

St. Joseph Catholic School



Parent/Student Handbook

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"LEARN, SERVE, LEAD, AND SUCCEED"

Accredited by the Western Catholic Educational Association (WCEA)

LEARN, SERVE, LEAD, AND SUCCEED

Mission Statement

St. Joseph Catholic School — a Christ-centered community dedicated to empowering students to learn, serve, lead, and succeed.

School Philosophy

St. Joseph Catholic School is an integrated ministry that provides our students with a solid religious and academic foundation. We support parents in their role as primary educators of their children. We strive to fully develop each individual, whose daily needs will be met through right choices, self-discipline, and respect for others. We work to create an environment in which the individual can succeed in reaching his/her potential in order to give back to the community. As facilitators of Catholic education, we provide a safe, nurturing, child-centered faith community.

School-Wide Learning Expectations

A Faithful Catholic

- Has knowledge of the teachings of the Catholic Church
- Practices the message of Jesus through community service
- Practices making morally right choices

An Informed Community Member

- Develops a positive attitude towards new experiences
- Is aware of current events and world affairs
- Has knowledge of our multicultural society

A Lifelong Learner

- Demonstrates critical thinking, problem solving, and technological skills
- Communicates effectively
- Demonstrates a working knowledge of the fine arts and literature

A Self-aware Individual

- Demonstrates good sportsmanship as a participant and/or as a spectator of extracurricular activities
- Practices good health habits and avoids destructive behaviors
- Demonstrates care and respect for the environment

A Cooperative Worker

- Demonstrates skills in interacting with others to accomplish a goal
- Recognizes divergent points of view
- Works collaboratively to solve conflicts peacefully

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Student /Parent Guidelines

It is impossible to anticipate every situation that may occur during a school year. Handling of some instances will be left to teacher/principal discretion. The purpose of this handbook is to share information so we can work together to facilitate a safe environment conducive to learning for all our students. When in doubt, ask the classroom teacher first.

On-campus expectations

St. Joseph Catholic School is a closed campus. For the safety of the students, no one is to enter campus during school hours without first signing in at the school office and obtaining an ID badge. Unauthorized visitors will be sent to the school office to sign in.

Please remember that as a volunteer in a classroom, professional dress AND proper compliance is required.

Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger. Please report the presence of a stranger immediately to school personnel and to the office.

Classes in session should never be interrupted. If you wish to observe a class, arrangements can be made through the teacher and the office. Please do not phone your child during school hours. If there is an emergency please call the office.

If you wish to make an appointment with a teacher, please do so in advance, remembering appointments are usually scheduled before 7:35 a.m. or after 3:15 p.m. Many of the teachers may have gate duty before or after school and will be unable to meet with you on an impromptu basis.

Emergency Procedures—In an emergency, students will evacuate or stay in a lock down of the building. Evacuation plans are posted in each room. Teachers will instruct and practice with students regarding these procedures. Drills are held throughout the school year. Everyone on campus must participate.

After school meetings—Children should not come onto the campus when meetings are being held after school hours unless their parents are monitoring and keeping them in close proximity.

Pets—Pets are not allowed on school grounds, including the parking lot areas.

Playground equipment—Insurance limitations require that the use of school playground equipment be limited to registered St. Joseph students during school and Extended School Day program hours (7:35a.m. –5:30 p.m.) This restriction means the equipment is off limits even to siblings of St. Joseph students.

Field trips—To participate in field trips, students must have turned in a signed permission slip. **Permission given over the phone is not acceptable.** School rules regarding personal property apply on field trips, unless otherwise directed by the teacher in charge. Field trip drivers must be 25 years of age or older. Drivers must be fingerprinted (Diocesan Policy No. 4.8.4c1) and meet all Diocesan compliance requirements. Some of these requirements require annual renewal. Drivers must obey age appropriate safety regulations. Each child must wear a seat belt. Only one child per seat belt. Please remember the Booster Seat requirements, as well. (HB 2154 will require children between the ages of 5 and 8, who are not taller than 4’9” to be properly restrained in a child booster seat). Drivers should not deviate from field trip plans, i.e., no unauthorized stops for treats, snacks, etc. are permitted. The first car and last car must carry cell phones. Drivers should not use cell phones while vehicle is moving. Each driver must carry the emergency cards for all students in the car. The health aide provides a first aid kit for the group. Chaperons are required to supervise their assigned group of students. Please remember that as a volunteer on a field trip, professional dress is appreciated. Only students enrolled in St. Joseph Catholic School are permitted on a field trip. No siblings please.

Lunch—The school participates in the National School Lunch Program (NSLP). All students may order through the program. Menus are available on Ren Web and may be sent home if necessary. Both Breakfast and Lunch are available. Students who provide their own lunch must bring it with them in the morning. **Dropping off fast food lunches throughout the course of the school day causes a disruption to the office and classroom routines.** Students who did not bring a lunch to school may check with the school office at the beginning of the lunch period to see if a lunch has been dropped off.

Classroom Parties—Seasonal classroom parties are held at the discretion of the classroom teacher. Birthday parties for students are not permitted at school. Treats may be sent to school for birthdays. Please contact the homeroom teacher in advance to make arrangements. **Invitations to individuals must be mailed.** The homeroom teacher must approve a class set of party invitations for distribution at school. At no time should individual gifts be sent to school or exchanged.

Walking/bus/bicycles—Written notification must be in the school office if a student walks, takes a bus, or rides a bike to school. No bikes are to be ridden on campus. Bicycles must remain locked until leaving school in the afternoon. The law requires helmets. The school is not responsible for any lost or damaged bicycles/helmets.

Parking Lot Procedures—When bringing a child to school at the beginning of the school day or picking up a child, **you must legally park your car in a parking space** unless you use the designated drop-off zones. Please do not park in the drop-off zones.

- Do not use the handicap spaces as a “drop off zone.” Handicap parking is by permit only. Violators will be reported to the authorities.
- A student should not be dropped off on school property before 7:35 a.m.
Students dropped off before 7:30 a.m. must report to our Extended School Day morning program, located in Room 10 on the southeast corner of the campus. ESD fees apply
Students report directly to their classrooms.
- The west lot (Craycroft Road) is for short-term parking only. Students are not to wait at this front gate, unless accompanied by their parents.
- Do not pick up students in the east alley.
- No running in the parking area.
- Pets are not allowed on school property including the parking areas.

The risk to students by cars backing up is significantly higher than driving through the drop-off zone. Remember safety is our biggest concern. Please buckle up, avoid using a cell phone when driving, and be vigilant. Thank you.

Off-campus expectations -

Any time a student is wearing a St. Joseph uniform, that student is representing St. Joseph Catholic School. Behavior should be appropriate. Likewise, any student attending and/or participating in an on or off-campus school event is representing our school, and behavior should reflect our mission.

Attendance

It is a priority and expectation for students to attend school daily. Early dismissal days should be used to schedule medical appointments so a minimum of class time is missed.

To alleviate separation anxiety, parents should say goodbye to students **before the student enters campus.**

Absences--Attendance is one of the key factors to success in school at every grade level. While it is true that missing classwork can be completed, the fact is that every day a student is absent, they miss class discussion and explanation that simply cannot be replicated later. At times, illness will require student absence. However, in general, it is imperative that students are here. Please ensure that vacations and medical appointments are scheduled during school holidays or on Friday afternoons so they don't interfere with student learning. A parent/guardian is required to give an explanation for absences and tardiness (Diocesan Policy No. 3.4b). Teachers will communicate as needed with student and parents/guardian regarding attendance concerns. Excessive attendance concerns may be referred to the principal and/or pastor.

Parents must notify the school office between 7:30 and 8:30 a.m., if a student will be absent unless previously reported. If not notified, the office will call the parents within a two-hour period after the school day has begun. State law requires office personnel to make a notation for each absence.

The student is responsible for making up work missed during an absence. In an effort to reduce missing/absent work, parents may contact the teacher to make arrangements to pick up class work and/or homework at a time that is mutually convenient. These arrangements must be made and confirmed in advance.

Students in Arizona are required by law to attend school between the ages of 6 and 16 (A.R.S. 15-802). **A student who is absent 5 days a trimester, whether excused or unexcused, may be referred for a conference due to excessive absences. Diocesan Policy No. 3.4c states that excessive absences (10% of required attendance days) may be cause for retention or withholding credit.** Arizona Law ARS 15-802 places responsibility for ensuring a child's regular attendance directly upon the person having custody of the child.

Tardies—A child is tardy once the gates are locked at 7:50 and students should go through the office to receive a tardy slip. Students receive instruction beginning at 8:00 a.m. with assembly, which is part of our religion class. Late students miss this instruction and also disrupt the learning process for their classmates when they arrive. Students not with their class on time may receive a tardy slip. **All tardies are recorded on the report card and entered into permanent records.**

Dismissal—Grades Preschool-8: The school day ends at 3:00 p.m. except on Fridays when it ends at 12:30 p.m.

Kindergarten and 1st grade students are to be picked up at the front gates as instructed by teacher.

2nd and 3rd grade students are released and picked up at the South walk-thru Gate

4th – 8th Grade students are dismissed at the North Gate.

Exception - Older siblings may be released to the gate of the youngest student.

Students are teacher-monitored for their safety until they are with parent/guardian. **Extended care is by appointment only.**

All school gates are locked at 3:15 p.m. M, T, W, Th, and at 12:45 p.m. on Fridays. ALL students must be picked up by individuals listed on emergency forms.

Dress Code

Again, please note that any time a student is wearing a St. Joseph uniform, that student is representing St. Joseph Catholic School and appropriate behavior is expected. Likewise, any student attending and/or participating in an on or off-campus school event is representing our school, and dress and behavior should reflect our mission.

Please put your child’s name on all personal items and articles of clothing worn or brought to school.

Dress Code General Guidelines

Shirts—All shirts are from Lands End or Screen Craze with the school logo. Shirts must be tucked in. Students are required to have a **white uniform shirt**, to be worn **on Mass days** and special occasions.

Pants & Shorts—All pants and shorts must be chino/Docker style in khaki color. Shorts no shorter than 1” above the knee; cargo, jogger & skinny style pants/ shorts are not permitted.

Skirts & Jumpers - No shorter than 1” above the knee. Girls are strongly encouraged to wear shorts under their skirts, but they may be no longer than skirt/jumper length.

Sweaters & Sweatshirts—All outerwear is from Land’s End or Screen Craze. Only school logo outerwear is acceptable on campus. (Please note: on extremely cold days, students may wear non-Lands End/Screen Craze heavy jackets **over** their Lands End/Screen Craze outerwear)

Cosmetics—Wearing makeup of any kind is not allowed. Clear nail polish is acceptable. Artificial or long nails are not allowed. Tattoos, writing, or drawing on the body is not permitted.

Jewelry—Students in grades 5-8 may wear one necklace consisting of a crucifix or religious medal on a **simple** gold or silver chain, one simple ring, and one simple bracelet. Girls (PreS-8) with pierced ear lobes may wear only one pair of small earrings (hoops, no larger than a dime) and one earring in each ear. Other body piercing is not acceptable. Boys may not wear earrings.

Hair Style—Students in all grades must have hair that is neat. Hair must be a natural color. Excessive hairstyles, **as determined by the principal or teacher**, are not permitted, e.g., ponytails for boys, shaved, initials, shapes, etc. Boy’s hair length must be above eyebrows, earlobes, and collars. Students will have **until the next school day** from the day of a dress code violation regarding hairstyle to correct the violation, or the student will not be allowed back to school until the violation is corrected.

Hats—Must be worn with the bill forward. Hats may not be worn inside the classroom.

Dress code violations—Uniform inspection is part of the school day. Students are expected to be in proper uniform at all times. Consequences for dress code violations will be assigned by classroom teachers. Students will be recognized throughout the year for dress code compliance.

Free Dress Day Guidelines—Uniform guidelines apply to free dress days. For example: no leggings, sandals, crop-tops, tank tops, bare midriffs, hipsters, torn jeans or spaghetti-strap clothing. Moderation, modesty, and good taste are expected. When in doubt, do not wear it. Violations, as determined by the principal or teacher, will result in the student calling a parent to bring the student’s uniform to school, **and** the student will forfeit the privilege of free dress for the next free dress day.

Special notes regarding ordering uniforms:

Uniforms may be ordered from Land’s End or Screen Craze.

Please be alert to the length of girls’ shorts, skirts, and jumpers; items may need to be purchased longer and then adjusted. Please check order. Items may be sent back to Lands End or Screen Craze for correction.

Girls in GRADES PS-8

Choices for uniform bottoms:

- Plaid uniform jumper (length requirement: no more than 1” above the knee)
- Plaid uniform pleated skirt (length requirement: no more than 1” above the knee)
- Plaid uniform “A” line skirt (length requirement: no more than 1” above the knee)
- Khaki uniform pants
- Khaki uniform shorts (length requirement: No more than 1” above the knee)

Choices for uniform tops:

- White interlock uniform short /long sleeve polo shirt with school logo
- Navy interlock uniform short /long sleeve polo shirt with school logo
- White Peter Pan collared short /long sleeve polo shirt with school logo
- Navy Peter Pan collared short /long sleeve polo shirt with school logo
- (A solid white t-shirt/undershirt is permitted under uniform shirt. T-shirt sleeves may not be longer than the uniform shirt)

Socks, Shoes & Belts:

- White socks without any logos.
- White tights
- White ankle-length leggings
- Athletic or dress shoes must be closed style (front and back)
- Shoes with laces must have laces tied.
- No boots are permitted
- Black or brown belts with a plain buckle. Uniform plaid belt is also acceptable.

Boys in GRADES PS-8

Choices for Bottom uniform:

- Khaki uniform pants
- Khaki uniform shorts

Choices for tops:

White interlock uniform short /long sleeve polo shirt with school logo

Navy interlock uniform short /long sleeve polo shirt with school logo

(A solid white t-shirt/undershirt is permitted under uniform shirt. T-shirt sleeves may not be longer than the uniform shirt)

Socks, Shoes & Belts:

White socks without any logos.

Athletic or dress shoes must be closed style (front and back)

Shoes with laces must have laces tied.

No boots are permitted

Black or brown belts with a plain buckle.

7th and 8th Grade class only – Boys and Girls

White interlock uniform short /long sleeve polo shirt with school logo

Navy interlock uniform short /long sleeve polo shirt with school logo

PE

PE mesh shorts in cobalt blue (length requirement: no more than 1” above the knee)

PE sweatpants in uniform navy blue

PE uniform t-shirt in gray

Fiesta or other approved school spirit shirt

Outerwear

St. Joseph Uniform Navy Outerwear: **All uniform outerwear is required to have the school logo.**

Crew neck, zip up, fleece vest, fleece jacket, half-zip sweaters, sweater vests and sweatshirts

Property

School property—PLEASE RESPECT school property. Carefully use and return all materials and equipment. Students and parents are responsible for loss of, or damage to, all school property and will be billed accordingly. Book policy: Due to the high cost of replacing books, book covers are required. **Book replacement fees will be charged if books are damaged.**

School property searches-School searches should be based on reasonable suspicion that a school rule has been broken and related to insuring a safe learning environment. (Diocesan Policy No. 3.17c) **Discipline for vandalism to school or parish property may include detention, suspension, and/or expulsion.**

Personal property—Students should not bring personal items to school that have no bearing on or use in the school’s educational process. The school will not accept responsibility for such items should they be lost or broken. Distracting items will be confiscated. Skateboards, skates, and shoes with wheels are prohibited.

Personal property searches-If there is probable cause and/or reasonable suspicion of danger to the health, welfare, and safety of students, a search will be conducted according to Diocesan Policy No. 3.17c.

Cell phones— Students are not permitted to bring any electronic equipment, especially cell phones and other devices which connect to wifi, to school. If a student does, however, bring electronic devices or a cell phone to school, student must bring the device to the main office and check it in. The device will be returned at dismissal or from ESD or sports. Before and after school, this includes during after school sports and ESD, cell phones must remain in the student’s backpack. Any student using a cell phone on campus will be required to surrender the phone. It may then be picked up at the end of the school day from the main office by the adult picking up the student. If a student needs to make a call during the day, he/she must request permission to use a school phone.

Any teacher / school staff member has the authority and responsibility to confiscate any electronic device heard or seen during school hours and the device will be turned into the Principal. It is expressly

forbidden and a violation of teachers' rights to record or photograph, make any audio or video recording, or download any pictures or video of teachers without written permission of those teachers for each instance. Any examples of photos, videos or audio recordings of teachers will result in the student(s) facing disciplinary measures as it is a direct violation of St Joseph Catholic School code and may be reported to local officials.

Lost and Found—Found articles are put in the lost and found box in the main office. Library books should be taken to the library. Small valuable items should be taken to the office. Again, please put your child's name on all personal items and articles of clothing worn or brought to school.

Physical Education

Students must wear a PE uniform in accordance with dress code. Tennis shoes must be securely tied, and white socks are required.

Excused from participation—Students who are not able to participate in physical education because of a minor disability must bring in a written excuse from his/her parent/guardian. A doctor's note is needed to excuse a student for missing more than two consecutive classes. If a student is recuperating from surgery, a fracture, an accident, or a long-term illness, a written release from a doctor is required to resume regular physical education activities.

Liturgy/Sacraments

Families are invited to attend liturgical services. The student body attends Mass weekly and on Holy Days of Obligation during the school year. Stations of the Cross are scheduled weekly during Lent. The Sacrament of Reconciliation is available periodically throughout the year. The student body honors Mary in a special way at assembly during October and May.

Sacrament preparation

- First Reconciliation – 2nd grade
- First Eucharist – 3rd grade
- Confirmation – 8th grade
- Preparation classes for individual students who haven't had the opportunity to receive these sacraments can be arranged with the classroom teacher.

Health Services--Diocesan Policy No. 5100

The health aide is the school advocate for the child in all health-care situations.

All students, both new and returning, must complete the Diocesan Health Services Registration Form. Should circumstances change after the form has been submitted, parents must notify the school office and health office **in writing** of the student's existing or recently diagnosed medical conditions as well as unusual family circumstances that would be relevant to school.

Please do not send children to school if they have had diarrhea, vomiting, or a fever (100.0 or more) within the 24 hours prior to the start of the school day. In other words, children must be free from vomiting and diarrhea and be fever-free without medication for 24 hours before returning to school. Students who vomit, have diarrhea, or run a temperature (100.00 degrees or above) at school will be sent home. In general, if a student sees the Health Aide

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because of injury or illness at school, parents will be notified.

It is the parent's responsibility to provide transportation from school for a sick child. School personnel will not transport students. In an emergency where there is a life-threatening situation or accidental injury, the school will call 911.

Please note the additional information below about common health concerns.

Infectious Diseases-- Conjunctivitis (Pink Eye), Strep Throat, etc.) No student should return to school until the student has had antibiotic therapy for 24 hours. The health aide must be notified upon diagnosis.

Pediculosis (Lice Infestation) Anyone with an active infestation must follow the Arizona Department of Health Communicable Disease Resource Guide, which requires treatment of head and scalp with effective over-the-counter or prescription products. Upon returning to school, clearance by the health aide, or other school personnel is required before being admitted to class. Parents must report all cases of head lice infestation to the health aide. Please note the American Academy of Pediatrics has determined that school is **not** a high risk place for the spread of lice.

Other Communicable Diseases - We use the Arizona Department of Health Communicable Disease Resource Guide to determine the appropriate course of action.

The following Diocesan policies are also followed at St. Joseph Catholic School:

Immunizations--Diocesan Policy St. Joseph Catholic School must comply with Arizona law (AAC Title 9, Chapter 6, Article 7 Vaccine Preventable Diseases) regarding immunizations. These laws state that no child may attend school unless the child can present to the school a valid certificate of immunization against listed communicable diseases or a plan for immunizations as specified by the Arizona Department of Health Services.

Medication--Diocesan Policy - All medication must be administered under adult supervision while students are on campus. Parents are responsible for supplying any medication needed at school. A parent or designated adult must give the medication directly to Front Office or Health Office personnel. Children may not bring in their own medication. If prescription medication needs to be administered during school hours, it must be brought to school in the original container, which includes the child's name, the prescriber's name, the name of the drug, the pharmacy number, the dosage, the date to begin/discontinue medication, and the time it should be given. (Asking your pharmacist to divide medication between two separate labeled containers might be more convenient if doses have to be given both at home and at school.) Prescription medication must also be accompanied by a completed "Parent's Consent for Giving Medication at School" form, which is available from the Front Office or Health Office. **Additionally, you must provide the school a copy of the physician's order for the medication; this is a new requirement for the 2018-19 school year.**

Certain over-the-counter medications (pain relievers, cough drops, Tums, etc.) can be administered at school without a doctor's order but must be delivered by an adult to the Health Office or Front Office. OTC medication must still be in the original container and also accompanied by the "Parent's Consent for Giving Medication at School" form.

No student is allowed to keep any medication (e.g., cough drops) in his/her desk, back pack, or on his/her person at any time. The only exception to this regulation is for students who must carry an inhaler or Epi-pen. School administration must authorize students to self-carry these two medications, and additional forms must be completed and on file in the Health Office, as well as copied and kept with the medication at all times. Again, an adult should be present if a self-carried inhaler or Epi-pen is needed and used during school hours or when a child is attending our Extended School Day program.

No student may give medicine of any kind to another student.

Extended School Day (ESD)

The Arizona Department of Health Services Office of Childcare Licensure (400 W. Congress Suite 100, Tucson, Arizona, 85701, 520-628-6540) regulates the Extended School Day Program. The ESD Program is insured for liability coverage through the Roman Catholic Church Diocese of Tucson. Every student enrolled in St. Joseph Catholic School must have an Extended School Day registration, which includes a Health/Emergency Card on file in Room 10, regardless if this service is utilized or not. All school policies and procedures are in place and followed by the ESD program.

Tuition/Fees

Tuition—Parents are expected to fulfill all financial obligations to the school within the academic year. As a non-profit institution, the school operations are predicated upon parents, or those deemed financially responsible, honoring their commitments. Failure to do so impacts not only their children, but all of the students attending our school.

Registration Fee -

This fee is Non Refundable and must be paid at the time of registration. The student(s) will not be considered enrolled for the upcoming school year until the registration form is complete and the fee is paid.

For this year's tuition fees please refer to current school year Tuition Policy, which can be obtained from the school office or website.

Tuition is divided on a 10-month basis from August to May. If payments are not received by the 15th of the month, a late fee of \$30.00 will be assessed.

It is the family's responsibility to notify the principal if special circumstances arise making it difficult to meet any tuition and fee obligations. Special arrangements may be required. Such alternative financials arrangements must be made in writing by the family and agreed to by the pastor and the principal prior to implementation.

All fees for 8th grade students must be paid by May 1 of the 8th grade year.

Extended School Day – Before and After School Care fees are billed at a rate of \$5.00 per hour by the quarter hour. All charges for ESD will be included on the monthly statement. ESD is by prior appointment.

Withdrawal, Transfer or Expulsion - In the event of withdrawal, transfer, or expulsion of your child from St. Joseph Catholic School, parent/guardian is responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month which is the last month the child is enrolled in the School. St. Joseph Catholic School reserves the right to withhold grades, report cards and student records until all tuition and other fees have been paid in full. By signing this tuition payment contract, you are authorizing St. Joseph School to withhold grades, report cards and other records until tuition and fees have been paid in full.

Tuition statements may be viewed on FACTS. Families are expected to fulfill all financial obligations within the school year and in a timely manner. Our school operation is based on this commitment. If emergencies arise that require additional time to meet the financial obligations, please contact the school office to make additional

arrangements. Account balances that are not paid on time may result in your child not being able to continue attending St. Joseph Catholic School.

All fees are nonrefundable.

Parental Volunteer Obligation Program

The Parental Volunteer Obligation Program is a mandatory program for all families. All families must fulfill a minimum required number of hours per trimester. The Parental Obligation Program encourages parents to help with school and parish activities that provide enrichment to both students and parents. Your hard work helps to keep the cost of tuition reasonable. Your involvement not only ensures the continuation of quality programs that our children need and deserve, but it also connects you with a supportive network of parents and teachers.

St. Joseph Catholic School parents are required to perform family service hours a total of 45 hours per year. These hours will be billed in three 15-15-15—hour trimesters if not worked. The charge is at the rate of \$10.00 for each hour not worked. Parents are required and responsible for filling out a volunteer form, getting it signed, and returning it to the school office.

Every family at St. Joseph Catholic School is required, as part of the Parent Volunteer Obligation Program, to have 5 of the 45 hours dedicated in some capacity for our Fiesta.

Hours may be carried over from one trimester to the next. You may work hours in advance. You should have 15 hours recorded by the end of the first trimester, 30 by the end of the second trimester, and 45 by the end of the third trimester. Hours may be worked by anyone in your immediate family-- mother, father, step parents, grandparents, or older siblings. Donations in lieu of hours are only accepted when approved in advance by the principal and with receipt presented to the school office. Please see the front office or communicate with teachers for volunteer/donation options.

Volunteers—All on-site volunteers must be fingerprinted.

The members of the Catholic community of the Diocese of Tucson share a common commitment to protect our children. In accordance with the Diocese of Tucson Guidelines for the Prevention of and Response to Sexual Misconduct, fingerprinting **and background checks** are mandatory for volunteers who supervise children. This applies to parents driving on field trips, coaching, monitoring lunch or school clubs, etc. This also applies to Girl Scout, Boy Scout, and Cub Scout Leaders. As parents, your volunteerism is vital to St. Joseph Catholic School, and we hope that this minor inconvenience will not discourage anyone from continuing to volunteer, as this is a much needed act of service. Going through the compliance process will earn 2 volunteer hours. **For compliance process information please contact Carolyn Osborn in the parish center, (520)747-3100 ext. 122.**

Assignments of Students to classrooms - As a faculty, we study each child in relationship to skills, social functioning and academic blend. Teachers are instructed to consider such aspects when addressing the task of assigning students to a specific class for the subsequent school year. Teachers do so as objectively and prayerfully as possible. For these reasons, we ask that parents not request a specific teacher.

Academics

Probation/adjustment period—The probation period for new students and parents is 6 weeks from the date of entry. This gives everyone an opportunity to become familiar with and adjust to our policies, procedures, and academic standards.

Homework/classwork—Children must come to class prepared and with adequate supplies. Students need to complete all in-class and homework assignments on time. It is a student’s responsibility to record all homework. Parents need to verify and sign assignment sheets, as class policy requires. Teachers define classroom homework procedures at the beginning of the year in the policy letter sent home, which includes how often parents must sign the assignment sheet. The amount and type of information from the teacher recorded each week on the assignment sheet can vary based on grade level and homeroom teacher. If you have concerns regarding the amount of time your child is spending on homework, please contact the teacher.

Suggested time allotments for homework – nightly averages

Grades 7-8: 1½ hours

Grades 5-6: 1 hour

Grades 3-4: 45 minutes

Grade 2: 30 minutes

Grades K-1: 20 minutes

Pre-school and pre-kindergarten: No homework

On nights when no written homework is assigned, reading and reviewing are strongly encouraged.

Report cards/progress reports—Report cards are available online after each trimester (twelve-week periods). Mid-trimester progress reports are available on-line halfway through the grading period for grades K-8. These reports indicate how the student is performing in class and where more effort or help is needed. If grades are not satisfactory, either the parent or the teacher can schedule a conference.

Honor Roll—for grades 5-8. Students must have an average of at least 87% in each subject and no 3’s or 4’s in conduct or effort. Fourth grade students are eligible for honor roll third trimester.

Promotion/Retention (Diocesan Policy No. 3.9)

A student shall be retained on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student.

1. The teacher(s) must be reasonably certain that repetition of a grade by a particular student will be beneficial.
2. If, in the teacher’s judgment, retention is probable, the case should be discussed with the administration and then arrangements made for a conference with the parents. It is advisable that this be done **no later than** the beginning of the second semester (St. Joseph School date is Jan. 31). A written summary of this conference should be kept in the student’s records.

3. A follow-up conference with the parents/guardian should be held to evaluate the progress of the student since the initial conference.
4. Evaluations and reports shared with the parents should indicate lack of adequate student progress before retention would be considered.
5. If, contrary to the recommendation of the teacher(s) and administration, parents/guardian request that their child be placed in the next higher grade, the administration may honor this request. However, such a request should be documented and placed in the student 's cumulative file along with the school's documented recommendation. The student is then placed in the next higher grade on a probationary status and progress documented and communicated with parents. If retention is again recommended the following year, and not accepted by the parents/guardian, the parents/guardian will be directed to find an alternative educational setting. Additionally, if a student is not passing two or more core subject areas for the academic year, and is not retained, he/she will be placed in the next grade level on probationary status. Probationary status will be evaluated at the middle of the first trimester (St. Joseph School date is Sep. 30). If the student is still not passing two or more core subject areas at the end of the first trimester, the student may be asked to find an alternative educational setting.
6. Retention in a grade after a second year requires careful consideration. A recommendation should be made to transfer the student to another educational facility.
7. Retention shall not be based solely on the number of days in attendance.

Graduation—The parents/guardian of a student in danger of not being promoted/graduating should be notified in writing **no later than** the beginning of the second semester (St. Joseph School date is Jan 31). Participation in transition/graduation exercises is a privilege, not a right. A student may be excluded from participation in the exercises even if he/she is eligible for a diploma/certificate for reasonable cause as determined by the administration in consultation with the pastor and/or the superintendent of Catholic schools. (Diocesan Policy No. 3.10)

Voluntary Withdrawal of Student—Notification to the school office at least two (2) school days in advance of a student's impending withdrawal is required to process withdrawal paperwork. The student will receive a withdrawal form, which requires a parent signature. All textbooks, library books, and equipment must be returned. Tuition and other fees must be cleared before the student secures a transfer record to another school. Fees paid are not refundable if the child is withdrawn by parent/guardian for any reason. Unused prepaid tuition will be prorated. (Diocesan Policy No. 2190)

Teacher Conferences—We appreciate and encourage contact between parents and teachers. Please email the classroom teacher to schedule a conference. Please arrange all teacher conferences first through the teacher with whom you wish to meet before requesting a principal/teacher/parent conference. Even a phone conference with the principal requires a prior parent/teacher conference. Faculty appointments should be made in advance, and all appointments should be scheduled before 7:15 a.m. or after 3:15 p.m. Again, as teachers may have after-school duties, please do not attempt an impromptu meeting with teachers immediately before or after school.

Code of Conduct

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Based on respect for authority and welfare of the group, discipline should develop the ideals, attitudes, and habits required for good Christian living. The purpose of discipline is twofold--to institute and maintain satisfactory study conditions for all, free from distracting behavior, and to ensure the safety of the entire student body. Each classroom has a developed discipline plan, which includes school rules. Teachers outline individual classroom procedures and policies at the beginning of the year in a policy letter, which needs to be signed by a parent and returned to the homeroom teacher. Disciplinary action for violations will be taken. Parents/guardians are expected to support the teacher and/or administrator's decisions.

General School Rules

- Respect the rights of others to study and learn; students come to school for an education.
 - No one has the right to interfere with the education of others.
 - Courtesy and good manners should be the key to student conduct.
 - A positive attitude towards teachers and students makes school enjoyable for all.
- Student may not chew gum on campus.

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Repetitive misconduct will result in disciplinary action of increasing severity.

- Racial or sexual harassment
- Threatening or intimidating behavior
- Fighting or causing bodily harm to any person
- Vandalizing, damaging, or stealing school or private property
- Leaving classroom or school without permission
- Use of improper language, insolence, disrespect, disregarding repeated warnings, or insubordination, e.g., back talk with words or body language (rolling eyes, sighing, etc.)
- Inappropriate touching
- Class tardiness or truancy
- Violation of established class procedures or policies

The following are some examples of student behavior that is criminal, and so the administrator is required to notify authorities.

- Possession of a weapon of any kind
- The possession, transmission, and/or use of tobacco, drugs, drug paraphernalia, or alcohol (Diocesan Policy No.2240)

Bullying - A student is being bullied when he/she is exposed, **repeatedly and over time**, to negative actions on the part of one or more students. (See Diocese of Tucson Policy 3.13) Here at St. Joseph Catholic School, we expect our faculty, staff, students, and parents to treat each other with respect and to always practice self-control. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids." Faculty and staff focus on teaching students positive ways to interact with one another. Please remember to report incidents to teachers and administration for prompt action.

Parents will be notified when their child engages in bullying behavior. Consequences may include, but are not limited to, detention, in-school suspension, or out of school suspension. In the most extreme cases, expulsion may be necessary.

Students who falsely accuse another student of harassment, bullying, or intimidation will also be subject to the above consequences.

Cheating/ plagiarism—

Forgery: signing someone else's name

Plagiarism: to take (ideas, writing, etc.) from another and pass them off as one's own in homework, classwork, quizzes, tests, or papers.

Cheating: includes plagiarism as well as violating teacher's predetermined guidelines for acceptable behavior during classwork, quizzes, exams, etc.

At St. Joseph Catholic School, cheating is unacceptable. It undermines the principle of trust and respect that make education possible.

Plagiarism hurts students, teachers, and the person from whom work is stolen. Students who plagiarize risk failing to acquire the research and writing skills developed in doing an assignment honestly. A parent editing or "helping" with an assignment to the extent that the result no longer reflects the student's ideas, understanding, or skill level will be considered plagiarism.

Examples of plagiarism:

- Turning in someone else's work as one's own
- Copying words or ideas from someone else without giving credit to the source
- Failing to put exact words from a source in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the essential sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of one's work, **even if credit is given**

Disciplinary Action—The principal, as educational leader of the school and in line with diocesan and local policies, has an inherent right to exercise judgment regarding probation, suspension, expulsion and other disciplinary actions.

Detention—Notice of detentions will be emailed to parents. **A missed detention or showing up late for detention will result in an additional detention.**

Suspension (Diocesan Policy No. 3.14)—

Suspension refers to the isolation of students from some or all school activities. It is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other disciplinary measures have been employed without success.

In-school suspension and out-of-school suspension shall not exceed five school days except under extraordinary circumstances. A suspended student may not participate in extra-curricular or school sponsored activities on or off campus during the time of suspension. A conference with a parent/guardian and administrator must be held before a student may return to class. **The administration will draft a written agreement** which must be signed by the student, parent, and administrator and kept in the office file. The student is then on probation. Probation, after a suspension, shall last no longer than two semesters. Faculty will be notified of terms relating to the probation.

Expulsion (Principal, Pastor, and School Superintendent)—

Expulsion refers to the permanent dismissal of a student from school. (Diocesan Policy No. 3.14b) Refer to *due process/parent appeal procedure by principal* (Diocesan Policy No. 3.11).

Student Withdrawal Due to Parent Behavior—We may require a student to withdraw from school as a result of any of the following parental/guardian behaviors (this list is not inclusive):

- Refusal to cooperate with school personnel

- Refusal to adhere to the Diocesan or school policies and regulations as specified in the Parent/Student Handbook
- Interference in matters of school administration or discipline (ARS 13-2911 D)
- Harassment of school personnel: "A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 misdemeanor." (ARS 15.507)

Extra-Curricular Activities

Athletics—The Diocesan Sports Program consists of an intra-Diocesan competition in basketball, volleyball, and track. All boys and girls grades 4-8 are encouraged to participate. Practices and games are held outside of school hours. We encourage all of our families to enjoy and to support our St. Joseph Eagles, but please remember that **due to liability, the school cannot have siblings left unattended at practices and games. In accordance with state law, children not registered with ESD cannot be in the vicinity of the ESD program area.**

Altar Servers—Classes for new altar servers are for students in grades 4-8 and are scheduled through the Parish Office.

Chess Club—Students in grades K-6 may participate.

National Junior Honor Society (NJHS)—NJHS is a service organization for which 7th and 8th grade students may be eligible. Membership is based on scholarship, character, service, citizenship, and leadership. Active members must follow St. Joseph Catholic School's NJHS guidelines, which are in line with the national charter.

Scouts—If offered, girls grades K-8 and boys grades 1-8 may participate.

Students Against Destructive Decisions (SADD)—This program provides students in grades 6-8 with prevention and intervention tools to deal with destructive behaviors. The members then share grade-appropriate information with the entire school population.

Student Council—Student Council is a service organization, which encourages leadership by involving students in student government. Students in grades 5-8 may become members of Student Council. Class elections for representatives are held in the fall, and school-wide elections for officers for the next school year are held in the spring. Election criteria is announced in advance.

Yearbook—Eighth grade students work yearlong with adult moderators to publish our yearbook in May.

Other extracurricular activities may be offered by other agencies on school campus.

St. Joseph Catholic School

Acceptable Use Policy and Use Agreement for Information Technology Resources

St. Joseph Catholic School provides information technology resources for the purpose of instruction, research, and school administration. The use of such resources at St. Joseph Catholic School is a privilege, not a right, given to those who act responsibly. Such privilege may be revoked at any time. Within reason, St. Joseph Catholic School will honor personal privacy, freedom of speech, and access to information. Effective operation of St. Joseph Catholic School's information technology resources requires efficient, ethical, and legal use, governed by the guidelines stated herein. Any activity deemed inappropriate by St. Joseph Catholic School is prohibited even though not expressly set forth in this Acceptable Use Policy.

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Policy for Use of Information Technology Resources

Information technology refers to computers, laptops, or tablets and all peripheral equipment such as printers, scanners, digital and video cameras, voice recorders, routers, servers, disk or USB drives, etc. The internet refers to the worldwide web or network of computers that enables users to share information. Having access to information technology and the internet is an exciting and valuable opportunity; however, the internet contains material that may be inappropriate in the school setting. All users carry the responsibility of using the resources in the school setting in an appropriate and ethical manner.

Use of the internet for educational purposes will assist students in identifying resources, gathering information, and developing technical skills necessary for life and work in the 21st Century. Administrators and staff reserve the right to review files and communications, restrict, monitor, and record all computer, network, and internet usage, and remove any inappropriate files.

Students are responsible for thoughtful, considerate behavior on information technology resources as they are for their general classroom behavior.

St. Joseph Catholic School will not be responsible for the following:

- unauthorized costs incurred by students
- the accuracy or quality of information obtained through the Internet
- user negligence or mistakes
- any consequences resulting from software or equipment failures, delays, non-deliveries, misdeliveries, or service interruptions
- consequences of unauthorized entry

St. Joseph Parish and School subscribe to a national service that filters and removes all irrelevant and unacceptable content from computers. This service manages access restrictions, blocking all inappropriate sites on a weekly basis. Thus, students do not have access to unauthorized sites. In addition, student computer use is always monitored.

Acceptable Uses

Use of information technology resources will be consistent with the educational objectives of St. Joseph Catholic School and limited to uses supporting instruction, research, and school administration. These uses include, but are not limited to:

- accessing educational material with a teacher's permission
- sending appropriate messages and pictures with a teacher's permission
- using polite language on-line and showing respect to others
- protecting and using safely all information technology resources
- following applicable copyright laws
- using your own identity, work, mail, files, and folders or shared files and folders with a teacher's permission
- notifying an adult if one becomes aware of any technology problems or violations

Before students may access network or information systems, they must read and agree to this Acceptable Use Policy. By signing the form accompanying this Handbook, students and parents are acknowledging having read, having understood, and agreeing to this Acceptable Use Policy for Information Technology Resources. This agreement will be renewed annually.

Unacceptable Uses

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Unacceptable uses of information technology resources include, but are not limited to, the following:

- accessing non-educational material or using the resources for purely personal purposes
- using information technology resources for illegal activity or the transmission of material that violates federal or state laws, including copyrighted, illegal, threatening, harassing, violent, or obscene material
- transmitting or receiving any pornographic or other inappropriate material
- interfering with the work of other users or computer systems or disrupting the school's network or otherwise causing the loss of another user's work
- altering, removing, or destroying computer files not belonging to the user, installing unlicensed software, creating links to inappropriate materials, tampering with or disconnecting equipment, or vandalism of any kind
- using resources for commercial activities or for financial or personal gain
- circumventing computer security controls, including attempting to crack passwords, decode encrypted files, or discover unprotected files
- using invasive software of any kind, including deliberately creating or passing computer viruses, worms, Trojan Horses, or trap-door program codes
- engaging in any uses that violate published acceptable use guidelines of technology service providers or remote computing sites
- using hardware carelessly or roughly
- wasting limited resources
- giving out any personal information such as last name, home address, home telephone number, social security number, etc. when using the internet

Information Technology Resources Use Agreement

Users expressly agree to:

- promptly report to a teacher or administrator any message or other contact that the user receives that is inappropriate or makes the user feel uncomfortable
- if inappropriate information or images do appear, immediately turn off the computer monitor (or close the laptop) and tell a teacher or administrator
- keep user IDs and/or passwords confidential and not share or alter a password without express permission
- report known violations of this Policy by other students to a teacher or administrator
- not post private information about another person or post false or defamatory information about a person or organization
- not use inappropriate language in any message or material posted on web pages
- not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any communication sent from or to a school computer
- not plagiarize the work of others (plagiarism means representing or passing off the work, ideas, or words of another as the user's own)
- not participate in any activity considered "spamming" (spamming includes any annoying or unnecessary message sent to a large number of people without the recipients' approval)
- not engage in any activity that bypasses or disables computer security controls, including attempts to crack passwords, discover unprotected files, decode encrypted files, or execute programs designed to hack computer systems
- take personal responsibility for the user's accounts, for the content of any message sent from the user's account, and any uses of the school's information technology resources.

Consequences for Violations of this Policy and Agreement

The unacceptable use of information technology resources or violation of this agreement may result in the cancellation of the privilege of using such resources and/or possible disciplinary action. Actions in violation of

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state and federal laws will be subject to prosecution by those authorities. St. Joseph Catholic School's principal and/or the technology teacher may revoke privileges at any time as required. St. Joseph Catholic School will determine the appropriate school disciplinary action and/or violation guidelines. If appropriate, the student and/or the parents/guardians will be obligated to reimburse the school for any information technology resources knowingly or negligently damaged.

POLICY REGARDING INTERNET WEBSITE & SOCIAL MEDIA CHANNELS

There are occasions when St. Joseph Catholic School may desire to post on its Internet Website and Social Media Channels information concerning a student and/or that student's school work, activities, or academic or athletic achievements. We do not use the personal details or full names of any child or adult in a photographic image or video, on our website, on our social media platforms, in our school prospectus, or in any of our other printed publications. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

The purpose of this Internet Website & Social Media Channels Release Policy is to inform families in advance that their son/daughter and/or son's/daughter's school work, activities, achievements and/or events may be posted on the School's Internet Website and Social Media Channels. Such posting *may* include some or all of the following:

- a photograph/video
- grade level, teacher, coach's or sponsor's name
- name of the school
- information about student school work, activities or achievements.

Student grades, home addresses, and personal telephone numbers will not be posted.

If you DO NOT give permission for your child to appear on the school website, social media, or any printed material, you must fill out the Refusal of Permission Form at the bottom of this page and return it to your child's homeroom teacher.

****Note: The "Refusal of Permission Form" does not refer to "crowd" or "background" photographs where any students who appear in such photographs are not otherwise identified. It also does not cover an event or activity open to the public such as sporting events, fine arts performances, graduation ceremonies, and similar events and activities.**

REFUSAL OF PERMISSION FORM

Fill out ONLY if you DO NOT want your child's pictures/work/achievements included in St. Joseph School's social media, website, or printed materials.

_____ **I do not give my permission** for information about my son/daughter and/or my son's/daughter's school work, activities, and/or academic or athletic achievements to be posted on the School's Internet Website & Social Media Channels.

Student Name _____ Address _____

Parent/Guardian Name (please print) _____

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Please return this form to your child's teacher only if you are refusing permission.

Appendix

Arizona Statute 13.2911 (D) Interference with or disruption of an educational institution

Schools shall adopt rules for the maintenance of public order on all property of their educational institution and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty, other staff and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member or other staff violator, the violator's suspension, expulsion or other appropriate disciplinary action.

Arizona Statute (ARS) 15.507 Abuse of Teacher or School Employee in School

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 misdemeanor – possible penalty – up to 30 days imprisonment and/or up to \$500 fine. If you have school related business, you must report to the school office.

Arizona Statute (ARS) 13.3620 Child Abuse and/or Neglect

Arizona law requires the reporting by school personnel of suspected cases of child abuse and/or neglect to the police and Child Protective Services. Abuse and/or neglect must be reported both by phone and by written report.

Arizona Statute 13.1204 (6) Aggravated Assault

A person commits aggravated assault if the person commits the assault knowing or having reasons to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held other than on school grounds.

Arizona Statute 15.341 (33) Report to Local Law Enforcement

Schools report to local law enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teacher(s) or administrators.



“Honor The Process” Checklist

Please check next to the statements below to acknowledge you have read the following policy letters.

- I have read and understand the St. Joseph Catholic School Parent/Student Handbook
- I have read and understand the Acceptable Use Policy and Use Agreement for Information Technology Resources.
- I have read and understand the Policy Regarding Internet Website & Social Media Channels. I understand that this policy is in effect unless I fill out and turn in a refusal of permission form. (See p. 22 of Handbook.)
- I have read and understand my child’s school-wide class policies.

This serves as a contract between St. Joseph Catholic School and our families. **Once signed, the child/family accepts responsibilities for their actions and the consequences given.**

Parent’s Signature _____

Student’s Signature _____

Date: _____