

2025-2026

ST. JOSEPH CATHOLIC SCHOOL



Parent & Student Handbook

11505 Johnson Drive
Shawnee, KS 66203
Phone: 913-631-7730
www.stjoeshawnee.org

be
STILL

AND KNOW THAT I AM GOD

Psalm 46:10

This 2025-2026 guide to Saint Joseph Catholic School policies and procedures is developed to promote Christian values, foster a positive learning environment and maintain student safety.

2025-2026 St. Joseph Faculty and Staff

Fr. Scott Wallisch, Pastor
 Fr. Brent Stull, Associate Pastor
 Msgr. Michael Mullen, Sr. Associate Pastor

Deacon Tom Mulvenon
 Deacon Mark Mies

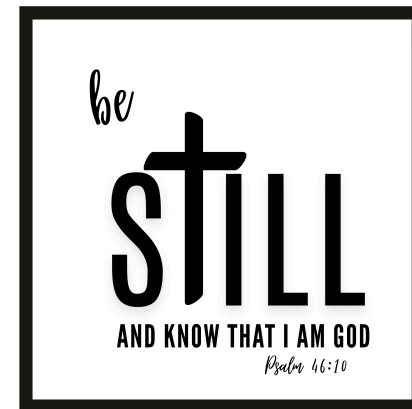


Administration and Staff

Mrs. Kelcey McCauley, Principal
 Mrs. Rosie LeRoy, Assistant Principal
 Mrs. Beth Pigott, Secretary
 Mrs. Donna Lowther, School Nurse
 Mrs. Cindy Jussel, Counselor
 Mrs. Melissa Thomas, Parish Manager
 Mrs. Amy Edler, Accounts Payable
 Mrs. Joanne Ohmes, Accounts Receivable
 Mr. Kyle Hill, IT Director
 Mrs. Haley Tinsley, Cafeteria Manager
 Mrs. Veronica Quinn, Rel. Ed
 Mrs. Erin Gribbin, Office Aide

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 vquinn@stjoeshawnee.org
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Teacher	Grade	Teacher	Grade	Teacher	Grade
Mrs. Abby Grady	K-G	Ms. Amy Sher	4-S	Mrs. Fran Kuzila	Music
Mrs. Laura Peterson	K-P	Mrs. Sherri Ankrum	5-A	Mrs. Becky Holmes	Tech
Miss Audrey Stelzer	K-S	Mr. Jake Schoenberger	5-S	Mrs. Nenita Williams	Physical Education
Miss Molly Book	1-B	Miss Lily Mies	6-MS	Mrs. Amber Sauber	Achievement Center
Mrs. Kelli Meddock	1-M	Miss Kirsten Miller	6-ML	Mrs. Allison Wong	Achievement Center
Mrs. Brandi Schulte	1-S	Mrs. Marie Jones	7-J	Ms. Gina Goodack	Paraeducator
Mrs. Tracy Borgmeyer	2-BO	Mrs. Lisa O'Toole	7-OT	Mrs. Colette Popp	Aide
Miss Emma Brill	2-BR	Mr. Jared Rottinghaus	8-R	Mrs. Jeannie Campbell	Aide
Mrs. Melissa Nachbar	2-N	Mrs. Marci Weitz	8-W	Mrs. Joy Hall	Aide
Ms. Melissa Eckler	3-E	Miss Gabbie Cranford	Spanish		
Mrs. Emily Leavey	3-L	Mr. Richard Raney	Art		
Miss Olivia Roberts	4-R	Miss Tatiana Smith	Music		

SAINT JOSEPH CATHOLIC SCHOOL

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 New Teachers Arrive	5 Teachers Return	6 BSI Retreat	7	8	9
10	11 Jaguar Jumpstart 4:30-7:00	12	13 Grades 1-8 Noon Dismissal	14 Kindergarten - 11:00 Dismissal Grades 1-8 Full Day	15 ASM Kindergarten - 11:00 Dismissal	16
17	18 iReady Testing	19	20 ASM	21 Back to School Night	22	23
24	25 Auction Meeting 6:00	26 PTO Skate Party MAP Testing	27 ASM	28 MAP Testing	29	30
31	<p>School Year Theme: <i>Be Still and Know that I am God.</i></p>					

SAINT JOSEPH CATHOLIC SCHOOL

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 NO SCHOOL	2	3 Adoration	4	5 Faith Friday ASM	6	
7	8	9	10 ASM Staff Meeting	11	12	13 Fall Festival	
14	15 Adoration	16	17 ASM	18 Lemon Out	19 School Pictures	20	
21	22	23	24 ASM	25	26	27	
28	29	30					
		Virtue: Faith <i>Be Still and Know</i>					

SAINT JOSEPH CATHOLIC SCHOOL

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Adoration	2	3 Faith Friday ASM	4
5	6	7	8 ASM Staff Meeting	9	10 End of Quarter 1	11
12	13	14	15 ASM	16 NO SCHOOL	17 NO SCHOOL	18
	Parent Teacher Conferences					
19	20 NO SCHOOL	21	22 ASM	23 Picture Retakes	24	25
26	27 Adoration	28	29 ASM	30	31 Halloween Parade 10:30 Parties 11:00 NOON DISMISSAL	
		Virtue: Reverence <i>Be Still and Listen</i>				

SAINT JOSEPH CATHOLIC SCHOOL

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 PTO Skating Party	5 Adoration	6	7 Memorial Mass Faith Friday	8 Disco at the Joe Auction
9	10	11	12 ASM Staff Meeting	13	14	15
16 Confirmation Retreat	17 Adoration Book Fair Week!	18	19 ASM	20	21	22
23	24 PD for Teachers	25	26	27	28	29
	NO SCHOOL - THANKSGIVING BREAK					
30 Advent Begins	Virtue: Gratitude <i>Be Still and Be Grateful</i>					

SAINT JOSEPH CATHOLIC SCHOOL

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
iReady Testing This week	1	2 New Family Night 6:00	3 Adoration	4	5 Faith Friday ASM	6
7 2nd Sunday in Advent	8 ASM Feast of the Immaculate Conception	9 Advent Penance Service	10 Staff Meeting	11 Christmas Concert	12	13
14 3rd Sunday in Advent	15	16	17	18 End of Qtr 2 ASM Christmast Parties - 11 Noon Dismissal BSI PD - Teachers	19 NO SCHOOL PD	20
21 4th Sunday in Advent	22	23	24	25	26	27
	CHRISTMAS BREAK					
28	29	30	31			
	CHRISTMAS BREAK					
	<p style="text-align: center;">Virtue: Generosity <i>Be Still and Love</i></p>					

SAINT JOSEPH CATHOLIC SCHOOL

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NO SCHOOL	2 NO SCHOOL	3
4	5 NO SCHOOL TEACHER PD BSI- AM	6 School Resumes	7 Adoration	8	9 Faith Friday ASM	10
11	12	13 MAP Testing	14 ASM Staff Meeting	15 Map Testing 2nd Grade Peace Retreat	16	17
18	19 NO SCHOOL	20	21 ASM	22 2nd Grade Reconciliation	23	24
25 Catholic School's Week Kickoff Mass 10:30 Mass	26 Adoration	27	28	29	30 Grandparent's Day Mass - 9:30 NOON Dismissal	31 Trivia Night
<p>Catholic School's Week</p> <p>Virtue: Stewardship <i>Be Still and Be Accountable</i></p>						

SAINT JOSEPH CATHOLIC SCHOOL

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Adoration	5 PTO Skating Party	6 Faith Friday ASM	7
8	9	10	11 ASM Valentine's Parties - 2:15	12 NO SCHOOL	13 NO SCHOOL	14
	Parent Teacher Conferences					
15	16 NO SCHOOL	17	18 Ash Wednesday 9:30 All School Mass	19	20	21 Confirmation Retreat
22	23	24	25 ASM Lenten Penance Service	26 Cap and Gown Pictures	27	28
		Virtue: Honesty <i>Be Still and Trust</i>				

SAINT JOSEPH CATHOLIC SCHOOL

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Adoration	5	6 Faith Friday ASM	7
8	9	10	11 ASM Staff Meeting	12 End of Quarter 3	13 NO SCHOOL BSI - Teachers AM	14
15	16	17	18	19	20	21
SPRING BREAK - NO SCHOOL						
22	23	24 Kansas State Testing	25 ASM	26 Kansas State Testing	27 Living Stations 2 PM & 6 PM	28
29	30	31				
<p>Virtue: Mercy <i>Be Still and Repent</i></p>						

SAINT JOSEPH CATHOLIC SCHOOL

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1 ASM	2 Holy Thursday Noon Dismissal BSI- PM	3 NO SCHOOL Good Friday	4	
5 EASTER	6 NO SCHOOL Easter Monday	7	8 Kansas State Testing Staff Meeting	9 Kansas State Testing 2nd Grade Jesus Retreat	10 Faith Friday ASM	11	
12	13	14 Kansas State Testing	15 ASM	16 Kansas State Testing	17 1st Grade Baptismal Renewal	18	
19 First Communion 2:30	20 Adoration	21	22 ASM	23	24 Jag Jog	25	
26	27	28 MAP Testing	29 Adoration MAP Testing	30			
		Virtue: Justice <i>Be Still and Be Fair</i>					

SAINT JOSEPH CATHOLIC SCHOOL

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Faith Friday ASM May Crowning	2
3 iReady Testing This week	4 8th Grade Clap Out	5 8th Grade Retreat	6 PTO Skate Party	7 Baccalauerate Mass 9:30 AM Graduation 7:00 PM	8 Mother's Day Tea 1st Grade	9
10	11 Kindergarten Field Day	12 ASM Kindergarten Last Day - 11 Dismissal	13 Kinder Round Up	14 Feast of the Ascension ASM Kinder Round Up	15 Last Day of School 9:30 Mass 11:30 Dismissal	16
17	18 PD	19 PD	20 PD	21	22	23
24	25	26	27	28	29	30
31	Virtue: Zeal <i>Be Still and Rejoice</i>					

St. Joseph Catholic School Handbook

Mission Statement St. Joseph Catholic School

The St. Joseph school community is dedicated to a Catholic environment where we realize our unique potentials, while we learn, live, and model Christ's teachings, preparing academically and spiritually for this life and the next.

St. Joseph Core Values

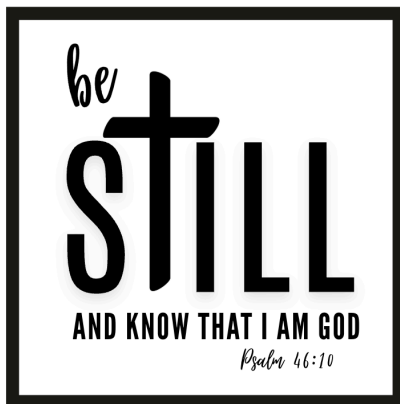
Rooted in Faith

Inspired to Academic Excellence

Called to Serve

Welcoming All in Community

A Legacy for Life



Mission Statement Archdiocese of Kansas City in Kansas

*To grow as disciples of **Jesus**,
To make disciples for **Jesus**,
who is the reason for our Schools,
the unseen but ever-present Teacher in our classes,
the Model of our faculty,
the inspiration of Our Students.*

The mission of our Catholic School system in the Archdiocese of Kansas City in Kansas, in partnership with the family and Church, is to assure that our students will be actively helped to come to know Christ, and lovingly helped to become active, loyal members of the Catholic Church. Within our community of faith, students will develop a Catholic value structure and learn to contribute positively to their Church, parish, and society as witnessed by leadership and service.

Through a well-balanced curriculum, emphasizing mind, body, and spirit, each student will have the necessary tools to master academic, social, and technological skills and develop the cultural appreciation needed for success and life-long learning.

This handbook is intended to be in compliance with Archdiocesan policy. If the Archdiocese of Kansas City in Kansas changes policy during the course of this school year, St. Joseph Catholic School will implement those changes effective immediately. St. Joseph Catholic School recognizes the authority of the Archdiocese of Kansas City in Kansas in the policy of running Catholic schools. Parents will be given notification if changes are made.

I. GUIDING PRINCIPLES AND ENROLLMENT

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas.

Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus.

St. Joseph Catholic School admits students of any race, color, national or ethnic origin and gender. Students who are not of the Catholic faith are welcome at St. Joseph. However, since the Catholic school curriculum and activities are designed to teach the Catholic faith, promote the Catholic mission and support community-building, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, open only to members of the Catholic faith) and are not exempted from these or religion/theology class requirements.

St. Joseph Catholic School is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

Age Requirements

Except in unique and unusual circumstances, Catholic schools in the Archdiocese of Kansas City in Kansas shall follow the age requirements for entrance into school that are established by the State of Kansas. Any child who attains the age of five (5) on or before August 31 shall be eligible to enter Kindergarten. (see *Archdiocesan Catholic School Policies* #7040.)

Required Documentation

A valid birth certificate or a certified copy thereof is required to establish both proof of age for admission to school and proof of identity for all students entering kindergarten or grade 1. For students entering in grades 2 through 12, a certified transcript or other pupil records of data to establish proof of identity is required. Both a birth certificate and baptismal certificate shall be presented at the time of enrollment. Upon presentation of the certified proof of identity, the school shall make a photocopy to be retained as part of the student school record. Social Security numbers are not required. In addition, a copy of adoption and/or custody verification should be presented, if the latter is needed.

Health Assessment

Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment.

Health

Efforts should be made through the school health program, the parents and the community to maintain the highest level of health for the school-age child. Principals (with the advice and consent of the Pastor, in single parish elementary schools) will determine the nature and extent of all clinical services to be made available to the children of the school and advise parents of their availability.

If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional (LCSW, School Counselor, Ph.D. Child Psychologist, Ph.D. Child Psychiatrist, KSDE Certified School Psychologist) in order to determine how to best address the situation, including how to communicate the situation. Schools may consult with the Superintendent of Schools for assistance.

Immunization

Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance.

Placement Status

Children who apply for admission by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission who have been homeschooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Upon initial enrollment, every child in Kansas is to be given a Home Language Survey. The survey consists of a question on the school enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-8 will be assessed for English Language proficiency. The Title III Coordinator for the public school district in which the Catholic school is located will be contacted for detailed instructions on how to proceed with the English language proficiency assessment.

Equal Opportunity

Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure.

School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards. (see *Archdiocesan Catholic School Policies #1020.*)

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender (unless in conflict with Catholic moral teachings), disability or national origin.

II. SCHOOL - PARENT PARTNERSHIP

St. Joseph Catholic School is committed to partnering with parents in the spiritual, social and academic formation of the children in our care. We recognize parents as the first and primary teachers of their children.

St. Joseph School administration, faculty and staff shall:

- model Catholic values and behavior;
- display professional attitudes and dedication to Catholic teaching;
- utilize methods and strategies to meet the needs of our students;
- maintain an environment conducive to learning;
- communicate effectively with students, parents/ guardians;
- maintain Christian decorum in all manner of communication with school personnel and all members of the school community.

Acceptable Parent Conduct:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the school with their words, deeds, and actions with regard to the education of their child(ren);
- share talent, time and treasure with their parish and school;
- as their child(ren)'s first teacher, encourage and help them to learn;

- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community.
- ensure home environments that do not create conflict between home and school experiences as described in *Archdiocesan Policy #6000*.

The school assists parents in understanding the approach, content and methods of Catholic education and school matters. The school reserves the right to reevaluate a student's enrollment based upon parental behaviors that violate this partnership.

Principle of Subsidiary

The Archdiocesan Office of the Catholic Schools serves as a consultant to our school administrators. Canonical authority for the school rests with pastors.

School Council

School Advisory Councils exist at the discretion of the Pastor and Principal and are designed to be of a strictly consultative nature. The Council is designed to serve as a sounding board to the Principal. When called upon, the Council gives feedback to the Principal and Pastor regarding policy and standards for the school. Administrators are responsible for developing methods and programs to implement policy. Matters involving curriculum, personnel, and individual student concerns of a confidential nature are solely the purview of administrators and pastors and are not appropriate topics for school council consideration. School council members are appointed by the pastor in consultation with the principal.

Role of Parent-Teacher and/or Parent Organizations (PTO)

Parent-Teacher Organizations are designed to assist schools with community building and stewardship efforts. To this end, these organizations usually plan social activities for school families and coordinate volunteer efforts for both in-and-out-of-school service

programs. In addition, the organizations may be called upon to assist with fund-raising events and activities. However, fundraising should not be the primary function or responsibility of the organization and fund-raising efforts should be consistent with those noted in Archdiocesan Guidelines for School Fund-raising. Room parents/grade representatives will communicate with parents about upcoming events and activities.

III. SCHOOL COMMUNICATION

While the St. Joseph administration, faculty and staff attempt to foresee and avoid difficulties, we realize that problems and misunderstandings occur. Open, honest communication among parents, teachers and administration will solve most problems. If a problem arises at school, we ask that you do the following:

- If the problem involves a classroom teacher, please call, email or dojo message the teacher at school or arrange for a conference by contacting the teacher at school. If, after speaking with the teacher, the problem is not resolved, contact the school administration.
- *For problems not directly involving a classroom teacher*, you may directly contact the administration through the school office.
- Avoiding hearsay and misinformation that results from gossip or speculation can often prevent problems.
- Please allow teachers/administration 24 hours courtesy to respond to messages/calls/emails.

IV. RELIGIOUS FORMATION

Religion is part of the regularly scheduled curriculum. It is taught daily and is infused in all subjects.

“It is necessary that religious instruction in schools appear as a scholastic discipline with the same systematic demands and the same rigor as other disciplines. It must present the Christian message and the Christian event with the same seriousness and the same rigor as other disciplines. It must present the Christian message and the Christian event with the same seriousness and the same depth with which other disciplines present their knowledge. It should not be an accessory alongside these disciplines, but rather it should engage in a necessary interdisciplinary dialogue. This

dialogue should take place above all at the level at which every discipline forms the personality of students. In this way the presentation of the Christian message influences the way in which the origins of the world, the sense of history, the basis of ethical values, the function of religion in culture, the destiny of man and his relationship with nature, are understood. Through interdisciplinary dialogue religious instruction in schools underpins, activates, develops and completes the educational activity of the school.” (General Directory for Catechesis, Congregation for the Clergy, 1998, p. 65 & p.66).

Weekly all school Masses and monthly prayer services are planned by grade levels throughout the school year. Parents are invited to all school Masses and prayer services. Weekly Masses are held at 8:15 A.M. Please refer to the school calendar for specific dates. Adoration is held one to two times a month in the School Chapel.

Prayer is an integral part of each school day. The entire school prays in the morning, at meals and again in the afternoon. Students pray throughout the day in their classrooms. Opportunities during the church calendar are also offered such as the Rosary, Adoration, and Stations of the Cross.

V. ACADEMICS AND CURRICULUM

Curriculum refers to the specific learning outcomes students are expected to master. “Curriculum” does not refer to standards, nor does it refer to instructional materials or resources. Curriculum development and instructional planning of the Catholic schools in the Archdiocese shall be designed by the teachers and administrators under the guidance of the Archdiocesan Office of Catholic Schools.

The curriculum is compatible with KSDE Standards, but is based on the teachings of the Catholic Church. The curriculum strives to expose students to beauty, truth, and goodness so that their souls may be formed in virtue.

The subject area curriculum can be found on the Archdiocesan Office of Catholic Schools website: www.archkckcs.org

Since St. Joseph is an accredited elementary school the following subjects are taught: Reading, Writing, Math, Geography, Spelling, English grammar and composition, U.S. History, Kansas History, Civil Government and the duties of citizenship, Health and Hygiene, and any

other subjects that may be required by the State Board of Education. (K.S.A. 72-1101). In addition, maintains an organized physical education program. (Article 6, Section 2(a) of the KS Constitution). St. Joseph is committed to the Fine Arts through our Art, Music and Spanish programs.

St. Joseph uses Theology of the Body, an education program in human sexuality that is consistent with Catholic Church teachings, standards, and values. (see *Archdiocesan Policies*, #8030.1.) The full policy regarding student sexuality can be found in *Archdiocesan Policy* #7525.

Accreditation

St. Joseph Catholic School meets criteria to be accredited by the state of Kansas and Lumen Accreditation.

Student Support

St. Joseph is committed to the goal of meeting the needs of students with disabilities. Students with special needs can be supported on a variety of levels: home, instructional interventions, minor adjustments in classroom and school setting, and potentially in partnership with the local public school district where the student resides if the student meets the criteria for an Individualized Education Program (IEP) through the public school district. St. Joseph may provide Student Support Plans in compliance with Section 504 for Private Schools to qualifying students.

While Catholic schools strive to support students with special needs, Catholic schools may not be able to provide a comprehensive special education program that mirrors what is offered in public schools for students with disabilities.

Multi-Tiered System of Supports (MTSS)

St. Joseph follows the KSDE recommended alignment for our MTSS program. The Kansas MTSS and Alignment is a coherent continuum of evidence based, system-wide practices to support a rapid response to academic, behavioral, and social emotional learning needs. Frequent data-based monitoring informs instructional decision making to empower each Kansas student to achieve high standards. The *focus* of the Kansas MTSS and Alignment is system-level change across the classroom, school, district and state.

Students who have academic, behavioral, and social emotional learning needs beyond the regular instruction will receive further support through our achievement center.

Achievement Center

The purpose of the Achievement Center is to serve students who need additional support. Placement in the Achievement Center may be determined by a student's performance on standardized tests, local measures, and/or classroom achievement. Placement may be short term or long term. Students may also be screened through our School Improvement Team (SIT) process. The CARE team will also discuss student academic and/or behavior concerns that might result in a student working in the Achievement Center. The Achievement Center offers the following services:

- one on one instruction;
- small group instruction for students who need support and reinforcement in any subject, especially reading and math;
- resource support for classroom teachers;
- computer programs for enrichment or remediation.

The Achievement Center is available to all students at St. Joseph School. Students have the opportunity to use the Achievement Center to take tests, have tests read to them, make up class work after an illness, or for any other needs that arise.

Standardized Testing

St. Joseph utilizes NWEA MAP, Renaissance Learning, and iReady Diagnostics tests as our standardized tests. The results of these tests provide objective information about the child's academic growth and their fundamental skills of vocabulary, reading, the mechanics of writing, methods of study and mathematics. This information is an aid used by the teacher to assess a child's strengths and weaknesses in his or her educational development. Data from our standardized tests will be used to make instructional decisions. Results will be shared with parents/guardians. Kindergarten through eighth grade students all complete a Dyslexia screener per the state of Kansas.

Kansas State Assessments are also administered once a school year according to the schedule set by the Kansas Department of Education.

Results will be shared with parents/guardians.

St. Joseph administers the ARK (Assessment of Religious Knowledge) to students in grades 5 and 8 in the spring.

Homework

The purpose of homework assignments is to complement and reinforce the material that is presented during the class period. Homework helps the student develop the ability to work independently and to develop a sense of responsibility. Homework may be reading, studying or written assignments. Since each homework assignment has an educational objective, it is important that assignments be satisfactorily completed by the student on time.

Assignments that are missed due to an excused absence may be turned in for credit if made up with the teacher agreed due date. Homework will not be collected the day of an absence or given in advance for extended time away from school. The student/parent should contact the teacher(s) upon return. Please understand not all missed activities or assignments can be made up. Please monitor your child's progress through FACTS Family Portal.

Field Trips

Field trips are school-sponsored events that should be extensions of the instructional/formation process. Transportation will be provided by a School Vehicle. Such activities are appropriate provided that these guidelines are followed:

- the field trip shall have stated educational/formation outcomes;
- the students shall be prepared for the observations they will make on the trip;
- the students shall participate in a follow-up assignment which will help them assimilate the knowledge/insights they have gained from the trip;
- all applicable Archdiocesan policies are followed;
- instructions are given to Virtus compliant volunteers that describe their responsibilities

▪ Parent Drivers may be used during field trips. In these cases, Parents must be VIRTUS trained and compliant. Background checks must be current as well as proper insurance coverage and policies.

“**School Vehicle**” means any school bus and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Permission Forms for Field Trips

In order to participate in school-sponsored field trips, students must be in a good academic and disciplinary standing. A Field Trip Permission form signed by a parent must be on file in the office for each school-sponsored field trip. *Verbal permission cannot be accepted but fax or email transmission of the permission form is acceptable.*

Grading Scale

Students may be graded on written work, classroom participation and subject tests.

The following grade scale is used at St. Joseph School:

A	94% - 100%
B	87% - 93%
C	75% - 86%
D	68% - 74%
F	67% below

Failure for the year in a given subject is determined by an average of both semester grades that is 67% or below.

Cheating

Cheating is a dishonest act that has an impact on a student’s formation and academic progress. Cheating is copying someone else’s work, turning in work as your own that someone else has done or allowing, in any way, another student to use your work. It includes “cutting and pasting,” screen shots, sharing electronically through text message, plagiarism, dishonesty in testing situations or any other intellectual dishonesty. Students should avoid any cheating situation or even the *appearance* of cheating. Cheating includes misuse of technology such as searching for an answer or copying answers from an online source, this

includes Artificial Intelligence. A grade of zero is the consequence for cheating. Eighth grade students who are involved in multiple cheating incidents may not be considered for participation in the graduation ceremony.

Parent Teacher Conferences

Conferences are formally scheduled twice a year to review academic growth as well as a student’s spiritual, social, and physical growth. See the calendar for dates and times. However, if at any time you feel a need for additional conferences, please feel free to contact the teacher and make mutually convenient arrangements.

Retention of Students for Academic/Social/Emotional Reasons

Retention of students should be considered only after all interventions (Student Improvement Team [SIT], Multi-Tiered System of Support [MTSS]) have been implemented.

Through communication and conferencing throughout the school year a decision will be made before the end of the current school year. If a parent disagrees with the recommendation to retain a student, every effort will be made to find a suitable academic solution for the child. The Principal has the final decision-making authority in matters of grade placement. (*Archdiocesan Policy, #7520*)

Graduation

All financial, academic and discipline obligations must be met for an 8th grade student to be eligible for graduation. If all obligations are not met, records and certificates will be held by the office. Additionally, 8th grade students will be subject to dismissal at each Quarter end if their account is not in good standing.

The graduates of St. Joseph School are honored at an all-school Mass and an evening graduation prayer service. Recipients of scholarships, academic and service awards are recognized at a ceremony following Mass. The graduates wear caps and gowns to both the Mass and the graduation ceremony. The Pastor and Administration confer graduation certificates.

Social Events After Graduation

St. Joseph does not sponsor graduation parties or dances. If such social affairs take place, they are the responsibility of the parents.

Request for Records

Official student records may be released to other educational institutions upon written request of a parent or guardian, or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution, only after all tuition and fee requirements of the sending institution have been met. In addition, records may be released to other agencies or institutions upon written request of the parent or guardian, upon written request of the student when 18 years of age, or upon receipt of a court order. An exception to this could be in cases where bankruptcy has been filed. Upon compliance with an institutional request, the parent must be notified in writing that the records have been transferred. Records may be released to parents but should be stamped that the documents were "Released directly to parents."

VI. SCHOOL OFFICE POLICIES AND PROCEDURES

The school office is open Monday through Friday, 7:30 AM to 3:45 PM during the school year. Limited office hours are available during the summer. They are posted as needed.

School Visitors

It is important for the safety of your child that we know who is in the building. The building is locked during school hours. Visitors will need to ring the bell outside the main doors when they arrive to gain entrance. Anyone other than school personnel or students are asked to check in at the lobby desk first and wear a visitor sticker during their time in the building. Visitors are welcome, however, unplanned visits are a disruption to class, please call and schedule an appointment with the teacher before or after school.

Electronic Devices/Cell Phones/Earbuds

Students should not bring electronic devices to school, other than their school issued Chromebook. This includes cell phones, Smart Watches, Earbuds, electronic games, iPads/tablets. *The school is not responsible for any lost, stolen or damaged electronic devices.*

Please do not send a cell phone to school with your child. Students that must bring a phone, must turn the phone in during morning homeroom. Students may pick up their phones at the end of the day from their homeroom teacher. If a student does not turn their phone in during homeroom or has their phone out during school hours, parents will be notified and the student will no longer be able to bring a cell phone on campus during school hours. Cell phones are not allowed to be out during zero hour or STREAM after school programs. If this phone policy is violated, parents will be required to pick up the phone from administration and sign an agreement that their child will not bring a phone on campus. Use of electronic devices is considered a privilege and not a necessity. We reserve the right to suspend this privilege at any time.

Calls to the Office

When calling to report an absence, doctor's appointment, etc. please call the school nurse (913-248-4526) before 9:00 AM. This extension can be reached 24 hours a day.

When you are calling for information or for any other reason, please call after 9:30AM and before 3 PM, if possible, and talk to the school administrative assistants (913-631-7730).

Classroom Parties/Events/Notices/Flyers

Any non-scheduled parties, classroom events, gift exchanges or money collections **MUST** be approved through the school office prior to planning. Notes, letters and flyers sent home with students **MUST** also be approved through the office. Please do not make copies until approval is given. Parents may not ask teachers to distribute invitations written or electronically to private parties or social events. Invitations may not be distributed in school or on the school premises.

Attendance

Parents are responsible for both punctuality and consistent school attendance. Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. St. Joseph, through its designated reporting officer, shall report any child who is enrolled and is absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first.

Before any report is made that a child is not attending school as required by law, the family and student(s) will be notified by the school and made aware of the attendance laws. If attendance does not improve after first contact by the school, a meeting will be scheduled with the family to discuss any issues relating to attendance. The school will make efforts (such as referral for community services, home visit, etc.) to assist the family in complying with the attendance laws. If attendance continues to be a problem, a letter will be sent to the family notifying them that a report to the State of Kansas Department of Children and Families will be made OR if attendance continues to be a problem, the principal will determine if a report to the State of Kansas Department of Children and Families shall be made.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response as determined by the Principal, within five (5) days the matter will be reported. (see *Archdiocesan Catholic School Policies*, #7300.)

The Principal has final decision as to whether or not a child who has had excessive absences shall be readmitted the following year.

Child Custody

In cases in which a student's parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreements and shall not deviate from any specified procedures unless both parents indicate (in writing) agreement to a change (e.g. the school will only release a child to the parent whom the custody orders designate unless both parents authorize in writing a change).

St. Joseph shall be diligent in remaining neutral in child custody situations. The school should not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, St. Joseph shall communicate with both parents regarding matters involving the child.

In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

Contested Child Custody Matters

St. Joseph follows the guidelines set forth by Archdiocesan policy in all matters regarding child custody matters. All inquiries to the principal and teachers or staff require contact with the Superintendent's office. (see *Archdiocesan Catholic School Policies*, #7350.1.)

Attorney Communication/Court Subpoenas, Orders, and Other Legal Documents

If the school receives any legal documents and/or subpoenas and/or communication from an attorney or a court or law enforcement official the principal shall not respond to any such communication but shall immediately contact the Archdiocesan attorney (or Superintendent of Schools if the attorney is not immediately available).

Any communication between employees of Catholic schools for the Archdiocese of Kansas City in Kansas and the attorney for the Archdiocese shall be considered privileged and shall not be shared with others.

Child Protection – Virtus Training for Adults and Volunteers

The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

All parents wishing to volunteer and work directly with our school children must attend an initial Virtus training, complete paperwork for a background check and continue online updates. Background checks must be updated every five years. This includes, but is not restricted to parents wishing to serve as library volunteers, primary grade helpers and all field trip chaperones. You can register as a parish volunteer for the free training at www.Virtus.org. Please call the parish office to receive the necessary paperwork after completing the class. We thank you for volunteering your time to serve our children. Contact the parish office, if you have any questions.

Child Protection – Virtus Training for Students

St. Joseph annually teaches lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Each year lessons taught are documented.

Child Abuse

Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse report the matter promptly to the Department for Children and Families (DCF), or appropriate law enforcement agency, if the DCF office is not open for business. Such a report may be made orally or, on request of DCF, in writing. Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practicable.

For incidents of suspected sexual abuse of a child by an employee, affiliate or volunteer of the Archdiocese, all requirements of the *Archdiocesan Policies and Procedures for Catholic Schools in the Archdiocese of Kansas City in Kansas* concerning sexual misconduct

shall be followed.

Drills – Fire/Tornado/Crisis

St. Joseph School conducts emergency drills according to instructions and regulations of the State Fire Marshall and local fire department. A written record is maintained of these drills and is displayed in the school lobby.

Inclement Weather

St. Joseph will follow inclement weather decisions made after discussions with the Johnson County Catholic School Principals and the Pastor. Ultimate decision making lies between the Pastor and the Principal. In the event of inclement weather, a message will be sent electronically if St. Joseph will cancel school or have a late start which would begin no later than 9:30am. Any announcement about inclement weather closing will be communicated through text message, email, and posted on the school Facebook page.

Once school is in session for the day, classes will not be dismissed early because of weather. Parents/Guardians are welcome to make arrangements to pick up students early if they wish. These arrangements should be made as early as possible so that students are picked up no later than 3:00 PM. Picking up later than this disrupts the normal dismissal at 3:15 PM.

Crisis Response Team Implementation and School Safety

In the event that there is a crisis situation in the school, the Catholic Community Counseling Service of Catholic Charities of Northeast Kansas will offer crisis intervention services. This service may be activated by any school in the Archdiocese of Kansas City in Kansas in which a crisis response team is needed. This service does not take the place of the School Crisis Plan developed in each school.

Occasionally schools may face significant challenges from intruders. While schools prepare to address such events, there are random events that are not predictable as to time and nature. Consequently, St. Joseph has implemented training on strategies designed and recommended by professionals (particularly local police departments in whose jurisdiction a school is located) to minimize any attacks on the school with weapons. However, circumstances may dictate other responses or may prevent some responses previously communicated to be enacted.

Student Procedures and Rules

Parents may drop children off starting at 7:30 AM. Students must enter the building immediately after drop-off and are not allowed to leave the premises without permission. No student is allowed to leave the premises with another parent unless written permission is received.

In an effort to encourage responsibility and help the office run more efficiently, students are not to call home except in cases of emergency. **Issues such as forgotten items and social activities are not considered emergencies.**

Technology

St. Joseph provides students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Technology offers unique learning opportunities. St. Joseph offers a 1:1 student technology ratio and has established expectations, policies, and procedures with regard to this technology and learning. Each parent will sign a technology agreement upon check-in. All students and parents are required to sign the technology agreement before being issued technology.

Chewing Gum, Eating Candy and Soft Drinks

Keeping our Education Center clean is very important in promoting a good learning atmosphere. Cleaning chewing gum, candy or stains off walls, floors, carpets, desks, etc. becomes a difficult task. For these reasons, students are not allowed to chew gum or have outside drinks (soda, coffee, other) at any time in the school. Candy given by the teacher as an occasional reward is permitted in the classroom in which it is given. Snacks or treats sent for sharing, such as birthday and classroom party snacks must be in prepackaged wrappers with the ingredients listed. For classrooms with students with a peanut or dairy allergy, snacks must be peanut and dairy-free. Home baked goods are not allowed.

Consequences for chewing gum or bringing outside drinks in the school building are as follows:

- First offense: \$5 fine
- Second offense: \$10 fine and ½ hour detention
- Third offense: \$15 fine and 1 hour detention

Forgotten/Delivered Items

Any items brought to school for students (lunches, books, assignments, gym clothes, etc.) should be brought to the bookcase in the west entrance breezeway. To help prioritize school security, parents/guardians dropping items off will label items with the students' name and leave it on the bookcase. The classroom teacher will be notified. Any items delivered to school for a student such as flowers, cookie baskets and balloons etc. will **not** be delivered to the classroom. The student will be notified to pick up the item at the lobby desk after school.

Lost and Found

There is a lost and found shelf in the front entrance of the school. Items not claimed at the end of each semester will be donated.

Birthday Book Club

The Library Birthday Book Club is a program whereby a student may select a book to donate to the school library in honor of his or her birthday. Every student is invited to participate during their birthday month. Summer birthdays are honored in December, January, and February. With parental permission and \$15.00, students may go to the library on the day of their birthday or half birthday. The librarian is available to assist the student in selecting from a large variety of quality, new books. At that time, a bookplate is placed in the book with the student's name and birthday.

Co-curricular and Extracurricular Activities

St. Joseph provides extracurricular opportunities such as yearbook and chess club. Any co-curricular activity will be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends. (see *Archdiocesan Catholic School Policies, #8050.*)

School Fund-raising Guidelines

Fund-raising activities/events comply with doctrine of the Catholic Church and accepted legal practices. Activities that require students to solicit from strangers are not allowed. Approval of the Principal and/or Pastor must be obtained before fundraising activities are conducted and

before any monies generated from fund-raising efforts are dispersed. Funds are maintained in an approved school account, under the control of the school Principal. At the end of the fiscal year, any funds in excess of an amount predetermined by the Principal and /or Pastor will be deposited into the school's general fund. An independent review of finances with regard to fund-raising is conducted annually by an independent reviewer with the appropriate expertise.

Counseling

St. Joseph provides a full-time licensed school counselor. Our school counselor is responsible for social-emotional development. This is done through activities such as classroom instruction, lunch groups, and emotional skill building games. Our school counselor is not available for therapy or individual counseling sessions.

V. DISCIPLINE

*I give you a new commandment; love one another. As I have loved you, so you also should love one another. **John 13:34***

Guiding Principles

St. Joseph Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. Students are expected to conduct themselves in keeping with the expectations of the school. Disciplinary action should be geared to help the students grow in understanding of himself/herself and of his/her Christian responsibilities to others. St. Joseph faculty and administration are committed to partnership with parents in and out of school. Consequences such as lunch detentions, think sheets, and providing opportunities to redirect behavior will be offered to students who need support in improving their behavior.

This school environment strives to be free from harassment, intimidation or bullying. The school reserves the right to address any situations that may occur outside of the normal school day.

Prevention:

1. St. Joseph Catholic School will communicate with all students, employees, volunteers and patrons that bullying behaviors will not be tolerated.

2. Bully prevention lessons will be taught regularly through counseling and classroom activities.
3. School rules are posted on our website and students/parents will sign a receipt of acknowledgment.
4. A school-wide Virtuous Behavior Formation plan will teach expectations and reward positive behavior.
5. Religion classes will support the teachings of Jesus and Christ-like behaviors.

Procedures:

1. Report of the incident is made to a trusted adult.
2. The incident is reviewed and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur. Bullying/harassment contracts will be issued if a child has one or more bullying reports.
5. If bullying/harassment contracts are violated, measures taken are at the discretion of the school's disciplinary committee and/or principal.

Parents or students should notify the school of continued bullying behavior or serious threats to safety in person, by phone or email to teachers, staff and/or school administration.

If there is immediate danger to life or the potential for immediate danger to life, school administration or staff will notify the local police or law enforcement agency immediately and then follow the above procedures as applicable.

Weapon Possession

A Student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity. If it is determined that a student was/is in possession of a weapon at school, on school property or at a school sponsored function, St. Joseph School will follow procedures outlined in the *Archdiocesan Handbook of Policies and Procedures for Catholic Schools in the Archdioceses of Kansas City in Kansas*.

Conduct

The following inappropriate behaviors may be handled within the classroom according to consequences established by the classroom teacher and students in K-8. Offenses may result in parent contact, the issuance of a disciplinary infraction and/or detention for students in grades 4-8:

- Inappropriate language;
- Misuse of cafeteria food;
- Gum chewing;
- Being tardy for class (this includes all classes throughout the day);
- Note-writing;
- Not returning signed home/school communications;
- Noncompliance with the dress code;
- Roughhousing;
- General misbehavior and/or disruption of the learning environment.

Serious Disciplinary infractions will be shared with parents within twenty-four hours of the infraction.

The consequences of a disciplinary infraction can be but are not limited to: after school detentions, lunch detention, parent conferences, natural consequence within the classroom (i.e. losing ten minutes of PE due to disruption in PE class).

Students can serve detention before/after school or other agreed upon times. Outside commitments and school sponsored events (extra-curriculars, sports) are not taken into consideration while issuing detentions, we believe students should prioritize their growth in the school building. When students make mistakes it is the role of the St. Joseph administration and faculty to create an environment that will help that student grow in virtue, as well as give them an opportunity to give back to our community through service and sacrifice to others.

For all students the following serious behaviors may result in removal from the classroom and possible suspension with loss of grade. A written behavior plan may be implemented before a student is allowed to return to school:

- Fighting, giving the appearance of fighting or any purposeful action that may result in bodily harm to another person. (Fighting results in

automatic suspension and probation in grades 6-8. Probation status requires that a student avoid serious discipline violations for the stated probation period. The likely result of violating probation is removal from school.);

- Written or verbal derogatory remarks or other actions that may be intended to cause harm to a person's character or self-esteem;
- Use of foul, obscene or offensive language;
- Disrespect;
- Defiance;
- Repeated cheating;
- Lying and/or deceit;
- Stealing;
- Threats;
- Inappropriate use of the computer;
- Leaving the building without permission;
- Vandalism and/or destruction of property. Students are responsible for the care of their books, supplies, desks and school property in general. Students/parents are expected to pay for damage to or loss of school property.

“Bullying” means any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating; threatening or abusive, educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Excluding or isolating a student within the school community;
- Harming a student or staff member, whether physically or mentally;
- Damaging a student or staff member’s property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to pictures, e-mail, instant messaging, text messages, blogs, cell phones, online games, and websites.

The following behaviors may result in immediate removal from the classroom and possible suspension with loss of grade or expulsion. Proper authorities will also be contacted, when appropriate, in cases of illegal actions and/or behaviors that take place inside or outside of school:

- Use or possession of a weapon, explosive, or any item with potential for bodily harm. (Possession means on self or school property.);
- Use or possession of a knife, including pocket knives;
- Possession or use of any drugs and/or drug paraphernalia. (This includes alcohol, tobacco, matches, lighters, etc.);
- Physical assault to any school staff, school representative or other student. (Shoving, hitting, pushing, spitting, etc.);
- Acts of arson;
- Physical threats;
- Theft of computer hardware, vandalism of hardware and/or programs, and computer hacking;
- Acts of bullying or repeated, continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated and/or threatened. This includes but is not limited to inappropriate touching, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, written, oral or electronic threats or other physical actions;
- Acts of retaliation in regards to bullying reports;
- Making a false bullying accusation.

Serious offenses may result in a formal Discipline Hearing. This hearing will follow the guidelines set forth in the *Handbook of Policies and Procedures for Catholic Schools in the Archdiocese of Kansas City in Kansas #7120*

The administration reserves the right to deal with any other serious behaviors. Parents are expected to be part of the solution in rectifying behavior that interferes with our Catholic environment, teaching and learning.

Emergency Safety Interventions - ESI

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student, at some point in time, could manifest problem behaviors. Creating a safe and faith filled environment for all our students is a primary concern. Through the implementation of best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or the students in the classroom. Before using an ESI, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances. Emergency Safety Interventions must not be used for discipline, punishment, or the convenience of a school employee. On extremely rare occasions, Emergency Safety Interventions (ESI) may be required. The only time the use of Emergency Safety Interventions (seclusion or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Physical Restraint

Physical restraint means bodily force is used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. The term physical restraint does not include the use of a physical escort. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is **PROHIBITED** in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee must be trained in a technique consistent with a nationally-recognized training program to ensure the safe use of this

behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program.

Seclusion

Seclusion, when used with a student, means **ALL** of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless a school employee can see and hear the student at all times.

Documentation

Written documentation (printed) of the incident is required.

Written documentation must include:

- (A) The events leading up to the incident
- (B) student behaviors necessitating the emergency safety intervention
- (C) steps taken to transition the student back into the educational setting
- (D) the date and time the incident occurred, the type of emergency safety intervention used, the duration of the emergency safety intervention and the school personnel who used or supervised the emergency safety intervention
- (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident
- (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions
- (G) School email and phone contact for the parent to schedule the emergency safety intervention meeting K.S.A. 2016 Supp. 72-89d04 (a)(1)

Parent Notification

Parents must be notified the **same day** that the ESI incident occurs for every incident. Each use of Emergency Safety Interventions must be

documented on Form #C133. After the first incidence, a copy of the completed ESI form and a copy of the Archdiocesan Emergency Safety Interventions policy must be provided to the parents, in printed form, no later than the school day following the ESI incident. The Archdiocesan Emergency Safety Intervention policy must include the standards for using Emergency Safety Interventions, information on how to file a complaint through the local dispute resolution process, and the contact information for Families Together (www.familiestogetherinc.org / 888-815-6364) and the Disability Rights Center of Kansas (www.drckansas.org / 877-776-1541). Once Form #C133 is complete, the original should be placed in the student's permanent record file and a copy should be provided to the parent(s)/guardian(s) and the principal.

After an emergency safety intervention incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. If a parent requests a meeting to discuss an emergency safety intervention incident, the meeting must be called within 10 school days. The time for calling this meeting shall be extended beyond the 10 school day limit if the parent is unable to attend within that time period. The parent shall determine whether the student shall be invited to participate in the meeting. For students who have an individualized education program (IEP) and are placed in a private school by a parent, a meeting called by the parent must include the parent and the private school, who shall consider whether the parent should request an IEP team meeting. If the parent requests an IEP team meeting, the private school must help facilitate such meeting. The focus of any meeting convened shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

Training

A continuum of professional development options are available to schools to meet their individual needs regarding behavior interventions.

- Level 1- School Wide Positive Behavior Support
- Level 2- Primary Considerations, Secondary Strategies, and De-Escalation Methods for Responding to Behavior Concerns
- Level 3- Function-Based Behavior Support Planning
- Level 4- Emergency Safety Interventions (Safe Crisis Management)

Two St. Joseph staff members are trained annually by the Associate Superintendent for Student Services, who is a Safe Crisis Management (SCM) trainer.

Dispute Resolution

In the event a parent is concerned about the use or implementation of Emergency Safety Interventions the parent should contact the Principal, Pastor or School President to attempt to resolve the problem informally.

If the problem is not resolved to the parent's satisfaction, the parent has the right to file a formal complaint, within 30 days of the ESI incident, with the Principal, Pastor or School President. Upon receipt of a formal complaint, the Principal or President will appoint a school administrator to complete an investigation of the parent's complaint, maintaining confidentiality. The investigator will prepare a report with findings and recommendation for resolution. The Principal, Pastor, or School President will mail the written findings of fact and the proposed resolution to the parent and KSDE within 30 days of receiving the complaint. In the event the parents are dissatisfied with the findings and proposed resolution, the parents may forward the information to KSDE and proceed with the state administrative review process.

Reporting

Incidents of the use of Emergency Safety Interventions will be reported to KSDE semi-annually through KAN-DIS, a secure web-based application. Reports to KSDE will include the following:

- KIDS Student ID number
- If the student had an IEP at the time of the incident
- If the student had a 504 plan at the time of the incident
- If the student had a BIP at the time of the incident
- Date of incident
- Type of incident (seclusion or physical restraint)
- Duration of incident

VI. LUNCH PROGRAM

St. Joseph is proud to offer hot and cold lunch options to all students. All menus are analyzed for nutritional content and meet the USDA guidelines for the age of the students.

Parents may eat in the cafeteria with their children. Please notify the school office by 8:30 AM the day of, if you want to order a school lunch. The menu for each month is available on the school website.

The lunch schedule may change due to field trips, programs, etc. Please call to confirm time if visiting.

USDA is an equal opportunity provider and employer.

VII NURSE'S OFFICE, HEALTH/ATTENDANCE POLICIES

The school nurse is available Monday through Friday 7:30 A.M. to 3:20 P.M. All calls concerning absences, tardies, appointments and homework should be directed to her at extension 4526. All calls to the school before 9:00 A.M. will be answered by the nurse. If you have other questions, please call the school secretary after 9:30 A.M.

Attendance is important to ensure the most benefit from the St. Joseph academic program. Compulsory attendance is a statutory requirement in Kansas. St. Joseph complies with State Regulation Policies regarding attendance. Please keep this in mind when planning family trips and vacations. While situations arise that cannot be avoided, with careful planning and consideration, most can. Every effort is made to support students when class is missed. Students have three days to make up missed work. Access to homework is available on the teachers google classroom. Parents and/or older students should contact teachers in the event of extended absences.

St. Joseph defines excused absences as:

1. Personal illness- a doctor's note will be required after three consecutive days of illness.
2. Serious illness or death of a family member- accompanied with a note from a parent or guardian.

3. Any activity sanctioned by the school requires absence during the regular school day.
4. Emergency situations requiring immediate action.
5. An absence, which has been presented in writing and approved in advance by the administration.

When a child is absent from school, we request that the parent call the school nurse before 9:00 AM to report the child's illness or family-related absence. Voicemail messages can be left 24 hours a day.

Absences and tardies are counted as follows:

- Arrival 7:55 AM – 9:55 AM = Tardy
- Arrival after 9:55 AM = ½ Day Absence
- Arrival after 1:00 PM = 1 Day Absence
- If gone from school over 2 hours for any reason = ½ Day Absence
- Leaving for the day after 9:55 AM = 1/2 Day Absence
- Leaving for the day before 9:55 AM = 1 Day Absence

A conference may be required with the student, parent or guardian and administration to address any concerns about attendance and to develop a plan to ensure the student's success.

Appointments

Regardless of the situation, no student is allowed to leave the school premises without written permission or a parent/guardian phone call in advance. In case of emergencies, parents should contact the school office. A parent *must* sign out the student in the office before leaving and upon returning. Students will only be released to parents/guardians, unless written permission is given in advance. ***Do not*** go directly to the child's classroom. Please report to the office and your child will meet you there.

If a student leaves the premises without permission he or she will be considered truant and disciplined accordingly.

Tardiness

Being punctual is the student's first step in his responsibility to school. It is equally the responsibility of the parent to guide the student in the

importance of being on time. **If a student accumulates 5 tardies in one quarter, the student and family will be notified of the tardies. If tardies continue to be a problem, a meeting will be scheduled with the family to discuss any issues related to the family being tardy and a plan may be enacted.**

Immunization

Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and St. Joseph may reserve the right to deny admittance.

You can access the most current Kansas Certificate of Immunizations located on the nurse's page on our school website to view requirements or you may contact your child's physician to make sure your child is in compliance prior to the beginning of the school year.

School Health Services

In addition to giving first aid, the school nurse performs screening tests, evaluates the medical history, the physical conditions and their impact on the child's learning style and behavior pattern.

All students are to have on file in the nurse's office a student emergency form listing parents, babysitters, doctors and any information needed to help the child. Every effort is made by the nurse to notify the parent of the child's physical and mental health problems by phone, letter or conference.

If a child becomes ill during the school day, you will be called by the school nurse. Students are not allowed to call home to have parents pick them up, but they will be sent to the nurse who will call you if she feels the child needs to be sent home.

Any child who has a fever above 100° is to remain home for 24 hours of normal temperature (without Acetaminophen) before returning to school. Students with the following symptoms are excluded from school:

- Temperature of 100° and above
- Severe colds, coughing, sneezing
- Upset stomach, vomiting, diarrhea
- Sudden appearance of rash, uncomfortable skin conditions
- Suspicion of contagious disease
- Red or discharging eyes

Please notify the nurse if your child has sutures, a cast or other incapacitating injury limiting their activity. Your child will be excused from Physical Education class or recess periods when a note from a parent is sent to school. A note can excuse your child for a maximum of five days. A note from your physician is required for your child to be excused for more than five days.

Parents should also be aware that all school personnel are bound by Kansas state law to report incidences of possible child abuse or neglect. See Archdiocesan policy #7340

Medications at School

School personnel must have parental consent and a physician's order to dispense prescription medications. Over the counter medication will be dispensed only if the Medication Request and Permission Form is signed by the parent/legal guardian and/or physician. For all medication, the original container, appropriately labeled, must be provided. If a medication is ordered three (3) times a day, this can usually be given at home in the morning, after school or dinner time, and at bedtime.

All medication, prescription and non-prescription, is to be brought to the nurse's office immediately upon arrival to school and will be maintained in the nurse's office and dispensed according to label instructions and at the discretion of the school nurse. If it is necessary for the student to retain possession of medication (i.e. inhalers), this must be discussed with the school nurse, requested in writing via the Medication Request and Permission Form and approved by your child's physician.

The Nurse will have regular strength Acetaminophen (generic Tylenol), Ibuprofen (generic Advil), Tums, topical antibiotic ointment, topical cortisone ointment, calamine lotion, and Benadryl. If you want your child to have any other type of over the counter medication at school, you must provide it in the original container and it must be checked on the Medication Request and Permission Form or accompanied by a signed note from the parent.

St. Joseph reserves the right to refuse to administer prescription and over-the-counter medication.

Students in selected grades are screened for vision and hearing. You may request additional screenings at any time if you feel there is a problem. Parents are notified by letter or phone if any problems are seen.

Parental Consent and Release Form

Any parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information in Form #C118, available from the nurse.

VIII. ST. JOSEPH SCHOOL DRESS CODE

Uniforms must always be worn in a modest and appropriate fashion. This includes having shirts tucked in. The uniform is to fit in traditional fashion. Under or over sizing and sagging/bagging are not permitted. Uniforms should be clean and unstained. The school uniform will be worn by grades K-8 starting the first day of school.

All plaid uniform items must be purchased from our uniform company:

Tommy Hilfiger

<https://www.globalschoolwear.com/school/STJO67>

Items purchased from other retail outlets must follow the guidelines outlined below. Warnings will be sent home for dress code violations. After three warnings students will serve a detention for all subsequent violations.

Boys' Uniform

Slacks must be solid navy with navy stitching and no logos. Slacks may be cotton or cotton/poly blend, pleated or flat front. No rivets or external patch pockets are allowed. **Pants must be worn with a plain navy blue, black or brown belt, second through eighth grade.**

Shorts must be solid navy with navy stitching and no logos. Knee length shorts may be cotton or cotton/poly blend, pleated or flat front. No rivets or external patch pockets are allowed. Shorts must be worn with a belt, second through eighth grade. Shorts may be worn during the months of August, September, October and a Spring date will be announced pending weather conditions.

Shirts must be primary red, navy or white, short or long-sleeved, no logo, polo style shirts with two or three buttons. Tailored white dress shirts with white or clear buttons may be worn. Fold-down turtlenecks in the above colors are allowed-no mock turtlenecks. Short-sleeved undershirts must be white and have no print or logos that show through the top shirt. Long sleeved undershirts worn under short sleeved shirts must be the same color as the over shirt. Shirts must be tucked in at all times.

Sweaters and sweatshirts worn during school are to follow the following guidelines. Sweatshirts worn in the building and church can be the St. Joseph school crewneck, ¼ zip sweatshirt, or a St. Joseph Spiritwear crewneck. A uniform shirt must be worn under these sweatshirts. The St. Joseph hooded sweatshirts are considered outerwear only.

Primary red, white or navy knit sweaters, button or pullover, without hoods are allowed.

Tennis shoes with white athletic socks that show above the shoe are required for all students K-8. Tennis shoes should not detract from the look of the uniform.

Hair is to be neatly trimmed and kept from hanging below the eyebrows and over the ears. It should not touch the collar. Boys may not wear beards, mustaches or extremes in grooming such as dyed or bleached hair and sculptured haircuts.

Girls' Uniform

Blouses are to be solid white (no white on white patterns), short or long-sleeved (no three-quarter or cap sleeves) and tailored. Ruffles, lace, monograms or logos are not allowed. Polo-style knit shirts are to be primary red, navy or white with two or three buttons and no logos. Knit shirts may be long or short-sleeved, no three-quarter or cap sleeves. Long sleeved undershirts worn under short sleeved shirts must be the same color as the over shirt. Undershirts should be white with no logos that show through the over blouse. *All blouses and shirts must be the proper size and long enough to keep tucked into bottoms at all times.*

Plaid uniform items must be purchased from Tommy Hilfiger Uniforms. Girls in grades K – 4 wear the plaid uniform jumper or navy blue/plaid skort (skort guidelines are below). Girls in grades 5 – 8 wear the plaid uniform skirt. Skirts, jumpers and skorts must be no shorter than three and one half inches above the knee when kneeling. **Hems should be lowered as the student grows throughout the year. Parents will be notified of skirts that are too short in length.**

Skorts may only be purchased from Tommy Hilfiger Uniform . Only girls in grade K-4 may wear the Tommy Hilfiger Uniform skorts.

Slacks and shorts must be solid navy with navy stitching and no logos. They may be cotton or cotton/poly blend, pleated or flat front. No rivets or external patch pockets are allowed. Slacks and shorts must be worn with a plain navy blue, brown or black belt (second-eighth grade). Appropriate navy shorts (not short shorts) may be worn during the months of August, September, October, and Spring date will be announced pending weather conditions.

Tennis Shoes with white athletic socks that show above the shoe are required for all students K-8. Shoes should not detract from the look of our uniform. *No boots.* White, navy or red knee socks or tights are also acceptable for girls with tennis shoes during cold weather. Navy blue leggings may be worn.

Sweaters and sweatshirts worn during school are to follow the following guidelines. Sweatshirts worn in the building and church can be the St. Joseph school crewneck, ¼ zip sweatshirt, or a St. Joseph Spiritwear crewneck. A uniform shirt must be worn under these sweatshirts. The St. Joseph hooded sweatshirts are considered outerwear only.

Primary red, white or navy knit sweaters, button or pullover, without hoods are allowed.

Hair Girls may not have extremes in grooming such as dyed, bleached, colored hair, or sculptured haircuts. Hair accessories must not detract from the look of the school uniform.

Jewelry & Body Modifications Boys & Girls

Body piercing (other than ears for girls) and tattoos (permanent and temporary) are not allowed.

Jewelry that becomes distracting or excessive may not be worn.

8th Grade Dress Uniform

On special event days, 8th grade students will be required to wear dress uniforms. The dress uniform for boys consists of a white long sleeve dress shirt, tie, long uniform pants and tennis dark (brown or black) dress shoes with dark socks. For girls the dress uniform consists of a white long sleeve blouse (no 3/4 length sleeves), plaid skirt, navy tights and dark (solid brown, black or navy) dress shoes.

Dress Down Days

Dress-down days and JagTag days are special days that are earned throughout the year when students may wear casual clothing. Middle School students may earn JagTag passes for reaching their VBF (Virtue Based Formation) goal. JagTag passes are only allowed on Thursdays. Appropriate length shorts may be worn the months of August, September, October, and announced Spring date. T-shirts, denim jeans, joggers, or appropriate length shorts are acceptable on dress down. No short shorts or leggings. Students will be sent home with inappropriate clothing or parents will be called to bring a change of clothes.

For all students, students should not wear T-shirts with logos and print deemed unacceptable. Pajama pants, boxer shorts and spandex shorts are not acceptable. Excessive torn or frayed clothing is not allowed. **Tennis shoes only.** No flip flops, sandals or boots. Students may wear their uniform on dress-down days. Shoulders should be covered. No halter, tank tops or tops with spaghetti straps are allowed. Shirts should be long enough to cover the midriff with movement. Clothing should be modest.

Students will be required to call home for proper attire if the above guidelines are not followed. A student's Dress Down privileges may be revoked for not abiding by the above guidelines. We appreciate your cooperation on Dress Down Days. Administration reserves the right to determine compliance with the Dress Code any school day.

XI. PARTICIPATING MEMBERSHIP AND TUITION

Our Parish school is a beautiful product of the parishioners who understand the importance of their Catholic faith and tradition. Our relationship with the Church is very important when placing children in our school. If inactive and poorly supported, a parishioner, by definition, does not share in the mission of the Church and therefore, the School. Thus all school families, to be considered a 'supporting' household of the Parish, should readily display the following three activities of an active, practicing Catholic:

1. Regular attendance for the family at Mass on weekends and Holy Days.
2. Sacrificial giving to the Church through the 'regular use' of the Sunday envelope.
3. Sharing of one's time and talent in and around the Parish and School community.

A \$200 non-refundable registration fee per student is due at time of spring application. This fee is non-refundable unless one moves out of the parish after enrollment.

To receive, "In Parish" tuition, one must be a currently enrolled and contributing family for at least six months:

Active supporting member tuition rate:

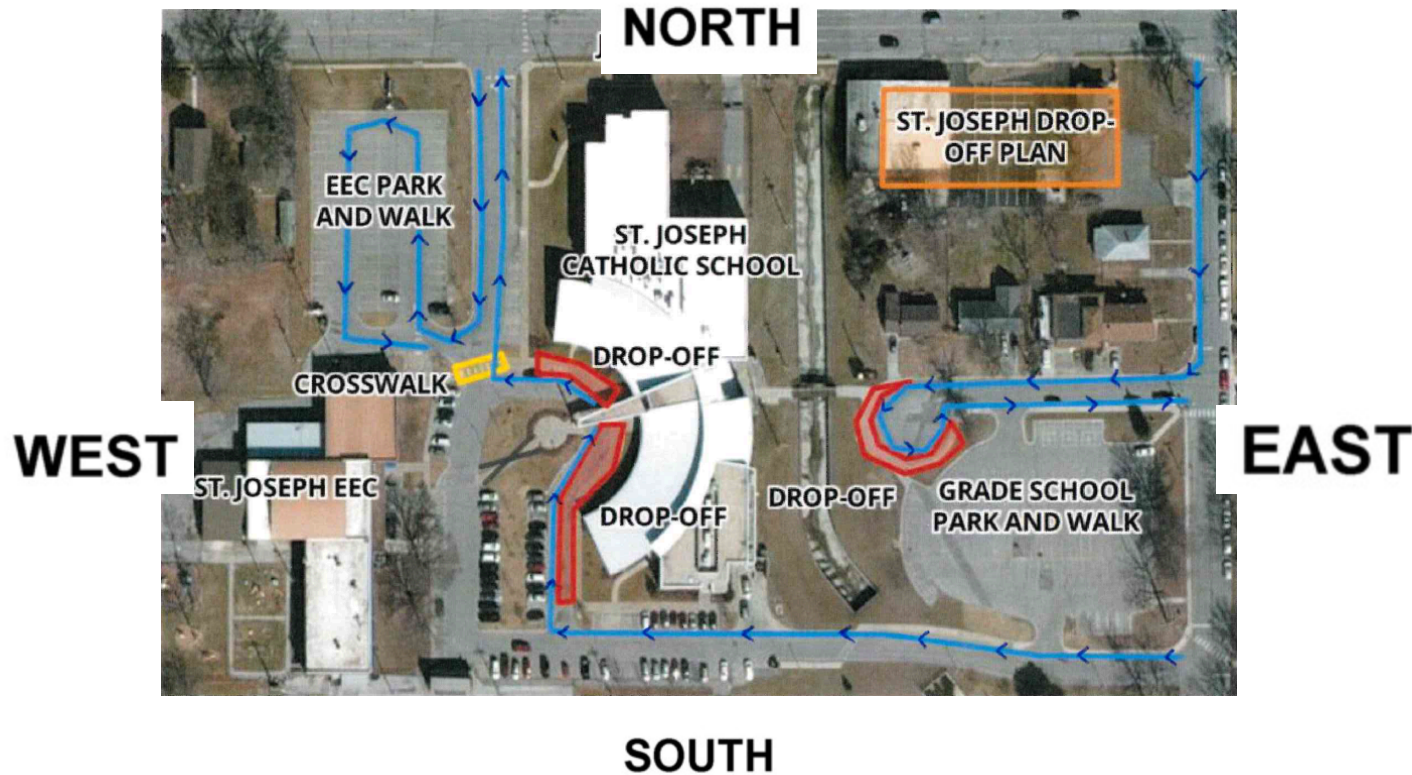
In Parish

One child in family:	\$ 4,970
Two children in family:	\$ 8,164
Three+ children in family:	\$ 10,215

Out of Parish

Per Child	\$ 7,750
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Student Drop-off A.M.



St. Joseph Education Center Drop-Off -

Students may begin entering the building at 7:30 A.M.

East side drop-off- St. Joseph School families dropping off on the east side of the building should enter from Flint Street and follow drop-off procedures for the east circle drive. Parents are requested to avoid left-hand turns onto Flint Street after dropping off. Parents may also park in the east lot and students may walk into the building through the east doors.

West side drop-off- Parents dropping off students on the west side of the building should enter from 59th Street and drop off in the west circle drive. Parents may enter from Johnson Drive and park in the parking lot north of the EEC. Students and parents will then use the crosswalk and enter through the west front doors.

Please do not enter from Johnson Drive and attempt to make a left hand turn into the traffic line in the west circle drive. Parents may enter from Johnson Drive on Bond and drop students off in front of the EEC, however, students should then use the crosswalk to enter the building through the west main entrance. Parents should then head along the south side of the building and exit onto Flint. Parents are requested to avoid left hand turns on to Flint if traffic is backed up.

Reserved Parking for EEC- Parents bringing children to childcare must park and walk their child(ren) into the EEC. Reserved parking spaces are designated for EEC drop-off only. St. Joseph students arriving with children going to the EEC should then use the crosswalk to get to the Education Center.

Student P.M Pick-Up

Please follow the following guidelines:

- Park in your assigned lot according to your oldest child's grade level.
- Be parked by 3:10. All cars should be pointed in a direction that will allow them to pull forward. We do not want any car backing out to exit the parking lot.
- Stay with your car. You may wait outside of your car for your student, but you must be by your car.
- When you have all children that belong in your car, please enter your car. Wait until you are told to begin the exit process.
- When all students are safely in their cars, a St. Joseph staff member will blow the whistle to dismiss cars. They will signal the first car to move forward. Do not pass or go around any car. Stay in a straight line and exit in an orderly manner.
- If you are going to turn on Johnson Drive to exit our campus, you must turn right. We have over 250 cars exiting at the same time, this will allow traffic to flow nice and safe as we all exit.

How do I know what lot I am assigned to?

- ❑ Park in the **WEST** lot (by the Early Education Center) if your oldest child is in kindergarten, first, second, third, or fourth grade **OR** if your only child is in kindergarten, first, second, third, or fourth grade.
- ❑ Park in the **CENTRAL** lot (between the school and the Church) if your oldest child is in fifth, sixth, seventh, or eighth grade **OR** if your only child is in the fifth, sixth, seventh, or eighth grade.

Example: If I have a kindergartener and a fifth grader - they will both come to the Central Lot.

