

ST. JOSEPH'S SCHOOL

SAINTS



FAITH • LEADERSHIP • SERVICE

*The Parish School of St. Joseph's and  
St. Francis de Sales'*

*Family Handbook*

## MISSION STATEMENT

**Led by the Spirit**, the mission of St. Joseph's School is

- ❖ To lead children and families to Christ within the Catholic Christian community.
- ❖ To foster the spiritual, academic, social, emotional, and physical development of each person.
- ❖ To prepare our students to use knowledge and faith to be a light for the parish, community, and world.

## PHILOSOPHY STATEMENT

St. Joseph's School integrates religious truths and values throughout daily learning. Religion is not just one more subject alongside the rest. We teach the truth of the Gospel to encourage students to understand their duties to God, their neighbors and themselves. As a school, we believe that children who are well-grounded in their faith know who they are – they are images of God.

**Faith:** We lead our students to a personal relationship with Christ by fostering their spiritual development through exposure to the Gospel and Catholic teaching, worship, and focus on the Beatitudes. This will prepare our students to be active life-long members of the Catholic/Christian community.

**Leadership:** We lead our students to become responsible Catholic/Christian members of society. We work to foster their self-confidence to accept their true call from God and prepare them for life-long learning and academic excellence.

**Service:** We lead our students to Christ through service learning experiences and foster each student's unique gifts to be used to glorify God and serve others. We prepare our students to develop a keen sense of peace, social justice, and respect for their obligations in their communities and world.

# St. Joseph's School



## Family Handbook

### Table of Contents

Mission Statement	ii
Philosophy Statement	ii
St. Joseph's School History	1
Academics	2-10
Academic Success and Expectations	2-3
Academic Honesty / Cheating Policy	3-4
Academic Assessment, General	4
Academic Assessment, MAP Assessment Progress Reports	4-5
Accreditation	5
Conferences	5
Curriculum	5-6
Daily Schedule	6
Grades	6-7
GPA and Honor Roll	7
Homework	7-8
Homework Club	8-9
Homework Notification	9
Library	9-10
Report Cards and Grading Periods	10
Admissions	11-14
Admissions Procedures, General	11
Admissions Procedures, Priority	11
Admissions Procedures, Waitlist	12
Teacher Request	12
Age Requirements	12
Tuition Agreements and Payment Policy	12-13
Financial Aid/Scholarships	13
Non-Discriminatory Policy	13
Required Document for New and Returning Students	13-14
Special Needs Accommodations	14

## Table of Contents (continued)

Admissions (continued)	
Transfer Students	14
Attendance	15-17
Attendance, General Policy	15
Absences	15-16
Release of Students During the School Day	16
Tardiness	17
Communication	18-20
Communicating General Information	18
Communicating Specific Classroom Information	18
Communicating Student Illness or Injury	18
Communicating With Teachers	18
Communicating With Your Student During the Day	19
Delivering Items or Messages to Your Student	19
Discussing a Problem	19
TADS Educate Online Access	19-20
Notes and Pick Up Communication	20
Student Communication with Parents/Guardians	20
Weather or Other Emergencies	20
Discipline	21-27
Purpose of the Discipline Policy	21
General Student Expectations	21
School Discipline Cycle	21-25
Classroom Rules and Procedures	21
Minor and Major Violation Application to Student Grades	22
Minor Violations – Description of	22
Minor Violations – Process of Issuing	23
Major Violations – Description of	23
Major Violations – Process of Issuing	24
Major Violations – Consequences	24
Severe Violations – Description of and Consequences	24
Minor and Major Violation Tracking	24
Behavior Reflection Sessions	24-25
Bullying Policy	25-27
General Policy	25
The Definition of Bullying	25
Reporting Procedures	26
School Action	26

## Table of Contents (continued)

Discipline (continued)	
Bullying Policy (continued)	
Reprisal	26
Training and Education	27
Extended Day Program	28-31
Registration	28
Dates of Attendance	28
Authorized Pickup List	28
Sign-out Procedures	28
Key Cards	29
Key Card Deposit	29
Return of Key Card	29
Non-School Days	29
Communication	30
Billing Procedures for Additional Care	30
Late Pickup	30
Outdoor Play	30
Program Location Signs	30
Behavior Policy	31
Extracurricular Activities	32-34
Activities List – St. Joseph’s School	31
Activities List – Co-Op	31-32
Expected Behaviors	32
Eligibility, Age or Grade Requirements	33
Eligibility, Academic	33
Eligibility, Behavior	33
Eligibility, General	34
Fees	34
Honoring Competitions	34
Parental Involvement	34
School Responsibility	35
Sports and Activities List	35
Technology	36-37
Electronic Devices	36-37
Personal Learning Devices – 6 <sup>th</sup> – 8 <sup>th</sup> Grade Tablets	37

## Table of Contents (continued)

Uniforms	38-40
Uniform Requirement by Grade	38
Uniform Guidelines	38
Shirts	38
Pants	38
Shorts and Capri's	39
Skirts, Jumpers	39
General Uniform Guidelines	39
Physical Education Class (5 <sup>th</sup> – 8 <sup>th</sup> Grades)	40
Dress Your Way Days	40
Formal Uniform Days	40
Formal Uniform Guidelines	40
Uniform Exchange Program	40
Uniform Compliance	40
Wellness	41-45
Health Services	41-42
Health Services Provided	41
Illness	41
Immunizations	42
Medical Emergencies	42
Medication	42
Tree-Nut / Peanut Free Facility	42
Required Health Records	42
School Lunch	43-45
Lunch Guidelines, Students	43
Lunchroom Rules	43
Lunchroom Traffic Light	43
Lunchroom Rules for Traffic Light	43
Milk	43
Price and Payment	43
Restrictions, Cold Lunch	44
Seconds and "A La Carte"	44
Visitor Meals	44
Animals	44
Birthdays	45

## Table of Contents (continued)

Miscellaneous Policies	46-52
Drop Off and Pick Up	46-48
Morning Drop Off	46
Walking Students into School	46
Picking Students Up	46
Prompt Student Pick Up	47
School Responsibility	47
General Guidelines	47-48
Emergencies	48
Drills	48
Events	48
Evacuation Site	48
Fieldtrips	48
Gum	48
Lost and Found	49
Sacramental Preparation	49
Recess	49
Sending Money to School	49-50
School Functions	50
Textbooks	50
Transportation	50-51
Visitors and Volunteers	51-52
Parent Visits to the Classroom	51
Visitor and Volunteer Parking	51
Visiting and Volunteering Procedures	51
Volunteer Needs	52
Volunteer Requirements	52
School Organizations	53
School Advisory Council	53
P.A.W.S. Committee	53
Appendix A – Student Support Plan	54
Appendix B – Map of School for Drop Off and Pick Up Procedures	55

# St. Joseph's School



## History

St. Joseph's School takes its roots in the Benedictine Sisters of St. Joseph, Minnesota. The Benedictine Sisters began St. Joseph's School as the parochial school of St. Joseph's Parish in the fall of 1880. St. Joseph's School was the first school in the Red River Valley and began with an enrollment of fifty students. The school quickly grew, with new buildings built in 1893 and 1926. In the fall of 1929, the Benedictine Sisters of Mount St. Benedict in Crookston, Minnesota, took charge of the school.

In the summer of 1948, St. Francis de Sales' Parish was formed and St. Francis de Sales' School was established. St. Francis de Sales' Parish and School quickly grew, with a new church built in 1950 and a new school built in 1957.

School enrollment boomed for both St. Joseph's School and St. Francis de Sales' School in the 1950s, 60s, and 70s, but both schools encountered challenges during the 1980s. In 1990, St. Francis de Sales' School and St. Joseph's School consolidated as one school and St. Joseph's discontinued 7<sup>th</sup> and 8<sup>th</sup> grade.

Recently, however, the school has grown, as it expanded to 7<sup>th</sup> grade in the fall of 2007 and 8<sup>th</sup> grade in the fall of 2008. In addition to adding grades, the school physically added onto its building, adding a library, computer lab, science lab, and administrative offices. During the summer of 2012, the school completed a number of technology upgrades, including projectors in every classroom, individual computers for the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders, and interactive instructional devices in every K-8 classroom.

Through its rich history of nearly 140 years, St. Joseph's School continues to be committed to excellence in living out its mission. Seeking to develop the whole student, our students are challenged to embrace the school's nickname – Saints – through faith, leadership, and service.

# St. Joseph's School



## Academics

St. Joseph's School faculty and staff are committed to ensuring that all students reach their academic potential. As a school we embrace the opportunity to collaborate with parents in this process.

### Academic Success and Expectations

Every St. Joseph's School student is given the opportunity to learn and grow academically. Teachers work diligently in monitoring and ensuring that individual student needs are being met to provide an environment and expectation of learning. If academic growth is compromised, administration, teachers, parents, and students will work to create a plan that will allow learning to occur.

In the event that a student needs additional teacher contact time or is not completing classroom work in an appropriate, timely, or honest manner, teachers will use St. Joseph's School's *Prescription for Academic Success* form to communicate the concern and action plan with parents.

 <b>St. Joseph's School</b> <b>Prescription for Academic Success</b>		
<b>Basic Information</b>		
Student Name	Grade	Date
<b>Academic Concerns</b>		
<b>Academic Concerns</b> <input type="checkbox"/> Student needs extra help from teacher <input type="checkbox"/> Student's homework was not complete <input type="checkbox"/> Student's work was not done to his/her best ability		<b>Work Needing Attention and Materials Needed</b> _____ _____ _____
<input type="checkbox"/> Student dishonesty on work (cheating or allowing cheating) <input type="checkbox"/> Other _____		
<b>Prescription for Success</b>		
<input type="checkbox"/> Homework Club Next Available Day _____ <input type="checkbox"/> Work at Home With Parents on Assignment <input type="checkbox"/> Come in Before School and Work with Teacher <input type="checkbox"/> Parent Meeting Set For _____ <input type="checkbox"/> Other _____		
Teacher Signature:	Student Signature:	Parent/Guardian Signature:
<b>For Office Use Only:</b> Quarter (circle):    1   2   3   4 Violation (circle):   1   2   3   More		
		White = Parent/Guardian Yellow = Office Pink = Teacher

## **Academics (continued)**

### **Academic Success and Expectations (continued)**

Students who are not meeting academic potential with the *Prescription for Academic Success* will have a Student Support Plan developed by teachers, administration, parents and student. This plan will outline what interventions and goals are being implemented and the result of each. After constant monitoring and review, teachers will work collaboratively with parents for a long term plan to ensure students see academic success.

### **See Appendix B for Student Support Plan**

While the *Prescription for Academic Success* is not a discipline tool, it should be noted that academic dishonest (cheating or allowing cheating on any class work) is considered a serious violation of school expectations for students and will likely result in an incomplete grade for the assignment and a principal, teacher, parent, and student meeting. Multiple infractions of academic dishonesty will result in disciplinary action.

### **Academic Honesty / Cheating Policy**

St. Joseph's School considers cheating or academic dishonesty a serious violation.

#### **Cheating Policy**

St. Joseph's School defines cheatings as:

- Receiving or providing information during a test
- Using materials on tests when the teacher has not given permission
- Violating the teacher's testing rules / procedures
- Plagiarism – using someone else's writing or ideas and saying they are your own and not citing credit
- Using or copying another student's assignment and turning it in as your own
- Allow other students to use your work on assignments with the exception of specific group, lab or collaborative projects.

Other actions may be considered cheating or dishonesty. The above list is not all inclusive.

#### **Consequences for Cheating**

- First Offense:
  - Notice from principal to parent
  - Zero credit given on assignment or test
  - Student will review the cheating policy
  - Student will attend Behavior Reflection (see description on page 24-25)

# Academics (continued)

## Academic Honesty / Cheating Policy (continued)

- Second Offense:
  - Notice from principal to parent
  - Zero credit given on assignment or test
  - Student will review the cheating policy
  - Student will attend Behavior Reflection
  - Minor Violation issued (see description on page 22)
  
- Third Offense:
  - Parent meeting with principal and teachers
  - Zero credit given on assignment or test
  - Student will attend Behavior Reflection
  - Major Violation issued

## Academic Assessment, General

All students in kindergarten through 8<sup>th</sup> grade will take the Measure of Academic Progress (MAP) standardized assessment in both the fall and the spring. MAP assessments chart student growth and proficiency throughout a student's time at St. Joseph's School. St. Joseph's School will use the data from standardized assessments to measure our performance and progress toward school-wide goals. Teams will also utilize the data to better understand the specific needs of each of our students. We are committed to student learning, and MAP assessment data will be utilized to help all students learn.

Eighth grade students will also take the Minnesota Comprehensive Assessment (MCA) standardized assessment in the spring to help in their transition to high school. MCA reports are mailed to 8<sup>th</sup> grade parents in late summer.

## Academic Assessment, MAP Assessment Progress Reports

Each fall and spring, parents will receive their child's most recent MAP Assessment Progress Report. The MAP Assessment Progress Report presents information in both a text format and a chart format. For a detailed explanation of the MAP Assessment Progress Report, please consult Appendix A. St. Joseph's School encourages parents to use the reports to better understand their child's academic progress. Particularly, the school recommends monitoring the following measures:

## Academics (continued)

### Academic Assessment, MAP Assessment Progress Reports (continued)

- Typical Growth – The average growth in assessment score for students that are in the same grade and at the same achievement level. Presents how much a similar student would typically grow.
- Student Growth – The actual growth in assessment score between the student’s fall score and the spring score. Please note that only 50% of students are expected to meet their typical growth target.
- Lexile Range – a reading score that helps identify reading material that is at an appropriate difficulty level for the individual student. Students and parents can easily identify books that are within the student’s Lexile range by utilizing [www.lexile.com](http://www.lexile.com).

### Accreditation

St. Joseph’s School is recognized by the Minnesota Nonpublic School Accrediting Association as an accredited school.

### Conferences

As partners in the educational process, parents/guardians can assist the staff in understanding and supporting student learning. Parent-teacher conferences occur in the fall and the spring. Parents can also request additional conferences at any time. Parents/Guardians can sign up for conferences using the SignUpGenius website, which will be communicated to parents through email. St. Joseph’s School strives for 100% parent/guardian attendance at all parent-teacher conferences.

### Curriculum

St. Joseph’s School is committed to excellence in student learning. The school curriculum is aligned to the Common Core State Standards for language arts (reading, writing, spelling, and handwriting) and the Minnesota State Standards for math, science, and social studies.

Students in preschool through 8<sup>th</sup> grade will take classes in language arts, math, science, social studies, religion, physical education, music, technology, and art. As a Catholic-Christian school, faith development is an important component to who we are as a school community. Faith development is integrated into all aspects of the curriculum and taught through both structured religion classes and incorporated curriculum instruction. A Catholic-Christian environment is maintained in each classroom and throughout the school as a whole. Students at St. Joseph’s School pray daily, attend special prayer services and religious ceremonies, and participate in school

# Academics (continued)

## Curriculum (continued)

Mass each week. Students develop faith and leadership through responsibilities in leading weekly Mass and other ceremonies. Students also regularly participate in service activities, developing their stewardship of time, talent, and treasure. Parish priests are a vital part of the school faith community and regularly schedule classroom visits to provide specialized instruction on faith-based topics.

All students enrolled at St. Joseph's School are expected to participate in all of the educational and religious programs that are part of the school curriculum.

## Daily Schedule

Students in preschool-8<sup>th</sup> grade will follow the same daily schedule as outlined below:

- **7:20am** – School doors open. Parents/Guardians should not drop off their children and leave the unattended before the doors to the school are open in the morning. Students who are dropped off before 7:40am should proceed to the gym for morning activity. Students are not allowed to go their classrooms until being dismissed from the gym. Middle school students (6<sup>th</sup>-8<sup>th</sup>) may proceed to the library for quiet study if they prefer. Middle school students who go to the library must go through the gym and up the back staircase, entering the library through the computer lab.
- **7:40am** – This is our “soft start” time. We strongly encourage all students to be present at school at this time so they have time to become organized and prepared for their day. Students are sent from the gym to their classrooms at this time. Students who are dropped off or walked into the school after 7:40am should proceed to their classroom.
- **7:50am** – “Hard start” or formal school day begins. Students should be in their seats, with everything put away and they are ready to learn.
- **2:45pm** – School day ends.

## Grades

St. Joseph's uses the following grading scale:

### Preschool – 3<sup>rd</sup> Grade

A	=	Advanced
P+	=	Approaching Advanced
P	=	Proficient
P-	=	Boarding Proficiency
IP	=	In Process of Proficiency
NY	=	Not Yet Proficient

# Academics (continued)

## Grades (continued)

### 4<sup>th</sup> Grade – 8<sup>th</sup> Grade

A	=	93% - 100%	C	=	73% - 77%
A-	=	90% - 92%	C-	=	70% - 72%
B+	=	88% - 89%	D+	=	68% - 69%
B	=	83% - 87%	D	=	63% - 67%
B-	=	80% - 82%	D-	=	60% - 62%
C+	=	78% - 79%	F	=	59% or below

## Grade Point Average (GPA) and Honor Roll

GPA is utilized by 6<sup>th</sup> – 8<sup>th</sup> grade for the purposes of determining Honor Roll.

The purpose of the St. Joseph's School Honor Roll is to encourage and recognize excellence in academics. Students in 6<sup>th</sup>-8<sup>th</sup> grade will be recognized for the following academic achievements:

- Principal's List – students who achieve a 3.96-4.0 GPA
- High Honor Roll – students who achieve a 3.75-3.95 GPA
- Honor Roll – students who achieve a 3.50-3.74 GPA

Students must maintain good conduct to acquire Principal's Lists, High Honors, or Honor Roll status.

Each letter grade will have a value. These values are used to determine GPA:

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	0.67
C+	=	2.33	F	=	0.00

Core classes are weighted more than specialist classes in the calculation of GPA.

## Homework

All students are expected to do their own work to the best of their ability. Homework consists of daily assignments, which are an extension of the learning process that has taken place at school. Homework may be assigned for the purpose of review or enrichment.

# Academics (continued)

## Homework (continued)

A typical day's homework would normally not exceed:

Grades 1 and 2:	20 – 30 minutes
Grades 3 and 4:	30 – 45 minutes
Grades 5 and 6:	45 – 60 minutes
Grades 7 and 8:	60 – 90 minutes

If your child frequently takes longer than the time indicated above, please contact your child's teacher.

All homework is to be turned in on time, with the exception of an illness. When phoning a child's absence, parents/guardians should indicate the arrangement for getting your child's classwork and homework. Homework should be picked up by parents before 3:30pm. A sibling or friend may transport a student's homework. It is the student's responsibility to make up work missed as indicated by the teacher.

## Homework Club

Homework Club (HWC) is an afterschool option which is offered a few days a week. HWC provides a quiet and productive academic environment for 4<sup>th</sup> – 8<sup>th</sup> grade students to work on and complete assigned work. Students in 3<sup>rd</sup> grade may also attend if it's recommended by their primary teacher. HWC supervisors are there to assist students with their homework and maintain an environment conducive for completing assignments.

Middle school students who have demonstrated failure to complete their homework, will be asked to attend HWC after their third missed assignment per quarter. Their attendance at HWC will be expected to be consistent throughout the quarter. Students in 4<sup>th</sup> – 5<sup>th</sup> grade will be asked to attend HWC after a third missed assignment. Once the missed assignment has been completed, the student is no longer required to attend. Teachers whose students are staying for HWC will communicate with parents.

To ensure Homework Club is a productive and welcoming place for students, it is expected that:

1. HWC begins at 2:45pm and ends at 4:00pm.
2. Students must bring all school supplies to the HWC room after dismissal.
3. Students who need help from their Homeroom teacher or use the restroom will be issued a pass to do so.

# **Academics (continued)**

## **Homework Club (continued)**

4. Snacks may be eaten during HWC. Students will be responsible for cleaning up their area when they are done.
5. Students are expected to work silently at their desks during the entire HWC time. Students may be allowed to work in a group of two, but it will be at the HWC supervisor's discretion.
6. Supervisors are there to assist students during HWC time. Students should raise their hands to ask for help.
7. Students are expected to work silently at their desks during the entire. Students may be allowed to work in a group of two, but it will be at the HWC supervisor's discretion
8. If a student finishes all their homework before HWC time is up, they must have a novel or book to read. Books will not be provided by the HWC supervisor. Students must bring their own.
9. At 4:00pm, students will be escorted to the main entrance of the school for parent pick up.
10. Those students not picked up by 4:05pm will be picked up by an Extended Day teacher. Parents will be charged the normal Extended Day fee when this occurs.
11. If student behavior becomes an issue during HWC, parents will be notified and students may lose the privilege of attending HWC.

## **Homework Notification**

Daily homework will be communicated and reviewed with students at the end of each school day with their homeroom teacher. Students in 6<sup>th</sup> – 8<sup>th</sup> grade will have access to a homework calendar on their teacher's webpage that will reflect daily homework from each class. Primary grade students will have assignment notebooks and/or homework folders that go home daily to be reviewed by parents and student. Students have the primary responsibility of completing their homework; in the instance that homework is not posted, homework will not be excused.

## **Library**

Our school library is a key element in our educational curriculum. Because reading is so important to the success of our students, the school does not limit the number of books students can check out. Students are responsible for the materials that they check out.

## **Academics (continued)**

### **Library (continued)**

If an item from the library is damaged or lost, the family will be responsible for covering the cost of that item. We do not charge fines for overdue books; however students will be required to pay for any books or items not returned by the end of the school year.

### **Report Cards and Grading Periods**

Report cards and mid-quarter reports are communication tools that measure student learning. For students in 3<sup>rd</sup> – 8<sup>th</sup> grade, report cards are issued on a quarterly basis. Typically, 1<sup>st</sup> quarter report cards are given at parent teacher conferences in the fall and 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter report cards are mailed home.

Kindergarten through 2<sup>nd</sup> grade students are assessed on a semester basis. Report cards for these students will be mailed at the end of 1<sup>st</sup> semester (typically near the end of January) and again after the school year ends.

Preschool teachers issue report cards on trimester periods. Report cards for preschool students for trimester 1 and 2 will be issued at parent teacher conferences and trimester 3 report cards will be mailed home.

Academic progress reports are available to 3<sup>rd</sup> – 8<sup>th</sup> grade parents through [educate.tads.com](http://educate.tads.com). We encourage all parents to monitor their child's academic progress and contact the school regarding any concerns or questions.

When a student is not meeting their academic potential, a principal, parent, teacher, and student meeting may be held to address the student's academic standing. A plan will be developed to ensure students are finding success at St. Joseph's School.

Report cards and academic records will not be distributed if tuition payments are late and/or other fees are due.

### **Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records. Parents/guardians have the right to inspect and review their child's academic records and dispute anything they feel is inaccurate.

Schools can disclose and or release a student's educational records to other schools, without parental permission.

# St. Joseph's School



## Admissions

St. Joseph's School is committed to living out its mission statement and pursuing excellence in learning, faith development, leadership, and service. We are excited to partner with families who likewise welcome a pursuit of excellence.

### **Admissions Procedures, General**

Registration opens on January 15<sup>th</sup> for returning families and February 1<sup>st</sup> for new families. Registration is completed online for all students. Families must register their students annually. A non-refundable registration fee is required at the time of registration.

St. Joseph's School will provide specific registration procedures for new students and returning students through email communication as February 1<sup>st</sup> nears. St. Joseph's School will also publish registration procedures for new students and returning students in its annual Information Packet, published in late January.

Families must agree to a final tuition agreement prior to the first day of school for enrollment to continue for the academic school year. This policy ensures financial viability and integrity to budgetary planning.

### **Admissions Procedures, Priority**

Admissions priority will be given according to the following list:

1. Returning students whose families are registered members of St. Joseph's Parish or St. Francis de Sales' Parish
2. All other returning students
3. Registered members/families of St. Joseph's Parish or St. Francis de Sales' Parish with a sibling already enrolled in the school
4. Registered members/families of St. Joseph's Parish or St. Francis de Sales' Parish who do not have any children enrolled in the school
5. Unregistered members/families of St. Joseph's Parish or St. Francis de Sales' Parish who agree to register with St. Joseph's Parish or St. Francis de Sales' Parish (including families who are transferring from another Catholic school)
6. Catholic families who attend another parish
7. Children of other Christian faiths

# **Admissions (continued)**

## **Admissions Procedures, Waitlist**

The recommended capacity of classrooms is set by the Principal and the School Advisory Council. The school does its best to follow this recommended capacity; however, extenuating factors may influence the decision of the superintendent and principal when determining classroom sizes. Once a grade level has reached maximum capacity, a waiting list will be established. Priority on the waitlist will be determined by the admissions procedures priority list described above.

## **Teacher Request**

Families wishing to request a specific grade teacher should have request to the school principal by July 15<sup>th</sup> of the summer prior to the year the request would go into effect. Teachers and administrators consider many factors when determining the class list, for that reason there is not a guarantee of honoring all request.

## **Age Requirements**

Students entering the following programs must meet the described age requirements:

- Preschool Program, Three Days a Week, Two and Half Hours a Day – students must be at least 3 years of age by September 1<sup>st</sup> and be successfully toilet trained
- Preschool Program, Three or Five Days a Week, Full Day – students must be at least 4 years of age by September 1<sup>st</sup> and successfully toilet trained
- Kindergarten Program – students must be at least 5 years of age by September 1<sup>st</sup> and toilet trained

## **Tuition Agreements and Payment Policy**

St. Joseph's School has partnered with TADs, a third party enrollment and tuition management company, to help us better plan and manage our tuition finances. Before a student attends St. Joseph's School, parents/guardians must agree to the tuition agreement through TADs. When signing their tuition agreement, parents/guardians will select their payment plan from the following: annually, semi-annually, over nine months, or over ten months.

Upon signing the tuition agreement, parents/guardians take the responsibility for paying the agreed upon tuition charges in full and on time. Late fees and returned payment fees will be assessed if payments are past due or returned for any reason. Tuition payment/collection remain confidential between parents/guardians and the accounting office. If, at any time, circumstances, prevent prompt payment of tuition, please contact the school accountant in advance.

## **Admissions (continued)**

Students who withdraw during the school year will have their tuition pro-rated to the end of the month.

Students who take an extended leave during a semester for family vacations, illness, etc., shall not have their tuition reduced.

### **Tuition and Fees Past Due Policy**

In the event that a family does not fulfill their tuition agreement, the following will occur:

- 30 days past due: Notice is sent to parent(s)
- 45 days past due: Accountant/Principal phones parent(s)
- 60 days past due: Accountant/Principal informs parent(s) that the child(ren) will no longer attend school until payment arrangements have been made

All outstanding tuition, fees, and hot lunch balances must be paid in full to re-enroll at St. Joseph's School.

### **Financial Aid/Scholarships**

St. Joseph's School offers tuition financial aid/scholarships to families with students in grades kindergarten through 8<sup>th</sup> grade. St. Joseph's School will provide specific scholarship procedures through email communication and on the school website when registration opens. St. Joseph's School will also publish scholarship procedures in its annual Information Packet, as registration opens. Scholarships are strictly confidential between parents/guardians and St. Joseph's School. We understand that a family's financial circumstances are private, and we assure all families who apply for scholarships the utmost care and diligence in upholding and respecting that privacy.

### **Non-Discriminatory Policy**

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

### **Required Documents for New and Returning Students**

New students are required to provide a copy of their birth certificate and a copy of their baptismal certificate (if applicable). New students are also required to complete the Pupil Immunization Record Form and a Release of Records Form (if transferring).

## **Admissions (continued)**

St. Joseph's School will provide the above forms during registration and will also post the forms on its website. Not having the required forms to the school office before the start of school, may hold up the enrollment process.

### **Special Needs Accommodations**

St. Joseph's School strives to accommodate students with physical, emotional, social, or learning challenges. Families must fully disclose the nature of and known extent of such challenges at the time of registration. St. Joseph's School will consider admission of all students on the basis of its ability to meet each student's particular needs.

### **Transfer Students**

New students transferring from another school will be considered for admissions acceptance after the following has been completed:

1. An admissions application has been completed through the online registration system
2. A phone conversation or meeting has occurred between the principal and the parents/guardians

When previous educational records have been supplied to the school, including current grade transcripts or report cards, the student's most recent standardized testing results, Individualized Service Plan (ISP/IEP), service plan, Accommodation Plan, or Individual Catholic Education Plan (ICEP), the administration will begin the process of review for acceptance.

Applications for admission to the upper grades are generally reviewed more closely as educational preparation and disciplinary records at this level are of more concern to St. Joseph's School.

St. Joseph's School supports the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Superintendent.

# St. Joseph's School



## Attendance

St. Joseph's School strongly encourages all families to have their children to school on time to make sure that students are not missing valuable learning time. Being on time will help students get organized, prepare for the school day and be ready to learn.

### Attendance, General Policy

All students are expected to attend school all day, every day as *required by law*. Regular attendance is known to be directly related to academic achievement. Regular attendance habits require the cooperation of students and parents. School begins at 7:50am each morning and ends at 2:45pm each afternoon.

### Absences

When possible, requests to have children excused from school should be made in advance. If a student is ill, the parent/guardian should report the absence of the student by telephoning or emailing the school office prior to the start of school. A verbal message from a sibling or a friend is not considered a proper form of communication. If the school does not receive any communication about an absent student by 8:50am, the school will call a parent/guardian to check on the status of the student's attendance. Students who arrive at school after 8:50am will be considered absent for the first half of school day. If a student leaves before 1:45pm, they will be considered absent for the second half of the school day. Students may not attend or participate in extracurricular activities on the days they are absent from school.

Absences can be both excused and unexcused. For absences to be considered excused, parents must provide a phone call, email, or written note. Any absence not accompanied by an explanation is considered unexcused.

#### Examples of Excused Absences:

Personal illness  
Death in the family  
Doctor appointment  
Family vacations

#### Examples of Unexcused Absences:

Oversleeping  
Bussing or transportation issues  
Absence is not verified by a parent/guardian

## **Attendance (continued)**

### **Absences (continued)**

Extended illness of 3 or more consecutive school days will require a doctor's statement for the absences to be considered excused.

Per Minnesota state law, a student is considered "continuing truant" when the student is absent from school without valid excuse for three days without valid excuse (*Minnesota Statute 260A.02, subd. 3*). A student is considered to be "habitual truant" when the student is absent from school without valid excuse for seven days (*Minnesota Statute 260C.007, subd. 19*).

When the number of unexcused absences reaches three, a letter will be mailed to the parents/guardians of the student, notifying them that their child is considered "continuing truant." The letter will provide the opportunity for parents to notify the school if there is a valid excuse for the student's absences and may request a parent/guardian meeting to discuss solutions to the student's truancy. The letter will also alert the parents/guardians that if seven unexcused absences are reached during the school year, Child Protection Services will be contacted.

When the number of unexcused absences reaches seven, parents/guardians will be notified that their child is considered to be "habitual truant" and Child Protection Services will be contacted by the school.

As regular attendance at school is directly related to student learning, school policy dictates that students may not miss more than 10 days of school per year, regardless of excused or unexcused absences. Once seven days of absences are recorded, a letter will be mailed to the parent/guardians reminding them of this policy. The parents/guardians will also be asked to attend a conference with the principal and school social worker to address the issue of student absences, at the discretion of the principal considering the situation.

### **Release of Students During the School Day**

Students are not permitted to leave the building or school grounds during the school day for any reason without verbal or written permission from the parents/guardians of the child. If a parent/guardian is unable to pick up their child, the parents/guardians are required to notify the school and to identify the person who will be picking up the child. Students will not be released with individuals who have not been identified by the parents/guardians.

# Attendance (continued)

## Tardiness

For students to learn, it is important that they are in school on time. Tardiness is considered any late arrival to school after 7:50am. Arrival to the classroom anytime after 8:50am is considered a morning absence and not a tardy. Parents/Guardians must inform the school for the reason of the tardy by accompanying their child to the school office. Late students must receive a pass from the school office before going to class.

As adults, we have an obligation to our students to set a good example. Parents play a major role in ensuring that their children arrive at school on time. After the third unexcused tardy, the family will receive a letter from the principal reminding them of their parental obligation to have their child arrive on time for school. After the fifth unexcused tardy, a meeting will be set up with the principal and school social worker to address the issue of student tardies. At the principal's discretion, the school will report continued unexcused tardies (beyond five) will be reported to the proper authorities.

### Examples of Excused Tardies:

Personal illness  
Doctor appointment  
Family emergency

### Examples of Unexcused Tardies:

Oversleeping  
Transportation issues  
Tardy not verified by a parent/guardian

# St. Joseph's School



## Communication

St. Joseph's School believes that regular communication between the school and parent/guardians is beneficial for your children.

### **Communicating General Information**

St. Joseph's School's primary tool to communicate general information is email. Parent/Guardian emails are sent on Tuesdays and Thursdays updating parents/guardians of school happenings. It is important that parents/guardians take the time to read the school updates.

### **Communicating Specific Classroom Information**

Classroom teachers communicate their specific classroom news via emails, newsletters, weekly folders, websites and assignment notebooks. Communicating specific classroom information is determined at the discretion of the teacher. Please contact your child's teacher should you have questions.

### **Communicating Student Illness or Injury**

If a student is ill, the parent/guardian should report the absence of the student by telephoning or emailing the school office prior to the start of school. If an injury or illness occurs while the student is at school, office personnel will call the student's parents/guardians.

### **Communicating With Teachers**

Any staff member can be reached by email. Please visit our school website for teacher email addresses. Parents/Guardians can also reach teachers by calling the school. Each teacher has an extension and voicemail. While staff members do regularly check their email and voicemails, they are busy teaching during the school day and are sometimes not able to check or respond to email or phone messages during the school day. Parents/Guardians should not expect email messages or phone messages to be immediately replied to within the school day.

# **Communication (continued)**

## **Communicating With Your Child During the Day**

Students will not be allowed to receive phone calls during the school day. If there is a need to get a message to a student before the end of the school day, please call the school office to ensure that the message is received on time. While staff members do regularly check their email, they are busy teaching during the school day and are sometimes not able to check or respond to email messages pertaining to students during the school day.

## **Delivering Items or Messages to Your Child**

To ensure uninterrupted instruction time for our students and teachers, office personnel will deliver messages or items to your child during classroom breaks.

## **Discussing a Problem**

Good communication practices by adults will prevent small problems from becoming large problems. Often parents/guardians avoid communicating with teachers and administration because they do not want to be viewed as complaining. In striving to develop good relationships with parents/guardians, St. Joseph's School hopes to cultivate open and honest relationships.

If a problem or issue arises, the problem should be discussed with the other adult that pertains to the situation. For example, if a classroom issue arises, parents should communicate with the classroom teacher. In the event that this procedure does not remedy the situation, the parent, teacher, and principal will meet.

In discussing problems and issues, all parties must be cognizant that we all want what is best for the students. Parents/Guardians must recognize that the school will act in the best interest of all students and not necessarily the specific interest of one student.

## **TADs EDUCATE Online Access**

St. Joseph's School uses a student record management system called EDUCATE. The following information is available to you when you log in to EDUCATE:

- Current grade in each class and GPA for the term (if applicable)
- Lunch account balances
- Descriptions, grades, and teacher comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (attachments)
- Email Alerts you can configure for grades and attendance
- Attendance Information

# **Communication (continued)**

## **EDUCATE Online Access (continued)**

Parents/Guardians are issued a EDUCATE username and password at the start of each school year. To access Cornerstone, please follow these steps:

- Go to <https://educate.tads.com> or click the link found of the school's website.
- Proceed with the username and password given at the beginning of the school year

## **Notes and Pick-up Communication**

Whenever the usual routine of a child is to be changed such as picking up after school or during school hours, parents/guardians should send a signed and dated note with the student or an email. St. Joseph's School will not rely on or accept verbal information from the student regardless of age. If pick-up plans change during the day, please call the school office by 1:30 to notify us of the change.

## **Student Communication With Parents/Guardians**

Students will not be allowed to use the phones in the classrooms. If a student needs to use the telephone, they are required to come to the school office. Arranging after school travel and friend visits should be taken care of before the child leaves home.

## **Weather or Other Emergencies**

If for any reason the school will be closed or closing early due to an emergency or inclement weather, announcements will be made to parents/guardians using the Educate by TADS Student Information System. Educate allows immediate communication via broadcast system which will enable the school to notify all households and parents by phone, text, and email within minutes of an emergency or unplanned event. Communication may come early if the decision to close or start late comes after midnight. St. Joseph's School will continue to report school closings on local radio and television stations.

As a general policy, St. Joseph's School will follow the closing announcements for inclement weather as given by the Moorhead Public Schools.

Storm or bad weather makeup days will be consulted with the School Advisory Board and not necessarily follow Moorhead Public Schools makeup days.

# St. Joseph's School



## Discipline

St. Joseph's School is committed to promoting healthy student interactions and behaviors to create a positive and safe learning environment. Because we believe in a deep respect for human dignity and the uniqueness of every individual, each student will be considerate and respectful of others in all interactions.

### **Purpose of the Discipline Policy**

The purpose of the discipline policy is to develop the self-discipline of each student that reflects a fundamental understanding and implementation of Christian values.

### **General Student Expectations**

Student behavior should reflect courtesy, respect, and consideration toward all students, school personnel, parents, volunteers, and visitors. Positive student behavior builds the school community. Students are expected to contribute to the school community through respect to all people and property, through following classroom and school rules and procedures, and through positive student actions in the learning environment. St. Joseph's School students seek to develop their faith, leadership, and service.

### **School Discipline Cycle**

The school discipline cycle presents opportunities for students to develop their self-discipline and respect for others through self-reflection and systematic responses to behavior issues.

#### **Classroom Rules and Procedures**

Each teacher will establish their own set of classroom rules and procedures for classroom management purposes. Consequences of violations of classroom rules will accumulate daily for older students with each day being a fresh start and weekly for younger students with each week being a fresh start. The first violation of a classroom rule or procedure will result in a verbal correction. Second or repeated violations of a classroom rule or procedure will result in a specific consequence as determined by the classroom teacher. Excessive violations of classroom rules or procedures will result in a Minor Violation.

# Discipline (continued)

## School Discipline Cycle (continued)

### Minor and Major Violation Application to Student Grades

Students in 3<sup>rd</sup>-8<sup>th</sup> grade are subject to all rules of the School Discipline Cycle.

Students in preschool through 2<sup>nd</sup> grade are not subject to Minor Violations.

Students in preschool through 2<sup>nd</sup> grade are subject to Major Violations, but will not be responsible for completing Behavior Reflection Sessions. Parents may be asked to partner in improving student behavior.

### Minor Violations – Description of

Minor Violations are issued by the teacher for repetitive or excessive violations of the classroom rules or procedures. This may include classroom disruptions (talking out of turn, failure to raise hand before speaking, out of assigned area, uncooperative behaviors, etc.). Minor Violations may also be issued without warning for inappropriate behaviors that are severe enough to supersede consequences outlined by classroom rules and procedures. Examples of such Minor Violations include disrespect to a student, disrespect to a teacher, spitting, inappropriate language, obscene gestures, dishonesty, and severe disruption to the learning environment.

 <b>St. Joseph's School</b> <b>Minor Violation Form</b>		
<b>Basic Information</b>		
Student Name	Grade	Date
<b>Minor Violation Description</b>		
<b>Inappropriate Classroom Behaviors</b> <input type="checkbox"/> Excessive talking <input type="checkbox"/> Uncooperative behavior <input type="checkbox"/> Failure to raise hand before speaking		<b>Inappropriate School Behaviors</b> <input type="checkbox"/> Inappropriate language/profanity <input type="checkbox"/> Disrespect to teacher and/or student <input type="checkbox"/> Other _____
<input type="checkbox"/> Not following directions <input type="checkbox"/> Out of assigned area <input type="checkbox"/> Other _____		
<b>Comments</b>		
_____ _____ _____		
Teacher Signature:	Student Signature:	Parent/Guardian Signature:
<b>For Office Use Only:</b>		
Quarter (circle):	1 2 3 4	White = Parent/Guardian
Violation (circle):	1 2 3 More	Yellow = Office
		Pink = Teacher



# **Discipline (continued)**

## **School Discipline Cycle (continued)**

### **Major Violations – Process of Issuing**

Major Violations are issued in a similar format to Minor Violations. Please see the description above.

### **Major Violations – Consequences**

The first Major Violation will result in the following:

- At the discretion of the principal, a parent/guardian, student, teacher, and principal meeting may be held in which the behavior issue will be discussed and a behavior plan will be formed
- Behavior Reflection Session (see description below)

The second and third Major Violation will result in the following:

- student meeting with the principal, at the principal's discretion
- Behavior Reflection Session (see description below)
- parent, teacher, and principal review of the student's behavior plan, including the need for the parents/guardians to seek outside help in solving the behavior issues

The fourth Major Violation will result in the following:

- parent, student, teacher, and principal meeting in which student suspension, expulsion, or an alternative solution is determined

### **Severe Violations – Description of and Consequences of**

Students who display serious violations against others, against another's property, or against themselves such as possessing or using a weapon or a dangerous drug/controlled substance, through severe physical or verbal threats, through severe property destruction, etc., will be immediately suspended. The superintendent and principal will meet with the parents/guardians. Consequences, including expulsion, may be considered and are at discretion of the superintendent and principal.

### **Minor and Major Violation Tracking**

Minor and Major Violations will be tracked by the school office. Minor and Major Violations will reset at the end of each quarter.

## **Discipline (continued)**

### **Behavior Reflection Sessions**

Behavior Reflection Sessions provide an opportunity for students to reflect on their behavior. Students will complete a written form that guides them through their behavior which resulted in a Major Violation. Behavior Reflection Sessions will be arranged with parents/guardians and are held after school. The student's Behavior Reflection Session time and date will be communicated on the student's Major Violation notice.

### **Bullying Policy**

A safe environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with a student's ability to learn, or a teacher's ability to teach. It is the school's intent to prevent bullying and intimidation and to take action to investigate, respond to, remediate, and discipline acts of bullying which have not been successfully prevented.

### **General Policy**

Any act of bullying, by either an individual student or a group of students, is expressly prohibited on school property, at school sponsored functions or activities, or on any school sponsored transportation. Any retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, encourage or support another student's act of bullying.

The school will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

### **The Definitions of Bullying**

"Bullying" means any expression (written, verbal, or electronic) or any physical act (action, gesture, or pattern thereof) by a student that is intended to cause or is perceived as causing distress to one or more individual which substantially interferes with another person or persons' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student(s) against another student(s) or individual that a reasonable person under the circumstances knows or should know has the effects of harming a student, damaging a student's property, places a student in reasonable fear of harm, or creates a hostile learning environment for that student.

# **Discipline (continued)**

## **Bullying Policy (continued)**

### **Reporting Procedures**

Any parent/guardian who believes that any student has been a victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to any school employee that they feel comfortable with. Likewise, students who have been bullied or who have witnessed bullying, should report the incident to any school employee that they feel comfortable with. The school employee shall then report the incident to the school social worker or school administration.

Reports of bullying are classified as private and personal data as well as confidential investigative data and will not be disclosed as permitted by law. Submission of a good faith report of bullying will not affect the complainant's future employment, grades, work assignments, or educational or work environment. The school will respect the privacy of all individuals involved as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

### **School Action**

When a complaint of bullying is received, the school will undertake or authorize an investigation. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law. Upon completion of the investigation, the school will take appropriate action, as guided by the School Discipline Cycle.

Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School officials shall notify parents or guardians of the students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

### **Reprisal**

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing related to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

## **Discipline (continued)**

### **Training and Education**

The school will annually provide education and information to students regarding bullying, including information regarding the school's policy prohibiting bullying, the harmful effects of bullying, how to report bullying, and other applicable initiatives to prevent bullying.

# St. Joseph's School



## Extended Day Program

St. Joseph's School offers convenient afterschool care program for our families. In the program, children are encouraged to try new things, create, and explore the world they live in within a Catholic-Christian setting. The activities are educational in nature but are approached within a fun and engaging atmosphere.

### Registration

Parents can register their child(ren) for Extended Day by:

1. Choosing the Extended Day plan that meets their family needs during the online registration process.
2. Reaching out the Extended Day Director to let the school know that the family would like to begin Extended Day. The Extended Day Director will answer any questions you may have and determine a start date for your child(ren).

### Dates of Attendance

Once enrolled, parents of Extended Day students will be asked to provide dates of attendance to the Extended Day Director using the monthly scheduling form by the 20<sup>th</sup> of the preceding month (if not enrolled in full-time care). In order to be efficient in planning for snacks and staffing, it is important that we know how many students will be attending the Extended Day Program each day. Also, knowing who will be present helps us assure the safety and security of your child(ren). Any dates that are requested by the 20<sup>th</sup> of the month prior, but not attended will still be charged.

Extended Day plans can be upgraded at any time with prior approval by the Extended Day Director. Cancellation or changes in extended daycare plans must be communicated by the 20<sup>th</sup> of the previous month with notification sent to the Extended Day Director. Billing will be based on the plan reported by the 20<sup>th</sup> of the previous month and will not be modified after that day due to changes in schedule, non-attendance or illness.

Families who do not need full time care may choose the Extended Day, Day Rate Option. Days of attendance must be communicated to the director by the 20<sup>th</sup> of the month prior. Any care that is needed not communicated by the 20<sup>th</sup> of the month prior does require 24 hour notice and will only be offered if space allows. Any dates that requested by the 20<sup>th</sup> of the month prior, but not attended will still be charged.

# Extended Day Program (continued)

## Authorized Pickup List

Each family will be asked to provide the Extended Day Director a list of authorized people to pick-up your child(ren). All authorized individuals must be 18 years of age or older.

## Sign-Out Procedures

All parents/authorized pick-up individuals need to sign students out before leaving. The sign-out sheet is found in the Extended Day Program classroom or with an Extended Day teacher.

## Key Cards

Key cards are issued to St. Joseph's families who are registered in the Extended Day Program and Summer Program. The key cards allow access to the school after normal school hours since all of the doors are locked with the exception of the main north entrance to the school.

### Key Card Deposit

The key card requires a *refundable* deposit of \$25.00 per card upon registration. This fee will be added to your registration fees. More than one card per family can be requested.

### Return of Key Card

The key card should be returned on the student's last day and turned into the school office, given to an Extended Day teacher, or dropped in the school drop box, located by the school office. The key card is deactivated on the student's last day. The \$25.00 deposit will be returned to the family once the card is received. If the key card is not returned on the student's last day, the school will send a letter to the family stating they have 30 days to return the key card in order to be refunded the \$25.00 deposit. Once the 30 days have passed, the family will forfeit the money to St. Joseph's School. If the key card is damaged and cannot be re-issued, the deposit will not be refunded.

## Non-School Days

In order for your child to attend non-school day Extended Day Program, parents need to complete each month's (if applicable) registration form. The cost of non-school day Extended Day has been factored into the tuition agreement of pre-school students who have signed up for M-F 7:50am – 5:45pm. For these children to attend the non-school day Extended Day Program, parents simply need to complete a registration form, but do not need to include a check. All other families will receive, through email, a registration form for Non-School day with return payment needed or request to bill through TADs agreement.

# **Extended Day Program (continued)**

## **Communication**

The Extended Day Program cell phone number is 218-433-5630. The school phone is 218-233-0553. The Extended Day extension is 196.

## **Billing Procedures for Additional Care**

If you need more after school care than the plan you selected, your plan will automatically upgrade for billing purposes. For example, if you selected the eight days per month plan, and you utilized ten days of after school care, you will be upgraded to the twelve days per month plan for that month's billing. You will return to the eight days per month plan for the following month.

## **Late Pickup**

Parent(s) will be charged \$5 for each fifteen minute period that their child is left after their scheduled pick-up time. The first \$5 charge will be incurred at 5:46pm (4:31pm) and the second \$5 charge will be incurred at 6:01pm (4:46pm), etc. Late charges will be reflected on the next invoice.

## **Outdoor Play**

It is important for the children to play outdoors. Because of this, the Extended Day Program has outdoor play time scheduled each day of the program. The Extended Day Program follows the same policy as the school in regards to inclement weather and staying indoors. Please send appropriate attire with your child especially as the weather gets cooler.

## **Program Location Signs**

We will hang a sign in the foyer window to indicate the Extended Day Program's location. A green colored sheet in the window will indicate that the Extended Day Program is in the park. An orange colored sheet in the window will indicate that the Extended Day Program is in the classroom. Other signs will be hung as necessary to communicate the program's location.

## **Extended Day Classrooms**

There are three classrooms used for the Extended Day Program. The downstairs classroom, Room 103, will be used for Kindergarten and 1<sup>st</sup> grade students. The preschoolers will meet on the first floor in the part time preschool room and upstairs on the second floor the 2<sup>nd</sup>- 6<sup>th</sup> grade students will meet in the middle school religion classroom. Class lists are included in this packet, so that your child will know where to go on their first day of Extended Day.

# **Extended Day Program (continued)**

## **Behavior Policy**

The Extended Day and Summer Programs have a specific behavior policy that pertains to program participants. The behavior policy is communicated to parents and program participants at the beginning of the school year and Summer Program. The behavior policy is designed to promote healthy student interactions and to create a positive environment within the Extended Day and Summer Program at St. Joseph's School. The school-wide discipline policy pertains to all students in Extended Day and Summer Program. For more information on the school-wide behavior policies, please refer to the Discipline section of the Family Handbook.

# St. Joseph's School



## Extracurricular Activities

Extracurricular activities provide opportunities for students to develop academically, spiritually, socially, emotionally, and physically in a setting that can be significantly different than the typical classroom. Extracurricular activities help students develop gifts and talents that they would not otherwise be able to develop during the normal school day.

### Activities List – St. Joseph's School

The policies for extracurricular activities apply all sports and activities provided on school grounds or through school agreements. St. Joseph's School offers the following sports and activities:

- Band (5<sup>th</sup> – 8<sup>th</sup> grade)
- Basketball (3<sup>rd</sup> – 6<sup>th</sup> grade, boys and girls)
- Destination Imagination (4<sup>th</sup> – 8<sup>th</sup> grade)
- Drama Club (4<sup>th</sup> – 8<sup>th</sup> grade)
- Honors Choir (6<sup>th</sup> – 8<sup>th</sup> grade)
- Piano Lessons (2<sup>nd</sup> – 8<sup>th</sup> grade)
- Student Council (4<sup>th</sup> – 8<sup>th</sup> grade)
- Volleyball (3<sup>rd</sup> – 6<sup>th</sup> grade, girls)

Extracurricular activities policies apply to any extracurricular activity added during the school year, even if not included in the list above.

### Activities – Co-op's and Partnerships

St. Joseph's School students in 7<sup>th</sup> and 8<sup>th</sup> grade have a multitude of activity options through Pope John Paul II Schools in Fargo, North Dakota *or* Moorhead Public Schools. Due to state association requirements, students enrolled at St. Joseph's School choosing to participate in an activity must do so through the school it is associated with, reflected below.

Pope John Paul II Schools (Fargo, ND)	Moorhead Area Public Schools
Girl's / Boy's Basketball	Girl's Volleyball
Girl's / Boy's Swimming & Diving	Boy's and Girl's Tennis
Girl's / Boy's Track and Field	Boy's Wrestling
	Girl's / Boy's Cross Country
	Girl's / Boy's Golf

*Football and Hockey are not school driven sports; these activities are played through community clubs.*

*Any activity not listed as a co-op above would be played at Moorhead Public Schools.*

# **Extracurricular Activities (continued)**

## **Expected Behaviors**

St. Joseph's School discipline policy pertains to all extracurricular activities. Students participating in extracurricular activities are held to the same behavior expectations that they have during the school day.

## **Eligibility, Age or Grade Requirements**

St. Joseph's School extracurricular activities are only open to current St. Joseph's School students. St. Joseph's School offers a wide range of activities and each activity has its own age or grade specifications.

## **Eligibility, Academic**

St. Joseph's School students must be considered in good academic standing to participate in extracurricular activities. Good academic standing is defined as maintaining a C average with no Ds or Fs in any subject. If a student has a D or an F in any academic class or has a GPA below 2.00, the student may be considered academically ineligible to participate in extracurricular activities until the student achieves good academic standing. The school recognizes that each student is an individual and all academic eligibility issues will be determined to best suit each student situation.

All students are considered academically eligible at the beginning of the school year as prior year's end of year grades do not carry over to the next school year.

All students participating in a co-op activity must also meet St. Joseph's School's academic eligibility criteria and the co-op school's eligibility requirements, which may differ from St. Joseph's School's requirements.

## **Eligibility, Behavior**

St. Joseph's School students must be considered in good behavior standing to participate in extracurricular activities. Good behavior is defined in the discipline policy described above. Students may become ineligible to participate in extracurricular activities should they display behavior unbecoming of St. Joseph's School. Decisions regarding eligibility related to behavior can be made at the discretion of the principal.

# **Extracurricular Activities (continued)**

## **Eligibility, General**

Students cannot participate in extracurricular activities if they were not in attendance for the full school day. Students who miss the morning or afternoon of school become ineligible to participate in that day's extracurricular activities.

## **Fees**

Fees for participation in extracurricular activities are assessed per activity. Upon registration parents/guardians authorize St. Joseph's School to bill their TADS account for the registration fee two weeks prior to the start date of each activity. If the student is not able to continue in the activity, cancellation of the activity must be done through Activities Director two weeks prior to activity start date for refund of registration fee.

## **Honoring Competitions**

Each competition is an opportunity for participants, coaches, and fans show respect for:

- God – the giver of all gifts and talents
- Rules – refusing to bend the rules to win
- Opponents – recognizing that a worthy opponent brings out our best
- Officials – acting with respect even when we disagree
- Teammates – refusing to do anything that reflects poorly on our team
- You – living up to your standards regardless of what others do

Each participant should make St. Joseph's School proud by:

- Cheering for your team, not against the opposition.
- Encouraging those around you to be respectful.
- Victories and successes should be humbly accepted. Participants should refrain from gloating if their team wins.
- Focusing on the good plays your team made even if your team loses.
- Refraining from expressions of negativity toward the other team and their fans.

## **Parental Involvement**

The success of St. Joseph's School extracurricular activities relies in part on assistance from parents and other volunteers, who take on numerous tasks. Parents wishing to volunteer to assist with an activity must be Safe Environment trained and certified. Parents involved in activities must also follow the policies described under "Honoring Competitions."

## **Extracurricular Activities (continued)**

### **School Responsibility**

Extracurricular activities are supervised during specific times indicated by the person in charge. The school is not responsible for any student dropped off early or for any student who is not picked up promptly after the event. Students are not permitted to leave school grounds while in their extracurricular activity. Departure for home terminates school responsibility and liability.

### **Parent Responsibility**

Students must be picked up on time after an extracurricular event. Any student not picked up within ten minutes of the conclusion of the extracurricular event will be sent to the Extended Day Program and the family will be appropriately billed for the care provided. Please see "Drop Off and Pick Up – Prompt Student Pick Up" under Miscellaneous Policies for more information.

# St. Joseph's School



## Technology

St. Joseph's School recognizes that student learning technologies have the power to transform student learning. Seeking to prepare our students to be a light to the world around them, St. Joseph's School is committed to utilizing technology to prepare our students to be leaders in the 21<sup>st</sup> century. Through technology, we seek to develop creativity and innovation, critical thinking and problem solving, and communication and collaboration. St. Joseph's School seeks to partner with parents to help our students use technology appropriately and productively to enhance student learning.

### Electronic Devices

St. Joseph's School recognizes that technology is an essential tool in our society that should be embraced and encouraged. The new generation of technological devices comes with great responsibility. All devices must be used appropriately and at appropriate times.

Student learning experiences with technology integration will include interactive whiteboards, digital projectors, Microsoft Surface tablets, interactive learning software, access to a computer lab for classroom lessons and research, and laptop computers for every 6<sup>th</sup>-8<sup>th</sup> grade student. St. Joseph's School recognizes the importance of continued technology integration in student learning experiences and seeks new technologies to enhance student learning. Use of any current and future technology device at St. Joseph's School will follow the guidelines below:

- Students will turn in all personal electronic devices (cell phones, iPods, etc.) to their homeroom teacher as they enter school for safekeeping. The electronic devices will be returned to each student at the end of school day.
- Any device found to be in a student's possession during the school day, unless being used under the direct supervision of a teacher, will be confiscated.
- The teacher will determine a secure location of where the device will be stored in the classroom.
- Devices may not be used in any way that can be interpreted as being threatening, humiliating, harassing, embarrassing, intimidating, or encouraging academic dishonesty.

# Technology (continued)

## Electronic Devices (continued)

- The use of an electronic device to take images of anyone in the school, school grounds, or during a school-sponsored event must be at the directive of a teacher or administrator for the instructional or promotional purposes.
- Students shall not print, copy, or electronically publish any image without the expressed written consent of the subject(s) involved and the teacher or administrator of the school.
- Repeated misuse of such devices may lead to further disciplinary action and/or loss of privilege for bringing them to school.
- St. Joseph's School, faculty or staff is not responsible for lost, stolen, or damaged items.

## Personal Learning Devices – 6<sup>th</sup> – 8<sup>th</sup> Grade Tablets

Because St. Joseph's School believes that technology is a tool for students to learn more efficiently and more abundantly, students in grade 6<sup>th</sup> – 8<sup>th</sup> will receive a personal learning device during the first week of school. The devices and all related accessories distributed to the 6th-8th grade students should be used in a manner that perpetuates our school mission. Parents and students must sign a parent-student device contract before the device can be taken home.

The device is the property of St. Joseph's School and all users of the device will follow the policies described in the contract. Students (and in turn, parents/guardians) are responsible for the general care of the device they have been issued. Devices that are broken or fail to work properly must be turned into the homeroom teacher as soon as possible for an evaluation of the equipment by the school's technology department.

Devices will be returned to St. Joseph's School during the final week of school. Devices will be collected by the student's homeroom teacher. If a student transfers out of St. Joseph's School before the end of the school year, the device will be returned to the school office before the student's last day or immediately upon notice of the transfer. Students who withdraw, are suspended or expelled, or terminate enrollment at St. Joseph's School for any other reason must return their device on the date of termination.

# St. Joseph's School



## Uniforms

St. Joseph's School believes that student dress affects self-esteem, learning attitudes, and behavior. St. Joseph's School utilizes a school uniform as a tool in ensuring that our students treat one another and themselves with dignity and respect.

### Uniform Requirements by Grade

The uniform policy affects the following grades:

- Preschool students are not required to follow the uniform dress code, with the exception of the general uniform guidelines noted below.
- Kindergarten students are required to follow the uniform dress code, with the exception of pants/bottoms.
- 1<sup>st</sup>-8<sup>th</sup> grade students are required to fully follow the uniform dress code.

### Uniform Guidelines

#### Shirts

- Colors – Red, navy blue, white, or forest green
- Types – Polo shirts (short-sleeve or long-sleeve), oxfords (short-sleeve or long-sleeve), turtlenecks (mock or regular), sweaters (crew neck or v-neck), sweatshirts (crew neck or v-neck), or cardigans
- Any St. Joseph's School Spirit Wear polo shirt or sweatshirt is allowed, regardless of color or type
- Restrictions – Shirts cannot have any emblems or logos on them, with the exception of St. Joseph's School Spirit Wear clothing
- A long-sleeve red, navy blue, white, or forest green non-collared shirt may be worn underneath a uniform top
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students may also wear shirt colors that are yellow, royal blue, and black

#### Pants

- Colors – Tan or navy blue
- Types – Casual dress pants with or without pockets, corduroy allowed as an option
- Restrictions – Must have a finished hem, pants must be worn at the waist, no oversized cargo-style pants, pants must be nicely fitting and not overly baggy

# Uniforms (continued)

## Uniform Guidelines (continued)

### Shorts and Capris

- Colors – Tan or navy blue
- Types – Casual dress short with or without pockets
- Restrictions – Shorts and capris may be worn when the high temperature is predicted to reach 60 degrees Fahrenheit. The school office uses [www.weather.com](http://www.weather.com) to determine the daily high temperature. Shorts and capris must have a finished hem. Shorts may not go below the knee and may not be more than 4 inches above the knee.

### Skirts, Jumpers

- Colors – Navy blue, tan, or designated plaid (plaid primarily made from the four uniform shirt colors – red, navy blue, white, and forest green)
- Restrictions – Shorts can be worn under skirts and jumpers as long as the shorts do not show, must be worn no more than 4 inches above the knee.

### General Uniform Guidelines

- Students are expected to be in uniform as well as being modest, clean, and neat in their dress attire and hairstyle each day.
- All clothing must be appropriately sized for the student. No oversized or undersized clothing is allowed.
- Tank tops, low neckline shirts, or bare midriff clothes are not allowed.
- Non-marking tennis shoes are a requirement for gym class.
- Socks, tights, and leggings can be any color.
- Tight fitting pant material, like leggings, must be worn with long shirt, shorts, or skirt covering a student's bottom (depending on uniform or non-uniform day) for girls in 4<sup>th</sup> – 8<sup>th</sup> grade
- No clothing or accessories may be worn which promotes disrespect of the Christian faith or its teachings.
- No clothing or accessories may be worn with obscene language or images depicted
- No clothing or accessories may be worn which displays or promotes the use of alcohol or drugs.
- Dying hair an unnatural color (pink, blue, purple, etc.) is not allowed.
- Piercings other than earrings are not allowed.

# Uniforms (continued)

## Physical Education Class (6<sup>th</sup> – 8<sup>th</sup> Grades)

Students must be prepared for physical education class each day. Prepared means wearing tennis shoes and, for students in grades 6 – 8, changing clothes. Students in grade 5 will be given the opportunity to change from uniform cloths to physical education attire if they choose to. The clothing requirement is as follows:

- T-shirts (no tank tops allowed)
- Shorts or sweatpants (shorts must not be more than 4 inches above the knee)
- Deodorant
- Tennis shoes

## Dress Your Way Days

Approximately twice a month, students are allowed to “dress their way” in non-uniform clothing. These days will be picked by the school and communicated to parents/guardians and students. In addition to the general uniform guidelines above and the expectation that non-uniform attire is age-appropriate, students will not be permitted to wear clothing that depicts violence (implied or actual) or clothing that offends or demeans any group of people.

## Formal Uniform Days

Formal Uniform Days will be used for Mass days and designated formal fieldtrips. Formal Uniform Guidelines (below) apply to the specific formal event (Mass or a fieldtrip) and upon return to school, normal uniform guidelines apply.

### Formal Uniform Guidelines

- Shirts must be tucked in.
- Hooded sweatshirts are not allowed.
- Tights and leggings must be solid red, white, or navy blue.

## Uniform Exchange Program

St. Joseph’s School offers a uniform exchange program to reuse gently used uniform clothing. Items are donated by parents/guardians whose children no longer need the clothing. Any school family can take what they need from the Uniform Exchange Program at no charge.

## Uniform Compliance

Classroom teachers monitor uniform compliance on a regular basis. Students who are out of compliance for the first time will be issued a uniform violation notice and may be provided a uniform for the day from the uniform exchange. If uniform violation becomes habitual, parents will be invited it to meet with the principal to discuss.

# St. Joseph's School



## Wellness

St. Joseph's School's seeks to foster the development of the whole child. In addition to complimenting the spiritual and academic development of the child, St. Joseph's School's Wellness Policy advocates policies that foster the emotional, social, and physical development of our students.

\*A full wellness policy is available on St. Joseph's School website and in the school office.

### Health Services

#### Health Services Provided

A health aide is available on a part-time basis. A school nurse is on call at all times. Vision, hearing, and scoliosis screenings are conducted in specified grades or by parental/guardian request. Referrals for correction are made to the parent/guardian.

The school has a defibrillator in the school gym and one in the church's Gathering Place and personnel are trained in using it. All staff are trained in first aid and CPR.

#### Illness

If your child is vomiting, has diarrhea, or a fever of 100 degrees or more, the parent should keep the child home to respect the health of others. If a child starts to vomit, has diarrhea or a fever of 100 degrees or more, the parent will be called and asked to bring the child home. Students must remain home for 24 hours after the temperature has returned to normal or vomiting/diarrhea has ceased.

#### Immunizations

Minnesota Immunization Law (MN Stat. 121A.15) requires all students enrolling in an elementary or secondary school to show evidence of immunization or properly documented exemption. Students who cannot be vaccinated for medical reasons or whose parents are conscientiously opposed to immunizations may be exempt from these requirements by filing an exemption form with the school.

Students who do not complete the immunization requirements or exemptions will not be allowed to begin school.

## Wellness (continued)

### **Medical Emergencies**

If a serious accident takes place, the school personnel will administer first aid and then make all attempts possible to reach the parent/guardian immediately. If a parent /guardian cannot be reached, school personnel will next contact those listed as emergency contacts for the student. Parents/Guardians should notify the school if there are any changes to emergency contacts.

### **Medication**

Prescription and non-prescription drugs must be kept in the school office and dispensed by designated school personnel at the written direction of the parent / doctor. A medication request form must be signed by the parent/guardian. If the medication is prescribed by a doctor, the doctor's signature must also be on the form. Prescription medication must be properly labeled and in the bottle from the pharmacy.

### **Tree-Nut / Peanut Free Facility**

St. Joseph's School initiates every effort to ensure students have a safe and secure environment to learn and grow in. Due to the growing number of students with nut allergies, many of which are severe, St. Joseph's School campus (excludes Church) will be free of nut products. To fully protect students with anaphylaxis allergies, St. Joseph's School does not permit students to bring snacks and/or lunch that contain nuts or nut products. If a cold lunch containing peanuts or tree-nuts is brought to school, the student will be asked to eat away from the main dining area. Snacks brought containing peanuts / tree-nuts will be kept in the school office and returned home at the end of the day.

St. Joseph's School staff is prepared to respond in the event that an anaphylaxis reaction occurs; however, with a strong partnership between home and school, all St. Joseph's School students with allergens can be free of the threat. For more information and safe-snacks please refer to [www.foodallergy.org](http://www.foodallergy.org) and/or [www.kidswithfoodallergies.org](http://www.kidswithfoodallergies.org).

### **Required Health Records**

Parent/Guardians must provide current health information regarding their children annually. Students must have all required immunizations or parents/guardians must fill out a Conscientious Exemption Form, which can be obtained from the school office. Not having the required forms to the school office before the start of school, may hold up the enrollment process. Please also read see "Immunizations" on page 40.

# Wellness (continued)

## School Lunch

### Lunch Guidelines, Students

Students can eat the provided hot lunch or bring their own homemade lunch. Students eating hot lunch are required to have a serving from three of the five food group choices: protein, grain, fruit, vegetable, and milk. Students are required to have a serving of a fruit or vegetable on their tray.

### Lunchroom Rules

Students will be expected to adhere to the following rules to ensure safety as well as to allow students to relax and socialize:

- Stay seated until excused. If you need something, please raise your hand and the staff/volunteers will help you.
- Eat and drink at your seat with feet on the floor and facing the table.
- Make sure you are kind to others at all times.
- Inside voices must be used in the lunchroom. Only your table should hear your voice.
- No running in the lunch room.
- Eat only your own food, do not share food.
- Proper table manners are expected from everyone at all times.
- Be responsible for the area immediately around you. When you are done eating, make sure the table, floor, and chair are clean.
- Students may empty their trays only when excused to do so.

### Milk

Students who bring their lunch may purchase a carton of milk if desired.

### Price and Payment

Student lunch prices are communicated at the beginning of each school year. Families can qualify for free or reduced meals by completing the appropriate application. Free and reduced lunch applications can be obtained from the school office or online. In the event that a student/family account is overdrawn, the family will be contacted by the financial office to settle the account. No student will be denied a lunch due to an overdue lunch balance, however, unpaid hot lunch balances at the end of the school year will be added to the family's TADs account and automatically withdrawn from their bank or credit card account set-up in TADs.

Parents/Guardians may include lunch payment into tuition agreement, pay with check at the school office, or manage balances on TADs Educate. Accounts with funds remaining will rollover to the following academic year.

# Wellness (continued)

## Restrictions, Cold Lunch

- Peanut / Tree-Nut products are not permitted.
- Soft drinks are not permitted.
- Drinks in glass containers are not allowed.
- Students do not have access to a refrigerator or a microwave at lunchtime.
- Restaurant takeout is not allowed.

## Seconds and "A La Carte"

Students in 2<sup>nd</sup>-8<sup>th</sup> grade can purchase items from "a la carte." Annually, students must obtain parent permission to purchase an "a la carte". The following rules apply to seconds and "a la carte:"

- Only students in 6<sup>th</sup>-8<sup>th</sup> grade are allowed to purchase a second entrée. All students must have been served and eaten their first lunch before seconds will be offered.
- Students must finish all of their lunch before purchasing a second entrée or items from "a la carte."
- "A ala carte" items will be charged to a family's household lunch account.
- The cut off time to get a la carte is five minutes before student cafeteria dismissal as food is not permitted to leave Marian Hall.
- "A la carte" will only be available when there is not a line of students being served their first lunch.

## Visitor Meals

Parents/Guardians are always welcome to join their children for school lunches. Parents /guardians planning to eat school lunch should call the school office by 9:00am so the cafeteria can prepare an appropriate amount of food. Parents/Guardians choosing to bring their lunch should know that restaurant take out is not allowed in the lunchroom. Parents /guardians will have the option to sit with their child at a separate table or with their classmates.

## Animals

Due to the Minnesota State Health Code and to the various allergies of members of the school, students and parents / guardians are not allowed to bring live animals to school.

## **Wellness (continued)**

### **Birthdays**

We happily acknowledge the birthdays of all students during the end of the week announcements. Summer birthdays will be acknowledged at the student's half birthday. Students receive a small birthday token from the school office the week of their birthday. Healthy birthday treats are a special part of each child's birthday and students tend to enjoy treats such as yogurt, string cheese, fruits, and other healthy snacks. All snacks brought to school must be store-bought and free of peanuts / tree-nuts. All party invitations should be mailed, and not distributed at school. We ask that parents and relatives do not send balloons, flowers, or other special gifts to school for birthdays or other special occasions.

# St. Joseph's School



## Miscellaneous Policies

The following policies outline items in which St. Joseph's School deems important to a safe and fair learning environment for all students.

### Drop Off and Pick Up

School safety is of the utmost concern at morning drop off and after-school pick up. Parent convenience takes a secondary role to safety.

#### Morning Drop Off

Parents/Guardians dropping off children must utilize the north entrance. Parents/Guardians must be traveling west to east on 2<sup>nd</sup> Avenue South to make a student drop off. East to west drop offs are not permitted, as it is not safe to have students cross 2<sup>nd</sup> Avenue South. Drop offs should be timely, and parents/guardians are not allowed to leave their car. Students and parents should be prepared for the drop off and should not be taking time in the drop off zone to gather materials/supplies. Parents are not allowed to drop students off on the west side of the building, as the west side is used for bus drop offs. Parents/Guardians should not drop off their children and leave the unattended before the doors to the school are open in the morning.

#### Walking Students into School

Parents are welcome to walk students into the school. Parents walking students into the school must use the east (church) parking lot or the west (school) parking lots. Parents walking students into school are not allowed to park on 2<sup>nd</sup> Avenue South or 10<sup>th</sup> St. S. as both streets are used for either bus drop offs or parent drop offs.

Parents walking their child into the school between 7:20-7:40, can:

- Drop their child off at the gym **or**
- Escort the child to his/her locker, help the child put his/her stuff away, and then escort the child to the gym. Parents who walk their child into the school should not leave until they have taken their child to the gym.

Parents walking their child into the school after 7:40, can escort the child to their locker/classroom.

## Miscellaneous Policies (continued)

### Picking Students Up

Parents picking up students after school should park in the east (church) or west (school) parking lots. Busses pick up students at the north entrance and the west entrances so parents are not allowed to park or pick up students on those streets.

All parents/guardians picking up students should enter through the main entrance.

### Prompt Student Pick Up

The school day ends at 2:45pm. By 3:00pm, students must be picked up, on the bus, present at their extracurricular activity, or in Homework Club. Any child, who is present in the school building or on the grounds after school hours and is not in a supervised setting, will be sent to the Extended Day Program. The family will be charged \$5.00 for each fifteen minute increment that the student is in the Extended Day Program. For example, if a student is picked up at 3:05pm, the family will be billed \$5.00. If the student is picked up at 3:16pm, the family will be billed \$10 as the student was present for two fifteen minute increments (3:00-3:15pm and 3:15-3:30pm.) Families will be billed for Extended Day care through their tuition statement. Cash/Check will not be accepted by the Extended Day Program.

### School Responsibility

Students are supervised throughout the school day. The school is not responsible for any student dropped off early or for any student who is not picked up promptly after school. Students are not permitted to leave school grounds during the school day, during the Extended Day Program (if applicable), or during extracurricular activities (if applicable). Departure for home terminates school responsibility and liability.

### General Guidelines

- Parents who park their vehicles between 7am and 4pm to enter the school should use the east (church) or west (school) parking lots. The north and west entrances are strictly drop off zones and are used for deliveries during the school day.
- Parents/Guardians should not park in the Hornbacher's parking lot.
- If you are picking your child up after school, we encourage you to come into the building. When a student is picked up by a parent/guardian in the classroom, we know that your child was picked up by the appropriate person. Also, your child gains increased safety walking across the busy parking lot.

# Miscellaneous Policies (continued)

## General Guidelines (continued)

- Students and adults are to stay off the grass and woodchips and remain on the sidewalks or pavers.
- Adults should model proper use of crosswalks.

## Emergencies

### Drills

Fire drills, tornado drills, lockdown, and evacuation procedures are discussed and practiced with our students. Emergency drills are conducted as designated by the state guidelines. Bus safety drills are conducted in the fall.

### Emergency Events

School personnel will respond according to the nature of the emergency event. The school will communicate emergency events with parents through use of the TADS EDUCATE. TADS EDUCATE includes a broadcast system which will enable the school to notify all households and parents by phone, text, and email within minutes of an emergency or unplanned event. Weather related school closings will also be reported on local and television stations.

### Evacuation Site

Should a school evacuation be necessary, St. Joseph's School will evacuate to the Townsite Center (810 4<sup>th</sup> Avenue South, Moorhead, MN 56560).

## Fieldtrips

Fieldtrips are designed to supplement the curriculum and introduce students to community resources. Students are expected to participate in all school-sponsored trips. Parents/Guardians will be asked to fill out a blanket fieldtrip permission slip at the beginning of the school year. This permission slip cover all fieldtrips scheduled throughout the school year, however, parents/guardians will be notified about each upcoming fieldtrip. Verbal permission for fieldtrips will not be accepted.

## Gum

Students in preschool through grade 5 are not allowed to chew gum. Gum chewing will result in a classroom rule and procedure consequence (see Discipline Policy). Students in middle school can chew gum at the teachers' discretion.

## **Miscellaneous Policies (continued)**

### **Lost and Found**

The lost and found is located in the office and by the kindergarten rooms. Parents are encouraged to label clothing, gloves, hats, etc. At various times during the year, all accumulated items will be displayed so students and parents may claim lost items. St. Joseph's School is not responsible for items placed in the lost and found, and any unclaimed items may be donated.

### **Sacramental Preparation**

The sacraments of First Reconciliation and First Eucharist are ordinarily received in second grade. At St. Joseph's and St. Francis de Sales Parishes, we have a program of sacramental preparation that involves parents as the teachers. Home study is the main preparation for these sacraments, with classroom religion classes supplementing the parent sessions. A half-day retreat for First Eucharist is also part of the preparation.

Reconciliation preparation begins in the fall with the celebration of the sacrament in December. First Eucharist preparation begins in February with First Eucharist celebrated after Easter.

Parents of school aged children who have not been baptized or who have not received Eucharist or Reconciliation in second grade should contact the Faith Formation Office of their family parish. Arrangements will be made for instruction.

### **Recess**

Recess gives all students in preschool through grade 8 an opportunity to enjoy fresh air and free time. St. Joseph's School uses Townsite Park for recess. Students will spend recess outside when the wind chill is above ten degrees below Fahrenheit. Students will spend recess in the gym if it is raining or if the temperature is too cold. All children who attend school are expected to participate in recess, regardless of location.

Parents/Guardians should make sure that their child is appropriately equipped and dressed for recess and the weather. Parents/Guardians should make sure that students have the appropriate shoes, hats, boots, gloves, snow pants, and scarves. All items should be clearly marked with identifying information. Students are expected to be responsible for their belongings.

### **Sending Money to School**

If parents/guardians have a payment to send to school with their child, the money should come to the school in an envelope marked with the child's name. The envelope

## **Miscellaneous Policies (continued)**

### **Sending Money to School (continued)**

should be promptly given to the homeroom teacher or brought to the office. The school is not responsible for any lost or stolen money. It is the school's recommendation that students should not bring money to school unless prior school communication indicates that purpose.

### **School Functions**

Only those functions that involve St. Joseph's School students and are authorized and sanctioned by the administration, will be recognized as official school sponsored functions. School authority extends to all authorized and sanctioned functions regardless of time and location. Functions that are not authorized or sanctioned by the school are considered private, and the school assumes no responsibility and no authority.

### **Textbooks**

Students are responsible for returning textbooks at the end of the school year in good condition. If textbooks are not returned or if textbooks are returned in poor condition, parents/guardians may be billed for the cost of replacement.

### **Transportation**

Bus service is provided for St. Joseph's students by the Moorhead Transportation Department. Buses run before and after school for children in kindergarten through 8<sup>th</sup> grade. Preschool students are not allowed to ride the bus, per the Transportation Department policy. Preschool parents/guardians will need to provide transportation for their students, regardless if the student has an older sibling riding on the bus.

Riding the bus is considered a privilege. All students must follow the rules and regulations set by the transportation department and the standards of behavior set forth in the school's bullying and discipline policy. Students may have consequences with both the school and the Transportation Department for poor bus behavior. Consequences for breaking the bus rules may include temporary or permanent bus suspension.

Per Moorhead Public School District's Transportation policies, students riding home on a different bus route from their normal route must obtain a bus pass from the St. Joseph's School office. A bus pass will only be issued with parent/ guardian

## **Miscellaneous Policies (continued)**

### **Transportation (continued)**

permission. Parents/Guardians should send a signed and dated note with the student explaining the change. St. Joseph's School will not rely on or accept verbal information from the student regardless of age. If pick-up plans change during the day, please call the school office by 1:30pm to notify us of the change.

### **Visitors and Volunteers**

#### **Parent Visits to the Classroom**

Parents/Guardians are always welcome to visit the school. To minimize student interruption to the educational process, parents/guardians should contact the student's teacher to verify the classroom schedule.

#### **Visitor and Volunteer Parking**

St. Joseph's School has two designated parking lots for visitors and volunteers. Visitors and volunteers who park their vehicles between 7:00am and 4:00pm to enter the school should use the east (church) or west (school) parking lots. The north entrance is strictly a drop off zone and should not be used for visitor or volunteer parking.

#### **Visiting and Volunteering Procedures**

All people visiting or volunteering must report to the school office. Visitors/Volunteers must sign in and wear a visitor/volunteer badge.

#### **Volunteer Needs**

St. Joseph's School is able provide a high quality education and outstanding programming thanks to numerous volunteers and donors that selflessly give of their time, talent, and treasure to further the mission of the school. Without these dedicated donors and volunteers, St. Joseph's School would not have the ability to continue providing the level of programming, extra-curricular opportunities, or individualized student attention that is the current reality. The school's success is intrinsically tied to the success of its volunteer and donor programs. As such, we encourage you to join our team of volunteers, where your work will make sure that St. Joseph's School remains a wonderful place for students to learn and grow. Below are a just a few ways that you can become a part of a dedicated group of volunteers:

## Miscellaneous Policies (continued)

- P.A.W.S. (see page 52 for more details)
- Classroom Aide
- Homework Club Assistant
- Office Aide
- Lunchroom Aide
- Room Parent
- Dinner Dance Auction Committee
- Christmas Wreath Sales
- Recess Supervisor

### Volunteer Requirements

St. Joseph's School puts student safety and security as a top priority. For this reason, all visitors and volunteers that spend time in our school must be Safe Environment Trained and Certified through the Diocese of Crookston. This online tutorial will ensure that those individuals interacting with our students will have the knowledge and preparedness to act appropriately in all situations to have a positive impact on students. If in volunteering, transporting students is required you will be asked to fill out a driver form and turn into the Parish Office.

- Go to <http://www.crookston.org/secertification>
- Click on the large, yellow button titled, "New Employees or Volunteers Click Here for Safe Environment Certification."
- Follow the screen prompts

# St. Joseph's School



## School Organizations

The School Advisory Council and P.A.W.S. Committee promote open communication and understanding between parents and St. Joseph's School. Together with faculty, staff, and school administration, these organizations enhance the education of the students of St. Joseph's School.

### **School Advisory Council**

St. Joseph's School Advisory Council strives to promote the best possible educational conditions for all students attending St. Joseph's School. It is the role of the St. Joseph's School Advisory Council to establish the policies under which the school programs operate, assist in planning the programs, and to assist the means for improving. Members to the School Advisory Council are elected or appointed from St. Joseph's Parish and St. Francis de Sales' Paris. For any questions or comments for the School Advisory Council, please visit their webpage at <http://stjoesmhdschool.com/school-advisory-council> and complete the online form.

### **Parents Active with St. Joseph's School (P.A.W.S.) Committee**

The mission of the P.A.W.S. Committee is to enhance the education of the students of St. Joseph's School by coordinating special events for students and their families and by organizing parent volunteers for other opportunities at the school. Some of the special events that the P.A.W.S. Committee helps with are the Back-to-School Night, Pastries with Parents, Grandparents Day, the All Saints Day Party, and many other events. The P.A.W.S. Committee strongly encourages every parent/guardian of a St. Joseph's student to volunteer their time and talents either on the committee itself or as a volunteer at any of these special events. Volunteering at the school is an amazing opportunity to get to know the school faculty and staff and to connect with other St. Joseph's families. The P.A.W.S. Committee is open to anyone who is interested. If you would like to become a member of the committee at any time during the year, please feel free to join one of the monthly meetings. Meetings are held on the first Tuesday of every month. Specific dates and times can be found in the school calendar. If you are not interested in joining the committee but would like to volunteer in some capacity, look for opportunities to be communicated throughout the year, in the weekly emails from the school office.

## Appendix A – Student Support Plan

To ensure students have a clear and measurable plan in place to overcome learning or other challenges, student support plan will be developed collaboratively with student, parent, teacher, administration, and social worker if beneficial. This plan will be reviewed and revised according to student achievement.



### Student Support Plan

Student Name:

Date:

Grade:

Teacher:

Parent Communication Notes / Date:

Areas of Concern:

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Academic   | <input type="checkbox"/> Hyperactivity       |
| <input type="checkbox"/> Attention  | <input type="checkbox"/> Impulsivity         |
| <input type="checkbox"/> Behavioral | <input type="checkbox"/> Medical             |
| <input type="checkbox"/> Emotional  | <input type="checkbox"/> Speech and Language |
|                                     | <input type="checkbox"/> Other:              |

Goal:

Intervention	Person Responsible	Monitoring Notes

# Appendix A – Student Support Plan (Continued)



FAITH • LEADERSHIP • SERVICE  
**ST. JOSEPH'S SCHOOL**  
THE CATHOLIC SCHOOL OF ST. FRANCIS DE SALES AND ST. JOSEPH'S CHURCH

## Student Support Plan Review

Student Name:

Date:

Grade:

Teacher:

Parent Communication Notes / Date:

Areas of Concern:

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Academic   | <input type="checkbox"/> Hyperactivity       |
| <input type="checkbox"/> Attention  | <input type="checkbox"/> Impulsivity         |
| <input type="checkbox"/> Behavioral | <input type="checkbox"/> Medical             |
| <input type="checkbox"/> Emotional  | <input type="checkbox"/> Speech and Language |
|                                     | <input type="checkbox"/> Other:              |

Goal:

Successes	Concerns

Actions Plan:

- Continue Interventions
- Phase Out Interventions
- Develop Accommodation Plan
- Refer for Servicing / IEP