



*210 East Broadway  
Pierre, SD 57501  
Phone: (605) 224-7185  
E-mail - [stjosephschool@k12.sd.us](mailto:stjosephschool@k12.sd.us)  
Website - [stjosephpierre.k12.sd.us](http://stjosephpierre.k12.sd.us)*

Be it known to all who enter here that  
Christ is the reason for this school.

Published 2016

## **TABLE OF CONTENTS FOR SCHOOL HANDBOOK**

<b>ABSENCES</b>	<b>4</b>
<b>ASBESTOS HAZARD EMERGENCY RESPONSE ACT</b>	<b>10</b>
<b>ATTENDANCE POLICY</b>	<b>3</b>
<b>BIKES</b>	<b>13</b>
<b>BULLYING POLICY</b>	<b>6</b>
<b>CANCELLATION OF SCHOOL</b>	<b>11</b>
<b>CARE OF SCHOOL PROPERTY</b>	<b>7</b>
<b>CATHOLIC SCHOOLS' WEEK</b>	<b>14</b>
<b>CLASS PLACEMENT REQUESTS</b>	<b>6</b>
<b>CONDUCT AT SCHOOL/FUNCTIONS</b>	<b>6</b>
<b>CURRICULUM</b>	<b>3</b>
<b>CUSTODY ISSUES</b>	<b>9</b>
<b>DAILY SCHEDULE</b>	<b>3</b>
<b>DISASTER &amp; EMERGENCY PLANS</b>	<b>10</b>
<b>DISCIPLINE</b>	<b>6</b>
<b>DRESS CODE</b>	<b>7</b>
<b>EARLY DISMISSAL</b>	<b>4</b>
<b>EMERGENCY CONTACT FORM</b>	<b>9</b>
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT</b>	<b>15</b>
<b>FEES - ATTENDANCE</b>	<b>3</b>
<b>FIELD TRIPS</b>	<b>12</b>
<b>FINES</b>	<b>12</b>
<b>FUNDRAISERS</b>	<b>13</b>
<b>GRADING SYSTEM</b>	<b>5</b>
<b>GUIDANCE POLICY</b>	<b>8</b>
<b>HOME AND SCHOL ASSOCIATION</b>	<b>13</b>
<b>HOMEWORK</b>	<b>11</b>
<b>IMMUNIZATIONS</b>	<b>14</b>
<b>INJURIES AND ILLNESS</b>	<b>9</b>
<b>KINDERGARTEN</b>	<b>6</b>
<b>LEAVING THE SCHOOL GROUNDS</b>	<b>9</b>
<b>LIBRARY</b>	<b>5</b>
<b>LUNCH AND NOON BREAK</b>	<b>11</b>
<b>MAKE-UP WORK POLICY</b>	<b>4</b>
<b>MEDICATION USAGE</b>	<b>10</b>
<b>MESSAGES AND CALLS</b>	<b>11</b>
<b>NONDISCRIMINATORY POLICY STATEMENT</b>	<b>2</b>
<b>PARENT-TEACHER CONFERENCES</b>	<b>5</b>
<b>PARTIES</b>	<b>12</b>
<b>PEANUT FREE SCHOOL</b>	<b>12</b>

<b>PETS/ANIMALS IN THE CLASSROOM</b>	<b>12</b>
<b>PLAYGROUND RULES</b>	<b>8</b>
<b>PROBLEM SOLVING</b>	<b>6</b>
<b>RELIGION</b>	<b>4</b>
<b>RELIGIOUS PRACTICES</b>	<b>5</b>
<b>RETENTION</b>	<b>6</b>
<b>SAFETY - PARKING LOT AND STREET CROSSING</b>	<b>13</b>
<b>SCHOOL COUNCIL</b>	<b>12</b>
<b>SCHOOL PICTURES</b>	<b>12</b>
<b>SENDING MONEY TO SCHOOL</b>	<b>12</b>
<b>SEXUAL HARASSMENT</b>	<b>13</b>
<b>ST. JOSEPH SCHOOL PHILOSOPHY</b>	<b>1</b>
<b>STUDENT ATTENDANCE FOR YOUTH PROGRAM EVENTS</b>	<b>4</b>
<b>TAT MEETINGS</b>	<b>6</b>
<b>TESTING</b>	<b>5</b>
<b>TRANSPORTATION</b>	<b>13</b>
<b>VEHICLE SAFETY</b>	<b>12</b>

## **SAINT JOSEPH SCHOOL PHILOSOPHY**

As Catholic School Educators we believe that students, like ourselves, are pilgrim people, making their journey through this life with a constant focus on the Kingdom of God. We further believe that we have a special responsibility to encourage each student to achieve his/her potential. We work to stimulate the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In order to provide the best learning environment for children and to meet their needs, parents and teachers are to have dialogue and students are to adhere to the decision of the parents and educators. Saint Joseph School strives to maintain excellence in preparing the students to live successful lives in this world based on gospel values so their eternal destiny with God will be assured.

In collaboration with the primary educational agencies, the family, the state, the Church, and the Pierre Public School system, we provide for the physical, social, intellectual, and moral development of our students. We offer a state-accredited curriculum within a Catholic environment, regular religion classes, and worship services.

Our curriculum, which flows from the above philosophy, offers a guide by which to live, a goal toward which to strive, and a promise of lasting success.

## **PARENTS - TEACHERS - STUDENTS**

The sacredness of the parental vocation places the primary responsibility of educating the child with the parents. Saint Joseph School and its staff are a resource to assist parents in fulfilling this responsibility. Each child is a unique and special member of God's family. Education at its optimum requires a cooperative effort of parents and teachers, both recognizing and appreciating this uniqueness and specialness, and dedicating their energies to helping the child develop fully in mind, body, and spirit. We invite the parents to work closely with the staff of Saint Joseph School so that through a cooperative effort of all, the child may reach his/her full potential. In addition, the parents should provide on-going detailed interest in their child's progress.

The parents, students, and staff of Saint Joseph School are considered a community that is joined together to help each other in the learning process that should and can be a joyous venture as well as an act of love. Because this is an act of love, it requires a resolve on the part of everyone to work together for the good of one and all.

**ST. JOSEPH SCHOOL**  
**NONDISCRIMINATORY**  
**POLICY STATEMENT**

"All of the parochial schools of the Diocese of Sioux Falls admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at any of the parochial schools in the Diocese of Sioux Falls. None of the schools of the Diocese of Sioux Falls discriminates on the basis of race, color, national and ethnic origin and administration of their educational policies, admissions policies, scholarship loan programs, and athletic and other school administered programs."

**DIOCESAN BOARD OF EDUCATION**  
**SIOUX FALLS, SOUTH DAKOTA**

The above Policy Statement was approved by the Diocesan Board of Education and the St. Joseph School Council.

**NO CHILD WILL BE REFUSED ADMISSION TO ST. JOSEPH SCHOOL FOR FINANCIAL REASONS. HOWEVER, CATHOLIC EDUCATION REQUIRES SOME KIND OF SACRIFICE OF TIME, TALENT AND TREASURE.** The Parish Finance Council and the St. Joseph School Council will do everything possible to assist families who have financial needs. If assistance is needed, please contact the principal or priest before the school year starts.

## **DAILY SCHEDULE**

7:55 AM - School starts  
8:00 AM - Mass (twice weekly grades 1-5)  
11:15 AM - Lunch Break (K, 2)  
11:40 AM - Lunch Break (1, 3)  
12:05 PM - Lunch Break (4, 5)  
11:55 PM - Classes Resume (K, 2)  
12:20 PM - Classes Resume (1, 3)  
12:30 PM - Classes Resume (4, 5)  
3:00 PM - Dismissal (All Grades)

## **CURRICULUM**

Saint Joseph School offers a state-accredited curriculum taught by certified teachers. The focus is on integrating a faith dimension to the SD Common Core Standards. The curriculum includes: Religion, Language Arts, Math, Computer, Social Studies, Art, Science and Health. Instructors with specialized training teach Music and Physical Education. Students are also provided the opportunity to participate in curriculum activities in conjunction with the Pierre Public School as follows:

Title I: Reading Recovery funds are primarily used to provide for struggling first graders. These Reading Recovery students are chosen through a screening process. When funds allow, literacy or math groups may be formed for other grades.

Learning Variations: Students referred to the principal for possible participation in the Learning Variations Program are tested by and receive services, if they qualify, through the Pierre Public School.

Occupational Therapy: Occupational therapy is a related service designed to compliment the educational process in meeting a specialized student's individual needs as required by an I.E.P. Emphasis is placed on teaching functional skills related to daily living (dressing, feeding, grooming) and teaching coordination skills so the child can be as independent as possible.

Speech/Language/Hearing Services: Speech/language/hearing screening is provided following a parent or staff referral. Services are provided through Pierre Public Schools to those who qualify.

## **FEES - ATTENDANCE**

The attendance fee for kindergarten through 5th grade students is set by the school council annually. Families are notified and must provide written notice to the school of the method the tuition will be paid. There is a fee pay schedule. Notice of delinquency will be delivered to the families at a minimum of twice yearly. Unless other arrangements have been made during the school year, tuition fees that have not been paid by the end of June may be turned over to a collection agency.

## **ATTENDANCE POLICY**

A student's contribution to and achievement in class are directly related to attendance. Parents and students must understand that students miss an essential portion of their education when they are absent or tardy for classes. South Dakota law requires all children to be in **regular** attendance in schools.

Therefore, excessive absences are cause for concern and will require intervention by the administration.

Excessive absence from school is defined as twelve or more days absent and/or twelve or

more late arrivals. At twelve days absent and/or twelve late arrivals, parents will receive a letter indicating the total days absent and the total number of late arrivals recorded. At 15 days absent and/or 15 late arrivals, parents will receive a second letter indicating the total days absent and the total number of late arrivals recorded. At this time, the pastor and principal will decide whether or not to notify the State Attorney.

### **ABSENCES**

The school office must be notified by 7:55 AM if a student is unable to attend school due to illness or other emergency. Please feel free to leave a voice mail message. If parents have not called by 7:55 AM, school personnel will make every effort to contact the parents. Additionally, parents must send a signed and dated note on the day the child returns to school explaining the reason for the absence.

Should it be necessary for child to be absent for a reason other than illness, arrangements must be made with the teacher and principal in advance. Medical and dental appointments should be scheduled before or after school whenever possible.

### **EARLY DISMISSAL**

When a student is to be dismissed early, a note signed by a parent/guardian must be sent to the teacher. No student will be dismissed until a parent/guardian arrives at the classroom.

### **STUDENT ATTENDANCE FOR SPECIFIC YOUTH PROGRAM EVENTS**

It is the position of the St. Joseph School Council that in accordance with South Dakota Law 13-27-6.1, an elementary pupil shall be eligible to be counted for school attendance up to five days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value.

The parent or guardian must contact the principal in advance of the event and the excused absence must be approved by the principal of St. Joseph School.

If the parent or guardian does not agree with the determination that person may appeal such decision to the St. Joseph School Council.

**MAKE-UP WORK POLICY** – School work missed because of an absence must be made up. Unless other arrangements are made, the student will have the number of days absent to complete make-up.

### **RELIGION**

All students participate in a Religion class daily. All students, both Catholic and non-Catholic, receive this training as one of the core subjects. In addition, Catholic values will be lived throughout the day so our students, the “Kids of Christ”, will understand that religion is not a subject to learn, but a life to live.

The main goal is to assist the students in their lifelong process of learning to know, love and serve the Lord. Ultimately, this will help each child realize their own uniqueness and see Jesus in others.

Throughout the school day, the students will be taught Roman Catholic traditions, beliefs, values and practices. The tenets of the Roman Catholic faith are taught and integrated throughout the curriculum.

## **RELIGIOUS PRACTICES**

Ever mindful of the fact that Saint Joseph School is not simply a private school, but is a school proudly built upon the foundation of the Roman Catholic Church and her traditions and teachings, our Roman Catholic identity will be woven into the everyday life of the school.

Students in grades 1-5 attend and participate in Mass at least twice weekly, once with their class and once for a Mass in which the whole school participates. Additionally, students participate in many other types of prayer throughout the year.

We are honored by the presence in our school of students, families and staff who are from a protestant tradition. We celebrate their baptismal life and rejoice in our common Christianity; their presence and life is a profound blessing to our school.

Keeping in mind that the devotions, traditions and sacramental which we celebrate are meant to support and give meaning to our common baptism, it is our expectation that all students and staff who have been baptized will participate in the religious life of our parish school to the degree they are allowed by the Church.

While some of our students and staff members may not be able to receive Eucharist or celebrate the Sacraments of the Catholic Church, we will kneel together to pray at Mass, pray together the Scriptural devotion of the rosary, receive together the ashes of Lent and participate together in any other prayers or devotions which are the graced birthright of the baptized. They are also the beating heart of life at St. Joseph School.

## **LIBRARY**

Each class has a library period. Books are checked out for two weeks. Please return materials on time. Students will not be allowed to check out books until overdue books are returned or paid for. Report cards will not be issued until all fines are paid.

## **TESTING**

St. Joseph School participates in the state mandated assessments. The results are communicated to parents and are utilized for curriculum planning. Reading assessments are administered at least twice a year.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice during the school year. Parents are expected to attend both conferences. Parents are encouraged to contact the teacher to schedule special conferences whenever they feel there is a need.

## **GRADING SYSTEM**

All students are encouraged to reach their greatest potential. Each student is responsible for the satisfactory completion of all assignments. Report cards are given out at the end of each quarter. Report cards for kindergarten and first grade are standard based rather than averaged based. Parents/guardians are to sign and return them to each teacher. The grading system used in Saint Joseph School is as follows:

<b>Grades 3 - 5</b>	<b>Grades K - 2</b>
A Outstanding.....100 - 94	O Outstanding
B Above Average.....93 - 87	*P Proficient
C Average.....86 - 78	D Developing
D Below Average.....77 - 70	N Needs Improvement
F Failure.....69 -	

## **KINDERGARTEN**



Kindergarten registration applications will be accepted beginning in January for the following school term. All children entering Saint Joseph School kindergarten are recommended to participate in the kindergarten screening provided in collaboration with Pierre Public Schools.

### **PROBLEM SOLVING**

If parents wish to discuss a particular aspect of the child, we ask that they observe the following channels for communication: teacher, principal, pastor, and then Saint Joseph School Council.

### **TAT MEETINGS**

When a teacher recognizes a child is achieving below ability and/or grade level, a Teacher Assistance Team (TAT) meeting is held. Different strategies that may strengthen the student's skills are discussed and then implemented.

### **RETENTION**

When evaluating a student's need for retention, the principal, parents, and involved teachers shall make use of all available information including standardized and teacher-made tests, teacher observation of student performance and the Light's Retention Scale. The final decision for placement rests with the recommendation of the teacher and administrator. If the parents disagree or reverse the decision without agreement of the educators, the parents shall find an alternative educational setting.

### **CLASS PLACEMENT REQUESTS**

A request for class placement will be considered only if there is an extenuating circumstance of a serious matter and must be submitted by the end of May. Requests made for other reasons will not be considered, (child preference, recommendation from other parents, discipline procedure). Many factors are involved in making class assignments. Teachers, staff, administration, and other necessary resource people provide the information necessary to determine the best placement and balance within classes.

### **DISCIPLINE**

It is important that parents, students, and all staff work together to maintain a positive educational atmosphere, courtesy, respect and honesty are expected. Students will obey all staff members and adhere to classroom and school rules. Chronic or severe behavior problems may result in in-school suspension. The principal will notify parents of severe or chronic infractions.

### **CONDUCT AT SCHOOL/FUNCTIONS**

Students are expected to act responsibly and to show respect for themselves and others while attending activities at St. Joseph School and Pierre or Stanley County Public Schools. Conduct unbecoming of a student will constitute unacceptable behavior and corrective measures will be taken.

### **BULLYING POLICY**

St. Joseph School is dedicated to providing a Christ-centered education that allows all students to grow in their faith and acquire the necessary knowledge, skills, and attitudes to become life-long learners and productive Christian citizens with a constant focus on the Kingdom of God.

The St. Joseph School community believes every child is a gift from God, created in His image, and therefore shall be treated as such.

The St. Joseph School will not tolerate behavior that infringes on the safety of any student. A student shall not make threats, or engage in intimidation, stalking as defined in SD Codified Law chapter 22-19A, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

Any student who engages in bullying will be subject to the following disciplinary action:

- First offense-Report to the principal and take privileges away
- Second offense-Report to the principal, call parents and take privileges away
- Third offense-Report to the principal, meet with parents, take privileges away

Furthermore, retaliation against a student for asserting or alleging an act of bullying will not be tolerated.

Additional offenses may result in further discipline, up to and including suspension or expulsion.

Students are expected to immediately report incidents of bullying to a trusted adult and can be assured that the principal will investigate in a confidential manner. Reported incidents can also be in written form.

### **CARE OF SCHOOL PROPERTY**

Parents and school staff work together to help students develop a sense of reverence for property as well as for people. Students are to refrain from marking walls, doors, books and furniture. Stickers are to be placed only on personal property. Damage to school property will be charged to the student causing the damage. Students are responsible for picking items up off the floor at the end of the day and stacking chairs neatly in the corners.

### **DRESS CODE**

Timothy 2:9 states “dress modestly, with decency.” Therefore, SJS students’ dress and appearance should be neat, modest, and should not distract from the educational process.

### **Mass Days**

Students are encouraged to dress in clothes appropriate for mass. Therefore, the following guidelines must be adhered to:

#### **Tops**

No writing or logos (St. Joseph School is an exception)

Must have a sleeve and cover shoulders

Must completely cover torso without being too large

#### **Shorts/Pants**

Jean, khaki, or dress (zipper preferred)

Length of shorts must reach the middle of the thigh

Leggings must be worn with a dress or skirt

No writing extending across the seat  
No holes factory made or child made

## **Regular Days**

### **Tops**

Must have a sleeve and cover the shoulder  
Must completely cover torso  
Slogans must have a positive message

### **Shorts/Pants**

Length of shorts must reach the middle of the thigh  
Leggings must be worn with a dress or skirt  
No writing or designs extending across the seat  
No holes factory made or child made

If a student is found to be in violation of the dress code policy, the following will apply:

First Offense: Note will be sent home and may be provided clothes to wear

Second Offense: Note will be sent home, student may be provided clothes to wear, recess taken away

Third Offense: Parent called and a recess taken away

Clothing style may dictate an immediate revision to the dress code

## **GUIDANCE POLICY**

As an accredited school, Saint Joseph School has a state approved guidance policy. Classroom teachers are responsible for most of the guidance and counseling through the daily religion classes, attendance at Mass, and the spiritual dimension of the entire curriculum.

## **PLAYGROUND RULES**

1. In consideration of safety and liability concerns, students are **NOT** to bring hard balls, play guns, water pistols, pocket-knives, roller blades or skateboards to school.
2. Tackling games and games involving hard body contact are not permitted on the school grounds.
3. Snowballs and climbing on snow piles are prohibited.
4. No pushing/jumping from the top of any playground equipment.
5. Students are to remain on the playground and must obtain teacher permission to enter the building or to go into the street for a ball. If a child is to go home for lunch, the teacher and the office are to be notified by a parent/guardian.
6. Balls should be carried back to the playground and not thrown over the fence. If a ball continuously lands in the street or hits windows, students will be asked to play a different game.
7. Climbing the fence, retaining wall or basketball poles is not allowed. Hanging on or jumping up to the hoops is not allowed.
8. When the bell rings, everyone lines up. No balls are to be thrown after the bell rings.

9. Students are not to enter the building through the basement door or play in the back entrance of the school.
10. Church and rectory lawns are off limits for recesses and after school play

### **LEAVING THE SCHOOL GROUNDS**

At no time may a student leave the school grounds without permission from his/her teacher and the principal. Students leaving or refusing to come to school are considered truant. No child will be allowed to go home from school because of sickness without first notifying the parent and the office personnel.

### **INJURIES AND ILLNESS**

A parent will be notified if a child is seriously injured or becomes ill. A child running a temperature is sick and must be removed from school as soon as possible.

Students who are afflicted with a communicable contagious, and/or infectious disease or who are infected with communicable parasites or who are liable to transmit such a disease or parasite will be excluded from school attendance. A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis under the direction of the principal.

- In the case of:
- Strep Throat** – may return to school after having been on medication for 24 hours **and** there is no temperature.
  - Chicken Pox** – may return to school 7 days after onset **and** sores have crusted over.
  - Impetigo** – may return to school when treatment has begun **and** sores are covered.
  - Pink Eye** – may return to school 24 hours after being treated **and** eyes are no longer weeping.
  - Lice** – may return to school after being treated and nits are gone.

### **EMERGENCY CONTACT FORM**

The school requires the parent/guardian of each student to complete an emergency contact form. Please notify the office of any changes during the school year. It is important for this information to be accurate and updated so that the school can contact you in the event of an emergency.

### **CUSTODY ISSUES**

Accurate custodial information is collected through the application for acceptance process and is on file in the principal's office. St. Joseph School abides by the provisions of the Buckley Amendment with respect to the rights on non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child upon request. If there is a court order specifying that no information be given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

### **DISASTER & EMERGENCY PLANS**

The Civil Defense Office has installed a civil defense radio in Saint Joseph School. The test signals are broadcast the last Tuesday of each month. In case of impending disaster such as

tornado, flood, or nuclear blast, Civil Defense will broadcast using the following alert system:

A steady 3 to 5 minute tone means an emergency of significant magnitude is possible and this is an ALERT.

A wavering 3 to 5 minute tone means an actual attack or emergency and immediate shelter is to be found.

Drills for disaster and fire are held periodically. In case of **fire** everyone must leave the building and stay a safe distance from the school. In the event of a **tornado**, everyone must take shelter in the lower level of the family center. In the event of a **nuclear blast**, everyone must take shelter in the lowest level of the family center. In the event of a **flood**, everyone must report to a classroom on the upper level. If an **earthquake** occurs, everyone must move to an inner wall away from all windows preferably under sturdy structure. In the case of a **bomb threat**, everyone must move to the church basement until the appropriate action is taken. In the event of a **chemical spill**, everyone must leave the building and remain a safe distance from the area of the chemical spill.

If there is a **hostage/gun** situation in the school building, a code signal will be announced on the intercom. Teachers must lock their classroom doors and remain in their rooms. Evacuation of the building will take place only if advised by the police. Any staff member who can safely use a telephone must immediately call 911 and report the emergency. When possible, parents will be notified of these situations.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Asbestos hazard Emergency Response Act (AHERA) requires that all schools be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The St. Joseph School has a very limited amount of asbestos containing materials in the school building and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report which details the locations of these materials and the proper management procedures is available for public inspection during normal working hours in the Principal's office.

### **MEDICATION USAGE**

First –aid materials are in each room and in the school office. The administration of Tylenol (aspirin) or any other drug internally at school is not approved, as this is the responsibility of the parent or physician.

However, students who depend on Tylenol, aspirin, or any medication in order to stay in school will follow this procedure:

1. Prescribed medication must be in a container provided by the pharmacy with a label, which includes the date, name of student, name of medication, dosage and the doctor's signature. Forms are available at the medical clinics.
2. A Medication Form is available in the school office, which needs to be filled out by a parent or guardian in order for any medication to be administered.
3. Only trained school personnel will administer any medication.

## **CANCELLATION OF SCHOOL**

In case of severe weather or other school emergency, the official announcement for school closing will be aired over Pierre radio stations KCCR and KGFX. St. Joseph School calendar and emergency weather closing usually coordinates with the Pierre Public Schools.

## **MESSAGES AND CALLS**

Staff and students will not be interrupted for messages unless they are extremely urgent. Routine messages will be given to the teacher or student when class will not be disturbed. Students are not to use the office telephone except for emergencies.

## **HOMEWORK**

Staff and students will not be interrupted for messages unless they are extremely urgent. Routine messages will be given to the teacher or student when class will not be disturbed. Students are not to use the office telephone except for emergencies. Cell phones owned by students must be turned off and remain in the child's backpack.

## **PARTIES**

Personal party invitations, gifts, etc., should not be sent to school unless all children in the class are included. No sleeping bags or suitcases may be brought to school. Any treats brought should be chosen from the recommended list and the teacher notified before hand. Please be conscious of allergies within the classroom. Treats with peanuts, peanut butter, or made on the same equipment where peanut oil may be present will not be distributed.

## **LUNCH AND NOON BREAK**

St. Joseph School provides a well-balanced nutritional hot lunch program. Students in grades 4-5 may purchase extra milk. The lunch program operates under an eLunchroom system. If a student's account goes into a negative balance, the parent receives an email notification and note is sent home with the child. Payment is expected to be made the next day. There will be no refunds for unused lunch or milk tickets at the end of the 5<sup>th</sup> grade year. All other balances will carry over to the following year.

To help instill healthy choices in all children, sack lunches from home should contain a balanced meal. Pop, candy, and peanut products are prohibited from the lunchroom area. Lunches brought from restaurants are also prohibited.

Parents are welcome to join the children for lunch. Please notify the cooks by 9:00 a.m. and arrive on time. Lunches will not be served to anyone that has not called or is late. For their safety, smaller siblings must remain seated while in the lunchroom.

Free or reduced lunches are available for those qualifying under federal guidelines. The applications form is in your packet or can be picked up at the office. All information will remain confidential. Families are encouraged to check the guidelines to see if they qualify. Title funding is based on these numbers. Students with allergies or special dietary needs must submit an annual medical statement signed by a licensed physician each year.

## **PEANUT FREE SCHOOL**

To insure all children are safe at school, St. Joseph School is a peanut free facility. Please read labels and refrain from sending treats made with peanuts or peanut oil. Treats with peanuts, peanut butter, or made on the same equipment where peanut oil may be present will not be shared.

## **SENDING MONEY TO SCHOOL**

Money sent to school must be enclosed in an envelope with the child's name, grade, teacher's name, amount, and reason for payment.

Example:     Students' First and Last Name  
                  Grade \_\_\_\_ - Lunch/Milk/Fruit  
                  Teacher's Name & Grade

## **FIELD TRIPS**

Students occasionally participate in field trips as an extension of the classroom learning experience. A permission slip must be completed by a parent/guardian before a student will be allowed to participate.

## **VEHICLE SAFETY**

As mandated by our Diocesan insurance carrier, the following policy is to be adhered to whenever a school activity involves the use of a vehicle for transportation purposes. The goal is to reduce the number and severity of accidents by insuring that drivers are qualified and responsible, vehicles are safe to operate, and passengers are protected with seatbelts.

- Seatbelts must be worn at all times in vehicles.
- A Volunteers Driver's Form is to be completed by all volunteer drivers. If the review of this form indicates that a volunteer driver does not meet the criteria established by the Diocesan insurance carrier, the person shall not be allowed to drive.
- Drivers should take the on line Drivers' Safety Course. This can be found on the Sioux Falls Diocese home page.

## **FINES**

Students who lose or damage text/library books or damage school property/materials shall have fines levied against them. Fines will be determined by the teacher and the principal and must be paid prior to receiving final report card.

## **PETS/ANIMALS IN THE CLASSROOM**

Pets or animals may be brought into the classroom only when a parent and/or guardian can provide supervision. Animals cannot remain in the classroom beyond this time.

## **SCHOOL PICTURES**

A photographer will take individual pictures of all students twice a year. There is no obligation to purchase these photos. Information will be sent home with the students at the appropriate time.

## **SCHOOL COUNCIL**

The School Council is established to assist the pastor and the principal in the governance of the educational program of Saint Joseph School. Membership on the board consists of both elected and appointed persons. Anyone who wishes to receive a copy of the Saint Joseph School Council Constitution may contact the school principal.

## **HOME AND SCHOOL ASSOCIATION**

When "H" is Home and "S" is School, then H and S spell "Hands". How perfect a way to

symbolize the home and school working together; how many good things are accomplished. **HANDS** reach out to lead your child to knowledge. **HANDS** assist in character formation. **HANDS** point the way to God.

Every parent and teacher is expected to be an active member of the Home and School Association. Times and dates of the meeting will be announced on the monthly school calendar.

### **FUNDRAISERS**

SS. Peter and Paul parish heavily subsidizes the school. Therefore, the Home and School Association must partially reimburse the parish. These funds are raised through various fundraisers. It is essential that **all** families actively participate or pay a buy-out fee in ALL the fundraisers.

### **SAFETY - PARKING LOT AND STREET CROSSING**

Your child's safety is important to us. Please use extreme caution when driving through the parking lot. If children are on the playground when you come please use the Wynoka Street (rear) entrance and do not drive up to the school. For the safety of our children, when the cones are up, do not drive between them.

Please call the school if you know you will be late picking up students. After school, two teachers or aides will be on duty until 3:15 p.m. At that time, all children remaining will come into the building by the office and parents will need to come into the building to pick them up.

To insure protection for children coming to or leaving the school ground, they should be instructed to cross streets at light-controlled intersections. All streets surrounding the school have a high traffic volume and precaution must be taken to assure the children's safety.

### **BIKES**

Bikes must be parked in the rear of the school and not in the area where cars are parked. Bikes and scooters are to be **WALKED to and from** the school ground entrances. Scooters are to be folded up and carried into the rooms until school dismissal.

### **TRANSPORTATION**

The parents/guardian is expected to provide their own transportation to and from school. Students must not arrive at school until 7:40 a.m. and must be picked up promptly at 3:00 p.m. Students still on the school grounds at 3:15 must come to the office and be picked up there.

### **SEXUAL HARASSMENT**

The following policy on Sexual Harassment is a supplement to the policy established by the Diocese of Sioux Falls. A copy of the full policy of the Diocese is available from the principal's office upon request. Any inconsistencies shall be resolved in favor of the position taken by the Diocesan Policy.

**POLICY:** It is the policy of St. Joseph School that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of St. Joseph School may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy.



COMPLAINTS: Employees or students should report incidents of sexual harassment to the school principal. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

### **IMMUNIZATIONS**

St. Joseph School enforces the immunizations required by the South Dakota state law as follows:

*South Dakota Codified Law 13-28-7.1 requires students entering school or early childhood programs to present certification that they have been adequately immunized, according to the recommendations of the Department of Health. The law applies to all children entering school for the first time, including transfer students. Minimum immunization requirements are defined as:*

1. *Four or more doses of **diphtheria, pertussis and tetanus containing vaccine**, with at least one dose administered on or after age 4. Children 7 years and older needing the primary series are required to have Td and only need three doses, with at least 6 months between dose two and three. If the child is 11 or older, the first dose should be Tdap and the second and third doses should be Td, with at least 6 months between two and three. Children receiving six doses before age 4 do not require any additional doses for school requirements. The maximum a child should receive is six doses.*
2. *Our or more doses of **poliovirus vaccine**, at least one dose on or after age 4; if four doses are administered prior to age 4 years, a fifth dose should be administered after age 4.*
3. *Two doses of a measles, **mumps, and rubella vaccine (MMR) or submit serological evidence of immunity**. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 day have elapsed since the first dose.*
4. *One dose of **varicella vaccine**. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature.*
5. *The additional immunization requirement for **kindergarten entry only** is two doses of **varicella vaccine**. Administer the second dose at age 4 through 6 years. The minimum interval between the two doses is 3 months. History of disease is acceptable with parent or guardian signature.*

*Note: **Haemophilus Influenzae B, Hepatitis A, Hepatitis B, and Pneumococcal vaccines** are recommended but not required.*

### **CATHOLIC SCHOOLS' WEEK**

As Catholics, we are called to share our faith, to build community, to be of service, **AND** to have fun!! At St. Joseph School, we provide an opportunity for our school community to live these four dimensions of Catholic Faith. Catholic Schools Week is our special time to celebrate who we are and who we hope to become. Catholic Schools' week, annually begins on the last Sunday in January, is a special and wonderful time for parents, children, and the entire Pierre Community to celebrate the joy of Catholic education and life. All parents are welcome to visit the school and join their children in having fun! The theme for Catholic Schools' week will be announced prior to the event.

The School Carnival for the children of the Pierre community is held at on the Saturday ending

Catholic Schools Week. Parents of St. Joseph School students will be expected to help work the carnival. It is important that ALL parents come together for this special event, to share our faith, to build community, to be of service, and to have fun...that is what we are about at St. Joseph School.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Schools must notify parents and eligible students annually of their rights under the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.