

Non-custodial Parents

Non-custodial parents are not to use the school as a meeting place to visit with their child/children. In the case of divorce, it is the responsibility of the parents to provide the office with a copy of the divorce decree that includes the court order stating custody and visitation rights. The principal will allow a non-custodial parent to take a child from school only as specified by court order unless other arrangements have been authorized by the custodial parent. If the court order is not on file in the office, it will be assumed that both parents have equal rights. Upon request, a copy of the child's report card will be provided to the non-custodial parent. No other records will be released to non-custodial parents without authorization from the custodial parent. Non-custodial parents do not have the right to add to or modify emergency contacts or pick-up lists for students.

Pick-Up

Parents are able to list as many authorized pick-ups as they wish by adding the names to their registration form or to RenWeb. People on this list are authorized to freely pick-up the listed children as needed. If anyone who is not on a child's pick-up list is to pick him/her up, including another school family, the custodial parent must first contact the office to give approval. If your child will often ride with another school family, you are encouraged to add this family to your pick-up list.

Planned Absences

Parents are requested to schedule family trips to coincide with days school is not in session, as extended absences can adversely affect a student's achievement. It is recommended that a discussion with your child's teacher be held before the absence. Students are responsible for making up all class work, home work, and tests missed during this time. If possible work may be sent with the student. However, parents and students should expect that most work will not be available until after they return.

Pre-Kindergarten

Children who are registered for Pre-K for less than five days per week must attend only on the days for which they are registered. If a sickness, holiday, snow day, etc. causes us to miss school on a day your child is scheduled to attend, it is not possible for your child to attend an unscheduled day as a "make up" day. Doing so would disrupt the schedule for the other group and could potentially cause us to be out of compliance with our mandated student/teacher ratio. If a field trip or class party is scheduled on a day other than your scheduled day, your child is welcome to attend these events.

If parents of part-time Pre-K students would like to add additional attendance days, they must first contact the Pre-K director and/or principal to ensure space is available on the requested day. The daily rate will be charged for added days.

BEHAVIOR

General Expectations

The ultimate goal of discipline at St. Joseph is to teach students to become effective modifiers of their own behavior. Good order and self-discipline is expected. The classroom teacher is responsible for developing age appropriate rules, rewards, and consequences, which are clearly conveyed to students verbally and in writing. Emphasis will be placed on positive values rather than negative. When violations

do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, teacher, and all who have been offended by the misconduct.

Serious and/or continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken. The principal and pastor will make final decisions regarding disciplinary actions.

If a student cannot be helped through any of the above means, suspension or expulsion will be considered.

Bullying

St. Joseph Catholic School attempts to provide a safe environment for all individuals. Threatening or derogatory comments made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, whether seriously or "just for fun," at school, off campus, or through technology face serious consequences, possibly including suspension or expulsion.

Cheating

Cheating will not be tolerated. A student who cheats or plagiarizes will fail the assignment or test. Parents will be notified of the cheating and may be required to meet with the classroom teacher to discuss the behavior.

Discipline Board

For major or repeated infractions, the principal may convene a discipline board. The board will consist of five teachers spread across the grade levels. The faculty or staff member directly involved in the situation will not serve on the board, but may present information to the board. The student and parent(s) may also present information to the board. After hearing the information, the board will make a disciplinary recommendation to the principal. The final decision will remain with the principal and pastor.

Expulsion

Expulsion is the permanent dismissal of a student from school. Expulsion from the school will be the decision of the principal in consultation with the pastor. Parents have the right to ask for a hearing to appeal an expulsion if they so wish.

Gum Chewing

Gum is not allowed on the school campus.

Human Sexuality

St. Joseph Catholic School has fully adopted the Diocese of Little Rock's *Human Sexuality* policy. The diocesan human sexuality policy is a part of the diocesan *Manual of Policies and Regulations* for Catholic schools, and is located in subsection 4.42 of the section titled "4.0 Students." It can be viewed on the Catholic Schools Office website at <http://www.dolr.org/schools/policy-manual>.

Major Offenses

Consequences for major offenses will be determined by the pastor and principal. In a spirit of fairness towards the dignity of all persons involved, each instance will be considered on an individual basis and

all circumstances including the age of the students involved will be considered. Consequences may include suspension or expulsion. Diocesan policies will also be followed when applicable.

- Fighting.
- Defiance of school authority (principal, teachers, or other staff).
- Consistent lack of cooperation, both within and outside the class.
- Willful destruction of school property.
- Bringing or use of alcohol, tobacco in any form, and /or illegal drugs on the school grounds or at any parochial school function.
- Bringing any type of weapon to school or any school function. Weapons can be anything that could cause harm to an individual, such as, but not limited to knives, guns, and sharp objects.
- Use of classroom items or other objects in a way that endangers the safety of those in the room.
- Theft.
- Bullying, threatening, demeaning or hazing other students, either in person or through technology.
- Other such inappropriate behaviors.

Off-campus Actions

Each student is a St. Joseph student at all times and his or her behavior is a reflection on the school. A student who engages in conduct that is detrimental or defamatory towards the school, faculty, staff, or other students, whether inside or outside the school, may be disciplined by the school. This includes comments and actions online, in text messages, or through any means of communication.

Phones

Cell phones are to be off and out of sight during the school day. They should not be used for any purpose without direct permission from the classroom teacher, the office staff, or an extracurricular activity supervisor. Phones may be confiscated if used improperly. Students will be allowed to use the office telephone only with permission. Only calls of an urgent nature will be forwarded to students during the school day.

Playground Behavior

Students are expected to behave on the playground in a way that does not endanger themselves or others. Rough play is not allowed. Minor playground misbehavior will be handled by the teacher(s) on duty. Serious or repetitive misbehavior will be referred to the principal.

Public Displays of Affection

The school is not an appropriate place for expressions of boy/girl relationships. Instances of public displays of affection will be addressed on an individual basis appropriate to the age of the students.

Recordings

Electronic devices are an important part of modern education. It is essential though that any such devices are used only in a manner that is supportive of the educational process and approved by the teacher. If a device is used to create a non-authorized video or audio recording, a copy of the recording will be made and placed in the student's file, and the recording will be deleted from the device prior to the device being returned to the student. Any and all copies of non-authorized recordings will be permanently destroyed at the end of the school year in which they were made. More than one instance of violating this policy may result in confiscation of the device for an extended period of time and a revocation of the ability to bring other such devices to school.

School Property

Students are expected to be responsible for care of all school property. Any student damaging school property will be expected to pay to repair the damage.

With reasonable cause, the school has the right to search or view any items brought on campus, including inside lockers.

Suspension

Suspension is the temporary exclusion of a student from regular classroom activities for disciplinary reasons. Suspension will be assigned as either in-school or out-of-school. Suspension will be at the discretion of the principal in consultation with the pastor.

- Students may be suspended for a serious reason for a period of time, not to exceed 10 days.
- Students are suspended for conduct reasons, not academic reasons. Therefore, students will be able to complete work assigned during their suspension for credit.

UNIFORM POLICY

Students are expected to dress in a manner that demonstrates respect and modesty and does not distract from the learning environment. All uniform questions should be directed to the principal, who has final authority when determining what is or is not appropriate.

General Uniform Guidelines

- All logo shirts, logo sweaters, and logo fleece jackets must be purchased through The Toggery at toggerykids.com.
- Tops must be red or white, short or long sleeved polo shirt with logo. We are phasing out the white logo polo shirts. You may continue to wear white logo polos that you already own. However, no new white logo polos will be produced.
- Logo sweatshirts must be purchased through the school. Spirit Wear may be purchased from the Athletic Booster Club. Sales of used uniforms, sweatshirts, and fleeces at reduced prices will occur several times during the school year.
- Shirts must be tucked in.
- Belts must be solid brown, black, or navy with a simple buckle. Students in 5th-8th grades **MUST** wear a belt with any pants that have belt loops.
- Socks must be such that they do not cause a distraction during the school day. Sock colors should be found in the school uniform (i.e. white, navy, red, grey, black). Girls may wear navy tights or navy leggings.
- Shoes must be closed toe, closed heel, and rubber soled; No boots; No slip-on shoes (Exception, flats for junior high at Friday Mass only.)
- Girls' hair must be of natural color and appearance. Hair must be neatly styled to show the full face. Hair accessories must be simple and non-distracting.
- Boys' hair must be of natural color and appearance. Hair must be neatly styled and no longer than the top of the eyebrow, the top of the collar of the polo shirt, and the top of the ear. No facial hair is allowed.
- Religious necklaces in modest size and number may be worn. Girls only may wear earrings no larger than the size of a dime.

Out of Uniform Attire

Students may wear jeans, pants, or appropriate length shorts with shirts that are modest in style. Any logos or writing must be appropriate for a Catholic school. Clothing must not have holes, rips, or tears.

ADMISSIONS

Class Assignments

If there is more than one class at any grade level, the administration, in consultation with the faculty, will assign classes with parity being the highest priority. Every attempt will be made to balance the classes in both number and academic ability.

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

Our standard practice for Pre-K 4 will be to admit only students who have attained the age of four (4) years on or before September 1 of such school year. However, we do reserve the right to place students into an older or a younger Pre-K class if we determine that the placement better fits the needs of the student and the class.

New Admissions

New students are accepted on the availability of class openings and the willingness and ability of the prospective parents and students to support the academic and behavioral philosophy and standards of the school. St. Joseph Catholic School will consider for acceptance new students who have met the following guidelines:

- An interview with the principal and/or pastor.
- Copies of the past or current year report card and previous standardized test scores.
- Academic records from previous year for all students entering 1st-8th grades.
- Copies of existing psychological and/or therapy reports and evaluations.
- Proof of good financial, academic, and behavioral standing from the previous school.

Students transferring are admitted on probation for nine weeks. At the end of the nine weeks, the principal, in consultation with the pastor, reserves the right to determine if the student is to remain at St. Joseph Catholic School.

In the event that there are more student applicants than classroom positions, classes will be filled in the following order:

1. St. Joseph parishioners with siblings already attending St. Joseph Catholic School
2. St. Joseph parishioners attending the school for the first time
3. Catholics registered with other parishes with siblings already attending St. Joseph Catholic School
4. Catholics registered with other parishes attending the school for the first time
5. Non-Catholic families with siblings already attending St. Joseph Catholic School
6. Non-Catholic families attending the school for the first time

Immunizations

Immunization records are required at registration time. Students must meet all State of Arkansas guidelines for immunization.

Non-discrimination

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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

Potty Training

All preschool children must be potty trained prior to attending SJCS.

Registration and Re-Enrollment

Registration for the upcoming school year is held in early February. Dates are published in the principal's Monday letter, the St. Joseph Catholic Church bulletin, and in the bulletins of area parishes. A non-refundable fee of \$150 per family is required at the time of registration. A one-time per family Capital Improvement Fee of \$500 is required of all families upon being accepted to the school.

Re-enrollment at St. Joseph Catholic School is not guaranteed. At the end of the school year, the principal, in consultation with the pastor, reserves the right to determine if a student is to remain at St. Joseph Catholic School. If the principal and pastor determine that the parents and/or student is either unwilling or unable to support the academic and behavioral philosophy and standards of the school, the student may be asked to enroll at another school.

EXTRA-CURRICULAR ACTIVITIES

St. Joseph Catholic School offers a variety of extra-curricular activities, such as Chess Club, Angel Choir, and sports programs.

Sports teams compete via local leagues through the Boys and Girls Club, Arkansas Athletes Outreach (AAO), and Arkansas Activities Association (AAA). These leagues have their own codes of conduct for players and coaches. Coaches, with the approval of the principal and athletic director, can assign additional requirements of conduct and academics for their players.

All students who participate in extra-curricular activities must maintain an average of 70% or higher, with no single grade below a 60%, in all subjects that give a numeric grade. If a student does not meet this academic requirement, he or she may be asked to withdraw from extracurricular activities.

Parent Service Requirement

SJCS relies heavily on the use of volunteers for the success of our school. Please give of your time, talent and treasure.

Each family is required to perform twenty (20) hours of volunteer service to St. Joseph Catholic School per year. The yearly service hour requirement may be met in the following ways:

- Perform twenty (20) hours of service per school year
- Pay \$300 per year fee at the beginning of the school year to opt out of the service hour requirements
- Pay \$15 per hour for every hour of the required twenty (20) hours that is not met by the end of the school year

Photos

St. Joseph reserves the right to use student photos and videos for school publications, website, and official social media pages, including publications for the diocese, ANSAA and other official organizations. All such photos and videos become the property of St. Joseph School for both current and future use. If parents do not want their children to appear in school photos or videos, they must sign a waiver in the office.

School Trademarks

The school name and/or logos may not be used on any physical or electronic materials without the written permission of the principal.

Student Interviews

Officials from DHS and some other agencies have the authority to come to school and interview students when necessary without parent permission. The principal will attempt to be present at any such interview.

Tuition Assistance

Need based tuition assistance is available for some students and is based on the availability of funds. Financial need will be calculated by FACTS Tuition Management Company. Families apply online through the FACTS website. First priority for available funds is given to active St. Joseph parishioners. All families who receive financial assistance are required to apply for free and reduced lunches.

COMPLAINTS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual involved before discussing with other patrons. Complaints should be handled in the following manner:

1. If a person has a complaint, the individual will go to the employee who is most directly involved in the situation to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily with the teacher or staff member, the person will contact the principal for an appointment.
3. If the matter cannot be resolved satisfactorily with the principal, the person will contact the pastor to discuss the matter.