



# ST. JOSEPH CATHOLIC ACADEMY

## STUDENT AND FAMILY HANDBOOK

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### MISSION AND PHILOSOPHY:

#### PHILOSOPHY

St. Joseph Catholic Academy is part of the teaching ministry of the Roman Catholic Church. Built on the four pillars of Catholic Education (Catholic Identity, Academic Excellence, Accessibility, and, Affordability) our goal is: to prepare each student to proclaim the Good News, to translate it to action, and to transform oneself and society with God's help (*To Teach as Jesus Did*, pg. 29, #105). We integrate religious truth and values with life.

We strive to create a Christian educational environment conducive to spiritual, intellectual, social, emotional, physical, and aesthetic growth of each student committed to the care of St. Joseph Catholic Academy. "Prime responsibility for creating this unique Christian school climate rests with the teachers, as individuals and as a community (*The Religious Dimension of Education in a Catholic School*, pg. 13, #26). As an educational community, our intent is to enable our students, through a challenging curriculum, to reach their full potential as Christian individuals."

#### MISSION STATEMENT

St. Joseph Catholic Academy is dedicated to excellence in education and to the spiritual development of youth within the framework of the gospel and in the tradition of the Catholic Church.

#### MOTTO

Passionate about our FAITH, Challenging in our ACADEMICS, Committed to our FAMILIES

#### ACCREDITATION

St. Joseph Catholic Academy is accredited through the Missouri Chapter of the National Federation of Non-public School State Accrediting Association. This association is comprised of non-public schools in the states of Missouri, Minnesota, Michigan, Arkansas, and Georgia, and is recognized by the United States Department of Education, the Missouri State Board of Education, and the Missouri Department of Elementary and Secondary Education. St. Joseph completed a self-study process in 2008-2009. Schools are re-accredited on an annual basis.

## **ADMISSION/REGISTRATION REQUIREMENTS**

In recognition of the important role the parish has in fostering the full development of our youth, our admissions procedures require that our Catholic parents obtain written approval of their Pastor to complete the registration process.

The Catholic Church and St Joseph Catholic Academy recognize parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from St. Joseph.

### **Policy: Age of Admission**

"A child is to be three (3) years of age prior to Aug. 1 to be eligible for admission to preschool. In rare cases where the third (3<sup>rd</sup>) birthday falls closely after Aug. 1, administrator reserves the right to allow admittance with successful passage of preschool assessments.

Per Missouri State Law, all children MUST be five (5) years of age prior to Aug. 1 to be eligible for admission to Kindergarten.

The following must be presented at registration:

- (1). Baptismal Certificate (if student is Catholic).
- (2). Birth Certificate
- (3). Social Security Number
- (4). Current Immunization Record "

### **Policy: Priority for Admission**

"Priority for admission into St. Joseph Catholic Academy programs will be given to active Catholic families who are registered in their parish."

### **Policy: Transfer Students**

"All transfer students will be admitted on a probationary basis. Transfer student policy guidelines include the following:

1. The Transfer Student form will be completed prior to registration
2. The administrator, coordinator of special services, guidance counselor and other appropriate personnel may contact the former school(s) regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
3. The administrator will conduct an interview with parents and student.
4. The administrator makes the decision regarding enrollment.
5. Transfer students will be admitted on a probationary status for 90 attendance days starting with the first day of attendance. Anytime during the probationary period the administrator may:
  - A. Remove the probationary status of the student,
  - B. Extend the probationary status of the student,
  - C. Dismiss the student from school."

## ARRIVAL – DISMISSAL PROCEDURES

### INSTRUCTION BEGINS AT 8:15 a.m. DISMISSAL IS AT 3:15 p.m.

Students who arrive between 7:30 and 8:00 a.m. report to the school cafeteria. At 8:00 a.m. students are dismissed to their classrooms. Students who arrive at school between 8:00 and 8:15 a.m. should report directly to classrooms and wait for teacher before entering. The tardy bell rings at 8:15 a.m. Any one arriving after 8:15 a. m., should buzz in at the East door and come to the school office to sign child into school.

Regular dismissal time is 3:15 p.m. for all students. Please make arrangements to have children picked up by no later than 3:30 (or 11:45 a.m. on early dismissal Fridays). Children not picked up by 3:30 will be taken into the building. Parents must buzz in at the East door and come into the building to pick child. Paid Aftercare is available. (Aftercare is free for preschool-included in tuition.)

### EARLY DISMISSAL FOR TEACHERS' MEETINGS:

The faculty meets on a regular basis for in-service and to discuss items which affect the entire school. Meetings are held on the 1st Friday of each month; classes will be dismissed at 11:30 a.m. No lunches will be served. Aftercare will be available. Aftercare students need to bring a sack lunch. **Please make prior arrangements for pick up at 11:30 if not participating in Aftercare.**

### DROP OFF AND PICK UP PROCEDURE

The safety of the students is the top priority when dropping off and picking up students. **Students should not be loaded or unloaded on the street.**

#### Guidelines:

- Pull vehicle as far forward in the loading zone as possible before stopping.
- All children enter and exit vehicles on the passenger side.
- If parking, child must be walked to and from the school.
- Children will be dismissed through the exit on the north side of the building.
- Parents are to remain in vehicle and refrain from cell phone usage while children load up.
- In order to provide a quiet learning environment and prevent congestion we request that parents wait outside the building rather than in school hallways for dismissal.

### DISMISSAL DURING THE SCHOOL DAY:

Students may not be released to anyone other than a parent or guardian unless the school has been otherwise notified. Parents are required to report to the office and sign their child out before taking them from school during the school day; school personnel will call your child to the office in order to minimize the interruption of the learning process. Any child who has need for early dismissal should bring a note from a parent/guardian explaining the need for early dismissal; likewise, any child who will be leaving school with someone other than a parent should have a note of explanation to be given to the classroom teacher at the beginning of the school day. When unexpected circumstances arise, a call to the office will suffice. Students who return to school should check into the office upon returning.

## WEATHER-RELATED SCHOOL CLOSING

St Joseph Academy closings will be announced on the radio and television. ***If Springfield PUBLIC Schools close, we will close also.*** We do not usually close early during the day because of weather, but parents/guardians can pick up their children early if they are concerned about transportation safety.

## ATTENDANCE

Regular school attendance and punctuality is a condition of enrollment at St. Joseph Catholic Academy. All healthy children are expected to be at school for the full school day. Missouri State Law requires 174 days of school. **More than 5 day's unexcused absence in a quarter can be considered neglect, according to the Division of Family Services, and can be reported as such to the Division of Family Services.**

Parents are discouraged from taking students out of school except for family emergencies. Doctor/dentist appointments will be considered an excused tardy if the child returns to the school with a note. If calling before school hours a message can be left on the answering machine.

Students arriving after 8:15 are to report to the school office for a tardy slip. Students who are gone from the school for less than 1 ½ hours anytime during the day will be counted as tardy. Students gone from school 1 ½ to 3 ½ hours anytime during the day will be counted as ½ day absent. **Please note:** Students who arrive after 10:00 a.m. or leave before 1:30 p.m. will be counted as ½ day absent. Students gone from school or on the sick bed for more than 3 ½ hours of the day are counted as a full day absent. **When a child is absent from school, a written excuse signed by the parent or guardian is required when the child returns to school** and must contain the DATE OF ABSENCE and REASON FOR ABSENCE.

When a child is absent, tardy, or released from school early, he/she is responsible for work assigned and the student should ask teachers about make-up work. Parents are encouraged to pick up their child's schoolwork when their child is ill.

## BIRTHDAY CELEBRATIONS/SNACKS

Please consult with your child's teacher about how birthday treats are handled in the classroom. We ask that families do not send balloons, flowers, etc. to school, as it is disruptive to the learning environment. To prevent hurt feelings we request that parents refrain from handing out invitations for a party unless the ENTIRE CLASS or EVERY BOY or EVERY GIRL in the class is being invited.

## SNACKS

Preschool and Kindergarten parents will be asked to provide snacks for the class. Older children who need a snack at recess may eat it in designated areas. Parents are asked to send nutritional snacks to school. For safety, glass containers are not permitted. Parents should discuss with the teacher any plans to provide snacks for their class before the date. For health reasons, snacks that are brought in must be purchased from a store or bakery and come in the original container.

## CAFETERIA

St. Joseph Catholic Academy offers federally subsidized breakfast and hot lunch programs. All students are required to eat lunch (either purchased or brought from home). Menus are published monthly and are available on the website. Except in case of emergency please do not send/bring "fast food" lunches. Soft drinks are strongly discouraged – glass containers are prohibited. **We strongly encourage all families to fill out paperwork for free or reduced lunches/breakfasts regardless of desire to participate. All information is held in the strictest confidence and participation in this process helps to raise revenues in the cafeteria and maximizes our eligibility for federal grants to support supplemental academic programs.** Application forms are available in the school's office.

Cafeteria accounts should maintain a positive balance at all times. If account falls more than \$30 into the negative, parents will be called and students will be served a peanut butter sandwich instead of the regular lunch. After that, parents will be called and asked to bring in a lunch for you child.

## METHOD OF PAYMENT

Please send all lunch/breakfast money to school in a sealed envelope with your child's **NAME, GRADE,** and the **AMOUNT OF MONEY** enclosed written on the front of the envelope. When paying for more than one child with one envelope please make sure that all children's names and grades are on the front of the envelope.

## COMMUNICATION

Communication and cooperation between the home and the school is an important ingredient in any school program. The teachers strive to make parents aware of student progress and classroom activities primarily through the family folder in students' backpacks and the website. **We recommend that parents check backpacks and [sjcaspringfield.org](http://sjcaspringfield.org) website on a daily basis** so that important information will not be missed. Frequent e-mail communications are sent to all families who submit e-mail addresses.

## FAMILY FOLDERS

General notices, news from the school, parish, diocese, or local organizations, and homework are sent home daily in the family folder. Folder should be emptied daily, signed, and returned along with child's completed homework to school the next school day.

## CONFERENCES

When concerns arise, parents are invited to communicate with the classroom teacher who is most closely involved with the situation and can most likely help or answer questions. Teachers can be contacted through the school office and an appropriate time to meet will be arranged. **A REQUIRED Parent-Teacher conference is scheduled for all students following the end of the first quarter.** Additional conferences can be arranged at other times during the school year. The

principal is also available for conferences. Parents are requested to call ahead for an appointment.

### HOME AND SCHOOL ASSOCIATION

**All parents are considered members of the Home & School.** St. Joseph Home & School Association is a means to develop mutual understanding between parents and the school staff and to assist parents in achieving their mission with the school as co-educators of their children. The Home & School meetings, which are held as needed throughout the school year, provide parents and staff with opportunities to meet and discuss ways to work together for benefit of the entire school community.

## CURRICULUM

### ACADEMIC COMPETITONS

Because we recognize the diversity and excellence found in our students, we encourage student participation in appropriate competitions that are offered locally, statewide, and nationwide. Academic Competitions include: Duke University Talent Identification Program (TIP); Duke University recognizes students in Grade 7 who have scored at the 95th percentile or higher on certain sections of the ITBS. These students are invited to take the SAT or ACT college entrance exam. They also qualify to participate in higher learning programs. Students also have the opportunity to compete in the Ozarks Science and Engineering Fair, MathCounts, Missouri Council of Mathematics Teachers Math Competitions, Regional Language Arts Fair, Right to Life Contest, Springfield Art Museum Art Show, as well as variety of writing/essay, and poster contests. The school year culminates with the St Joseph Academy Educational Fair in which every student, PreK – 8<sup>th</sup> grade, prepares and presents a project in the subject area of his/her choice.

### SUBJECTS TAUGHT & GRADING SCALE

The curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to its student body in accordance with its stated goals, purposes, and objectives.

St. Joseph Catholic Academy curriculum includes:

|                             |                |                 |                    |
|-----------------------------|----------------|-----------------|--------------------|
| Religion – Service Learning | Math           | Reading/Phonics | Grammar/Spelling   |
| Social Studies              | Science        | Spanish         | Family Life        |
| Chastity Education          | Technology     | Art             | Vocal Music/Band   |
| Environmental Studies       | Social Justice | Health          | Physical Education |

| Grading Scale: Grades 1– 8 |        |    |          | Grading Scale Kindergarten |  |
|----------------------------|--------|----|----------|----------------------------|--|
| A                          | 94-100 | C  | 77-83    | E                          | Excellent  |
| A-                         | 93     | C- | 76       | S+                         | Above Satisfactory   |
| B+                         | 92     | D+ | 75       | S                          | Satisfactory   |
| B                          | 86-91  | D  | 71-74    | S-                         | Below Satisfactory   |
| B-                         | 85     | D- | 70       | P                          | Progressing, but not yet satisfactory                          |
| C+                         | 84     | F  | Below 70 | U                          | Unsatisfactory. Very little progress demonstrated toward skill |

## HOMEWORK

Lessons taught during the day need to be reinforced with written work and study. Assignments are based upon work, which has been taught during the day, and should usually be able to be completed independently by the student. If the assigned work takes more than an ordinary amount of time, please consult the teacher. Ordinarily, Primary Grades (1-3) will have 15 – 30 minutes of homework, Intermediate Grades (4-6) might have 30 –45 minutes; Grades 7-8 will have 45 – 75 minutes of work. This could be **study** or written work.

Students who do not turn in daily homework assignments each morning will be placed in "Time After for School Kids" (T.A.S.K.) from 3:15 PM – 3:45 PM. There will be a teacher on duty in the T.A.S.K. room to assist the students. Parents will be notified of their child's attendance in the day's T.A.S.K. session by phone **as soon as TASK is assigned**. While parents are waiting for TASK students we ask them to pull to the middle of the parking lot to wait or come into the building to pick students up.

## HOMEWORK IN ADVANCE

Teachers are not expected to provide homework assignments in advance for students who will be gone for reasons other than illness, family emergency, or school activities. Students are responsible for obtaining and completing assignments when they return to school after being absent. Parents are to call the school by 9:00 a.m. if they want to pick up a student's homework. Homework may be picked up at the school office.

## STUDENTS WITH SPECIAL NEEDS

### **Policy**

*St Joseph Catholic Academy attempts to address the learning needs of all students within the parameters of the school's human and financial resources. Students are considered for enrollment when educational resources and programming are available which can address their specific needs and allow them to be successful.*

St Joseph Catholic Academy provides for a normal range of learning differences, but does not provide direct special education instruction. St Joseph serves students whose instructional program requires minimal modifications.

## LIBRARY

Our library is stocked with an array of books appropriate for respective grade levels. The books may be read at school or checked out. The student is responsible for the book and will be expected to pay for damage or loss.

## REPORT CARDS

Reports cards are issued four (4) times a year, about once every nine weeks. Make-up work is required to be finished by the end of the quarter. A mid-quarter report will be sent to the 1<sup>st</sup> -8<sup>th</sup> grade parents notifying them of the child's progress. On-line access to student grade books is provided to parents who request it.

## STANDARDIZED TESTING

Iowa Test of Basic Skills (ITBS) standardized achievement test is given annually in the fall to each student in grades 3 – 8 according to Diocesan Guidelines. Scores will be given to the parents. Every three years, the ACRE Test of Religion is given to Grades 5<sup>th</sup> and 8<sup>th</sup>.

## TITLE I PROGRAM

Services from the Federal Government through Title I are offered to students who qualify. Parents are notified if their child qualifies for this program.

## **DISCIPLINE**

The philosophy of discipline of St. Joseph Catholic Academy is based on the life and teachings of Jesus. These principles are the foundation for Christian learning. St. Joseph Catholic Academy will strive to provide an education in a safe, disruption free environment where each person is valued as an individual. Students are to exhibit respect for all individuals. Students at St. Joseph Catholic Academy are expected to act in a way that reflects the strong Christian values that have been taught by their parents as well as reflecting the philosophy of the school. Students who engage in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision.

When occasions arise in which students do not reflect those high values, teachers will handle those situations appropriately and will communicate with the parents regarding the conduct. If necessary, the principal will become involved to the extent that the teacher and/or parents believe it will be helpful or the administration feels it is necessary.

Students, coaches, parents and participants in or at any extra-curricular event will demonstrate behavior that reflects the strong Christian values of Catholic education. Extra-curricular events include academic and sporting events. Unsportsmanlike conduct will not be tolerated. Anyone, child or adult, displaying unsportsmanlike behavior will be asked to leave the event.

Diocesan guidelines are established that direct the administration in serious cases where suspension or expulsion might be considered. Removal of student privileges or service work might be a consequence. Cooperation, communication, and a positive approach to the relationship between home and school will always be the key to happy and successful student life.

### **Diocesan Policy #5500**

“Discipline is not a form of punishment. Its purposes are:

- A. To help each student become more responsible to him or herself and to others.
- B. To educate and assist students in developing self-control.
- C. To promote classroom situations conducive to learning.
- D. To create a harmonious school and classroom atmosphere.

Discipline is attained when students in a classroom and school cooperatively work with principal, teachers and companions toward the attainment of the class and school objectives.”

### **Diocesan Policy #5600**

“Every effort should be made to avoid suspending a student from school. The principal can suspend a student from school for a justifiable reason, but in so doing judges this to be a course of action that will be preventive and corrective. If, however, a suspension is warranted, parents are to be personally notified of the suspension of their child and also be notified by mail by the principal.

Possible causes for suspension include but are not limited to:

- A. Open defiance of school authority
- B. Striking a teacher or other school personnel
- C. Possession or consumption of an alcoholic beverage at school or a school-related function
- D. Possession or use of a controlled substance at school or a school related function
- E. Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school related function (immediate suspension)
- F. Any verbal threat, or physical threat of violence”

During the period of suspension, suspended students may not participate in nor attend any school related practices, activities or events, including all sports, without the written permission of the school administrator.

### **GUM**

Gum is not to be chewed on the premises.

### **SEARCH AND SEIZURE**

St. Joseph Parish and the School are co-tenants. Administration has the authority to inspect all school or personal property. Items considered a hazard or a nuisance in the school or on the playground are subject to immediate confiscation and disciplinary action may be taken

### **HARRASSMENT**

Harassment of any nature is unchristian and is in direct opposition to the spirit and mission of St. Joseph Catholic Academy. Disciplinary action will be taken.

## TOBACCO USE

St. Joseph Catholic Academy is a smoke/tobacco free building. The use of tobacco in any form is prohibited in any part of the building.

**“The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.”**

## UNIFORM AND DRESS CODE

Students in grades K through 8 are required to wear approved school uniforms. (See “Uniform Code – Appendix A”)

### Guidelines:

- Necklaces and bracelets are not allowed (except for a cross or religious medal on a light weight chain or cord) Ankle bracelets and rings are not allowed. For safety reasons, hoop earrings are not allowed. Girls may wear one pair of stud earrings.
- No nail polish. No tattoos. No body piercings. No distracting make-up.
- Hair Styles: No distracting styles, no artificial hair coloring, no hair streaking and no hair jewelry that distracts.

Any issue related to the cleanliness or neatness of the uniform, hairstyles, or general appearance of the students, not specifically addressed in the school dress code, can be judged appropriate or inappropriate by administration. If administration determines that a student is not in uniform, that their appearance is distracting to the educational process or diminishes the reputation of the school; the administration will request that the student make modifications.

**Dress down (Buy-Out) out-of-uniform days** are observed throughout the school year. On these days students are expected to be in modest and appropriate attire. Students **are not** to wear clothing that is torn or has holes in it. No tank or spaghetti-strapped tops, no clothing with inappropriate logos, no tops that reveal the wearer's midriff when arms are extended upward, no biker shorts, and no tight athletic shorts. Shorts, skirts, skorts, dresses, jumpers must be no shorter than 3 inches above the knee. Knee length is preferred.

**\*\*Parents accept responsibility for their children's dress at school.** Please assist your child in selecting proper uniform items to prevent hurt feelings and embarrassment. If students are dressed inappropriately they will receive a uniform infraction notice that needs to be signed by parents. Upon third uniform infraction notice, student will serve ½ (one half) day of in-school suspension and parents will be notified. Upon fourth uniform infraction notice, student will serve

one full day of in-school suspension and participate in conference with administrator and parent(s). Parents may be contacted and asked to bring proper clothing for their child to wear. Vendors have been chosen to comply with this dress code.

All students should wear athletic (rubber)-soled, non-marking, non-slip shoes every day, both PE and non-PE days. Shoes need to provide for comfortable, safe, solid footing every day. NO boots, backless shoes, light-up tennis shoes, sandals, or flip-flop style shoes are allowed.

**Students MUST wear athletic shoes (sneakers, tennis shoes) on the days that they have a P.E. class.** Other footwear inhibits the ability to safely participate in physical activities; therefore, students without proper footwear will not be allowed to participate in P.E. activities and will receive a zero (0) for the day. (Note: PLEASE, no black or red soled shoes that leave scuff marks!)

### **PRESCHOOL DRESS CODE**

Students should be dressed modestly and appropriately for the weather. (Please, no shoes that will leave black scuff marks). On P.E. days children are required to wear tennis shoes. Preschool children **are not** to wear clothing that is torn or has holes in it. No tank or spaghetti-strapped tops, no clothing with inappropriate logos, no tops that reveal the wearer's midriff when arms are extended upward. Shorts, dresses, skirts, skorts, jumpers must be no shorter than 3 inches above the knee. Knee length is preferred.

Note: On non-PE days, sandals, boots, and dress shoes inhibit ability to safely participate in physical activities such as recess.

### **FIELD TRIPS**

Field trips are privileges. Students may be denied participation if they fail to meet academic and/or behavior requirements. All volunteer drivers for field trips must be 21 years old and have a **Volunteer Driver Form** on file with the school office. No student will be allowed to go on a field trip without signed **Field Trip Permission** from a parent/guardian, or adult designee of parent/guardian.

### **HEALTH AND SAFETY**

#### **ASBESTOS**

Asbestos-containing building materials are located within St Joseph Catholic Academy. In their present condition they present no hazard to school occupants. An asbestos management plan has been developed to prevent the asbestos from becoming a hazard and is on file in the school office. This plan is available for inspection upon request and by appointment.

## CHILD PROTECTION AND CUSTODY

St. Joseph Catholic Academy abides by the Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected to report to the Missouri Department of Family Services.

St. Joseph Catholic Academy abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a copy of the court order.

## COMMUNICABLE DISEASES

Since children are in close proximity to each other in a classroom, illnesses can spread rapidly. If a child is **running a temperature, has a rash, has inflamed eyes, or has been sent home from school for these symptoms, please do not send the child back to school until he/she is healthy.** "If the child is fever-free upon arising *WITHOUT THE USE OF FEVER-REDUCING MEDICINES* he/she may return to school." "Please be sensitive to the health of the rest of the student body and staff when assessing whether or not your child is in the best condition to return to school even if he/she is fever-free."

## DIOCESAN SAFE ENVIRONMENT (VIRTUS®)

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. St. Joseph Catholic Academy complies with diocesan safe environment policies and procedures. In accordance with the U.S. Bishop's Charter for the Protection of Children and Young People, the program Protecting God's Children – Teaching Touching Safety (commonly referred to as "Virtus") is used in the diocese. Students in grades Kindergarten through 8<sup>th</sup> participate in two different safety lessons each school year; one in the fall and one in the spring. An overview of the children's training is available on the diocesan website. You may also view the child safety curriculum by contacting the school office.

Each employee who works in the school building, and volunteers who have regular contact with children, have undergone a background screening process through the diocese. They have also attended the Virtus *Protecting God's Children® for Adults* awareness training. All employees, and volunteers who regularly work with minors, receive training in how to recognize, prevent and report abuse, as well as ongoing training and background

screening. They also agree to comply with the Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors. Go to [www.dioscrg.org](http://www.dioscrg.org) to view the Code of Conduct and for other important information, including a link to the United States Conference of Catholic Bishop's document, Charter for the Protection of Children and Young People.

If you are unable to access the website or desire printed information, contact the diocesan office at 417-866-0841.

- To report child abuse call the Missouri Child Abuse Hotline: 1-800-392-3738 or call the police.

- To report violations of the Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors to the Chancellor, Fr. Tom Reidy at 417-866-0841 or [treidy@dioscg.org](mailto:treidy@dioscg.org); or a Victim Assistance Coordinator: Judy St. John, LPC, NCC at 573-587-3139 or [vac1@dioscg.org](mailto:vac1@dioscg.org); or William J. Holtmeyer, Jr., MS, NCC, LPC, CEAP, Q-SAP at 417-860-3858 or [vac2@dioscg.org](mailto:vac2@dioscg.org).

Concerns may be discussed with your supervisor; a Victim Assistance Coordinator; Karen Pesek, director, Office of Child and Youth Protection at 417-866-0841 or [kpesek@dioscg.org](mailto:kpesek@dioscg.org); or the Chancellor. The TIPS reporting system may be used to report violations or concerns about the safety and security of children and youth, volunteers, employees or diocesan property. The TIPS link can also be found at [sjcaspringfield.org](http://sjcaspringfield.org). We are happy to partner with you in working to keep your child safe. Children are truly God's gifts to all of us

#### EMERGENCY DRILLS

In order to prepare the children for possible emergencies; fire, storm, and lockdown drills will be conducted at various times during the year.

#### EMERGENCY FORMS

An Emergency Form is required to be kept on file for each child. It is important that all requested information be given for school use in case of an emergency. **Parents are responsible for keeping this information current.** In the event of an accident or a sudden illness, parents/guardians will be notified as soon as possible **using contact information provided by parents/guardians on Emergency Form.**

#### IMMUNIZATIONS

All students must comply with the health requirements determined by the Missouri and United States Department of Health with regard to school immunization. The school nurse consultant will coordinate efforts to keep and update student health records. The administration has the authority to see that all students are in compliance with the health department laws and regulations and will determine if action should be taken in cases of non-compliance. The nurse consultant is available for advice related to health issues and can be contacted through the school office.

#### MEDICATIONS

Student medications must be brought to the school office by parent/guardian in original packaging. All medications will be kept in a locked, safe area to be administered by a designated person as per label directions. An authorization form must accompany all medications and must have medication name, dose, and parent/guardian signature. In compliance with policy, non-prescription medications will require the parental authorization form or a written permission from the child's doctor.

## RECESS/BREAK PERIODS

All students are expected to take part in activities outdoors unless weather is bad or the student has been asked to stay inside by a teacher. Students should come properly dressed for outdoor play.

## PHONE POLICY

Except for emergencies, teachers and students will not be interrupted during class to use the office phone. The use of cell phones and pagers by students is not permitted during the school day without express permission of the administrator or supervising teacher.

## CELL PHONES & ELECTRONIC DEVICES

Students **are prohibited** from using and/or having cell phones or other electronic communication devices **turned on during the school day**, unless otherwise directed by a teacher, administrator, coach or other authorized adult. This includes the lunch periods and passing periods, as well as on school sponsored trips. "Using" refers to not only the making and receiving of calls, but also refers to using the electronic communication devices for any other purpose.

## PROPERTY AND EQUIPMENT

Students are expected to handle school property/equipment including textbooks with care. A protective cover is to be kept on textbooks at all times. Students and/or parents will be held financially responsible for misuse, damage, or loss of school property/equipment. Students may

not use school equipment without proper adult supervision. St. Joseph administration and teachers reserve the right to inspect desks, storage units, backpacks, gym bags, or any items that students bring to school.

## SPORTS

St. Joseph Academy students are eligible to participate in Springfield Catholic Schools' organized athletic programs. At the elementary level these programs consist of cheerleading, basketball, cross country, and track for 7<sup>th</sup> and 8<sup>th</sup> graders. The program is governed by Missouri State High School Athletic Association (MSHSAA) guidelines. Each student shall maintain a C average, with no more than one F, during each grading period. Any student, who fails more than one subject, shall be ineligible the following semester. He or she may not participate in practice or in games.

## TECHNOLOGY

### COMPUTER USAGE

The use of computers at St. Joseph Catholic Academy is a privilege and carries with it, the responsibility for appropriate use. Students who do not comply with usage rules may lose their usage privileges. **All students/parents in Grades Kg - 8 must sign a technology usage agreement form before the student will be allowed to use the computers at St. Joseph Catholic Academy.** Completed forms are kept on file for and are in effect for the duration of the student's enrollment at St Joseph.

## VISITORS

Visitors are welcome at St. Joseph Catholic Academy. However, as a safety precaution, all parents/visitors are asked to check in at the school office before proceeding anywhere else in the building. To protect our students, surveillance cameras are in operation at all times and during the school day doors are LOCKED. **To avoid unnecessary classroom interruptions, parents who bring forgotten items or who need to leave a communication for a student/teacher should leave them in the school's office to be delivered to classrooms by school personnel.**

## WORSHIP/PRAYER

Our faith is at the core of our school day. Students, faculty, and staff participate in frequent daily prayer and are given opportunities for regular Mass attendance, the Sacrament of Reconciliation, special prayer services, Stations of the Cross, devotion to the rosary, and special seasonal practices.

Students in grades K through 8 attend an all school mass every Friday and individual classes attend one additional day per week. Students in preschool will also attend mass as scheduled by teacher. Unless otherwise noted all Mass times are 8:30 a.m. Your presence is always welcome at school masses.

**Reception of Communion at school masses:** While we welcome our non-Catholic students and families at our celebration of the Mass, Catholic Church Guidelines do not allow permission for non-Catholics to receive Holy Communion. Non-Catholic students come forward with their class with their arms crossed over their chests and receive a special blessing instead of Communion. We pray that our common baptism and the action of the Holy Spirit in the Eucharist will draw us closer to one another and begin to dispel the divisions which separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one" (John 17: 21).

Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (Canon 844 § 4). Member of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own Churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these Churches. (Canon 844 § 3).

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**Enrollment at St Joseph Catholic Academy presupposes that students and families agree to abide by the policies and guidelines contained in this handbook. Violation of handbook guidelines is grounds for disciplinary action including possible dismissal from St Joseph Catholic Academy. All students/parents must have a Student/Family Handbook Verification Form on file in the school office.**

**St. Joseph Catholic Academy administration has final recourse and reserves the right to amend this handbook.**

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# Uniform Code-Appendix A

## St. Joseph Catholic Academy

All students grades Kindergarten through 8<sup>th</sup> grade are required to wear the school uniform. Uniforms are to fit comfortably without being excessively loose or overly-tight. Uniforms should be clean, neat, and in good repair at all times. Pants must be worn at the waist with shirts tucked in at all times.

### Daily Wear (Monday through Thursday)

#### Shirts

- SJCA burgundy uniform (short or long sleeved) polo shirt
- SJCA white uniform (short or long sleeved) polo shirt
- White uniform (short or long sleeved) dress shirt
  - ❖ All girls in 3<sup>rd</sup> through 8<sup>th</sup> grade must wear a solid white undershirt or camisole under their dress shirt.
  - ❖ All undershirts or turtlenecks worn under the uniform shirt must be plain white with absolutely no writing or graphics.

#### Outerwear

- Burgundy uniform vest
- Burgundy uniform sweater
- SJCA burgundy full-zip hooded sweatshirt
- SJCA burgundy crewneck sweatshirt or hoodie (No longer available for purchase, but still acceptable.)
  - ❖ **Outerwear is optional.**
  - ❖ **ONLY the above uniform outerwear is appropriate for wear INSIDE the school or church.**

#### Pants/Shorts/Tights, Etc...

- Khaki/Navy pants, shorts, skirts, skorts, and jumpers
- Solid white or navy footed tights and leggings are optional for girls (see "Accessories" on following page for policy regarding tights and leggings)
  - ❖ All shorts, skirts, skorts, and jumpers must be no shorter than 3 inches above the knee
  - ❖ Girl's capri pants are permitted
  - ❖ All girls need to wear shorts (stretch, pull-on style are best) under skirts/jumpers. Shorts should be shorter than skirt/jumper and not be visible below hemline.
  - ❖ Pants and shorts should be in a professional style without cargo or patch pockets. No denim or corduroy.

## **Ties (Optional daily except Fridays and Special Occasions)**

- Boys-Burgundy/Navy striped necktie
- Girls-Burgundy/Navy striped crisscross tie

## **Dress Attire (Fridays and Special Occasions)**

### **ONLY the following pieces are acceptable as dress attire:**

- White uniform dress shirt, short sleeved or long sleeved
  - ❖ All girls in 3<sup>rd</sup> through 8<sup>th</sup> grade must wear a solid white undershirt or camisole under their dress shirt.
- Burgundy vest
- Burgundy sweater
- SJCA burgundy full-zip hooded sweatshirt
- Khaki/Navy pants, shorts, skirts, skorts, and jumpers
- Solid white or navy footed tights or leggings (see “Accessories” below for policy regarding tights and leggings)
- Burgundy/Navy striped tie
  - ❖ Tie is REQUIRED on Fridays and special occasions
  - ❖ Note: “Out of Uniform” passes are invalid on Fridays and Special Occasions

## **Accessories**

**Shoes** – Athletic (rubber)-soled, non-marking, non-slip shoes are required every day, both PE and non-PE days. Shoes need to provide for comfortable, safe, solid footing every day. NO boots, backless shoes, light-up tennis shoes, sandals, or flip-flop style shoes are allowed.

**Socks** – Solid white, navy, or black socks are required. Other colors and patterns are not permitted. Girls may wear solid white or navy knee-length socks.

**Tights and Leggings** – Girls may also wear solid white or navy footed tights or solid white or navy leggings that are ankle-length or longer. Leggings must match the ankle-sock that must go over the legging. There should not be a gap or uncovered skin between the legging and the sock. Leggings must not contain decorations of any type or sort, including lace, trim, etc...

**Belts** – Boys and girls in grades 3<sup>rd</sup>-8<sup>th</sup> are encouraged to wear a black, brown, navy, or tan solid-colored belt daily with pants, shorts, and any other uniform apparel that is manufactured with belt loops. Belts are strictly optional in Kindergarten through 2<sup>nd</sup> grades.

### **Jewelry:**

**Girls** – Girls may wear cross necklaces or religious medals on a lightweight chain or cord. Girls may wear one pair of stud earrings.

**Boys** – Boys may wear cross necklaces or religious medals on a lightweight chain or cord. Earrings/piercings are not permitted.

### **Personal Appearance:**

- Any altering of hair color is not permitted. Hairstyles must be of a traditional fashion and not distracting.
- Nail polish is not permitted
- Any permanent marking of the skin is not acceptable.
- No distracting make up may be worn during the school day.

### **Uniform Policy Enforcement**

**If student comes to the classroom out of uniform:**

- **Teacher will require student to make necessary adjustments.**
- **Teacher will notify administration.**
- **Administration will issue a “Uniform Infraction Notice,” to be signed by parents, student, and administrator.**

**Note: Upon third uniform infraction notice, student will serve ½ (one half) day of in-school suspension and parents will be notified. Upon fourth uniform infraction notice, student will serve one full day of in-school suspension and participate in conference with administrator and parent(s).**

**Parents may be called to bring appropriate clothing. (Please see \*\* section under “Handbook-Uniform and Dress Code.”)**

### **Guidelines for Dress Down (Buy-Out) Out-of-Uniform Days**

- Jeans are permitted. Torn jeans are prohibited
- Sweat pants and capris are permitted. No rips or tears are allowed.
- School appropriate t-shirts are permitted
- School appropriate jackets, sweatshirts and hoodies are permitted.
- Dress shorts, Bermuda shorts and athletic walking shorts are permitted
- Spaghetti straps, backless, halter or sundresses are **not** permitted
- All skirts and dresses must be of appropriate length
- All shoes must be closed-toe with a back

**St. Joseph Catholic Academy dress-down brightly colored T-shirts may ONLY be worn on specified T-Shirt Tuesdays and any administrator approved out-of-uniform day. The T-shirt may be worn with jeans, jean capris, jean skirts/skorts, or jean shorts that are no shorter than three inches above the knee. T-shirts may also be worn with school uniform bottoms or jumpers.**

### **Preschool Dress Code**

- Students should be dressed modestly and appropriately.
- Children are required to wear athletic shoes.
- Jeans are permitted. Torn jeans are prohibited
- Sweat pants and capris are permitted. No rips or tears are allowed.
- School appropriate t-shirts are permitted
- Appropriate jackets, sweatshirts and hoodies are permitted.
- Dress shorts, Bermuda shorts and athletic walking shorts are permitted
- Spaghetti straps, backless, halter or sundresses **are not** permitted
- All skirts and dresses must be of appropriate length. Shorts or leggings must be worn under skirts and dresses.

### **UNIFORM VENDORS:**

**Polo shirts and zip-up sweatshirts must be ordered through our website (or through our school office.) Website: [sjcaspringfield.org](http://sjcaspringfield.org)**

**Dress shirts, sweaters, and vests must be purchased online from [www.frenchtoast.com](http://www.frenchtoast.com)**  
Our school source code is: **QS45RMS**. **NOTE: Order UP one or two sizes as sizes run small.**

**Ties must be purchased through the school office.**

**Khaki and navy bottoms may be purchased online from [www.frenchtoast.com](http://www.frenchtoast.com).** Our school source code is: **QS45RMS**. Bottoms may also be purchased from the vendor of your choice such as: JC Penney's, Old Navy, Target, Dillard's, Kohls, K-mart, Walmart, etc. Khaki and navy bottoms should be of a professional style without cargo or patch pockets. Denim and corduroy is not acceptable.