

St. Joseph Catholic School

Family Handbook 2008

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I. Introduction



41 East First Street
Waconia, MN 55387
Telephone 952-442-4500 • Fax 952-442-3719
email: schooloffice@stjosephwaconia.org

website: www.stjosephwaconia.org

Dear Families:

I am pleased to present the 2008 *Family Handbook* in hard copy, by email, or on the website. In addition to formal policies, it contains useful information on how the school operates. Between editions of the *Family Handbook*, we use the school newsletter to inform you of new policies or procedures.

This handbook is part of the contract which exists between the school and its parents and guardians. Therefore, I expect that you will discuss the handbook with your children. As our mission statement declares, we are in a partnership to educate your children. You share the responsibility for your children's understanding of our school mission, as well as the rules and regulations which flow from that mission.

In addition, please sign the last page (Section VI., Acknowledgment and Agreement form) and return it to the school office with your registration materials. It acknowledges that you have read the handbook and that you agree to be governed by its policies.

Thank you for entrusting your children to St. Joseph Catholic School. We are committed to the highest standards of education, to our Catholic identity, and to a safe and secure environment for your children.

God bless you and your family this year!

Sincerely,

Maggie Smith
Principal

Note: This handbook is subject to revision and updating according to the policies and procedures of the Archdiocese of St. Paul/Minneapolis.

Mission Statement of St. Joseph Catholic School

In partnership with family, parish and the community, St. Joseph Catholic School serves God and community by educating Pre-K through 8th grade students. The school develops the whole child by providing an education integrated with traditional Catholic values and spirituality.

Philosophy

Our school is a Christian community where students, parents, staff and administration work together. We function as a community celebrating liturgy, our Catholic legacy, and life as worship. The learning process is a partnership shared by the student, who accepts the responsibility and challenge for his/her own education; the parent, who serves as primary role model for learning in each child's life; and the teacher, whose expertise guides the learning activities of the student. We maintain that knowledge is a means of education, not its end. We recognize that as a Catholic school, academic knowledge integrated with Christian values helps foster positive and productive character in our students. We believe that all education is a lifelong pursuit.



Faculty and Staff, 2007-2008

Pastor	Father Larry Blake
Principal	Maggie Smith
Assistant Principal	Leighton Johnson
Administrative Assist.	Joyce Farness
Pre-Kindergarten	Tricia Orr-Ambroz
Kindergarten	Diane Evander
	Peggy Philp
	Laurie Nilsson
First Grade	Shelly Otto-Fisher
	Kathy Dvorak
Second Grade	Virginia Gelhar
	Yvonne Litfin
Third Grade	Nadine Metling
	Terry Mathews
Fourth Grade	Jill Good
	Julia Hensel
Fifth Grade	Lynn Gluck
	Kim Heuer
 <i>Middle School (grades six to eighth)</i>	
Faith Formation	Colleen Crowell
	Deacon Tim Harrer
	Teri Nisser
Language Arts	Julie Ludwig
	Teri Nisser
Science	Darrell Arman
Social Studies	Colleen Crowell
Mathematics	Missy Malone
Art	Anna Pauly
Physical Education (K-8)	Gary Kosek
Spanish (K-8)	Chris Knapp
Vocal Music (PK-8)	Nancy Pearson
Instrumental Music	Timothy Berry
Technology Coordinator	Tina Sheldon
Teacher's Assistants	Lisa Whitaker
	Julie Kelzer
	Denise Mahoney
<i>Saints, Inc.</i> Coordinator	Jami Niesen
Athletic Director	Don Whitaker
Custodians	Bob Arndt, Earl Ehalt

School Board, 2007-2008

Joan Boddicker
Mark Bradshaw
Marguerite Dummer
Todd Gregoire, Chair
Sue Jaeger (out of parish)
Todd Rogers

Ex officio: Father Larry Blake, Pastor
Mrs. Maggie Smith, Principal

School Board-approved policies are indicated throughout this document with parentheses, SB, and the date approved. Example: (SB 8/11/04). If this indicator comes at the end of a section, the entire section was approved on that date. If it comes before a paragraph, only that paragraph was approved on that date.

Home and School Association Chairs, 2007-2008

Kathy Hester
Alison Forcier
Tammy Schelitzche

Athletic Board, 2007-2008

Kim Heenie
Amy Leonard
Randy Logelin
John Weber



II. General Policies, Procedures and Information

Absence 2.1

If your child is going to be absent, you must call the school attendance line at 952-442-3711 before 8:00 am on the day of the absence. Please leave the reason for your child's absence. (ex. "Johnny is home with a fever." "Sara has strep throat.") Please don't just say they are ill. Knowing what is wrong with your child helps us to better take care of all of our students. At that time, you may request homework assignments by stating your child's grade and teacher. Homework assignment requests will be filled by the classroom teachers and made available for parent pickup at the end of the day. The homework sheets will be placed on the Receptionist's counter in the school office. It is the responsibility of the parents/guardians to attain access to their child's locker to assemble the necessary textbooks, etc.

Parents/guardians will write an excuse giving name, date, days of absence and reason for absence, which the student will present to the office upon return. It is also essential for the office to receive written notice prior to a planned absence. Lengthy absences, those longer than 5 days, will require a doctor's note or it will be considered an unexcused absence. After 3 days of absence, the school nurse will make a follow-up call to find out what the problem is. Note: Absence during the school day requires non-participation in athletics/events in the evening.

Accreditation 2.2

St. Joseph School is accredited through the Minnesota Nonpublic School Accrediting Association. We renewed our accreditation in 2007. We will complete the process in 2012.

Active Parishioner Policy 2.3

A family shall be considered a parishioner of the Church of St. Joseph and therefore eligible for in-parish tuition rates, under the following conditions:

1. The family is registered at the Church of St. Joseph.
2. The family is active in the life of St. Joseph Parish in an identifiable way, i.e., it supports the parish by giving of their time, talent, and treasure.
 - 2a. Giving of one's time and talent means volunteering in some aspect of parish life (e.g., Parish ministries, Parish committees, music ministries, Parish fundraising, Parish social events, Faith Formation, spiritual growth, facilities maintenance, administration assistance, or parochial school). Volunteering in the parochial school must significantly affect the overall school program through such things as the Marketing Committee, Endowment, School Board, etc. Serving in roles that enhance your child's classroom is a responsibility that all parents bear as primary educators of their children.
 - 2b. Giving of one's treasure means contributing financially on a regular basis to the Church of St. Joseph. It does not include tuition payments/marathon/fair share payments of St. Joseph School. These payments to the school offset a portion of the cost of educating your child(ren). It is not a gift to the Church of St. Joseph.

Note: If a family has recently moved into the area, they must commit to being active in the life of St. Joseph Parish in an identifiable way as listed above in Condition 2.

Admissions Policy 2.4

No child whose parents desire to enroll him/her in St. Joseph School will be denied on the basis of race, ethnicity, financial status, or gender.

Pre-kindergarten students must be age 3 by the first of September of the calendar year in which they intend to enroll. Kindergartners must be 5 by the first of September of the calendar year in which they intend to enroll. St. Joseph School requires an Early Childhood Screening between the ages of 3 1/2 and 4 1/2 for your child, with results available to the school. This contributes to children's learning and future school success.

St. Joseph School may admit new students at any time during the school year. Prior to such admission, St. Joseph School and the parents must reach an agreement on all tuition obligations and expectations concerning completion of the school year as well as certifying that all financial obligations at a previous Catholic or private school have been met.

Every effort is made to provide each qualifying child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of the principal or business administrator if a financial problem arises. All applications for financial aid are kept confidential.

Students are accepted in the following priority:

1. All students presently attending the school in grades Kindergarten-8.
2. New students who are brothers and sisters of students in the school in grades Kindergarten-8.
3. Children of staff members.
4. New students who once had brothers and sisters in the school and are active members in the parish.
5. New students who are children of alumni and are active members of the parish.
6. Students who are registering for the first time in the school and whose family is an active member of St. Joseph Parish.

7. New students who have transferred from another Catholic school and were active members of their previous parish and have joined St. Joseph Parish.
8. Students who are not members of the parish, but are members of another Catholic parish, providing financial support to the school.
9. Students registering to attend the school who are Catholic.
10. Students who are non-Catholics.

Pre-kindergarten students are accepted for enrollment in Kindergarten based on the above guidelines.

In the event that a family currently in the school has not registered by April 1 prior to the next school year, priority will go to families based on the above guidelines. If at any time there are more students than classroom space available, classrooms will be filled based on the above guidelines for all enrollment applications received by April 1, in an unbiased manner. No child is considered registered unless arrangements have been made for payment of all fees from the previous year and all required registration information has been submitted. Registrations received after April 1 will be enrolled by date priority based upon the date by which registration materials have been received.

(SB 8/11/04) All students are admitted on a probationary basis for the first trimester. This allows St. Joseph School time to determine whether the school can meet the student's needs before making acceptance final.

Answering Service 2.5

St. Joseph School has a voice mail service that benefits parents and others needing to contact the school. If voice mail is responding to calls during the school day, it indicates Office Staff is conducting school business in other areas of the school, dealing with a sick or injured child, or on another line. It could also mean that all school lines are busy at the time of your call. Messages are checked frequently throughout the day.

Athletics 2.6

Mission Statement (revised November 2003): St. Joseph School provides an athletic program where all students have the opportunity to learn, play and have fun while promoting positive self-esteem, sportsmanship and Christian behavior.

An Athletic Director, assisted by the Athletic Board, oversees the extracurricular sports offered by St. Joseph School. These include girl's volleyball in the fall and basketball for boys and girls during the winter. Sign-up for volleyball is in the spring of each year. Basketball information sign-up and schedules are available in late fall. Spring soccer and baseball were recently added to the sports available to St. Joe's students. Fees are charged to cover expenses. *See also the St. Joseph School Athletic Program Handbook, available in the school office.*

Attendance 2.7

It is St. Joseph School's policy to adhere to all State of Minnesota regulations concerning school attendance. (See MN Statutes Section 626.556 and 120A.22 and 260C.163.) Students are expected to arrive at school on time each day. Students are tardy if they are not in their seats when the 8:00 bell rings for the start of the day, and with each class session during the day for middle school students. If you know in advance that your child will be tardy or absent, please call the attendance line before 8:00 a.m. to report the reason and request lunch.

Three tardies are equal to 1 day absent. Seven unexcused absences are consistent with educational neglect. At five tardies, you will receive a letter from the school office explaining the effect of excessive tardiness on your child. If no attendance improvement is seen, you will receive a second letter explaining your child's attendance problem, the law regarding school attendance, and a request to discuss the problem with the principal.

As a mandated reporter, the school is required by law to report educational neglect, and student truancy to social services.

Birthdays 2.8

Students often enjoy bringing a "treat" to school on their birthday. This is permitted but do not send pop or gum to school as a birthday treat. Bringing something to share, e.g., a nonfood treat such as a book, an art project, a colorful pencil/pen etc. is the preferred treat; in keeping with our wellness policy. For public health reasons, it is required that store bought items are selected. In addition, check with your individual classroom teacher as to any specific allergies present in your child's classroom before sending in a treat. You may distribute invitations at school **only** when every member of the class is invited to an event. Otherwise, you may not distribute invites in school, but should mail them.

Child Safety Policies 2.9

St. Joseph School maintains a learning and working environment that is free from child abuse. This policy applies to all students, faculty, staff, administrators, members of the School Board, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

Child abuse consists of acts and threatened acts which are physical, sexual, or verbal in nature. Physical child abuse means physical injury inflicted or threatened by a person responsible for a child's care in a school program. Sexual child abuse means intentional physical contact or threatened contact with a student which is sexual in nature. It also includes comments and actions which the student perceives as having a sexual meaning or purpose. Verbal or written child abuse means a mental injury to a child's

psychological capacity or emotional stability as seen by observable or substantial impairment of the child. This includes inappropriate email, text messages, or internet messages.

Mandated Reporter Law. If a teacher or any other professional in the building has reason to believe that a student may have been the victim of abuse or neglect, he or she is legally required to make a direct and immediate confidential report to local police or welfare authorities. Anyone making such a report is advised to inform the principal immediately.

See also *Protection of Children & Reporting Abuse, section 2.33; School Security/Safety Procedures, section 2.40; and Appendix 1, Archdiocesan Harassment Policy*

Communications 2.10

Written Communications: Each week, a newsletter is available on our website along with any other information requiring your attention. A hard copy of the newsletter is sent home to families that request it. The family folder is sent home with the youngest, or only, child in the family. This is an excellent way to be informed of the many activities and programs at St. Joseph School and in the community. Return the folder the next school day.

Health Office: At times additional information may be needed by the health office to best meet the needs of your child. Please fill out and promptly return any additional forms you receive from the health office regarding your child. These forms may be sent home in the family folder or mailed individually.

Teacher Contact during the School Day: St. Joseph School's faculty is always interested in communicating with parents/guardians to better meet the needs of our students. If there is concern with your child's progress, please contact your child's teacher at school. Consult your child's teacher for preferences regarding

email or voicemail. Both are checked regularly and teachers respond in a timely manner. Normally, this will include a call or email within 48 hours to acknowledge your inquiry. Additional follow up may take additional time, in order to allow for proper investigation and better response to your concern.

St. Joseph School does not interrupt class time during the school day.

Complaints. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administration be contacted.

Conferences 2.11

School-wide parent-teacher conferences are held periodically throughout the year. Elementary level conferences are scheduled by family, while middle school conferences are held on a drop-in basis. Parents are strongly encouraged to make every effort to use this opportunity to discuss each child's progress.

To schedule a conference with a teacher at other times, please contact the classroom teacher directly. Determination of further conference needs (principal, pastor, etc.) will be made only after that initial meeting. St. Joseph School asks parents as a matter of courtesy and effective conflict resolution to bring concerns and questions directly to the party who can resolve them. The school strongly discourages drop-in or hallway conferences as they constrain teachers' ability to give you their full attention. At no time are parents to proceed to classrooms without first checking in with the school office.

Confidentiality 2.12

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.
(SB 8/11/04)

Counseling 2.13

St. Joseph School offers a variety of counseling services. These services are provided by Dr. Steven Kahn and Associates, and they may include classroom presentations, group or individual counseling, and psychological evaluations. Dr. Kahn and Associates will not engage in individual counseling or psychological evaluations of any student without parent permission. Parents may give this permission to Dr. Kahn and Associates over the telephone, by email, or by fax.

Doctor/Dentist Appointments 2.14

Parents are requested to make doctor and dentist appointments for children outside of school hours. If it is necessary for a child to keep such an appointment during school time, he/she must bring a note from home with the time of the appointment. The parent/guardian must check in with the school office, the student will be called to the office and must be signed out at the office before he/she can leave school. Likewise, the parent/guardian must sign in the student upon return. For their safety, students will not be allowed to walk to appointments, or to leave the building for any reason during school hours, without being signed out by a parent/guardian.

Eighth Grade Trip 2.15

An extended year-end academic class trip became a tradition for St. Joseph eighth graders through the efforts of Debbie King (principal 1989-2003). This tradition was revived in 2006 through the efforts of eighth grade teachers and parents. The “Dakota Trek” is a product of enhanced curriculum and student research – “St. Joseph promotes live event learning as an approach to a powerful cross-curricular learning experience. The eighth grade class trip supports real and lasting learning that is meaningful, relevant and memorable.” (Mission Statement 2006)

(SB guidelines approved 12/2005)

- The primary purpose of the trip is educational
- Trip duration to be limited to 4 days

- Ground travel only
- Commitment that the trip will be continued

This trip was developed to enhance curriculum and to create memories. It is not possible without parent support and fundraising.

Emergency Preparedness Plan 2.16

St. Joseph’s Emergency Preparedness Plan 2007 provides direction to adults so they have a step by step process to help students safely through any crisis. The plan fits into the day-to-day operations and management of the school following the framework of the National Incident Management Systems (NIMS). Our crisis plans are available in each classroom and in the office.

Faith Formation 2.17

The formal study of the Catholic religion, along with other curriculum which reflects Catholic values and tradition, is an integral part of our total education. It is St. Joseph School’s policy that all students, including non-Catholics, attend faith formation classes and liturgies.

Classes at St. Joseph School take turns preparing the liturgy for the weekly school Mass. Days and times are listed in our family newsletter. Parents and guardians are invited to attend this school Mass whenever their schedules permit. On Holy Days of Obligation and special celebrations, the students attend Mass on the holy day in lieu of the regularly scheduled day.

Sacramental Preparation and Participation

St. Joseph School welcomes children of all religious backgrounds and supports the parents as the primary Faith Formation educators in their child’s life. As a Catholic school, our identity, practice, and study reflect and support doctrine of the Catholic Church. This doctrine respects, yet differentiates between the sacramental beliefs of Catholic and non-Catholic churches. Participants in the sacramental life of the Catholic Church must be

Catholic. Those students whose families are not members of the Catholic Church do not need to attend evening meetings affiliated with Sacramental preparation in second grade.

Field Trips 2.18

Field trips are viewed by the school as a method of enriching our students' education. Unless otherwise directed, students wear the school uniform on field trips. A parent permission form must be completed for each student. A phone call from the parent or guardian will not be accepted in place of the signed form. Any student who does not have the specific signed permission form will not be allowed to go on the trip. There are no exceptions. Phone calls from school to parents on a field trip day to request permission are not allowed. Faxed permission forms may be accepted. Parents have the option of their child not participating in field trips. These situations will be assessed on an individual basis.

Field trips are privileges. Accordingly, the teacher and/or principal reserve the right to deny attendance at a field trip to any student for behavioral or academic reasons. Disciplinary action will be taken for a student's failure to show the appropriate respect, attention and behavior expected on St. Joseph School field trips.

Field trip chaperones must complete the Volunteer Background Check packet and attend Virtus training prior to chaperoning. In addition, all drivers must complete the Drivers Information Form. The school office has packets available upon request.

Health note: Understand that our school nurse does not accompany classes on field trips. If the need arises your child may not be treated by a licensed medical professional. If your child takes prescription medication during the school day, that medication will be sent with the teacher on field trips. This includes inhalers, epi-pens, seizure and diabetic medications.

Compliance with the medication policy on field trips is necessary for the welfare and safety of all students.

Parking note: please do not leave your car in the upper parking lot during a field trip. Students use it for PE class and recess.

Fifth Grade Trip 2.19

St. Joseph fifth grade attends a Minnesota environmental camp each year. During their stay, the students participate in hands-on environmental learning that will demonstrate the importance of natural resources and conservation, as well as, instilling an appreciation for the earth. The 3-day, 2-night experience builds team-spirit and supports the fifth grade science curriculum. In 2007-2008 the students will attend Eagle Bluff Environmental Learning Center in Lanesboro, MN.

Fundraising 2.20

Because tuition covers only part of the full cost to educate each child, St. Joseph School sponsors a variety of fundraisers each year. In addition, some fundraisers are in whole or in part dedicated to stewardship.

Each family is expected to contribute a set amount each year through fundraising. This is called "Fair Share." Examples of fundraisers may include the Marathon for Nonpublic Education, Premiere Cards, and Candy Bars.

Each year it is our goal that all 8th graders experience an extended year-end academic based class trip. It is not possible without parent support and fundraising. All fundraisers for this event must be approved by the administration.

If you are interested in fundraising for St. Joseph School or its Athletic Program, look for ways to help through the Home and School Association and the school newsletter. All school and athletic fundraisers must be approved by the administration.

Health Services 2.21

St. Joseph School in conjunction with ISD 110 (Waconia) employs a part-time health associate. The hours that the nurse is available vary throughout the week. When she is not in the building your child will be tended to by staff. In the event of an emergency, St. Joseph School cannot guarantee that a trained medical professional will be in the building.

Emergency contact information is required for each student. Parents will complete the *Health Census* form annually. This form is used as the primary source of information to ensure the health and safety of each student. Any physical restrictions, health issues, medications or possible concerns should be explained on this important form.

St. Joseph School's policies relating to ill students being sent home or staying home:

1. Stomach Flu: Any presence of vomiting and/or diarrhea. Students should be symptom-free for 24 hours before returning to school.
2. Fever: Any fever over 100.4 orally. Child must be fever free for 24 hours before returning to school.
3. Pink Eye: Students must have the proper dosage of eye drops for 24 hours before returning to school.
4. Strep Throat: Students must be on antibiotics for at least 24 hours before returning to school.
5. Lice. Child will be excluded for 24 hours after treatment and until no nits or lice are seen.
6. Communicable Diseases: For the health and safety of all students and staff of St. Joseph School, parents are asked to notify the school office of any communicable disease.

An "Am I Well Enough to go to School?" brochure is available in the health office.

Medication Administration:

St. Joseph School follows ISD 110 (Waconia) Health Services Medication Policy. Prescription and non-prescription (over the counter) medication will be administered under the following circumstances:

1. Medication is accompanied by a completed, signed authorization form from the student's parent or guardian. The school health associate will send the authorization form to your child's physician for his/her signature.
2. The school may rely on a note written by a parent or guardian or an oral request for up to two (2) days until written authorization is received.
3. Prescription medications should be brought to school only in a container labeled by the pharmacy. If you ask, the pharmacy will provide medication for home and school in two bottles with proper labels to avoid the need to transport medication daily with a student.
4. Non-prescription medication must be brought in the original container.
5. All medications must be provided by parents/guardians.
6. A written medication policy is available in the health office.

Severe Allergy Policy

St. Joseph School cannot guarantee that a medically trained person will be on the premises at all times. In the case of the student with severe allergic reactions (e.g., bee stings, nut or food allergies), the parent is responsible for supplying the school health office with the necessary medication for their child. In order for school personnel to be able to administer this type of medication, there must be a signed authorization as well as written directive from both the child's attending physician and parents. Two such medications are the Epi Pen and Twinject.

For the health and safety of all students, please do not send any treats for birthdays and other special events that contain any kind of nut.

Health Screening

Vision and hearing screening is conducted for children in the fall of each school year. Weight and height measurements are also done in select grades. Screenings can also be done by special request or referral from teachers or parents at any time. When suspected problems are detected, a referral for a medical evaluation is made. If a resource or financial assistance is needed for the referral, contact the District Health Coordinator at 952-442-0674.

See also: *Absence, Section 2.1; Field Trips, 2.18; Immunizations, 2.24 School Security/Safety Procedures, 2.40*

Home and School Association 2.22

The mission of the St. Joseph Home and School Association is to promote communication and to provide information and support among the school community. This community includes parents, students, school faculty and administration. Members work together to provide volunteers and financial resources which foster the growth and development of a strong school community that is committed to the highest standards of Catholic education for our children.

The HSA holds open meetings monthly during the school year. See the school newsletter for dates, times, and agendas.

Homework When Absent 2.23

If your child is absent due to illness, you must call the attendance line 952-442-3711 before 8:00 am to request homework. You may request homework assignments by stating your child's grade and teacher. Homework assignment requests will be filled by the classroom teachers. Middle school homework will be available for parent pickup at the end of the

day. The homework sheets will be placed on the Receptionist's counter in the school office. It is the responsibility of the parents/guardians to attain access to their child's locker to assemble the necessary textbooks, etc. We cannot give younger siblings access to the middle school lockers. Students in grades K-5 may have homework sent home with siblings.

For family vacations, St. Joseph's teachers have been instructed to permit make-up school work in the following manner:

1. Students may request homework ahead of time, but teachers are not required to prepare an individual's work in advance of a vacation.
2. Upon returning to school, the student will receive all the work that was missed. The child will have one full week to complete this work. The child may request special help from a teacher, which most likely will include spending time after school.
3. If work is not completed after one week, the student will be expected to stay after school to complete the work. (SB 8/85)

Immunizations 2.24

St. Joseph School follows the regulations contained in the Minnesota School Immunization Law, Minnesota Statutes 1991, Section 123.70. Minnesota law says "**No Shots, No School.**" Immunization records will be checked annually and reported as dictated by state health regulations. Any student with incomplete immunizations records as of the first day of school each year will not be allowed to attend St. Joseph School until proof of received immunizations has been made.

Minnesota Immunization Information Connection

The MN Immunization Information Connection (MIIC) is confidential, computerized network of shared immunization records. It provided clinics, schools and parents with complete, accurate and up-to-date immunization records.

The only people who can see your child's immunization record are those that either give the immunizations or are required by law to record immunizations for enrollment – doctors, local health departments, schools and day cares. This information is protected by the MN Immunization Data Sharing Law, S144.3351. You can choose to be a part of MIIC by completing and signing a form with your child's name, date of birth and mother's maiden name (to ensure correct identifications). You can choose not to be a part of MIIC registry by not completing or returning the form.

Instrumental Band Program 2.25

St. Joseph offers an Instrumental Band Program for students in Grades 5-8 through an independent contractor. St. Joseph School serves as the site for the director to conduct group lessons, band rehearsals, and performances. The band director bills families directly for lesson fees. There is also a school activity fee for participation in band.

Requirements for Band Participation

1. Meet the Christian Behavior Expectations of St. Joseph School.
2. Percussionists must have at least one year's keyboard experience.
3. Payment for program participation is outlined below.
4. Students are required to provide their own instruments, although resources will be recommended.
5. Students are also responsible for paying for their own method books.
6. All beginning band students must take lessons with the band director.

Band Program Guidelines

1. Students will have a small group lesson for 30 minutes each week during school hours. These lessons will be grouped by instrument and playing level.
2. Returning band members will have group rehearsals for 30-45 minutes once/twice each week. Beginners will gain entry by

passing certain standard exercises and scales.

3. Small group lessons are rescheduled when the Band Director misses due to illness, absence, etc. Any other lessons missed are not rescheduled.

Scheduling

Lessons are scheduled during the school day on a rotating basis so that students do not miss the same half hour of class each week. Schedules will be emailed home and it is the student's responsibility to remember which days he/she needs to have his/her instrument at school and to remember the band lessons. Band rehearsals are held weekly and are scheduled during school hours.

Possible Performance Opportunities

- Christmas Program
- Spring Band and Choir Concert
- School Liturgies when prepared and appropriate

Lockers and Desks 2.26

Every student is assigned a locker for storage of books and personal belongings. All lock combinations are provided to the homeroom teacher. The Minnesota law governing school lockers includes the following points:

- School lockers are the property of the school.
- At no time does the school relinquish its exclusive control of lockers that are provided for the students' convenience.
- School authorities or law enforcement personnel may inspect the interior of lockers at any time, for any reason, without notice, student consent or a search warrant.

Classroom desks are included under the above regulations.

Lunch Program 2.27

St. Joseph School is a satellite lunch program of Independent School District 110 (Waconia). The head cook is a District 110 employee;

servers and dishwashers are St. Joseph staff and volunteers. This daily program is available to all students. Lunch prices are announced annually at the August Open House. Monthly lunch menus are posted on our website.

Students bringing their lunch from home may purchase milk. Students in Grades K-3 are allowed a morning milk break. The cost of this daily milk is deducted from the student's lunch account. Half day and full day kindergarten classes are provided milk by the government, free of charge. Pre-kindergarten classes also have a daily snack break. This snack and milk are provided by St. Joseph School. Students participating in our extended care program, Saints, Inc., may also purchase milk during their snack breaks.

A "lunch alert" is included with your weekly family folder when your child's lunch account needs to be replenished. Send a check to St. Joseph on the next school day when you return your family's folder. All checks received will be allocated evenly among all children in your family unless you note otherwise on the check. Include your child's lunch account number and make all checks payable to ISD 110.

If your child's account balance becomes negative, a sandwich will be provided instead of hot lunch.

Free and reduced lunches are available to families in need of this service. Application and eligibility requirements are available in the school office or through the public school district office, 952-442-0600.

Note: When families qualify for free and reduced lunch they also help the school. Applicant information is confidential. If you think you might qualify, please apply for FREE & REDUCED LUNCH, as the amount of aid that we receive as a school for Title I, Technology Grants, and Federal nonpublic aid is based on the number of families receiving free and reduced lunches. This is not public

information. Should your financial status change during the year, you can apply at that time.

Media Use Policy 2.28

Media such as videos, DVD's, speakers, field trips, newspapers, magazines, computer technology, and television programming enhance the learning experience. Media may be used for both curriculum enhancement and positive reinforcement for appropriate Christian behavior. All use of media will be timely and under the direction of the professional teacher.

Videos may be viewed under the following rating guidelines:

Grades K-8	G rating
Grades K-3	PG rating with written parental approval only
Grades 4-8	PG-13 rating with written parental approval and curriculum application has been communicated to both the parents and principal prior to viewing

All movies beyond a G rating are viewed by a teacher prior to use in the classroom.

Office Hours 2.29

The St. Joseph School office is open 7:30 am - 3:00 pm Monday through Friday during the school year. The school office is closed during school breaks.

Parent Cooperation as a Condition of Enrollment 2.30

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. (SB 8/11/04) See also *Recommended Transfer, 2.34*

Parking Lot Procedures 2.31

The First Street Entrance (north side, off main parking lot) is used as the primary entrance for parents to enter the school. Parents may drop off their children in the morning using this entrance. It is not intended, however, for use by parents who leave their vehicle for any length of time, as the parking lot is used for physical education and recess during the school day. The Second Street entrance is the school bus loading/unloading area. For the safety of all our students, no parents are to park on Second Street during school hours.

In order to assure our children's safety, all drivers and pedestrians are expected to comply with the following procedures. Inform everyone who drives your children of these procedures. Traffic safety rules are for the benefit of the children, not the convenience of the drivers. Our goals are that (1) students are always supervised; and (2) no students walk into the parking lot without a parent or designated driver. (3) Cross the streets only at the corners.

Drivers must pull into a parking place before letting children into or out of the car. Avoid blocking traffic or causing traffic to back up behind you. Observe parking lot speed limits (5 mph). Pedestrians should use sidewalks or other marked paths as much as possible. Avoid running in the parking lot.

Morning Drop-off

1. *Saints, Inc.* extended care opens at 6:30 a.m. for early arrivals.
2. General supervision begins at 7:40 a.m. Students arriving before this should report to *Saints, Inc.*, or the teacher who has previously agreed to receive them early.
3. Drivers either (a) stop in drop off area in the parking lot, where students leave the vehicle and go directly to the sidewalk to enter the building; or (b) park their vehicle (not in drop-off lane) and walk their students into the school building. When entering/exiting the building, please check in with the door supervisor.

4. Use 1st Street (north side of building) for drop-off. 2nd Street is bus unloading only.

Afternoon Pickup

1. School provides supervision until 3:00 p.m., after which K-6 students go to *Saints, Inc.* for care. Families are billed accordingly.
2. Drivers either (a) stop in the pick up area, where students enter vehicles from the sidewalk side only; or (b) park their vehicle (not in pickup lane), walk into the Siebenaler commons area, sign in, pick up their children, and walk them to their vehicle.

Parents and guardians, make sure that you notify the school office before 2:00 pm when there are changes regarding your child's normal routine. The office will contact the classroom teacher.

Middle school students who walk to a parent-approved destination after school need to sign out in home room on a daily basis.

Physical Education 2.32

Students are required to wear appropriate clothing for physical education classes. Gym shoes are required for all students. These cannot be the same as those shoes worn outside. A note from a parent or guardian must be presented if a student cannot participate for one or two days. A physician's excuse is necessary if a student is excused for a longer period of time.

Protection of Children & Reporting Abuse 2.33

It is the determination of St. Joseph Church and School in Waconia to provide a Catholic Christian environment that is safe, both for those receiving its ministries and for those providing its ministries. Sexual abuse, sexual exploitation, sexual harassment and physical abuse will not be tolerated. If employees or volunteers who provide the ministries of the church or school should engage in sexual abuse,

sexual exploitation, sexual harassment or physical abuse, they would violate the terms of their employment or voluntary service. A violation of these guidelines will result in disciplinary action, termination of employment, criminal charges or dismissal.

Background Checks: All paid employees of St. Joseph Church and School in Waconia are required to have background checks and VIRTUS training for terms of employment. In addition, all volunteers who work with children or vulnerable adults are required to undergo background checks and Virtus training. This is mandated by The Archdiocese of St. Paul and Minneapolis.

See also *Volunteer Screening, 2.48 Appendix 1, Sexual Harassment Policy.*

Recommended Transfer 2.34

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior; or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

1. The school has explored means to meet the needs of the child;
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude;
3. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.
4. The final decision is made by the Principal in consultation with teachers, parents, and the pastor. (SB 8/11/04)

Recruitment Incentive 2.35

St. Joseph families are our most effective means of informing others of the educational opportunities involved in our school program. We have a recruitment incentive program that

provides school families with a credit. The amount may vary from year to year. When a new K-8 family's registration form designates a family as the convincing factor in their decision to enroll at St. Joseph School, the referring family will receive a credit. The business office will determine the application of this credit, e.g., to SMART tuition balance, Fair Share, or a refund check. Credits are normally applied in January.

Saints, Inc., Before and After School Care 2.36

The purpose of St. Joseph's before and after school program, *Saints, Inc.*, is to provide a safe, nurturing, and enriching atmosphere for your child. It is available to St. Joseph Catholic School and Parish students, kindergarten through grade six. During 2008-2009 school year, there are three daily time components: 6:30 a.m. until 8:00 a.m. in the morning; from 2:40 p.m. until 5:00 p.m.; and from 2:40 p.m. until 6:00 p.m. while school is in session. The program is also available on many non-school days, with previous sign-up.

Saints, Inc., programming includes academic, social and physical activities; individual and quiet times for personal choice activities; lunch and snack; and full or half-day summer programming.

Families may register for regular care at favorable rates or use "drop-in" care on an occasional basis. The program is located in St. Joseph Education Center. For more information, call the program coordinator at 952-442-3706.

Scholarship Opportunities 2.37

St. Joseph Parish and School have a strong commitment to providing quality education. At the same time, we realize that all may not be able to meet the full amount of tuition asked. It is important that each child have the opportunity to be educated in a Christian, caring environment.

St. Joseph School has scholarship sources available for use by our families; we encourage their use as we believe tuition should not be the deciding factor in your child's ability to attend St. Joseph School. For information on how to apply for scholarship funds we ask that you contact the Business Office and request a financial assistance form. While the usual application period is in the spring, do not hesitate to inquire in the Business Office if your family's circumstances change during the school year.

School Board 2.38

The St. Joseph School Board exists to offer leadership and service in all matters pertaining to St. Joseph School. Its purpose is to minister, to be an advisor to the principal, and pastor, and to develop and support an educational faith community of students, staff, and families.

St. Joseph School Board meets regularly on the second Monday of every month. Dates and times are subject to change. Consult the school newsletter and calendar for the most up to date meeting information.

Parents are welcome to attend open sessions of school board meetings. To be put on the agenda, a request must be made to the board chair in writing at least two workdays before the meeting. Placement on the agenda shall be at the discretion of the Board Chairperson.

After being approved, minutes are posted on our website and in the school office.

School Schedules 2.39

PreKindergarten

Monday, Wednesday, Friday
8:20 - 10:50 am

Tuesday, Thursday
8:20 - 10:50 am

Half Day Kindergarten

Monday - Friday 8:00 - 10:45 am

Grades K-4

Monday-Friday 8:00 am - 2:35 pm

Grades 5-8

Monday-Friday 8:00 am - 2:45 pm

Please note:

1. St. Joseph School students residing within the boundaries of Independent School District 110 (Waconia) may be provided transportation through the public school bus company (Koch). Students must follow all rules and policies of the public school bus system.
2. The school supplies each family with a school calendar for the school year listing early release days, breaks, etc.
3. St. Joseph School does not assume responsibility for a student's care before 7:40 a.m. or after dismissal unless they are registered in Saints, Inc., the extended care program. Please arrange for your child's arrival and departure accordingly. Should a problem arise that necessitates a child's remaining at school later than usual, call the school office and the child will be sent to *Saints, Inc.*
4. Parents, you must communicate in writing to the school office any change in the end of day routine for your child. If there is no written communication, St. Joseph School will send your child on his/her normal end of day routine.
5. Middle school students who walk to a parent-approved destination after school need to sign out in home room on a daily basis.
6. *Parent cooperation on all matters of supervision is mandatory.*

School Safety Procedures 2.40

Security. Visitors should use the First Street doors (door # 1) off our parking lot on the north side of the Education Center. The Elm Street

and Pine Street doors (west and east entrances) are locked during school hours and not to be used for exits. Second Street (south entrance) doors are open to permit student access to buses.

All visitors are expected to sign in and out at the school office.

St. Joseph School conducts regular fire, tornado and lock-down drills

There is an AED (Automated External Defibrillator) in the commons area for use in the event of an emergency. Some school personnel are trained in its use. After school hours, St. Joseph School cannot guarantee that a trained staff member will be available to use the AED should the need arise.

See also Child Safety Policies, section 2.9

Special Services 2.41

Special education services are offered to eligible students through Independent School District 110, the district which serves the Waconia area. The following conditions entitle students to participate:

1. Having a learning disability
2. Having a special behavioral problem that affects their education progress.
3. Emotionally disturbed

ISD 110 (Waconia) is responsible for providing special education services. Parents are encouraged to discuss these concerns with the classroom teacher and the principal. St. Joseph's staff assists in referring students for assessment by the public school personnel. After the assessment, a staffing (meeting) is held to discuss the results of the assessment. District #110 will determine if the child should receive special education services. Special services may be provided at no cost to your child. Parents must consent to the evaluation, initial placement, and changes to placement. Notice of denial of services must include description of action, basis for refusal, data

relied on, and other options considered.

Opportunity for a hearing will be provided by District #110.

Other services available to St. Joseph's students, furnished by ISD 110 or through state and federal funding, include:

1. Title I Services for students with moderate learning problems in Reading and Math are available *based on income levels of all families throughout the school.*
2. Vision and Hearing Screening
3. Speech Therapy Programs
4. Transportation Service within the District
5. Health Services
6. Lunch program
7. Counseling services
8. Busing

Standardized Testing 2.42

The main purpose of standardized testing is to improve instruction and curriculum. The Archdiocese of St. Paul and Minneapolis recommends that schools use the computer based testing that is now available. *Learnia* system by Harcourt Assessment provides both assessments aligned with national standards, and diagnostic tests that show student strengths and weaknesses.

St Joseph School is participating in the *Learnia* National Pilot Initiative. Reading and Math are tested in grades 3 through 8. Test results will be provided for parents. Testing dates will be announced via the school newsletter. (SB 11/06)

Suspension/Expulsion Policies and Procedures 2.43

Suspension, General Considerations.

Suspension refers to a period of time during which a student is excluded from activities, classes, the school, or a combination. Students may be suspended for serious or continuous misconduct and/or after being placed on probation. Generally, suspension is used when

other means of correction have failed to bring about proper conduct, or for serious misconduct, or for investigations of serious misconduct. Examples of serious misconduct include but are not limited to the following: theft, property destruction or vandalism, leaving the school grounds without permission or a pass, fighting, chemical misuse or abuse, inappropriate or profane language.

Suspension may assume various forms and may vary in length from one class period up to several days. Only the principal can suspend. Suspension may serve as the basis for expulsion. Students are told that they are suspended and why. Parents and legal guardians will be notified by telephone and in writing.

Suspension, Process. In cases where the *absence of immediate* disciplinary action (suspension) would pose a real threat to the *health and welfare* of another student, the students in general or school staff, the principal may remove the student from class, the yard, or other school situation and notify the parent/legal guardian as soon as possible. In these requirements, the standard due process requirements, as stated below, will be adhered to *after the fact*. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures are followed:

Notice. The student is told that he/she is going to be suspended, informed of which school rule or regulation has been broken, and further informed that such violation is a suspendable offense.

Evidence. The student is made aware of information the principal has which would lead the principal to reasonably believe that a rule has been broken *and* that this student is the one who is responsible.

Hearing. This refers to an informal give and take between student and principal. The student has an opportunity to speak and respond. Then, the principal may make a decision based on the evidence and the student's responses to the presentation of such evidence.

Parent/Legal Guardian Notification.

Parents or legal guardians are informed of the procedures followed, including a review of the steps above. Where possible, parents/legal guardians might be included in these steps so that they are aware of the total situation prior to a decision to suspend. When not possible, they have a right to be informed of the specifics of the procedure within a reasonable time period.

Right to Appeal. Parents/legal guardians and other persons with a legitimate interest may appeal the decision to suspend, first to the principal, then to the pastor. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.

Suspension, Types

1. Student attends class but loses the right to participate in a school or class activity on or off campus.
2. Student is suspended from a class or classes and is required to report to a specific, supervised place on campus for that time.
3. Student remains at home. Academic work may be assigned. If deemed necessary or advisable, a parent or guardian is called to come to school and take the student home for the remainder of a day. Parents are directed as to re-admittance of suspended students. Possibilities include a family conference with the principal, mandatory counseling, and provisions for an alternate program.

No student will be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to

complete an investigation when the student's return poses a threat to the safety of others. The student will be given the opportunity to make up work that was given during the time of the suspension. (SB 8/11/04)

Expulsion Policy

"Expulsion" means the permanent exclusion of a student from school. Failure to abide by school policy may result in a recommendation for expulsion. If a student's violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process or if the student's presence poses a danger to himself/herself, other persons, or property, the Principal will take the following action:

1. Notify the student of the punishable violation
2. Notify the parents/guardians of the student's punishable violation
3. Arrange for a hearing with a person or persons recommended by the pastor
4. The designee shall make recommendation to the Pastor who shall then render a decision regarding expulsion. (SB 12/89)

Transportation 2.44

Bus transportation is provided to those children residing within district boundaries by Independent School District 110. St. Joseph's students are expected to adhere to the Transportation Policy of ISD 110. Students and parents should remember that riding the bus is a privilege and students have an obligation to obey the rules.

In the interest of keeping your child safe on the bus, call the St. Joseph School office at 952-442-4500 if the bus driver cannot or does not address a bus safety problem in a timely fashion. You may also call Koch Bus Company at 952-442-3370.

Tuition 2.45

For current tuition information, call the school office at 952-442-4500. Rates are usually

adjusted in the spring and go into effect for the following school year.

Uniform Policy 2.46

Our philosophy. St. Joseph School takes pride in its tradition of excellence. This tradition should be evident to those who come in contact with representatives of our school. The best representatives of any school are its students; therefore, certain basic uniform regulations exist for dress and grooming. These regulations are in the interest of creating a safe environment, conducive to learning and to demonstrating pride and membership in St. Joseph School. We expect the attire of our students to enhance their self-image, rather than make statements. In sum, we have established our uniform policy in the interests of meeting students' needs for safety, belonging, identity and dignity.

The uniform and dress code policy, appendix 2, informs everyone of clothing styles and color that are approved for wear at St. Joseph School. On selected out of uniform days, students are to wear clothing that is modest in appearance, appropriate to a Christian environment, and reflects the activities of the school day.

Please see Appendix #2: Dress Code Policy

Vacation Policy 2.47

During the school year, our teachers are prepared to instruct each and every student each school day. Removing students from school for vacations or trips hinders the instructional design offered by our teaching staff. We do realize children may miss school for family emergencies.

St. Joseph's School staff and School Board believe that you as the parents of your children hold the ultimate responsibility for your child's educational growth. This responsibility permits you to take your child out of school.

St. Joseph's teachers have been instructed to permit make-up school work in the following manner:

1. Teachers are not required to prepare an individual's work in advance of a vacation.
2. Upon returning to school, the student will receive all the work that was missed. The child will have one full week to complete this work. The child may request special help from a teacher, which most likely will include spending time after school.
3. If work is not completed after one week, the student will be expected to stay after school to complete the work. (SB 8/85)

When parents leave children under the care of another responsible person while out of town, the office must be notified in writing with the names, relationship, phone numbers and permission to contact the responsible person. In an emergency, the office needs to be aware of changes of contact information.

Volunteer Screening 2.48

All volunteers who interact with children, in the course of their volunteer activity, must complete a background check and VIRTUS training. The background check packet is available in the school office.

These checks are made through the McDowell Agency, which has conducted employee background checks for the Archdiocese for many years. Your information is held in strict confidence in every step of the process.

The background checks can take up to ten working days, so make sure you've completed yours before volunteering for school activities involving children. Note: if you expect to volunteer as a field trip driver, there is an additional form, *Drivers Information Form*, which leads to a check of your driving record. *Background:* The Dallas Charter of the American bishops calls us to renewed and strengthened procedures to assure our children's safety. Accordingly, Archbishop

Flynn of the Archdiocese of St. Paul and Minneapolis instructed all parishes and schools to institute improved screening procedures for all volunteers in regular contact with children or vulnerable adults, effective July 1, 2004. In addition, Virtus training is required. Training sessions available can be found on the website at www.virtus.org.

Wellness 2.49

The link between learning and nutrition is well documented. Healthy eating patterns are essential for students to achieve their academic potential, physical and mental growth, and well-being. St. Joseph School wants to help students establish and maintain lifelong, healthy eating patterns. A well-planned and well-implemented school nutrition program is part of the Wellness Policy that we will develop as indicated in our Improvement Plan.

III. Academic Expectations and Policies

Academic Probation 3.1

The purpose of extracurricular activities at St. Joseph School is to develop good sportsmanship and to build good relationships among students. Students must maintain a C- (1.8) overall grade point average in their academic studies. A student will be placed on probation if their grade point average (GPA) has slipped below 1.8 or if they are receiving an "F" in any subject area, even though their overall GPA may be acceptable. A student may also be placed on probation for Christian Behavior Expectation Violations.

When a student's grade significantly slips, it will be reported to the parents, principal, and pertinent activities director. The student will be placed on probation for one week during which the student will demonstrate improvement. During academic probation a student may attend activities. If there is no improvement

after one week of probation, a conference will take place with the parents, student, and principal, to decide the eligibility to participate in extracurricular activities. The pertinent activity director will be informed of the decision. Students with special needs will be given special consideration in the implementation of this policy.
(Athletic Board 11/8/06) (SB 11/13/06)

Access to Student Records 3.2

Student data files are available to authorized personnel only: parents, teachers, administration and related school services. No duplication or removal of any part of the student data file is permitted without parental permission. This policy will be consistent with the Data Privacy Act, Minnesota Statute 15.16. When a student transfers to a new school, the new school officially requests records from St. Joseph School, which sends the records directly to the new school.

Homework 3.3

Parental support is essential for an effective homework program. Time should be set aside at home for assigned school work or outside reading. The amount of time will vary by individual student need. Homework assignments have as their purpose, not only the education development of the child, but also to develop a sense of industry and responsibility. The following are recommended amounts of time for daily homework:

Grades K-2:	20-30 minutes
Grades 3-4:	30-45 minutes
Grades 5-6:	45-60 minutes
Grades 7-8:	60-90 minutes

Please inform teachers if your child is struggling to complete homework within these time allotments.

Grading/Honor Roll Policies 3.4

At the end of each trimester, students in grades 6-8 who have achieved a grade point average (GPA) of 3.7 or above will be awarded "A" Honor Roll. Those at 3.0-3.69 will be awarded "B" Honor Roll. Grade point averages are figured in all subjects, and will include grades earned in Music, Physical Education, Spanish, Technology and Art. Honor Roll students will be given a certificate and the Honor Roll will be published in the local newspaper.

Middle School Grading Scale (Grades 6-8)

A	96-100%	4.0
A-	94-95%	3.8
B+	92-93%	3.5
B	89-91%	3.0
B-	87-88%	2.8
C+	84-86%	2.5
C	81-83%	2.0
C-	78-80%	1.8
D+	75-77%	1.5
D	72-74%	1.0
D-	70-71%	0.5
F	0-69%	0.0

Grades 5 Grading Scale

Beginning the 2006-2007 school year, grade 5 will begin the year using the Middle School letter grades to provide cohesiveness during this transitional year between Elementary and Middle School.

Grades 3-4 Grading Scale

This evaluation scale is used for the main subjects in grades three and four. The percentages are consistent in grades three through eight, however, the Middle School replaced the letters with A, B, C, D, and F. Third and fourth grade will use the E, S+, S, S-, and N scale.

E	Excellent	94-100%
S+	Above average	87- 93%
S	Satisfactory	78- 86%
S-	Below average	70- 77%
N	Not passing	0- 69%

The following evaluation scale is used for the subcategories under each subject in grades 3-4.

P	Proficient in concept/skill
M	Moderately skilled
W	Working to develop concept/skill
I	Improvement needed in concept/skill
Blank	Skill not evaluated

Grades K-2 Grading Scale

The goal of the Kindergarten, Grade One and Grade Two progress report is to communicate student achievement to parents/guardians.

The following evaluation scale is used academic areas:

E	Excellent progress
S	Satisfactory progress
N	Needs improvement
W	Working to develop concept/skill
Blank	Skill not yet evaluated

The following evaluation scale is used for Christian Behavior Expectations, including behavior and work habits (grades K-5).

4	Consistently
3	Most of the time
2	Some of the time
1	Needs improvement

Report Cards 3.5

Students will receive evaluations of their progress three times a year. In addition, parents receive mid-trimester notification of their child's progress. Reports card envelopes are to be signed by the parent/guardian and returned promptly. Parents are urged to remain in close contact with their child's teacher or teachers throughout the course of the school year. St. Joseph School asks that parents understand the demands on the teachers' time and call for an

appointment if you wish to confer with a teacher about your child's academic progress.

Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade. Contesting a grade does not insure that it will be changed. With the June report card comes the final decision about placement of the student for the following year. The following are possibilities:

1. Pass/Promotion
2. Pass with reservation
3. Placed in Grade _____ at parent request (Parents are required to sign a statement that they realize the placement is against the professional advice of the staff.)
4. Placed in Grade _____ with reservations (reservations to be stated)
5. Recommend for retention
6. Pass on condition (conditions will be stated)

Assessment and evaluation of students are not limited to report cards. Student portfolios, student/teacher conferences and other assessment and evaluation methods may be used. Progress reports for students with D or F grades will be seen by the principal and a principal/student conference will be held. If the student does not demonstrate improvement, parents will be contacted.

Retention 3.6

Research indicates that the benefits of retaining a student in a particular grade diminish with age. For a few students, however, it may be beneficial on developmental or academic grounds. The guiding question is always, "How can we best meet this student's needs?" *General timing and process.* (1) Areas of concern should be brought to the attention of the parent/legal guardian at the earliest indication, and the principal is so informed. (2) By mid-school year (January), the parent/legal guardian is informed that retention is a possibility. (3) Regular communication with the parent/legal guardian takes place throughout the

process. These communications are documented in writing and kept in a separate file. They may include reports of all efforts to remediate. (4) The final teacher recommendation is shared in writing with the parent/legal guardian no later than six (6) weeks prior to the close of school. (SB 8/11/04)

IV. Discipline

Our Philosophy 4.1

The purpose of all discipline is self-discipline. St. Joseph's discipline policy is designed to assist the individual student in learning to make correct decisions, to be responsible, and to respect and treat others with fair and equal actions. Students should understand that observing rules fosters thoughtfulness, respect and consideration of others.

The primary responsibility of all training comes from the home. The school's efforts, therefore, must be to augment or supplement this training.

The principal, teachers and other school personnel, share the responsibility for the maintenance of discipline in the school. The principal is aware that each teacher is the most effective agent for establishing and maintaining discipline with the pupils.

St. Joseph's personnel promote a positive Christian learning environment. School and classroom rules will be explained to students the first week of school. Positive reinforcements are used to encourage success and Christian behavior. Students also learn that they are responsible for their own behavior. Because we encourage self-discipline and good choices by our students, St. Joseph's staff has implemented a behavior curriculum and a school-wide behavior plan.

Classrooms are first and foremost to be places of learning. St. Joe's teaches young people the skills needed to make appropriate choices in their daily activities. The school-wide behavior

expectations are Scripture-based and clearly communicates our Christian Behavior Expectations for students in our school.

(SB 8/11/04) The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

See also section 2.43 Suspension/Expulsion Policies and Procedures

Bullying/Harassment/Intimidation 4.2

All members of St. Joseph Catholic School community assume responsibility for contributing to a healthy learning and working environment. To assure an environment that enables all individuals to reach their maximum personal potential free from unreasonable interference, St. Joseph School acknowledges the need to address harassment/intimidation/bullying. *Normal peer conflict --an inevitable part of human interaction, is not to be confused with bullying.*

Definition: *Bullying* is when one person intentionally uses power with the aim of hurting another individual on a repeated basis. Such repeated acts may take the form of physical, verbal, written and/or psychological acts. *Harassment* is the unwanted/unwelcome behaviors which make a person feel threatened, intimidated, degraded or discriminated against or which creates an intimidating, hostile or offensive learning, working or play environment.

Reporting expectation: Any student or parent(s)/guardian(s) who believe a student has been the victim of bullying/harassment/intimidation should report the alleged acts immediately to a teacher, the principal or the pastor.

Response expectation: If the report appears to meet the definition above, a timely and proper investigation by the principal/pastor will begin immediately. All parties involved in the investigation will be notified by the

principal/pastor. The alleged harasser/bully and parent(s)/guardian(s) will be provided a written warning that prohibits retaliation against the alleged victim and their family. The alleged victim will be encouraged to report any further occurrence or retaliation and the situation will be monitored. Documentation of the investigation will be placed in the School Harassment File. If it is deemed necessary by the principal/pastor, legal authorities may be notified.

Consequence expectation: If it is determined that harassment/intimidation/bullying has occurred, one or more of the following consequences may result:

- Administrative conference with student (with or without parent)
- Assignment designed to increase awareness and sensitivity to the issue
- Detention (before school, recess, after school)
- Referral to an outside agency for evaluation
- Suspension
- Expulsion
- Referral to law enforcement for possible criminal action

Christian Behavior Expectations 4.3

In 1993, St. Joseph School joined the Archdiocesan vision for an educational restructuring of curricular and behavioral expectations. Out of the six-month effort of study, research, and organizing, St. Joseph's Christian Behavior Expectations emerged. Our plan is to prepare children with the tools that they need for success. With this plan we teach positive and productive character values to students; we encourage students to be self-managing in active situations; and we hold students accountable for unproductive behavior. St. Joseph School inaugurated the plan in the 1993-1994 school year. Since then, the program

has been adapted to meet the needs of a growing student body, but the seven principles of behavior with their scriptural basis remains the foundation of behavior norms and character development in the school.

The seven principals of the Christian Behavior Expectations are:

Be prompt and prepared.

- Be on time.
- Come with appropriate materials.
- Bring assigned work to class.

**Be on guard, therefore.
The Son of Man will come
when you least expect it.** Luke 12:40.

Respect authority.

- Listen to authority.
- Follow directions promptly.
- Accept responsibility for behavior.

**Pay attention and you
will have understanding.
What I am teaching you is good,
so remember it.**
Proverbs 4:2.

Respect rights of others.

- Use appropriate voice.
- Listen to speaker.
- Respect the opinion and point of view of others.

**Whatever you do for
the least one of these, you do for me.**
Matthew 25:40.

Respect property.

**Every good gift and
every perfect present come from God.**
James 1:17.

Display a concern for learning.

- Remain on task.
- Allow others to remain on task.
- Complete and return assignments on time.

**If you want to be wise,
keep the Lord's commandments,
and He will give you wisdom in abundance.**
Sirach 1:26.

Display appropriate social skills.

- Cope with disagreement, teasing, and criticism.
- Display courtesy.
- Display tact.

Love your neighbor as yourself.

Matthew 22:39.

Display positive and productive character.

- Live by high standards.
- Go beyond what you expect from others.

**Each one as a good manager
of God's different gifts
must use for the good of others
the special gifts he or she has
received from God.**

1 Peter 4:10.

***Christian Behavior Expectations -
Lunchroom***

Be prompt and prepared.

- Have your lunch number ready.

Respect authority.

- Listen to and follow the supervisor's instructions.

Respect rights of others.

- No throwing food.
- No playing with food or taking it from others.

Respect property.

- Care for and return dishes and silverware to proper area for cleaning.
- Treat tables with care.

Display a concern for learning.

- Demonstrate proper table manners.

Display appropriate social skills.

- Use appropriate voice level in talking with your table mates.
- Remain seated until excused by the supervisor.

Display positive and productive character.

- Clean up your area.
- Take turns cleaning the table.
- Offer help when help is needed.
- Eat the food you take.

***Christian Behavior Expectations -
Physical Education***

Be prompt and prepared.

- Have the proper clothing and shoes for participation.
- Change clothes quickly before and after gym.

Respect authority.

- Listen to and follow the teacher's instructions.

Respect rights of others.

- Play fair.
- Praise your classmates' efforts.

Respect property.

- Handle gym equipment as instructed to by the teacher.

Display a concern for learning.

- Listen, follow and participate in activities.

Display appropriate social skills.

- Accept the decisions of the teacher without arguing.

Display positive and productive character.

- Help care for the gym equipment.
- Demonstrate acceptance of various physical abilities.

Christian Behavior Expectations - Playground

Display positive and productive character.

- Be a positive role model.

Be prompt and prepared.

- Respond immediately to all instructions and bells.
- No loitering in the building before and after school.

Respect authority.

- Listen to and follow the supervisor's instructions.

Respect rights of others.

- Play fair.
- Include others in your games and take turns.
- Keep hands off others at all times.
- No teasing.

• Respect property.

- Handle playground equipment as instructed to by the supervisor.
- Hands off others' clothing.
- Share playground equipment.

Display a concern for learning.

- Demonstrate cooperation between and among classes in games.

Display appropriate social skills.

- Be inclusive in play.
- Display courtesy and acceptance in play situations.

CHRISTIAN BEHAVIOR CONSEQUENCES
Grades K-4
Fresh Start Daily

Elementary School - Grades K-4

Students in kindergarten through grade four will begin fresh each day with behavior consequences. These consequences are based on a cycle of recognition for showing Christian character and behavior. Students who have received no more than a warning each day will receive positive verbal recognition from their teacher. Individual teachers may have classroom celebrations for positive behavior choices at different times during the trimester.

The following consequences will be applied for inappropriate behaviors.

1. **First warning**, verbal warning with interaction.
2. **Second warning**, student will sign a discipline log in the classroom.
3. **Third warning**, written warning (green slip) sent home for the parent to sign and return the next school day.
4. **Fourth warning**, student writes a behavior plan with teacher.
 - a. Time out and/or loss of a privilege and/or activity.
 - b. Student presents to parents. The behavior plan is due back, with signature, on the next school day. If it is not returned the teacher will contact the parent via email or phone call. The student will lose privilege/activity until contact is made or behavior plan has been returned
5. **Fifth warning**, student meets with principal.
 - a. Student explains behavior choices.
 - b. Student may be returned to class at the principal's discretion.
 - c. Parents are notified via email or phone call that the behavior plan is coming home.
6. **Sixth warning**, meet with parents.
 - a. Student removed from classroom.
 - b. Meeting set up with principal, teacher, parents, student and counselor.
 - c. Plan of commitment signed by all.
 - d. Student returns to class.
7. **Severe Clause** – move to any of the steps as needed. An individual behavior contract may be utilized if necessary.

CHRISTIAN BEHAVIOR CONSEQUENCES
Grades 5-8

Daily

1. Student will receive one verbal notice/warning.
2. After verbal warning/notice, the student will receive a CBE Violation Form, which allows the student and teacher to share evidence regarding the CBE violation. This form will be completed in the hall by the student. Parent/legal guardian will be notified by email or phone call from the teacher.
3. A severe CBE violation, or a second CBE violation will result in the student meeting with the principal. The student will also be held out of recess.
4. A third CBE violation will result in a phone call to parent by the principal and immediate student pickup. This is a suspension; parents have the right to appeal.

Weekly

1. If a student receives four CBE violations within one week, the student will have immediate suspension for one hour. A conference with teacher, parent/legal guardian, principal will be set up to discuss an individualized behavior plan.
2. If student receives 5 CBE violations within one week, student will be suspended from school for one day. An in-person conference between parent and principal will take place to discuss a course of action.

If student is having severe compliance issues with St. Joseph School's CBE policy, then a meeting will be held, in conjunction with the Canonical Administrator, to determine the best course of action for the student's attendance at St. Joseph School.

Fifth Grade Camp and Eighth Grade Trip

It is expected that all students attending 5th grade Eagle Bluff Environmental Camp (EBEC) and the Eighth grade Dakota Trek be able to follow classrooms rules and expectations. Students who cannot abide by the rules and regulations in the classroom will not be afforded the opportunity to attend these experiences. The safety of your child and others is our utmost concern. These trips are privileged experiences. With the preceding consequences for CBE Violations in place, those who receive more than 5 CBE Violations in one week will be at risk for not attending.

Students must also be in good academic standing the Monday before leaving for their trip. Students must have combined GPA of C- or better and have no more than 3 missing assignments in all classes combined. Students with special needs will be given consideration in the implementation of this policy.

Appendix 1, Archdiocesan Harassment Policy

POLICY: Each local school and/or catechetical program shall maintain a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, administrators, members of the Board of Directors, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school and/or catechetical program.

DEFINITION: *Harassment* is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to: teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing remarks; subtle pressure for sexual activity; intentional brushing against a person's body; display of offensive pictures, posters, or other graphics; leering, inappropriate patting or pinching, and other forms of unwelcome touching; otherwise creating a hostile, intimidating, or offensive environment.

PROCEDURE: Any member of the school and/or catechetical program community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal/director of catechesis, or in the case of a complaint against the principal or the director, to the Pastor).

The pastor or his designee will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or

other disciplinary actions, will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed.

The complainant, the alleged harasser and their parents (if either is a minor) will be advised of the outcome of the investigation, preferably in writing. In cases involving minors, a report to the Child Protection Agency (see below for county numbers) or to the police will be filed if required by state law.

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigatory process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation monitored as the principal or director deems appropriate.

Reporting Abuse

If you as a parent or parishioner have **first hand knowledge** of any child abuse or are made aware of any child abuse caused by a volunteer, teacher, or staff member of St. Joseph Church or School in Waconia, **please, by all means, without hesitation, immediately report this behavior or abuse.**

- Police at 952-361-1231 or 911
- Pastor at 952-442-2384 x 133
- Deacon at 952-442-2384 x 134
- Principal at 952-442-4500 x 137
- Faith Formation Director, 952-442-2384 x 127 or 136
- Carver County Social Services, 952-361-1600
- Hennepin County Social Services, 612-348-4500

If clergy is involved:

- Vicar General or Chancellor of the Archdiocese of St. Paul and Minneapolis, 651-291-4400

Appendix 2, St. Joseph School Dress Code

St. Joseph School adheres to a dress code established for students in Grades K-8. The following dress code advises parents and students of clothing style and color that is approved for wear at St. Joseph Catholic School. On selected out of uniform days, students are to wear clothing that is modest in appearance, appropriate to a Christian environment, and reflects the activities of the school day. On out of uniform days, jeans must be in good condition--no holes. If pants are worn loose, then they may not be baggy to the point of showing underwear and the crotch must be several inches above the knees. Shirts or hats may not have any inappropriate writing or pictures on them. Girls clothing should not be form fitting and skin is not to show. No chains should hang outside of clothing pockets. Clothing must be in good taste. St. Joseph School students will wear uniforms on field trip days unless directed otherwise by classroom teachers or the office.

When an article of clothing is in question, it may require a judgment call on the part of the teacher and/or administrator. Students not meeting the measure of appropriate dress will be asked

to phone their parent(s) for appropriate clothing, wear a school uniform or shorts/pants provided by the school and/or receive a Behavior Plan.

APPROVED UNIFORM SUPPLIER:

School uniforms can be purchased through Felicities.

Felicities - will special order for children who are hard to fit
2393 Ellsworth Ct.
Chaska, MN 55386
612-250-2179

Other uniform brands approved for purchase:

- Bugle Boy/Lee Brand - available at Kohl's
- Land's End - available at Sears, catalog shoppers on online
- Kids R Us, Old Navy, Gap, JC Penney and other small stores

If the purchase of any of these brands present a severe financial hardship or fitting issue, please contact the school office for approval of alternates.

Sweatshirts are available by special order in our summer mailing and once during the school year.

Approved Uniforms

Grades Kindergarten-8

St. Joseph's students in grades K-8 are expected to wear the approved school uniform throughout the normal school day.

GIRLS K-5 - Acceptable for wear

- blue plaid school jumper
- plain red or white blouse with peter pan collar, polo shirt, or turtleneck - no embroidery on collar or cuffs
- plain navy cardigan, vest, or pullover sweater
- navy blue **uniform** pants
- navy blue **uniform** cords
- navy blue **uniform** shorts/skorts - weather permitting

GIRLS K-5 - Unacceptable for wear

- blue jeans/denims
- form fitting leggings
- stirrup pants
- stretch pants

Additionally

- Shorts are to be no shorter than 2 inches above the knee.

BOYS K-5 - Acceptable for wear

- navy blue **uniform** cords
- navy blue **uniform** pants - no adornments/additional pockets
- red or white polo shirts, button down shirts, or turtlenecks
- plain navy cardigans, vests, or pullover sweaters
- navy blue **uniform** shorts - weather permitting

BOYS K-5 - Unacceptable for wear

- blue jeans/denims
- wind pants
- sweat pants
- cargo pants

See other additional notes, below.

GIRLS 6-8 - Acceptable for wear

- plaid school jumper
- red or white shirt of any style - must have collar and sleeves
- plain navy cardigan or pullover sweater
- navy or khaki **uniform** skort
- navy or khaki **uniform** pants
- navy or khaki **uniform** cords
- navy or khaki **uniform** walking shorts - weather permitting

GIRLS 6-8 - Unacceptable for wear

- blue jeans/denims
- form fitting leggings
- hip huggers
- stirrup pants
- stretch pants
- form fitting short shirts

Additionally

- Shorts are to be no shorter than 2 inches above the knee.

BOYS 6-8 - Acceptable for wear:

- navy or khaki **uniform** cords
- navy or khaki **uniform** pants - no adornments/additional pockets
- red or white shirts of any style - must have collar and sleeves
- plain navy cardigans, vests, or pullover sweaters
- navy or khaki **uniform** shorts - weather permitting

BOYS 6-8 - Unacceptable for wear:

- blue jeans/denims, wind pants, sweat pants, cargo pants.

K-8 Girls Additional Notes

- Socks must be worn with the uniform. All shirts should have collars and sleeves and are to be tucked in. Parents are to determine with their child the definition of weather permitting.
- Uniform shorts are acceptable wear for church attendance. Other types of shorts are not.
- St. Joe's uniform sweatshirts are a part of the school uniform and can replace the navy blue sweater. No other sweatshirt is acceptable for wear with the student uniform.
- All K-5 girls are to wear navy blue biker shorts under jumper when tights are not worn.
- Shorts/skorts are to be no shorter than 2 inches above the knee.

K-8 Boys Additional Notes

- Socks must be worn with the uniform. All shirts should have collars and sleeves and are to be tucked in. Parents are to determine with their child the definition of weather permitting.
- Uniform shorts are acceptable wear for church attendance. Other types of shorts are not.
- St. Joe's uniform sweatshirts are a part of the school uniform and can replace the navy blue sweater. No other sweatshirt is acceptable for wear with the student uniform.
- Pants may not be baggy to the point of showing underwear. No chains should hang outside of clothing pockets.

(SB 1/16/02)

Appendix 3 : Grievance Policy

If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher (respondent) to discuss the resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant. This committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
5. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee will not have the power to alter or amend school policies.
6. The pastor or his designate will the decide on the grievance.
7. The grievance procedure should be complete within 30 days.
8. If the grievance is determination is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

(SB 12/10/07)

Section VI.

Acknowledgment and Agreement to be Governed by St. Joseph Family Handbook Policies

Please read and discuss the St. Joseph Catholic School Family Handbook with children. After reading the Family Handbook thoroughly, we ask that you sign below and return this page to the school office with your registration materials. Thank you.

We have received and read the St. Joseph Catholic School 2007-2008 Family Handbook and we agree to be governed by the policies contained herein.

Parent/Guardian first and last name PRINTED

Parent/Guardian Signature
(Only one parent/guardian signature needed)

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date