



ST. JOSEPH SCHOOL

PARENT/STUDENT HANDBOOK 2023-2024

1101 College Avenue
Conway, AR 72032
www.stjosephconway.org

Accreditation by:
[Arkansas Nonpublic School Accrediting Association \(ANSAA\)](#)
[National Federation of Nonpublic School State Accrediting Associations \(NFNSSAA\)](#)



Dear Parents and Students,

Welcome to St. Joseph School! In choosing St. Joseph School, you have demonstrated a commitment to the values and philosophy of Catholic education.

The St. Joseph School Student/Parent Handbook contains school policies and procedures that allow St. Joseph School to provide a quality Catholic education for our students. St. Joseph School is a ministry of St. Joseph Catholic Church in Conway, Arkansas. St. Joseph School policies and procedures follow the guidelines established by the Diocese of Little Rock Office of Catholic Schools. St. Joseph School has attempted to set these policies and procedures as specific as possible; however, every situation is sometimes clear-cut. We ask that you trust us to make wise decisions for your child. Thank you in advance for taking the time to familiarize yourself with our school policies and procedures. St. Joseph School can provide a school environment rich in academic instruction and spiritual formation by working together.

The faculty and staff of St. Joseph School look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion. May St. Joseph continues to intercede on our behalf, St. Joseph, pray for us.

Sincerely in Christ,

Mrs. Hannah Belew, St. Joseph School Assistant Principal
Mr. Matthew Tucker, St. Joseph School Principal

PHILOSOPHY AND OBJECTIVES

The philosophy of St. Joseph School is built upon the truth that God created man, and we must tend toward God. Therefore, St. Joseph School is committed to the formation of the students concerning the final goal: God. St. Joseph School seeks to develop adults of faith and intelligence, people with the courage to seek and follow the truth, and people who see God and respect Him in themselves and others. Ultimately, the goal is proper education: the development of the whole person – soul, mind, and body. To this end, St. Joseph School strives not to impose knowledge, virtue, and service but instead to form the total person who freely chooses to adopt these principles for correct living.

MISSION STATEMENT

At St. Joseph School,
we empower students academically and spiritually
to become advocates of Catholic social teachings
rooted in the Gospel of Jesus Christ.

ST. JOSEPH SCHOOL CONTACT INFORMATION

St. Joseph High School	1101 College Avenue Conway, AR 72032	Phone: 501.329.5741 Fax: 501.513.6804
St. Joseph Middle School	415 Harkrider Street Conway, AR 72032	Phone: 501.327.1204 Fax: 501.513.6805
St. Joseph Elementary School	818 4th Street Conway, AR 72032	Phone: 501.336.8149 Fax: 501.336.8057
St. Joseph Preschool	818 4th Street Conway, AR 72032	Phone: 501.336.9548 Fax: 501.336.8057

ADMINISTRATION AND DIRECTOR CONTACT INFORMATION

Assistant Principal, K-6 Mrs. Hannah Belew hannah.belew@sjbulldogs.org 501.336.8149 or 501.327.1204	Principal, 7-12 Mr. Matthew Tucker mtucker@sjbulldogs.org 501.329.5741
Director of After School Care Mrs. Laura Williams '95 lwilliams@sjbulldogs.org 501.336.0087	Director of Athletics, 7-12 Coach Luke Davis '01 ldavis@sjbulldogs.org 501.329.5741
Director of Bands Mrs. Margaret Teeling mteeling@sjbulldogs.org 501.336.8149 or 501.327.1204	Director of Food Services Mr. Jeff Crowder Honorary Alumni '14 jcrowder@sjbulldogs.org 501.329.2011
Director of Marketing & Communications Mrs. Teri Breeding '90 tbreeding@sjbulldogs.org 501.329.5741	Director of Preschool Mrs. Carrie Simon carrie.simon@sjbulldogs.org 501.336.9548
Director of Pee Wee Athletics, 4-6 Coach Brent Bruich '91 bbruich@sjbulldogs.org 501.327.1204	Director of School Safety Mr. Bradley Fornash brad.fornash@sjbulldogs.org 501.336.8149

SCHOOL WEBSITE: www.stjosephconway.org

ST. JOSEPH SCHOOL MOBILE APP: The St. Joseph School Mobile App allows parents to receive push notifications, text messages, and emails. Download our app via the App Store or Google Play.

ST. JOSEPH SCHOOL FACEBOOK PAGE: <https://www.facebook.com/stjosephconway>

ST. JOSEPH SCHOOL ACADEMIC CALENDAR

Student Day							Professional Development							Student Holiday							Parent/Teacher Conference							Beginning / End of Quarter						
July 2023							August 2023							September 2023																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
						1			1	2	3	4	5						1	2														
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9														
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16														
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23														
23/ 30	24/ 31	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30														
October 2023							November 2023							December 2023																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
1	2	3	4	5	6	7				1	2	3	4						1	2														
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9														
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16														
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23														
29	30	31					26	27	28	29	30			24/ 31	25	26	27	28	29	30														
January 2024							February 2024							March 2024																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
	1	2	3	4	5	6					1	2	3						1	2														
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9														
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16														
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23														
28	29	30	31				25	26	27	28	29			24/ 31	25	26	27	28	29	30														
April 2024							May 2024							June 2024																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S														
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28	29	30					26	27	28	29	30	31		23/ 30	24	25	26	27	28	29														

Month	Dates	# of Days	Event
Aug.	4	1	Teacher Work Day (Professional Development)
Aug.	7-11	5	Teacher Work Day (Professional Development)
Aug.	14		Grades PreK-12 First Day of School First Semester Begins/First Quarter Begins
Sept.	4		Labor Day Holiday (school dismissed)
Sept.	29	1	Teacher Work Day (Professional Development)
Oct.	13	43	First Quarter Ends
Oct.	16		Second Quarter Begins
Oct.	18	1	Parent-Teacher Conferences SJHS (Grades 7-12)
Oct.	19		Parent-Teacher Conferences SJES & SJMS (Grades K-6)
Nov.	20-24		Thanksgiving Holiday (school dismissed)
Dec.	15	40	First Semester Ends/Second Quarter Ends
Dec./Jan	12/18-1/2		Christmas Holiday (school dismissed)
Jan.	2	1	Teacher Work Day (Professional Development)
Jan.	3		Second Semester Begins/Third Quarter Begins
Jan.	15		Martin Luther King Jr. Holiday (school dismissed)
Feb.	19		Presidents' Day Holiday (school dismissed)
Mar.	8	46	Third Quarter Ends
Mar.	11		Fourth Quarter Begins
Mar.	13	1	Parent-Teacher Conferences SJES & SJMS (Grades K-6)
Mar.	14		Parent-Teacher Conferences SJHS (Grades 7-12)
Mar.	18-22		Spring Break (school dismissed)
Mar.	29		Good Friday (school dismissed)
May	23		Preschool Last Day of School
May	24	49	Grades K-11 Last Day of School Second Semester Ends/Fourth Quarter Ends

**St. Joseph School
Academic Calendar 2023-2024**

August	4	Teacher Work Day (school dismissed for students)
	7-11	Teacher Professional Development (school dismissed for students)
	8	New Family Orientation 6:30-7:30 p.m. St. Joseph High School Black Box Theater
	9	High School Student Schedules Posted to FACTS ParentsWeb Kindergarten Student Orientation 8:30-10:00 a.m. St. Joseph Elementary School St. Joseph Middle School Open House 6:30-7:30 p.m.
	10	St. Joseph Preschool & Elementary School Open Houses 6:30-7:30 p.m.
	11	St. Joseph High School Student Orientation 8:00 a.m. Grades 7th-8th @ Black Box Theater 9:00 a.m. Freshmen-Junior Classes @ Black Box Theater 10:00 a.m. Senior Class @ Black Box Theater
	14	Grades PreK-12 First Day of School First Semester Begins/First Quarter Begins
	15	St. Joseph High School Parent Orientation 6:30 p.m. St. Joseph High School
September	4	Labor Day Holiday (school dismissed)
	13	First Quarter Interim Report
	29	Diocese of Little Rock Professional Day (school dismissed for students)
October	13	First Quarter Ends
	16	Second Quarter Begins
	18	1:20 p.m. SJES & SJMS Dismissal/ 1:30 p.m. SJHS Dismissal 2:30-7:00 p.m. SJHS Parent/Teacher Conferences
	19	1:20 p.m. SJES & SJMS Dismissal/ 1:30 p.m. SJHS Dismissal 2:30-7:00 p.m. SJES & SJMS Parent/Teacher Conferences
November	15	Second Quarter Interim Report
	20-24	Thanksgiving Holiday (school dismissed)
December	11-15	High School First Semester Exams
	15	First Semester Ends/Second Quarter Ends 12:20 p.m. SJES & SJMS Dismissal
	18-Jan. 2	Christmas Holidays (school dismissed)
January	2	Teacher Work Day (school dismissed for students)
	3	Second Semester Begins/Third Quarter Begins
	5	Second Quarter Report Cards Emailed

	15	Martin Luther King Jr. Holiday (school dismissed)
	28	St. Joseph School Showcase 2:00-4:00 p.m. All Campuses
	28-Feb. 3	Celebrate Catholic Schools Week
February	1-29	St. Joseph School Student Enrollment/Re-enrollment (Grades PreK-12)
	7	Third Quarter Interim Report
	19	Presidents' Day Holiday (school dismissed)
March	8	Third Quarter Ends
	11	Fourth Quarter Begins
	13	1:20 p.m. SJES & SJMS Dismissal/ 1:30 p.m. SJHS Dismissal 2:30-7:00 p.m. SJES & SJMS Parent/Teacher Conferences
	14	1:20 p.m. SJES & SJMS Dismissal/ 1:30 p.m. SJHS Dismissal 2:30-7:00 p.m. SJHS Parent/Teacher Conferences
	15	1:20 p.m. SJES & SJMS Dismissal/ 1:30 p.m. SJHS Dismissal
	18-22	Spring Break (school dismissed)
	29	Good Friday (school dismissed)
April	17	Fourth Quarter Interim Report
May	19	St. Joseph School Graduation w/ Bishop Talyor 5:00 p.m. St. Joseph Catholic Church
	23	Preschool Last Day of School
	24	Preschool Graduation 9:30 a.m. St. Joseph Catholic Church Grades K-11 Last Day of School Second Semester Ends/Fourth Quarter Ends 12:20 p.m. SJES & SJMS Dismissal



GOLD CROSS:

This represents Christ as the center of our school and reminds us that the source of our faith is His sacrificial love.

OPEN BOOK:

This represents our commitment to excellent academics, open to all, to prepare our students for college and careers.

SHIELD:

This represents St. Joseph, our protector and patron. His shield is engraved with the school's established date, signifying our founders who now guard our school with St. Joseph in the Communion of Saints.

BANNER:

"Faith - Learning - Living" symbolizes how these elements flow into the lives of our parish, community, and world.

SCHOOL PRAYER

O dearest Saint Joseph,
I offer myself to you that you may always be my father,
to protect and guide me.
Help me to love holiness and to remain pure in my heart.
O Blessed Saint Joseph,
pray for me
that I may enjoy the gift of a holy life.
Amen.

HOME OF THE BULLDOGS



ALMA MATER

Look o'er the hills and the mountains,
Scan every valley and plain,
Trace all the rivers and lakesides,
And search every city in vain.

There's not a school in the country
Better than St. Joseph High---
Cheer for our grand Alma Mater
Come comrades; all take up the cry.

Purple and Gold, we salute you!
Loyal our hearts 'til we die---
All through our lives, we will cherish
Our days here at St. Joseph High.

SCHOOL COLORS: PURPLE AND GOLD

The St. Joseph School (“SJS” or the “School”) Student/Parent Handbook (“Handbook”) is published and distributed to the families of the St. Joseph School community to provide information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parent(s) or guardian(s), faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands the expectations of students within our community. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of St. Joseph School, its faculty, and its students.

This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies, and procedures before, during, and after the School year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between St. Joseph School and any parent(s) or guardian(s) or student affiliated with or attending the School. In its sole discretion, St. Joseph School may add, revise, or delete School policies before, during, and after the school year.

ARKANSAS LAWS PERTAINING TO PRIVATE EDUCATION (DIOCESAN POLICY 5.02)

All schools shall abide by the Arkansas laws pertaining to private education. The laws can be found on the Arkansas Nonpublic School Accrediting Association (ANSAA) website.

DIOCESAN MANUAL OF POLICIES AND PROCEDURES FOR CATHOLIC SCHOOLS (DIOCESAN POLICY 5.03)

The Diocesan Manual of Policies and Procedures for Catholic Schools will govern all parochial and Diocesan schools in the Diocese of Little Rock.

- Copies of the policy manual are available through the Diocese of Little Rock Catholic Schools Office website; click [here](#).
- Pastors, principals, teachers, and school boards will be familiar with the sections pertaining to their areas of responsibility.
- Sections of the manual will be used for staff development throughout the school year.

STUDENT/PARENT HANDBOOK (DIOCESAN POLICY 5.07)

All schools shall have a handbook which contains the school’s policies for students and parents. Diocesan policy supersedes the local school handbook.

Students and parents/guardians must sign a form to indicate that they have received, read, and agree to abide by the policies contained in the school’s student/parent handbook.

NON-DISCRIMINATION POLICY (DIOCESAN POLICY 4.01)

The Catholic schools in the Diocese of Little Rock admit 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. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

ABSENCE

When a student is absent from school, a parent or guardian must notify the office by 9:00 AM on the day of the absence.

St. Joseph Elementary School: 501.336.8149

St. Joseph Middle School: 501.327.1204

St. Joseph High School: 501.329.5741

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their spiritual, social, and cultural development and helps prepare them to accept the responsibilities they will face as an adult. Interactions with other students and classroom instruction enrich the learning environment and promote continuity of instruction, resulting in higher student achievement.

Therefore, the following excessive absence policy will be adhered to at St. Joseph School and at the discretion of the administration:

<i>Student</i>	<i>School Action</i>
Unexcused absence twelve (12) days in one (1) semester:	Students will not receive credit for classes
Unexcused absence twenty-five (25) days all year:	A student is required to make up work or repeat the grade

When a student has reached five (5) or more unexcused absences in one semester, an email notification will be sent to the parent(s) or legal guardian(s). Absence questions should be directed to the St. Joseph School Registrar, 501.513.6808.

Absence During the School Day

Students needing medical appointments during school hours requires a written note or phone call from a parent or guardian. Parents or guardians are required to sign out their child. If the child returns to school during the school day, they must be signed back into school in the office.

For high school student drivers, an email or phone contact must be made with the St. Joseph High School administrative assistant before a high school student driver is dismissed from school. A high school student driver is required to sign out at the office. If the student returns to school during the school day, they must be signed back into school in the office.

Absent/Tardy Time Guide

Tardy

St. Joseph Elementary School: 8:05 AM - 10:00 AM

Any student arriving after the tardy bell in the morning will be counted as late. Tardy students must be signed in through the office by the parents. Exceptions can be made for medical or other necessary appointments. Written documentation is required.

St. Joseph Middle School: 8:00 AM - 10:00 AM

Tardies are disruptive to the classroom. Students should be seated by the time the tardy bell sounds. When a student has been tardy three (3) times per class per quarter, the student will receive a level 1 demerit. A parent/guardian must sign their child in. Exceptions can be made for medical or other necessary appointments. Written documentation is required.

St. Joseph High School: Beginning of each class period

1st- 4th Tardy given by any teacher: FACTS Warning

5th Tardy: Detention

6th Tardy: Detention

7th Tardy: Detention

8th Tardy: In-School Suspension (ISS)

Additional Tardies: Out of School Suspension (OSS)

Absent All Day

Check out before 10:00 AM

Check-in after 2:00 PM

Absent Half Day

Check-in after 10:00 AM

Check out before 2:00 PM

Excused Absence

Certain types of planned absences are excused (see below). Students with an excused absence can make up any missed work.

If parent or guardian contact was not made with the school before the absence:

1. On returning to school, the student must submit a note to the office with a written excuse, dated and signed by a parent or guardian, for the absence.
2. Work or test(s) missed by the student will be assigned or accepted at the teacher's discretion.

College Visits (excused absence)

Three (3) college visit days (including pre- or post-admissions) are permitted for seniors and may be denied based on the student's status. Juniors are entitled to two (2) college visit days.

Juniors and seniors in good academic and disciplinary standing must plan for their official college visits. The student must present a completed College Day Release Form (available from the counselor or on the counselor's website) to the St. Joseph High School counselor at least three (3) days before the planned visit. Documentation from the college visit is required as official proof of the college visit to be counted as an excused absence.

High School

Missing school does not excuse students from assignments. **The St. Joseph High School office does not get a student's assignments for absences. Students must consider that absence from school puts them behind in their work and thus should be avoided except for serious reasons.** A teacher's focus and attention are centered on the students who are present in class for instruction. When a student returns from an absence, it is up to them to approach teachers about missed work and tests. If students fail to do this, severe academic problems could result from failing to ensure all missed work and exams have been made up.

Planned Absence (excused absence)

A student may receive advance approval from St. Joseph School for an absence in case of a funeral, hospitalization, illness, doctor's appointment, altar serving, legal obligation, or other extraordinary circumstance as approved by the St. Joseph School Registrar.

Absent students have one (1) day for each day of absence to make up the missed school assignments, quizzes, or tests. For example, a student absent for three (3) days would be given three (3) school days to complete the missed work.

When a student is absent, a parent or guardian may call the school office before 9:00 a.m. to arrange for school assignments. School assignments may be picked up at the school office between 3:00 p.m.-3:30 p.m. School assignments requested in advance by parents/guardians will be expected to be completed upon a student's return to school.

Communication with the St. Joseph School Registrar before the planned absence is critical for receiving permitted excusals. The St. Joseph School Registrar is the sole arbiter of whether a planned absence will be classified as excused or unexcused.

Unexcused Absence

An unexcused absence is one for which the student has not submitted a valid excuse, for an absence for all or part of a school day not approved by the School, or for any suspensions. Unauthorized absence from an individual class (“cutting class”) is also considered unexcused.

If the teacher approves, students with an unexcused absence may be eligible to make up missed work.

Vacations (unexcused absence)

Parents are asked to arrange holiday plans within the limits of announced vacation periods. Any infraction of this rule burdens the teachers and the student and affects the progress of the rest of the class.

School assignments requested in advance for a vacation by parents/guardians will be expected to be completed upon a student’s return to school.

The official record of unexcused absences will be kept in the St. Joseph School Registrar's Office and will be reviewed regularly. The administration reserves the right to respond to situations as they see appropriate, including expulsion if deemed necessary.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. A student whose average is an F (at an interim or end-of-quarter grading period) will not be allowed to participate in any sport, academic competition, or extracurricular activity until the grade has improved to a passing grade of D (60% or higher).

ACADEMIC SUPPORT

Guidelines and Procedures

Each teacher will supply the student with a copy of the class syllabus at the beginning of each course. This syllabus will include course guidelines, procedures, and expectations along with “tips” for success and should be kept for reference throughout the school year/semester.

Report Cards

Academic progress is reported to parents or guardians and students each quarter.

Progress Reports

Midterm grades will be posted to FACTS (RenWeb) for parent(s) or guardian(s) review.

Parent-Teacher Conferences

Parent-Teacher Conferences are held at the end of the first nine (9) weeks and the end of the third nine (9) weeks. Notice will be sent to parents or guardians regarding conference times.

ACCREDITATION

St Joseph School is accredited through the Arkansas Nonpublic School Accrediting Association (ANSAA) and the National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).

ADMISSIONS (DIOCESAN POLICY 4.02)

Enrollment in a Catholic school is a privilege and every Catholic child has a right to religious instruction and formation in the Catholic faith. No child of a parishioner will be denied the opportunity to attend his/her parish school due solely to the inability to pay full tuition. Students of other faiths are welcome upon space availability.

St. Joseph School

All new students will be given a trial period of at least one (1) nine weeks to prove themselves both socially and academically. If, during this trial period, there are any problems, a student may be asked to withdraw their attendance at St. Joseph School. The recommendation and decision of the school is final. St. Joseph School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Joseph School cannot accommodate students who have extraordinary learning differences.

If, after admission, a student's educational or behavioral needs exceed what would be considered reasonable, the student may need to be separated from St. Joseph School. This decision will be made for the student's educational or behavioral needs to be fully met in another educational setting. If the school decides to separate the student from St. Joseph School, the student's tuition due would be prorated.

ADMISSION PRIORITIES FOR CATHOLIC SCHOOLS (DIOCESAN POLICY 4.03)

1. Catholic families in the parish
2. Catholic families in neighboring parishes
3. Other families

ADULT EDUCATION PROGRAM (DIOCESAN POLICY 4.16)

Any student aged 16 or 17 that desires to enroll in the adult education program must follow the state guidelines. (Ark. Code Ann. §6-18-201)

ALLERGY

St. Joseph School recognizes that an allergy affects many school children and positively welcomes all pupils with allergies. This school encourages students with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils understand. Teachers and new staff are also made aware of the policy. All staff who come into contact with students with allergies are provided with allergy training from the school nurse, who has had specialized training. Training is updated as needed.

Asthma Medication

St. Joseph Elementary & St. Joseph Middle Schools

A parent or legal guardian should hand deliver asthma inhalers to the appropriate school office to be documented. The St. Joseph Elementary and St. Joseph Middle School Offices will distribute the asthma inhaler to the appropriate school personnel.

St. Joseph High School

Students are encouraged to carry their asthma inhalers. Parents or guardians are asked to ensure the school receives a labeled spare asthma inhaler. All asthma inhalers must be labeled with the student's name.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies per the emergency protocol documented in the Emergency Action Plan.

The school nurse will be called if a suspected allergic reaction (with no known allergic history), and the student's Emergency Action Plan will be activated. The emergency medical services will be contacted immediately.

Information about students' food allergies will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes, or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for their child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food-related events held in the classroom.

Proper hand-cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Field Trips

Students with allergies who participate in school-sponsored field trips may face challenges to their physical health. St. Joseph School will make reasonable accommodations for all students and inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent or guardian is concerned about a student's presence on a field trip due to their unique health needs, they may choose to keep their student at home on the day of the field trip.

Food Allergy Policy

St. Joseph School recognizes that life-threatening food allergies affect many students and positively welcomes all pupils with food allergies. To minimize the incidence of life-threatening allergic reactions, St. Joseph School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any students whose parent(s) or/guardian(s) and physicians have informed the school in writing that the students have a potentially life-threatening allergy. No peanut products will be served in the cafeteria.

Record Keeping

Parents or guardians are asked to submit the student's medical records at the beginning of each school year or when a student enrolls in St. Joseph School. From this information, the school keeps its asthma registry available for all staff. If medication changes between times, parents or guardians must inform the school.

School Environment

The school does all it can to ensure the school environment is favorable to students with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for students with asthma. St. Joseph School does not claim to be a peanut-free school.

ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP PROGRAM (DIOCESAN POLICY 4.18)

Students in private schools in Arkansas that meet the requirements outlined in the Arkansas Code of 1987 may receive scholarship money to be used in participating Arkansas schools of higher education. (Ark. Code Ann. § 6-85-206, 6-85-207, 6-85-208, 6-85-209, and 6-85-210)

ARRIVAL/DEPARTURE PROCEDURES (DIOCESAN POLICY 5.42)

Schools should develop and implement a policy for safe arrival and departure procedures, including when students are supervised. These procedures should be evaluated and improved as needed.

For your student's safety a list of persons (other than parents or guardians or siblings) allowed to pick a student up from school must be on file in the respective school office. Parents or guardians are responsible for notifying the office when a change of pick-up is to occur. Do not rely on students to tell the teacher or to remember the change of plans.

St. Joseph Elementary School

Drop-off and pick-up will be on 4th Street (one-way) along St. Joseph Elementary School. Parents or guardians are asked to remain in their cars. To ensure a quick and orderly drop-off and pick-up of students, any conference, regardless of the length of time needed, should be made through the elementary school office and not during this time.

The After School Program (ASP) bus for elementary students registered for ASP will depart at approximately 3:20 PM M-T-TH-F; and at 2:50 PM on Wednesday/early out days; this will be the only time the bus runs daily. If an elementary student is still on campus after dismissal, the elementary school office will notify parents or guardians to pick up their student.

St. Joseph Middle School

Students may be dropped off at either the south parking lot or the north drive to the middle school via the Spiritan Center drive in the morning. Afternoon pick-up will be at the north drive to the middle school via the Spiritan Center drive. To ensure a quick and orderly pick-up of students, any conference, regardless of the length of time needed, should be made through the middle school office and not during this time.

Students who walk to the High School or Spiritan Center must have parent notification on file in the office.

The After School Program (ASP) bus for St. Joseph Middle School students registered for ASP will depart at approximately 3:30 PM M-T-TH-F; and at 3:00 PM on Wednesday/early out days; this will be the only time the bus runs daily.

St. Joseph High School

Entering campus from College Street, drop-off and pick-up will be at the front of the high school's main entrance, then turn left at the 2-way stop to exit campus.

The After School Program (ASP) bus for St. Joseph High School students registered for ASP will depart at approximately 3:30 PM M-T-TH-F; and at 3:00 PM on Wednesday/early out days; this will be the only time the bus runs daily.

ATHLETIC PROGRAMS (DIOCESAN POLICY 5.16)

Any athletic program or athletic support group must have approval of the pastor and be under the direct supervision of the principal.

- A qualified person will be engaged to direct the athletic program.

- All adults (volunteers and employees) working with the students in the athletic program must complete the *Diocesan Safe Environment* training and complete a background check.
- The Diocesan Parent Permission Form must be completed and signed by a parent and/or guardian before a student is allowed to participate in competitive sports.
- A yearly physical examination or written statement from a licensed health care provider will be required before a student is allowed to participate in competitive sports.
- Adequate and safe equipment will be available and used for athletic activities.
- Competitive athletic activities on the secondary level will be conducted by a qualified coach and will conform to the regulations of the Arkansas Activities Association.
- Any elementary or secondary school with a cheerleading program must have a qualified person to supervise. All cheerleading programs must follow the rules and regulations from the National Cheerleading Association.
- In accordance with the fiscal responsibility mandated by Canon Law, booster clubs and other school organizations will practice good stewardship in the reporting and expenditures of funds.

Schools may have other requirements for students to be allowed to participate in athletic programs and for parent(s) and/or guardian(s) to work with the students.

ATTENDANCE (DIOCESAN POLICY 4.08)

Every parent(s) and/or guardian(s) or other person residing in the State of Arkansas and having the custody or charge of any child or children between the ages of five (5) through seventeen (17) (both inclusive) will send such children to a public, private, or parochial school, or home school. (Ark. Code Ann. § 6-18-207)

In cases of excessive absences, the principal will confer with the parent(s) and/or guardian(s). Generally, a student who has accumulated twenty-five (25) days of absences during the school year will be required to attend summer school to make up for the work missed or to repeat the grade.

Student Attendance (Diocesan Policy 5.13)

Students must attend school and conform to the attendance policies established by the school. When students arrive late or depart before the close of the school day, they will report to the school office where a written record is to be kept including date, time, and reason for being tardy or departing early. Accurate records of student attendance must be kept and retained permanently.

St. Joseph School

For K-3, classes begin promptly at 8:05 a.m., with the day ending at 3:20 a.m.
 For 4-6, classes begin promptly at 8:00 a.m., with the day ending at 3:20 a.m.
 For 7-12, homeroom begins at 8:00 a.m., with the day ending at 3:30 p.m.

WEDNESDAY DISMISSAL: ELEMENTARY/MIDDLE 2:50 p.m. - HIGH SCHOOL 3:00 p.m.

The campuses are open for student drop-off at 7:30 a.m. For the safety of our students, please only drop students off this time.

AWARDS

St. Joseph Elementary Awards

Classroom and Specialty teachers will give academic awards at the end of the school year.

St. Joseph Middle School Awards

Classroom and Specialty teachers will give academic awards at the end of the school year.

St. Joseph High School Awards

Classroom teachers will give academic awards at the end of the school year.

Honor Roll (1-12)

The Honor Roll is calculated for grades 1-12 students at the end of each academic school year.

First Honors:

- Grades 1-8: A average in all content areas
- Grades 9-12: An unweighted cumulative 4.0 GPA in core classes

Second Honors:

- Grades 1-8: A/B average in all content areas
- Grades 9-12: An unweighted cumulative 3.5-3.99 GPA in core classes

Conduct for honors must be 1, 2, or 3 in all classes.

**BEFORE AND AFTER SCHOOL AND SUMMER CHILD CARE PROGRAMS
(DIOCESAN POLICY 5.17)**

The Office of Catholic Schools requires that all before and after school and summer child care programs be licensed and registered with the Division of Child Care and Early Childhood Education at the Department of Human Services.

BUSES (DIOCESAN POLICY 5.44)

Bus Passengers (Diocesan Policy 5.44.3)

All passengers are required to be seated while the school bus is in operation. (Ark. Code Ann. §6-19- 119)

Bus Safety (Diocesan Policy 5.44.4)

- It is a Class B misdemeanor for anyone over the age of 18 to enter a school bus with criminal intent, disrupt the driver, or refuse to leave the bus. (Act-247)
- It is a Class A felony to possess a deadly weapon and seize control of a bus operated by a public or private school. (Ark. Code Ann. §5-11-107)
- It is against the law to possess a firearm on the property of any public or private school, on a school bus, or at a designated school bus stop. If a parent knows that a minor has possession of a firearm while at a public or private school-sponsored sporting event, the parent can be charged with a misdemeanor. (Ark. Code Ann. § 5-73-119)

St. Joseph School

The school bus is an extension of the School community, and those who ride buses are asked to behave accordingly. Care should be taken at all times, before, during, and after a bus trip, so that everyone's safety is considered. Respect should be extended to the bus driver and fellow students.

Riding the school bus is a privilege that may be suspended or revoked if abused. Inappropriate behavior on a school bus may result in disciplinary action.

CELL PHONES

Distracted Driving

Act 288 makes using a handheld wireless device in a school zone a primary offense.

Act 738 amends distracted driving laws to put Arkansas in compliance with National Highway Traffic Safety Administration standards. It establishes minimum fines for violating the law of \$25 for the first offense and \$50 for subsequent offenses. Maximum penalties are \$250 for the first offense and \$500 for subsequent offenses.

27-51-1601 Fewer Distractions Means Safer Driving Act

- Restricts Cell Phone Use (ONLY AN EMERGENCY)
- Under eighteen (18) years of age, cell phone use is not allowed. The use of hands-free devices is not allowed.
- 18 years of age or older may use a hands-free device, even though it's not recommended, to a cell phone while driving.

- 21 years or older may use a cell phone, but drivers should be aware it is never safe to talk and drive.

School Uses

St. Joseph Elementary School

Students cannot bring cell phones to school.

St. Joseph Middle School

Students are allowed to bring cell phones to school. Cell phones may not be used during the school day.

Consequences for guidelines violations:

1st Offense – The device is confiscated by staff and turned into the school office. The device will be returned at the end of the day following a one-on-one meeting with the building principal.

2nd Offense – The device is confiscated by staff and given to the building principal, who notifies the student's parents(s) or guardian(s). The parent(s) or guardian(s) must pick up the device, sign for the device, and assume responsibility for proper use by the student.

3rd Offense – The device is confiscated by staff, given to the building principal each day before school, and given back to the student at the end of the day.

St. Joseph High School

Students are allowed to bring cell phones to school. Students may only use cell phones before and after school, and it must be in a student's backpack during instructional time.

Consequences for guidelines violations:

1st Offense – The device is confiscated by staff and turned into the school office. The device will be returned at the end of the day following a one-on-one meeting with the building principal.

2nd Offense – The device is confiscated by staff and given to the building principal, who notifies the student's parents(s) or guardian(s). The parent(s) or guardian(s) must pick up the device, sign for the device, and assume responsibility for proper use by the student.

3rd Offense – The device is confiscated by staff, given to the building principal each day before school, and given back to the student at the end of the day.

CHEATING

Cheating of any type will not be tolerated. Both giving and receiving information constitute cheating. The guilty student(s) will receive a zero (0) grade for the assignment or test. Copying homework is a form of cheating. A student-athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extracurricular

competitions. Parents or guardians will be notified of the offense. The administration reserves the right to determine appropriate sanctions.

CHILD ABUSE LAWS

St. Joseph School abides by the Child Abuse laws of the State of Arkansas. This law mandates that all suspected abuse or neglect cases be reported to Child Protective Services. All teachers and staff are required by law to report abuse (whether sexual, physical, mental, emotional, verbal, or neglect) to the Arkansas Department of Human Services. The penalty for teachers or staff for not reporting abuse is a fine or possible imprisonment, according to the seriousness of the case.

Child Abuse Investigations (Diocesan Policy 5.39)

Law enforcement officials shall be allowed access to public and private school records during the course of a child abuse investigation. School officials cannot deny them access to a student's records. (Ark. Code Ann. §12-12-508)

COMMENCEMENT REQUIREMENTS

To receive a diploma from St. Joseph School, the following requirements are to be met by seniors:

1. Completion of all failed credits for the first semester due to course failure or excessive absences by May 1.
2. Completion of all second-semester courses with a passing grade and no excessive absences for the second semester or completion of all failed credits for the second semester due to course failure or excessive absences by May 1. Otherwise, failed second-semester credits results in ineligibility for participation in commencement exercises.
3. Financial obligations or arrangements for meeting outstanding commitments must be made by May 1. This includes all fines, tuition, and any other fees owed at the time of commencement.

To participate in the commencement exercises, all seniors must complete the above requirements and attend the following mandatory senior class events:

1. Junior Ring Mass
2. Senior Service Hours (Completed by April 1)
3. Senior Awards Ceremony
4. Graduation Practice(s) (Pictures, Distribution of Diploma Practice, & Senior Walk)

The Administration reserves the right to determine the appropriate setting for any graduate to receive a diploma. A student not eligible to participate in Commencement exercises will be issued a diploma once all deficiencies have been removed.

COMMUNICATION

From School to Parents or Guardians

Regular communication with parents or guardians is provided through email and letters from administration, “Back-to-School Night,” interim grade reports, Parent-Teacher conferences, quarterly report cards, PTO newsletters, teacher reports, SJS Mobile App, and the St. Joseph School website.

From Parents or Guardians to School

Parents or guardians wishing to contact school administration, faculty, or staff are asked to email or call the school office and leave information regarding where and when the parents or guardians may be reached. Spontaneous visits to the classroom, including the Family Activity Center (gym), are not permitted. Visitors to the school, including parents or guardians, must check in at the office. Visitors are to be in a classroom with permission from the building principal and the teacher. If a meeting is desired with a teacher or a message needs to be delivered, please contact the office administrative assistant. Social media is not an appropriate form of communication.

COMPLAINTS (DIOCESAN POLICY 5.48)

Any person feeling aggrieved concerning any matter connected with the school will contact the individual involved before discussing it with other patrons. School board members should not attempt to solve a problem but should refer the aggrieved person to the appropriate person and contact the principal.

- If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
- If the matter cannot be resolved satisfactorily, the person will contact the building principal for an appointment.
- If the matter cannot be resolved satisfactorily, the person will contact the St. Joseph School Principal for an appointment.
- If the problem is still not resolved, the person will contact the pastor to discuss the matter.
- If no solution is found to the problem, the matter will be referred to the superintendent.

CONDUCT AND DISCIPLINE (DIOCESAN POLICY 4.22)

Since a Catholic school student represents the school at all times, both on and off the school campus, it should be understood that any conduct which brings discredit to the student or to the reputation of the school and its community may result in disciplinary action by the school, including expulsion.

Good order by students is expected in every school. Rules and expectations, together with the consequences for infractions, are to be established by the local administration and published in

the school's student handbook. The following regulations are to be met in the formulation of such policies:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control. All individuals should be treated with dignity and respect.
- Emphasis is placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.
- Means of coping with problem situations are to deny privileges to misbehaving students, to talk to the student in private, to inform parent(s) and/or guardian(s), and/or to seek positive help for the student from the counselor.
- Serious or ongoing disciplinary problems will be referred to the principal. Parent(s) and/or guardian(s) will be notified of the infractions and of the disciplinary action taken.
- If a student cannot be helped through any of the above means, the principal will follow the procedure for suspension or expulsion as outlined in the policy.

St. Joseph School

Conduct Grades:

- 1 Outstanding behavior
- 2 Average behavior
- 3 Below average behavior (needs improvement)
- 4 Unacceptable behavior (possible expulsion or ineligibility for extra-curricular activities)

St. Joseph Middle School

Level 1	Level 2	Level 3
Cell Phones On/Not Silenced During School Hours	Blatant Defiance	Fighting
Excessive Talking	Cell Phone Usage During School Hours (without teacher permission)	Harassment/Cyberbullying
Gum/Food	Cheating (will result in a zero (0%) for all parties involved)	Leaving Campus Without Permission
Lack of Cooperation	Cruelty/Disrespect to Other Students	Possession of a Prohibited Substance
Not Engaged/Disengaged in Learning	Intentional Destruction of Property	Other Administrator/Teacher Discretion
Tardy to School (3 tardies = 1	Leaving Class Without	

demerit)	Permission	
Uniform Infraction	Profanity	
Unacceptable technology use (without teacher approval)	Talking During a Quiz/Test (not related to the curriculum)	
Recess Conflict (minor)	Disrespect to Faculty/Staff	
Other Administrator/Teacher Discretion	Other Administrator/Teacher Discretion	

Level 1 Consequences

1st & 2nd Level 1 Mark given by the same teacher = Warning

3rd Level 1 Mark given by the same teacher = Recess Detention

4th Level 1 Mark given by the same teacher = Recess Detention

5th Level 1 Mark given by the same teacher = Recess Detention

6th Level 1 Mark given by the same teacher = In-School Suspension

Failure to attend an assigned Recess Detention (with a reminder) will result in an In-School Suspension.

Three (3) missed Detention Halls will result in an assigned Out of School Suspension.

Level 2 Consequences

1st & 2nd Level 2 Mark given by the same teacher = Recess Detention

3rd Level 2 Mark given by the same teacher = In-School Suspension

Failure to attend an assigned Recess Detention (with a reminder) will result in an In-School Suspension.

Three (3) missed Detention Halls will result in an assigned Out of School Suspension.

Level 3 Consequences

Each Level 3 Mark = Out of School Suspension (length to be determined by the Principal)

St. Joseph Middle School Conduct/Discipline Grading System:

1 = No Detention During a Grading Period

2 = Detention During a Grading Period

3 = In-School Suspension During a Grading Period

4 = Out of School Suspension During a Grading Period

St. Joseph High School

Conduct Scale

Level 1

- Gum/Food in class
- Not engaged/disengaged in learning
- Not following instructions

- Tardy to class (see tardy guidelines)
- Uniform infraction
- Unprepared for class
- Other Administrator/Teacher Discretion

Level 2

- 3rd or more Level 1 Infractions
- Cell Phone usage during school hours
- Disruptive/Inappropriate behavior
- Inappropriate computer use
- Lack of cooperation
- Leaving class without permission
- Overt physical displays of affection
- Other Administrator/Teacher Discretion

Level 3

- 2nd occurrence of a Level 2 Infraction
- Office referral

Level 4

- 3rd or more occurrences of a Level 2 Infraction
- Threats and/or acts of violence
- Bullying/harassment including technology or school-related activities
- Possession of a weapon(s)
- Possession, use, or distribution of drugs or alcohol
- Possession, use, or sharing of nicotine related products including vaping or e-cigarettes
- Involvement in or possession of occult or satanic games, cards, or other paraphernalia
- Disorderly conduct or destruction of property; students will pay for any damage to school or parish property
- Disrespect or abuse of school staff or students, whether in the school, on the grounds, or at school-sponsored activities
- Theft
- Truancy "Skipping School"
- Vulgar or inappropriate language
- Sexual misbehavior
- Other Administrator/Teacher Discretion

Students must avoid conduct outside of school that would bring negative criticism or publicity to St. Joseph School or introduce harmful influences to the student body. St. Joseph School is proud of its reputation within the Conway and Faulkner County community, and any action you participate in that detracts from that reputation will result in punishment administered by St. Joseph School. This means student behavior off campus may have severe consequences on campus.

St. Joseph School reserves the right to search property and vehicles, including those off campus, at school-related activities.

9-Week Grading Period:

Level 1 Infraction

One or two (1 or 2) Level 1 marks given by the same teacher/principal = FACTS Warning
Three (3) or more Level 1 marks given by the same teacher/principal = elevated to a Level 2 infraction with detention

Level 2 Infraction

One (1) Level 2 mark given by the same teacher/principal = Detention
Two (2) or more Level 2 marks given by the same teacher/principal = elevated to a Level 3 infraction with detention

Level 3 Infraction

One (1) Level 3 mark given by the same teacher/principal = Detention
Two (2) Level 3 marks given by the same teacher/principal = In-School Suspension (ISS)
Three (3) or more marks given by the same teacher/principal = elevated to a Level 4 infraction with Out-of-school suspension (OSS)

Level 4 Infraction

Each Level 4 Mark = Out-of-School Suspension (length to be determined by the Principal)

**Failure to attend an assigned Detention Hall will result in an In-School Suspension (ISS).
Two (2) missed Detention Halls will result in an assigned Out-of-school Suspension (OSS).**

Detention

Detention is held approximately once a month and starts promptly at 6:45 a.m. - Sharp! If a student is late, they will not be admitted. Detention lasts from 6:45 a.m.-7:30 a.m. If a student skips detention or is late and not admitted, In-school suspension will be assigned at the principal's convenience. If a student skips detention or is late and not admitted a second time, the student will be issued an Out-of-school suspension. **Good conduct is the solution to Detention.** Students are responsible/accountable for the poor choices they make as a St. Joseph School student. Remember, **all** teachers are empowered to enforce school rules so that students can earn infractions or behavioral consequences by more than just a student's classroom teachers.

St. Joseph High School Conduct Grading System:

- 1 = No Detention During a Grading Period
- 2 = Detention During a Grading Period

3 = In-School Suspension (ISS) During a Grading Period

4 = Multiple In-School Suspensions (ISS) or Out of School Suspension (OSS) During a Grading Period

CONDUCT NOT TOLERATED (DIOCESAN POLICY 4.23)

Conduct that is not tolerated and that could result in suspension and/or expulsion includes the following but is not limited to:

- Threats and/or acts of violence
- Bullying/harassment including through technology or school- related activities
- Possession of a weapon(s)
- Possession, use, or distribution of drugs or alcohol
- Possession, use, or sharing of nicotine related products including vaping or e-cigarettes
- Involvement in or possession of occult or satanic games, cards, or other paraphernalia
- Disorderly conduct or destruction of property; students will pay for any damage to school or parish property
- Disrespect or abuse of school staff or students
- Theft
- Vulgar or inappropriate language
- Sexual misbehavior

The following are Diocese of Little Rock policies developed regarding student behavior:

Alcohol/Drugs (Diocesan Policy 4.28)

The possession, use, or distribution of illegal drugs or alcoholic beverages is not permitted in the school, on the school grounds, or at any student function.

- If any student brings to school or has in his/her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he/she is liable for suspension and/or expulsion. (Ark. Code Ann. §6-21-608)
- Return to school will be contingent upon the student being actively involved in professional counseling and/or therapy if chemical dependency is evident.
- A second offense will result in automatic expulsion.
- When a student is involved in the distribution of alcohol/drugs to other students, which is a felony in the State of Arkansas, he/she will automatically be expelled from school and the appropriate authorities will be contacted.

Bullying (Diocesan Policy 4.25)

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The building principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion.

Electronic Cigarettes, Tobacco, or Vaporizers

The possession, use, or distribution of electronic cigarettes, tobacco, or vaporizers is not permitted in the school, on the school grounds, or at any student function.

- Suppose any student brings to school or has in their possession any electronic cigarettes, tobacco, or vaporizers during school hours or at any school function, regardless of time or place. In that case, they are liable for suspension and/or expulsion.
- A second offense will result in automatic expulsion.

Harassment (Diocesan Policy 4.26)

Harassment is verbal or physical conduct toward an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, political ideology, or that of his/her relatives, friends, or associates. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion.

Possession of a Weapon (Diocesan Policy 4.27)

The Catholic schools of Arkansas have a no-tolerance policy involving possession of weapons(s). If a student brings a weapon to school or to a school function, or has a weapon on his/her person, the school will immediately suspend and possibly expel the student.

Any object used to intimidate, threaten, or cause bodily harm must be considered a weapon. If the principal determines that a weapon falls into the category of dangerous weapons that require expulsion, he/she shall promptly notify law enforcement and the student's parent(s) and/or guardian(s) regarding any allegation or indication of such a violation.

In the case of expulsion, it will be noted in the student's permanent record that he/she was expelled for possession of a weapon.

Threats and/or Acts of Violence (Diocesan Policy 4.24)

Any threat by students to inflict harm to themselves or others must be taken seriously and addressed immediately.

- Whoever hears a threat should report it immediately to the building principal.
- The parent(s) and/or guardian(s) of the student who has made the threat should be notified.
- The principal and/or pastor will decide if any proper authorities need to be notified.
- Any parent(s) and/or guardian(s) of a student who has been threatened either verbally or in writing as a potential victim shall be notified.

The student victimizer may be suspended or expelled. If the student is placed on suspension, the student must see a mental health professional who is a psychiatrist/psychologist. An evaluation report must be provided with recommendations before the student may return to school.

Any threats made by the parent(s) and/or guardian(s) of a student will result in that family being made probationary for the remainder of the school year or the following school year.

If an adult threatens the safety of the principal or any other member of the school staff, the principal or threatened member of the school staff may take legal action by calling the police or seeking a restraining order.

If a student threatens or commits an act of violence, he/she will immediately be suspended, with possible expulsion to follow. In the case of expulsion, the student's permanent record will reflect the expulsion.

Consequences for unacceptable behavior:

Detention

Detention is an initial consequence for inappropriate behavior. It is held at the convenience of the teacher or building principal requiring the detention.

Probation

A student may be placed on probation when hostile behavior is repetitive. It may precede or be connected with suspension. They may not attend or participate in any co-curricular activities, including club meetings, school dances, and athletics.

Suspension

Suspension is a temporary student exclusion from a school for disciplinary reasons.

Expulsion

Expulsion is the permanent dismissal of a student from school.

Discipline and Privacy

All disciplinary actions that affect any student will be kept confidential with that student and their family. At no time will the School discuss the disciplinary situation of another student or non-school personnel nor the consequences assigned to another student with non-school personnel. Sometimes, when multiple students are involved in a single incident, information sharing may be necessary. Still, the School will not share information concerning another student with non-school personnel.

CONFIDENTIAL RECORDS (DIOCESAN POLICY 5.22)

A student's records are confidential and will be open only to professional staff, the student if he/she has attained the age of eighteen (18), or the student's parent(s) and/or guardian(s) at a time mutually agreed upon with the principal.

- Both custodial and non-custodial parents may inspect their child's school records in the presence of the principal or designee, unless there is a court order or decree restraining a parent from such contact.
- Parent(s) and/or guardian(s) may sign a release to have student records forwarded to another school.
- Upon request, parent(s) and/or guardian(s) may be given a copy of the student's records to carry to another school.

- High school graduates' completed scholastic records will be sent to their designated colleges.

COUNSELOR

A certified counselor serves the needs of students and parents through class and individual consultation. The guidance program is formulated to secure the fullest development of the individual student for Christ-like living. The guidance program is under the direction of Mrs. Meagan Williams (501.336.8149) for grades K-6 and Ms. Karen Davis (501.329.3769) for grades 7-12. For more information, visit their sites on our school web page.

Counselors assist in setting up and conducting conferences involving student academic and behavioral concerns and are easily accessible through a private office and phone number.

CRISIS PLAN

Proper measures will be taken to ensure the maximum protection of the personnel and the students against all types of injuries or crisis situations which may occur in the school or on any part of the school premises.

1. The course of action is outlined, but not limited to, the measures in the Emergency Operation Plan (EOP). Copies of the EOP manual are available for review in each school's administrative office.
2. Drills are held periodically in accordance with state regulations under the direction of the St. Joseph Safety Council. Instructions for fire, tornado, intruder, and earthquake drills are posted in each classroom. Each teacher is given an evacuation plan to set up evacuation procedures for each class period.

In any safety drill, students should follow all instructions from faculty or staff.

Pulling, tampering with, or horseplay near any fire apparatus or alarm is a serious offense. Responsible students may be suspended from school when any such student activity activates any fire apparatus or alarm.

3. Please do not call the school offices or staff. Information will be disseminated quickly through email, social media, St. Joseph School Mobile App, or phone. If the school needs to be evacuated, instructions for student pick-up will be communicated.

CURRICULUM AND TEXTBOOKS (DIOCESAN POLICY 5.08)

All elementary schools in the Diocese of Little Rock will utilize the In Spirit and Truth curriculum guide using textbooks approved by the Office of Catholic Schools.

High schools will follow the Arkansas Department of Education's or the Arkansas Non-Public School Accrediting Association graduation course requirements.

All religion books used in the Catholic schools must be included in the Conformity Listing of Catechetical Texts and Series found on the United States Conference of Catholic Bishops (USCCB) website.

Virtual Courses

Virtual learning is a cooperative opportunity between St. Joseph High School and the South Conway County School District using the Virtual Arkansas online learning platform. Students in grades 10-12 may enroll in elective courses not offered in person at St. Joseph High School. Virtual learning students will be assigned a study hall period during the school day dedicated to their VA course(s). Virtual Arkansas courses have a curriculum and instructors independent of St. Joseph High School, and enrolled students will be responsible for all coursework and participation requirements outlined by VA. St. Joseph High School faculty will not provide instruction or assistance with VA courses.

CUSTODIAL RIGHTS

The parent(s) or guardian(s) are responsible for sharing any official custodial information decided through the courts. Official custodial agreements will be kept confidential in the Registrar's document room. Without any court document, the school will view each parent or guardian as having full legal custody of their child(ren). In the absence of a court order to the contrary, non-custodial parents or guardians have the right to receive records about their child(ren)'s academic progress or lack thereof.

Non-custodial parents or guardians are not to use the school as a meeting place to visit with their child(ren).

DANCES (DIOCESAN POLICY 4.37)

Dances are not permitted as school-sponsored functions for elementary schools. Dances sponsored for high schools will be closed events that are restricted to students and their guests and follow the school's guidelines for the event.

St. Joseph School

St. Joseph School dances are open to all St. Joseph School students in grades 7-12 unless otherwise announced. Each student attending the dances may bring one (1) guest from outside the school. Students are responsible for their guests. School dress code guidelines and school rules apply at dances. The dance sponsor will give specific information for individual dances in advance.

Junior High Dance is open to students in grades 7-9.

Homecoming Dance is open to students in grades 9-12.

Prom is open to students in grades 10-12. A 9th-grade student may attend if invited by a student in grades 10-12.

DELIVERIES

Students may receive deliveries of flowers, gifts, or balloons at school. Deliveries should be made to the school office. The student receiving the delivery will be allowed to pick up the item(s) at the end of the school day.

DISTANCE LEARNING (DIOCESAN POLICY 4.15)

Students enrolled in private schools are allowed to participate in distance learning courses provided that conditions for participation are met. (Ark. Code Ann. § 6-47-404 and 6-47-405)

DISTRIBUTION OF LITERATURE

The building principal must approve the distribution of literature at the school.

DOCUMENTS REQUIRED FOR ADMISSION (DIOCESAN POLICY 4.04)

- Birth Certificate (original)
- Baptismal Certificate (if Catholic)
- Immunization Records
- Any previous school documentation, which will be reviewed prior to admittance

St. Joseph School

Students applying for Admission in grades 1-8 must present a copy of the current report card and standardized test results, if applicable, and a counselor recommendation. These documents will be reviewed to determine whether the program at St. Joseph School will meet the educational needs of the students. An interview with the student is part of the admission process.

Assessment in some academic areas may be held for new incoming students in grades 1-6.

New students in grades 7-12 will be assessed in the content areas of English and Math before admission.

Re-enrollment and Finances

Re-enrollment at St. Joseph Catholic School is not automatically extended to every student. All families must be aware that before re-enrolling for the next school year, all financial obligations

must be met. Families behind in tuition payments or other fees may be allowed to re-enroll once those financial obligations have been met. Re-enrollment is reserved for those students for whom St. Joseph has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment for the following year or be asked to leave the school at any time during the school year for failure to comply with the terms and conditions of this Handbook, which may include an evaluation of the student's attitude, behavior, or academic performance. All decisions regarding re-enrollment reside at the discretion of the school principal or the pastor.

DRUG-FREE AND SMOKE-FREE WORKPLACE (DIOCESAN POLICY 5.35)

All school buildings and campuses are declared drug-free and smoke-free (which includes vaping and electronic cigarettes). Appropriate action will be taken against anyone who violates this policy.

DUAL ENROLLMENT (DIOCESAN POLICY 4.17)

Qualified students may be enrolled in an institution of higher education as a part-time student upon receipt of a recommendation from the high school principal and by meeting the criteria for advanced placement. (Ark. Code Ann. 6-60-202)

St. Joseph School

Concurrent credit is a cooperative program between St. Joseph High School and the University of Central Arkansas (UCA) through which seniors may enroll in college-level courses before graduation. Through concurrent credit, approved high school teachers instruct UCA courses during the high school schedule. The course materials, assignments, and grading standards used in the courses must meet the same standards as other UCA courses.

Enrollment Requirements:

- An ACT composite score of at least 20
- An ACT Reading subtest score of at least 19
- If taking math, students must ALSO have an ACT Math subtest score of at least 19
- Cumulative GPA of 3.0
- Recommendation of the high school principal

Registration Requirements:

Students in this program are official UCA part-time pre-baccalaureate students. In addition to registering for the St. Joseph High School course, students must complete a UCA application form, a concurrent credit enrollment form, and a record release form. All paperwork for concurrent classes is handled through the St. Joseph High School counselor's office. UCA will determine the cost of tuition, and students/parents are responsible for paying the class fee, which is in addition to the St. Joseph School book bill.

EMERGENCY CLOSING

A school closing announcement will be communicated over local television, social media, and the St. Joseph School Mobile App. Generally, St. Joseph School will follow Conway Public Schools' emergency closing for inclement weather.

ENTRANCE AGE FOR ELEMENTARY SCHOOLS (DIOCESAN POLICY 4.05)

Entrance Age - No child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before September 1 of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before September 1 of such school year.

EXPULSION (DIOCESAN POLICY 4.30)

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the pastor and superintendent. A conference with the parents must be held to explain the reasons for expulsion. Following the conference, a written report containing reasons for the expulsion will be sent to the student's parent(s) and/or guardian(s) and to the Diocesan superintendent. If parent(s) and/or guardian(s) wish to appeal the decision, they will contact the principal in writing within ten (10) days of receiving notification of expulsion. The principal and pastor will arrange a hearing with a review committee.

St. Joseph School

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

EXTRA CREDIT (extension learning opportunities)

Extra credit will not be awarded for participation in a co-curricular activity. If an extra credit opportunity is offered, it should be available to all students in a class. Teachers should refrain from using extra credit to mask deficiencies in basic skills.

EXTRACURRICULAR ACTIVITIES (DIOCESAN POLICY 4.36)

School-sponsored extracurricular activities may be held with the approval of the pastor and/or principal. All school-sponsored activities will be appropriately supervised by Safe Environment trained faculty members and adults.

FACEBOOK® AND OTHER SOCIAL MEDIA POSTINGS OF STUDENT PHOTOGRAPHS

St. Joseph School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect the personally identifiable information of minors. St. Joseph School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parent(s) or guardian(s) of students enrolled at St. Joseph School are forbidden from posting photographs taken at school-sponsored events that include images of students other than their own on their personal Facebook® page. Such postings violate St. Joseph's adherence to The Family Education Rights and Privacy Act and the Child Protection Act.

FIELD TRIPS AND OFF-CAMPUS ACTIVITIES (DIOCESAN POLICY 5.43)

Field Trip Purpose and Procedures (Diocesan Policy 5.43.1)

- The principal is responsible for the coordination of all activities of the school, including student activities outside the school building or school day. If delegated, it should be clearly stated who is responsible for the event.
- The principal is responsible for establishing clearly defined procedures for collection and use of field trip funds. All funds must be deposited in the parish/school account.
- The principal must approve any school-sponsored activities. These activities must have a clear purpose, be carefully planned, and be well supervised by certified staff. For such activities, all the areas of responsibility should be clearly defined.
- The principal must ensure that adequate supervision is provided by at least one certified faculty member for all school-sponsored activities and field trips. In elementary schools, a ratio of not less than one adult for each group of 5 to 8 children should be arranged. The guideline is, the younger the students the greater the need for supervision.
- A field trip must have the enrichment of the curriculum as its core purpose and must be carefully planned as an extension of the classroom experience.
- The principal, as the responsible school administrator, must follow the established transportation policy, have drivers complete the Field Trip Driver Information Sheet, and keep these documents on file in the school office.
- Permission slips should be retained for one year after the trip. If a chartered bus is used for transportation, principals must keep a copy of the signed contract on file in the school office.
- Verbal permission to travel on a field trip is not permitted. Permission must be written on the field trip permission form required and approved by the Diocese. Completed permission slips received by fax or scanned email document are acceptable.
- The principal always reserves the right to exclude a student from participation in a field trip.
- The only children allowed to attend a field trip are those for which the field trip is planned.
- Further procedures to be observed when sponsoring field trips are available from the Office of Catholic Schools.

Overnight Field Trips (Diocesan Policy 5.43.2)

Overnight field trips are highly discouraged. Requests for exceptions must have approval from the pastor and be submitted to the Diocesan superintendent. Overnight trips must meet guidelines from Catholic Mutual Youth Trips involving overnight stay. Contact the Office of Catholic Schools for approval prior to planning an overnight trip.

Private Passenger Vehicles (Diocesan Policy 5.43.3)

The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately-owned and driven:

- The driver must be at least 21 years old.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair their ability to drive the vehicle safely. The vehicle must have a valid and current registration and valid and current license plate.
- The vehicle must be insured by the driver at the minimum limits required by Arkansas Law. The diocese recommends \$100,000 per person/\$300,000 per occurrence.
- The Driver Liability Form must be signed by any adult that will be driving and a copy of proof of insurance and driver's license will be provided to the school.
- Students must wear seat belts at all times.
- Students under 6 years of age and/or 60 pounds must be strapped into an appropriate child safety restraint.
- Teachers should not be drivers for field trips.
- Drivers must complete the Safe Environment Drivers Training Module.
- Maximum number of consecutive miles driven will not exceed 250 miles per driver without at least a 30 minute break.
- Daily maximum miles driven will not exceed 500 miles per vehicle.

St. Joseph School

Students are expected to ride the bus to the field trip but may check out with a parent or legal guardian should a student not be returning to school. Students returning to school must ride the bus back to campus.

FINANCES

St. Joseph School does not wish to deny any child a Catholic education. Limited financial assistance is available to qualifying families.

Tuition

Tuition may be paid in one of the three payment methods described below. When tuition statements are mailed in the spring for the upcoming school year, a student's family selects its payment method. Tuition statements are posted on FACTS Management based on the payment plan chosen. Tuition statements will reflect any financial aid awards. Payment plans may be changed by contacting the St. Joseph School Business Manager.

PLAN A: Payment in total (one payment) on or before August 15.

PLAN B: Two semi-annual payments with the first-semester tuition balance on or before August 15 and the second-semester tuition balance on or before January 15.

PLAN C: Monthly payments in increments of 12, 10, or 9 months.

If a child is enrolled after the start of the school year, tuition and school support hours will be prorated, but all other costs will be charged in full.

If an enrolled child is withdrawn before the end of the school year, tuition will be prorated, but all other costs will be charged in full.

Incidentals

Student charges that are in addition to tuition are due when billed. Such charges may include After School Program, book bills, cafeteria, library fines, or Preschool tuition.

If book bills are not paid by the designated due date or other payment arrangements have not been made with the School Business Manager or Principal, the total book bill(s) that is/are owed for a family will be added to their tuition payment draft plan. The total book bills(s) owed will be divided by the remaining months of the tuition payment draft plan. For annual and semi-annual tuition plans, book bills are due by the designated due date, or other payment arrangements may be made with the School Business Manager or Principal. Families may choose to pay book bill(s) on a monthly payment draft plan.

Delinquent Accounts

Students with accounts in arrears at various points during an academic year will have their schedules, report cards, or re-enrollment contracts withheld until their accounts are made current.

If a student withdraws from or is dismissed from St. Joseph School, student records (report cards or transcripts) will be released to another school if their account is paid in full.

Unless a student's account is paid in full no later than June 30 of the current school year, St. Joseph School reserves the right to terminate a student's enrollment contract for the following school year and deny enrollment for the school year.

Delinquent accounts are subject to collection. Parents will be responsible for all collection expenses, including attorney fees, to the extent law permits.

All charges passed on to the school by banks due to insufficient funds/closed accounts, etc., will be added to the family's financial obligations to the school.

FOREIGN EXCHANGE STUDENTS (DIOCESAN POLICY 4.07)

Foreign exchange students are required to be sponsored by an international student exchange visitor placement organization to comply with the rules and regulations outlined when placing a student in a school in the state. (Ark. Code Ann. §6-18-1705, §6-18-1704, §6-18-1706)

St. Joseph School

Foreign exchange students who are interested in enrolling at St. Joseph School will be considered on an individual basis according to the following guidelines:

1. The student has proficiency in speaking, reading, and writing English.
2. Sponsorship is only through the AFS Intercultural Programs. That agency is responsible for securing a J1 visa for the student, arranging for a host family, and accepting full responsibility for the student.
3. The period of attendance will be for a maximum of one (1) school year.
4. The student will not be granted a St. Joseph School diploma.
5. The student's parent(s) or guardian(s) will be responsible for all tuition and fees.
6. The student's readiness and requirements of the native country may limit St. Joseph School's ability to meet the student's academic needs.

FUNDRAISERS

Any fundraisers must be submitted in writing to a building principal. The fundraising proposal must include the date, purpose, and who will benefit from the funds raised.

GIFT-GIVING AND ACCEPTANCE

Students or families may give gifts to reflect their appreciation for employees and the services they provide. Out of respect for students and their families, St. Joseph School makes reasonable allowances for accepting gifts and other acts of gratitude. However, suppose a parent or student approaches an employee or volunteer with an excessive or inappropriate gift. In that case, the employee or volunteer should politely decline the gift and discuss the matter with their immediate supervisor.

GRADING/REPORTING OF STUDENT PERFORMANCE (DIOCESAN POLICY 4.11)

Uniformity of grading will be conscientiously maintained throughout the school. That is, work of similar quality will receive about the same grade from all teachers. Academic marks are to be based on an academic achievement and not on conduct, as behavior is to be graded separately.

Grades (Diocesan Policy 4.11.1)

The letter system or percentage system will be used for reports to parent(s) and/or guardian(s), while either percentages or letters will be used for permanent record files. In either case, the following interpretation will be maintained in elementary schools:

A	90-100
B	80-89
C	70-79
D Passing Minimum	60-69
F Failure/No Credit	59-0
I (Incomplete)	N/A

* St. Joseph School Honors Program grading system details can be found in the honors program handbook.

Modified Grading (Diocesan Policy 4.11.2)

A modified grading scale may be used in academic areas affected by a student's diagnosed learning disability or other diagnosed handicapping condition. On the report card and permanent report card, an asterisk will be placed beside the modified subject area. The description of the subject modification(s) will be placed in the student's file. Letter grades given in the modified area(s) will be based on the academic performance as defined in the student's modified academic plan.

Diagnosed Disability (Diocesan Policy 4.11.3)

A diagnosed disability is a condition that has been evaluated by a psychiatrist, psychologist, psychological examiner, or physician and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and/or an academic plan must be filed in the school office.

Report Cards (Diocesan Policy 4.11.4)

Report cards will be distributed one week after the close of each quarter.

Failure (Diocesan Policy 4.11.5)

When failure seems unavoidable, parent(s) and/or guardian(s) will be properly notified well in advance of the probable failure of the child. Two subject failures in the elementary schools constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing grades will be presented to the principal before the child is promoted. High schools will follow their own policies regarding student failure. In the event of retention, documentation will be recorded on the permanent record of the student.

Parent-Teacher Conferences (Diocesan Policy 4.11.6)

Parent-teacher conferences will be scheduled at least once a semester.

Promotion (Diocesan Policy 4.11.7)

A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student's academic progress, the teacher in consultation with the principal will consider the social, emotional, physical, and moral development of the student, which at times will be given preference over academic performance.

Grade Point Average

The grade point average is calculated by dividing the total number of quality points earned by the number of subjects taken. Course exceptions are athletics and band.

HEALTH (DIOCESAN POLICY 4.34)

Facilities for sick students are minimal. If a student becomes ill, parents or guardians or emergency contacts will be expected to pick up their student as soon as possible. School officials shall act as the loco parentis and secure medical attention when parents or guardians or emergency contacts cannot be reached. Only emergency first aid may be provided at school. In the event of an accident or illness requiring emergency medical attention, every effort will be made to contact parents or guardians or emergency contacts; however, 911 may be called to dispatch an ambulance to the school if needed.

Students with a temperature of 100.4 degrees or above will be excluded from school. Such students must remain home until they are fever free for twenty-four (24) hours without the aid of fever-reducing medication.

Any student determined to have had vomiting or diarrhea will be excluded from school and shall remain home until they are free of those conditions for twenty-four (24) hours without the aid of medications.

A list of allergies and any other medical problems must be presented by the parents/guardians in writing to the office at the beginning of each school year; please update as necessary.

Student Health Records (Diocesan Policy 5.20.1)

Schools are required to keep health records of immunizations for each student. Immunization information may be kept on the Arkansas Immunization Health Record available from the Office of Catholic Schools or by entering the information into the FACTS student information system. The health records will transfer with the student if he/she transfers to another school.

Communicable Diseases (Diocesan Policy 4.34.2)

Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations Pertaining to Reportable Disease will be excluded from school for the period of time designated in these regulations.

Parent(s) and/or guardian(s) must report any communicable diseases to the principal.

The identity of the infected student, as well as all health and other pertinent records, shall be kept confidential, and the number of people who are aware of the student's condition will be kept at a minimum.

Before returning to school, the student must be past the period of communicability; that is, free of fever, vomiting, and/or diarrhea for 24 hours, and able to participate in normal classroom activities.

Immunizations (Diocesan Policy (4.34.3))

All students attending Catholic schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas, which can be found on the Arkansas Health Department website. (Ark. Code Ann. §6-18-702)

- A school may temporarily admit a child provided that the child becomes appropriately immunized, is in-process of receiving the needed doses of vaccine, or shows proof that he/she has applied for an exemption for those vaccines they have not received within thirty (30) calendar days after the child's original admission.
- An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health.
- All schools will use the either Health Appraisal Record obtained through the Office of Catholic Schools or FACTS Medical as a standard form for recording immunization information. An accurate and current list of all exempt and deficient students must be maintained at the school.

Medication at School (Diocesan Policy 4.34.1)

Any student with a medically complex condition must have a medical plan signed by parent(s) and/or guardian(s) and a healthcare professional on file in the school office. All medication (prescription and nonprescription) must be administered through the school office. Medicine of any kind is not to be provided by the school.

- Any medication given to a student must have a written directive signed by the parent(s) and/or guardian(s). The written directive will include the name of the student, the name of the medicine, the date and the time(s) the medication is to be administered to the student, and the dosage. Each medication should be in a separate labeled container including the student's name and the time the medication should be given.
- Any medication brought to school will be stored in a designated place under control and supervision of appropriate school officials. The person administering the medication will document: the name of the student, the type of medicine, the date, the time it was administered, the dosage given, and who administered the medicine.
- Students may not share medication with other students.
- Prescription medication must be in the original medicine bottle with directions for administering the medication on the bottle.
- Students having the need for use of an EPI-Pen or asthma inhaler must have written documentation on file in the office from his/her physician stating the necessity for the student to have it with him/her at all times.

Parasites

The parent(s) or guardian(s) of students found to have live host parasites that are transmittable in a school environment (i.e., lice or nits) will be asked to pick their child up upon detection. The parent/guardian will be given information concerning eradicating and controlling human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live host parasites that are transmittable in a school environment. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Scoliosis Screening (Diocesan Policy 5.21.2)

All schools will conduct an annual scoliosis screening program in accordance with regulations promulgated by the State Board of Health. Screeners should be licensed physicians or individuals trained by a certified scoliosis instructor. (Ark. Code Ann. §20-15-802)

Girls in the sixth grade and boys and girls in the eighth grade shall receive a scoliosis screening each year.

Parent(s) and/or guardian(s) must notify the school in writing if they do not wish for their child/ren to be screened.

Students with Medically Complex Conditions (Diocesan Policy 5.21.4)

Schools accepting students with a medically complex condition, defined as “a health condition that can put the child in danger of death during the school day or that requires close monitoring,” will work with the family of the student and the health care professional to devise a plan of support.

This plan should include medications, medical supplies, and alternate foods, if necessary, to meet the student’s needs. This individual health care plan must be developed, signed in collaboration with the student’s parent(s) and/or guardian(s) and a healthcare professional, acceptable to the school, and within the resources of the school to provide. The plan shall be kept on file and updated annually.

Vision and Hearing Screening (Diocesan Policy 5.21.3)

All schools are to conduct an annual vision and hearing screening program for students. Qualified volunteers may be used to conduct this annual program. It is recommended that students in grades kindergarten, first, third, fifth, and seventh and all new students be screened for vision and hearing problems. The results of the screening are to be recorded on the student’s health record. Parent(s) and/or guardian(s) are to be notified in writing if further evaluation is needed by a physician.

HIGH SCHOOL 2ND SEMESTER EXAM EXEMPTIONS PRIVILEGE

All grades 7-12 students can be exempt from a 2nd-semester exam. SJHS bases its semester test exemptions on students' grades and the number of unexcused absences. You can log into your FACTS Family Portal to check your student's attendance and grades.

The St. Joseph School 2nd semester exam exemptions privilege does not apply to students enrolled in Conway Area Career Center courses, University of Central Arkansas concurrent courses, or Virtual Arkansas courses. Students enrolled in any of these institutions' courses must abide by their policies and procedures.

Exam Exemptions Criteria:

Semester Grade Average	Unexcused Absences
A	2
B	must take exam
C	must take exam
D	must take exam
F	must take exam

Courses:

Courses Eligible for Exemptions Privilege (Full Unit 1.0)	Courses Not Eligible for Exemptions Privilege
Full Credit: 1 Unit e.g., Math 7, Science 8, Civics/Economics and Personal Finance, Algebra II, Theology III, and Forensic Science/Zoology	10 Grade (Semester Courses): Art I Oral Communication
	9th Grade (Semester Courses): Career Readiness Computer I
	8th Grade (Semester Courses): Arkansas History Art

Absences:

Recognized Absences (excused)	Non-recognized Absences (unexcused)
School sponsored events	Personal trips:

	<ul style="list-style-type: none"> • College visits that exceed the number allowed • Concerts • Hunting expeditions • Travel for sports unrelated to a St. Joseph School team • Vacations
<p>College visits for seniors (3 days) & juniors (2 days) only. The College Day Release Form must be submitted and approved before a college visit. Documentation from the college is required as official proof of the college visit.</p> <ul style="list-style-type: none"> • See SJS Student/Parent Handbook for details. 	<p>Unauthorized absence from class</p> <ul style="list-style-type: none"> • Oversleeping • Truancy “Skipping School”
<p>Planned absence with written documentation such as an email or parent written note (e.g., altar serving, death in the family, legal obligation). Phone contact with the school does not constitute documentation.</p> <ul style="list-style-type: none"> • Written documentation must be provided within five school days of the absence. • If written documentation is not received within five school days, the absence will be noted as unexcused for semester exam exemption. 	<p>Suspension from school</p>
<p>Medical absence with written documentation such as an email, parent written note, or doctor’s note (e.g., counseling, doctor’s appointment, hospitalization, or serious personal illness or injury). Phone contact with the school does not constitute documentation.</p> <ul style="list-style-type: none"> • Written documentation must be provided within five school days of the absence. • If written documentation is not received within five school days, the absence will be noted as unexcused for semester exam exemption. • Only three medical absences will be excused with parental written documentation. 	

- After a 3rd consecutive day of medical absence, an official doctor's note must be provided.

Missing school does not excuse students from assignments. **The school office does not get a student's assignments for absences. Students must consider that absence from school puts them behind in their work and thus should be avoided except for serious reasons.** A teacher's focus and attention are centered on the students who are present in class for instruction. When a student returns from an absence, it is up to them to approach teachers about missed work and tests. If students fail to do this, severe academic problems could result from failing to ensure all missed work and exams have been made up.

HOMEWORK ASSIGNMENTS (DIOCESAN POLICY 4.14)

Homework assignments create opportunities for important interactions among schools, families, students, and other adults who help care for children. Well-designed practice helps students learn. Homework guidelines should be developed based on age appropriate developmental stages of the child.

HUMAN SEXUALITY (DIOCESAN POLICY 4.40)

Reasons for a Policy on Human Sexuality (Diocesan Policy 4.40.1)

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

These truths extend into every facet of our lives, including—and perhaps especially—our sexuality.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (Catechism of the Catholic Church (“CCC”), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good

of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

These teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by “the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences” (Amoris Laetitia (“AL”), #56). Pope Francis further notes that “biological sex and the sociocultural role of sex (gender) can be distinguished but not separated,” and that although we must always be “understanding of human weakness and the complexities of life,” that does not require us to “accept ideologies that attempt to sunder what are inseparable aspects of reality” (Ibid.). Ultimately, “[w]e are creatures, and not omnipotent,” and we must accept and respect our humanity “as it was created” (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of God the Creator” (AL, #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

Bullying/Harassment/Violence and Human Sexuality (Diocesan Policy 4.40.2)

All persons have inherent human dignity and are thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity, will not be tolerated (see sections 4.24, 4.25, and 4.26).

Chastity (Diocesan Policy (4.40.3)

All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are generally not permitted at school.

Sexual Orientation and Same-Sex Attraction (Diocesan Policy 4.40.4)

Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term “same-sex attraction” is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.

Gender Dysphoria (Transgenderism) (Diocesan Policy 4.40.5)

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms (with rare exceptions only on a limited, case-by-case basis, to be determined by the principal of the school); titles, names, and pronouns; and official school documents (see section 4.41, Official School Documents). If a student’s expression of gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parent(s) and or guardian(s). If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parent(s) and/or guardian(s) are first given the opportunity to withdraw the student from the school.

INCLEMENT WEATHER MAKEUP DAYS (AMI)

The ANSAA Board voted to grant the use of Inclement Weather Make-Up Days (such as AMI Days, Distance Learning, Off Campus Student Work Assignments, etc.). Each Inclement Weather Make-Up day will count towards one six-hour day of the 178-day requirement. Schools must adhere to the following general guidelines when using this option:

- Five (5) Inclement Weather Makeup Days can be used at most.
- Lessons must be current, tied to grade level curriculum standards, and approved by the school principal.
- Internet interaction should be included; FACTS, Educational Links, etc.
- Estimated completion time for work assignments should be age appropriate
- Assigned work must be evaluated.
- Schools must provide teacher in-service before using Inclement Weather Makeup Days.
- Schools must inform all parents of Inclement Weather Make-Up Days and their possible responsibilities.
- Follow-up surveys of parents and students are recommended to gain feedback regarding the initiative.
- Time should be available for student /teacher interaction before the assignment deadline, i.e., school hours on inclement weather days or when school resumes.

INTERNET, ELECTRONIC MAIL, AND SOCIAL NETWORKING (DIOCESAN POLICY 4.20)

All students, parent (s), and/or guardian(s) must read and sign that they agree to comply with stated rules regarding communication and usage of technology and social media while honoring all relevant laws and procedures outlined by the Diocese of Little Rock.

St. Joseph School

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users worldwide. Families should be warned that material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent is to make Internet access available to further educational goals and objectives. The benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media information sources. The school supports and respects each family's right to decide whether or not to apply for access.

School Internet and E-mail Rules

Students are responsible for behavior on school computer networks, like in classrooms or hallways.

The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for students under the age of 18. Access is a privilege – not a right and entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communication over the networks. It is presumed that users will comply with school standards and honor the agreement they have signed. Beyond clarifying such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure users use the system responsibly. Users should not expect that files stored on school servers will always be private. There should be no expectations of privacy when using school computers, computer networks, or computer systems.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

As outlined in the school policy and procedures, the following guidelines must be followed:

Computer Access

- The administration or teacher has the right to access information stored in any student file, screen, or electronic mail.
- Hardware or software shall not be damaged, modified, or abused.
- Intentionally altering the school computers' files, data, or software will be viewed as vandalism.
- Loading software on any computer without the authorization of the technology coordinator is forbidden.
- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Using or sharing another's password is not allowed.

Internet Access

- Before accessing the Internet, each student will receive instruction in adequately using the online tools.
- Students must notify a teacher immediately of inappropriate material found.
- Internet use without the knowledge and permission of a teacher or administrator is prohibited.
- Students may not download programs.
- Use of the Internet with a clearly defined educational objective, understood by both student and teacher, is allowed.
- Students will use polite language; obscene, harassing, insulting, or attacking language will not be tolerated.
- Transmission or downloading of materials in violation of copyright laws is prohibited.

Social Media

The same principles and guidelines in this policy apply to students' online activities. Ultimately you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Remember that any of your conduct that adversely affects employees, students, or families of the parish or school may result in disciplinary action up to and including expulsion from the school or legal action.

The following are prohibited:

- Sending and displaying offensive messages or pictures.
- Damaging computers, computer systems, or computer networks
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Students are not to reveal any personal information

Social Media (St. Joseph School)

Students are always encouraged to exercise caution when participating in social media or electronic communications (e.g., Facebook, Twitter, Instagram, etc.) within the St. Joseph School community and beyond. Students who participate in electronic or online interactions must remember that their posts reflect on the entire St. Joseph School community and, as such, are subject to the same behavioral standards outlined in this Handbook.

In addition to the regulations found in this Handbook, students are expected to abide by the following:

- All communication between faculty and students should ordinarily occur within the School platform's parameters (stjosephconway.org) and related applications (e.g., Gmail). Private email accounts, text messaging, and other forms of communication between faculty and students not through a School platform are ordinarily not permitted.
- In cases where adult-student communication is necessary, and the use of a St. Joseph School platform is impractical, alternative methods of correspondence are permissible, assuming that the adult remains in an appropriate adult role relative to the student, that the content of the communication is for sharing logistical information and reminders, and that the correspondence is visible to others and is archived (i.e., not automatically deleted).

Examples of acceptable alternatives include but are not limited to group text messages (e.g., GroupMe), mass reminder texts (e.g., Remind101), and conference calls or video conferencing. One-on-one communication should be avoided by copying another adult on the message. If a student contacts an adult one-on-one, the adult is responsible for redirecting the conversation to an appropriate channel.

- Online discourse from school-sponsored platforms should remain apolitical and focused on School-related issues, news, and events. Students should report to an administrator any communication from adult School community members that they deem inappropriate.
- To protect the privacy of St. Joseph School students and faculty, students may not, under any circumstances, create digital images of St. Joseph School community members either on-campus or off-campus St. Joseph School events for electronic or online publication or distribution.
- Students may not use social media sites to publish disparaging, harassing, or exploitative remarks or images about St. Joseph School community members, athletic or academic contest rivals, etc. Students who post editorial content to websites, blogs, or other forms of electronic media must ensure that their submission does not reflect poorly upon the school or any community member.
- Failure to abide by this policy, as with other policies at St. Joseph School, may result in disciplinary action as described in this Handbook or as determined by a St. Joseph School building-level Principal.

Violation may result in loss of access and other disciplinary or legal actions.

St. Joseph School

Any time a student violates the Internet, Electronic Mail, and Social Networking Usage Policy:

- The building principal, teacher, and the student's parent(s) or guardian(s) will be notified of the specific violation (a volunteer's responsibility ends with informing the building principal)
- The student will lose school-wide computer privileges for a minimum period of one (1) week
- The student may receive partial credit or a zero (0) on any computer assignment for the suspension period unless:
 1. The student completes the assignment without using a computer (e.g., paper and pencil)

2. The student completes the assignment using a home or public library computer
- A written record of the infraction and sanction applied will be kept on file
 - In addition, standard school disciplinary procedures may apply

Consequences for Violations of Guidelines:

1st Offense – The device is confiscated by staff and turned into the school office. The device will be returned at the end of the day following a one-on-one meeting with the building principal.

2nd Offense – The device is confiscated by staff and given to the principal, who notifies the parents(s) or guardian(s). Parents or guardians must pick up the device, sign for the device, and assume responsibility for proper use by the student.

3rd Offense – The device is confiscated by staff and given to the building principal; parents or guardians are notified, and the student will serve a one (1) day in-school suspension.

4th Offense – The student is sent home that day AND out of school and suspended the next day. The student will be ineligible for any extra-curricular activity on either day. The student faces insubordination and possible expulsion with the termination of BYOD privileges.

ITEMS BROUGHT TO SCHOOL

St. Joseph School is not responsible for the loss or damage to any items brought to school by a student. This includes but is not limited to, all electronic devices.

LIBRARY MEDIA CENTER

The Library Media Center is a place for study, research, and the use of media materials. Students are expected to be courteous and respect the rights of other patrons. Disruptive behavior will not be tolerated. The Library Media Specialist or teacher in charge will determine which behavior is appropriate for various study situations.

Students are expected to be responsible for materials checked out from the Library Media Center. Overdue charges will be assessed when books are past due for grades 7-12. At the end of the school year, students will be charged replacement costs for any materials not returned to the Library Media Center. No refunds will be given after June 30.

LOCAL CONSULTATIVE SCHOOL BOARD (DIOCESAN POLICY 5.14)

Each parochial and Diocesan school in the Diocese of Little Rock will have a consultative school board in accordance with the guidelines set forth in the *Diocesan Manual of Policies and Procedures for Catholic Schools*.

LOCKERS

Students in grades 4-12 are assigned a locker for books and clothing. A student may not switch lockers with another student or take an "empty" locker without permission from the St. Joseph

High or Middle School Administrative Assistant. It is recommended that locks be placed on all lockers and be kept locked at all times. Only locks issued by the School may be used.

Because all lockers remain the property of the School, the right is reserved to inspect lockers at any time. Lockers are the property of the School, and the school reserves the right to request students to empty lockers at announced times for cleaning, repair, etc.

All lockers must be cleared out by each semester's last day of school. All contents left over after that time will be donated to charity or discarded.

LOITERING (DIOCESAN POLICY 5.34)

Strangers are not permitted to loiter in or near a school building. A law enforcement officer should be called if a person persists after being asked to leave. A person commits the offense of loitering if he/she: lingers, remains, or prowls in or near a school building not having any reason or permission from anyone authorized to grant the same. (Ark. Code Ann. § 5-71-213, 6-21-607 and 6-21-606) Persons loitering on or near private school grounds during school hours or at any school-sponsored activities after regular school hours without any lawful purpose are guilty of a misdemeanor.

LOST AND FOUND

Any items left in the school building or on the school grounds should be placed in the Lost and Found. Items placed in the Lost and Found remain there for ten (10) days. After ten (10) days, items are donated to the Flea Market.

LUNCH

The campuses of St. Joseph School are closed during lunch for student safety and accountability, which means students are not allowed to check out to leave campus during lunch. Visitors are allowed on campus during lunch with permission from the office.

Lunch may be purchased or brought from home, and students may eat in the cafeteria or outside with administrative approval. Other areas will be designated as needed. Each student is responsible for cleaning his/her place and properly disposing of all paper and scraps of food. Students must order their lunch by 9:00 AM. After 9:00 AM, parents or guardians must supply a sack lunch for their child(ren).

Payment options:

Option 1 Pay for the entire school year.

The due date will be the first Friday of the first week of school

Option 2 Pay by the semester.

The due date will be the first Friday of the first week of school and the last day of school before Christmas Break

Option 3 Bank Draft

Drafts will be taken on the 15th and last day of each month

MARRIED STUDENT (DIOCESAN POLICY 4.39)

Curriculum in a Catholic high school is not designed for the married student. Therefore, married students are not allowed to enroll in a Catholic high school. If students marry before graduation, they are advised to complete graduation requirements through other agencies or institutions.

NON-CUSTODIAL PARENTS (DIOCESAN POLICY 5.37)

- It is required that the custodial parent provides the school with an official, updated copy of the court-ordered documents outlining child custody and visitation agreement.
- Non-custodial parents are not to use the school as a meeting place to visit with their child(ren). The school will follow the rights for the non-custodial parent(s) that are outlined in the court order.
- If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of that parent. If the principal determines that such a parent is volunteering in order to increase contact with the child(ren), the principal should notify the custodial parent and have them settle the issue.
- The superintendent will assist principals and teachers as needed with child custody disputes

OFFICE RECORDS

Parents or guardians are requested to make and save changes in the Web Forms Tab in FACTS Family Portal of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses and phone numbers of emergency contacts. This information will guarantee that office records are accurate, complete, and up-to-date.

OFFICIAL SCHOOL DOCUMENTS (DIOCESAN POLICY 4.41)

Diplomas, transcripts, school records, and any other official documents of the school (“official school documents”) shall be issued in conformity with the student’s biological sex as based upon physical differences at birth and at the time of the student’s enrollment. Official school documents are also historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the official school documents may be issued in the following format: “Original Name, a.k.a. New Legal Name.”

OPPORTUNITIES FOR SPIRITUAL GROWTH (DIOCESAN POLICY 4.10)

Opportunities will be provided to enable the students' faith to become living, conscious, and active through instruction. The faculty will work together to provide a religious program for the students that will become a powerful force for the development of personal sanctity and for the building of community.

- Every student enrolled in a Catholic school in the Diocese of Little Rock will have the benefit of a religion course taught by a practicing Catholic teacher.
- All Religion texts and materials must be on the USCCB Conformity Listing of Catechetical Texts and Series.
- Students will be given the opportunity to attend Mass throughout the school year and for the reception of the sacrament of reconciliation.

PARENT OR GUARDIAN RESPONSIBILITIES

Parents or guardians and St. Joseph School are responsible for educating our students. For a student to achieve their fullest potential, parental cooperation and support are essential. It is the responsibility of the parents/guardians:

- To familiarize themselves with Parent/Student Handbook policies
- To help monitor their child's academic progress as well as behavior at school and school-sponsored events
- To financially support the school
- To see that their child complies with the dress code
- To call in absences to the school by 9:00 a.m,
- To provide their child with the required school supplies
- To complete CMG Connect/Safe Environment Training

PARENT SEX OFFENDERS (DIOCESAN POLICY 5.38)

Refer to the Diocesan Sex Offender Policy which can be found at:

<https://www.dolr.org/sites/default/files/documents/safe-environment-registered-sex-offenders-policy.pdf>

PARENT-TEACHER ORGANIZATION (PTO) (DIOCESAN POLICY 5.15)

The Office of Catholic Schools recommends that each parochial and Diocesan school establish a parent-teacher organization. This organization will function in accordance with the following Diocesan regulations:

- Membership in the parent-teacher organization will consist of the pastor, principal, teachers, and parents and/or guardians of the students.
- Each organization will follow the constitution and bylaws based on guidelines furnished by the Office of Catholic Schools.

- Program needs will be determined based on the needs of the school as outlined by the principal, school board, and long-range plans. The principal and/or pastor have final approval of all programs and fundraising.

PARENTS (DIOCESAN POLICY 2.10)

The Church's vision of the parent's role in educating their child/children is put forth in the following passage from the Declaration on Christian Education, Vatican Council II.

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

"It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor.

"While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."

The parents will promote the school within the larger community.

PARTIES AND CELEBRATIONS

All parties and celebrations held at school must be pre-approved by the building principal.

Party invitations should not be distributed in any class unless all students, all boys or all girls, receive an invitation and the teacher approves the distribution. In all other instances, invitations should be mailed.

PERMANENT RECORDS (DIOCESAN POLICY 4.12)

A permanent record will be kept for each student. The permanent record will include the attendance, cumulative academic grades, and results from the annual standardized test for the student. All permanent records should be kept in a locked, fireproof cabinet.

Student Permanent Records (Diocesan Policy 5.20.2)

Schools are to maintain a cumulative permanent record for each student, including attendance, grades, standardized test results, and years that they attended the school. These records must be kept in a fireproof storage unit and never destroyed.

Official school documents are like sacramental records in that they are historical documents. Therefore they must accurately reflect the name and identity of the alumnus/alumna during the time in which they were enrolled at and graduated from the school. If after graduation an alumnus/alumna changes their legal name (for whatever reason), requests new versions of their official school documents, and presents legal documentation of the name change, then the official school documents are to be re-issued in the following format: “Original Name, a.k.a. New Legal Name.” This will satisfy the need to connect the new name with the name appearing on the student records produced during the time that the student was enrolled in the school.

PHOTOGRAPH AND VIDEO CONSENT (DIOCESAN POLICY 4.32)

For all students under the age of 18, parent(s) and/or guardian(s) are required to give consent allowing photographs and videos of their child to be utilized on Diocesan websites and/or other publications. Photographs and videos of those students, without consent, will not be used on the website, social media and in other publications.

PREGNANCY (DIOCESAN POLICY 4.38)

In keeping with our Catholic philosophy regarding respect for human life, if pregnancy occurs, individuals involved will be treated with dignity, compassion, and concern for his/her feelings.

- The individuals involved are given the option to continue his/her studies in school.
- The student is free to transfer to another educational facility and make arrangements to receive credits through the Catholic school.
- In the case of students who are in his/her senior year, if all criteria of academic credits are met, the students may receive a diploma privately outside of the formal commencement ceremony.

SAFE ENVIRONMENT

Training for Adults

As of July 1, 2017, the Diocese of Little Rock uses CMG Connect, a safe environment training program developed by our risk management company, Catholic Mutual Group (CMG). The background check is run based on the information entered into CMG Connect. For the background check, please note that the information you provide online is encrypted and cannot be shared with anyone else, and no paper copies are retained.

Who must be trained?

Only those persons who fall into one of two categories:

- All employees of the diocese, a parish, or a school.
- Volunteers with routine contact with minors. This includes only those volunteers who have regular contact with minors as an essential part of their regular volunteering duties.

How do I get trained?

Go to CMG Connect, create a new account, and start the “Safe Environment Curriculum - Little Rock” online training course.

What if I have already been trained?

No one who has already done safe environment training and a background check will have to redo anything now. Users scheduled for five-year recertification will be notified of how to do that by their parish/school safe environment coordinator.

Circle of Grace Training for Youth and Children

All dioceses in the United States must provide safe environment training for children and youth. This program is not “sex education.” Instead, it is age-appropriate information for children and youth so they can know how to help create safe environments and what to do when they feel that a particular environment is unsafe. For our children and youth, our diocese uses Circle of Grace, a program developed by the Diocese of Omaha and endorsed by Catholic Mutual Group. For more information about the Circle of Grace program, please contact your local parish or school safe environment coordinator.

Report Abuse

The Diocese of Little Rock is committed to protecting children and young people. If a child is in immediate danger, **please call 911**. If not in immediate danger, please call the **State of Arkansas Hotline for Crimes Against Children at (800) 482-5964**. After contacting the civil authorities, please follow these steps:

- If your report is regarding abuse by a bishop, go to **Report Catholic Bishop Abuse**.
- If your report is regarding abuse by a priest, deacon, religious or other member of Church personnel, please email **Deacon Matthew Glover**, chancellor for canonical affairs, or call him at **(501) 664-0340, ext. 361**. Then for victim assistance, e-mail **Laura Gottsponer, LCSW**, victim assistance coordinator, or call her at **(501) 664-0340, ext. 425**.
- If you prefer to report abuse to the diocese by mail, please send a letter to Laura Gottsponer, LCSW, victim assistance coordinator. Or address your letter to Deacon Matthew Glover, chancellor for canonical affairs. See the addresses below.

Laura Gottsponer, LCSW
Victim Assistance Coordinator
Diocese of Little Rock
P.O. Box 7565
Little Rock, AR 72217-7565

Deacon Matthew Glover
Chancellor of Canonical Affairs
Diocese of Little Rock
P.O. Box 7565
Little Rock, AR 72217-7565

SCHOOL PROPERTY

All damage done to school property must be repaired or replaced at the expense of those causing the damage. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. The student is liable to suspension or dismissal in the case of malicious damage.

SCHOOL SAFETY

Drills are held periodically in accordance with state regulations under the direction of the Director of School Safety. Instructions for fire, tornado, and intruder drills are posted in each classroom. Each teacher is given a copy to set up evacuation procedures for each class period.

Tampering with fire extinguishers, alarms, or any emergency equipment is prohibited and a violation of Arkansas state law.

SCHOOL SUPPORT HOURS

To promote volunteerism and encourage parent/guardian involvement in the school setting, each family enrolled in St. Joseph School is responsible for one of the following:

1. Completion of thirty (30) school support hours per year. St. Joseph School or St. Joseph Catholic Church must benefit from the services rendered.

- School support hours must be completed by the May deadline to be announced.
- Donation of school support hours received from non-family members is not to exceed ten (10) hours per year.
- A family receiving donated school support hours cannot then donate any hours to another family.
- Parish involvement related to altar serving, audio-visual booth, eucharistic minister, lecturing, ushering, First Reconciliation, First Communion, vacation bible school, or other parish-related events to be determined by the pastor may count toward the thirty (30) school support hours
- Families may not count student-required service hours for courses or clubs toward their family service hour total, thirty (30).
- Five (5) hours of the thirty (30) hours must be designated to the Flea Market.

OR

2. School support hours payment of \$600.00.

- The school support hours payment may be prorated based on the number of support hours completed at the end of the year. A rate of \$20.00 per hour will be assessed to families with less than thirty (30) hours.
- The school support payment must be made before report cards are released at the end of the school year.

There will be a school support hour sign-up sheet at most events during the school year and one in each school office. If you record your school support hours on one of these sheets, please do not duplicate them on your family sheet. Each family is responsible for turning in school support hours recorded on individual family sheets. Event chairpersons and the St. Joseph Elementary School administrative assistant will see that hours recorded at specific events and those recorded in each office are processed. Please check FACTS Family Portal for support hours recorded to date. If there is a serious discrepancy or questions, please contact the St. Joseph Elementary School Office at 501.336.8149.

Every effort will be made to inform you of school support hour opportunities through school communications and the online SignUpGenius.com forum.

Other lay and liturgical events are not recorded as school support hours; your participation is encouraged. Some examples include Boy Scouts, Girl Scouts, etc.

SCHOOL UNIFORMS/DRESS (DIOCESAN POLICY 4.33)

A sense of Christian modesty will dictate the type of clothing students wear.

- School uniforms are seen as affirming the school's mission and objectives.
- Clothing will be appropriate for the academic climate of the school.
- The administration reserves the right to interpret what is appropriate.

St. Joseph School

Respect for self and the School's academic environment is evidenced by a student's neat and clean appearance. Students' appearance should be neat, clean, and appropriate for school attendance.

Periodically, the School Uniforms/Dress is relaxed on Dress Down days. On Dress Down days, students should dress neatly and cleanly. Clothes whose appearance or expression is in poor taste are not permitted.

Girls

- Bulldog purple (not light or lilac purple), dark heather gray (not light gray), or yellow (pale yellow) knit polo-style/button-down oxford cloth shirt (long/short sleeve) with no labels or brands visible on the shirt. All shirts must be tucked in at the waist at all times. The uniform dress code prohibits name-brand logos/initials, turtlenecks, and layering of long-sleeved shirts under short-sleeved shirts. The St. Joseph School logo may be added, optional.
- Official bulldog purple or dark heather gray sweatshirt, ¼ pullover, or hoodie with St. Joseph School logo, available through the PTO. Students must have a school uniform shirt underneath. No other sweatshirts or hoodies will be allowed.
- St. Joseph High School seniors are allowed to wear their senior class sweatshirt.

- Grades K-6 uniform plaid (#42) jumper, skirt, or skort, no shorter than two (2) inches from the top of the knee. Grades 7-12 uniform plaid (#42) skirt, no shorter than two (2) inches from the top of the knee.
- Girls must wear shorts (any color) under uniform plaid (#42) jumpers or skirts.
- Black, gray, or navy blue solid tight-fitted leggings (no patterns)/tights with uniform plaid (#42) jumper or skirt.
- Uniform khaki (not stone), uniform navy blue, or uniform plaid (#42) shorts, no shorter than two (2) inches from the top of the knee, and should not extend below the knee.
- Uniform khaki (not stone) or uniform navy blue pants.
- Black, brown, or navy blue belt if pants/shorts have belt loops. If removing belt loops from pants/shorts, the belt loops must be fully removed.
- Black, navy blue, or white socks or knee socks.
- Makeup is not permissible for Elementary or Middle School students. Modest makeup is permissible for grades 7-12.
- All school uniform pieces must be in good condition and fit appropriately, ex., no bleach stains, frayed edges, or overly worn-out conditions.

Boys

- Bulldog purple (not light or lilac purple), dark heather gray (not light gray), or yellow (pale yellow) knit polo-style/button-down oxford cloth shirt (long/short sleeve) with no labels or brands visible on the shirt. All shirts must be tucked in at the waist at all times. The uniform dress code prohibits name-brand logos/initials, turtlenecks, and layering of long-sleeved shirts under short-sleeved shirts. The St. Joseph School logo may be added, optional.
- Official bulldog purple or dark heather gray sweatshirt, ¼ pullover, or hoodie with St. Joseph School logo, available for purchase through the PTO. Students must have a school uniform shirt underneath. No other sweatshirts or hoodies will be allowed.
- St. Joseph High School seniors are allowed to wear their senior class sweatshirt.
- Uniform khaki (not stone) or uniform navy blue shorts, no shorter than two (2) inches from the top of the knee and should not extend below the knee.
- Uniform khaki (not stone) or uniform navy blue pants.
- Black, brown, or navy blue belt if pants or shorts have belt loops. If removing belt loops from pants/shorts, the belt loops must be fully removed.
- Black, navy blue, or white knee socks/socks.
- Makeup and nail polish are not permissible.
- All school uniform pieces must be in good condition and fit appropriately, ex., no bleach stains, frayed edges, or overly worn-out conditions.

Optional Wear

- Attire for school-sponsored events (graduation, etc.) should be in good taste and appropriate for a Catholic school event. Specific details regarding the type of attire may be sent out before the event.
- **Bulldog Spirit Friday:** Students may wear St. Joseph School Bulldog Spirit shirts or sweatshirts. Administration may change Bulldog Spirit Friday to another day of the week, at their discretion, to accommodate school events.

- **Coats:** Coats may or may not be worn in the classroom at the teacher's discretion.
- **Girl Scouts & Cub Scouts/ Boy Scouts:** Students who are members of St. Joseph Girl Scout Troops & Cub Scout/ Boy Scout Packs may wear troop/pack uniforms as approved by the administration.
- **Hairstyle:**
Girls: Hairstyles shall be worn appropriately and never extreme (i.e., hair color must be natural, and highlights are permitted but only in natural hues). Hairstyles must be arranged to be off the face and out of the eyes.
Boys: Hair shall not touch over the eyebrows, hair shall not touch over the ears, and hair shall not touch over the shirt collar. Hair may not be dyed, frosted, highlighted, or have shaved in designs. Faces shall be clear of all facial hair. The final decision for appropriate hairstyles will rest with the building-level principal. This includes all school-sponsored summer events.
- **Jeans:** Jeans days will be reserved for special events at the administration's discretion.
- **Jewelry:** Jewelry should be kept to a minimum to not distract from the school uniform. Students may wear class rings, watches, and small items like scapulars, crosses, or medals. Girl's hair barrettes, bows, ribbons, headbands, and earrings should be modest in size and style. Once a girl is in the seventh grade, they may wear hoops or dangling earrings. No earrings for boys.
- **Mass Attire:** Students serving as altar servers, lectors, offertory collectors, and gift bearers are allowed to wear uniform pants, uniform shorts, uniform jumpers, uniform skirts, or uniform skorts during the St. Joseph School Mass.
- **Shoes:** Shoes for students should be appropriate for school wear. Athletic shoes are required for grades K-6. Velcro is recommended if a student cannot tie their shoes. Cleated shoes are not allowed because they cause floor maintenance problems. Only shoes with non-marking soles are allowed. Clogs or sandals (open-toe or open-back) may not be worn. No skating shoes are allowed on school grounds. **ONLY ATHLETIC SHOES WILL BE ALLOWED ON THE GYM FLOOR.**
- Grades 4-12 students must leave hats, sunglasses, scarves, gloves, coats, and jackets in their lockers during instructional hours. During lunch, Mass, or recess, students may opt to wear their jackets.

Prohibited School Uniform/Dress

- Tattoos (henna or permanent) and excessive body writing.
- Extreme body piercing.
- Extreme hair colors and extreme hairstyles.
- "SAGGING" – pants and shorts must fit at the waist.
- Only plain white T-shirts may be worn under uniform shirts.

Failure to adhere to established uniform requirements will result in disciplinary action. Parents or guardians will be notified of any violation, or the student will be sent home and will not be allowed to return to school until the violation is remedied. A student may be sent home on any day if the student is dressed in an inappropriate manner or at the discretion of the administration.

St. Joseph School administration reserves the right to determine the appropriateness of attire during the school day and at all school-related events.

SCHOOL ZONE WIRELESS TELEPHONE USE (DIOCESAN POLICY 5.45)

A driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building, except for emergency purposes. (Ark. Code Ann. §27-51-1609)

SEARCH OF PROPERTIES (DIOCESAN POLICY 3.31)

All property on the school campus, including but not limited to lockers, backpacks, purses, and technology devices, together with their contents, may be searched by authorized school personnel. Such action may also be taken when the building principal has reason to believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community.

SECONDARY SCHOOLS ADMISSIONS (DIOCESAN POLICY 4.06)

Students desiring to enter Catholic high schools are to abide by the admissions policies of those schools.

SEXTING

Students involved in possessing or transmitting inappropriate photos on their cell phones or other electronic devices face suspension or expulsion. In accordance with State law, the Conway Police Department will be notified.

SOLICITORS (DIOCESAN POLICY 5.41)

No one is allowed in the school building or on the school property to solicit or request signatures for a petition unless authorized by the pastor and/or principal.

STUDENTS WITH SPECIAL NEEDS

Students identified as having special needs will be provided with educational opportunities appropriate to their abilities within the available academic resources of the school (or resident public school district of the family) and within the limitations of the physical plant. The administration determines where and if a child is placed in St. Joseph School.

STUDENT ORGANIZATIONS

Each organization has a faculty sponsor and specific requirements for membership. Club meetings are held before school, during lunch, or after school on specified days. A student may not hold more than one major office (such as president) and two minor offices.

Instructional time will not be interrupted because of extra-curricular activities unless by the administration before the interruption. These interruptions will be held to a minimum.

Students participating in extracurricular activities must maintain a minimum academic semester average of at least a 2.0 and conduct grades no lower than a “3” in each class. Any “4” in conduct automatically suspends extracurricular activities for at least nine (9) weeks.

STUDENT RECORDS

St. Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent via email or the United States Postal Service. No permanent records will be given to parents/guardians to transport to the new school. Copies may be requested.

Families requesting student records/transcripts/recommendations must make a five (5) school-day request to the St. Joseph School Registrar’s Office. Student records will be sent via the United States Postal Service or email to the requesting school. Special handling will require the parents or guardians to pay all postal fees. No records will be sent to transferring schools of students whose financial commitment is not current.

SUPERVISION OF STUDENTS (DIOCESAN POLICY 4.21)

Principals are to make provisions for adequate supervision of students on playgrounds, in cafeterias, in libraries, in church, and at all places where scheduled activities take place.

SUSPENSION (DIOCESAN POLICY 4.29)

Suspension is defined as a temporary exclusion of a student from a school for disciplinary reasons. Suspension from the school will be the decision of the principal in consultation with the pastor. The principal will notify the student and the student’s parent(s) and/or guardian(s) for the reason of the suspension, the time of the suspension, and the requirements for reinstatement. It is the discretion of the principal regarding how school assignments are handled during a suspension. Students may be suspended by the principal for serious reasons for a period of time not to exceed ten (10) days.

There are two types of suspension:

- In-school suspension
The student is temporarily removed from the class but remains in school under supervision.
- Out-of-school suspension

The student is not permitted to be on school property for the duration of the suspension.

TARDIES (DIOCESAN POLICY 4.09)

For students to make satisfactory progress in school, it is necessary that they be present on a daily basis when classes begin. A student is considered tardy if not in the classroom when the class bell rings. Tardiness interferes with progress in school and constitutes a disturbance for all members of the class. If a student is late repeatedly, the principal will confer with the parent(s) and/or guardian(s) in an effort to correct this irregularity. If tardiness continues after the conference with parent(s) and/or guardian(s), the student is liable for suspension or expulsion.

St. Joseph Elementary School

Classes begin promptly at 8:05 a.m.; therefore, students arriving after 8:05 a.m. are considered tardy. The first school bell rings at 8:00 a.m., and the drop-off gates are locked at 8:05 a.m. At 8:05 a.m., the tardy bell rings, all campus exterior doors are locked, and teachers begin taking attendance. Parents or guardians must check in tardy students through the St. Joseph Elementary School office. Once a student has been properly checked in, they will be escorted to class by office staff.

St. Joseph Middle/High School

First Bell rings at 7:55 a.m., and the Second Bell rings at 8:00 a.m. If a student arrives after the 8:00 a.m. bell, they must check in through the office. Parents or guardians must check in tardy students through the St. Joseph Middle or High School Office.

Students must order their lunch by 9:00 a.m. After 9:00 a.m., parents or guardians must supply a sack lunch for their child.

1. Once the student is tardy for the 6th time, a FACTS automated email will be sent to the parent(s) or guardian(s) and building-level principal.
2. A detention hall will be assigned for 4th-6th grade, with the 7th tardy and each subsequent tardy.
3. For 7th-12th grade, seven tardies will be converted to an absence. Detention will be assigned for excessive tardiness.
4. If tardiness continues after a conference with the parent(s) and/or guardian(s), the student is liable for expulsion.

TELEPHONE

The following school telephone usage rules apply:

1. School telephones are for business purposes only.
2. School telephones are to be used for emergencies ONLY.
3. Except in the case of extreme emergencies, such as a family illness, messages will not be delivered to students.

4. Students should instruct their parents, employers, family, etc., not to call and ask for a delivery message.
5. Students will not be called to the telephone.

TESTING AND EVALUATION (DIOCESAN POLICY 4.19)

Students in the elementary schools are given standardized tests, as directed by the Office of Catholic Schools. The results will be included in the student's permanent record.

For a student to receive a Modified Academic Plan, the proper evaluation and testing stating their disability, must be on file with the school.

St. Joseph School

St. Joseph School administers the following tests by grade levels:

K-8	NWEA Map
9	PSAT 9
10	Pre-ACT
11	PSAT/NMSQT, ASVAB

The administration recommends that junior and senior students take the ACT and/or SAT tests in preparation for college. The Assessment of Child/Youth Religious Education (ACRE) is given to 5th and 8th-grade students.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA OR THE BUCKLEY AMENDMENT)

St. Joseph School adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) regarding the privacy of student records and the rights of non-custodial-parents-and/or guardians. The parent(s) or guardian(s) are responsible for sharing any official custodial information decided through the courts. Official custodial agreements will be kept confidential in the Registrar's document room. Without any court document, the school will view each parent or guardian as having full legal custody of their child. In the absence of a court order to the contrary, non-custodial parents or guardians have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to multiple home addresses.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent(s) or guardian(s) will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

TITLE IX

St. Joseph School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

TRANSCRIPTS

Contact the Registrar regarding transcripts, grades 9-12. For transcript requests for college admissions or other post-graduation programs, contact the High School Counselor.

TRANSFER STUDENTS (DIOCESAN POLICY 5.23)

- Permanent record/transcripts and immunization records are required for admission of transfer students. If records have not been received within thirty (30) days after accepting a transfer student, the school may dismiss the student.
- Students accepted are on probation, both academically and socially.
- Students transferring to secondary schools and participating in sports must follow the guidelines set forth by the Arkansas Activities Association (AAA).
- Permanent records and high school transcripts may be withheld by the principal in the event a student has not completed the withdrawal process and cleared financial accounts.
- Schools will forward a student’s educational records to other educational institutions that have requested records, provided all financial accounts have been cleared and the withdrawal process has been completed. Each school should have a policy regarding collection of unpaid fees and tuition in its student handbook.

TRESPASSING (DIOCESAN POLICY 5.33)

Persons disturbing private schools by their conduct or trespassing on school grounds during recess or while school is in session are guilty of a misdemeanor. (Ark. Code Ann. § 6-21-606)

VEHICLES

Driving to school is a privilege. It is the student's responsibility to be aware of and observe all campus driving regulations.

The following documents will be on file in the FACTS Family Portal before a student may drive on campus:

- Driver's license number (Arkansas provisional or full licenses only, no farm licenses).
- Year, make the color and license plate number of the vehicle(s) to be used.

Once a student has been issued a Parking Permit, the permit sticker will be displayed on the left front window of the vehicle. All vehicles used by a student must be registered within the FACTS Family Portal.

Student drivers will be restricted to their designated parking area, the Family Activity Center parking lot. Students may not park at other locations, including St. Joseph High School and the Spiritan Center. Failure to observe the parking regulations may result in suspending or losing the driving/parking privilege.

While classes are in session, a vehicle may be moved only with permission of the St. Joseph High School Principal. Because the driveways on campus are also pedestrian walks, drivers must be vigilant and drive at a maximum of 15 MPH. Failure to comply with these regulations may result in the revocation of driving privileges.

VISITORS/PARENT(S) AND/OR GUARDIAN(S) (DIOCESAN POLICY 5.36)

All visitors including parent(s) and/or guardian(s) are to sign in at the school office when entering the building for any purpose and sign out upon departure. Any visitor or parent and/or guardian wishing to observe a classroom must have approval from the principal prior to arriving at school for the visit.

VOLUNTEERS (DIOCESAN POLICY 2.11)

Volunteers cooperate with the principal in providing a positive educational climate for the students. Volunteers are accountable to the principal. Volunteers agree to abide by the established Diocesan policies and procedures. Training and background checks must be conducted on volunteers who have contact with students in accordance with the Diocesan Safe Environment policies. The coordinator for volunteers, if any, may supervise volunteers at the discretion of the principal and may be delegated as their immediate supervisor.

WITHDRAWAL OF STUDENTS (DIOCESAN POLICY 5.24)

All schools, public and private, must notify the Department of Finance and Administration when a student fourteen (14) years of age or older is no longer in school. (Ark. Code Ann. § 6-18-22)

SPIRITUAL RESOURCES

Sign of the Cross

In the name of the Father,
and of the Son,
and of the Holy Spirit. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day, for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our associates, and in particular, for intentions recommended this month by the Holy Father. Amen.

The Apostles' Creed

I believe in God, the Father Almighty, Creator of Heaven and Earth,
And in Jesus Christ
His only Son, Our Lord,
Who was conceived by the Holy Spirit
Born of the Virgin Mary
Suffered under Pontius Pilate
Was crucified, died and was buried. He descended into Hell,
On the third day, He rose again from the dead, He ascended into Heaven
And is seated at the right hand of God, the Father Almighty. From thence, He shall come to
judge the Living and the dead. I believe in the Holy Spirit,
The holy Catholic Church, the Communion of Saints, the
Forgiveness of sins, The resurrection of the body, and life everlasting. Amen.

Our Father

Our Father, Who art in heaven, Hallowed be Thy Name.
Thy Kingdom come.
Thy Will be done, on earth as it is in Heaven.
Give us this day our daily bread. And forgive us our trespasses,
As we forgive those who trespass against us. And lead us not into temptation,
But deliver us from evil. Amen.

Hail Mary

Hail Mary, Full of Grace,
The Lord is with thee.
Blessed art thou among women, and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, Pray for us sinners now, And at the hour of death.
Amen.

Glory Be To The Father

Glory be to the Father, and to the Son, and to the Holy Spirit.
As it was in the beginning, is now, and ever shall be, world without end.
Amen.

Hail Holy Queen (Salve Regina)

Hail, Holy Queen, mother of mercy,
Or life, our sweetness, and our hope!
To thee do we cry, poor banished children of Eve.
To thee do we send up our sighs, mourning and weeping in this vale of tears.
Turn then, most gracious advocate, thine eyes of mercy towards us, and after this, our exile,
show unto us the blessed fruit of thy womb, Jesus.
O clement, O loving, O sweet Virgin Mary! Amen.

Act of Contrition

O my God, I am heartily sorry for having offended You,
and I detest all my sins because I dread the loss of heaven and the pains of hell;

but most of all because they offend You, my God, Who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin. Amen.

The Angelus

V. The Angel of the Lord declared to Mary:

R. And she conceived of the Holy Spirit. Hail Mary...

V. Behold the handmaid of the Lord:

R. Be it done unto me according to Thy word. Hail Mary...

V. And the Word was made Flesh:

R. And dwelt among us. Hail Mary...

V. Pray for us, O Holy Mother of God,

R. That we may be made worthy of the promises of Christ.

Let us pray; Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.

Prayer before Holy Communion

Come O Blessed Savior, and nourish my soul with heavenly Food, Food which contains every sweetness and every delight.

Come, Bread of Angels, and satisfy the hunger of my soul.

Come, glowing Furnace of Charity, and enkindle in my heart the flame of divine love.

Come, Light of the World, and enlighten the darkness of my mind.

Come, King of Kings, and make me obedient to your holy will.

Come, Loving Savior, and make me meek and humble.

Come, Friend of the Sick, and heal the infirmities of my body and the weakness of my soul.

Come, Good Shepherd, my God and my All, and take me to yourself.

O most holy Mother, Mary Immaculate, prepare my heart to receive my Savior.

Amen.

O Saving Victim (O Salutaris Hostia)

O Saving Victim open wide

The gates of Heaven to us below

Our foes press on from every side

Your aid supply, your strength bestow

To Your great name be endless praise

Immortal Godhead, One in Three

Grant to us endless length of days

In our true native Land with Thee

Down in Adoration Falling (Tantum Ergo)

Down in adoration falling,
This great Sacrament we hail;
Over ancient forms of worship
Newer rites of grace prevail;
Faith will tell us Christ is present
When our human senses fail.

To the everlasting Father,
And the Son who makes us free,
And the Spirit, God proceeding
From them each eternally,
Be salvation, honor, blessing, Might, and endless majesty.

The Divine Praises

Blessed be God
Blessed be His Holy Name.
Blessed be Jesus Christ, true God, and true man.
Blessed be the Name of Jesus.
Blessed be His Most Sacred Heart.
Blessed be His most precious Blood.
Blessed be Jesus in the most holy Sacrament of the Altar.
Blessed be the Holy Spirit, the Paraclete.
Blessed be the great Mother of God, Mary most holy.
Blessed be her holy and Immaculate Conception.
Blessed be her glorious Assumption.
Blessed be the name of Mary, Virgin, and Mother.
Blessed be Saint Joseph, her most chaste spouse.
Blessed be God in His angels and in His saints.

Prayer to our Guardian Angel

Angel of God, my guardian dear
To whom His love commits me here
Ever this day (night) be at my side
To light and guard, to rule and guide. Amen.

Prayer to St. Michael the Archangel

St. Michael the Archangel, defend us in battle.
Be our protection against the wickedness and snares of the devil.
May God rebuke him, we humbly pray.
And do Thou, O prince of the heavenly host,
By the power of God thrust into Hell,
Satan and all evil spirits,
Who wander through the world seeking the ruin of souls. Amen.

Canticle of Mary (Magnificat) (Luke 1: 46-55)

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant.
From this day, all generations will call me blessed.
The almighty has done great things for me, and holy is his Name.
He has mercy on those who fear him in every generation.
He has shown the strength of his arm.
He has scattered the proud in their conceit.
He has cast down the mighty from their thrones and exalted the lowly.
He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever.

The Holy Rosary

1. Make and say the Sign of the Cross and say the Apostles' Creed on the cross.
2. Say an Our Father on the first bead for the intentions of the Pope, followed by three Hail Marys on the next three beads for an increase in faith, hope, and love.
3. In the space in between the three beads and the next one (usually large), recite the Glory be.
4. On the next bead or the first large one, announce the first mystery and say the Our Father. Then, beginning on the next bead, say ten Hail Marys and follow with a Glory Be.
5. After the Glory Be, remain in the same place and recite the angel's prayer at Fatima: O my Jesus, forgive us our sins. Save us from the fires of Hell. Lead all souls to heaven, especially those most in need of Thy mercy.
6. Then continue this pattern for all five decades. It is important, however, to meditate on the mysteries while praying. You are encouraged to read the Scripture passages associated with the mysteries listed as follows:

The Joyful Mysteries (recited on Mondays & Saturdays)

The Annunciation (Lk. 1:28)
The Visitation (Lk. 1:41-42)
The Nativity of Our Lord (Lk. 2:17)
The Presentation of Our Lord in the Temple (Lk. 2:22)
The Finding of Our Lord in the Temple (Lk. 2:46-47)

The Luminous Mysteries (recited on Thursdays)

The Baptism of the Lord (Mt. 3:16-17)
The Wedding at Cana (Jn. 2:5)
The Proclamation of the Kingdom and the Call to Conversion (Mk. 1:15)
The Transfiguration (Mt. 17:2)
The Institution of the Eucharist (Mk. 14:22-23)

The Sorrowful Mysteries (recited on Tuesdays & Fridays)

The Agony in the Garden (Mt. 26:41)
The Scourging at the Pillar (Mt. 27:24-26)
The Crowning with Thorns (Mt. 27:28-29)
The Carrying of the Cross (Jn. 19:17)
The Crucifixion (Jn. 19:25)

The Glorious Mysteries (recited on Wednesdays & Sundays)

The Resurrection of Our Lord (Mk. 16:5-6)

The Ascension of Our Lord (Mk. 16:19)

The Descent of the Holy Spirit (Acts 2:3)

The Assumption of the Blessed Mother into Heaven (Song 2:10-11)

The Coronation of our Blessed Mother (Rev. 12:1)

After the last decade, you pray the Hail, Holy Queen, followed by:

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

Then you may say the following prayer:

O God, whose only begotten Son, by his life, death, and resurrection, has purchased for us the rewards of eternal life, grant, we beseech Thee, that meditating upon these mysteries of the most holy rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

Prayer to St. Francis

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where this is sadness, joy.

O Divine Master, grant that I may not so much seek

to be consoled as to console;

to be understood as to understand;

to be loved as to love.

For it is in giving that we receive;

it is in pardoning that we are pardoned;

and it is in dying that we are born to eternal life. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection implored thy help or sought thy intercession was left unaided.

Inspired with this confidence,

I fly unto thee, O Virgin of virgins my Mother; to thee do I come, before thee I stand, sinful and sorrowful;

O Mother of the Word Incarnate, despise not my petitions, but in thy clemency hear and answer me. Amen.

The Fatima Prayer

O My Jesus, forgive us our sins, save us from the fires of Hell and lead all souls to Heaven,

especially those who are most in need of Thy mercy. Amen.

The Nicene Creed

I believe in one God,
the Father almighty,
maker of heaven and earth,
of all things visible and invisible.

I believe in one Lord Jesus Christ,
the Only Begotten Son of God,
born of the Father before all ages.
God from God, Light from Light,
true God from true God,
begotten, not made, consubstantial with the Father; through him, all things were made. For us
men and for our salvation, he came down from heaven, and by the Holy Spirit was incarnate of
the Virgin Mary and became man. For our sake, he was crucified under Pontius Pilate, he
suffered death and was buried, and rose again on the third day in accordance with the Scriptures.
He ascended into heaven and is seated at the right hand of the Father. He will come again in
glory to judge the living and the dead, and his kingdom will have no end. I believe in the Holy
Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father
and the Son is adored and glorified, who has spoken through the prophets. I believe in one holy,
Catholic and apostolic Church. I confess one Baptism for the forgiveness of sins, and I look
forward to the resurrection of the dead and the life of the world to come. Amen. R28

The Chaplet of Divine Mercy

(Recited on rosary beads).

Begin with: Our Father..., Hail Mary..., the Apostles' Creed.

Then, on the Our Father beads, say the following prayer:

*Eternal Father, I offer You the Body and Blood, Soul, and Divinity, of Your dearly beloved Son,
Our Lord Jesus Christ, in atonement for our sins and those of the whole world.*

On the Hail Mary beads, say the following prayer:

For the sake of His sorrowful Passion, have mercy on us and on the whole world.

In conclusion, recite the following prayer three times.

Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and on the whole world.

Grace before Meals

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through
Christ our Lord. Amen.

Grace after Meals

We give Thee thanks, almighty God, for these and all Thy graces and blessings which we have
received from Thy bounty through Christ our Lord. Amen.

Stations of the Cross

1. Jesus is condemned to death.
2. Jesus takes up his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of his garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is laid in the tomb.