

Dear Parents:

This book of policies has been prepared for you so that you might fully understand the philosophy, goals, and practical operation of our school.

We intend to operate our school by the policies presented in this book. You would be at a disadvantage not to familiarize yourselves with the policies. Many of your questions and problems will find a ready answer here. Moreover, questions that come to mind throughout the school year should be researched here before inquiring at the school office.

The first goal of our school is to teach and live the doctrines of Jesus Christ. Our second goal is to offer a fine academic program. We believe that these two goals complement each other, working together to form the whole person.

We are counting on you to give the words within this handbook life. By your cooperation, our school can become a great one, and your children can achieve the greatness of life for which God created them. Please help us to fulfill the dream.

Respectfully,

Brenda Costello, M.Ed.
School Principal

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ABOUT ST. JOSEPH CATHOLIC HIGH SCHOOL

MISSION STATEMENT

St. Joseph Catholic School is a co-educational, seventh through 12th grade, college preparatory school, which uses Catholic doctrines and Christian values as the bases for quality academics. Students are taught to nurture their spirituality, individual promise, creativity, and intellect in order to contribute productively to the Church, the community, and the world.

ACCREDITATION

St. Joseph Catholic High School is accredited by the Arkansas Non- Public School Accreditation Association (ANSAA) and holds membership in the National Catholic Education Association. (NCEA).

STATEMENT OF PHILOSOPHY, GOALS AND OBJECTIVES

St. Joseph Catholic High School is a Catholic institution committed to the teaching of Catholic doctrines and Christian values, and dedicated to providing a quality academic and athletic program to meet our students' needs. The school recognizes the rights of individuals as children of God deserving honor and respect. We work toward the following goals and objectives with the involvement and cooperation of the students, parents, or guardians.

These goals are as follows:

1. To provide St. Joseph Catholic High School students a well-rounded academic program in the Catholic tradition.
2. To provide quality education to all those children in the parish who desire to take advantage of such an opportunity.
3. To instill a positive attitude towards lifelong learning while providing students with the opportunity to achieve academic excellence.
4. To promote and practice Christian morals and values, and instill in our students the importance of using their knowledge and education to benefit themselves as well as to serve others.
5. To promote unity, love, respect, and understanding among all people regardless of race, religion, or socio-economic group.
6. To foster positive self-esteem and mature, responsible behavior with the purpose of arriving at the fullness of Christian life.
7. To encourage teachers to strengthen their commitment and professional growth, and become lifelong learners.

ACADEMICS

RELIGION PRACTICE The great truths of the Catholic faith must be taught in the home by parents, first by example, then by *precept*. Family prayer should be emphasized, for it is one of the surest ways to develop a consciousness in children of the abiding presence of God. St. Joseph Catholic High School admits students of both sexes, of any race, color, national or ethnic origin. If the child is a Catholic, a baptismal certificate, proof of First Communion and birth certificate must be presented at the time of registration. All non-Catholic students must present a birth certificate, previous school records, and schedule an interview with the principal and/or pastor prior to acceptance and admission. Current immunization records in accordance with Arkansas law must be provided at the time of registration.

All students, Catholic and non-Catholic alike, are expected to fully participate in the religious observances of our school. Each student will be required to lead the Morning Offering, as well as prayers before each class. Daily scripture reading will also be an integral part of the school day at St. Joseph Catholic High School.

All students will attend Mass and will participate in all aspects of our worship services. Every now and then our students may be asked to attend the funeral of a St. Joseph parishioner. If you would prefer not to have your child attend, please send a note to the school office.

CURRICULUM St. Joseph Catholic High School will follow diocesan and Arkansas state requirements

regarding basic materials, specific courses, and time allotments.

1. A planned instructional program will lead to discovering and developing the abilities of each student.
2. St. Joseph Catholic High School will offer a balanced curriculum including Religion, language arts (English, Reading, Literature, Oral and Written Communication, Speech, Spelling usage, and Grammar) Science, Mathematics, Social Studies (History, Geography, Civics and Government) Music, Health, Physical Education, Computer Science, and such electives as deemed practical and helpful.
3. St. Joseph Catholic High School is a college preparatory school offering students a strong core curriculum as well as electives and extracurricular activities. Parent/guardian, student, guidance counselor and principal collaborate to determine a student's schedule. Advanced Placement (AP) courses are offered and testing is available for college credit. The advanced placement courses are through the National College Board and taught by certified AP instructors

The following courses are offered:

Religious Studies

English (Grammar/American Lit, English Grammar/British Lit, Research/Writing AP)

Speech

History (World, United States, Contemporary American, AP U.S. History)

Math (Algebra II, Geometry, Trig/Cal, AP Calculus, Statistics, Transitions Math)

Science (Physical Science, Biology, Anatomy/physiology, Physics, Chemistry)

Semester Exams At the end of each semester, all grades are computed on a strict percentage scale with each quarter grade weighing 40% and the semester exam assessment weighing 20%. A student will not be allowed to take semester exams early.

Semester test exemption Students having an A in a course, NO TARDIES, and only 2 absences for the entire Semester may be exempted from the exam. If a student has a B in a course, NO TARDIES, and only 1 absence for the entire semester he/she are exempted the test!

ALL TARDIES ARE UNEXCUSED TARDIES!!

Core Curriculum	Years
English	4
Fine Arts	1/2
Foreign Language	2
Health	1/2
Mathematics	4
Physical Education	1/2
Religion	4
Science	4
Social Studies	4
Speech	1
Civics/American Gov't..	1
Computer Applications	1
Electives	5

Homework assignments Homework assignments, whether written or study work, are a necessary part of each student's educational program. One of the most important objectives of education is to teach the student how to study. Parents can do much to help their child attain this objective by:

-Providing an atmosphere conducive to study

-Scheduling a definite time for study

-Showing an interest in the child's work

-Realizing that homework does not solely consist of written work, but that both written and study work are important

-Expecting the child to have his assignments for homework written down.

-Checking with the teacher if the student repeatedly says he/she has no homework. Each teacher will be maintaining lesson plans, due dates, and assignments on his or her class website daily. In addition, grades

for the published assignments will be maintained on the online grade book, Snap Grades/ Jupiter grades. These links are on the school's website under the faculty link.

Homework study time varies according to the needs of the individual child. ***CHILDREN WILL NOT BE PERMITTED TO CALL HOME FOR FORGOTTEN ASSIGNMENTS.***

If your child is ill, call the school office (540-0413) by 8:30 a.m. to report the absence and to request homework. Homework can be picked up in the school office after 3:07 p.m. or be sent home with a friend or sibling. However, if your child is very ill he/she will be allowed time to make up any missing assignments or tests.

Grading Grades are determined by a combination of daily work and test scores. Therefore, it is imperative that students do the assignments and take the tests. Credit cannot be given for incomplete work. It is the responsibility of a student to ask for any make-up work incurred by absence. Upon returning to school from an absence, a student must approach his/her teacher and ask for assignments and tests to be made up. A grade of zero will be given for a test or assignment not completed.

Report Cards/Interim Report Pupil progress is reported to all parents four times each year. During the fifth week of *each* nine weeks' reporting period, Interim Reports will be sent home with students. These dates are noted on the monthly calendars. All report cards are distributed at the end of each quarter (nine-week period). ***When failure seems inevitable, the teacher shall properly notify parents in advance.*** All report cards require the signature of the parents before they are returned to the teacher. Parents should be aware of the times when report cards are distributed. The school calendar lists the end of each quarter. Report cards are distributed within a week after the quarter ends.

Grading scale

A Superior Achievement	93% - 100%
B Above Average	85% - 92%
C Average	77% - 84%
D Passing	70% - 76%
F Failure	Below 70%

Class rank Class rank is based upon the Grade Point Average and rigor of high school course work. It is computed on a four-point scale. The final ranking is taken after the eighth semester and is printed on the final transcript. This ranking is only one of the criteria used by colleges to determine the likelihood of collegiate success.

Honor Roll St. Joseph Catholic High School honor roll is posted for each quarter grading period. Honors are acknowledged as:

All A Honor Roll

A and B Honor Roll (All A's and one B)

Promotion Promotion in an subject will be based on the passing mark of seventy percent (70%). Two failures in two subjects grades 7-8 constitute a grade failure unless the courses are made up during summer classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the principal before the child is permitted promotion. In high school 9-12 each subject stands on its own. However failure of any subject will prevent grade promotion in high school.

Graduation Requirements St. Joseph meets or exceeds Arkansas state requirements for graduation. The school presently requires a 26 credits core curriculum plus elective course work. The average St. Joseph student will graduate with 28 – 32 credits.

TESTING The PSAT is administered in October to sophomores. Before graduation, each student must take either the ACT or SAT. To facilitate vocational planning, the Armed Services Vocational Aptitude Battery (ASVAB) is given in November to all Juniors and Seniors. The SAT-10 is administered to the 7th through 9th grade students in April.

GUIDANCE PROGRAM Every teacher is concerned with helping students meet their personal, emotional and educational needs. The guidance program involves the following services:

1. Orientation of pupils
2. Records: individual inventory of physical and mental growth

3. Testing: Achievement tests are administered to students at the time designated by the Diocesan School Office.
4. Parent-Teacher conferences are held twice each school year. Additional conferences for individuals may be arranged if the teacher or parent indicates this need. The Parent-Teacher conference can be an invaluable help to both parents and teachers. The student's life is continuous, and unless both home and school unite in a close partnership to make his growth continuous, the student is heavily penalized and suffers accordingly. Learning situations should not be such that one kind of growth exists at school and an entirely different kind of growth at home. Parents are also urged to compare the child's achievement with previous records, rather than with the attainment of others, and to consider achievement in terms of ability.
5. The classroom teacher is also responsible for:
 - A. Informal guidance in classroom
 - B. Formal individual counseling for personal, educational and social needs
 - C. Referrals to a professional source

SPORTS/ELIGIBILITY REQUIREMENTS

Academics Students participating in sports and other extra-curricular activities must maintain a grade a "C" in every class. ***IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN SPORTS, THE STUDENT MUST HAVE A CURRENT PHYSICAL OR LETTER FROM THE FAMILY PHYSICIAN ON FILE WITH THE SCHOOL.*** (See Diocese of Little Rock Parochial League Parent Permission form.) Students with a 2.5 GPA may begin sports providing they made up any previous year's grade/course failures. St. Joseph has high expectations of all student athletes. Academics must come first. If a student cannot keep a "C" average in all courses then she/he may not participate until grades are up and stable. The principal will have the final say whether a student can participate in sports. Enforcement of this policy will be based on the grades at interim and nine-week marking period.

Scoliosis exam According to Arkansas Code Ann. 20-15-801 and 802, all schools are to institute a continuing scoliosis screening program to be conducted in accordance with regulations promulgated by the State. All girls and boys in the eighth grade receive a scoliosis screening each year in accordance with AR Code Ann. 2-15-801 and 802.

Conduct Students participating in sports and other extra-curricular activities must have excellent conduct. Enforcement of this policy will be based on the grades at interim and nine-week marking period. However, it is the discretion of the principal to deem a student ineligible for a specified time who continues to drop in conduct or have behavior problems during the nine-week period. Excessive tardies are also included in participation of sports and extra-curricular activities.

Athletic Events All student athletes, as well as spectators, at St. Joseph athletic events are expected to conduct themselves in a manner that will support the Christian atmosphere fostered at St. Joseph. In the event that unsportsmanlike conduct occurs and persists, those involved will be liable to removal from the event, whether on or off the campus.

All students attending any athletic event in our gym will not be permitted to leave the event and re-enter.

SENIOR INFORMATION

Commencement Requirements In order to receive a diploma and participate in the graduation ceremony, a senior must meet the following requirements:

- Completion of all credits failed during the first semester of the senior year by the last Friday of April, - as well as the completion of any make-up deficiencies due to excessive absences.
- Completion of all second semester courses with a passing grade and no excessive absences for the second semester.
- Completion by May 1st of 36 hours of community service as required in the handbook
- Completion of ACT or SAT
- Completion of three (3) college applications.
- Payment of or arrangements made for payment of all financial obligations. This includes all fines, tuition fees, including graduation fee, athletic uniforms returned and all fund raising obligations

fulfilled, and text books and library books returned.

-Attendance at the last senior Mass

-Attendance at commencement practice

Senior Honor Graduates The following criteria will be used to determine senior honor graduates:

Cumulative GPA of 3.5 or above

In the top 10% of the graduating class according to class rank

A student **MUST** be enrolled in St. Joseph Catholic School for a minimum of two years to be an honor graduate. The first honor graduate will be named the valedictorian and the second honor graduate will be named the salutatorian.

College Visitation Day College bound seniors will be allowed one administrative field trip to visit the college of their choice prior to the end of April. The student should meet with the guidance counselor at least one month prior to the administrative field trip to discuss plans for the visit. Approval from the administration and guidance counselor must be obtained at least two full weeks before the scheduled visit, and the procedures outlined by the guidance counselor must be followed. It is the responsibility of the student to meet with each teacher to schedule make-up work or tests. Any work/tests not made up in the scheduled time will receive a zero. Absence from school for an approved administrative field trip will be counted as an excused absence. Verification from the registrar's office must be submitted upon return to the school. Failure to follow these guidelines will result in unexcused absences for each day missed.

Senior Foreign Exchange Students Foreign exchange students will be allowed to participate in commencement exercises if the student meets the requirements for graduation and fulfills the conditions of their acceptance to St. Joseph Catholic School. All foreign exchange students must possess an approved student VISA as established by the federal government.

ACADEMIC RECORDS In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, parents and students have access to the student's official academic record. Each student has an official folder in which is placed academic transcripts and academic testing. If a parent wishes to view a child's academic record, the request must be in writing. Then faculty and staff have two days to fulfill the request. Students requesting a driver's license form **MUST HAVE** a 2.0 GPA FOR THE PRIOR SEMESTER and must bring their last report card to the office by 8:00 a.m. The Drivers' Release Form may be picked up at the end of the following day.

Transcripts are faxed to the school requesting the records. Copies of transcripts are requested in writing and may take up to two days to fulfill. There is a fee of \$5.00 for any copies beyond the one-time transfer transcript copy.

ADMISSIONS

ADMISSION PRIORITIES Listed below are some of the more important criteria for admission:

Catholic families in St. Joseph and St. Peter's parish, especially those who already have children attending Catholic schools

Non-Catholic families with children enrolled in St. Peter's School

Catholic families from other Catholic parishes in the area

All admission priorities will comply with the admission policy of the Diocesan school office.

IMMUNIZATION *All students attending Catholic schools in the Diocese of Little Rock are subject to the immunization laws of the state of Arkansas.*

The requirements for entry into school, irrespective of grade, are:

- at least three doses of Acellular Diphtheria/Tetanus/Pertussis (DtaP), Diphtheria/Tetanus (DT pediatric), or Tetanus/Diphtheria (Td Adult),
- at least three doses of polio vaccine;
- two doses of Rubeola (measles) vaccine, one dose of Rubella (German measles) vaccine and one dose of Mumps vaccine.
- Additionally, three doses of Hepatitis B vaccine and one dose of Varicella (chicken pox) vaccine are required before entering kindergarten.

– Three doses of Hepatitis B are required for transfer students entering the seventh grade. (Arkansas Ann.6-18-702).”

Please contact our office if you have any questions.

TRANSFER STUDENTS All transfer students *are admitted to the school on a nine-week probationary basis*. Transfer students must have a current transcript and meet with the principal before admission. All transfer students will follow the diocesan graduation requirements. For Senior High, the five point grading scale is not honored at St. Joseph Catholic High School. Calculation of the GPA will be computed on a four-point scale. Course credit of more than four points will only be credited as four points upon transfer.

TUITION Tuition payments are due on the 1st (first) of each month, unless other arrangements have been made, specifically in writing with the Pastor's and Principal's permission. A late fee of fifteen dollars will be added to payments made after the tenth of the month in which the tuition is due. Students of families who fail to meet their financial obligations ***will not be allowed*** to attend the following school term. Transcripts will not be forwarded to another school until all payments are made. Furthermore, no student will be allowed to take final exams and will receive an “I” (incomplete) in each subject until outstanding debt obligations have been met, or arrangements for payment made. Our tuition schedule is as follows:

Ten months beginning August 1.

Last tuition payment will be May 1st

Any student whose tuition account becomes more than 60 days past due ***may be subject to Suspension***.

If there is any doubt that you will not be able to meet your financial obligations, AN IMMEDIATE CONFERENCE WITH THE PRINCIPAL AND/OR PASTOR SHOULD BE SCHEDULED.

BOOK RENTAL All textbooks are issued on a rental basis and must be checked in at the end of the school term or before withdrawal. Any student who loses or damages a book shall replace it at full cost. ALL STUDENTS ARE REQUIRED TO COVER BOOKS PROVIDED THROUGH THE RENTAL SYSTEM AND ALL ARE REQUIRED TO HAVE A BOOKBAG FOR CARRYING BOOKS. Demerits will be issued to students for not covering or damaging or mistreating textbooks.

Book fees *are due at time of registration* and are paid directly to St. Joseph Catholic High School. If for any reason a parent wishes to purchase a textbook, this may be done, however, the book rental must also be paid.

2010-2011

STUDENT DOCUMENTS DUE IMMEDIATELY UPON REGISTRATION AND/OR ADMISSION, SIGNED AND RETURNED WHERE APPLICABLE

REGISTRATION APPLICATION FORM

And fundraising form

RELEASE OF STUDENT RECORDS AUTHORIZATION

SIGNED PARENT/STUDENT RESPONSIBILITY (handbook)

PROMISSARY NOTE FOR TUITION PAYMENT (if applicable)

ACCEPTABLE USE POLICY FOR COMPUTER USE (handbook)

COPY OF STUDENT'S SOCIAL SECURITY CARD/BIRTH CERTIFICATE

COPY OF STUDENT'S IMMUNIZATION RECORD

Varicella form if applicable

EMERGENCY MEDICAL CARE FORM

PARENT RESOURCE FORM

SCOLIOSIS SCREENING FORM

STUDENT DIRECTORY RELEASE FORM

OPTIONAL FORMS INCLUDE:

OFF CAMPUS PERMIT FORM

MEDICATION RELEASE FORM

SCHOOL SPORTS PHYSICAL FORM

BELL SCHEDULE

SCHOOL CALENDER

TUITION AND FEE SCHEDULE

FOR STUDENTS

SCHOOL HOURS

The school day begins at **7:55** a.m. first bell and **8:00** a.m. tardy bell. The doors ***WILL OPEN*** at 7:30 a.m. For the ***SAFETY*** of your child, we strongly urge you to plan the child's arrival to coincide with the opening time as closely as possible. Students will be dismissed at 3:07 p.m. and provisions should be made by their parent for pick up at that time. Teachers will be on duty until 3:30. Any student left at school after 3:35 will be brought to the office to await pick up. Parents should notify the office as soon as possible if they are going to be late in picking up their child. Upon arrival, the parent should report to the school office. **Parents who pick up students after 3:30 must pay a fee of ten dollars per half hour or \$5.00 dollars for each quarter hour. Parents who habitually fail to pick up their child after school at the appointed time will have a conference scheduled with the principal.**

Arrival/Departure during School Hours:

If students are not in their classroom ***before*** the tardy bell, they must report to the school office to receive a tardy slip to give to their teacher. Every tardy carries the penalty of a demerit. (3 tardies is equal to 1 unexcused absence). All tardies are unexcused!!

When a student is leaving during the school day for any reason, the parent or designated adult should sign the student out/in through the office. Every effort should be made to schedule dentist/orthodontist /doctor appointments during the student's study hall or after school. If your child will arrive after homeroom period, call the school before 8:30 to inform our staff of this situation and the reason.

ATTENDANCE AND ABSENTEEISM

Pupils are expected to be in attendance at all times when school is in session unless illness or an emergency prevents it. Generally, a pupil who has accumulated **16** days of absences during the school year should repeat the grade or will be required to attend summer school or take a school approved on-line course. Proof of course make-up work must be presented at the time of fall registration. Students

having extenuating circumstances which would cause them to be absent in excess of the **16** days, may make these causes known to the principal, and for just cause they will be allowed an extension of time. At times, absence due to illness or family emergency is unavoidable. If a child is absent, please call the school office **before 8:30 a.m.** When calling to report the absence, you may also request homework to be left in the office or sent home with a brother/sister or friend. ***The work may not be picked up in the office until the end of the school day after 3:07 PM in the office.***

UPON RETURNING TO SCHOOL, THE CHILD IS REQUIRED TO BRING A NOTE TO THE SCHOOL OFFICE STATING THE REASON FOR HIS/HER ABSENCE. Absences are marked unexcused until we receive a note from a parent or guardian explaining the absence.

When requesting a student to be dismissed from school for any reason, parents are to submit a WRITTEN REQUEST IN ADVANCE to the school office. For the SAFETY OF THE CHILD, the parent or other authorized person must come to the office to meet the child and sign them out.

When parents take children out of school for vacations or trips, the PRINCIPAL AND THE TEACHERS must be notified IN ADVANCE. Students desiring to make up work missed during a planned absence must make arrangements with individual teachers at least one day before the absence. Students who do not take semester exams for any reason will receive "I" or Incomplete on their report cards. Semester exams are given by faculty on assigned dates and cannot be given early. No student may leave the school premises during school or absent themselves during school-sponsored functions and events without express permission of the principal. A student who violates this rule will be subject to disciplinary action at the principal's discretion.

Perfect attendance A student has perfect attendance if he/she has no absences or ***tardiness*** for any class during the school year.

Extended illness To qualify for an "extended illness status," the student must be absent for a week or more and submit a doctor's written verification of the illness the day he/she returns to school. In the case of an extended illness, the parent/guardian should contact the school counselor to make arrangements for make-up work.

Excused absence Students are expected to be in school every day, except when legitimately excused for personal illness, death in the immediate family, participation in school activities requiring absence or because of an emergency situation reported by a parent or guardian. It is the responsibility of the student to make arrangements with his/her teachers to make up any missed work. Any work not made up by the designated time will be marked as a zero.

Unexcused absence A student will not receive an excused absence from school for such things as car repairs, errands, family trips, or hunting expeditions. A teacher is NOT required to give make-up work/tests for an unexcused absence. Absences due to physician appointments during academic time are counted in the eight absents per semester.

Illness during school hours If an illness or emergency occurs during the school day, the student will receive permission from the teacher to leave class and report to the office. Office personnel will contact the parent/guardian to verify arrangements for the student to leave school.

Tardiness Promptness is a trait to be developed. Parents, through their efforts, help instill this trait in children. A child is considered tardy for school if he/she is not in his/her classroom when the 8:00 a.m. bell rings. Any instance of being tardy to class incurs for the student one demerit. Tardiness interferes with a child's progress in school and constitutes a disturbance for all members of the class. **IF A CHILD COMES IN LATE, THE STUDENT MUST REPORT TO THE OFFICE FOR A PASS BEFORE GOING TO THE CLASSROOM.**

Excessive Tardiness A conference will be held with the principal for parents who habitually have a tardy child and a course of action determined. Excessive tardiness is defined as four tardies. Any student receiving four tardies will be warned that he or she is now considered to have excessive tardies. ***Students that have excessive tardies will not be able to be in Student Council, Key Club and the National Honor Society. AR state law states: THREE TARDIES are EQUAL TO ONE UNEXCUSED ABSENCE.***

SERVICE LEARNING PROGRAM All students are required to perform nine hours of documented community

service each nine weeks. Details of community service will be discussed in Religion class. *Parents are required to perform 15 hours of volunteer service per school year.* If a parent is physically unable to volunteer at the school, cases of water can be donated. This water will be sold to students during their lunch period. Volunteer hours will be given for cases of water donated to the school lunch supplement program.

APPEARANCE

Uniform Policy Uniforms are required for all students attending St. Joseph Catholic School. In addition to being a convenience for both parents and students, uniforms play an important role in maintaining the proper academic atmosphere.

Girls

Navy blue school sweatshirt (**MUST** have school imprinted logo).

School issue box pleated hounds tooth skirt (**MUST BE KNEE LENGTH (no more than 2" above knee-cap)**).

Skirts **MUST** be worn on Tuesdays and Thursdays.

Shorts any color **must** be worn under the skirt.

Navy blue slacks 7th & 8th grade, khaki slacks 9th through 12th grade. Slacks must sit near the natural waist. And Shirts must completely stay tucked in. Slacks may not be tight, jean-type, or cargo pant type pants.

White button-down oxford shirt, long or short sleeve.

White or light gray polo shirts 7th & 8th grade, **NO TIGHT FITTING SHIRTS.**

White, light gray or navy polo shirts 9th through 12th, **NO TIGHT FITTING SHIRTS.**

Plain navy or white opaque non-patterned, non-textured tights may be worn with skirts and/or white or navy knee socks.

Boys

Navy blue sweatshirt with school imprinted logo.

White button-down oxford shirt, long or short sleeve.

Navy blue twill slacks 7th & 8th grade, khaki slacks 9th through 12th grade. **No low riding pants. Jean-type khakis, corduroy or cargo pants are not permitted,** slacks only.

White oxford button-down shirt for Mass Days. White, light gray or navy (9th-12th only) polo shirts.

Boys & Girls

All students must have at least **one** official school logo-embroidered white oxford shirt for Mass, class trips, and yearbook photos.

Navy blue sweater vest or long sleeve cardigan sweater **MUST** have school-imprinted logo.

Official school tie required to be worn on Mass Day (Thursday).

Belts must be worn if slacks have belt loops.

Belts must be solid black, brown, or white, **no large buckles.**

Plain white knee or crew socks, no ankle or golf socks permitted.

Navy blue shorts for 7th & 8th grade and khaki shorts for the 9th through the 12th grade may be worn from the start of school until November 1st, and from the first of April through the end of the school term.

Shorts should be no shorter than 2 inches from the ground when kneeling. No cargo type shorts are allowed.

No logos on clothing permitted **except** official school logo.

Navy blue blazer with school logo permitted and encouraged.

NO HOODIES OF ANY KIND CAN BE WORN.

T-shirts are to be worn under shirts and **must be solid white with no writing or graphics.**

Hats and/or bandanas may not be worn in the building.

Jackets and coats may be worn to school, but must be placed in student's locker or assigned hook before the tardy bell rings.

Only navy blue school sweatshirts, school cardigans and/or school blazers may be worn in the building. The uniform is to be neat with no staples, pins, pulled threads, or writing on it.

School uniforms are to be worn in the proper manner, shirts and blouses are to be tucked in, belts worn, neckties tied, etc. If any student is not in compliance with the dress code, a parent will be called to bring in appropriate clothing/shoes for the student to be admitted to class and demerits issued.

Shoes *NO BOOTS OF ANY KIND* Uniform shoes consist of solid brown or navy loafers, bucks, and/or predominantly white or black tennis shoes. No open toe or open heel shoes allowed. **NO BLACK OR NAVY BLUE SOLES ON ANY SHOES** on the gym floor are allowed. **ONLY TENNIS SHOES** with white or neutral soles **WILL BE ALLOWED ON THE GYM FLOOR.**

Jewelry Jewelry should be kept to a minimum so as not to distract from the uniform. Expensive jewelry is not permitted. Hair barrettes, bows, ribbons, headbands, and earrings should be modest in size and style. The colors should coordinate with school uniform. (No large dangling or loop earrings) Earrings cannot be larger than a half dollar). Rings must be smaller than a nickel in diameter. No earrings for boys. Necklaces must be worn under shirts or blouses. Make-up must be very modest and sheer. No noticeable color on eyes, face and lips. The principal retains the right to define what is modest and noticeable. No visible tattoos or body piercing, fingernail polish must be modest, and no long artificial nails are allowed. The principal will be the judge of what is appropriate. Out of reverence for the rosary, no rosary may be worn around the neck.

Casual Day Attire Casual day is defined as a designated day in which students are not required to be in uniform. It is understood that students are to be modestly, tastefully, and appropriately clothed on casual days. No short-shorts or very short skirts/dresses are allowed. Skirts and dresses must not be more than two inches above the knee. T-shirts must not have inappropriate logos/sayings on them. Tank tops or muscle shirts cannot be worn nor can jeans be worn which are frayed or have holes in them. No open toe shoes/open heels, any sandals, Birkenstocks, or Crocks. If your child is in violation of the dress code, you will be called to bring appropriate clothing.

Hairstyles For both boys and girls, hairstyles shall be worn in an appropriate manner and never extreme. Boys are expected to maintain a neat hairstyle with bangs not reaching eyebrows and ears visible at all times. The hair in the back should never drape over the collar. Hair length must be overall short in nature, and the hair must be *cut* short over the ears, not merely pushed behind and around the ears. **No facial hair for boys is allowed (goatees, sideburns, etc).** Girls' hairstyles must be so arranged as to be off the face and out of the eyes. Drastic color changes are not allowed. The final decision for the appropriate hairstyle will rest with the principal.

CONDUCT

Classroom Rules

1. Be charitable and courteous.
2. Keep hands, feet, and objects to yourself.
3. Come to class with assignments and materials.
4. Once in class, get out your materials for class and be ready for class at second bell.
5. Food must be eaten in designated areas.
6. Raise your hand to speak and wait to be recognized.
7. Follow all directions.

These rules will be posted in each classroom. Every student will be expected to know and follow these rules.

Discipline The main purpose of good discipline at St. Joseph Catholic High School is to train the pupils in self-discipline. Self-control on the part of the students is essential to good classroom order. To bring this about, the school has imposed regulations, which every student is expected to follow.

Demerit/Merit System Assertive discipline is an important part of St. Joseph Catholic School. However, realistically, with some students other measures will have to be taken from time to time. **Demerits are accumulated on a semester basis. Violations impacting negatively on the school climate will result in the issuance of demerits. These include but are not limited to dress code food and/or drink in classrooms, labs and library; language, infractions, disruptive behavior, insubordination/disrespect, dishonesty, misuse of computers and truancy (not being where you are supposed to be).** *Upon receiving*

20 demerits a letter will be sent home to parents for a conference with parents, the conference is to work out how the students can replace each demerit with a merit. Any student receiving 30 demerits is a suspension. If any student has 5 demerits, they do not receive casual day!

***Most Behavior Demerits are one demerit**

***Misbehavior at Mass is automatically 5 demerits**

***Lack of Mass Day Uniform is automatically 5 demerits**

Suspension SUSPENSION IS DEFINED AS THE TEMPORARY EXCLUSION OF A STUDENT FROM SCHOOL FOR DISCIPLINARY REASONS. SUSPENSION FROM THE SCHOOL WILL BE THE DECISION OF THE PRINCIPAL. The principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and requirements for reinstatement.

Expulsion EXPULSION IS DEFINED AS THE PERMANENT DISMISSAL OF A STUDENT FROM SCHOOL. EXPULSION FROM SCHOOL WILL BE THE DECISION OF THE PRINCIPAL IN CONSULTATION WITH THE PASTOR

1. A written report containing reasons for the expulsion will be sent to the student's parent(s) or legal guardian(s) and to the diocesan superintendent.
2. If parents wish to appeal the decision, they will contact the principal in writing within ten days of receiving notification of expulsion. (See DOLR manual.)

Major Offenses – Penalty for the following infractions is 30 demerits for one instance (suspension/expulsion if warranted):

- Fighting
- Satanic symbols, worship, etc. of major caliber
- Defiance of school authority (Principal, Teachers, Staff)
- Cruelty to other students (Verbal and/or Physical)
- Willful destruction/defacing of school property
- Consistent lack of cooperation either within or outside the classroom
- Bringing or using alcohol, tobacco in any form, and/or illegal drugs on the school grounds.
- Bringing pocket knives, slingshots, firearms or any type of weapon on the school or church grounds
- Profanity, verbal abuse or obscene gestures, language, pictures or
- Conduct.
- Leaving campus or designated area without permission
- Theft
- Cheating
- Gambling
- Any other offense deemed major by the principal.

The administration of St. Joseph Catholic High School reserves the right to impose appropriate consequences, which are warranted for improper behavior or actions at the school. The administration reserves the right to dismiss a student when the attitude or behavior of the student is judged to be contradictory or harmful to the atmosphere and values of St. Joseph.

Personal Phones/Pagers: Personal phones/pagers on campus are **not** allowed to be used on campus. The devices must be turned off during school hours and kept out of sight and may not be on the student's person during school hours. Any phones/pagers in use or in a student's possession during school hours will be confiscated and kept until a parent comes to the office to pick it up, and 5 demerits will be an additional penalty. Consistent abuse of phone/pager policy by a student will warrant permanent removal of that item from student.

Technology Usage: Use of the computer and the internet are available to students for research purposes only. The use of the internet to send jokes, e-mails, or other communications not related to the curriculum is strictly prohibited. Transmission of such material may result in the loss of computer privileges/suspension/or expulsion. Students shall have on file in the homeroom teacher's classroom a signed copy of the school's "Acceptable Use Policy" form. This form shall only be good for the current

year.

Possessions bought to school All items, which a student brings to school or to the after-school program, shall be marked with his/her name. If a student misplaces or loses articles at school, he/she should check the lost and found box. *The school is not responsible for lost items.*

No personal toys or games are to be brought to school without written permission **in advance** from the teacher. *These include: electronic games, radios, cameras, CD players, tape recorders, and/or CELL PHONES.* Sports equipment should also be left at home. Such belongings can be lost or broken at school. Bringing prohibited items to school will cause them to be confiscated and 5 demerits issued.

CELL PHONES DURING SCHOOL OR AFTER SCHOOL ARE PROHIBITED!

Personal cell phones are not allowed during the instructional day. These devices must be turned **OFF** before entering the building and remain **OFF and stored in lockers or back packs (not purses).**

Parents who need to contact a student during the instructional day must call the office and leave a message. *Unauthorized use of cell phones will result in the following consequences:*

1st Offense: The phone will be confiscated; a parent/legal guardian must pick it up from the office after school and a \$15 fine will be assessed (payable when the phone is picked up) and 5 demerits issued.

2nd Offense: The phone will be confiscated; a parent /legal guardian must pick it up from the office and \$30 fine will be assessed (payable when the phone is picked up) and 10 demerits issued.

3rd Offense: The phone will be confiscated; a parent/legal guardian must pick it up from the office and \$45 fine will be assessed (payable when the phone is picked up) plus the student will be suspended for the following day.

Cell phone confiscation includes phone and SIMS card.

If the infraction involves two students, (one using the other's cell phone) **BOTH** students will subject to the above consequences.

A student shall **never** bring to school any more money than is needed for lunch or fees. Children are often careless and forget where they leave things, and money is the most difficult to identify. Please caution your children about leaving money where it will be a temptation to others.

KNIVES of any kind are forbidden and are not to be brought to school. NO OTHER WEAPONS, REAL OR TOY shall be brought to school at any time. (See expulsion.)

Alcohol and Other Illegal Drugs Students suspected of, found to be under the influence of, or possessing, or using illegal drugs (or prescription drugs) or alcohol on school grounds, or at a school activity on or off the campus, may be subject to a search of their personal items and may be liable for suspension and possible expulsion. Any student found to be under the influence of drugs or alcohol will be removed immediately from the school or school event and parents/guardians notified.

Students distributing and/or selling illegal drugs (or prescription drugs) on the school grounds or at a school activity will be subject to a search of their personal items and are liable for expulsion. Any student found distributing drugs or alcohol will immediately be removed from the school and/or event and parents/guardians notified. Information will be turned over to the police.

Possession of Weapons *St. Joseph maintains zero tolerance for the possession of weapons of any type.*

Pregnancy In keeping with our Catholic philosophy regarding respect for human life, the unmarried student who becomes pregnant will be treated with dignity, compassion, and concern for what is best for the student and child. The student will be given the option of continuing her studies at St. Joseph or receiving credits through St. Joseph at another facility and/or transferring to another school. In the case of a student in her senior year, the administration will determine the most appropriate setting for receiving her diploma. This policy is consistent with the policy for all Catholic Schools of Arkansas.

Matrimony A married student may not enroll at St. Joseph Catholic High School. If a student chooses to marry while enrolled at St. Joseph, withdrawal procedures must be completed at the time of his/her marriage. This policy is consistent with all Catholic Schools of Arkansas.

MISCELLANEOUS

Automobile Policy At the beginning of each semester, any student driving an automobile to school must present to the office a valid drivers license and proof of insurance. Except for driving on and off the

campus, the use of vehicles during school hours is off-limits. Students cannot sit in cars during school hours. Students may only return to their cars after the school day is over. Violation of this policy will result in a 30-day suspension from driving on campus. Reckless driving on the campus will result in a 30-day suspension or withdrawal of driving privileges.

Lunch Lunch must bring a lunch from home. ***No restaurant lunches permitted at school.*** If there is a medical, religious, or any other reason that your child would eat no lunch at all on a regular basis, please send written notice to the school office. Demerits will be issued if your student brings bagged/boxed meals from restaurants.

Library All books and materials should be returned on time. If a book is lost or destroyed, the student will be responsible for the replacement cost. All student records will be held until the matter is resolved. Reference books and materials must remain in the library.

Facilities

Gym The gym is the designated area for food and drink, also the picnic tables if weather permits. (NO FOOD IN SCHOOL) Eating in class, drinks in class, and Gum chewing is a \$5.00 fine

Copier Except in the case of an emergency, considered as such by the office, students are not allowed to make copies on the office copier. Copies are \$.20 each for student individual use. Students may not print to school printers from any computer. All printed homework must be printed at home.

Lockers Each student is assigned a locker on a yearly basis. Any contraband found in lockers will be turned over to the principal. The school reserves the right to inspect lockers at any time. It is the responsibility of each student to clear his/her locker by the last day of school. Materials left in lockers after the last day of school will be given to an organization for the needy. Tape or “sticky” stuff is not allowed in or on the lockers. Magnets should be used to post items in the locker.

Faculty Workroom The workroom is off limits to the students, except when given permission by a faculty member. Students should knock before entering the workroom.

Lost & Found The lost and found is located by the boy’s restroom. At the end of each nine-week period, unclaimed items will be given to an organization for the needy.

Parties No individual student birthday parties will be held. No gift items of any kind shall be delivered to students. Invitations to private parties can be delivered at school provided **each** student in the class receives an invitation. No cakes or food treats of any kind can be brought to classes or to school at lunchtime to celebrate student birthdays. PERIOD.

Yearbook The yearbook will be issued in the spring. It contains pictures of students, staff, and candid shots of activities during the year.

FOR PARENTS/GUARDIANS

CHILD ABUSE

Any individuals having contact with or responsibility for children at St. Joseph Catholic High School are mandated by law to report any suspected child abuse or neglect. Suspected abuse or neglect must be reported immediately to the principal, and the Department of Human Services or SCAN must be called. The reporter should not attempt to investigate or substantiate the suspected abuse, nor should he or she contact the child's parent(s) or guardian(s) unless requested to do so by the investigative agencies. Any and all persons are required to report suspected abuse, and if willfully fail to do so may be subject to a fine and jail sentence as well as being civilly liable.

PARENTS AS VOLUNTEERS All parents of children attending St. Joseph Catholic School are required to volunteer fifteen (15) hours of their time to the school. All volunteers are required to participate in VIRTUS training.

Volunteer activities are many, so please contact the principal or school secretary. Some suggestions:

- drive for field trips
- serve lunch
- serve on school board
- serve on the PTO
- tutor students (great needs here!)
- assist with fund raisers
- shop for the school
- decorate and staff events and fundraisers
- donate classroom or office supplies

Role of parent(s)/guardian(s) "Since parents have conferred life to their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and sacrament of matrimony that from their earliest year's children should be taught, according to the faith received in baptism, to have knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Vatican Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."

School Board The members of the St. Joseph School Board are appointed by the principal. The function of a school board is to be a positive support for the work of the principal in tasks and projects brought to the board. A Diocesan Catholic School board has no authority to establish policy, address parental complaints, or to administer the school in any way. (See complaints pg. 15.) Administrative decisions are the *sole* responsibility of the principal, in cooperation with the pastor, who seeks to conduct the educational program in terms of established policy. The School Board meets on a regular basis.

Parent Teacher Organization St. Joseph Catholic High School Parent Teacher Organization meets regularly. Parents of children in the school become members by paying a small membership fee. Parents are urged to attend Parent Teacher Organization meetings, as they are a means of keeping open lines of communication between the home and the school. Note that the PTO does not function to address or be a collection point for complaints (see pg. 15). The PTO functions as a *positive support* to the work of the teachers and the needs of the classroom. PTO works with fund-raisers, events, and to support the administrators. We ask that all parents be involved with PTO projects.

Booster Club The St. Joseph Catholic Schools have a Husky Booster Club that serves both Junior and Senior High athletics. Membership is open to anyone who wishes to increase "Husky Pride." Contact the principal or athletic director for more information.

PARENTS/VISITORS

All parents and visitors are required to check into the school office upon entering the school building for any reason. They must sign a volunteer card or sign-in/out book when appropriate. If you are driving for a field trip, please wait for the teacher to bring the entire class **outside** the main doors. The teacher will give you your list of passengers and give you your group near the Main doors.

Non-custodial Parents Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order, stating the visiting rights will be required to be on file in the school office. A principal will only allow the non-custodial parent the rights outlined in the court order. (DOLR Policies and regulations 3.19.)

Parents are may not interrupt classes to bring items forgotten by students or parents. The office **staff will not interrupt classes** to ask student(s) to come to the office to pick up the items. Students should leave home prepared for the school day.

Please do not send or have delivered balloons and/or flowers, or treats to students.

Vacations and trips Family vacations or trips are highly discouraged during regular school time. If a parent must take a student out of school for this reason, a written advanced notice must be given to the

administration. Time missed for family vacation or trips will be marked as a regular absence. (A student missing **8-school days/semester** is subject to not receiving course credits.) Teachers are not required to write out assignments in advance. But assignments will be on teachers' websites. If a student is absent, it is the responsibility of the student to meet with his/her teachers to develop a schedule to make up any missed work. Work not made up by the designated time will be marked as a zero.

School Telephone Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. **No student will be allowed to use the office phone to request a forgotten lunch or schoolwork.** Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an **emergency**. Teachers are not called to the telephone during class hours unless it is an emergency. All messages are written and delivered as soon as possible.

Medications In accordance with state standards, we adhere to the following regulations regarding medications taken by children at school:

1. The medication must be in the original container with the child's name on the prescription.
2. Over-the-counter medication that may be required by your child (i.e. Tylenol, Sudafed, etc.) must be sent to the school office with specific instructions listed.

There is no medication kept at school except what is sent for the student for that day.

3. A consent form must be signed before **any** medication will be given at school.

HANDWRITTEN NOTES ARE NOT ACCEPTABLE. Consent forms are available at the school office. Minor accidents are taken care of by the teacher. In case of a serious accident, the principal will contact the parents as soon as possible. If the parents cannot be reached, the emergency number on file will be tried. If the emergency number cannot be contacted, the injured child will be taken to the hospital immediately.

FIELD TRIPS

If a teacher plans a field trip for a class, a notice will be sent home to the parents. The parents must sign this note giving permission to participate in the field trip. The teacher **reserves the right to deny** a student field trip permission. The parents may be asked to help with transportation. Parents who drive must also send in **their** child's permission slip. All drivers must possess a valid driver's license and automobile insurance. Proof of insurance and driver's license must be presented to the office each time the driver drives. Drivers must also read and agree to uphold the Diocesan Sexual Abuse Policy. Each child must wear a seat belt while being transported to and from the field trip destination. It is the responsibility of the parent providing the transportation to make sure each child is buckled up. Teachers shall advise each parent as to his/her responsibility. All students on field trips should be in school uniform unless the principal approves an alternate dress code.

EMERGENCY CLOSING

School closings because of inclement weather will be announced on major local radio (K-TRAIN FM 104.5) and television station (KATV - Channel 7). If bad weather necessitates the closing of school, St. Joseph Catholic High School will abide by the decision made in collaboration with St. Peter's School, and the local public schools. **PLEASE LISTEN TO THE NEWS, AND DO NOT CALL THE SCHOOL OR CHURCH OFFICE.** We will send out text and email alerts and post online if there is an internet connection to do so. Be sure your cell phone and email data is up to date in SnapGrades. If the school is in session and weather conditions deteriorate, listen for news of an early dismissal on local radio and television stations (listed above). Go over a plan with your child if this should occur and be sure that your child knows where to go if you are not at home or with whom they are to ride. The office should be contacted as soon as possible if your child will not be picked up at the designated time. Getting your child from school during hazardous weather conditions should take top priority!

COMPLAINTS

ANY PERSON FEELING AGGRIEVED CONCERNING ANY MATTER CONNECTED WITH THE SCHOOL WILL CONTACT THE INDIVIDUAL CONCERNED AND AVOID DISCUSSING IT WITH OTHER PATRONS.

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter.
4. ***No School board officer or member is involved in the grievance/complaint solution process.*** Board members are to refer the aggrieved person to the above procedure. If a board member/officer is approached, he/she will notify the principal and refer the person to the above procedure.

IN ADDITION TO ALL PREVIOUS POLICIES AND REGULATIONS

- 1. The principal or teachers will not speak in court unless subpoenaed.**
- 2. The principal has the right to amend these policies and regulations at any time.**

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