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## MISSION STATEMENT

*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.*

### SECTION 1.01/ PHILOSOPHY & OBJECTIVES

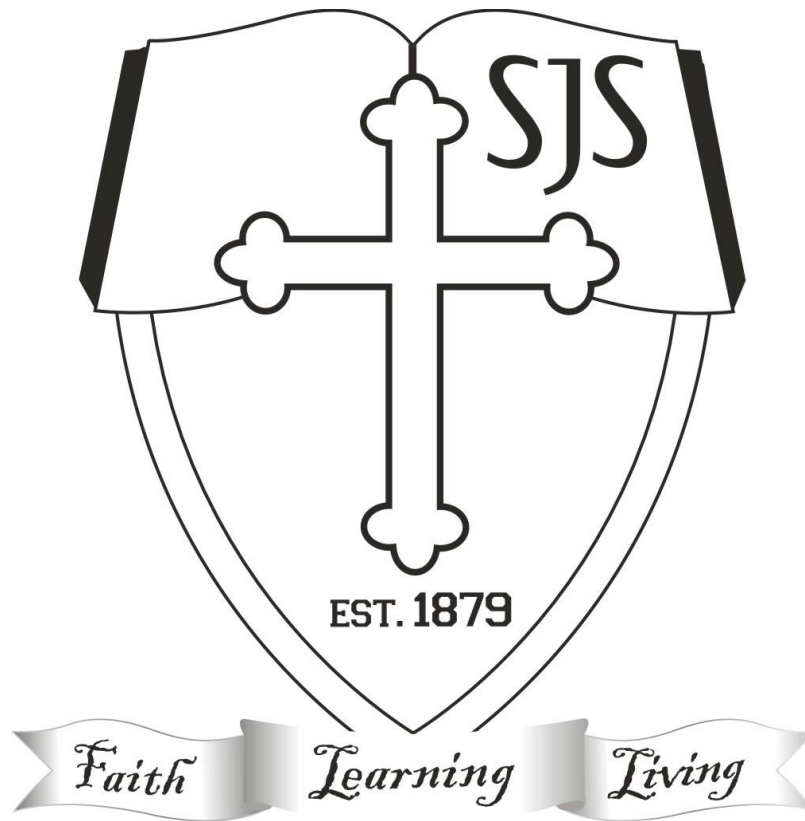
The philosophy of St. Joseph School is built upon the truth that God created man and we must tend toward God. Therefore, St. Joseph School is committed to the formation of the students with respect to the final goal: God. St. Joseph School seeks to develop adults of faith and intelligence, persons who 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.

### SECTION 1.02/ PREFACE

This document contains St. Joseph School Policies and Procedures for the 2016–2017 school year. **We ask that you read the school handbook carefully and sign the consent forms emailed by the school office.**

The handbook contains school policies that allow us to provide a quality, Catholic education for our students. St. Joseph School functions under the auspices of St. Joseph Catholic Church in Conway, Arkansas. The policies and regulations stated in this handbook have been established by the St. Joseph School Board and Administration. These policies follow the guidelines established by the Diocese of Little Rock. Copies of the diocesan manual are available for review in the school offices. In setting forth these rules, we have 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. By working together, we can provide a school environment rich in academic instruction and spiritual formation.

**SECTION 1.03/ ST. JOSEPH SCHOOL LOGO**



**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.

**SECTION 1.04/ 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**



### **SECTION 2.01/ SCHOOL 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.

### **SECTION 2.02/ ACCREDITATION**

St. Joseph School is fully accredited by the Arkansas Nonpublic School Accrediting Association (ANSAA). The school is also a member of the National Catholic Education Association.

### **SECTION 2.03/ FACULTY**

- All St. Joseph School faculty and professional staff have attained appropriate baccalaureate, masters, or other advanced degrees
- The support staff consists of administrative and maintenance personnel

### **SECTION 2.04/ ADMISSION**

St. Joseph School will admit students of any race, color, handicap, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to other students. An application for admissions must be completed before the admission process begins. SJS 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>

All admissions paperwork must be completed by the last day of July before the upcoming academic school year.

Full disclosure of a student's academic and behavioral records is required upon registration. Lack of disclosure can result in denial of admission to St. Joseph School or dismissal of the student.

### **SECTION 2.05/ TRANSFER STUDENT ADMISSION**

Student transfers from local school districts will only occur on or before the first academic school day of each semester. 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.

## **SECTION 2.06/ HOMESCHOOL STUDENT ADMISSION**

### **FOR STUDENTS IN GRADES 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:

- Current Standardized Achievement Test results
- Courses currently taught and names of textbooks or other instructional materials used
- Other materials that demonstrate ability, such as teacher-made tests, papers written, etc
- 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 GRADES 9-12**

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

1. A list of all courses completed, grades earned, text books, or other instructional materials used.
2. Standardized test results previously completed.
3. School academic and discipline records from any previous school attended.
4. 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 home school. 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.



## **SECTION 2.07/ 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.

## **SECTION 2.08/ 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 August 1 (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 work books.

## **SECTION 2.09/ SCHOOL SUPPORT HOURS**

In an effort to promote volunteerism and encourage parental 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 2016-2017 school year, must be completed by the May deadline to be announced
- Accumulation of school support hours for the 2017-2018 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 fifteen (15) hours per year
- A family receiving donated school support hours cannot then donate any hours to another family
- 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.

Each family is responsible for documenting school support hours accrued at the Bazaar. These hours must be turned into the school office by **September 1**. There are many opportunities to volunteer at events that directly benefit St. Joseph School. These include: the Bazaar, the Flea Market, helping in the gym/concession stand, school parties, etc. Volunteer hours accumulated at these events (as well as many others) are recorded as school support hours.

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 middle 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 middle school office at 501-327-1204.

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.

## **SECTION 2.10/ 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 must complete the Virtus program as prescribed by the Diocese of Little Rock.**

## **SECTION 2.11/ 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 Virtus Child Safety Program

## **SECTION 2.12/ NON-CUSTODIAL PARENTS**

Non-Custodial parents are not to use the school as a meeting place to visit with their child(ren). In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the respective school office. The building level principal will only allow the non-custodial parent the rights outlined in the court order.

## **SECTION 2.13/ COMMUNICATIONS**

### **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)

## **SECTION 2.14/ PARENT TEACHER ORGANIZATION**

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.

### **SECTION 3.01/ RELIGIOUS EDUCATION & FORMATION**

Every child has a right to religious instruction and formation in the Catholic faith. 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.

### **SECTION 3.02/ COURSE SCHEDULES**

Students are registered for a well-balanced academic program with consideration given to the gifts, talents, and abilities of the individual. Parents/legal guardians, students, and administration will collaborate to determine a student's schedule.

### **SECTION 3.03/ PROMOTION (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.

### **SECTION 3.04/ 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.

## **SECTION 3.05/ GRADING SYSTEM**

### **Academic grades**

<i>Percent</i>	<i>Grade</i>	<i>Quality Points</i>	<i>Comment</i>
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, improvement necessary
Below 60	F	0.0	Failure
Incomplete	I		Two weeks to make up work

\*Advance Placement (AP) courses as well as courses taken from University of Central Arkansas will use 4.0 for its highest quality point. No grade will be weighted.

\*St. Joseph 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.

## **SECTION 3.06/ 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 the following awards at the end of the school year: honors, citizenship awards, Presidential Physical Fitness awards, and subject awards.

### **Honor Roll (1-12)**

The Honor Roll is calculated for students in grades 1-12 each semester. Conduct for honors must be no lower than “3” in all classes.

*First Honors: All A's in each academic subject.*

*Second Honors: An overall 3.25 average in all academic subjects.*

### **SECTION 3.07/ 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 5<sup>th</sup> and 8<sup>th</sup> grade students.

### **SECTION 3.08/ CONWAY HIGH SCHOOL CLASSES**

Juniors and seniors may take courses at Conway High School and have the credit for these courses transferred to St. Joseph School. Only those courses not available at St. Joseph School and those needed to accomplish a student's academic or career goals will be approved.

Students enrolled in Conway High School must comply with that school's rules and regulations. School functions at St. Joseph School (such as pep rallies, assemblies, or weekly Mass) are not normally considered excused absences at Conway High School. If St. Joseph School students miss their Conway High School classes because of these activities, they may be charged with an absence. St. Joseph School students who miss a Conway High School class for any reason are solely responsible for relaying this information to Conway High School at 501-450-4880

Each student must sign out and in at the St. Joseph High School office when leaving for and returning from Conway High School classes, including returns during lunchtime. **Failure to consistently sign in and out could result in the privilege of attending Conway High School revoked for the remainder of the school year.**

### **SECTION 3.09/ GUIDANCE**

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 Mr. Richard Walter (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.

### **SECTION 3.10/ RENAISSANCE STUDENT INCENTIVE PROJECT**

The Renaissance Student Incentive Project recognizes, motivates, and rewards academic achievement of students at St. Joseph High School. Students will have the opportunity to be rewarded with business discounts, "freebies", and special activities based on academic achievement and willingness to improve.

#### **Levels of achievement:**

- **Gold Card:** A Gold Card is earned by students who meet the following criteria for a nine (9) week grading period:
  - All A's
  - No suspensions
  - Member of any school club or activity

- **Blue Card:** A Blue Card is earned by a student who meets the following criteria for a nine (9) week grading period:
  - All A's and B's with a 3.5 average
  - No suspensions
  - Member of any school club or activity
  
- **High Five:** This incentive recognizes improvement in a student's grade point from the previous nine (9) weeks as follows:
  - The student's nine (9) weeks GPA must improve + .5 from the previous nine (9) weeks.
  - No suspensions
  - No F's

### **SECTION 3.11/ 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 19
- 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.

### **SECTION 3.12/ SPECIAL NEEDS STUDENTS**

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.

### **SECTION 3.13/ STUDENT RECORDS**

The office of the registrar keeps an individual folder for each student attending St. Joseph School. Copies of these records are available to both parents and students upon written request assuming all financial obligations are in good standing. This folder contains a permanent record card, student information form, academic/attendance history, standardized testing results, health records, transcript of grades from last school, and other relevant correspondence.



### **SECTION 3.14/ 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.

### **SECTION 3.15/ ATHLETICS**

Any athletic program in competitive sports will be under the direct supervision of the high school principal.

1. A qualified person will be employed to direct the athletic program.
2. Adequate and safe equipment will be available/used for athletic activities.
3. A completed physical examination or written statement from the family physician will be required before a student is allowed to participate in competitive sports.
4. Competitive athletic activities on the secondary level will be conducted by a qualified coach and will conform to the regulations of the Arkansas Activities Association.

Any athletic support group must have explicit approval of the pastor, be under the direct supervision of the high school principal, and be accountable to the school board. The high school principal will appoint a faculty member to supervise the cheerleaders or drill team.

See the St. Joseph School Athletic Handbook for specific information regarding the athletic program.

### **SECTION 3.16/ ATTENDANCE**

Daily attendance in class provides explanation of subject matter, interactive and cooperative learning, and helps assure the student's regular progress.

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.

### **SECTION 3.17/ ABSENCE**

When it is necessary for a student to be absent, the parent/legal guardian is to call the school the day he student is absent.

**Elementary School:** 501-336-8149, **Middle School:** 501-327-1204, **High School:** 501-329-5741

It is best to call on the day of absence by 8:30am out of concern for your child's safety. Daily contact will not be necessary if the parent/legal guardian specify the days the student will be absent. In

instances of illness that exceed a full week, a parent/legal guardian is asked to provide doctor's written verification upon the student's return to school.

**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.

<i>Student</i>	<i>School Action</i>
Absent 12 days <b>in one semester</b> :	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

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

For each day of excused absences, the student has one (1) day to make up missed work. The school office is not responsible for obtaining any student's assignments. It is the student's responsibility to check with the teacher concerning any work missed upon his/her return to school.

**SECTION 3.18/ EARLY CHECK-OUT**

***Anticipated:*** If an early check-out is anticipated, the office must be notified by a parent/legal guardian that day. Only a parent/legal guardian or someone designated by the parent(s)/legal guardian(s) may withdraw a student from school. Students should be picked up at the school office. No student may leave the school grounds during the school day without the permission of the administration and parent(s)/legal guardian(s).

***Unanticipated:*** If an illness or emergency occurs during the school day, the student will receive permission from the teacher to leave class and report to the office. Office personnel will contact the parent(s)/legal guardian(s) to verify arrangements for the student to leave school.

**SECTION 3.19/ TARDINESS**

**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.

**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)**

## **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 lunch by 9:00am.**

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 5<sup>th</sup> 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.

### **SECTION 3.20/ TRUANCY**

Truancy is being absent from school without knowledge or consent of either parents/legal guardians or school staff. Truancy is a serious legal matter and will result in disciplinary action, suspension, or expulsion.

### **SECTION 3.21/ VACATIONS**

Vacations or family trips are discouraged during the regular school term. If the parent(s)/legal guardian(s) must take the student out of school for this reason, the building level principal is to be notified in advance.

### **SECTION 3.22/ EMERGENCY CLOSINGS**

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

### **SECTION 3.23/ FIELD TRIPS (Academic and Extra-Curricular)**

School trips or functions, including athletic events, are not considered absences. Students must have their parent(s)/legal guardian(s) complete a field trip release form for the student to participate in a field trip. **No verbal permission will be accepted.**

A student's participation in a field trip will be left to the discretion of the teacher and building level principal.

All students attending a field trip must ride the bus to the field trip destination. Students will not be allowed to leave with anyone other than their parent(s)/legal guardian(s) unless prior arrangements have been made with the teacher, in writing. Younger siblings may **not** participate in field trips so that necessary attention may be given to the students.

## **SECTION 3.24/ BEHAVIORAL EXPECTATIONS**

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.

***The following are St. Joseph School Board 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.

**SECTION 3.25/ CONSEQUENCES OF 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 School principal in consultation with the pastor.**

- 1. Notification of the expulsion will be sent to the school board president.**
- 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. If parents wish to appeal the decision, they will contact the president of the school board who will arrange a hearing with the appeals committee.**
- 4. Any suspension/expulsion resulting from a violation not listed in the handbook may be appealed to the St. Joseph Parish pastor.**

# TECHNOLOGY-INTERNET ACCEPTABLE USAGE POLICY

## SECTION 4

### SECTION 4.01/ OVERVIEW

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.

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.

To gain access to email and the Internet, all students must sign and return the  
**Technology-Internet Acceptable Use Form**  
**emailed by the school upon enrollment.**

### SECTION 4.02/ SCHOOL INTERNET & EMAIL RULES

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallways. Students must comply with all St. Joseph School policies concerning student conduct and communication when using St. Joseph School computers and other personal devices **whether on or off school property**

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. 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, St. Joseph 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 St. Joseph 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 must be followed:

### **Computer access**

- The administration/building level principal or teacher has the right to access information stored in any student file on any student screen or student 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 without permission
- 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, displaying, posting, publishing, forwarding, scanning offensive messages, or pictures (including harassing, bullying, or threatening materials/messages)
- Using technology for any illegal activity including malicious use or vandalism
- Avoiding school filters
- Plagiarism
- Sending and displaying offensive messages and pictures
- Damaging computer, computer system, network, or devices
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Revealing any personal information, agreeing to meet with someone they have met online without their parent(s)/legal guardian(s) approval and participation, and sharing passwords

## **SECTION 4.03/ 1:1 TECHNOLOGY POLICY**

### **1. Introduction**

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 Acceptable Use Policy applies to all devices brought onto campus

## 2. 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 students 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.

## 3. 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 ear buds 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.
- M. **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 be used during lunch for grades 7-12.

- c. **Cell phones may NOT be used during class** unless the teacher specifies a phone is needed for a special project or circumstance.
- N. Students must adhere to all guidelines previously stated in Section 4.

#### **SECTION 4.04/ ACCEPTABLE USE VIOLATIONS**

Any time a student violates the Acceptable Use Policy rules of conduct and guidelines:

- 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:**

1<sup>st</sup> 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.

2<sup>nd</sup> 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.

3<sup>rd</sup> 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.

4<sup>th</sup> 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.*

#### **SECTION 4.05/ GOOGLE APPS**

St. Joseph School is now an official Google Apps for Education School offering users a free educational suite of applications for use to enhance learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the internet. St. Joseph School has the capability to limit messages/use based on various parameters.

In order for users to gain access to Gmail and his/her Educational Google Apps account, St. Joseph School must obtain parent/legal guardian permission.

**By completing the AUP you grant permission for your child's access to Google Apps Education tools.**

All rules in Section 4 of this handbook apply to student use within Google Apps.

## Student Conduct:

*The basic purpose for student use of Google Apps **is for education**. This agreement states you, the student, will not use Google Apps for personal emails and social networking. Also, this agreement states that you will be polite and respectful of other students. You will also respect students' privacy and security when using Google Apps. (Regulations abide with COPPA, Children's Online Privacy Protection Act)*

1. **Personal Responsibility:** I will accept personal responsibility for reporting any misuse of the Google Apps to the teacher/administration.
2. **Acceptable Use:** The use of my assigned account will be in support of education and research and will support the educational goals and objectives of St. Joseph School. You are personally responsible for this provision at all times when using Google Apps. In addition, you will abide by the following:
  - a. I will not use Google Apps to post any web pages for commercial activities, product advertisement, or political advocacy.
  - b. I will not use Google Apps to post any obscene, discriminatory, or offensive material. All material posted will be in keeping with school assignments.
  - c. I understand that school administration has the right to monitor all postings including emails.
  - d. I understand that email sent through my account may be scanned for content violating the terms of this agreement.
  - e. I understand that email sent via the Google Apps must be school related and abide by guidelines in the AUP.
3. **Privileges:** I understand that the use of the Google Apps is a privilege - not a right, and that inappropriate use will result in a cancellation of those privileges. The system administrator(s) may close an account at any time deem necessary.
4. **Network Etiquette and Privacy:** I understand and will abide by the generally accepted rules of network etiquette.

## SCHOOL PROCEDURES

### SECTION 5

#### SECTION 5.01/ ACT 1408-LASER POINTERS

Students in possession of hand held laser pointers at school or school related activities will be subject to suspension. The laser pointer will be confiscated as required by Act 1408 of 1999 enacted by the Arkansas General Assembly. Laser pointers will not be returned to students or parents/legal guardians.

#### SECTION 5.02/ CELL PHONE INFORMATION

Cell phones are allowed under the BYOD policy. Please refer to this policy for specific guidelines.

#### SECTION 5.03/ TELEPHONE USAGE

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 should call the office, NOT the child's cell phone, for communication during the school day.

#### SECTION 5.04/ GRIEVANCE

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 School principal for an appointment and will present to the St. Joseph School principal details of the grievance in writing.
4. If the problem is still not resolved, the person will contact the parish pastor to discuss the matter.
5. If no solution is found to the problem, the matter will be referred to the diocesan superintendent.
6. 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 School principal.

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.

## **SECTION 5.05/ 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.

## **SECTION 5.06/ SEARCH & SEIZURE**

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.

## **SECTION 5.07/ STUDENT PICK-UP**

Pick-up for grades K-3 will be on 4<sup>th</sup> 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 in the marked lane in front of the Parish Administrative Office. Enter the pick-up line from College Avenue on the west side of the Parish Hall traveling east to the middle school. Middle school parents/legal guardians may park in the parish hall parking lot and walk over to pick up students.

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.

**After School Program:** The 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.*

### **SECTION 5.08/ 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.

### **SECTION 5.09/ LEAVING CAMPUS**

Once students arrive at school, they are not to leave campus without permission from the high school principal.

### **SECTION 5.10/ VISITORS**

Visitors to any of the school buildings, including parents/legal guardians, must check in at the office. A visitor's pass will be issued if the visit is necessary. Visitors are not to be in any classroom without the permission of the building level principal and the teacher.

### **SECTION 5.11/ PARTIES & 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. A student directory will be available at the beginning of each school year for parents/legal guardians to purchase that will include class contact information.

### **SECTION 5.12/ DELIVERIES**

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

### **SECTION 5.13/ DANCES**

St. Joseph School dances are open to all St. Joseph students in grades 9-12, unless otherwise announced. Each student attending the dances may bring one 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 Junior/Senior Prom is open to students in grades 10-12. A 9<sup>th</sup> grade student may attend only if invited by an upper-class student.

### **SECTION 5.14/ BULLETIN BOARDS & POSTERS**

Announcements for the bulletin board, daily bulletin, or posters placed anywhere in the building require approval from the administration. These materials should not be removed or defaced.

## **SECTION 5.15/ DISTRIBUTION OF LITERATURE**

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

## **SECTION 5.16/ 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. The St. Joseph School Board will then review the proposal and determine whether to approve or disapprove the fundraiser.

## **SCHOOL SAFETY**

### **SECTION 6**

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 crisis intervention manual and Emergency Response Chart.
2. Emergency Response Charts are located in each classroom and common areas throughout all St. Joseph School campuses.

#### **SECTION 6.01/ FIRE, TORNADO, INTRUDER & EARTHQUAKE DRILLS**

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.

#### **SECTION 6.02/ IN THE EVENT OF AN EMERGENCY**

**Please do not call the school offices or staff.** Information will be disseminated as quickly as possible through email, social media, SJS App, or by phone. If the school needs to be evacuated, instructions for student pick-up will be clearly communicated.

#### **SECTION 6.03/ ACCIDENTS**

Any accident on school grounds or at a school sponsored activity that results in personal injury and/or property damage must be reported to school officials immediately.

#### **SECTION 6.04/ DEPARTMENT OF HUMAN 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.

#### **SECTION 6.05/ FIRE EXTINGUISHERS & ALARMS**

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



## SCHOOL HEALTH SERVICES

### SECTION 7

Vision and hearing tests are administered yearly to students in grades K, 1, 3, 5, 7, and all special education students. Scoliosis screening is administered to 6<sup>th</sup> grade girls and all 8<sup>th</sup> 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.

#### **SECTION 7.01/ ILLNESS**

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 suspected of having any contagious illness (including vomiting or diarrhea) will be sent home.

**Any student running a fever of 100.0 or greater will be sent home.**

A student who is too ill to stay at school is to wait at the office until a parent(s)/legal guardian(s) comes for him/her. High school students may drive home with parental/legal guardian permission.

**All students must be fever free for 24 hours without use of fever reducing medication before returning to school.**

#### **SECTION 7.02/ MEDICATION**

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.**

St. Joseph School does not provide non-prescription drugs (e.g., cough drops, aspirin, etc.)

#### **SECTION 7.03/ IMMUNIZATIONS**

Each student is required to have their shot record fully up to date upon entering St. Joseph School.

## UNIFORM POLICY

### SECTION 8

Uniforms are required for all students attending St. Joseph Schools. 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. Any items with the old school logo are not permissible.

The St. Joseph School uniform consists of the following:

#### SECTION 8.01/ GIRLS

- Red, yellow, white, dark heather grey (not light grey), or bulldog purple (not light or lilac purple) knit polo-style/button down oxford cloth shirt (long/short sleeve) with no labels or brands visible on shirt. The current St. Joseph School logo may be added.
- Official dark heather grey sweatshirt or ¼ pullover with St. Joseph School logo, available for purchase through the PTO. Navy sweatshirts with the current logo only, may be worn for the 2016-2017 school year only. After May 2017, navy sweatshirts will no longer be allowed.
- No pullover “hoodies” of any style may be worn
- Navy blue, black, or brown belt if pants/shorts have loops. If removing loops from pants/shorts, they must be fully removed, with no pieces of the loop remaining.
- Uniform navy blue or khaki (not stone), or uniform plaid (#55) twill jumper, skirt, or skort, **knee length.**
- Girls are **required** to wear shorts (any color) under the jumper/skirt for grades K-6 and encouraged to wear shorts (any color) under any skirt for grades 7-12
- Uniform navy blue or khaki (not stone) ), or uniform plaid (#55) twill shorts, no shorter than two (2) inches from the top of the knee and should not extend below the knee
- Uniform navy blue khaki (not stone) twill pants
- White or navy blue tights with jumper, skirt, or skort. White, navy blue, or flesh hose for grades 7-12 only
- White, navy blue, or black socks/knee socks with no logos or symbols. **Socks must be plain.**
- White, navy blue, or black solid tight fitted leggings, no pattern, **MUST** be at least two (2) inches past the knee with jumper, skirt, or skort (not to be worn with shorts)
- Make-up is not permissible for Elementary or Middle School students. Modest make-up permissible for grades 7-12.

#### SECTION 8.02/ BOYS

- Red, yellow, white, dark heather grey (not light grey), or bulldog purple (not light or lilac purple) knit polo-style/button down oxford cloth shirt (long/short sleeve) with no labels or brands visible on shirt. The current St. Joseph School logo may be added.
- Official dark heather grey sweatshirt or ¼ pullover with St. Joseph School logo, available for purchase through the PTO. Navy sweatshirts with the current logo only, may be worn for the 2016-2017 school year only. After May 2017, navy sweatshirts will no longer be allowed.
- No pullover “hoodies” of any style may be worn
- Navy blue, black, or brown belt (if pants or shorts have loops). If removing loops from pants/shorts, they must be fully removed, with no pieces of the loop remaining.
- Uniform navy blue or khaki (not stone) twill slacks
- Uniform navy blue or khaki (not stone) twill shorts, no shorter than two (2) inches from the top of the knee and should not extend below the knee

- White, navy blue, or black socks/knee socks with no logos or symbols. **Socks must be plain**

### **SECTION 8.03/ SENIOR CLASS SWEATSHIRT**

Seniors, high school principal, and sponsors will have the opportunity to select a different color sweatshirt for the graduating class. These senior sweatshirts with the St. Joseph School logo will be ordered through the school.

### **SECTION 8.04/ OPTIONAL WEAR**

**NO "SAGGING" – SLACKS AND SHORTS MUST FIT AT THE WAIST!  
NAME-BRAND LOGOS AND CARGO-TYPE POCKETS ARE PROHIBITED  
ONLY PLAIN WHITE T-SHIRTS MAY BE WORN UNDER THE UNIFORM SHIRTS  
NO HATS, CAPS OR SUNGLASSES MAY BE WORN IN THE SCHOOL BUILDINGS  
NO BODY PIERCINGS or VISIBLE TATTOOS ARE PERMITTED**

**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. Administration may change Bulldog Spirit Friday to another day of the week, at their discretion, to accommodate school events.

**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:** For both girls and boys, 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. The final decision for appropriate hairstyles will rest with the building level principal.

**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. Hair barrettes, bows, ribbons, head bands, 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 shorts, uniform slacks, uniform skirts, uniform skorts, or uniform jumpers during the St. Joseph School Mass.

**Shirt (long or short sleeve):** Shirt must be tucked in at all times. The uniform policy prohibits name brand logo/initials, turtlenecks, as well as layering of long-sleeved shirts under short-sleeved shirts.

**Shoes:** Shoes are required to be "tasteful" and appropriate for school wear. 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 TENNIS SHOES WILL BE ALLOWED ON THE GYM FLOOR.**

**Coats:** Coats may or may not be worn in the classroom at the discretion of the teacher

**Jeans:** Jeans days will be reserved for special events at the discretion of the administration

## **SECTION 8.05/ SHOPPING OPTIONS**

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 Policy. The Toggery is located in the Pleasant Ridge Town Center at 11525 Cantrell Road, Suite 405, 1-800-207-8691. A link to the Toggery's website can be found on our school web page.

School uniforms are also 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.

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.**

## SCHOOL FACILITIES

### SECTION 9

#### **SECTION 9.01/ CAFETERIA**

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 15<sup>th</sup> and last day of each month

**NO FAST FOOD MAY BE BROUGHT IN AT ANY TIME**

Guests to the Cafeteria: Arrangements must be made for lunch before 9:00am on the day the guest wishes to visit. Payment for lunch must be given in full to the school office; change cannot be given. **High School students visiting from other schools must make arrangements with the high school office one (1) day in advance.**

#### **SECTION 9.02/ 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.

#### **SECTION 9.03/ 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.

## STUDENT ORGANIZATIONS

### SECTION 10

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.

#### **SECTION 10.01/ CHESS CLUB**

~~The St. Joseph Chess Club is open to students in grades K-12. Practice is typically after school. We have brought chess to our school because we believe it directly contributes to academic performance. Chess often serves as a bridge, bringing together children of different ages, races, and genders in an activity they can all enjoy. Chess helps build individual friendships and also school spirit when children compete together as teams against other schools. Chess also teaches children about sportsmanship; how to win graciously and not give up when encountering defeat. For children with adjustment issues, there are many examples where chess has led to increased motivation, improved behavior, better self-image, and even improved attendance. Chess provides a positive social outlet, a wholesome recreational activity that can be easily learned and enjoyed at any age. It does so by teaching the following skills: focusing, visualizing, thinking ahead, weighing options, analyzing concretely, thinking abstractly, increasing concentration, building confidence, problem solving, building memory skills, and sportsmanship.~~

#### **SECTION 10.02/ DRAMA CLUB**

Drama Club presents plays to the school community and is open to grades 4-12. Drama productions provide opportunities for on-stage and off-stage responsibilities. Participating students must agree to contracts specifying details of attendance and other expectations.

#### **SECTION 10.03/ EYE CLUB (Excel Youth Exceeding)**

~~The EYE Club, founded by Thelma Moton of Conway, is an organization that supports teens in making good, sound, moral choices. It teaches them to “aim high” and exceed beyond the “normal” worldly expectations for youth. The A-Team is made up of several leaders (from grades 9-12) who live by example and agree to abstain from risky behaviors. They assist the EYE Club in skits, presentations and retreats.~~

#### **SECTION 10.04/ FAMILY, COMMUNITY AND CAREER LEADERS of AMERICA; FCCLA**

FCCLA is a non-profit organization that operates on the local, district/region, state and national levels. Our chapter takes on issues that affect the students in our school and sponsor service projects that respond to community needs. FCCLA is an important part of Family and Consumer Science. The organization promotes leadership, puts students in charge of their own learning, and establishes connections between the classroom and the real world.

## **SECTION 10.05/ JUNIOR OPTIMISTS/INTERACT/ST. JOSEPH SERVICE CLUB**

St. Joseph School offers students opportunities for service through several clubs. The primary objectives of these clubs are serving the school and community as well as developing initiative, leadership, and good citizenship practices. Students in grades 7–9 may join the Junior Optimists Club, and students in grades 10–12 may join the Interact Club/St. Joseph Service Club.

## **SECTION 10.06/ NATIONAL HONOR SOCIETY**

Nominees for membership in the NHS are researched by a faculty committee from students in grades 10-12 who are on the academic Honor Graduate track (see 12.02) to graduate, maintain a minimum grade point average of 3.65 or higher, have good conduct (no lower than a two), and promote leadership, service, and character. Character, leadership, and service dimensions are part of the research process and students who have exhibited these qualities are invited to membership and participate in an induction ceremony held each fall. Society members must maintain their GPA as well as attend and participate in all meetings and activities. If a student engages in behavior that is contrary to the rules in the NHS handbook, that student will be referred to a faculty committee or the faculty advisor for conduct review that may result in probation or immediate dismissal from the NHS. Suspension from school for any reason results in automatic dismissal from the society. Membership in the NHS is a great honor.

## **SECTION 10.07/ NATIONAL JUNIOR HONOR SOCIETY**

Nominees for membership in the NJHS are selected from those students in grades 8-9 who have earned an overall grade point average of 3.25. Qualities of character, leadership, service, and citizenship are researched by a faculty council and scholastically eligible students who exhibit these qualities are selected for membership and participate in an induction ceremony held each fall. Society members must attend and participate in all meetings and activities as well as maintain the required grade average and conduct marks (“1” or “2”). If a student engages in behavior contrary to the rules in the NJHS Handbook or Constitutional By-Laws, that student will be referred to a faculty committee or the faculty advisor for conduct review that may result in probation or immediate dismissal from the NJHS. Once dismissed, a student may not be reinstated to NJHS.

## **SECTION 10.08/ SAFETY COUNCIL**

The Safety Council conducts the monthly fire, tornado, and/or earthquake drills. Drills are necessary to teach students to evacuate the building quickly and safely in case of fire and to find appropriate shelter in case of a tornado or earthquake. Membership is open to students in grades 6-12.

## **SECTION 10.09/ STUDENT COUNCIL**

The middle school provides an opportunity for students to participate in student government. Allowing students a role in overall school governance encourages the development of character, scholastic achievement, leadership qualities, and service activities in the school. The student councils offer any student or group of students a channel through which to make suggestions to the faculty and administration. Any suggestions which have merit and are properly presented will be carefully considered and acted upon.

To be a member of the student council, a student must be selected by his/her class. Membership is open to students in grades 4-6.

# HIGH SCHOOL CLASS SCHEDULES

## SECTION 11

### REGULAR SCHEDULE (55 Minute Class Period)

8:00 - 8:05	Homeroom
8:05 - 9:00	1 <sup>st</sup> Period
9:05 - 10:00	2 <sup>nd</sup> Period
10:05 - 11:00	3 <sup>rd</sup> Period
11:00 - 11:30	Lunch 7 <sup>th</sup> - 8 <sup>th</sup> Grade
11:35 - 12:30	4 <sup>th</sup> Period 7 <sup>th</sup> - 8 <sup>th</sup> Grade
11:05 - 12:00	4 <sup>th</sup> Period 9 <sup>th</sup> - 12 <sup>th</sup> Grade
12:00 - 12:30	Lunch 9 <sup>th</sup> - 12 <sup>th</sup> Grade
12:35 - 1:30	5 <sup>th</sup> Period
1:35 - 2:30	6 <sup>th</sup> Period
2:35 - 3:30	7 <sup>th</sup> Period

### MASS SCHEDULE (40 Minute Class Period)

8:00 - 8:10	Homeroom
8:10 - 8:50	1 <sup>st</sup> Period
8:50 - 10:00	MASS
10:05 - 10:45	2 <sup>nd</sup> Period
10:50 - 11:30	3 <sup>rd</sup> Period
11:30 - 12:00	Lunch, 7 <sup>th</sup> - 8 <sup>th</sup> Grade
12:05 - 12:45	4 <sup>th</sup> Period, 7 <sup>th</sup> - 8 <sup>th</sup> Grade
11:35 - 12:15	4 <sup>th</sup> Period 9 <sup>th</sup> - 12 <sup>th</sup> Grade
12:15 - 12:45	Lunch 9 <sup>th</sup> - 12 <sup>th</sup> Grade
12:50 - 1:30	5 <sup>th</sup> Period
1:35 - 2:15	6 <sup>th</sup> Period
2:20 - 3:00	7 <sup>th</sup> Period

### Alternate Schedule (48 Minute Class Period)

8:00 - 8:05	Homeroom
8:05 - 8:53	1 <sup>st</sup> Period
8:57 - 9:45	2 <sup>nd</sup> Period
9:49 - 10:37	3 <sup>rd</sup> Period
10:41 - 11:29	4 <sup>th</sup> Period
11:29 - 11:59	Lunch 7 <sup>th</sup> - 8 <sup>th</sup> Grade
12:03 - 12:51	5 <sup>th</sup> Period 7 <sup>th</sup> - 8 <sup>th</sup> Grade
11:33 - 12:21	5 <sup>th</sup> Period
12:21 - 12:51	Lunch
12:55 - 1:43	6 <sup>th</sup> Period
1:47 - 2:35	7 <sup>th</sup> Period
2:35 - 3:20	* Activity Period

*\*Pep Rallies, Stations of the Cross, etc.*



## SENIOR INFORMATION

### SECTION 12

#### SECTION 12.01/ HIGH SCHOOL GRADUATION REQUIREMENTS

The following graduation requirements have been established by St. Joseph School in compliance with the standards of the Arkansas Non-Public School Accrediting Association (ANSAA) and of the Office of Catholic Schools of the Diocese of Little Rock. These graduation requirements surpass those of the Arkansas Department of Education.

Graduation requirements start in the 9th grade. Twenty-five (25) credits are required for graduation: four (4) English credits, four (4) Religion credits, four (4) Math credits, three (3) Science credits, three (3) Social Studies credits, one (1) Health/P.E. credit, one (1) Fine Arts credit, one (1) Oral Communications credit, one (1) Computer course credit, three (3) Elective credits.

#### SECTION 12.02/ HONOR GRADUATE REQUIREMENTS (GRADES 9–12)

To graduate with honors at the completion of high school, St. Joseph High School students must meet, at a minimum, the following requirements:

- Chemistry OR Physics
- 2 consecutive years of one (1) Foreign Language (10<sup>th</sup> & 11<sup>th</sup> Grade)
- Trigonometry/Pre-Calculus (12<sup>th</sup> grade)
- Earn at least four (4) credits with honors status
- Maintain an overall 3.5 average, in all classes, throughout their high school career (grades 9-12), and
- Demonstrate consistent adherence to the St. Joseph High School Code of Excellence:

*“As a student at St. Joseph High School, I commit to a standard of living that will reflect trust, honesty, and respect for my peers, authority, and others property. I understand that such a standard of living does not include cheating, plagiarism, stealing or any other St. Joseph School student conduct violations. Committing to our St. Joseph High School Code of Excellence demonstrates the respect I have for myself, for my school, and for my community; in both word and action, as I develop into the successful person I’m meant to become.”*

St. Joseph School uses the unweighted cumulative GPA when determining a student’s class rank. Honor graduates will be ranked higher than students who choose not to fulfill the honor graduate requirements listed above. Valedictorian is the top ranking honor graduate(s). Salutatorian is the second highest top ranking honor graduate(s).

#### SECTION 12.03/ SENIOR EXAM EXEMPTIONS

Seniors who meet the following criteria may be exempt from final exams on a course-by-course basis in the spring:

1. Must not be absent for more than a total of three (3) days for the entire year, not including up to two (2) college visitation days.
2. Must have at least a 90% average in the course each nine (9) weeks.
3. Must not have more than two (2) “3’s” in conduct the entire year.

## **SECTION 12.04/ EARLY COLLEGE ADMISSION - DUAL ENROLLMENT**

Qualified seniors enrolled in St. Joseph School may be admitted as part-time students at surrounding colleges. Dual Enrollment courses are taken on the college campus. College credit earned through dual enrollment does not count as or replace any high school course taken at St. Joseph School.

Eligibility requirements:

- Minimum ACT composite of 24
- Counselor recommendation
- High school principal approval
- Written parental/legal guardian permission
- 3.0 cumulative GPA at St. Joseph High School

\*Dual Enrollment admissions policies may vary from college to college.

## **SECTION 12.05/ UCA CONCURRENT CREDIT PROGRAM**

Concurrent classes taken at the St. Joseph High School campus are taught by qualified teachers, and count as both high school honors credit and college credit. The college credit is through the University of Central Arkansas Concurrent Credit Program and will transfer to any Arkansas public college or university. Students applying to the UCA Concurrent Credit Program must meet the following eligibility requirements:

- 3.0 cumulative GPA
- Minimum 19 ACT composite score
- Minimum 19 ACT reading score (required for ALL concurrent classes, even math)
- For a concurrent math class, students must also have a minimum 19 ACT math score
- High school principal recommendation

## **SECTION 12.06/ COLLEGE VISITATION DAYS**

Seniors are allowed two (2) days for college visitation days without being considered absent. Arrangements must be made with the high school guidance counselor and individual teachers at least one (1) day prior to the visitation. The required forms documenting the college visitation day must be returned to the high school guidance counselor on the first day of attendance at school after the visitation.

## **SECTION 12.07/ EARLY DISMISSAL FOR EMPLOYED SENIORS**

Employed seniors may not leave before the beginning of the last period of the day. The senior must have at least a 2.0 GPA for the previous semester and permission from the high school principal. St. Joseph School must receive a written request from the employer as well as written parental/legal guardian permission prior to granting permission for early dismissal.

## ST. JOSEPH SCHOOL CALENDAR

<b>August</b>	<b>5-6</b>	(Fri-Sat)	<b>Bazaar “104 Years”</b>
	<b>8-12</b>	(Mon-Fri)	Teacher In-Service Days
	<b>9</b>	(Tue)	<b>Kindergarten Student Orientation</b> 8:30-10:00am Elementary Cafeteria
			<b>Elementary School Parent Orientation</b> 6:00-7:30pm Elementary Cafeteria Elementary students drop-off supplies
	<b>10</b>	(Wed)	<b>Middle School Parent Orientation</b> 6:00-7:30pm Middle School Campus
	<b>11</b>	(Thu)	<b>Preschool Parent Orientation</b> 6:00-8:00pm Preschool Classrooms Preschool students drop-off supplies
	<b>12</b>	(Fri)	<b>High School Student Orientations</b> 7- Grade 8:00am Parish Hall 8, 9, 10, & 11- Grades 9:00am Parish Hall 12- Grade 10:00am Parish Hall
<b>August</b>	<b>15</b>	<b>(Mon)</b>	<b>QUARTER 1 BEGINS</b> <i>First full day of school</i>
	<b>16</b>	(Tue)	<b>High School Parent Orientation</b> 6:30pm Parish Hall * bring your child’s schedule
<b>September</b>	<b>5</b>	(Mon)	Labor Day-No School
	<b>14</b>	(Wed)	Academic Progress Reports – Due 8:00am
	<b>23</b>	(Fri)	Professional Development Day- No School
<b>October</b>	<b>14</b>	(Fri)	First Quarter Ends (43 Days)
	<b>17</b>	<b>(Mon)</b>	<b>QUARTER 2 BEGINS</b>
	<b>19</b>	(Wed)	K-6 Dismissal 1:20 7-12 Dismissal 1:30 Parent/Teacher Conferences 2:30-7:00pm (High School)
	<b>20</b>	(Thu)	K-6 Dismissal 1:20 7-12 Dismissal 1:30 Parent/Teacher Conferences 2:30-7:00pm (Elementary & Middle Schools)
<b>November</b>	<b>16</b>	(Wed)	Academic Progress Reports – Due 8:00am
	<b>23-25</b>	(Wed-Fri)	Thanksgiving Holiday
<b>December</b>	<b>13-15</b>	(Tue-Thu)	Semester Exams
	<b>16</b>	(Fri)	Second Quarter Ends (42 Days)
	<b>19-Jan. 2</b>		<b>Dismissal 1:20pm</b> <b>Christmas Break</b>
<b>January</b>	<b>3</b>	<b>(Tue)</b>	<b>QUARTER 3 BEGINS-Students Return</b>
	<b>6</b>	(Fri)	Report Cards sent home
	<b>16</b>	(Mon)	Martin L. King Jr. Day- No School
	<b>29-Feb. 3</b>		National Catholic Schools Week
<b>February</b>	<b>1</b>	(Wed.)	Academic Progress Reports – Due 8:00am

	7	(Tue)	<b>New Student Registration</b> 8:30-3:00pm SJ Elementary Cafeteria
	20	(Mon)	Presidents' Day- No School
<b>March</b>	10	(Fri)	Third Quarter Ends (47 Days)
	<b>13</b>	<b>(Mon)</b>	<b>QUARTER 4 BEGINS</b>
	15	(Wed)	K-6 Dismissal 1:20 7-12 Dismissal 1:30 Parent/Teacher Conferences 2:30-7:00pm (Elementary & Middle Schools)
	16	(Thu)	K-6 Dismissal 1:20 7-12 Dismissal 1:30 Parent/Teacher Conferences 2:30-7:00pm (High School)
	20-24	(Mon-Fri)	Spring Break
<b>April</b>	3-7	(Mon-Fri)	Standardized Testing Grades K-8
	14	(Fri)	Good Friday- No School
	19	(Wed)	Academic Progress Reports – Due 8:00am
<b>May</b>	<b>14</b>	<b>(Sun)</b>	<b>High School Graduation</b> 4:00pm St. Joseph Catholic Church
	17	(Wed)	Preschool Last Day of School
	18	(Thu)	Preschool Graduation 9:30am St. Joseph Catholic Church
	19	(Fri)	Preschool Parent/Teacher Conferences
	<b>25</b>	<b>(Thu)</b>	<b>Fourth Quarter Ends (48 Days)</b> <b>SJS Last Day of School-D dismissal 1:20pm</b>

- **School Times:**

- Elementary Begins: 8:05am Dismissal: 3:20pm Pick up by 3:40
- Middle Sch. Begins: 8:00am Dismissal: 3:20pm Pick up by 3:35
- High Sch. Begins: 8:00am Dismissal: 3:30pm

- **WEDNESDAY ONLY: Early Dismissal**

- Elementary & Middle Sch. 2:50pm Pick up by 3:10
- High School 3:00pm

- **School Mass: Wednesday at 9:00am**

- **Feast Day Masses:** School will dismiss early following Wednesday schedule.

- **Snow Days:** 2 snow days are built into this calendar. 5 cyber days, if needed.  
180 student days includes 2 built in snow days