



**ST. JOSEPH SCHOOL
PARENT & STUDENT
HANDBOOK
2018-2019**

Dear Parents and Students,

***“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom***

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

The Parent/Student Handbook reflects the policies of St. Joseph School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies and procedures of St. Joseph School during the 2018-2019 school year.

The handbook contains school policies and procedures that allow St. Joseph School to provide a quality, Catholic education for our students. St. Joseph School functions as a ministry of the St. Joseph Catholic Church in Conway, Arkansas. The policies and procedures stated in this handbook have been established by the St. Joseph School Board and Administration. These policies and procedures follow the guidelines established by the Diocese of Little Rock. Copies of the diocesan manual are available for review in each school office and on the Diocese of Little Rock website. In setting forth these policies and procedures, St. Joseph School has attempted to be as specific as possible; however, every situation is not always clear cut. We ask that you trust us to make wise decisions for your child. We thank you in advance for taking the time to familiarize yourself with our school policies and procedures. By working together, St. Joseph School can provide a school environment rich in academic instruction and spiritual formation.

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

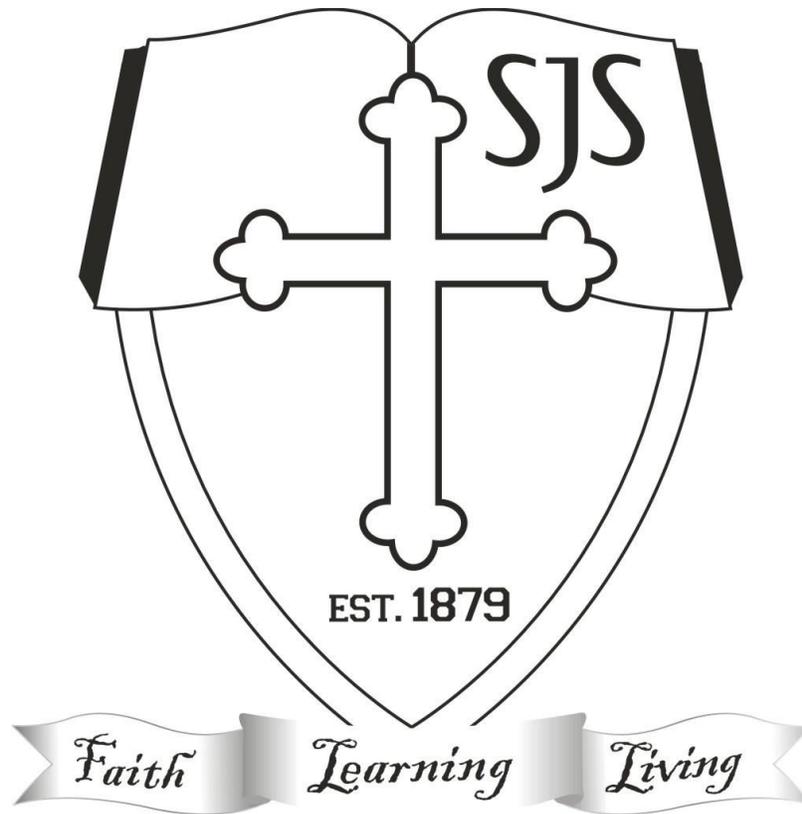
Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Diane Wolfe
Principal, Head of School

Matthew Tucker
Principal

Courtney Pope
Principal



GOLD CROSS:

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

OPEN BOOK:

Represents our commitment to excellent academics, which is open for all, to prepare our students for college and careers.

SHIELD:

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.

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



St. Joseph School

St. Joseph School is a pre-Kindergarten through twelfth grade Catholic Elementary, Middle and High School under the Diocese of Little Rock.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that the St. Joseph School theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Joseph School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Arkansas guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

St. Joseph School is a private Catholic school established in 1879 at Deer Street and Locust Avenue. Severe weather conditions, followed by a typhoid epidemic, forced the school to close until 1898. At that time St. Joseph School reopened at its present location. The parish and school were administered by the Holy Ghost Fathers until 2010. In June 2010 the parish and school came under the administration of the Diocese of Little Rock.

Mission Statement of St. Joseph School

***Be it known to all that enter here that
CHRIST
is the reason for this school.
He is the unseen but ever present teacher in its classes.
He is the model of its faculty and the inspiration of its students.***

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 with respect to the final goal: God. St. Joseph School seeks to develop adults of faith and intelligence, persons who have the courage to seek out truth and follow it and persons who see God and respect Him in themselves and others. Ultimately, the goal is that of true education: development of the whole person – soul, mind, and body. To this end, St. Joseph School strives not to impose knowledge, virtue, and service but rather to form the total person who freely chooses to adopt these principles for correct living.

Absence

When a student is absent from school, a parent/legal guardian must notify the office by 9:30am on the day of the absence. Daily contact will not be necessary if the parent/legal guardian specify the days the student will be absent. In instances of illness that exceeds three (3) days, a parent/legal guardian is asked to provide doctor's written verification upon the student's return to school. If the office is not notified, a parent/legal guardian will be contacted. This policy is for the protection of the St. Joseph School students and is aligned with the state statutes of the state of Arkansas.

Elementary School: 501.336.8149 **Middle School:** 501.327.1204
High School: 501.329.5741

Students should be fever free for twenty-four (24) hours before returning to school without the use of fever-reducing medication. Students who are sent home during the school day with a fever (100.0 or above) will not be allowed to return to school the next day as this would not allow for the twenty-four (24) hour protection of the entire school community.

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. In regard to any potentially communicable conditions, St. Joseph School follows the guidelines and policies for exclusion versus non-exclusion set forth by the Arkansas Department of Health.

If parent/legal guardian contact was not made with the school prior to 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/legal guardian, giving the reason for the absence.
2. Work/tests missed by the student will be assigned and/or accepted at the discretion of the teacher.
3. The student (grades 7-12) will not be admitted to class without an admittance slip.

Should absence for any reason other than illness seem imperative, parents/legal guardians are requested to consult with the Principal and present a written reason for the absence.

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 responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results 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:

Student	School Action
Absent 12 days in one semester:	Student will not receive credit for the class(es)
Absent 25 days all year:	Student is required to make up work or repeat the grade

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

When a student is absent for three (3) or more days due to illness, a parent/legal guardian may call the school office before 9:30am to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00-3:30pm.

For short absences, students should make arrangement with classmates or consult Google Classroom regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

The school calendar provides for extended weekends throughout the school year. Parents/legal guardians are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one (1) week of the original test date.

Excessive absence, 25 days per year, can be cause for a student to be retained in the current grade for another year.

*The administration reserves the right to respond to individual situations as they see appropriate, including expulsion if deemed necessary.

Absence During the School Day

Students needing medical appointments during school hours require a written note or phone call by the parent/legal guardian. Parents/legal guardians are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or less will be counted as absent for ½ a day.

Liturgies and prayer services are scheduled in the school calendar and are an integral aspect of the students' spiritual development. Appointments should not be made which conflict with these events.

Academic Information

Curriculum

The Diocese of Little Rock curriculum guidelines, consistent with the State of Arkansas guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Little Rock is posted on the Diocesan website.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but choose *not* to learn. Students on academic probation will be placed on a two (2) week improvement plan. At the end of the two (2) week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (60% or higher).

Academic Support

Guidelines and Procedures: At the beginning of each course each teacher will supply the student with a copy of the class syllabus. 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/legal guardians and students each quarter.

Progress Reports: Mid-Term grades will be posted to RenWeb for parent/legal guardian 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/legal guardians regarding conference times.

Accreditation

St Joseph School is accredited through ANSAA (Arkansas Non-Public School Accrediting Association).

Admission Information

Nondiscriminatory Policy

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

As openings become available, the following priorities will be used to accept students to St. Joseph School:

1. Members of St Joseph Catholic Church
2. Members of other Catholic Churches
3. Non-Catholic students

At the time of registration, all new students seeking admission to St. Joseph School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active church affiliation/stewardship
- *Health Records
- *Immunization Records
 - +All students entering St. Joseph School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results, if applicable

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results, if applicable. These 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.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one (1) semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her 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, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Joseph School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Joseph School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Joseph School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Transfer Student Admission - All students transferring from local districts must have:

- An overall GPA of 2.25
- School counselor recommendation form
- No history of behavior, emotional or academic problems. Students moving from outlying areas or other states during the school year will be assessed individually. The admissions process is required in both circumstances.

HomeSchool Student Admission

For Students in K-8

Admission and placement in grades K-8 after a period of homeschooling will be made in accordance with the child's past school experience. Parents/Legal guardians must furnish the St. Joseph School principal with the following:

1. Courses currently taught and names of textbooks or other instructional materials used
2. Other materials that demonstrate ability, such as teacher-made tests, papers written, etc.
3. Records from any school previously attended

These materials, as many as are available, should be furnished to the appropriate principal for review before a placement conference is scheduled. Parents/Legal guardians and the principal will attend this conference. Additionally, appropriate others may be invited, such as a teacher, special education personnel, or other professionals who might assist with placement, and/or provide supporting documentation for that recommendation. Please be aware that when there is uncertainty regarding placement between two grades, St. Joseph School will place the student in the lower grade. If it becomes obvious that the placement was in error, the student will be advanced to the next grade.

In the event that the student's file does not contain standardized test scores, it may be necessary for such a test to be administered by staff of St. Joseph School to aid in the placement process.

For Students in 9-12

In high school, placement is based on the number of credits previously earned. For 9th graders, it is based on evidence that the child successfully completed 8th grade. Parents/Legal guardians must furnish the high school principal:

1. A list of all courses completed, grades earned, textbooks, or other instructional materials used.
2. School academic and discipline records from any previous school attended.
3. Examples of the student's work, such as teacher-made assessments, papers written, etc.

The student's transcript at St. Joseph School will not have a letter grade for work recorded in homeschool. Course(s) completed during homeschooling will be listed with the grade of "cr". A student must have attended St. Joseph School or another accredited school, for at least six (6) semesters to be considered for honor graduate status. To receive a diploma, a student must attend St. Joseph School for their entire senior year.

Please be aware that many college scholarships are based on GPA, and the grade "cr" is not used in that calculation. In addition, it is the sole authority of the staff of St. Joseph School to grant or deny transfer credit for work submitted as being previously completed. There is no legal requirement that the school honors credits earned in the homeschool experience. We will endeavor to grant credit for all courses for which there is evidence of completion but reserve the right to deny credit in the absence of supporting documentation.

Foreign Exchange Student Admission

Students from foreign countries 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 and that agency is responsible for securing a J1 visa for the student, arranging for a host family and otherwise 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)/legal 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 academic needs of the student.

Allergy Policy

St. Joseph School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children 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. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents/Legal guardians are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name.

Record Keeping

At the beginning of each school year, or when a child joins St. Joseph School parents/legal guardians are asked to submit a child's medical record. From this information the school keeps its asthma registry which is available for all school staff. If medication changes in between times, parents/legal guardians are required to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. St. Joseph School makes no claim to be a peanut-free school.

Food Allergy Policy

St. Joseph School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order 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 student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. No peanut products will be served in the cafeteria.

Classrooms

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

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Action Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies 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/legal guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent/legal 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.

6. 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 will 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. In the event that a parent is

concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Awards

St. Joseph Elementary Awards

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

St. Joseph Middle School Awards

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

Honor Roll (1-12)

The Honor Roll is calculated for students in grades 1-12 at the end of each academic school year. Conduct for honors must be no lower than "3" in all classes.

First Honors: An unweighted cumulative 4.0 GPA in core classes.

Second Honors: An unweighted cumulative 3.5-3.99 GPA in core classes.

Attendance

For K-3, classes begin promptly at 8:05am with the day ending at 3:20pm.

For 4-6, classes begin promptly at 8:00am with the day ending at 3:20pm.

For 7-12, homeroom begins at 8:00am with the day ending at 3:30pm.

WEDNESDAY DISMISSAL: ELEMENTARY/MIDDLE 2:50pm - HIGH SCHOOL 3:00pm

The campuses are open for student drop-off at 7:30am. For the safety of your children, please do not drop students off before this time.

Blogs

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent's/legal guardian's blog includes defamatory comments regarding the school, the faculty, other students, or other parents/legal guardians, or the parish.

No parent/legal guardian should open a Facebook® account under the name of the school or a particular grade or organization. The only official St. Joseph Facebook® page is the one created and monitored by St. Joseph School. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent/legal guardian who chooses to create such an account may subject his/her child(ren) to separation from the school.

Buckley Amendment

St. Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents/legal guardians to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent/legal guardian as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents 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 more than one home address.

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

Bullying and Cyberbullying

St. Joseph School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupts the school environment or interferes with the learning process will be considered violations of the Internet, Electronic Mail, and Social Networking Usage Policy.

Car Pool

Pick-up for grades K-3 will be on 4th Street (one-way) along St. Joseph Elementary School.

Parents/Legal guardians are asked to remain in their cars and the students will be escorted to the vehicles, as there is limited parking. To insure a quick and orderly dismissal, any conference, regardless of the length of time needed, should be made through the school office and not during this time.

Pick-up for grades 4-6 will be at the north entrance to the Middle School via the Spiritan Center drive.

Pick-up for grades 7-12 will be traveling south on Front Street and making a left turn only at the 3-way stop to exit the campus.

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

middle/high school student who has not been picked up by 3:35pm (early out days by 3:05pm) will be bussed to the ASP, if they are registered with the ASP. Students not registered will call parents/legal guardians to come pick them up from their child(ren)'s school office.

For your child(ren)'s safety a list of persons (other than parent(s)/legal guardian(s), or siblings) allowed to pick a child up from school must be on file in the elementary/middle school office. Parents/Legal 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.

Cell Phones

Students are allowed to bring cell phones to school.

- a. Cell phones may be used before and after school.
- b. Cell phones may NOT be used during lunch for grades 4-12.
- c. Cell phones may NOT be used during class unless the teacher specifies a phone is needed for a special project or circumstance.

Consequences for Violations of Guidelines:

1st Offense – Device is confiscated by staff and turned in to the school office. The device will be given back at the conclusion of the day following a one-on-one meeting the building level principal.

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

3rd Offense – Device is confiscated by staff, given to building level 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. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extracurricular competition. 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 cases of suspected abuse and/or neglect be reported to Child Protective Services. All teachers and staff are mandated by law to report abuse (whether sexual, physical, mental, emotional, verbal, or neglect) to Arkansas Department of Human Services. The penalty for not reporting abuse is a fine or possible imprisonment according to the seriousness of the case.

Communication

From School to Parent(s)/Legal Guardian(s)

Regular communication with parents/legal 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 App, and the St. Joseph School website.

From Parent(s)/Legal Guardian(s) to School

Parents/Legal guardians wishing to contact school administration, faculty/staff, are asked to send a note or call the school office and leave information as to where and when the parent(s)/legal guardian(s) may be reached. Spontaneous visits to the classroom, including the gym, are not permitted. Visitors to the school, including parents/legal guardians, must check in at the office. A visitor ID will be issued if the visit is necessary. Visitors are not to be in any classroom without permission from the building level 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.

The administration of St. Joseph School expects if a problem or misunderstanding should arise, the person with the complaint should directly communicate their concern with the party involved before requesting a meeting with their superior. (See grievance procedure)

Concurrent Credit

Concurrent credit is a cooperative program between St. Joseph High School and the University of Central Arkansas through which seniors may enroll in college-level courses prior to 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 also complete a UCA application form, a concurrent credit enrollment form, and a record release form. UCA will determine the cost of tuition. All paperwork for concurrent classes is handled through the St. Joseph High School Counselor’s office. At this time, concurrent classes are offered the senior year of high school.

Conduct

St. Joseph School strives to develop a deep sense of respect toward self and others in each individual student. Christ is the reason for our existence and our behavior should follow His admonition to “love our neighbor as ourselves”. Good behavior presumes a cooperative effort by students, parents/legal guardians, and the school to use courtesy and common sense. If students treat others as they would like to be treated, this cooperative spirit among student, family, and school will engender a positive environment in which education can flourish.

Any behavior that interferes with a student’s right to learn or an instructor’s right to teach will not be tolerated.

The administration reserves the right to suspend or expel students whose behavior is subversive to good order and discipline in the school, even though such behavior was not specifically prohibited in advance. The administration reserves the right to discipline students for off campus conduct that is detrimental to the values and mission of St. Joseph School.

Conduct/Citizenship:

- “Conduct” /Citizenship scores range from 1-4:
 - 1 Outstanding behavior
 - 2 Good behavior
 - 3 Below average behavior (needs improvement)
 - 4 Unacceptable behavior (possible expulsion)

The following are St. Joseph School policies developed in regard to student behavior:

Alcohol, Drugs, and Tobacco

The use or possession of alcoholic beverages, drugs, or tobacco is strictly forbidden at any school function or on the school premises. As a precautionary measure, random campus checks will occur each year with the use of the Conway Police Department Canine Unit.

Cheating and Stealing

Both giving and receiving information constitutes cheating. The guilty student(s) will receive a zero (0) grade for the assignment or test. Copying homework is a form of cheating. Parents/Legal guardians will be notified of the offense. Stealing in any form, even borrowing something from another without his/her permission will not be tolerated.

Damage to School Property

Any student who damages or destroys school property will be required to pay for the cost of repair. Deliberate destruction of school property will lead to disciplinary action.

Disregard of Directions

Student disregard of directions will not be tolerated. Each student is expected to show respect and act in a cooperative manner when dealing with priests, administrators, teachers, staff, visitors, or any fellow students. Violation of this policy will lead to disciplinary action.

Offensive Language

Students are not allowed to use rude, crude/offensive language toward teachers, staff, or peers. If, after admonition, a student persists in this practice, he/she will be referred to the building level principal for disciplinary action.

Physical/Verbal Abuse and Assault

A physical attack by any student will not be tolerated. Students attacking other students, school, or parish personnel, and/or their personal property will be expelled and appropriate legal action will be taken.

Public embarrassment of a teacher or student, insulting/threatening phone calls, or other forms of communications will not be tolerated. The building level principal will issue a caution to the parent(s)/legal guardian(s) that a second grievance will result in further disciplinary action.

The following are additional examples of unacceptable behaviors for St. Joseph School students:

- Actions or attitudes which are spiritually detrimental to the school
- Consistently coming to class unprepared
- Disrespect toward faculty, staff, or other students
- Disruptive behavior
- Excessive public display of affection
- Failure to follow dress code
- Gambling
- Gang involvement*
- Gum chewing, eating, or drinking in class
- Immoral literature, picture, or behavior
- Lockers messy or containing inappropriate materials
- Possession of fireworks
- Possession or use of weapons*
- Smoking
- Truancy

*Proper authorities will be contacted.

Consequences for unacceptable behavior:

Detention

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

Probation

A student may be placed on probation when negative behavior is repetitive. It may precede or be connected with suspension. He/She may not attend or participate in any co-curricular activities, including club meetings, school dances, and athletics. Once a student is on probation, the probation remains in effect for a minimum of two (2) weeks.

Suspension

Suspension is defined as a temporary exclusion of a student from school for disciplinary reasons. Suspension from school will be the decision of the principal in consultation with the pastor.

1. Students may be suspended by the building level principal for serious reasons for a period of time not to exceed ten (10) school days.
2. The building level principal will notify the student and the student's parent(s)/legal guardian(s) of the reason for the suspension, the length of the suspension, and the requirements for reinstatement.

Expulsion

The St. Joseph School principal reserves the right to expel a student at any time attitude/behavior is contradictory or harmful to the atmosphere and values of St. Joseph School.

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the St. Joseph Head of School in consultation with the Pastor.

1. Notification of the expulsion will be sent to the St. Joseph Catholic Church Pastor.
2. A written report containing reasons for the expulsion will be sent to the student's parent(s)/legal guardian(s) and to the Diocesan Superintendent.
3. Any suspension/expulsion resulting from a violation not listed in the handbook may be appealed to the St. Joseph Catholic Church Pastor.

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. Kristin Piraino (501-329-3769) for grades K-8 and Mrs. Teri Breeding (501-329-5808) for grades 9-12. For more information visit their sites on our school web page.

Crisis Plan

Proper measures will be taken to insure the maximum protection of the personnel and the students against all types of injuries and/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.
2. Drills are held periodically in accordance with the state regulations under the direction of the St. Joseph Safety Council. Specific instructions for fire, tornado, intruder, and earthquake drills are posted in each classroom. Each teacher is given an evacuation plan to be used in setting up evacuation procedures for each class period.
3. Please do not call the school offices or staff. Information will be disseminated as quickly as possible through email, social media, St. Joseph School App, or by phone. If the school needs to be evacuated, instructions for student pick-up will be clearly communicated.

Custodial Rights

It is the responsibility of the parents/legal guardians to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent/legal guardian as having full legal custody of his/her child(ren). In the absence of a court order to the contrary, non-custodial parents/legal guardians have the right to receive records about their child(ren)'s academic progress or lack thereof.

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

Dances

St. Joseph School dances are open to all St. Joseph School students in grades 9-12, 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. Specific information for individual dances will be given in advance by the dance sponsor. The Prom is open to students in grades 10-12. A 9th grade student may attend only if invited by an upper-class student.

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.

Distribution of Literature

The distribution of literature at school must be approved by the building level principal/administration.

Emergency Closings

The announcement for school closings will be made over local television, social media, and the St. Joseph School App. As a general rule, St. Joseph School will follow Conway Public Schools emergency closings for inclement weather.

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 of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect 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

parents/legal guardians of students enrolled at St. Joseph School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the St. Joseph's adherence to FERPA and the Child Protection Act.

Field Trips (Academic and Extracurricular)

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. An official permission slip, signed by the parent/legal guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A telephone call will not be accepted in lieu of the proper field trip permission slip.
10. Parents/Legal guardians may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent/legal guardian and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students will not be allowed to leave with anyone other than their parent(s)/legal guardian(s) unless prior permission has been granted.

Finances

1. We do not wish to deny any child a Catholic education. Limited financial assistance is available to qualifying Catholic parishioners.
2. If book bills are not paid by the first week of school or other arrangements for payment have not been made with the school business manager or principal, the total book bill(s) that is/are owed for your family will be added to your tuition payment draft plan. The total book bills(s) owed will be divided by the remaining months of your tuition payment draft plan. For annual and semi-annual tuition plans, book bills are due by the end of the first week of school or other arrangements for payment may be made with the school business manager or principal. You may also choose to pay your book bill(s) on a monthly payment draft plan.
3. Report cards and transcripts will be withheld from families who are behind on payments of book bills and/or tuition unless other payment arrangements are made with the principal.

4. If a family is behind in payment of tuition, book bill, fees, etc., and the family has not made arrangements for payment with the principal; report card(s) will be withheld at the end of that marking period. Written notice will be given prior to report card distribution time. Child(ren) may be sent home without further notice.
5. 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.
6. A child(ren) will not be allowed to register at the beginning of a school year if the family has not taken care of all financial obligations from the previous year by July 31 (tuition, book bills, lunch charges, missing textbooks, overdue library books, After School Program, etc.).
7. 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.
8. If a child who becomes enrolled after the school year begins, tuition, book bill, and school support hours will be prorated, but all other costs will be charged in full.

Non-consumable textbooks are rented to students for their use during the school year. These textbooks are the property of St. Joseph School and should not be written in, damaged, or defaced. Textbooks rented from St. Joseph School should be covered with book covers at all times. A student who writes in, damages, defaces, or loses a rented textbook will be charged a fine or pay for the loss of the textbook. This rule does not apply to consumable textbooks, practice books, or workbooks.

Fundraisers

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

Grading System

Academic Grades

Percent	Grade	Quality Points	Comment
90 – 100	A	4.0*	Superior work
80 – 89	B	3.0	Work is better than average
70 – 79	C	2.0	Work is good, average
60 – 69	D	1.0	Work is below average,
Below 60	F	0.0	Failure
Incomplete	I		Two weeks to make up work

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

Conduct Grades

- 1 Outstanding behavior
- 2 Good behavior
- 3 Below average behavior (needs improvement)
- 4 Unacceptable behavior (possible expulsion)

Grade Point Average

Grade point average is computed by dividing the total number of quality points earned by the number of subjects taken.

Grievance Procedure

Any person feeling aggrieved concerning any matter connected with the school must contact the individual concerned before discussing it with other parties. *All grievances must be presented in writing within seven (7) school days of the incident.*

1. If a person has a complaint about a teacher, the individual will first go to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the appropriate building level principal for an appointment and will present to that principal details of the grievance in writing.
3. If the matter cannot be resolved satisfactorily, the person will contact the St. Joseph Head of School for an appointment and will present to the St. Joseph Head of School details of the grievance in writing.
4. If no solution is found to the problem, the matter will be referred to the Diocesan Superintendent.
5. St. Joseph School Board members are generally not involved in the grievance process. If a board member is approached with a grievance, he/she will refer the aggrieved person to the above procedure and notify the St. Joseph Head of School.

Each step will be given five (5) days to reach a resolution. If a resolution is not found within five (5) days, the party would proceed to the next level. All of the above steps must be completed within a total of twenty-five (25) days. The steps must be taken in the order stated.

Health Services

Vision and hearing tests are administered yearly to students in grades K, 1, 3, 5, 7.

Scoliosis screening is administered to 6th grade girls and all 8th grade students.

All results are recorded in the student's health record. If a problem is detected, a referral is sent to the parent(s)/legal guardian(s). These health services are directed by a licensed nurse.

A list of allergies and any other medical problems must be presented by the parent(s)/legal guardian(s) in writing to the office at the beginning of each school year; please update as necessary.

Students should be fever free for twenty-four (24) hours before returning to school without the use of fever-reducing medication. Students who are sent home during the school day with a fever (100.0 or above) will not be allowed to return to school the next day as this would not allow for the twenty-four (24) hour protection of the entire school community.

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. In regard to any potentially communicable conditions, St. Joseph School follows the guidelines and policies for exclusion versus non-exclusion set forth by the Arkansas Department of Health.

Immunizations

All students enrolled in St. Joseph School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Medications

All medication will be dispensed through the school offices. Prescribed medications must be in the original box or bottle with the pharmacy label clearly visible. Written permission with the medication name, dosage, time medication is to be administered, and specific dates/days of administration is required from the parent(s)/legal guardian(s) before medication will be dispensed.

A Permission to Dispense form must be submitted yearly to the school office. Medication cannot be administered unless this form is on file. This form must reflect any changes or updates that may occur throughout the year.

Instagram®

Photos and captions on a student or parent's/legal guardian's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Internet, Electronic Mail, and Social Networking Usage Policy

St. Joseph School is dedicated to providing blended learning with technology to all students. In a blended learning environment, students actively engage in the integrated curriculum, have access to information, and apply it to solve problems.

To gain access to e-mail and the internet, all students must sign and return the Internet, Electronic Mail, and Social Networking Acceptable Use Form (2014 Edition).

Access to email and the Internet will enable students to explore thousands of libraries, databases, and documents while exchanging messages with Internet users throughout the world. 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. We believe the benefit to students from access to the Internet exceed any disadvantages. But ultimately, the parents/legal guardians of minors are responsible for setting and conveying the standards their children should follow when using media information sources.

School Internet and E-mail Rules

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallways.

The network is provided for students to conduct research and communication with others. Access to network services is given to a student who agrees to act in a considerate and responsible manner. Parent(s)/legal guardian(s) 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 will honor the agreement they have signed. Beyond the clarification of such standards and maintaining network filters, 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 are using the system responsibly. Users should not expect that files stored on school servers would always be private. There should be no expectations of privacy when using the school computers, computer network, or computer system.

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

Internet Access

- Before accessing the Internet, each student will receive instruction in the proper use of the online tools.

- Students must notify the teacher immediately for inappropriate material found.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- Students may not download programs.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- Students will use polite language. Obscene language, harassing, insulting, or attacking language will not be tolerated.
- Transmission or downloading materials in violation of copyright laws is prohibited.

The following are not permitted:

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

The use of personal electronic devices is subject to this policy.

Violations may result in loss of access as well as other disciplinary or legal actions.

Internet, Electronic Mail, and Social Networking Usage Policy Violations

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

- The building level principal, teacher, and the student's parent(s)/legal guardian(s) will be notified of the specific violation (a volunteer's responsibility ends with notifying the building level principal)
- The student will lose school-wide computer privileges for a minimum period of one (1) week
- The student may receive a partial credit or a zero (0) on any computer assignment for the suspension period unless:
 - The student completes the assignment without using a computer (e.g., paper and pencil)
 - 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 – Device is confiscated by staff and turned in to the school office. The device will be given back at the conclusion of the day following a one-on-one meeting the building level principal.

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

3rd Offense – Device is confiscated by staff, given to building level principal; parent(s)/legal guardian(s) notified, and a one (1) day in- school suspension will be served by the student.

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

Items Brought To School

St. Joseph School is not responsible for 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.

Lockers

Each student in grades 7-12 is assigned a locker on a yearly basis. 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 St. Joseph School, the right is reserved to inspect lockers at any time. It is the personal responsibility of each student to clear his/her locker the last day of school. Books and materials left in lockers on the last day of school will be given to the St. Joseph School Volunteer Center.

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 Flea Market.

Lunch Program

Food purchased in the cafeteria must be eaten there. Each student is responsible for cleaning his/her place and properly disposing of all paper and scraps of food.

Payment options:

- Option 1** Pay for entire school year
Due date will be the first Friday of the first week of school
- Option 2** Pay by the semester
Due date will be the first Friday of the first week of school and last day of school before Christmas Break
- Option 3** Bank Draft
Drafts will be taken on the 15th and last day of each month

Students must order their lunch by 9:00am. After 9:00am parents/legal guardians will need to supply a sack lunch for your child(ren).

NO FAST FOOD MAY BE BROUGHT IN AT ANY TIME

Off-Campus Conduct

The administration of St. Joseph School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parent's Role in Education

We, at St. Joseph School, consider it a privilege to work with parents/legal guardians in the education of children because we believe parents/legal guardians are the primary educators of their child(ren). Therefore, it is your right and your duty to become the primary role models for the development of your child(ren)'s life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Joseph School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Joseph School, we trust you will be loyal to this commitment. During these formative years your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and

physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child(ren) may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents/legal guardians are encouraged to let their child(ren) experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child(ren) to become the best person he/she is capable of becoming.

Parent Teacher Organization (PTO)

The PTO promotes the advancement of Catholic education, promotes parent-school relationships, and assists in sponsoring school-related activities and child-development activities. Active participation in the PTO is a living example of parental support for our school. Please get involved.

Parent/Legal Guardian Responsibilities

Parents/Legal guardians and St. Joseph School share the responsibility of educating our students. In order for a student to achieve his/her fullest potential, parental cooperation as well as support is essential. It is the responsibility of the parent(s)/legal guardian(s):

- To familiarize themselves with student handbook policies
- To help monitor their child's academic progress as well as behavior at school and at school-sponsored events
- To financially support the school
- To see that your child is in compliance with the dress code
- To call in absences to the school by 8:30am
- To provide their child with the required school supplies
- To complete Safe Environment program (Circle of Grace)

Parties and Celebrations

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

Party invitations should not be distributed in any class unless all students, all boys, or all girls are receiving an invitation and the distribution has been approved by the teacher. In all other instances, invitations should be mailed.

Pregnancy

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.

1. The individuals involved are given the option to continue his/her studies in school.
2. The student is free to transfer to another educational facility and make arrangements to receive credits through the Catholic school.
3. 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.

Promotion Policy K-8

A student is promoted each year on the recommendation of the teacher and the building level principal. When making an evaluation of the student's academic progress, the teacher will consider the social, emotional, physical, and moral development of the student.

Two (2) failures other than in Fine Arts, Health, or Physical Education constitute a grade failure unless they are made up during summer school classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the building level principal before the child is permitted promotion.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Joseph School. All students will take religion during each year of enrollment in St. Joseph School, K-12. In addition, a passing grade in knowledge of the Catholic religion is required of every student for promotion from K-12, and for graduation from high school.

The celebration of the Eucharist, the Sacraments, retreats, penance services, and other liturgical celebrations will be scheduled throughout the school year. All students are to attend these religious services; non-Catholic students must follow Church guidelines regarding the reception of Communion. No student is forced to participate in the Sacrament of Reconciliation or to receive Communion.

School Property

The parent/legal guardian of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. 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.

School Safety

Drills are held periodically in accordance with the state regulations under the direction of the St. Joseph Safety Council. Specific instructions for fire, tornado, intruder, and earthquake drills are posted in each classroom. Each teacher is given a copy to be used in setting 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

In an effort to promote volunteerism and encourage parental/legal 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 must be the beneficiary of the services rendered.

- School support hours, for the 2018-2019 school year, must be completed by the May deadline to be announced.
- Accumulation of school support hours for the 2018-2019 school year will begin on the first day in May, after the yearly deadline is set.
- 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.
- Families may not count student required service hours for courses and/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 those families who have accumulated less than thirty (30) hours.
- The school support payment due 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 as well as one in each school office. If you record your school support hours on one of these sheets, please do not duplicate it on your individual family sheet. It is the responsibility of each family to turn in school support hours recorded on individual family sheets. Event chairmen and the elementary school administrative assistant will see that hours recorded at specific events, and those recorded in the office are processed.

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

Each family will be notified of the total number of school support hours recorded at the office each quarter in the student's report card. If there is a serious discrepancy or question, please contact the elementary school office at 501.336.8149.

Please continue to turn in school support hours should you accumulate more than thirty (30) as this information can be very helpful when applying for grants.

There are other lay and liturgical events that are **not** recorded as school support hours; however, your participation is encouraged. Some examples include: Vacation Bible School, First Communion, Confirmation, Boy Scouts, Girl Scouts, etc.

Search and Seizure

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices. Lockers/Desks are the property of St. Joseph School, periodic checks of lockers/desks and their contents may be conducted by authorized personnel. Such action may also be taken when the building level principal has reason to believe lockers/desks contain illegal/forbidden substances or other items that would be harmful to the school community. Personal property such as purses and backpacks may also be searched if the building level principals have reason to believe the items are being used to disrupt or interfere with the educational process will be removed from the student's possession.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Conway Police Department will be notified.

Smoking

Smoking of any type is not allowed on campus. Cigars, cigarettes, pipes, tobacco or tobacco of any type, marijuana, e-cigarettes, or vaping materials are not permitted on campus. Possession of these items may result in expulsion at the discretion of the administration.

Students with Special Needs

Students who are 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.

Standardized Testing Program

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

1-8	Terra Nova
9	PSAT 9
10	Pre-ACT
11	PSAT, ASVAB

The administration recommends that Junior and Senior students take the ACT and SAT tests in preparation for college. The ACRE (Religion Test) is given to the 5th and 8th grade students

Student Organizations

Each organization has a faculty sponsor and certain 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 it has been approved by the administration prior to interruption. These interruptions will be held to a minimum.

Students participating in extracurricular activities are required to 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 results in an automatic suspension from extracurricular activities for a minimum of 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 through the U.S. Mail. No records will be given to parents/legal guardians to transport to the new school.

Students requesting records/transcripts/recommendations must make a five (5) school-day request to the School Office. All forms should be submitted to the St. Joseph School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that

all postal fees be paid by the parents/legal guardians. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Tardies

St. Joseph Elementary School

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

St. Joseph Middle/High School

First Bell rings at 7:55am, Second Bell rings at 8:00am. If a student arrives after the 8:00am bell they must check in through the office.

Students must order their lunch by 9:00am. After 9:00am parents/legal guardians will need to supply a sack lunch for your child (NO FAST FOOD).

For a student to make satisfactory improvements in school, it is necessary that he/she be present on a daily basis when class begins. 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.

1. Once the student is tardy for the 6th time, a notification letter will be sent to the parent(s)/legal guardian(s) by the building level principal.
2. If the tardiness continues, the building level principal will confer with the parent(s)/legal guardian(s) in an effort to correct this problem.
3. If tardiness continues after conference with the parent(s)/legal guardian(s), student is liable for expulsion.

Technology

St. Joseph School supports a 1:1 learning environment. This requires students in grades 4-12 to bring their own personal wireless Chromebook or laptop to school daily to enhance the blended instructional learning process.

- Each student, grades 4-12, must provide their own Chromebook or laptop
- Chromebooks are recommended for grades 4-8
- Laptops OR Chromebooks are acceptable for grades 9-12
- The student device used for daily learning MUST have a keyboard to simplify data entry for students
- The Internet, Electronic Mail, and Social Networking Usage Policy applies to all devices brought onto campus

Definitions:

Blended Learning Environment: Is a formal education program in which a student learns in part through delivery of content and instruction via digital and/or online media and in part through traditional instruction.

1:1 (One to One): Every student has their own individual electronic device.

Chromebook: Is like a laptop running Chrome as its operating system. The devices are designed to be used primarily while connected to the Internet, with most applications and data residing in the “cloud”. Chromebooks are more cost efficient with less moving parts, therefore less likely to have internal issues.

Laptop: Is a portable computer, typically more expensive than a Chromebook.

BYOD: An acronym for Bring Your Own Device. For BYOD a “device” is a privately owned laptop, tablet computing device, e-reader, Kindle, netbook, notebook, iPod Touch (or similar), or cell phone.

Access: Wireless connection to the Internet using the St. Joseph School wireless network may be monitored and/or recorded for security and student safety.

Guidelines:

- A. St. Joseph School is not liable for any loss/damage/theft of a personally owned device. Each student is fully responsible, at all times, for their personally owned device brought to school.
- B. Students can only access the network using the provided filtered wireless network, not private networks. Students are not allowed to use their own personal data network services while at school.
- C. Devices must be fully charged at the start of each day.
- D. Charges for devices must be brought to school each day.
- E. Students are required to bring earbuds or headphones to use when listening to audio files on their device while working. The volume should be kept at a level that doesn't disrupt others. Students may listen to audio files with permission from the teacher.
- F. Protective covers are highly recommended for Chromebooks and laptops.
- G. The student is responsible for the condition of the device brought to school, including updates, antivirus software, repair, and service.
- H. St. Joseph School will not provide software to any device that we do not own.
- I. Purchasing perishable supplies to be used in equipment not owned by St. Joseph School is the owner's responsibility.
- J. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by the teacher, staff, or an administrator.
- K. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video of staff/students without permission. Distribution of such media may result in suspension, criminal charges, or expulsion.
- L. Parents/Legal guardians and students are responsible for keeping track of the device's serial number, model, and type. St. Joseph School highly encourages users to keep this information in a safe place should theft, vandalism, or accidents occur.

Technology Concerns (Social Media)

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Telephone

Permission to use the telephone must be obtained from the school secretary. Telephone calls to students should be for emergency purposes only. Students will not be called from class for a telephone call except for extremely serious reasons. Students are not to use the telephone during the school day, unless there is an emergency and they have permission from the teacher and administration. Parents/ Legal guardians should call the office, not the child's cell phone, for communication during the school day.

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

In accordance with the policy of the Diocese of Little Rock, no transcript will be forwarded without written consent of the student and/or parent(s)/legal guardian(s). The request should include student's name, year of graduation, and the name and address to whom the transcript should be sent. No transcripts of credit will be forwarded until all obligations, financial and otherwise, have been discharged. There is a fee of \$5.00 for each transcript requested after graduation. The transcript will not be forwarded until payment is made.

Uniform Dress Code

Uniforms are required for all students attending St. Joseph School. In addition to being a convenience for both parents/legal guardians and students, uniforms play an important role in maintaining the proper academic atmosphere. All students are required to arrive at school in the appropriate uniform. Any logo on school apparel must be the current St. Joseph School logo. The St. Joseph School student uniform consists of the following:

GIRLS:

· Bulldog purple (not light or lilac purple), dark heather grey (not light grey), or yellow (pale yellow) knit polo-style/button down oxford cloth shirt (long/short sleeve) with no labels or brands visible on shirt. All shirts must be tucked in at the waist at all times. The uniform dress

code prohibits name brand logo/initials, turtlenecks, as well as layering of long-sleeved shirts under short-sleeved shirts. The St. Joseph School logo may be added, optional.

- Official bulldog purple or dark heather grey sweatshirt or ¼ pullover with St. Joseph School logo, available for purchase through the PTO. Must have school uniform shirt underneath.
- Grades K-6 uniform plaid (#42) jumper, skirt, or skort, no shorter than two (2) inches from the top of the knee. Grades K-6 uniform khaki and uniform navy blue jumpers, skirts, and skorts have been removed as color options effective for the 2018-2019 school year.
- Grades 7-12 uniform plaid (#42) skirt, no shorter than two (2) inches from the top of the knee.
- Girls are required to wear shorts (any color) under uniform plaid (#42) jumpers or skirts for grades K- 6 and encouraged to wear shorts (any color) under uniform plaid (#42) skirts for grades 7-12
- Black or navy blue solid tight fitted leggings (no patterns)/tights with uniform plaid (#42) jumper or skirt. Black, flesh, or navy blue hosiery for grades 7-12 only
- 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 knee socks/socks with no logos or symbols. Socks must be plain.
- Makeup is not permissible for Elementary or Middle School students. Modest makeup is permissible for grades 7-12.

BOYS:

- Bulldog purple (not light or lilac purple), dark heather grey (not light grey), or yellow (pale yellow) knit polo-style/button down oxford cloth shirt (long/short sleeve) with no labels or brands visible on shirt. All shirts must be tucked in at the waist at all times. The uniform dress code prohibits name brand logo/initials, turtlenecks, as well as layering of long-sleeved shirts under short-sleeved shirts. The St. Joseph School logo may be added, optional.
- Official bulldog purple or dark heather grey sweatshirt or ¼ pullover with St. Joseph School logo, available for purchase through the PTO. Must have school uniform shirt underneath.
- 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 with no logos or symbols. Socks must be plain.

OPTIONAL WEAR:

- Attire for school sponsored events (Graduation, etc.): Generally, clothing should be in good taste and appropriate for a Catholic school event. Specific details regarding type of attire may be sent out in advance of the event.
- **Bulldog Spirit Friday:** Students may wear SJS 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 discretion of the teacher.

- **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 in an appropriate manner and never extreme (i.e., hair color must be natural, highlights are permitted but only in natural hues). Hairstyles must be arranged as 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. Faces shall be clear of all facial hair. The final decision for appropriate hairstyles will rest with the building level principal. This includes any and all school sponsored summer events.
- **Jeans:** Jeans days will be reserved for special events at the discretion of the administration.
- **Jewelry:** Jewelry should be kept to a minimum so as to not distract from the school uniform. Students may wear class rings, watches, and small religious items such as 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 hoop 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 is not able to tie their own 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.**

In keeping with the appropriateness of attire for students of St. Joseph School, students are not allowed to have tattoos (henna or permanent), excessive body writing, extreme body piercing, extreme hair colors, and extreme hair styles. Students are also asked to leave hats, sunglasses, scarves, gloves, coats, and jackets in their lockers during instructional hours. During lunch students may opt to wear their jackets. The administration reserves the right to determine the appropriateness of attire during the school day and at all school-related events.

- No "SAGGING" – pants and shorts must fit at the waist.
- Name brand logos are prohibited
- Cargo type pockets on pants or shorts are prohibited.
- Only plain white t-shirts may be worn under uniform shirts.

Shopping Options

School uniforms are available through local Conway merchants. Lands' End has developed a web page specifically for St. Joseph School with dress code approved items. A link can be found on our school web page. If placing a catalog order over the phone, please use our school ID# as a

reference: 900148933. In shopping for school uniforms, The Toggery in Little Rock will carry the most complete line of items in regard to the St. Joseph School Uniform Dress Code. The Toggery is located in the Pleasant Ridge Town Center at 11525 Cantrell Road, Suite 405, 1-800-207-8691. Used uniforms are available through the St. Joseph School Volunteer Center.

FAILURE TO ADHERE TO ESTABLISHED UNIFORM REQUIREMENTS WILL RESULT IN DISCIPLINARY ACTION: Parents 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.

Vehicles

All students who drive to school must register their vehicle with the high school office. Cars may not be used during the school day except by students attending courses elsewhere unless permission has been secured from the administration. Once students arrive on campus, they are not to leave without permission from the administration. Students who violate these rules forfeit the privilege of driving cars to school. Any accident on school grounds must be reported immediately to the high school principal or designee.

Visitors

School visitors (volunteers, parents/legal guardians, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents/legal guardians who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child(ren) during the day. This is an interruption to the teacher and to the educational process.

Volunteers

Volunteers are sought from among parents/legal guardians, and the local community to aid in the educational process. Volunteers are needed for extra supervision on the playground, instructional assistants, clerical help, Library Media Center help, and special occasions. Volunteers should sign in at the respective school office and get a visitor ID. Volunteers with routine interaction with students must complete the CMG Connect program (Circle of Grace) as prescribed by the Diocese of Little Rock.

Right to Amend

St. Joseph School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through email communication.