

# St. Joseph Catholic School



2017 - 2018

# **Mission Statement**

## **Diocese of Dodge City**

United with the family, the parish, and each other, Catholic Schools in the Diocese of Dodge City form disciples of Jesus Christ who seek the truth, grow to love it, and learn to live it.

# **Mission Statement**

## **St. Joseph Catholic School**

Growing in faith and knowledge to serve God and community.

## **2017 - 2018 School-wide Theme**

If God is for us, who can be against us? Romans 8:31

# Organizational Structure of Catholic Schools Diocese of Dodge City

## **Student**

All students are challenged to achieve their highest potential.

Responsibilities:

1. Models Christian values through word and action.
2. Develops faith life appropriate for grade level, sharing in the sacramental and spiritual life of the school community.
3. Makes a sincere effort to develop learning skills appropriate for the individual, recognizing his/her ability and readiness level.
4. Observes standards of pupil conduct, respecting the rights of others so that learning can take place in an atmosphere free of disruption and threat to person or property.
5. Attends class regularly and participates in class learning activities.
6. Respects the cultural and individual differences of other students.
7. Participates in school and community service programs.
8. Develops self-direction and responsible citizenship.

## **Parents/Guardians**

The parents/guardians, as the primary educators of their children, are partners with the school in developing, promoting and protecting the vision and mission of the school.

### Responsibilities:

1. Models Christian values through word and example.
2. Fulfills their duty of Christian education-formation of their children by working closely in a spirit of harmony and cooperation with the school personnel.
3. Attends school meetings to be knowledgeable, to give input, and to be supportive of the education needs, objectives, programs and resources of the school.
4. Creates and supports in the parish community a good understanding and appreciation of Catholic education.
5. Builds a faith community with the other parents and the school community.
6. Collaborates with the parish community in providing time, talent, and treasure to achieve the overall goals of the Catholic School.
7. Participates in parent-teacher conferences to evaluate the student's spiritual, academic, emotional and social progress.

## Daily Schedule

The school day begins at 8:00am and concludes at 3:30pm. It is very important that all students arrive on time; however, students should not arrive before 7:30am. Students arriving between 7:30am and 7:50am are to report to the cafeteria. At 7:50am, the first bell is rung. At 8:00am the final bell signals the start of the school day. Anyone arriving after the 8:00am bell is tardy.

The lunch period is on a staggered schedule beginning at 11:30am.

At the end of the school day, the first dismissal bell will be rung at 3:30pm. Students not riding the school buses will be dismissed at that time and should leave the

grounds immediately so there will be no congestion of cars when the buses arrive. Any parent who plans to remain parked in front of the school for any length of time during the school day, should respect the “no parking zone” (yellow curb) in front of the school. This space is reserved for the school buses.

The second dismissal bell will be rung at 3:33pm for those students riding the school buses. These students will be supervised by school personnel until the buses arrive. Bus students should bring a note when they will not be riding the bus; likewise if a student is having a friend ride the bus with them, they will need to give the driver a signed note from the parent.

Any student or adult who needs to cross the street at dismissal time should use the crosswalk area in front of school and follow the directions of the student patrolling the crosswalk. Students riding bicycles should walk their bikes across the street at the crosswalk.

## **Policies**

### **Liturgical Worship**

As a school community, St. Joseph students participate in weekday Masses on Wednesday and Friday. All students will actively participate in the liturgy. Parents can help prepare their children by discussing the readings and praying with them. The celebration of the Holy Eucharist (the Mass) is the center of Catholic life. It is important that our students understand and appreciate liturgical worship through their active participation in school Masses. This participation leads to a greater appreciation of the Sunday and Holy Day Eucharists celebrated by the entire parish community. Our school expects parents and guardians to take seriously their own and their children’s obligation to worship at Mass on weekends and Holy Days. In this, as in all aspects of religious training and indeed, education in general, parental support and example is of utmost importance.

## **Book Rental and Care**

Textbooks are furnished by the school on a rental basis.

The books issued to the student shall be considered the student's responsibility for the school term. These books shall be kept covered at all times. Only marks indicated by the teacher shall be placed in the books, and these are to be in pencil. Any repair needed should be checked with the teacher first so that it can be done properly. The student shall pay for any lost or damaged books.

## **School Fees and Payment**

Besides textbook rental, other school fees are charged to cover such items as classroom magazines, School Memory Book, planners, art and sports fee.

Both the book rental and other school fees are assessed on a yearly basis and are changed when deemed necessary. These fees are to be paid at the time of final enrollment prior to the beginning of each school term.

The operation of St. Joseph Catholic School is a vital part of the ministry of St. Joseph Parish. For students belonging to St. Joseph Parish, our school is tuition-free; therefore, families with children enrolled in school are expected to participate in the parish's tithing envelope contribution program, to be actively involved in fund raising projects sponsored by the school, and to purchase a minimum of \$200 per month in the scrip program.

The yearly tuition rate for children of non-parish members is \$1,000 for the first child, \$1,350 for the second child, and \$1,700 for the third child. Non-parish members are also asked to be actively involved in fund raising projects sponsored by the school and to purchase a minimum of \$200 per month in the scrip program.

## **Enrollment**

All children who can be served with existing resources will be admitted to St. Joseph Catholic School without regard for race, color, or national origin. Anyone seeking admission for enrollment requires the Principal's approval.

## **Kindergarten**

St. Joseph Catholic School provides all-day Kindergarten. Kindergarten students are expected to attend during regularly scheduled school hours of 8:00am to 3:30pm.

## **Age of Admission**

Any child who will attain the age of (5) five years on or before September 1 of any school year shall be eligible to enter Kindergarten.

Any child who will attain the age of (6) years on or before September 1 of any school year shall be eligible to enter first grade.

Any child who, as a resident of another state, completed a kindergarten course maintained by a public school district or by an accredited private or parochial school shall be eligible to enter first grade, regardless of age.

Every child who enters school in Kansas for the first time, regardless of age, must present a birth certificate, KANSAS CERTIFICATION OF IMMUNIZATION and a SCHOOL HEALTH assessment signed by a physician. This record must be on file in the office on or before the child's first day of school.

In addition to the immunization and health records, all Catholic students must have a copy of their BAPTISMAL CERTIFICATE on file at the Church Office.

## **Transfers**

Any student who wishes to transfer to St. Joseph Catholic School must meet the following guidelines:

1. Student must be in good standing at the school transferring from -- no discipline issues.
2. Students must have a good attendance record at transfer school.
3. Student must have a "C" grade average.
4. Student will be on probation for one year with evaluations at the end of each nine weeks.

## **Threatening Weather Dismissal**

If a winter storm is threatening or in progress before the school day begins, please tune into the local radio and TV stations. We will follow the same procedure announced by USD 355.

When necessary to dismiss school before the scheduled time due to weather conditions, the announcement will be made on TV and radio. In such cases, our decision here will be the same as USD 355.

## **Atmosphere of Learning**

During school hours students are expected to be quiet when passing through the halls. This includes going to and from music and computer classes as well as leaving and entering the building at recess times. This is necessary so that students who are in class are not disturbed from learning. It's a sign of respect for others. At no time should the students be running in the halls or on the steps. This is for their own and one another's safety.



## **Attendance**

Daily attendance at school for the student is very important. Poor grades and poor attendance usually go hand in hand. Students not only learn from books, but also from active classroom participation by working with the teacher and other classmates. Therefore, when possible, please schedule medical and dental appointments during non-school time.

A student shall be considered truant if he/she misses a significant part of three consecutive days of school or five days in a semester without an excuse from the parent or guardian. In such cases, the principal is required by law to contact the local SRS agency. (The student who misses a half day or more shall be considered to have missed a significant part of the day.)

A child may leave school only with his/her parent or guardian, unless specified by the parent or guardian through a written notice or phone call to the principal.

Special recognition is given to those students who have no absences. Perfect attendance certificates are awarded to students who have not missed any days throughout the school year.

## **School Discipline**

Good discipline is essential in promoting a safe and orderly school environment with an atmosphere conducive to learning. Discipline is a shared responsibility -- shared by the students, the school staff, and the parent.

We believe that all students can behave appropriately at school and that all students deserve an excellent learning climate.

Each teacher will present a set of school and classroom expectations and related consequences to each student at the opening of the school term.

Items such as water guns, noisemakers, sunflower seeds, gum, pocket knives, etc. are not permitted at school during school hours or school functions.

Students will be disciplined as needed for any violation of the rules for classroom, lunchroom, playground or school functions such as field trips or programs. This includes such unacceptable behavior as disturbing others unnecessarily, cheating, improper language, rock and snowball throwing, bullying, name calling, or any other behavior deemed inappropriate by the teacher or principal.

It is our endeavor to develop citizens who will respect and abide by the rules of good conduct and we earnestly solicit the cooperation of every parent in this respect. Parents are advised not to accept complaints of alleged injustice without consulting the child's teacher. You cannot get the correct information by questioning other children or other parents. Before taking for granted what your child reports to you, please inquire and get both sides.

## **Bullying Policy**

Definition of Bullying: intimidating, aggressive, physical, verbal, and/or emotional manipulative behavior, can be and/or all of these components.

Students who take part in bullying another student or students will face disciplinary action by the classroom teacher, principal, and priest. Parents will be notified and a meeting will take place. Multiple violations of this policy will result in expulsion of student.

## **Detention**

In cases involving the following situations, an after school detention will be automatically issued:

- Fighting, pushing or other physical abuse
- Name calling
- Inappropriate language or gesture
- Talking back to staff members
- Stealing
- Destruction of school property and property belonging to others
- Repeatedly disobeying school or classroom rules
- Others deemed appropriate

## **Rules for Detention**

Staff members who issue detention will provide work during detention. No student will be allowed to “just sit.”

Once in the detention room, students may not leave for 30 minutes. A letter issuing the detention is sent home with the students and returned the following day, signed by a parent. If the form is not returned, the parent is called and the detention is served.

## **Time for Detention**

Detention times are Monday through Thursday for one-half hour before or after school. The principal will supervise detention students.

**FURTHER ACTION:** The following progressive action will be taken with students who are issued detentions by teachers in designated classrooms.

- After 3 detentions - one day of in-school suspension
- After 5 detentions - two days of in-school suspension
- After 7 detentions - the principal, in collaboration with the pastor, has authority to issued Out of School Suspension or to expel a student.

**IN SCHOOL SUSPENSION:** When a student is issued an in-school suspension, the student will report to his/her classroom teacher for the day’s assignments, then proceed to the location of suspension. The student will have no contact with other students during the day. All assignments must be turned in at the teacher’s request.

**SUSPENSION AND EXPULSION:** A student may be suspended or expelled from school if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the school community.

**CORPORAL PUNISHMENT:** Corporal punishment is not used at St. Joseph Catholic School.

PROBATION: A student may be placed on probation as a disciplinary measure. Such probation shall be for specific periods of time or until certain conditions have been met by the student.

## **Substance Abuse**

Possession of or being under the influence of alcohol, tobacco (including smokeless), illegal drugs, other controlled substances, look-alike drugs, and act alike drugs will not be tolerated. Being high or intoxicated, in possession of, using or selling any of the above listed substances, is a violation of policy when such behavior occurs (1) on school grounds, (2) at school functions, (3) at school sponsored activities, whether home or away.

Students found not abiding by this policy will be subject to disciplinary action as stated in the Diocesan School Handbook of Policies, section four.

## **Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon.

1. On the school grounds, during, before or after school hours and any other time;
2. Off the school grounds at a school activity, function, or event. Based on the age of the child and the seriousness of the offense, any violation of this policy will result in appropriate disciplinary action not excluding long term suspension or expulsion.

## **Respect for Property and Materials**

Care is to be taken of the school grounds, the building and its furnishings. If any damage occurs, it is to be reported to the principal at once, then the proper

arrangements can be made for the repairs and payment thereof. The student must know that he/she is bound to repair all damage he/she causes.

## **Violence Hotline**

Legislation has established a school safety hotline to be manned by the Kansas Highway Patrol. The purpose of the hot line is to give students an opportunity to report impending school violence. The toll free number is: 1-877-626-8203.

## **Students Progress Reports**

Progress reports will be sent home at each mid-quarter period. These reports are provided so that if a student is struggling, parents may assist the student by monitoring homework and/or study habits.

A report card shall be issued quarterly for each student.

A parent-teacher conference will be scheduled at the end of the first and third nine weeks of the school year to provide an opportunity for bringing together home and school information related to the child's welfare and development. A notification will be sent home before the conference to verify appointment time and date.

If parents cannot come at the assigned time, they must assume responsibility for making another appointment.

## **Health Records and Procedures**

Upon entering Kindergarten each student must present evidence of a physical exam as well as a record of immunizations.

Immunization records must be kept current from Kindergarten through grade eight. Each additional immunization is to be reported to the school in order to update each student's cumulative health record. It is the responsibility of the parent to report this information to the school.

If a student becomes ill or is injured during the school day, the teacher will refer the student to the school secretary or principal. Should it become necessary for him/her to return home the parents will be contacted. If a child is running a fever, he/she should remain at home until free of fever for 24 hours.

Students are expected to participate in recess and physical education activities. If this is not possible for your child, please discuss this with the principal. If a child is temporarily unable to participate, parents must send a note of explanation. Non-participation on permanent basis is granted on doctor's advice indicated in writing.

## **Dispensing of Medication in School**

Parents are encouraged to administer medication outside of school hours when possible. If school personnel are to administer medication, the following procedures must be followed in accordance with state regulation.

1. A Medical Permission Form must be filled out and signed by a parent. These forms are available from the school office. Medication not accompanied with this signed permission form may not be administered by school personnel. The signed permission form and the medication to be administered must be taken to the school office, it may not be kept in the student's desk or on the student's person during the course of the school day.
2. The medication must be in an original container that is properly labeled, have current date and authorized dosage instructions.
3. The school cannot provide medication (aspirin, Tylenol, cough drops, etc.)

## **School Telephone**

The school telephone is for school business calls, not for general use by the students. Permission from the teacher is necessary for student use of the phone. Telephone calls will be given to teachers or students during school hours only if these calls are

of an important nature. Please plan after-school activities with children before they leave home so that phone calls will be made only for emergencies.

## **Cell Phone**

If your child brings a cell phone, it **MUST** be turned off and stored in the student's book bag during the school day. If a student violates this rule, parents will be notified and the student will serve detention. Should repeated violations occur, the student will again serve detention, and the cell phone will be confiscated from the student.

## **Fire and Tornado Drills**

Fire drills are held monthly throughout the school term. Each room has an assigned route and designated area outdoors. Students must leave the building quietly and answer roll call after arriving at the designated area outside.

## **School Attire**

School dress is an important factor in the education environment. Personal appearance definitely affects feeling and consequently actions. All students are expected to be modest in appearance, well-groomed, clean and neatly dressed.

Tank tops, sleeveless shirts, and dresses or shirts with spaghetti straps are not permitted at St. Joseph Catholic School. Also, hats or caps are not to be worn in the building. Shorts, skirts, and dresses should be of modest length, which is mid-thigh to knee length. **No shorts can be worn to Mass.** It is recommended that students wear sturdy and comfortable shoes. If they wear flip flops or backless sandals, they should bring tennis shoes to change into for recess and P.E. Please respect the directions given above. If a student comes inappropriately dressed, they may be provided a change of clothing, or a phone call will be made to the parent requesting a change of clothing for the student.

## Cafeteria

Appetizing, well balanced meals are served in our school cafeteria. Student meals are \$2.85 each or \$57.00 per month and individual or extra milks may be purchased for \$.40 or \$8.00 per month. Adult meals are \$4.00. Lunch payments are to be made on the first of each month. All lunch payments must be made in a timely fashion. In the spring, a note will be sent home letting parents know the amount owed to the end of the school term.

Unpaid Meal Charge Policy - Child Nutrition & Wellness, KSDE - St. Joseph School students are allowed to charge a meal. They will be allowed to charge ten days of lunches before the account is considered delinquent. Students will receive a reimbursable meal.

Households will be notified 1) by a note home/ mailing/ email, 2) by phone call if there is no response to the first notice. The head cook will be responsible for managing unpaid meal charges and delinquent accounts. If the account isn't paid in thirty days from first notification, the parents will be asked to meet with the principal to determine a course of action.

Repayment plans will be set up through the head cook with the advice of the principal. Resources such as the K of C and the Altar Society are available to assist families in paying debt for children's meals.

Students are highly encouraged to eat in the school cafeteria where they are served hot, well-balanced meals. This is a time for students to socialize and is important to their social development. Students will be allowed to go home for lunch only if the parents have given permission in writing. Those who go home on a regular basis will need only to sign a form giving permission at the time of enrollment. If a student goes home only occasionally, a written note must be brought each time. Students leaving for lunch somewhere other than home, must bring a note from their parent/guardian and be picked up and returned by an adult. If a student has special dietary needs, the parent/guardian should contact the school office or food service personnel to obtain the appropriate forms to be filled out by their medical doctor.



## **Parties**

If parents wish to bring refreshments to school for their child's birthday, they are to consult with the teacher at least one day in advance. All parties will be held in the lunchroom or outside to protect the classroom carpets from food and drink spills.

Classroom parties may be held on holidays and special occasions. Room mothers may be contacted to help with such parties.

Please do not ask that party invitations not pertaining to school functions be distributed in the classroom.

## **Activities**

### **Athletics**

Boys in grades seven and eight may participate in competitive football, cross country, basketball, track and tennis in conjunction with USD 355. The girls in grades seven and eight may participate in competitive volleyball, basketball, cross country, track and tennis in conjunction with USD 355.

Boys and girls in grades three through six may participate in the Christian Basketball League. Boys and girls in grades four through six may participate in the Annual Diocesan Track Meet.

A record of physical exam must be on file before a student may participate in either a practice or a game in any competitive sport.

## **Oration Contest**

Students in grades five through eight take part in the Diocesan Oration Contest sponsored by the Modern Woodman of America and the Diocesan Office of Education each spring.

## **Vocation Poster Contest**

Students in grades kindergarten through eight take part in the Religious Vocation Poster Contest sponsored by the Knights of Columbus.

## **Fire Prevention Poster Contest**

Students in grades kindergarten through six take part in the Fire Prevention Poster Contest sponsored by the local fire department.

## **Band and Vocal Music**

Students in grade five are required to participate in band provided by USD 355. Students in grades six may choose to participate in band provided by USD 355. Students in grades kindergarten through six participate in vocal music. Students in grades seven and eight may participate in the band and vocal programs at Ellinwood Middle School.