sexual offender" means an individual who meets this policy's definition of a sexual offender and who has no parental or legal guardianship rights to a child attending this school.

A "parent sexual offender" means an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending this school.

"School property" means all real estate owned, leased, or used by the school and all school buildings, structures, facilities, computer networks and systems, school vehicles (whether owned or leased by the school), and the site of any school-sponsored activity.

"Student sexual offender" means a sexual offender who is an enrolled student of the school or an applicant for enrollment as a student.

“School Administrator” means the chief administrator at the school, whether that position is named superintendent, principal, or otherwise.

### **General Statement of Policy**

#### **A. Non-Parent Sexual Offender**

1. A non-parent sexual offender is prohibited from being present on school property except for the purpose of attending an open meeting under North Dakota Century Code Chapter 44-04 in a school building.
2. A non-parent sexual offender who attempts to communicate electronically with a student while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

#### **B. Parent Sexual Offender**

1. A parent sexual offender is required to identify himself or herself as such to the school administrator at the time his/her child is enrolled.
2. A parent sexual offender is permitted to be present on school property for the purposes set forth in Section A, “Nonparent Sexual Offender.”
3. Upon receipt of prior, written approval from the school administrator, a parent sexual offender is permitted to be present on school property for the following purposes:
  - To transport his/her child to and from school. The parent sexual offender shall drop the child off and pick the child up on public property (i.e., a public street) that enables the child to enter and leave the school facility safely. The parent sexual offender will be permitted to transport only his or her own child(ren).
  - To discuss his/her child’s progress, placement, or individual education plan (IEP).
  - To attend a school function in which the child is participating.
4. Except while transporting his/her child, parent sexual offenders who receive permission to be present on school property must immediately report to the individual designated in the School Administrator’s written permission statement and present the written statement to that individual. A chaperone may be designated to accompany the parent sexual offender while on school property.
5. A parent sexual offender who attempts to communicate electronically with a student other than his/her own child while the student is present on school property will be considered to be present on school property without permission and will be in violation of this policy.

#### **C. Student Sexual Offender**

1. Upon receipt of notice that an enrolled student of the school or an applicant for enrollment is a sexual offender as defined by this policy, the school administrator shall promptly seek as much specific detail as possible. Details should include the behavior involved, names, dates, times, circumstances, identification of witnesses, and court records. The school administrator shall conduct interviews as deemed necessary.
2. Upon completion of the school administrator’s investigation, the matter shall be considered by the School Board on a confidential basis in executive session.
3. The School Board shall determine in its sole discretion whether the student sexual offender shall be permitted to attend school. When a student sexual offender is permitted to attend school and is a registered sexual offender in North Dakota or another state, the school administrator shall so notify all school students, parents, and employees to the extent permitted by law.

4. In the event a student sexual offender is permitted to attend school, guidelines for that student sexual offender's presence on school property shall be developed and applied.

#### **PROCEDURE**

- A. No sexual offender shall be present on school property except as provided above.
- B. If any employee of the school becomes aware of any sexual offender's presence on school property in violation of this policy, he/she shall immediately inform the school administrator or administrator in charge of the facility or function, who shall direct the sexual offender to leave the premises immediately. The school official shall request the assistance of law enforcement if the sexual offender refuses to leave.

#### **Notice of Sexual Offender Status**

Law enforcement is responsible to notify the community of the presence of registered sexual offenders. Except as may be provided in this policy, the school has no duty (1) to review the sexual offender registry, (2) investigate who may be a sexual offender, or (3) to advise students, parents, or the general public regarding the location of a registered sexual offender.

#### **Substance Abuse**

St. Joseph's School has a "Zero Tolerance" policy towards the possession or use of illegal or controlled substances and substances regulated by state or local laws. Illegal or controlled substances include all substances that are controlled or are illegal to possess as defined by state or federal statutes. Substances regulated by state or local laws include alcohol or tobacco products.

Any student possessing, using, or under the influence of illegal/controlled substances or regulated substances shall be subject to immediate disciplinary action up to and including expulsion. Formal counseling of a nature acceptable to the administration will be required for the student. The only exception to this policy would be the use of a controlled substance by an individual under a physician's care for a medical condition.

#### **Student Possession or Use of Identified Substances**

##### **First Offense**

- The principal or designee will notify parents and police, detaining students until the police arrive.
- In addition to the regulations of this policy, any student so identified will be ineligible to participate in any extracurricular activities for a period of not less than six weeks.
- A parent conference will be held as soon as possible after the offense occurs.
- Following the parent conference, the student may receive disciplinary action that may include suspension.
- The family will need to verify that all conditions set forth by law authorities are being implemented.

##### **Second Offense**

- The student will be suspended until the school board hearing is held. Actions taken will be on a case-by-case basis according to severity.



## **Distribution**

Distribution is defined as selling, giving, or taking orders for any of the identified substances. Any student intending to distribute any identified substance, based on reliable information as to the fact the student actually distributed an identified substance, will be suspended immediately and referred to the St. Joseph's School Board for reprimand, suspension, or any other action which the Board deems appropriate.

## **Technology**

St. Joseph's provides all students with relevant technological opportunities because technology has an ever-increasing and permanent role in society. Technology is a tool with inherent interdisciplinary applications. Since it is a basic life skill, it should be integrated into areas of the curriculum. We, as Catholic school educators, believe that we must prepare students from an early age in the use of technology and provide them with an understanding of the ethical, social, and legal concepts and responsibilities in the use of technology.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Internet access is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a respectful and responsible manner. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others through the use of technology
- Damaging computers and computer systems
- Violating copyright laws
- Accessing materials that have not been designated for student use by an educator

St. Joseph's School reserves the right to monitor all computers, school-used jump drives, student materials, and Internet activity, including all e-mails, of the students. Access to technology is viewed as a privilege, not a right. Disciplinary or legal action will be taken against those who abuse this privilege, including possible fines for damaged property.

## **Tobacco**

St. Joseph's Catholic School is a smoke-free building. Smoking is not permitted at any time in St. Joseph's School and/or at St. Joseph's Catholic Church.

St. Joseph's is dedicated to providing a healthy environment for staff, students, and families. Because the use of tobacco is a highly addictive habit usually begun in the adolescent and teen years, the most effective means towards achieving a tobacco-free generation will be prevention of tobacco use by youth through education, positive adult role models, and aggressive action to limit and confine available tobacco areas.

**Tobacco definition:** For the purposes of this policy "tobacco" is defined to include any unlit cigarette, cigar, pipe, blunt, bidi, clover cigarette, e-cigarette, and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

- **First Offense:** In addition to the regulations of this policy, any student so identified will be ineligible to participate in any extracurricular activities for a period of not less than six weeks.

A parent conference will be held as soon as possible after the offense occurs. Following the parent conference, the student may receive disciplinary action that may include suspension.

- **Second Offense:** The student will be suspended until the school board hearing is held. Actions taken will be on a case-by-case basis according to severity.

Acceptance of promotional products, materials, gifts, or funds from the tobacco industry is also prohibited.

### **Weapons in the School**

St. Joseph's School has a "Zero Tolerance" policy towards the possession of or use of a weapon. The following articles define and deal specifically with students violating the weapons policy.

Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, or at any school-sponsored activity without the authorization of the school is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, or spring gun; slingshot, bludgeon, brass knuckles or artificial knuckles of any kind; and any knife. Copies of weapons including guns, starter pistols, and other look-alikes are to be considered as weapons for the purpose of this policy.

Any object which has a school-related purpose that could be used to inflict harm on another person will be considered a weapon if the object is used in a threatening manner.

1. The first priority of the principal is to assure the safety of all persons in school or on school property. After addressing the safety concerns, the principal will determine if the person(s) violated the weapons policy. The parents, police, and superintendent will be notified.
2. A student will be suspended immediately if the principal or designee determines:
  - the student knowingly violated the weapons policy, and/or
  - the safety of others or the educational environment was adversely affected by the student's conduct, and/or
  - the student had the ability to anticipate that the safety of others or the educational environment would be adversely affected by the student's conduct. In making this determination, the principal/superintendent or designee may consider the age, intelligence, and behavioral history of the student.
3. After the student has been suspended, proceedings for the expulsion of the student shall be initiated immediately. As soon as practicable, the student's parent(s) or guardian(s) shall be notified of suspension, if they have not been so informed previously, and given notice of the time and place for an expulsion hearing of the Board.
4. Expulsion up to one full calendar year may result for a student who violated the weapons policy by conducting a firearm. The principal/superintendent may modify the length of such expulsion if individual circumstances warrant such modification.
5. Reinstatement - A student may be reinstated for the school term and may not be reinstated unless and providing that:
  - The student satisfies the principal/superintendent of his/her personal contrition;
  - The student satisfies the principal/superintendent of his/her personal resolve not to repeat any comparable acts;
  - The parents/guardians demonstrate to the principal/superintendent that an appropriate combination of special home precautions, home instructional programs, professional counseling, and home discipline programs of an appropriate design and duration have

been taken to assure the principal/superintendent of the absence of opportunity and inclination on the part of their student to repeat any comparable acts.

For purposes of this policy, the school term is a school year. If the principal/superintendent determines that the conditions for reinstatement have not been fulfilled before the beginning of any following school term, the principal/superintendent may initiate proceedings for expulsion in the following term.

**Weather Emergencies**

School closings due to inclement weather will be posted on Facebook and our school website, as well as by email and phone alert, KUMV, KDSR and 660 Radio. If a storm develops during the school day, we will use the same communication as stated above. If a parent wishes to pick up his/her child during a weather emergency, he/she may do so, but St. Joseph's School will **only** release students to their parent/guardian.

**PARENT SIGNATURE PAGE**

In choosing St. Joseph’s School you have demonstrated a commitment to the values and philosophy expressed in this handbook. It is our expectation that each and every one of you will take the time to review this handbook thoroughly and share the appropriate sections with your child. We expect the children to know and abide by these guidelines.

Our Parent-Student Handbook is found on our school website, [stjschoolwilliston.com](http://stjschoolwilliston.com), under the Resources tab. All families are asked to review the handbook and return the Parent Signature Page to the school office by the first day of school. If you have more than one student at St. Joseph’s, please list all of your students on one page.

Thank you!

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I have read the Parent/Student Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Please print your student(s) name(s)