

**St. Joseph Christian School  
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## **Elementary Parent/Student Handbook School Year 2022-2023**



We consider the *SJCS Parent/ Student Handbook* to be a work in progress. SJCS reserves the right to make changes in policies and procedures as needed throughout the school year. These will be made available to students and families in the weekly announcements.

**Because the PDF online version of this handbook is searchable, it does not contain an index.**



# Welcome!

August 2022

Dear Students and Families,

Welcome to the new school year! As you have been preparing to send your children back to school, we have been busy preparing to receive them. We count teaching your children as one of our greatest blessings and thank you for giving us the opportunity to do so.

When people think of St. Joseph Christian School, we want them to think *first* of the Lord Jesus Christ. If we lift Him up, He will draw all men to Himself. Building upon a solid foundation of training students to know the Lord and understand His principles, we can offer an academic program that supports the teaching and learning of His truth. By imparting the knowledge and understanding that their lives are embedded in the sovereignty and eternity of God, we can help students discover the plans and purposes God has for each one of them.

Our prayer for SJCS students, staff, families, and friends is that we will want to know the Lord Jesus Christ and use our lives in such a way as to bring Him the honor and glory He so rightly deserves.

You will find this student handbook a very helpful document as you go through the school year. Many of the answers to your questions about SJCS can be found on the following pages, so we hope you will keep it handy and refer to it often. If you have other questions or concerns throughout the year, please do not hesitate to contact your child's teacher, the school secretary, your principal, or another of the administrative team. We believe good communication is key for a successful school year for everyone, so we are always glad to hear from you.

For His Glory,

SJCS Administrative Team

**Sections included in this handbook** (your search/find feature may be helpful in quickly locating information in the handbook):

- About SJCS
- Admissions
- Academics
- Attendance
- Activities
- General Behavior Expectations with Discipline Philosophy and Plan
- Dress Code
- All the Other Details
- School Safety
- Pre-Kindergarten and Kindergarten Supplements

# About SJCS

## **ACCREDITATION** *Board*

St. Joseph Christian School is fully accredited grades K–12 by both the Association of Christian Schools International (ACSI) and North Central Association of Schools and Colleges (NCA)/Cognia.

## **CHARACTERISTICS** *Board*

St. Joseph Christian School is a non-denominational school, grades pre-kindergarten through twelve, sponsored by the Area Ministers for Christ Corporation. Full- and half-day pre-kindergarten is available to children who turn three, four, or five years old by July 1. Kindergarten through sixth grade offers music, physical education, art, and technology classes in addition to regular studies and library/research skills. Fifth and sixth grade students are offered band as an optional course. Students have Bible class Monday through Thursday and Chapel on Friday. (This schedule may change occasionally.)

## **NON-DISCRIMINATION POLICY** *Board*

SJCS does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, sponsorship programs, athletic programs, and other school-administered programs.

## **HISTORY** *Board 8/2018*

In May of 1988, God gave a local Christian businessman, Joe Gregory, a great desire to see an accredited Christian school established in St. Joseph. Joe wasn't sure how to go about making it happen, but one day he found himself (literally) on his face before God in a hotel room in Texas. "God, please tell me if You want me to do something about a Christian school in St. Joe."

The Lord gave Joe a vision. Joe saw the Lord standing on an incline, in front of two doors of a school building. His arms were open wide, and children by the score were running toward the Lord and into the school. The Holy Spirit impressed upon Joe, "Let the children come to me and don't hinder them."

When Joe returned to St. Joseph, Pastor Ron Nichols, who served on the board of Area Ministers for Christ with Joe, showed him an ad in the St. Joseph newspaper, listing the old Everett school building for sale. Joe grabbed the paper out of Ron's hands and ran immediately to the school district office. He found he had only two to three days to offer a sealed bid for the building.

Joe secured a loan for \$40,000 and placed a bid of \$30,000 for the property, keeping back \$10,000 for expenses such as painting, purchasing desks, etc. The St. Joseph School District accepted Joe's bid, and the building became the property of Area Ministers for Christ, which soon became the parent corporation to St. Joseph Christian School.

Area Ministers for Christ established a committee to identify a school board to hire a principal. Now the board wondered, *Where do you go to find a Christian school principal?* One day Joe happened to be speaking to another local pastor who told him about the Association of Christian Schools International (ACSI). The board then arranged to interview several candidates for principal.

Mr. David Berry was hired as St. Joseph Christian School's first principal in July 1988. At that time, there was not a desk, chair, or telephone in the building! Within two months, however, through miraculous acts of God and by the work of His servants, the school was ready, and SJCS opened on September 12, 1988, with 135 students and ten teachers!

Throughout the years God's hand moved in more miraculous ways. In October 1990, the school held its first fundraising dinner campaign, "Invest in a Child." In 1991, the school held its first Grandparents' Day.

During the school year 1993/1994, SJCS undertook the hard work to become accredited with the

Association of Christian Schools International (ACSI) and the Committee for Accredited Schools Non-public, through the University of Missouri at Columbia. Our students were then eligible to participate in the Missouri State High School Activities Association (MSHSAA), giving them the opportunity to compete against public school counterparts in athletics, fine arts, and other competitions. Since then, students have also become eligible to receive the State of Missouri's Bright Flight Scholarship and participate in the National Merit Program.

When Mr. Berry left SJCS in 1998 to take a position as principal of a Christian school in the Cayman Islands, he wrote these words: "Throughout the (past) decade much has been accomplished at SJCS because of the work and prayers of countless, faithful friends. The Lord has done much. . . ."

Mr. Rich Fox became the new administrator of SJCS in the fall of 1998. Due to the school's incredible growth, Mr. Fox, at the direction of the school board, began to pursue a building program, which became known as the Nehemiah Project. Also, during his first year at SJCS, the school became accredited by North Central Association of Schools and Colleges. The brand new 8-man football team practiced on the school's asphalt playground and held games on a baseball field at Hyde Park that was adapted for the purpose!

God's faithfulness through the Nehemiah Project soon enabled the school to implement plans for the new facility. A prayer meeting was held to dedicate the new property, gift of an anonymous donor, at the corner of Gene Field and Bishop Roads. Imagine the surprise when construction began *down the hill*, at the corner of Gene Field and Riverside Roads! The One for certain, who was not surprised was the Lord Himself, who knew that all that "prayed for" dirt would need to be moved down the hill to provide solid footing for the new school building. Once again, His hand was in the details!

The elementary grades, staff, and teachers moved in the summer of 2002, with secondary students having access to the new gymnasium, football field, and track. Curriculum director, Mrs. Debbie Robertson, facilitated implementation of the Foundations and Frameworks reading program for elementary students in 2003.

Over the next few years, a media center and twelve additional classrooms were completed at the new campus and secondary faculty, staff, and students were able to move for the 2005/2006 school year. The "old building" at 14th and Olive Streets was closed and sold in the summer of 2005.

In the spring of 2006, Mr. Fox shared with the Board his sense that God was calling him to something new. Mrs. Lydia Zuidema became the new lead administrator of SJCS in the summer of 2006; Mr. Danny Maggart became the secondary principal, Mrs. Rose Dunlap the elementary principal, and Mrs. Connie Thornton the administrator of curriculum and instruction.

During school year 2007/2008, St. Joseph Christian School celebrated its 20<sup>th</sup> anniversary, offering thanksgiving for all that the Lord had done, including that our capital campaign for the new campus, \$7.9 million, was paid in full!

In the following years, the mag-lock system and security cameras were installed, and a school receptionist hired, the OneCall Now communications system was implemented, the school library was automated, and an aftercare program was established. Students continued to excel academically as well as in extra-curricular areas, often scoring several points above the state norms on standardized and college entrance exams, and receiving honors and advancing to state in athletics, scholar bowl and the arts.

In the beginning, SJCS used missions materials generated by The Association of Christian Schools International for a week of missions-focused activities, instruction, and outreach, as well as participating in the Operation Christmas Child shoebox program. When ASCI no longer provided these materials, the Lord led the administrative team in creating their own so that missions education, one of the school's core values, could continue. In the following years, students studied and raised money for a Native American school, a project in South Africa, Bethlehem Bible College, and a *Jesus Film* mission trip to Afghanistan for two high school Bible teachers, as well as serving in our own community as the hands and feet of Jesus.

The missions program of the school continued to grow as secondary students began conducting two community service days a year and all students, PK through 12<sup>th</sup> grade began raising funds for a clean drinking water well at Kind-Hearts School, Ethiopia. In total, the Lord used SJCS to raise over \$37,000 for the project and wove together the hearts of our students and staff with those half-way around the world in a very special way. In the spring of 2011, Mr. Maggart was the first administrator to travel with a group including our own high school students to Kind-Hearts School to see the well and

minister to children there. SJCS considers the development of our students' hearts for missions, which has carried them from serving in their local churches and the St. Joseph community to Guatemala, the Dominican Republic, Haiti, the Netherlands and wherever the Lord may lead, to be one of the Lord's dearest accomplishments through us.

In the fall of 2012, Mrs. Zuidema announced she would retire at the end of the 2013/2014 school year. During that year, Mrs. Zuidema and Mrs. Thornton led SJCS faculty and staff in completing preparations for an ACSI accreditation team visit in April. We rejoiced as SJCS was recommended for another 5-year cycle of accreditation.

The school family could think of no better retirement gift for Mrs. Zuidema than to send her on the spring mission trip to see the water well at Kind-Hearts, a journey she found "unspeakably moving, to see what the Lord has done!"

After a year-long search the board was led to hire Dr. Jason Tindol as the new superintendent of St. Joseph Christian School in 2014. The Lord continued to bless the school under Dr. Tindol's leadership. His dedication to building community relationships created many new opportunities for SJCS students and allowed new partnerships to form. During his tenure, SJCS implemented the FACTS Tuition Management Program, the SJCS Elementary Sports League, began a baseball program and developed an improved teacher/staff benefits package. Other new programs included Cisco Academy, a summer care program, and being designated as an A+ school.

In the summer of 2018 Dr. Tindol felt a strong call to serve at a Christian school in the state of Washington. Although this led to a sudden transition in leadership, God has continued to faithfully guide SJCS through this time. The SJCS Board made the decision to pilot a new structure for the SJCS administrative leadership. Mrs. Rose Dunlap and Mr. Danny Maggart would continue serving as elementary and secondary principals, respectively, while also serving as co-superintendents of the school.

As we pursue the vision of equipping students to impact their world for Christ, we are grateful for the improvements God has blessed us with to help us meet the challenges of educating 21st century learners. Multiple technology upgrades have been completed including new Chromebook labs for elementary and secondary students, new supercomputers for the secondary lab, and a new router system for the entire campus. Student support systems have been improved by adding elementary guidance classes to the role of the school counselor and offering academic support through the Creative Learning Center at no additional cost to families. We added the position of Fine Arts Director to provide additional leadership for this department, and the Fine Arts Boosters continue to provide great support for both the performance and visual arts. Another improvement is the recently completed Lions Athletic Center which provides abundant training opportunities for our student athletes. One other major upgrade was changing our student information system to FACTS SIS, which is integrated with FACTS tuition management. This system brings added convenience to our parents, enhances gradebook and communication capabilities for staff, and has allowed us to introduce online enrollment.

As we move forward, we want to make sure we seek God's vision for St. Joseph Christian School. We want our actions and decisions to be clearly driven by our core values: scholarship, Jesus Christ, character, and service. We pray that all we do will bring Him honor and glory.

Who could have imagined when the Lord told Mr. Gregory to "let the little children come" that He would work through the "little children" of St. Joseph Christian School to draw "little children" across town and around the world into His saving embrace? As we continue to lift up the Lord Jesus Christ, we are grateful that God in His sovereignty continues to bless the skills, talents, commitment, and prayers of the parents, teachers, staff, students, and friends of SJCS. As we rest waiting prayerfully, for the Lord's direction regarding a lead administrator, we look forward with eager anticipation to see what more He may do in us and through us as we follow Him!

## ESSENTIAL STATEMENTS *Board 6/2021*

The biblical responsibility for training a child rests completely on his/her parents/guardians and they are accountable to God for that training. By enrolling at SJCS, parents/guardians are delegating the responsibility of formal education to the school. The school board, faculty, and staff of SJCS humbly receive that responsibility, taking it seriously, and desiring to work with parents in building a solid foundation on biblical truths. The school cannot and will not replace the roles of the home and church. In fact, the child who benefits most from attending a Christian school is one whose parents faithfully participate in a Bible-teaching church and diligently train themselves and their family in the discipline and instruction of the Lord. It is very difficult for a Christian school to spiritually train children effectively without unreserved support at home.

It is vital, therefore, that parents/guardians understand clearly, and wholeheartedly support, the school's Essential Statements, as well as all policies and procedures provided in the student handbooks. Parents/guardians (and students 7-12), indicate they have read/reviewed the student handbook, including the Essential Statements, and are committed to uphold and abide by them by completing and signing the Essential Statements/Handbook Commitment page of online enrollment in FACTS each year.

### Statements of Purpose *Board 8/2013*

#### Vision

To glorify Jesus Christ by assisting the home and the church in equipping students to impact their world for Him.

#### Mission

To provide students a biblically based pre-k through twelfth grade educational program that strives for excellence in the development of young men and women who will know and serve Jesus Christ with all their heart, mind, and strength. SJCS will partner with families, churches, and the community to provide students a wide range of education, mission, and service opportunities, based on a biblical worldview.

#### Philosophy

St. Joseph Christian School is a non-denominational, private Christian school strategically located to serve pre-k through twelfth grade students from the Northwest Missouri/Northeast Kansas area. **The school's purpose is to partner with Christian families in their God-given responsibility to encourage, discipline, and instruct their children.** Based in a biblical worldview, instruction at SJCS builds in core curricula at the lower levels and expands to provide college-preparatory coursework at the upper levels.

#### Core Values: SJCS

**Scholarship:** Maximizing academic achievement for all students.

**Jesus Christ:** Encouraging all students to make Jesus Christ LORD of their lives.

**Character:** Encouraging development of Christ-like character in all students.

**Service:** Providing opportunities for all students to serve Jesus Christ by serving others.

### Statement of Faith *Board 5/2000*

#### The Word of God

The Word of God, in both the Old and New Testaments, is inerrant as originally given. It is inspired by God, and it is the complete revelation of Himself to man. It is the consistent, only word of God (2 Tim. 3:16–17; 2 Pet. 1:20–21; Rev. 22:18–19).

## **God**

There is one and only one living God. He is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit (1 Tim. 1:17; Matt. 28:19; Mark 1:10–11).

## **Jesus Christ**

Jesus Christ is the eternal, only Son of God, who was conceived by the Holy Spirit and born of a virgin birth. Jesus is truly God and truly man. He died on the cross as a substitutionary sacrifice. All who believe in Jesus by faith are justified on the basis of His shed blood on the cross. Jesus died and physically rose again after three days and ascended into heaven where He is exalted at the right hand of the Father. He will physically return to judge the world and establish His kingdom (John 1:1–3; Isa. 7:14; Matt. 1:18; 1 Cor. 15:3–4; 1 Tim. 1: 15–17).

## **The Holy Spirit**

The Holy Spirit is sent to indwell, guide, teach, and empower believers. The Holy Spirit convicts the world of sin, righteousness, and judgment (Acts 2:38; Eph. 1:13–14; 1 Cor. 6:19; John 16:7–8).

## **Mankind**

Mankind was originally created without sin and in the image and likeness of God. He sinned through disobedience and incurred physical and spiritual death. The eternal soul of a man is given at conception, and as eternal, will experience either eternal life in heaven or eternal death in hell, based upon one's relationship with Christ (Gen. 1:26, 27; Ps. 139:13–16; Jer. 1:5; Rom. 3:23; Rev. 20:10–15; 1 John 5:11,12).

## **Salvation**

Salvation has been provided through the death and resurrection of Jesus Christ for all who by faith believe in Him as Savior. All who personally accept Him as Savior are born again and receive the Holy Spirit, the gift of eternal life, and become children of God (John 1:14–18; 1 Cor. 15:3–4; Eph. 2:8–9; 1 John 5:9–13; John 1:12).

## **Statement of Positions** *Board 1988*

1. **Biblical Worldview** - SJCS defines “biblical worldview” as believing that absolute moral truths exist and that such truth is defined by the Bible.
2. **Creation verses Evolution** - SJCS believes that the universe was purposefully created by God to bring Him glory and not by random chance (evolution). Although SJCS board members personally believe in a literal six-day creation, affirming God's omnipotence to have created a fully mature world in six literal days (for example, we believe Adam was fully mature at creation, though only seconds old), we do not take sides in the debate between “old earth” and “young earth” creationists.
3. **America's Christian Heritage** – SJCS affirms the Christian heritage of the United States of America while acknowledging many political and societal failures in our nation's history.
4. **Education** – SJCS believes that the highest goal of education should be to honor and glorify Jesus Christ.
5. **Evangelism** – SJCS is committed to reaching the world with the gospel of Jesus Christ and resolutely asserts that faith in Jesus Christ is the only way to God (salvation).
6. **Marriage** – SJCS defines marriage as a sacred, life-long covenant between one man and one woman.
7. **Children** – SJCS affirms that children are a gift from God and that parents will give an account to God for the nurturing and training of their children.

8. **Family** – SJCS affirms the “nuclear” family as the building block of society, ideally comprised of two parents, a husband and a wife, and any children produced by their union or through adoption.

9. **The Sanctity of Human Life** – SJCS affirms a pro-life position regarding the unborn, the aged, and the mentally or physically challenged. SJCS resolutely stands against abortion, embryonic stem cell research, the “harvesting” of human embryos for any purpose, and euthanasia.

10. **Sexuality** – SJCS believes that heterosexual unions outside marriage, homosexual unions, sexual abuse of children, and the use of pornographic materials are sinful, deviant behaviors.

11. **Social Responsibility** – SJCS believes that Christians are called upon by God to defend and support the family, church, and government according to God's intended (biblical) purpose for each.

12. **Unity of the Faith** – SJCS affirms that, despite our individual doctrinal preferences and distinctions, all believers in Jesus Christ who hold to the basic tenets of salvation by faith in Christ alone are valued members of the Body of Christ and we strongly support and celebrate the distinctives that bring strength to the whole.

### **Statement of Unity** *Board*

St. Joseph Christian School's educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires that, in order to maintain their student's enrollment, parents must affirmatively support and cooperate with the school. Parents must agree to support the school with their prayers and with a positive attitude. They must also follow the Matthew 18 principle: Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with other people. Parents must understand that if at any time the school determines at its sole discretion that a parent's actions do not support the ministry or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal or to disenroll the student.

### **Steps for Addressing Problems/Concerns**

At SJCS, we strive to deal with problems and concerns in a Christ-like manner. Disagreements with other parents, teachers, and administrators are handled according to the principles explained in Matthew 18:15 - 17. The appropriate steps for addressing problems/ concerns are:

- Go to the person with whom you disagree. Please refrain from sharing your concern with others.
- If unresolved, ask the principal for a conference with the person(s) involved.
- Any further concerns may be taken to the school board.

Additionally, please keep in mind the following:

- Do not assume you have all the facts. Remember that there are two sides to every story.
- Refrain from gossip. Gossiping can be easy to do when conflict is occurring.
- Agree to disagree. Not all of us are going to agree on every issue every time.

### **Statement Concerning Expected Standards of Conduct Regarding Human Sexuality**

*Board*

The biblical and philosophical goal of St. Joseph Christian School is to work with the home in developing students into mature, Christ-like individuals, who will be able to exhibit a Christ-like life. Of necessity, this involves the student and home understanding, agreeing with, and exhibiting those major qualities or characteristics of a Christ-like life. If the home lifestyle and beliefs are contrary to the school's teaching, the conflict raises significant biblical issues (Amos 3:3: “How can two walk together unless they be agreed?”).

Many would agree that American culture has changed a lot in the last several decades. One of the most significant cultural shifts is evidenced in what people believe is acceptable in the realm of human sexuality. Some people (including many who consider themselves Christians) are tolerant of aberrant sexual behavior, whether it is the use of pornography, engaging in premarital sex, cohabitation, marital infidelity, or homosexual behavior. We believe authentic Christianity shows itself in a lifestyle committed to Jesus Christ and biblical teaching; one that holds itself accountable to a local fellowship of believers in Jesus Christ.

To enroll a student, or while a student is enrolled at St. Joseph Christian School, parents and students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, St. Joseph Christian School retains the right to expel, withdraw enrollment from, or refuse enrollment to any student if said student, their parent, guardian, or their parent's "significant other" engages in, condones, supports, or otherwise promotes sexual immorality, transgender activity (including cross-dressing of any type), professed or practicing homosexual/bisexual activity, or the use of pornography. (See Lev. 20:13; Rom. 1:27)

### **Statement Regarding Church Attendance** *Board 1988*

At least one parent must be a born-again Christian who is actively involved in a local evangelical\* church (attending 3 to 4 times per month) and evidencing Christ-like character in his/her lifestyle. *Board*

*\*Evangelical – Emphasizing salvation by faith in the atoning death, burial, and resurrection of Jesus Christ through personal conversion, the authority and inerrancy of scripture, and each person's need for a personal relationship with Jesus Christ.*

In addition, each student (grades 7-12) must be a born-again Christian, committed to holy living and the pursuit of excellence in their education. Students must evidence that they are under the authority of their parents and seek to live a life that is above reproach. All enrolled students must attend a local evangelical church on a regular basis

Since its inception, parents and students enrolling at SJCS have done so with the understanding that attendance at their local evangelical church is essential for enrollment. Each new family must have a pastor's recommendation uploaded to their students' enrollment portfolio in FACTS before the student's enrollment is considered complete and they are able to attend classes (Hebrews 10:24, 25). Returning families review/update their church attendance information during online reenrollment. Exceptions to the church attendance requirement may be made by the school board, at its sole discretion.

### **EXPECTED STUDENT OUTCOMES** *Board*

**Scholarship:** SJCS students and graduates are well-prepared in the academic disciplines and are skilled in reading, writing, speaking, listening, and communicating with others. They think critically to solve problems and use discernment when approaching the world. They view the world through the lens of Scripture and hold a distinctively biblical worldview. They develop their minds, bodies, and talents in order to present themselves workmen approved by God (2 Timothy 2:15).

**Jesus Christ:** SJCS students and graduates are born-again believers who live a faith walk that is aligned with biblical teachings. They are committed to a personal relationship with Christ in which He is the leader and guide. They know, understand, and apply God's Word and are able to articulate the gospel message. They live a God-centered life, using their spiritual gifts to reach and minister to others (1 John 4:7-8).

**Character:** SJCS students and graduates are empowered by the Holy Spirit to demonstrate the fruit of the Spirit as they relate with others. They show integrity in all areas of life including relationships, work, finances, leisure, and citizenship. They exhibit strong Christian character based on their Christ-like values. They honor God through their actions, thoughts, and words (Galatians 5:22-23).

**Service:** SJCS students and graduates are actively involved in a Bible-believing fellowship, serving God and others. They are personally prepared to carry out the Great Commission both locally and globally in ways that are culturally sensitive and founded on biblical truth. They demonstrate the love of God by being individuals who embrace and live out a “biblical world-do” (Matthew 28:18-20).

## **PHILOSOPHY STATEMENTS AND SCHOOL-WIDE LEARNING GOALS** *Board*

**Bible:** The study of the Word of God is the foundation and core of the entire academic program at SJCS. Because the school's mission is to provide students with a biblically based education that inspires students to know and serve Christ with all their heart, mind, and strength, the Bible is used as a text book, yet is understood to be the living Word of God. Knowing and believing the Scriptures serve as a single lens through which everything is viewed and evaluated.

**School-wide learning goal:** Students know, understand, and apply God's Word, taking advantage of opportunities to share the gospel message through explicit and implicit means.

**Math:** God is both rational and infinite. The study of mathematics helps students to understand that God provides order in an abstract world. It promotes critical thinking and requires diligence and perseverance. Students become lifelong problem solvers who are precise and exact in their thinking and communications. Higher order thinking prepares students for the successful realization of their God-called careers and goals.

**School-wide learning goal:** Students know, understand, and apply mathematical concepts and skills with proficiency, bringing honor to God through their thinking and their work.

**Language Arts/Reading:** God gave us the gift of language so that we may know Him and tell others about Him. The greatest example of meaningful communication was demonstrated when He showed His love for us through the death and resurrection of His Son, Jesus. The study of language arts enables students to express themselves clearly and creatively to God and others. Learning to read critically with fluency and comprehension allows students to understand God's Word and apply it to their lives.

**School-wide learning goal:** Students know, understand, and apply the concepts and skills of language acquisition and development, communicating proficiently through the spoken and written word in ways that bring glory to God.

**Science:** All of nature reveals and reflects the glorious majesty of God. The study of science challenges students to consider the intelligent design of the universe, from the vast expanses of space to the intricacies of the tiniest elements. Students understand that mankind is a special and unique creation, fashioned in the image of God. Although caring for the earth is man's responsibility, students know that it is the Creator who is to be worshiped, not the creation.

**School-wide learning goal:** Students know, understand, and apply science concepts and skills with intelligence, recognizing the power and control of God, the Creator.

**Social Studies/History:** History is the record of God's work in creating all things and overseeing the individuals and nations who inhabit the earth. God sovereignly and actively orchestrates the events of history and directs the affairs of men and nations to accomplish His will. Nothing in history is accidental. The study of history helps students to learn from the successes and failures of others and provides a window into the heart of God as He lovingly draws all men unto Himself. Ultimately, history is the account of God's redemption of sinful men.

**School-wide learning goal:** Students know, understand, and apply lessons learned from the study of historical events with thoughtfulness, making godly decisions for the future based on knowledge of the past.

**Visual and Performing Arts:** God created music and dance. These things are demonstrations of worship to Him. He placed in mankind an appreciation for beauty and artistry. The study of the visual and performing arts enables students to learn to use their gifts in ways that bring honor to God. Students creatively express the attributes of God and nature and inject biblical truths into the artistic arena. They learn to discern godly art work from that which glorifies sinful behaviors.

**School-wide learning goal:** Students know, understand, and apply the concepts and skills of the visual and performing arts with appreciation, acknowledging God's creation of things artistic and graceful and using them in worship to Him.

**Physical Education/Health:** SJCS is dedicated to developing the whole child - spiritually, academically, emotionally, and physically. Physical education provides the opportunity for students to improve their ability to move and engage in the work God has given them to do. It promotes lifelong fitness that encourages wellness and agility. Students learn to get along with others and work toward a common goal. They also develop Christian character through both winning and losing. Health education allows students to take responsibility for caring for their own bodies in ways that support good health and bring glory to God.

**School-wide learning goal:** Students know, understand, and apply the concepts and skills of physical fitness and health, committing to live a lifestyle of wellness that enables God to use individuals for His purposes.

**Foreign Language:** The study of foreign languages enables students to broaden the sphere of those to whom they may bring the Good News. Students learn to communicate with those from other backgrounds, ethnicities, and nationalities. They express themselves to others clearly and effectively. Learning foreign languages and studying unfamiliar cultures promotes critical thinking and allows students to understand that God is at work around the globe among all people groups.

**School-wide learning goal:** Students know, understand, and apply the concepts and skills of foreign language acquisition and development, communicating proficiently with people of differing ethnicities and nationalities in pursuit of spreading the salvation message of Jesus Christ.

**Technology/Computer:** Technology is an ever-changing and increasingly integral part of the world. Learning to use the tools it provides is essential today. Students employ the skills they learn to communicate their ideas and beliefs to others, both near and far. Students use the Internet in ways that please God and they generate products that accomplish a multitude of goals. They give proper credit to others for their work and conduct themselves in an ethical manner when using technology. Critical thinking and evaluation are fundamental components of using technology wisely and appropriately.

**School-wide learning goal:** Students know, understand, and apply the concepts and skills associated with using technology ethically and competently, being innovators who employ all appropriate tools in the quest for reaching the world with God's message of hope.

## **ST. JOSEPH CHRISTIAN SCHOOL BOARD** *Board*

### **Purpose and Responsibility**

As the fiduciary group designated by the Area Ministers for Christ Corporation, the school board seeks God to determine His will for the school, establishes policies of operation, devises ways and means to fund the school, recommends the hiring of the superintendent to the Area Ministers for Christ board, approves the hiring of all staff and faculty with recommendations from school administrators, approves the annual budget, and determines short and long-range goals.

### **Job Description**

**Purpose:** To establish policy for the operation of St. Joseph Christian School, which is sponsored by the parent corporation, Area Ministers for Christ Corporation.

**Immediate Supervisor:** The Area Ministers for Christ Board of Directors.

**Functions and Responsibilities:**

1. To diligently seek God's will for the school and make policy decisions in accordance with His leading.
2. Devise ways and means for funding operation of school and determine how these funds shall be distributed.
3. Determine long- and short-range goals.
4. Approve an annual budget.
5. Approve all curricula and teaching methods.
6. Approve annual school calendar.
7. Approve job descriptions for all staff and administration with input from immediate supervisor of each position.
8. Select and interview candidates for superintendent position. Recommend chosen candidate to Area Ministers for Christ board that officially employs the superintendent.
9. With recommendation from superintendent or immediate supervisor, approve employment of all staff and personnel.
10. Make recommendation of St. Joseph Christian School board candidates to Area Ministers for Christ board that appoints and removes school board members.
11. Establish policies of operation for school and maintain and update a policy manual. The policy manual will include all current written policies for the total operation of the school system, job descriptions of all staff, personnel and administrative positions and a description of committee functions and procedures.
12. Members may not interfere with daily administration of the school.
13. Members should not miss more than two board meetings per year unless special circumstances preclude attendance.
14. Perform other duties and functions commensurate with the needs of the school.

**Term of office:** three years beginning month of appointment by Area Ministers for Christ Board of Directors. A member may serve for three consecutive terms, but then must be off the board for a minimum of one year.

**Qualifications**

1. Board members represent a broad spectrum of representation from area evangelical churches.
2. Spiritual Qualities
  - a) Has accepted Jesus Christ as personal Lord and Savior. (Rom. 10: 9-10)
  - b) Demonstrates a conviction that God has called him/her to become involved in a Christian school ministry. (Rom. 11: 29; 12: 6-7)
  - c) Demonstrates a consistent outward evidence of an inward Christian character. (2 Peter 1: 5-11)
  - d) Maintains a regular, contributing involvement in an evangelical church having a doctrine which is in agreement with the school's Statement of Faith, and which is scripturally sound in its teaching. (Heb. 10: 23-25)
  - e) Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God. (Ps. 42: 1-2)
  - f) Demonstrates spiritual maturity, a teachable spirit; and has a clear conscience before God and man. (Titus 2: 2-8)
  - g) Has a workable knowledge of the Word of God, knowing how to feed himself spiritually. (2 Tim. 3: 14-17)
3. Family Home
  - a) Demonstrates a conviction to fulfill the responsibilities to one's spouse as outlined in Ephesians 5: 22-33, and views marriage as a reflection of the relationship between Christ and His church.
  - b) Family provides a positive testimony for Jesus Christ. (Eph. 6: 1-4)
  - c) Demonstrates sexual purity. The only acceptable sexual relationship is within the bonds of marriage between a husband and wife. (Rom. 1: 26-27; 1 Cor. 6: 17-20)

- d) Each board member having qualified children shall have them enrolled in St. Joseph Christian School.
- 4. Spouses of currently serving board members may not be employed by the school in positions of authority or as faculty that would impinge the impartial judgment of the board member or administration.
- 5. The children of currently serving board members may not be employed by the school.
- 6. Board members must be team players: able to work as a group reaching joint decisions. Board members must not advance a particular agenda.

## **Selection Process**

1. Nominations for SJCS board members may come from the school administrators, Area Ministers for Christ Board of Directors, and/or the St. Joseph Christian School Board of Directors, and/or the parents of currently enrolled SJCS students (form is at the end of this section). Once a recommendation has been given to the board chairman it is his/her responsibility to direct the recommendation to the school board and issue a prospective board member packet if necessary.
2. Qualifications for SJCS board members are given to the nominee(s) along with a prospective board member packet which contains:
  - a) Detailed selection process
  - b) Pastor/deacon recommendation form
  - c) Nominee self-evaluation form
  - d) Study materials
3. Nominee(s) carefully consider the qualifications in prayer seeking God's direction. In response to God's direction, the nominee(s) indicates whether s/he would like to continue the selection process with an interview by the SJCS board.
4. Each nominee is interviewed by the SJCS board. Following the interview, board members decide whether to recommend the individual to the Area Ministers for Christ Board of Directors for the final interview.
5. The nominee is interviewed by the Area Ministers for Christ Board of Directors. The Area Ministers Board makes the final decision on appointment of the nominee to the SJCS Board of Directors.

## **Offices and Duties**

The Board of Directors shall elect from its membership the officers of chairman and vice-chairman. The secretary may be elected from the Board or serve on the staff in another capacity as the board deems appropriate. The term of each officer shall be for one year. Officers may be re-elected. At least one member of the AMC Board of Directors must be a member of the SJCS Board of Directors.

The authority and responsibility of the officers are:

**The Chairman** shall coordinate the workings of the Board of Directors, preside at all meetings of the board, and is an ex-officio member of all committees of the board.

**The Vice-chairman** shall perform the duties of the chairman in his absence and shall have any other duties determined by the Board of Directors.

**The Secretary** shall record and maintain a file of minutes of the Board of Directors and any other records, as determined by the Board of Directors. The secretary shall be responsible for all correspondence of the Board of Directors.

## **2022/2023 School Board Members**

Chairman - Brian Urwiller - [burwiller@gmail.com](mailto:burwiller@gmail.com)

Vice-Chairman - April Childs - [aprilmchilds@gmail.com](mailto:aprilmchilds@gmail.com)

Secretary - Megan Weigler – [meganweigler@att.net](mailto:meganweigler@att.net)

Carmen Buller – [carmenbulla@gmail.com](mailto:carmenbulla@gmail.com)

Carol Davison - [cjd7657@yahoo.com](mailto:cjd7657@yahoo.com)

Frank Freudenthal - [frankf6767@mac.com](mailto:frankf6767@mac.com)

Joe Freudenthal - [joefreudenthal@gmail.com](mailto:joefreudenthal@gmail.com)

David Gregory - [dgregory5978@gmail.com](mailto:dgregory5978@gmail.com)  
Ron Hook – [RHook@co.buchanan.mo.us](mailto:RHook@co.buchanan.mo.us)  
Matthew Lindley – [bigm357@hotmail.com](mailto:bigm357@hotmail.com)  
Ron Moutray - [ronandbeth@hotmail.com](mailto:ronandbeth@hotmail.com)  
Lisa Smith – [plnabsmith@juno.com](mailto:plnabsmith@juno.com)

The **board chairman** is an ex-officio member of each board committee and may attend and vote at all committee meetings.

The **executive committee of the board** is empowered by the board to act on behalf of the board on emergency issues that may arise between board meetings.

The SJCS board usually meets once a month during the school year and as needed during the summer; time and location to be determined by the board. Parents are welcome to attend; please contact the board chairman for specifics.

## SJCS School Board Member Recommendation Form

*For SJCS Parent Use*



I recommend \_\_\_\_\_ for consideration as a SJCS School Board Member in accordance with the school's board selection process as outlined in the student handbook.

\_\_\_\_ I believe this person meets the board member qualifications as outlined in the student handbook.

\_\_\_\_ I believe this person can work well with others, striving toward a consensus in decision making.

\_\_\_\_ I believe this person can keep strict confidence.

I believe this person would be a positive addition to the SJCS board because \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Please send completed and signed form to the school office addressed **ATTN: School Board President**.

## PARENTAL INVOLVEMENT

### Communication

Because God has given parents the responsibility to train their children, it is imperative that they know what is happening in their child's school life. We feel that open and clear communication between school and home is important to the success of our educational program.

**Administrators and teachers communicate with parents** through email (including weekly email announcements), Facebook, personal email, teachers' weekly letters, by phone, and conferences.

### Teachers' weekly letter

Parents are strongly encouraged to establish a habit of thoroughly reading the teacher's weekly letter, sent by email, for news about what students are learning, upcoming events and other classroom

details. Once you have read the teacher's weekly letter, if you still have questions, please feel free to contact your child's teacher.

**Families may communicate with administrators and teachers** via email (teacher's last name and first initial @ stjosephchristian.com) or by calling the school, 816-279-1555.

## School budget/ Fundraising

Because the school board/administration is committed to being good stewards of the resources of which we are entrusted, careful and prayerful consideration is given to the school's annual budget. We greatly appreciate the volunteer efforts and financial generosity of our school families and friends, which make possible a variety of services and opportunities that might be difficult to offer otherwise.

Tuition and fees at St. Joseph Christian School have been set well below the actual cost of educating students because it is the desire of the school board and administration to support families of varying incomes in realizing their desire to provide a Christian education for their children.

Various **Faith Promise Annual Fund** activities/events held throughout the year, offer interested persons opportunities to contribute to the school financially. One-time and monthly gifts are also welcome.

## Volunteerism

One distinction of the body of Christ is the Holy Spirit's work in uniquely distributing gifts to each member of the Body (1 Corinthians 12: 4-7, 11 NLT).

As members of Christ's Body functioning in ministry together with administrators and teachers to "equip students to impact their world for Christ," parents are asked to share their many and various gifts and abilities with the school in any number of ways.

As an excellent way for families to participate in the school's ministry, each family is asked to abide by the school's policy to contribute and log at least twenty hours per school year in volunteer work. To assist parents in this, each family is asked to complete a Parent Volunteer Form as part of the enrollment process. Information from this form is logged into a database that allows the school to notify parents of volunteer opportunities in their area(s) of interest throughout the school year. Ultimately, however it is the responsibility of parents to fulfill their volunteer hours and record them on their Parents Web account.

Examples of volunteer opportunities might include:

Athletic events	Faith Promise
Classroom help; bulletin boards, field trips, parties, filing, etc.	Library
Field Trip Driver (see Activities section)	Parent Teacher Fellowship (see below)
	Serving lunches

## Parent Teacher Fellowship (PTF) *PTF Board 6/2021*

It is the desire of our school that every parent and student find a place to grow and use their gifts! Every parent plays a vital role in the flourishing of their child's school experience, as well as strengthening the SJCS community. You, your talents, and your time matter.

SJCS has an active PTF, with many events and service activities throughout the year. The PTF is led by the Executive Board. This board is comprised of elected volunteer members (parents) as well as support members and class representatives. The Executive Board consists of 8 officers:

- President
- Vice President
- Secretary
- Treasurer
- Chaplain
- Hope and Hospitality Coordinator(s)
- Lunch Coordinator(s)
- Volunteer/Room Aide Coordinator

Additional members include Secondary Parent Reps (grades 7-12), Box Top Coordinator, and Fundraiser Coordinator. This Board meets monthly (August through May) to focus on facilitating the following:

**SCHOOL Support**  
**PRAYER Support**  
**The PTF Mission**

**FAMILY Support**  
**FUNDRAISING Support**

**FACULTY/STAFF Support**

SJCS Parent Teacher Fellowship (PTF) encourages fellowship within our community by serving as a positive facilitator of prayer, relationships, events, and communication between family and school. The Parent Teacher Fellowship is an organization dedicated to enhancing and enriching the school experience for children by supporting our administration and teachers in their goal of glorifying God in educating children to achieve their highest potential.

To reach this mission we are committed to:

- Creatively seek opportunities for parents to serve and encourage teachers, staff, and students.
- Promote fellowship among our school family and staff.
- Raise money to provide a source of funding for special non-budgeted items as identified by staff, approved by administration and voted on by the PTF.

### **PTF Communication**

There are several ways to stay informed about PTF events and activities, as well as about opportunities to get involved. These include parent emails, Lion's Loop, PTF Facebook, the school website.

### **Parent Involvement and Where Do I Fit In?**

It takes everyone doing their part to have a flourishing, strong PTF. In fact, every parent(family) is a member of PTF and is encouraged to connect, engage, support, and serve! The best way to get plugged in is at Back-to-School Night where you can learn about specific ways to get involved.

### **Some of the ways PTF supports our school community**

Fall Festival	Spirit Night Fundraisers at local restaurants
Spirit Cart (snacks, treats & beverages for teachers/staff)	Faculty/Staff Luncheons
Parents in Prayer	Faculty/Staff Appreciation Week
The Blessing Tree	Senior Scholarship Fund
All-School Lunch Program	Birthday Blessing for faculty and staff

### **PTF Funding**

The PTF receives a membership fee from each student's Activity Fee, collected by the school. This provides the foundation for funding; however, the lunch program and other fundraisers throughout the year give the PTF the opportunity to give back to the SJCS community in significant ways!

Please watch school email announcements and social media for information about meetings, events, and opportunities to get involved. When you do, everyone benefits! All PTF time and involvement may be used toward your volunteer hours!

### **SCRIP 6/2020**

SJCS participates in a nationwide fundraising program called SCRIP, facilitated at the school by parent volunteers. Through the SCRIP program, school families and friends purchase the gift cards offered by various retailers which can be used just like cash. Over 750 retailers like Hy-Vee, Lowes, Pizza Hut, and Wal-Mart participate in the SCRIP program. Each participating retailer determines a percentage of purchases they will donate back to SJCS.

SJCS's school board has directed that our SCRIP proceeds will be used in two ways: half will be credited to the tuition account of the family who purchased the SCRIP (distributed twice per year), and the other half will be used for financial assistance needs at the school.

Grandparents, extended family members, and others outside of SJCS can use SCRIP too; all they have to do is designate a family to receive the tuition reimbursement or designate the entire amount to the tuition assistance fund.

The reason for the effectiveness of scrip is simple: we produce revenue by making purchases we would make anyway; groceries, clothing, toys, gifts, gas, etc.

- Get acquainted with SCRIP and learn how it works by visiting and browsing

[www.shopwithscrip.com](http://www.shopwithscrip.com).

- Create your online SCRIP account, being sure to register under *St. Joe Christian School, Saint Joseph, MO* by using our enrollment code: 6957345L747L
- Then, use your online SCRIP account to purchase gift cards from stores where you regularly shop – over 750 retailers participate! Whichever way you choose, SJCS gets credit for your purchase!
- You can:
  - Order electronic gift cards (eGift cards) which will appear directly in your online SCRIP account. *View the eGift card for instructions on how to use it, to learn if you should print it or if you can show a digital copy on your phone when shopping at a store. When shopping online, copy and paste the code at checkout to apply it to your purchase.*
    - You can also have your eGift card emailed as a gift to someone else!
  - And/or shop from your phone by downloading the Raise Right app.
    - Many gift cards can be used right from your phone!
    - And more and more gift cards are being offered as reloadable; register the card online and add money to its balance instantly – so easy!!
  - And/or order actual gift cards which are shipped to the school's SCRIP coordinator weekly, and then delivered to the school office for you to pick up or, are sent home with your student. These online orders are due by 3:00 p.m. on order days (most Mondays during the school year).
  - Pay for your gift cards online using a credit/debit card or bank account.

Contact the SCRIP coordinator if you have questions or need help.

# Admissions 8/2019

## Steps for Families New to SJCS

Parents enrolling students for the first time should contact the admissions office, where they will be offered a campus visit, if desired, and directed to:

1. Complete and return an online application - 1 per student (available at <http://stjosephchristian.com/admissions/admissions-process/>), pay the new student registration fee online, and submit the application. Parents must upload copies of their student's birth certificate and immunization record, as well as any diagnostic evaluation, IEP or 504 plan (if applicable).
2. Complete a request for records (from the most current school) form and submit to the admissions office. Once school records are received, they will be reviewed by the principal.
3. Upon receiving the above items, the admissions office will schedule a partnership meeting with the corresponding principal (elementary/secondary). For elementary students, only the parents are requested for the meeting. For secondary students, parents and students are requested to attend.
4. If determined necessary by the principal, bring their student(s) for an entrance/placement test (TN3, reading and math).
5. Upon completion of the partnership meeting and confirmation of acceptance from principal/administration, the new family will be directed to set up their online tuition account through FACTS, the online tuition management program employed by the school. An email is sent directly to the new family from FACTS, directing them to set up their method of payment. Families must wait for this specific email in order to continue. It can take 24-48 hours. *\*Please note, for those interested in tuition assistance - Once an online account, including method of payment, is created with FACTS, the option to complete an application for tuition assistance will be available by clicking on "FACTS Grant & Aid Application". Upon completion and processing, each family will be contacted to schedule a financial outlook meeting with the finance manager regarding possible financial aid.*
6. Complete and return remaining enrollment forms by the due date requested.

## Steps for Returning Families

1. Returning families will receive an email in December announcing the opening of the reenrollment season.
2. Families will then receive an email from FACTS to reenroll their student.
3. Once families have reenrolled and set up their tuition account for the new school year in FACTS, they will be invited to complete remaining enrollment forms online. Students are not considered officially re-enrolled until this entire online process is completed.
4. Be certain outstanding accounts are paid in full.

## Enrollment Policies

- Application (new student) and reenrollment fees are non-refundable.
- In addition to the student (grades 7-12), at least one parent of the student must be a Christian (born-again disciple), who is actively involved in a local evangelical church (attending 3 to 4 times per month) and evidencing Christ-like character in his/her lifestyle.
- All enrolling parent(s) must indicate their understanding and agreement that enrollment at St. Joseph Christian School is dependent on students' and parents' support of the school, its staff, and its policies by signing the *Essential Statements/Handbook Commitment* section of online enrollment.
- A copy of the birth certificate and an official up-to-date immunization record must be uploaded to the new student's file before enrollment can be completed.

### **Incidental Expenses in FACTS**

In addition to tuition, most other school financial transactions – athletic fees, orders for spirit wear, yearbooks, etc. - will also be handled through the family's FACTS account. These charges will appear as *Incidental Expenses*. FACTS sends an email notification to the family when an incidental expense has been charged to their account. The email includes the due date.

Order forms for such items will indicate that payment for the item(s) will be charged to FACTS. By placing an order, families are agreeing to watch for the charge to appear in FACTS and to pay the charge before the due date. Late fees do apply to past-due incidental expenses.

Items purchased and charged to FACTS will not be delivered to the family until the corresponding fee is paid.

Fees for activities, such as athletic fees, cheer clinic, Elementary Basketball League, etc. must be paid before the student will be allowed to participate in the activity.

### **Late Payment Policy**

All accounts must be current by the first day of school in order for a student to begin the school year at St. Joseph Christian. In the event an account becomes past due during the school year, the following policy will take effect:

1. Payment is due the day of the month that the parent sets up in FACTS and is considered late after that date. Late payments will be assessed a late charge in FACTS.
2. When a payment is not made by the end of the month, the account will be assessed an additional late fee in FACTS.
3. If an account is consistently past due, the SJCS board reserves the right to require pre-payment of tuition. All unpaid accounts will be handled through FACTS collections procedures.

### **Parent/Principal Partnership Meeting**

The intent of the partnership meeting is to examine spiritual/academic areas relating to the student and his/her family and to establish a clear understanding of how the parents, students, and school work together in the training and learning process. It is essential that parents understand and clearly support the philosophy of SJCS, the policies and procedures of the school, and the accountability of parents to God for the training of their child(ren).

## **WITHDRAWAL FROM SCHOOL**

Parents must notify the appropriate principal (elementary for grades PK-6, secondary for grades 7-12) regarding withdrawal right away. The principal will then arrange for a date and time to meet with the parent(s) and begin the withdrawal process. During this meeting, a withdrawal form will be initiated. This form will state the date of withdrawal and the reason for withdrawal. After the parent(s) meet with the principal, the director of admissions will work closely with the parent(s) to ensure that all areas are cleared and finalized, using a withdrawal clearance form.

### **Things to consider when withdrawing:**

- Contacting the principal 3-5 days in advance of withdrawal date will enable time to process the withdrawal and help avoid delays. Please note, without advance notice, the official withdrawal may take up to 72 hours to process. In some cases, due to weekends, holidays, and summer break, the time to process may take longer depending on the availability of appropriate personnel.
- After meeting with principal:
  - all textbooks, library books, and school property will need to be gathered and returned to the admissions office.
  - the finance manager will communicate with parent(s) if there is an outstanding balance due.
  - please consider donating your school uniforms at Pivotal Point Thrift Shop so other SJCS families may have opportunity to use them.
  - all athletic uniforms must be returned to the administrator of athletics.

- Once all steps of the withdrawal form and withdrawal clearance form are complete and no balances remain, and upon receiving the official transcript request from new school, student records and transcripts will be sent to the new school.

## **KINDERGARTEN READINESS**

God has uniquely created each child with his or her own developmental timetable. While most children who are age five by July 1<sup>st</sup> are ready for kindergarten, it isn't unusual that some children are not. If, after reviewing this fact sheet, you find your child is not proficient in a majority of the skills listed, a year of pre-kindergarten may be a better fit. We hope you find the following information helpful. Most children entering SJCS kindergarten have mastered these skills:

### **Motor Skills**

- Care for own toileting needs
- Zip zippers & tie shoes
- Skip & hop on one foot
- Use scissors effectively
- Use correct pencil grip
- Write their first name
- Walk downstairs, placing one foot on each step
- Catch a ball with hands only
- Copy a square

### **Cognitive Skills**

- Group objects into categories
- Carry out more than two-step directions
- Match rhyming sounds
- Recognize most letters of the alphabet
- Rote count to 30
- Count meaningfully through 10
- Speak in complete sentences with correct grammar

### **Social Skills**

- Separate willingly from parent without tears or tantrum
- Hang up sweater or coat without help
- Use appropriate manners
- State name, address, phone number and birthdate
- Accept minor disappointments without tears
- Listen attentively for 10-15 minutes
- Sit and engage in a quiet activity for 10-15 minutes
- Take care of personal items

### **Additionally, some incoming students are able to:**

- Read sounds of letters and are ready to blend sounds together
- Count to 100
- Indicate which is left/right hand
- Tell the left and right sides of an object
- Print first name with capital and lower-case letters
- Write numbers to 10
- Read three letter words
- Jump rope

Our objective is to prepare every kindergartner for success in first grade. In kindergarten our students learn to read two-vowel words and develop the ability to work independently for 15-20 minutes.

We will be happy to visit with you in person if you should desire additional information about our kindergarten program.

## FIRST GRADE READINESS

To best help assess placement of your child, we have selected some benchmarks of development skills needed for success in first grade. Please review the following, keeping in mind that children mature and learn at their God-given developmental rate and that sometimes an additional year of development may be best for some children. Most children entering first grade at SJCS have mastered these skills:

### Motor Skills

- Zip zipper and tie shoes
- Skip; hop on one foot
- Walk downstairs, placing one foot on each step
- Use scissors effectively
- Handle glue in small amounts
- Hold pencil correctly
- Use correct letter formation, writing letters from top to bottom, and left to right, accurately writing letters within given lines

### Social Skills

- Know first, middle, and last names
- State their name, parents' names, address, phone number, and birth date
- Take care of personal items
- Be responsible to take home and bring back folders, notes, money, and other necessary items
- Separate and go to school all day
- Work independently

### Cognitive Skills

- Indicate left/right
- Carry out more than three-step directions
- Listen attentively for 20-30 minutes

### Reading

- Recognize and know the sounds of all letters of the alphabet
- Blend 2-3 sounds together
- Know the one and two vowel rules
- Recognize beginning and ending sounds
- Read a story with 4-5 sentences on each page
- Begin a sentence with a capital letter
- End sentences with punctuation
- Write first name, capitalizing first letter and using lower-case letters for the rest
- Know special sounds for phonics chart 1-7
- Read 3-4 letter words
- Spell most three-letter words with a short vowel
- Begin reading from the left side of the paper

### Math

- Count to 100
- Write numbers 0-20
- Know addition and subtraction facts through family 5
- Count by 5s and 10s
- Understand patterns
- Identify the number that comes before and after a given number
- Count pennies, nickels, and dimes (without combining coins)
- Know color and number words
- Know shapes

# Academics

## CURRICULUM

God is the source of all truth. Man's wisdom and knowledge come from God's wisdom and understanding. SJCS students are discovering what God has foreordained. SJCS uses curriculum (most of which is written from a Christian perspective) that is compatible with biblical teachings. SJCS is divided by grade level, and certified teachers provide instruction in each classroom. SJCS fully meets the State of Missouri professional development criteria for teacher re-certification.

One way SJCS analyzes the effectiveness of the curriculum is by examining standardized test score results. The curriculum administrator, the principals, and teachers review the test results each year and note areas where improvements can be made. In addition, the curriculum committee examines state and national standards for each area and reviews other schools' curriculum guides to see if content, methods, etc. need to be adjusted.

### Elementary Grading Scale

A +	100	Accelerated work level.
A	95-99	Mastering all concepts and working above grade level.
A -	90-94	
B +	87-89	Has mastered grade level skills.
B	83-86	Student has completed required work.
B -	80-82	
C +	77-79	Is progressing at grade level.
C	73-76	
C -	70-72	Student is still working to master skills.
D +	67-69	Having difficulty w/ grade level skills.
D	63-66	Student is working below 70% accuracy on a consistent basis.
D -	60-62	
F	0-59	Is progressing at an unsatisfactory or inadequate skill level.
I		Incomplete work.

### Additional Elementary Grading Information

#### **Enrichment classes (Kindergarten through Fourth Grade)**

Grading for special classes (music, art, PE, computer science) will be denoted as S+ (exceptional effort), S (satisfactory), or S- (room for improvement) for students kindergarten through fourth grade.

Credit for effort and participation is usually an important part of a student's grade in enrichment classes. However, each teacher sets the criteria for determining grades in their area. If you have questions about your student's grade, please contact his/her teacher.

#### **Enrichment classes (Fifth and Sixth Grades)**

We prepare our students to receive letter grades in enrichment classes beginning in seventh grade, by showing their scores as percentages in fifth and sixth grade. Parents may contact enrichment class teachers with additional questions.

ART – Fifth and sixth grade students use elements of art and the principles of design to create compositions. A variety of media will be used. Classes meet once a week, and three to four projects are completed per quarter. Grading is based on creative ideas and imagination, following specific objectives, good craftsmanship, and staying on task and completing the project on time.

BAND – Fifth and sixth grade band introduces students to a band instrument and the tools to learn to read and play music. Student grades are determined based on class participation, having his/her instrument and music at each session, playing test scores, and concert performance.

COMPUTER SCIENCE - Students will learn and perform tasks in five domains of computer science: Computing Systems, Network & the Internet, Data & Analysis, Algorithms & Programming, Impacts of Computing. Each domain will be taught from a Biblical worldview. Some activities may be related to class projects from other subjects (history research, science projects, etc.)

MUSIC – Fifth and sixth grade music students progress in their ability to sing and learn music terms and symbols. Grading is based on performance and scores on tests, quizzes, etc. Classes meet twice a week for thirty minutes.

PHYSICAL EDUCATION – Fifth and sixth grade physical education involves combining three aspects: sports, fitness, and Christian character training. These aspects involve “actions” that reflect the student: Attendance, Attire, Attitude, Ability, and Activities and Assignments. Grading is based on combining these aspects and actions together to give an overall profile of the student's performance & progress.

### **Kindergarten**

Students in kindergarten do not receive letter grades on their report cards.

### **First and second grades**

Grades for Bible, Penmanship, Social Studies, and Science will be denoted as S, S+, S- (satisfactory) or U (unsatisfactory) on the report cards of students in first and second grades.

### **Transfer/acceptance of prior grades**

All students enrolling in SJCS will be given an entrance exam to determine placement. If a student enrolls mid-year, SJCS will honor grades from the previous school. If a student has been home-schooled, the administration will determine the acceptability of prior grades after reviewing supporting documentation.

### **Academic Modifications Program** *Board 2021*

The Academic Modifications Program (AMP) was developed to assist students with the demanding academic challenges of St. Joseph Christian School. This program is managed by the Creative Learning Center (CLC) teachers. It is to be used for students with learning difficulties as demonstrated by standardized test scores and/or identified by teachers and must be approved by the administration.

### **Homework Policy**

Homework is a vital component of instruction at SJCS and contributes to the development of student responsibility and independence. It is designed primarily to reinforce and practice regular class instruction. Second, reading assignments and other types of preparation homework are given to prepare students for future lessons or concepts. Less frequently, homework projects are assigned to enrich and extend regular course work and enhance individual creativity.

Homework begins in kindergarten with parent-child reading assignments and increases steadily through high school, when one to two hours of homework per night can be expected. St. Joseph Christian School considers it essential for parents to establish a regular time and place for their student to complete homework. It is critical for students to have a quiet environment where they can learn to concentrate and use time effectively.

Students in grades three through six who repeatedly submit late or incomplete homework **may be required to attend after school detention with the principal**. Homework detention will be assigned at the discretion of the teacher and principal.

Time spent on homework may vary from student to student. However, if your student begins to spend unusual amounts of time on homework each night or claims to never have assignments, please contact his or her teacher.

Consider the following homework guidelines:\*

- **Kindergarten:** Ten to fifteen minutes twice per week, beginning the second semester.

- **Grades One and Two:** Fifteen to twenty minutes three times per week, in addition to outside reading requirements.
- **Grade Three:** Twenty to thirty minutes per day, in addition to outside reading requirements.
- **Grade Four:** Thirty to forty minutes per day, in addition to outside reading requirements.
- **Grades Five and Six:** Forty-five to sixty minutes per day, in addition to outside reading requirements.

\*Please note: Teachers often provide time in class for students to begin their homework assignments.

## Grade Reports

St. Joseph Christian school uses the FACTS Student Information System to communicate with parents (grades 1-12) about student grades, attendance records, and personal information. Parents create their FACTS Family Portal account during the enrollment process.

Parents may check daily grades at any time. Generally, daily grades are updated within a week from the time the assignment was due. However, special projects may take longer.

Quarterly grade reports are typically posted and available for viewing within the week after the close of the quarter/semester.

End of the year grade reports/transcripts for elementary students are generally finalized and ready for parent viewing by the last day of school.

Teachers use different grading techniques and policies. Please check with the teacher if you are unsure of the grading policy for a specific class. Some assignments and/or categories may be weighted differently than others. Therefore, simple arithmetic average of grades may not reflect your student's actual grade.

Attendance is updated daily. Unexcused absences may take a few extra days to be updated (if changed to excused), depending on the number of absences, promptness of parent communication with the office, and/or day of the week.

## Student Cumulative Files

Information kept in the students' hard copy cumulative folders and/or FACTS electronic portfolio consists of admissions information (including previous school records and copy of birth certificate); achievement and aptitude test scores; past grades; and any special testing information. The health file may contain immunization records, screening data, allergy/asthma details, and parental release for medication administration at school.

In accordance with state policies, schools must use the student's legal name as documented on the birth certificate on student cumulative files and official school records. Parents may ask teachers to use a shortened version or nickname in the classroom.

Professional staff are authorized to view student cumulative records and sign/date the file access log when doing so. Administration may release records to parents or forward them to a school district with a written request and after books are returned and fees are paid.

## Measuring Student Progress and Achievement

Teachers use a variety of formal assessments (such as quizzes/tests, standardized tests, oral reports, summative projects) and informal assessments (such as observations, teacher/student conferences, checklists, and reflective journals) to assess learning and drive instruction in the classroom. Parents can continually monitor their student's academic progress through FACTS Family Online.

## Standardized Testing

All students in kindergarten through eleventh grade take standardized tests in the spring as determined by the school board and administration. Students (kindergarten through second grade and occasionally older students) may be given the Basic Reading Inventory (Johns Test) to assess their reading levels.

# Attendance

Regular attendance and punctuality are essential to the quality of a student's education and are required by law in the State of Missouri. At St. Joseph Christian we believe that one of the ways students learn about commitment, respect, and responsibility to their school is through regular attendance and being punctual. This character development helps equip them to serve Christ. We ask that parents make every effort to have their students at school regularly and on time.

## Tardy Policy

- A student will be considered tardy if s/he arrives between 8:00 and 8:20 a.m. The magnetic locking system is turned on at 8 a.m., after which time, students will need to buzz at the main office door (#2) to come in and must report to the office for a tardy pass. (See pre-kindergarten/kindergarten supplements to this handbook for additional procedures relating to those classes.) The principals may suspend the tracking of tardies on days the weather is particularly bad.
- Students who are tardy more than twice in a quarter will be assessed a fine of \$4.00 for each subsequent tardy that quarter (billed via FACTS). The only tardies that will be exempt are those waived for all students by the administration (i.e., inclement weather). Tardies due to pre-planned appointments (doctor, dentist, etc.) will be excused if an approved pre-planned absence form is on file in the office.
- The principal may refer families with students with excessive or ongoing tardies to the school board.
- The Buchanan County Prosecutor has invited SJCS to take part in Buchanan County's Compulsory Attendance Program. Effective January 2004, the school board has adopted an attendance/tardy policy that includes a provision for contacting the Prosecuting Attorney's Office concerning students with excessive absences and/or tardies.
- The school board will address subsequent tardies.

**Safety procedure for late students:** Students who are tardy to school (arriving after 8AM) must enter the west (office) entrance. Teachers may *not* admit anyone, including students and parents into the building during school hours. *We ask that parents not put teachers in the awkward position of having to refuse them entrance through locked doors. This is especially important for parents who have students in pre-kindergarten and kindergarten. Thank you!*

## Absence Policy and Procedures

More than eight absences in a semester may be considered excessive and can result in a meeting between parents and administration to discuss attendance issues. Excessive absences can result in expulsion from school, with law enforcement officials contacted.

### Absence for Illness

A parent must call/email the school each day of absence to notify the office of the reason for a student's absence. The parents may be called by the office if their call/email is not received in a timely fashion. This helps ensure the safety of students and accurate record keeping.

When absence is due to illness or other serious concern, students may have two days (for each missed day) to turn in make-up work. Parents may email their student's teacher with questions regarding make-up work (<http://www.stjosephchristian.com/staff/>). When hard-copy make-up work is needed, teachers may communicate this to parents and leave the make-up work in the office for parents to pick up after 2:30.

Students must be free from fever and other symptoms (vomiting, diarrhea, etc.) without medication for 24 hours before returning to school. This means that a student who is feverish the evening before a school day or who awakens with a fever should be kept home until the fever has been gone a full 24 hours.

### Prearranged Absence (Vacation, Medical/Dental Appointment, etc.)

**Prearranged absences will not be scheduled during the week of standardized testing.**

Anytime parents know their student will be absent from school ahead of time (vacations,

medical/dental appointments, etc.), they are asked to fill out a *Prearranged Absence Form* (available from the main office/on FACTS Family Portal under Resource Documents.) **no less than one week in advance.** In order to be considered an excused (student receives credit for make-up work) absence, the form must be submitted one week in advance and approved by administration, and make-up work must be arranged with the teacher(s). (Once approved by the principal, a copy of the form will be forwarded to the teacher, who may then release make-up work.) Teachers may require make-up work to be completed before or after the absence *at their discretion*.

Families should keep in mind that although some homework can be made up, students can never regain actual classroom learning experiences they miss while absent (parents are responsible for helping their student "catch-up" if necessary). Therefore, parents are encouraged to check the school calendar and plan family trips during regular school breaks as much as possible. **If a vacation must stretch beyond a regularly scheduled school break (for example Christmas/Spring break) the administration strongly encourages parents to add extra days at the END of the break. Most school breaks are scheduled at the close of a grading period, so final days before the break involve much reviewing, testing, and grading. Students who are absent during those days may be required to test early without benefit of proper preparation which will likely result in lower grades.**

### **Absence for Unplanned Appointment**

When a student must leave school for an unplanned appointment, parents are asked to call/email the school office specifying the reason for leaving school (doctor, dentist, funeral, etc.), the time s/he will leave the building, and approximate time of return. Remember, if a student is away from school for more than twenty (20) minutes in a half-day period s/he will be considered absent for that half-day.

Special safety procedure: Any time a student leaves/returns mid-day, s/he must do so through the west (office) entrance. The adult picking up or returning the student must come into the building to sign in/out the student.

# General Behavior Expectations w/Discipline

## Philosophy & Plan

### GENERAL BEHAVIOR EXPECTATIONS

#### Reverence

Showing reverence means to show honor or profound respect. Reverence is an important aspect of a proper attitude toward God. One way to show reverence toward God is through our actions and our attitude during prayer. Whenever they are led in prayer, students should be quiet, bow their heads, and close their eyes. This will minimize distractions and help them to focus their thoughts upon God.

#### Respect

Students are to respect all individuals in the school. The authority of the teachers and staff is to be respected, and they must be addressed by using the appropriate title of Mr., Mrs., or Miss. Respect of fellow students is equally important.

**A word about bullying:** There is a difference between behavior that is unkind or rude and bullying. Consider the following definitions:

**Rude = comments or actions that unintentionally offend or hurt someone**

**Unkind = comments or actions intended to be harsh and hurt someone**

The difference is intent but alone, neither of these behaviors constitutes bullying. Most experts identify bullying as repeated acts of aggressive behavior done with the intent to harm when an imbalance of power exists. Unkind or rude behavior is unacceptable and must be addressed, but it should not always be labeled as bullying.

#### Responsibility

Responsible students turn their work in on time, take care of their belongings and the property of the school, and faithfully follow the rules. They readily accept the outcomes of their behavior and maintain a positive attitude. Students also have the responsibility to maintain their Christian witness even when not on campus. Therefore, they may be held accountable for offenses committed when not at school, and for material they share on social media.

#### Obedience

Students are to obey those in authority over them. Obedient students follow directions the first time and do so without arguing or complaining.

#### Honesty

We expect students to be honest and truthful. Lying, cheating, and stealing are serious offenses. Students who are dishonest will be dealt with in an age-appropriate manner. Repeated occurrences could result in suspension or expulsion.

#### Plagiarism

Plagiarism is defined as copying (stealing) someone else's words, thoughts or ideas and claiming or presenting them as if they were your own. Plagiarism is a form of cheating. Students must properly cite references and sources in their written work. When in doubt, always provide a citation of the source of information in any written work. Students with questions regarding plagiarism are encouraged to check with their instructors for clarification.

## Stewardship

We view school property and the property of others as a testimony of the Lord's gracious provision; therefore, an attitude of respect toward the same should be nurtured and promoted in students. The following guidelines apply:

- Students are expected to help keep the school and grounds clean and free from trash. Students will not be dismissed from school until the floor is clean and the classroom is neat and orderly. Fourth through sixth grade students help with outdoor trash pick-up on a rotating basis.
- Students who deface, damage, destroy, or lose property belonging to the school or others, may be required to make restitution, and may also be suspended or expelled. Parents/guardians shall be financially responsible should their child be required to make restitution.
- Students who damage or lose textbooks will be fined as follows:
  - For a book requiring replacement, a fee equal to the cost of the book will be charged to the student.
  - For excessive wear and tear, a fee of \$1.50 (or more, at principal's discretion) will be charged to the student.
  - For damaged book pages, the students will be charged \$.50 each.

## Profanity and Swearing

Ephesians 4:29 says, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Students should guard their conversations, both spoken and those shared through social media, and test their words by this standard:

1. Are they wholesome?
2. Are they helpful for building others up according to their needs?
3. Do they benefit those who hear them?

Over time, language that used to be considered inappropriate has become increasingly more acceptable. "Potty talk," wooden swearing (obvious substitutions of one word for another), and coarse conversation is becoming more common in our society, and in our school. Students who use the Lord's name in vain, swear, and use coarse talk may be subject to suspension or expulsion.

## Physical Contact

Fighting (assault), "horseplay," and rough housing are not safe behaviors for school and will not be permitted. Students are to keep their hands, feet, and objects to themselves at all times. Public displays of affection between boys and girls are prohibited.

## Serious Offenses/Criminal Acts

**Search and Seizure Policy:** The administration of St. Joseph Christian School and his/her designee reserves the right to search any student, his or her personal belongings, and surroundings for any contraband that the administration has reason to believe the student may possess. Contraband is any item, thing, or article forbidden on campus by the civil or criminal law or by school policy. The administration or his/her designee with reasonable cause may also search individuals or groups of students for stolen items. No students will be asked to remove clothing other than outer garments (jackets, vests, sweaters, etc.). No search of an individual will be conducted without the presence of another school staff member as witness. Staff members will be of the same gender as the student(s) being searched whenever possible.

**Weapons Possession:** St. Joseph Christian School assumes no legal obligation to protect or guarantee the safety of its employees, students, families, or visitors from persons bent on harming them. No person shall carry a firearm, a concealed weapon, or any other weapon readily capable of lethal use onto school property, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the school, except for authorized law enforcement officials and others permitted pursuant to this policy. Pursuant to the St. Joseph Christian School Conceal Carry Firearm Policy (CCFP), the SJCS board may designate school employees who are already legally eligible to

carry a concealed weapon to possess a concealed weapon in and on school facilities as part of the school's security plan and subject to any other certification or training the school board may require. All other school officials are prohibited from authorizing any person to bring weapons on school property or to school activities including concealed weapons, beyond the exceptions stated in this policy. Any person who possesses a weapon in violation of this policy may be asked to leave school property. In addition, school administrators may report the incident to law enforcement officials, ban the person from school property and/or school events, or seek other legal remedies.

**Alcohol, Drugs, and Tobacco** 1/2016: It is the policy of St. Joseph Christian School to provide a safe learning environment for all students and staff. Therefore, St. Joseph Christian School has a zero-tolerance policy for student possession, use, distribution, or sale of illegal drugs, alcohol, or tobacco in any form (including electronic cigarettes), whether on campus, at other school-sponsored activities, or off campus. SJCS is a tobacco free campus. Smoking and all tobacco use (including electronic cigarettes) is strictly prohibited on school property, by all persons (students, staff, parents, guests). Parent/guest violators may be asked to leave campus.

**Discipline for student violation of this policy, even in the case of the first offense, will be immediate expulsion. A student who has been expelled under this policy may be permitted to finish the quarter (off campus) depending on the circumstances. A student may re-apply for enrollment the following school year; acceptance may or may not be granted depending on the circumstances.**

**Other Criminal Acts:** Students may be suspended or expelled for participation in any criminal act on or off school campus.

## **General Campus Rules**

**Halls:** Students are not to be out of their classrooms without permission from their teacher. Students must pass quietly in the halls.

**Eating:** Students may not eat on campus, outside of regular lunch times, without permission from their teacher.

**Gum chewing** is not allowed on campus except with special permission from the principal.

**Music:** For the purposes of maintaining our Christian witness, Christian atmosphere, and consistency of school standards, only Christian music should be brought to school. Any other type of music will be confiscated and returned to the student after the teacher or administration has received a note from the parents. There may be special circumstances when other types of music are permitted. The principal must approve these circumstances.

**Video tapes/DVDs:** Only videotapes/DVDs from the school library (or those specifically approved by the principal) may be used for classroom or school-sponsored use.

## **DISCIPLINE PHILOSOPHY AND PLAN**

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.*  
~2 Timothy 3:16-17

Equipping students to impact their world for Christ requires more than a strong academic program. It also requires discipline; that is, instruction and training in correct principles and habits that will prepare students for future use in God's kingdom. I Timothy 4:7b-8 says, "Train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come." Thus, SJCS teachers and staff are committed to train students according to

biblical principles that encourage the development of Godly character. This training happens through direct instruction in our *Cat Trax* Character Education program, but even more frequently through day-to-day experiences in the classroom. Our ultimate goal is to help each student GROW to his/her full potential every year in these key areas:

**Godly character** - Ephesians 4:22-24; Romans 8:29; Galatians 5:22-24

**Responsibility** - Galatians 6:4-5; Romans 14:10b-12; Proverbs 28:13

**Obedience** – Ephesians 6:1; Hebrews 13:17; John 14:15; Colossians 3:22

**Wisdom** – Proverbs 3:21; Ephesians 1:17; James 1:5; James 3:17

A safe and orderly environment is fundamental to a successful instructional program so classroom discipline is necessary. Hebrews 12:11 says, “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Not only is discipline unpleasant for the child, but it is also hard work for parents and teachers. At SCJS, we want to partner with parents in this work of training students. When student behavior warrants serious discipline, we can remind each other to keep our focus on the desired outcome—a harvest of righteousness and peace!

Teachers are primarily responsible for managing student behavior in the classroom. Based on their professional knowledge and experience, they may adjust expectations and consequences in their classroom to suit the maturity level of their students. With heavy reliance on prayer and guidance from the Holy Spirit, teachers will seek to discipline students in love and according to their individual needs, modeling the kingdom principles of grace, mercy, and forgiveness.

A student’s behavior is closely tied to his/her spiritual growth. Misbehavior is often evidence of a wrong attitude or belief that the child holds. As Christian teachers, we are concerned with more than addressing outward behavior; we want to help students develop right attitudes and beliefs that will bring about a change of heart, because that leads to lasting behavior change. For that reason, we will use a restorative discipline process that gives students an opportunity to reflect on their behavior, to right their wrong, to repent, and to restore relationships which were broken by their sin.

## **Restorative Discipline Process**

1. Help the student recognize the misbehavior
2. Re-direct the student
3. Remove the student and allow time for reflection
4. Opportunity to respond, take responsibility, and pray
5. The student works to right the wrong; makes restitution; seeks forgiveness
6. Relationships are restored

Teachers will follow these basic steps in dealing with misbehavior in the classroom. Natural and logical consequences may apply throughout the process to encourage. If the student is resistant to correction, then more serious consequences may be given to help the student get back on track. During the reflection process, students will complete a “think sheet” which will be sent to parents. This is a great opportunity for both teachers and parents to pray with a student and encourage them to ask the Lord to help them with the issue. If the student continues the misbehavior, the teacher will seek parental support. If the student still misbehaves, he/she will be referred to the principal. For serious offenses, students may be referred immediately to the principal.

## **Consequences for Misbehavior** (not a complete list; other consequences may be used)

Reflection sheet  
Apologize  
Detention  
Time out  
Loss of privileges

In-school suspension  
Call to parent  
Remove from room  
Suspension  
Office referral

Make restitution  
Expulsion  
Community service  
Run laps at recess

## Rewarding Righteous Behavior

*Trouble pursues the sinner, but the righteous are rewarded with good things.  
~Proverbs 13:21*

Just as the Lord rewards us and wants to bless us, it is appropriate for students to be rewarded on occasion for their good behavior. We hope that students come to realize that knowing they have pleased God is the greatest blessing, and we don't want students to learn to work only for a reward. However, tangible rewards are fun and exciting and can provide great motivation, especially when students have been working toward a particular goal. Teachers may choose to bless students in a variety of ways such as happy notes, stickers, certificates of recognition, special privileges, sweet treats, etc. When appropriate, teachers may provide a blessing for the whole class, such as extra recess time or a special dress day.

## DRESS CODE

Adopted school year 2005-2006

(See pre-kindergarten supplements to this handbook for information pertaining to pre-k dress.)

In spring 2005, a new revised uniform dress code was announced by the school board of St. Joseph Christian School. In a letter to parents the Board said, in part:

"Since SJCS is a place of learning, the appearance of the students should encourage the learning process rather than distract from it. The board believes that the (new) dress code will help shape the overall climate of the school as a place of learning and social interaction. It will help de-emphasize outward appearance, emphasizing in its place our students' inner qualities and character development, as well as further developing school unity and spirit.

Current research indicates there are great benefits in adopting a uniform dress code (UDC). Regular use of a UDC improves school safety and classroom behavior. Use of a UDC can lessen student competition and reduces distractions among students concerned about fitting in. Ultimately, a UDC improves student outcomes, including grades and test scores. We believe the research results clearly indicate that a UDC increases academic performance and sets a high standard for the overall learning environment."

## General Information

Beginning spring 2005, Dennis Uniform was contracted as SJCS's uniform company. Therefore, all items (except shoes, socks, and belts) must be purchased from Dennis Uniform.

Families may **make purchases** at the Dennis Uniform Store (6322 College Boulevard, Overland Park, KS 66211, 913-381-6505) or online at [www.dennisuniform.com](http://www.dennisuniform.com) (SJCS school code, IJC). Dennis Uniform is a SCRIP provider, so families may purchase Dennis SCRIP through SJCS and receive credit toward tuition. *Dennis SCRIP may only be used at the Overland Park store, not online.*

Dennis Uniform offers a **one-year warranty** on all items which covers manufacturing defects such as zippers breaking, seams not sewed properly, hems coming out, cuffs on shirts not fitted properly, etc. If it is determined an item has a manufacturing defect, the item will be exchanged or repaired by Dennis Uniform during the first year.

Dennis Uniform Corporate Office has a **return policy** that requires items be returned or exchanged within 60 days. However, the Overland Park store has extended the return policy to allow items ordered on-line or purchased at the store to be returned as long as our school has a contract with Dennis, *but the items must still have tags on them, and the items must never have been worn or washed.* There is no refund on bulk order items; they may be exchanged at the Overland Park store; *if they still have tags on them and have never been worn or washed.*

## Dress Code for Kindergarten through Sixth Grade GIRLS

Go to [www.dennisuniform.com](http://www.dennisuniform.com) and enter SJCS school code IJC to see a complete list/prices of available uniform items for girls. The administration reserves the right to prohibit any item relating to dress or appearance. In addition, please note the following:

Shoes	Any closed style, no sandals or mules. Heel no greater than 2". Administration reserves the right to deny certain boot styles. No heeleys.	
PE Shoes	Only athletic court shoes may be worn in the gym. We strongly encourage parents to provide their student a pair of gym shoes, clearly marked with student's name, to remain at school at all times. <b>Pre-K/K</b> students' PE shoes should be slip on or have a Velcro closure, no shoelaces, please.	
Socks or tights	Any; no wild, distracting patterns/colors.	
Leggings	Black, white, or gray. As purchased from Dennis Uniform or any tight fitting legging, no feet. No sweatpants	
Belts (3-6 <sup>th</sup> )	Plain, no embellishments	Black, brown, or tan

### Miscellaneous for all girls, pre-k3 to grade 12:

**Jewelry:** No more than one earring is allowed per earlobe; excessive jewelry is not allowed, at the discretion of the principal.

**Hair:** Must be clean; hair color limited to a natural color (highlights OK; no distinct blotches or streaks of differing hair color), no trendy styles (like mullets, mohawks, shaved designs).

**Tattoos/body piercing:** Not allowed

**Ball caps/hats:** Are not acceptable

### Additional Information for Girls:

- Students may wear polo style shirts untucked. All button up style shirts must be tucked in.
- Building temperatures can vary from room to room. Students are not allowed to wear winter coats/jackets/non-spiritwear hoodies in classrooms. They are encouraged to keep a uniform sweater/sweatshirt/spiritwear hoodie in the classroom should they need it. Students may not wear the hood up while inside the building.
- A uniform blouse/shirt must be worn under sweaters, sweatshirts, and spiritwear hoodies.
- Undershirts may be worn under blouses/oxfords/polos for warmth
  - Undershirts must be white or the same solid color as the blouse/oxford/polo they are under.
  - Undershirts may be short or long sleeved.
  - Remember: a uniform blouse/shirt is required to be worn under sweaters and sweatshirts.
- A girl's bra must not show through darker than the shirt she is wearing.
- No oversized or undersized uniform clothing.
- No rolling of any uniform clothing.
- Because of the way they are made, skirt hems may not be altered.
- **Skirt and jumper length should be no shorter than 2 inches above the top of the knee.**
- Solid black biker-type knit shorts may be worn under skirts for modesty. These are available from Dennis (called biker shorts in their catalog) or may be purchased elsewhere. Shorts may not be longer than the skirt.
- If a student is not in uniform, it will be considered an unexcused absence, and she will not be allowed in class until in proper uniform.
- **PARENTS, PLEASE CLEARLY MARK CLOTHING WITH STUDENT'S NAME.**

## Dress Code for Kindergarten through Sixth Grade Boys

Go to [www.dennisuniform.com](http://www.dennisuniform.com) and enter SJCS school code IJC to see a complete list/prices of available uniform items for girls. The administration reserves the right to prohibit any item relating to dress or appearance. In addition, please note the following:

Shoes	Any closed style. Heel no greater than 2". Administration reserves the right to deny certain boot styles. No heeleys.
PE Shoes	Only athletic court shoes may be worn in the gym. We strongly encourage parents to provide their student a pair of gym shoes, clearly marked with student's name, to remain at school at all times. <b>Pre-K/K</b> students' PE shoes should be slip on or have a Velcro closure, no shoelaces, please.
Socks	Any; no wild, distracting patterns/colors.
Belts (3-6 <sup>th</sup> )	Plain, no embellishments. Black, brown, or tan

### Miscellaneous for all boys, pre-k3 to grade 12:

**Jewelry:** Boys may not wear earrings.

**Hair:** Must be out of the eyes, off the collar, and not below the bottom of the ear; hair color limited to a natural color (highlights OK; no distinct blotches or steaks of differing hair color), trendy styles (like mullets, mohawks, shaved designs) not allowed; no facial hair or sideburns.

**Tattoos/body piercing:** Not allowed

**Ball caps/hats:** Are not acceptable

### Additional Information for boys:

- Students may wear polo style shirts untucked. All button up style shirts must be tucked in.
- Building temperatures can vary from room to room. Students are not allowed to wear winter coats/jackets/non-spiritwear hoodies in classrooms. They are encouraged to keep a uniform sweater/sweatshirt/spiritwear hoodie in the classroom should they need it. Students may not wear the hood up on their spiritwear hoodie while inside the building.
- A uniform shirt must be worn under sweaters, sweatshirts and spiritwear hoodies.
- Undershirts may be worn under oxfords/polos for warmth:
  - Undershirts must be white or the same solid color as the oxford/polo they are under.
  - Undershirts may be short or long sleeved.
  - Remember: a uniform shirt is required to be worn under sweaters and sweatshirts.
- A boy's t-shirt must not show through darker than the shirt he is wearing.
- No oversized or undersized uniform clothing.
- If a student is not in uniform, it will be considered an unexcused absence, and he will not be allowed in class until in proper uniform.
- **PARENTS, PLEASE CLEARLY MARK CLOTHING WITH STUDENT'S NAME.**

### Special Dress Days

Upon occasion, the administration may announce special dress days for pre-k through twelfth grade students.

**Spiritwear Days** - students may wear:

- Regular uniform bottoms (slacks, skorts, skirts, etc.) or blue jeans.
- SJCS Spiritwear tops **that have been purchased from or through the school** ( this year or previously) such as T-shirts, sweatshirts, hoodies, official SJCS team shirts, regular uniform shirts.
- Students may not wear homemade, frayed, or altered items (cut off sleeves, etc.)

# ACTIVITIES

## Academic Activities

Students participate in a variety of academic activities as part of SJCS's class and extra-curricular program. These may include Science Fair, Mathletics, Spelling Bee, etc.

## Athletic Activities

Third through sixth grade parents are encouraged to watch the weekly email announcements or contact the programs coordinator about SJCS's elementary athletic opportunities including the elementary basketball league.

## Birthdays

Your child's birthday may be recognized with a song and a special prayer, and you are welcome to inquire with the teacher in advance about sending treats (pre-packaged from the store) for the class. If your child has a summer birthday, check with the teacher to schedule a time to celebrate, possibly at the ½ birthday (six-month). Invitations to an outside party may be passed out at school *only* if every child in the class is invited or if only all the girls are invited or only all the boys are invited; otherwise, please mail them.

## Chapel

Chapel is usually held once a week. Parents and friends are welcome to join SJCS students in chapel; check the school announcements for a schedule. Parents of pre-kindergarten and kindergarten students should check with their child's teacher about chapel schedules for those classes.

## Community Service

Community service is a core value of SJCS and is therefore promoted in grades K–6 through classroom and extra-curricular activities. Most students will have the opportunity to participate in at least one service-oriented field trip per school year.

## Field Trips

In connection with their classroom studies, students may take various educational field trips throughout the year and a yearly field trip fee is charged to cover expenses for these events. These trips are an integral and exciting part of learning; therefore, it is expected that each student will attend. One benefit of field trips is that students are disciplined in the art of self-control and gracious deportment in various situations, in addition to the field trip's educational value. Parents will be notified in advance of the specifics concerning the field trip and will be required to return a signed permission slip detailing the time and location.

## Field Trip Fees and Release Forms

Field trip fees are included in the student's tuition package for the year.

A Transportation/Emergency Care Authorization section is included in the online enrollment packet and must be completed/signed for each student.

## Field Trip Behavior

Students are expected to use good behavior and respect the rights of others while on field trips. All school rules apply while on field trips. Students should observe the following additional rules for riding on the school bus:

- Remain orderly at all times, particularly when waiting for the bus.
- Stay seated while the bus is moving.
- When given permission, talk quietly—never shout.
- Keep arms, hands, head, and objects inside the bus and out of the aisles.
- Follow the teacher's directions.
- No eating, drinking, or gum on the bus without permission of the teacher.

- Clean up your space upon returning to school.
- Complete silence at all railroad crossings.

**Volunteer Chaperones/ Drivers** (from the Instructions for Volunteer Field Trip Chaperones and Drivers form.)

Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate your taking the time to support your child's school and its activities. The following are guidelines (per ACSI) that we ask our volunteer chaperones and drivers to follow. Thank you in advance for your help!

If you own or have access to a cellular phone, and can bring it on the field trip, please notify the teacher so that s/he may leave the number with the school office.

It is important for chaperones to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will provide direction to chaperones.

Only those parents who have signed up in advance as drivers/chaperones may attend the field trip. (No last-minute sign-ups)

Because the first responsibility of each chaperone is to the students being supervised, only children enrolled in the class or activity may go on field trips. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. Please do not plan for someone else to meet you at the field trip or event site with siblings. We believe it is nearly impossible for a parent to give necessary vigilance to supervising a group of field trip students while also trying to give proper attention to younger siblings. We greatly appreciate your understanding and cooperation.

The teacher in charge of the field trip will assign a group of students to each chaperone. Students are to remain with the chaperone/driver to whom their teacher assigns them for the entire day.

Chaperones should make it a special point to remain with the students for whom they are responsible. Please vigorously resist the temptation to group with other adults while allowing students to "do their own thing."

Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with help from chaperones. If you experience difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior at any time.

Enjoy the group of students you are with! However, if you have a problem with any student, take him/her to the supervising teachers/adult.

Know how many students are in your small group and count, count, count, all day! Be sure that all are present before moving from one place to another (especially when heading home!).

Please refrain from purchasing special treats for the children in your group unless all the children in the class benefit equally.

*Please note: 15 passenger vans will not be used for transporting students at any time, per ACSI.*

All volunteer field trip drivers must have a current copy of the *SJCS Volunteer Driver Application Form* approved by the administration, a copy of their current driver's license, and proof of insurance on file in the school office.

The teacher in charge of the field trip will make vehicle assignments for students. Students are to remain with the chaperone/driver to whom their teacher assigns them for the entire day. If you have a suggestion or preference, please let the teacher know a day ahead of time so this can be taken into consideration. Teachers sometimes have special reasons for making specific group assignments that they may not be free to explain. You will be provided with a list of the names of the children being transported in your vehicle.

Drivers should arrive at school at least ten to fifteen minutes before departure time. Schedules are sometimes tight.

The teacher in charge of the field trip will carry copies of emergency medical information for each student on every trip.

Seat belts must be worn at all times; one child per working seat belt. In accordance with Missouri's booster seat law, all children between the ages of four and seven who are under 80 pounds or 4'9" tall

must ride in a booster seat. Parents will need to leave their child's booster seat at school on field trip days to be used by volunteer drivers. Undoubtedly, this can make field trip planning in our primary grades more difficult. We appreciate your patience as we work to obey this law. This law does not apply on school busses designed to carry more than 11 passengers.

While traveling, cars will "caravan" together. The teacher will designate a lead driver. At no time should cars pass the lead car or take side trips away from the caravan. Nor should you take "chances" to keep up with the caravan, such as entering an intersection when the light is already yellow.

If there are more than three vehicles in the caravan, a "buddy system" will be used whereby two or three vehicles will caravan together, thus eliminating a long line of vehicles, which can become a safety problem.

The teacher will provide a map and/or directions for the trip. Drivers will remain with the field trip "caravan" and follow the designated route. Do not make unauthorized stops or detours.

Drivers are expected to obey all traffic laws and acceptable speed limits.

Please call the school immediately if you experience car trouble or become lost.

If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions.

Children must enter/leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.

Children must never be left unattended in a vehicle.

Students should not eat or drink in your car without your permission. They have been instructed to use quiet voices when talking and to keep hands/feet to themselves. If any student does not cooperate, please inform the teacher.

Additional questions about field trip procedures may be addressed to your child's teacher.

### **In the Event of an Accident**

In the event a shuttle bus or privately-owned vehicle (ex. car driven by parent for field trip or athletic competition) is involved in an accident:

- The vehicle is to remain at the scene of the accident until law enforcement officials release the vehicle.
- The driver (when possible or other adult next in authority) is instructed to make the first phone calls to 1.) emergency responders, as needed 2.) law enforcement officials and 3.) the SJCS administrative offices.
- The driver will follow directions given by emergency responders and law enforcement officials.
- The driver will follow the instructions given by the Superintendent or designated spokesperson regarding transporting students from the scene.
- The driver (or other responsible adult at the scene) will complete an *Automobile Accident Report* immediately following the incident.
- Only the Superintendent, principals, or designated school personnel will contact parents regarding the incident.
- Only the Superintendent or designated spokesperson will speak with media regarding the incident.

### **Sporting Event Conduct**

Because we should honor the Lord in all that we do, it is expected that fans, as well as players, will conduct themselves in a courteous fashion. We believe in treating opponents, officials, and visitors with respect. This attitude eliminates booing and razzing. We believe in maintaining the highest level of conduct and sportsmanship, whether in victory or defeat.

Students are not to remain in the building between the end of school and the start of an extra-curricular event, unless otherwise instructed by their sponsors.

### **Yearbook**

The SJCS yearbook (preschool through twelfth grades) is assembled during the school year by a staff of high school students. Yearbooks are pre-sold via the online enrollment packet and delivered in the fall for the previous school year. Any interesting photos, as well as support through advertising to keep the cost of the yearbook reasonable, are appreciated.

# All the Other Details

*Alphabetical by subject. Your search/find feature may be helpful for quickly locating information.*

## BEFORE/AFTER CARE PROGRAM (B/ACP)

The before/afterschool care program is open to any enrolled SJCS student in pre-k through sixth grade. Care is provided from 6:45-7:40 a.m. and 3:00-5:30 p.m. on regular school days and 11:50-5:30 on scheduled early dismissal days. Afterschool care (ACP) is not available for early dismissals due to inclement weather, for Grandparents' Day, or for the last day of school. B/ACP is held in an SJCS classroom, has access to playground facilities, and includes structured activities, quiet time for homework, a snack, and open recreational time.

Since the school does not have personnel available to supervise students after dismissal, **all students left after 3:10 will go to the afterschool care program.** If students are picked up by 3:30, or 12:30 on early dismissal days, the cost will be \$5.00. If students are here past 3:30, the full charge (\$10 per student per day; \$20 on early dismissal days) will apply. The B/ACP director will provide attendance records to the elementary principal, who will access appropriate fees.

### Regular enrollment

Space is limited. Parents who want to use this program on a regular basis sign a contract to enroll their student(s) and reserve their space. B/ACP payments are scheduled through FACTS, September through May, and are the same regardless of how many days during the month a student attends.

In order to ensure their safety, ACP students are only released to a parent or their authorized representative, who must enter the building and sign the student(s) out with the director. All students must be picked up no later than 5:30. Late pick-ups keep our valuable staff members from being able to leave on time, adding stress to their own busy schedules and adding payroll expense to the program. Therefore, a late fee of \$5.00 is assessed for every five minutes students are left after 5:30. The B/ACP director will provide attendance records to the elementary principal, who will access appropriate fees. Chronic tardiness in picking up may result in removal from the program.

### Special circumstances

Parents of student(s) not enrolled in the program may still use it for that occasional situation or emergency when they need care. To do so, they may call the office to request a spot for their student(s). If a spot is confirmed, they will need to let the secretary know who will be picking up their student(s). **Again, space is limited, so this service is not guaranteed to be available every day.**

## COMMUNITY CALENDAR (libraries, sports organizations, etc.)

SJCS is often contacted by outside organizations wishing for us to share their information with our families. These types of requests are compiled into a school-wide email, called Community Calendar, which is sent periodically from the admissions office. We do not send hard copy information home with our students.

- Only information which directly benefits students will be considered. *St. Joseph Christian School reserves the right to refuse information at any time at the sole discretion of the administration.*
- Submissions must be made via email, including contact information, to the building principal for approval *at least two weeks in advance.*

## COUNSELOR

The school counselor abides by ASCA Ethical Standards for School Counselors (<https://www.schoolcounselor.org/school-counselors-members/legal-ethical>), particularly as it pertains to confidentiality (section A.2.). SJCS requires the school counselor to contact families if a student has shared something with them that makes them legally responsible to do so. *Board 5/2020*

A parent who prefers their student not see the school counselor must make their student aware of their preference, as well as communicate it in writing to the school counselor, who will respect their request. In an emergency, the school counselor will refer the student to administration. *Board 5/2020*

A parent or teacher who believes a student needs to see the school counselor, may contact the counselor, who will determine if the student needs to be seen, and, whether the need is immediate, or if a meeting can be scheduled for later.

Elementary students may request a meeting with the school counselor through their classroom teacher, who will notify the counselor. The counselor will then arrange a time to meet with the student.

Secondary students may request an appointment with the school counselor. These appointments will be scheduled during study hall, lunch, and, before and after school. Students may request an immediate meeting with the counselor if they believe they have an emergency. If the counselor is not available or deems the situation as a non-emergency, the student will return to class or will be referred to an administrator, depending on the situation.

## INCLEMENT WEATHER POLICY

**When will I know if school is closed due to inclement weather?** When possible, the superintendent (or in his absence, a designated authority) will attempt to make an announcement to close school by 10 p.m. the night before. In most cases, however, a decision cannot be made until morning. The goal is to make a school closing announcement by 6 a.m.

**Who makes the decision?** The superintendent (or in his absence, a designated authority) makes the decision to close school based upon current weather conditions, weather forecasts and road conditions. Area schools' decisions are taken into consideration, however we do not always follow the lead of our local public-school districts, since we do not have bus routes to contend with. Remember, if a decision is made for school to remain open, parents have the option to keep their children home for health and safety reasons. However, please be aware that standard school attendance policies will apply.

**How do I find out if school is closed?** The moment the decision has been made, the superintendent (or in his absence, a designated authority) will activate the FACTS Parent Alert notification service. The service will send a message to every school family's home phone/cell phone number and email addresses listed in our current school records. If you miss the call, please wait for the message to be left in your voice mail.

Parents may also tune into area radio and television stations for school closing announcements. Announcement of school cancellation or early dismissal will be made to the following media: KGNM radio, AM 1270; KFEQ radio, AM 680; and KQ-TV2.

**What happens if the weather worsens during the school day?** SJCS administrators closely monitor the weather and are in direct contact with local law enforcement regarding area highway and road conditions.

St. Joseph Christian School tries to avoid unexpected early dismissals. However, on occasion, early dismissal is unavoidable. Parents must have a contingency plan for supervision of their children in the event school is dismissed early. When it is necessary to dismiss children during the regular school day, the superintendent (or in his absence, a designated authority) will activate the FACTS Parent Alert service. We will also contact the media listed above and provide as much advance notice as possible. In addition, the school will send out an email announcing an early dismissal.

If weather conditions worsen and school remains open, parents may choose to pick up their children early by signing them out at the office. Remember, standard school attendance policies will apply.

**What about Extracurricular Activities?** Decisions regarding cancellation or adjustments in scheduling of extracurricular/athletic activities will be made at the discretion of the governing administrator who will

activate the FACTS Parent Alert service and notify the media as outlined above. Coaches/sponsors of students immediately involved in the activity will make every effort to contact those students directly.

**What about the aftercare program?** Aftercare **will not** be available on days when school is dismissed early for inclement weather.

**SPECIAL NOTE: We urge parents to consult the media sources noted in this policy and/or check their voicemail rather than call the school offices. Heavy phone traffic during inclement weather ties up office phone lines and usually leads to caller frustration.**

## **INSURANCE**

The school facility and the school bus are properly insured to cover liabilities incurred. The school insurance for injury is secondary to the family's personal insurance.

## **LIBRARY MEDIA CENTER** 4/2018

The St. Joseph Christian School Library Media Center supports the school's philosophy by selecting and providing carefully chosen books and other media for use by its patrons (administrators, teachers, students, and parents).

### **Selection Procedure**

Material selection is a cooperative process in which school staff and patrons may participate. Primary responsibility, however, will rest with the library media specialist, who is familiar with the curriculum, needs of the students, available resources, inventory, and overall needs of the media center.

### **Gifts**

The media center could not have grown to its present size without the generous support of its patrons. We encourage the continued giving of resources with these guidelines:

- Materials donated will be evaluated by the library media specialist.
- Donors will be given an acknowledgement of gifts but an evaluation for tax purposes will not be provided unless the gift is a monetary donation or a new book.
- Donations that do not meet the school's criteria or objectives will be disposed of.

### **Copyright**

It is the policy of St. Joseph Christian School to comply with the intent and purpose of current copyright laws.

### **Reconsideration of Material**

Media center materials are carefully selected with consideration to the needs and interests of its patrons. However, if items are found to be objectionable, procedures are in place to ensure that suitable thoughtfulness is given.

### **Rights of Media Center Users**

The media center meets the needs of its patrons by providing a comprehensive collection of instructional materials in agreement with the collection and selection policy as well as maximum accessibility of these materials to all.

### **Check out/Return Procedures**

Although students may use the media center any time at teacher discretion, elementary students visit the library weekly during their regularly scheduled class time.

All books have a two-week checkout period and students are responsible to return them by date due. A book return is located outside the library doors for returning books when the library is closed. Students may renew a book for an additional two weeks and are then asked to return it so that another student may have the opportunity to read it.

As a general practice, students are limited to two books checked out at a time. Special projects may supersede that policy, allowing for additional checkouts.

Students with overdue items may only checkout additional materials at the library media specialist's discretion.

While overdue materials are not assessed a fine, items are considered lost after 30 days overdue and the replacement cost will be submitted to the financial secretary to be added to the student's account.

Transcripts for graduating or withdrawing students may not be released until any lost items are paid in full.

Parents may check out materials from the parent collection as well as the elementary and high school collections and are responsible for the return of the items in the same manner as students.

## Volunteers

Media center volunteers play an important part in the operation of the library. They are trained to check out and check in items, return items to the shelves, make repairs, process new materials, write overdue notices, and cover books. The help of parent volunteers is welcome and appreciated. Parents may contact the librarian to volunteer.

## LOST AND FOUND

Student belongings such as coats, bags/backpacks, and lunchboxes are not to be left on the floor of the classroom or in the hallway but must be neatly stored in the classroom coat rack area as designated by the teacher.

Student belongings found lying outside a classroom, in the gymnasium, or restrooms will be taken to the school office. At the end of each quarter, anything unclaimed will be donated to a charitable organization. **We strongly recommend that parents label all clothing/personal items with student's name(s).**

## LUNCHES

Students Pre-K3 – grade six eat lunch in their classrooms under the direction of assigned teachers. Students are required to thoroughly wash hands before eating. Students will not be allowed to leave the school grounds at lunchtime.

Taking personal responsibility for bringing their lunch/lunch money and necessary utensils to school with them each day reinforces in students a growing sense of self-discipline and personal accountability. Students will not be allowed to phone parents for forgotten lunches/lunch money. Peanut butter and crackers will be available in the school office for students who forget their lunch/lunch money.

Hot lunches (i.e., pizza, hot dogs, etc.) may be available on certain days of the week, after the Labor Day weekend. Specific information regarding hot lunches will be announced by email shortly after the beginning of the school year. Hot lunch orders may be placed through the parents' FACTS financial account (*Fall 2020*). Peanut butter and crackers will be available in the school office for students who forget to order their lunch or forget to bring their lunch money.

Students/parents may not order food for delivery (e.g., Door Dash/Grub Hub).

Milk may be purchased through the parents' FACTS financial account. *Fall 2020*

**When serving food to a group of students**, the following health department guidelines will be followed:

- Hot food prepared at home must be covered and brought hot. It must remain hot. It cannot be allowed to cool and be reheated.
- Food must always be served by adults with plastic gloves (available in the school office) and tongs.
- Students are not allowed to serve themselves. County health regulations require a "sneeze guard" be used if students are served cafeteria style.
- Baked items must be purchased at a store/bakery and brought to school in unopened packages and served as outlined above.

- Students may help in food preparation if the food being made will be cooked and served by adults. Students may not touch food after it's cooked except to eat it (of course!).
- In all food preparation, very thorough hand washing is an extremely important requirement.

## **MEDICAL CARE/OVER-THE-COUNTER MEDICATION**

While St. Joseph Christian School does not have a nurse on staff, our office personnel are trained in first aid and CPR. As soon as we are aware that a student has been injured or is not feeling well, we carefully assess the student and provide appropriate care.

Head injuries in particular, are assessed and treated carefully. Anytime a student's head is injured in such a way that a knot (goose egg) or bruise develops, or the student seems dazed or disoriented, is experiencing nausea, blurred vision or a headache, the parents will be notified immediately by phone. In addition, in the case of head injuries or other serious injury, an injury report will be completed by the adult supervisor in charge of the student. Injury reports are signed by the principal and filed in the operation manager's office. Parents and staff should be aware that the effects of a concussion may not manifest themselves immediately, and students should be monitored carefully for symptoms; medical care should be sought, if necessary. Should a student sustain a concussion in or out of school, s/he may not participate at recess or in a PE class until the parent provides the school a medical release form, signed by a health care provider that clears a student for participation in recess and/or PE. Spine and Sport Physical Therapy and Aquatics provides baseline head impact pre-tests at least once a year. Parents of student athletes (gr. 9-12) are encouraged to make use of this service. For additional information about head injuries, please refer to the following MSHSAA website link:  
[http://www.mshsaa.org/resources/pdf/ConcussionPacketHB300\\_Final.pdf](http://www.mshsaa.org/resources/pdf/ConcussionPacketHB300_Final.pdf).

Many schools no longer offer over-the-counter medications such as Tylenol or cough drops. At SJCS, our desire is to be able to continue to provide this helpful service for our families. We have established the following guidelines for parents to read carefully.

We have a small budget for stocking our medicine cabinet, so we generally offer generic forms of acetaminophen (chewable and regular strength) or regular strength ibuprofen. We also welcome new, unopened donations of these as well as band-aids and cough drops.

When it has been determined that a child needs medication, we will first check enrollment paperwork to see that the child has parental permission to receive OTC meds at school. We will not administer medication to students who do not have signed parental permission. Over-the-counter medications are dispensed according to package dosage directions. Excess doses will not be administered to any student.

Anytime medication (other than cough drops) is administered to a student, an email is sent to parents. It includes date, time, and complaint as well as what type of care was offered.

Of course, if a child becomes seriously ill or injured, we will notify parents immediately, or, at the administrator's discretion, contact those designated by the parents as emergency contacts.

### **Special note regarding medications other than those listed above or prescription medications:**

No prescription medication will be administered at school without written parental consent. A *Request to Have Medication Administered at School Form* must be on file for all students who regularly take prescription medication at school. Forms are available at the school office. Prescription medications must be in their original container and have dispenser provided. The student must bring the medication with completed permission form to the office at the beginning of the day. No medications are to be stored in classrooms or student desks/back packs.

Occasionally, a child may need a dose of cold or other type medication while at school. Parents must send written permission with the medication that includes reason for taking the medication, dosage, and time to be administered. Medications must be in their original container. The student must bring the medication with written parental permission to the office at the beginning of the day. No medications are to be stored in classrooms or student desks/back packs.

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences are conducted at the end of the first and third quarters. Parents are asked to make appointments through the office for these conferences; however, teacher-requested appointments will take first priority. Parents are encouraged to set appointments to meet with teachers at any time throughout the school year.

## RECESS

Preschool through sixth grade classes have recess, which is scheduled by their teachers. Parents are asked to make sure their students are dressed properly to go outside. Students will be kept indoors only during extreme weather conditions.

Skateboards, rollerblades, metal or wooden baseball bats, and hardballs may not be used during the school day. Teachers have an assortment of play equipment available for students to use at recess.

## SCHOOL HOURS

School will be in session from 8 a.m. to 3 p.m.

## Early Outs

Elementary school will be dismissed at 11:50 a.m. (secondary at noon) on early-out days. Parents are encouraged to check the school calendar ([www.stjosephchristian.com](http://www.stjosephchristian.com)), and make a note of early outs, holidays, and special days, such as Grandparents' Day, etc. Calendar changes will be published in the weekly email announcements.

Parents of pre-k students should check with their teacher about early out information specific to them.

## SCHOOL CALENDAR AND SUPPLY LIST

are available at [www.stjosephchristian.com](http://www.stjosephchristian.com).

## TRANSPORTATION

Parents are responsible to transport their children to and from school. We expect students to arrive on time so that classes can begin promptly.

Bikes brought to school should be locked and are to remain off-limits during the school day.

Skateboards, rollerblades, etc. are not to be used during the school day.

## Arrival / Dismissal Procedures

Students may be dropped off as early as 7:40 a.m. and must be picked up no later than 3:10 p.m.. We greatly appreciate your cooperation in picking up your children promptly. Please make sure that *all* students are here by 7:55 so that classes may begin promptly at 8:00.

### Morning Arrival:

**Always follow directions of teachers/staff on duty.**

**All pre-kindergarten and kindergarten students and their older (through 12<sup>th</sup> grade, non-driving)**

**siblings** are dropped off at the Pre-k/K loop:

- Pre-kindergarten students report to their classrooms.
- Kindergarten students report to the kindergarten playground.
- Siblings in grades 1- 6 enter the building through the east (elementary) entrance and pass through to the west playground.
- 7<sup>th</sup>-12<sup>th</sup> grade students enter the building and make their way through the halls to the JH/HS wing. 7<sup>th</sup> through 12<sup>th</sup> grade students may not linger in the elementary portion of the building before school.

Pre-K/K/dg. parents should carefully pull into the right-hand lane in the circle drive, as far forward to the crosswalk as possible. A team of sixth-grade volunteers, supervised by teachers, should be available

to assist your student out of the vehicle and to close the door. After a brief stop for your student to carefully unload, exit onto Gene Field Road. *Please do not park in the circle drive at any time before school.* Parents wishing to stop their vehicle and help their younger student(s) unload must park in the parking lot and walk their child to the playground.

**Elementary students who ride with an older (HS) student** will walk into the building with their older sibling, through the east (elementary) entrance and pass through to the west playground.

**All other elementary students and their older (through 12<sup>th</sup> grade) non-driving siblings** are dropped off in the west (office) entrance circle drive:

- Elementary students report to the playground.
- 7<sup>th</sup>-12<sup>th</sup> grade students will enter the building through the HS entrance.

Drivers should proceed all the way to the far edge of the sidewalk, near the west edge of the playground. Several cars will unload at a time. **The police department has notified us that we cannot have cars stopped on Gene Field Road waiting to enter the circle, therefore, drivers must pull as far forward as possible and not tarry, but keep the line moving in a steady, safe manner.**

**All remaining JH/HS non-driving students** are dropped off at the north drive and enter the building through the north (high school) entrances.

**High School students who drive** will be assigned a numbered parking space on the east parking lot. They will enter the building through the northeast (high school) entrance.

**High school students who drive and bring elementary students** will park & walk into the building with the younger students, through the east (elementary) entrance and make their way through the halls to the JH/HS wing.

In the event of inclement weather, children will be directed to wait inside the building. So that teachers may have time to finish preparation for the day, students will not be allowed to enter classrooms before school.

#### **Afternoon Dismissal:**

- **All elementary students will be picked up from the east parking lot everyday unless specific arrangements have been made in advance with the school office.**
- **Campus speed limit is 5mph.**
- **Always watch for pedestrians, especially children.**
- **Always follow directions of teachers/staff on duty.**
- **Always enter the east parking lot from Riverside Road.**
- **Parents must email or call the school secretary with any change in the ride home, whether planned ahead or last minute, no later than 2:30. Verbal instructions to your child are easily forgotten! We want to keep your child as safe as possible and will only release them to those for whom we have permission to do so. *This includes going home with a friend from class.* Thank you for your cooperation.**

There is a ten-minute gap between elementary dismissal and JH/HS dismissal to better facilitate traffic flow after school.

At the beginning of the school year, elementary families will be assigned pick up locations as follows (All the families in a carpool are assigned to the same pick-up location, please notify the school office of carpool plans.):

**Pre-kindergarten students and their older elementary siblings are dismissed from the Pre-k loop.**

*Should a Pre-k parent also have a JH/HS student, we ask that they pick up their younger child(ren) and then drive around to the north drive to pick up their older student.*

**Please note:** Parents picking up students in the circle drive should proceed slowly and cautiously, making two lines; room 101 on the outside (left or south) lane and room 102 on the inside (right or north) lane. Please turn off your vehicle and do not block the crosswalk.

When dismissing, teachers will lead the children down the line past each car. Parents, please *remain in your vehicles until your child comes to you*. As the teacher passes your car, you are then welcomed to help your child into your vehicle. Some children worry when their parent isn't readily seen, and this system assures the children that everyone will safely reach their car eventually. *Only after teachers have indicated that everyone is safely in their car, may drivers begin to exit onto Gene Field Road.*

Drivers who enter the lot after the lines have begun to move will be asked to stop, park, and wait

until the lines have cleared. When the parking lot is clear, late drivers will be directed to pull into the Pre-k loop to pick up their children.

**Families of elementary students (who DO NOT have JH/HS siblings)** will be assigned to pick up lines. Drivers must enter the east parking lot through the Riverside Road entrance and proceed to their assigned lines. Students will be accompanied to the parking lot by their teachers, who will oversee loading. Students will immediately locate their line and get into their car. Students who do not find their ride will go directly to the area outside the Pre-k doors to wait. *Only after teachers have indicated that everyone is safely in their car, may drivers begin to exit, following teachers' directions.* Drivers who enter the lot after the lines have begun to move will be asked to stop, park, and wait until the lines have cleared. When the parking lot is clear, late drivers will be directed to pull into the Pre-k loop to pick up their children.

**Families of elementary students (who HAVE JH/HS siblings)** will park in the Elementary/JH/HS Dismissal Section to wait for their student(s).

Drivers must enter the east parking lot through the Riverside Road entrance and proceed to their assigned dismissal location. Elementary students will be accompanied to the parking lot by their teachers, who will oversee loading. Elementary students will immediately locate their ride and get into their car. Students who do not find their ride will go directly to the area outside the Pre-k doors to wait.

Drivers may then wait; JH/HS students will follow shortly.

**Families of JH/HS students (who DO NOT have elementary siblings)** will pick up their student(s) in the north drive.

**Elementary students who are riding home with an older (HS) sibling** will wait inside at a supervised location until elementary loading and dismissal is completed. Their older sibling will collect them and walk out to the parking lot with them. High School students must be prompt in collecting their elementary siblings after school. These students will also be assigned to a pick-up line for days when their older sibling is unable to drive them home (i.e., athletic practices) and a parent picks them up.

**Parents should understand there is no supervision for students after 3:10 p.m. Therefore, those students left after 3:10 (noon on early dismissal days) will go directly to the afterschool program, and parents will be charged for their care.** The secretary will call parents to notify them that the student has not been picked up. If the student is picked up by 3:30 (12:30 on early dismissal days); the charge will be \$5.00. If the student stays past 3:30 (12:30 on early dismissal days); the regular charge for emergency afterschool care will apply (\$10.00 regular school days; \$20 early dismissal days). These fees will be billed monthly.

## TECHNOLOGY *Under Revision 2021*

### TELEPHONE SYSTEM / USAGE

SJCS employs an automated answering/voice message system. When calling the school, please keep the following in mind:

Incoming calls ring several times before the automated system answers. If you receive the automated system during regular business hours, this indicates office staff may be speaking on another line, temporarily away from the desk, or, in the main office, helping someone at the counter.

*Many times, the swiftest course of communication is through our voicemail system. We appreciate your understanding and cooperation!*

Faculty/staff will know when you have left a message by a flashing light on their telephone. Every effort is made to retrieve messages frequently and return them as needed, quickly, and in order of priority.

Ringers on **classroom telephones** are turned off during school hours. Although SJCS teachers and staff check their messages frequently, they may not be available to return phone calls until the close of the school day.

If parents need to communicate with their child during the school day, they may leave a message for their child with the school secretary, or they may leave a voice mail message for their child's teacher. Teachers and students will not be contacted in class to receive telephone calls.

**Students may use the school office phone** during/after school hours at the teacher's discretion, and in keeping with the following guidelines:

- Students may not use the phone for social plans (i.e., making evening plans, asking to go home with someone after school, etc.).
- Students may not use the phone if they forget their lunch (see School Lunches).
- If a student needs to use the phone for something they forgot for class or an after-school activity, the student must get permission from the teacher for whom they need the items. The teacher will make the decision if the student needs to use the phone.
- Phone calls are limited to a maximum of two minutes.

*Note: We understand unexpected needs for phone use do arise. Those situations will be considered on an individual basis.*

## Cell phones

Elementary students are strongly discouraged from bringing cell phones to school. The school will not be responsible for lost or stolen cell phones. If a student must bring a phone to school, it must be turned off and stay in the student's backpack during the day. Students are not allowed to use cell phones for calling or texting on school premises before or during the school day, including recess.

## VISITATION POLICY 8/2022

Out of respect for our families, who have chosen to pay for a private education, and for our teachers, who work diligently to provide that education, we strive to keep classroom interruptions to a minimum. *We do not interrupt class instructional time to deliver messages/forgotten items to students.*

We ask that parents also show respect for teachers, classroom schedules and the integrity of their child's education by following these school-day procedures:

- At times, a parent may need to drop by with a forgotten item (backpack, lunch, etc.) Please buzz and be admitted to the building at the main office (door #2) and leave these items in the office. The school secretary will work with teachers to make the student aware they have something in the office.
- Due to the increasing number of students and staff in our building (what a blessing!) as well as ongoing awareness of community health recommendations, we are not able to have parents or other guests visit during class time or lunchtime.

The principals may make exceptions for specific circumstances, such as for parents who volunteer to serve lunch, or for certain occasions such as elementary Christmas parties, secondary pep rallies, or chapels. These exceptions will be communicated to families through the weekly Lions' Loop email. We appreciate the understanding and cooperation of our families in this area.

The school's outside doors are secured with an electronic locking system, managed by the school receptionist, when school is in session.

Anyone who is not faculty/staff, or an enrolled student is considered a visitor (this includes parents), and will be asked to do the following:

- All visitors must enter the building through the school office entrance (west side, door #2).
- Visitors should press and release the button on the call box at the office door for admittance/assistance.
- Visitors will be asked to state their name and purpose for their visit before being admitted. Please do not "tailgate" by entering with building with someone who reached the door before you. Wait, and identify yourself to the school receptionist to be admitted.
- Visitors (including parents, lunch volunteers, etc.) must sign in at the school office and wear a visitor's tag *every time they visit*. This is in accordance with law enforcement safety requirements.

- SJCS is a tobacco free campus. Smoking and all tobacco use (including electronic cigarettes) is strictly prohibited on school property, by all persons (students, staff, parents, guests). Parent/guest violators may be asked to leave campus.

### **Classroom parties**

Preschool through sixth grade classroom parties provide an opportunity for students to enjoy celebrating with classmates, and parents may be invited to attend (watch the weekly letter from your student's teacher for specifics). However, **we do ask that parents not bring younger siblings to classroom parties**. Classroom space is limited, and, more importantly, it is nearly impossible for parents to share this special time with their student if they are supervising younger siblings.

Parents should be aware that it is very awkward for teachers/room mothers when a parent or two ignore this direction and show up at a class gathering with younger siblings in tow. **Thank you** in advance for making other arrangements for your littler ones during classroom parties.

# School Safety 8/1/2020

Though school crises may occasionally bring safety issues to the forefront, statistically, school is still one of the safest environments for your child; and St. Joseph Christian School is one of the safest schools in the area. Our security system is state of the art, and emergency drills are held on a regular basis throughout the school year. All staff members are trained in emergency procedures, and administrators have trained with local law enforcement personnel.

- Our school receptionist diligently monitors activity in and outside of the school building during school hours. *All* visitors, including parents, are required to enter through the main office entrance on the west side, sign in and wear a name tag. If a visitor will not give a name or does not have a viable purpose in visiting the school, s/he is not allowed to enter.
- Students are not allowed to leave the school building without permission during school hours.
- SJCS administration will always follow directions of local law enforcement emergency management in an emergency.
- **If you should hear that the school may be experiencing an emergency, please help us by:**
  - **stopping to remember**, we take the trust you have placed in us for the care and safety of your student very seriously; *student/staff safety is our immediate priority in an emergency.*
  - **resisting** the urge to speculate or react to rumors or hearsay. Be assured, once the situation is under control, including the safety of our students and staff, the administrative team is committed to contacting parents as soon as is safely possible.
  - **remaining calm and reminding** your student of these things if they contact you on their cell phone. Reassure them by directing them to remain calm, resist giving place to rumors, and to follow directions. Your calm confidence can greatly help your student respond appropriately, thereby freeing administrators and staff to work at resolving the situation more quickly.
- In the event it is not secure or becomes unsafe to remain on campus, students may be relocated to the alternate safe site at Word of Life Church (north of the school at Riverside and Cook) where parents may pick up and sign out their child(ren) when safe.

## **Routine Practices to Ensure the Safety of Students and Staff in an Emergency:**

**Severe Weather:** The administration will monitor threatening weather conditions. In case of a tornado threat, teachers will direct students to the Weather Safe Zone.

**Smoke, Fire, Chemical Leak, Bomb Threat:** Students will be directed to evacuate the building immediately in an orderly manner as directed by their teachers, leaving behind all belongings, and proceed to the Outdoor Safe Zone. Administrators will leave the building last, "sweeping" for anyone remaining in the building.

**Physical Threat/Armed Intruder:** Response to these emergencies may vary. School personnel are trained to use the **ALICE** model:

**ALICE** – Giving students & staff permission to use their God-given instinct to survive.

**Alert** – the existence of a threat is communicated.

**Lockdown** – A semi-secure starting point from which survival decisions are made. If able, evacuate; if unable to evacuate, secure the room.

**Inform** – Use any means necessary to pass on real time information about what's happening.

**Counter** – The use of simple, proactive techniques if confronted by an intruder.

**Evacuate** – Get away from the danger zone as quickly as possible.

## **Prohibition of Persons Guilty of Sex Crimes/Registered Sex Offenders**

SJCS prohibits all persons who have pled guilty or no contest to or have been convicted of and/or found guilty of sex crimes, or persons registered as sex offenders of being or within 500 feet of any school building, school property, school activity, or any vehicle used to transport students (Refer to Missouri

State Statutes 566, 568, and 573). The school board may make rare exceptions for parents, guardians, or custodians of students enrolled in the school if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will always be supervised.

We continue to review and upgrade our safety plans and procedures. Information on safety is regularly provided to students and staff. Thank you for supporting the SJCS staff as we labor to make St. Joseph Christian School a safe and pleasant learning environment for your child.

## Procedures for Reporting Alleged or Suspected Child Abuse

In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect.

**The Missouri Child Abuse Law, Section 210.110 RSMo** defines abuse as any physical injury, sexual, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody and control except that discipline including spanking, administered in a reasonable manner shall not be construed to be abuse.

*Neglect as failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, or any other care necessary for the child's well-being.*

In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of legal suspicion of abuse be made. School staff will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## Protecting Your Child Against Child Abuse

Parents can best help their children prevent child abuse through education and guidance. Talking with your child about preventing abuse is the best way to fend off assault.

### 5 Steps to Protecting our Children\*\*

1. Learn the facts: 1 in 10 children are sexually abused. Over 90% of them know their abuser.
2. Minimize opportunity: Eliminate or reduce isolated, one-on-one situations to decrease risk for abuse.
3. Talk about it: Have open conversations with children about our bodies, sex, and boundaries.
4. Recognize the signs: Know the signs of abuse to protect children from further harm.
5. React appropriately: Understand how to respond to risky behaviors and suspicions or reports of sexual abuse

## If Your Child Tells You About Abuse

- **Don't** panic or overreact to the information your child tells you.
- **Don't** criticize your child or tell your child he misunderstood what happened.
- **Do** respect your child's privacy and take your child to a place where the two of you can talk without interruptions or distractions.
- **Do** reassure your child that he or she is not to blame for what happened. Tell him or her that you appreciate being told about the incident and will help to make sure that it won't happen again.
- **Do** encourage your child to tell the proper authorities what happened but try to avoid repeated interviews that can be stressful to the child.
- **Do** consult your family doctor or other child abuse authority about the need for medical care or counseling for your child.

You should show real concern, but NOT alarm or anger, when questioning your child about possible sexual abuse.

## **Sources of Child Abuse Prevention Information**

Buchanan County Children's Division, 816-387-2323

[Child Abuse and Neglect Hotline](#) (Missouri Department of Social Services)

**1-800-392-3738** a toll-free telephone line which is answered seven days a week, 24 hours a day, 365 days a year.

\*\*[Darkness to Light](#) empowers adults to prevent, recognize, and react responsibly to child sexual abuse through awareness, education, and stigma reduction.

The [Children's Bureau](#) (US Department of Health and Human Services) focuses on improving the lives of children and families through programs that reduce child abuse and neglect, increase the number of adoptions, and strengthen foster care.

[Prevent Child Abuse America](#) is dedicated to promoting services that improve child well-being in all 50 states and developing programs that help to prevent all types of abuse and neglect.

[National Center for Missing and Exploited Children](#), whose mission is to help find missing children, reduce child sexual exploitation, and prevent child victimization.

## **Student Anti-Harassment Policy**

St. Joseph Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### **Definition of Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or of the work or educational setting, including, but not limited to, that occurring under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. The following are among the types of conduct that would violate this policy.

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.

4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, or impeding or blocking movements.

**Employee-Student Sexual Harassment** is strictly prohibited.

**Student-Student Sexual Harassment** is strictly prohibited.

**Student-Employee Sexual Harassment** is strictly prohibited.

### **What to Do if You Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. Employees who feel that they have been subjected to conduct of a harassing nature or who observe or otherwise have reasonable grounds to suspect the occurrence of a conduct of sexually harassing nature shall report the matter to one of the school officials designated below, and shall in addition, report to the Missouri Division of Family Services within twenty-four hours of becoming apprised of same, any matter, including abuse or neglect of a person under the age of eighteen by those responsible for that person's care, custody, and control. All complaints will be promptly investigated.

### **Where to Report Sexual Harassment**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

**Mr. Danny Maggart & Mrs. Rose Dunlap, Co-Superintendents**

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning sexual harassment.

### **Procedure for Investigation of the Complaint; Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal. The principal will direct an investigation. If the principal is alleged to be responsible for the sexual harassment, a school administrator will direct an investigation. In either case, should the investigation confirm the allegations, prompt corrective actions shall be taken, provided, however, that any teacher, principal, school official (or volunteer exercising supervision over students during a school-sponsored activity) who observes or otherwise has reasonable grounds to suspect the occurrence of an incident of abuse or neglect of a person under the age of eighteen by those responsible for that person's care, custody, and control, shall report such incident or cause such incident to be reported to the Missouri Division of Family Services within twenty-four hours of being apprised of the same.



# Early Education (Pre-kindergartens & Kindergarten) Supplement to the Lion Cub Student Handbook 2022 – 2023

*THANK YOU for entrusting your precious little one to us for their early education!  
We consider it a privilege and blessing to share this experience with your family!*

School calendar and supply lists are available at our website:  
[www.stjosephchristian.com](http://www.stjosephchristian.com)

We wish to extend to you and your family a warm welcome to St. Joseph Christian School's early education program! We will do our best to create a friendly and safe learning environment for your child. This handbook supplement is intended to provide important information about the early ed program, and to help you understand its structure and purpose. Please read it thoroughly and keep it in a safe place for future reference. If you have any questions or concerns that have not been answered or addressed here or at our parent orientation meeting, please contact your child's teacher by phone or email.

## St. Joseph Christian School Philosophy of Early Education

We believe that God has given parents the responsibility to educate their children and rear them in the "fear and admonition of the Lord." As your delegated authority to work with you in this sacred endeavor, it is our privilege to share biblical truths as well as academic knowledge. The classroom provides a wonderful setting to apply and practice these principles. In order to provide a well-rounded learning experience, we will incorporate Bible stories, memory verses, academic skills, structured learning center time, music, PE and recess in age-appropriate ways across our early ed classes. We look forward to your active participation in your child's education!

### **Growing as Jesus Grew** (According to Luke 2:52)

*This is a general overview of our early ed programs.*

*Some details specific to each age group are provided in the supplement sections that follow, others will be communicated by teachers throughout the year.*

- **Academically (in wisdom)** – Growing academically begins in pre-kindergarten with learning the alphabet, the phonetic sounds of each letter, as well as printing the letters, and progresses to phonemic awareness, reading, and writing at the kindergarten level. Pre-Kers learn to identify and print numbers and are introduced to beginning number concepts which develops into understanding number families, addition and subtraction in kindergarten. Colors, shapes and other concepts are also part of our learning.

- **Physically (in stature)** – Opportunities for both large and small motor activities are offered, and we will practice good health and safety habits. Learning center times, outdoor recesses, and PE classes help students grow physically as well.

- **Spiritually (in favor with God)** – Students learn that the Bible is God's Word and everything in it is true. Daily Bible lessons help students learn about God, the world He has made, and His great love for us revealed through our Lord Jesus Christ. Bible verses are emphasized and reviewed in pre-k and memorized in kindergarten. Once a week, pre-kers enjoy chapel, which includes praise and worship God through songs, Bible stories, and activities. Kindergarten students attend elementary chapel with grades 1-6.

- **Socially/Emotionally (and man)** – Students grow in understanding their feelings as well as the feelings of others, accepting authority from their teachers, following directions, and taking initiative, waiting patiently, playing in a group while sharing and taking turns, and feeling valued and competent as a unique creation of God, who has a special plan for his or her life.

## Our Objectives

- To create a dependable, trusting environment that encourages learning and provide a loving, warm atmosphere where children can grow like Jesus grew.
- To provide guidance to help children develop positive relationships with adults and their peers balanced with age-appropriate expectations.
- To provide time and opportunity for children to learn to share, take turns, follow simple directions and practice problem solving.
- To provide sensory experiences that will challenge and stimulate children intellectually.
- To provide play experiences that will encourage the development of creative expression through music, art, nature, literature and games. Children learn best when engaged in active experiential learning environments.
- To provide activities that will enhance coordination and physical development.
- To provide opportunities to strengthen fine motor skills.
- To encourage verbal expression and communication with peers.

We hope that each child leaves knowing that Jesus loves them, and that learning is fun!

## Discipline - Train Up a Child

Deuteronomy 6:5-8 lays out God's instructions for teaching children. First, as parents and teachers, we are to love the Lord our God with all our heart, soul, and strength. Then God says to impress His commands upon your children. "Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates."

We take this responsibility seriously and endeavor to partner with you to "train up your child in the way he should go so that when he is old he will not depart from it" (Proverbs 22:6). We will use scripture as the basis for all that we do.

To train means to exercise, to discipline, to teach and form by practice. When a child is "trained" it becomes part of his or her character. Our desire is that as your child is trained in our early ed classes, they will grow in these ways:

1. Obey the first time with a happy heart
2. Apply themselves diligently
3. Do their best
4. Be attentive
5. Learn to work hard
6. Treat others with kindness and respect
7. Submit to authority

This is most likely a major learning area for all 3 to 6-year-olds. Emphasis will be made on positive behaviors with various rewards and encouragement. We don't expect perfection and recognize that the Holy Spirit must play an integral role in forming godly character. We will partner with you in prayer and watch for progress!

2 Timothy 3:16 says "All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work." Discipline issues can find solutions when God's word is applied. Learning to love each other as Christ loves us will be our focus. We will establish rules and routines as we work towards developing habits of orderliness, honesty, obedience, cooperation, perseverance, self-control, attentiveness, confidence, responsibility, endurance, helpfulness, neatness, patience, and respect.

Scripture will be applied to help the children:

- "Honor others above themselves" Romans 12:10
- "Do to others as they would have them do to you" Matthew 7:12
- "Speak truthfully to their neighbor." Ephesians 4:25
- "Be kind and compassionate." Ephesians 4:32
- "Forgiving one another." Colossians 4:13
- "Bearing with one another in love." Ephesians 4:2

**We will encourage mutual respect by asking your child to follow these general classroom rules:**

*"Do unto others what you would have them do unto you." Luke 6:31*

-  Talk quietly and always speak the truth
-  Look at the teacher
-  Listen and follow directions
-  Raise our hands to speak
-  Walk when inside

Proverbs 3:12 says "The Lord disciplines those he loves, as a father the son he delights in." Because the Lord disciplines those he loves, we will too. 😊

After the first week we will implement consequences for misbehavior such as: reminder of rules and correction from teacher, prayer, removal from activity, logical and natural consequences. If misbehavior persists, we will send a note home, conference with parents, or visit with the principal to determine the next course of action.

Please pray with and help your child understand Hebrews 12:9-11.

## Training Children to be a Disciple of Jesus

- **Disciple:** One under the authority of another for the purpose of instruction that will produce maturity,
- **Sin:** An archery term; missing the mark. More than, less than, or different from, not always evil.
- **Obedience:** Gladly submitting to godly restraint, instruction, and authorities. It is immediate, complete, joyful, and wholehearted.

“Man looks at the outward appearance, but the LORD looks at the heart.”  
1 Sam. 16:7

*Taken from ACSI conference Oct. 1998,  
Carolyn Tobias speaker*

	Facial Expression	Child may be thinking:	Attitudes of their heart:	Outward actions:
Easy to recognize but embarrassing to correct.		I don't like it so I'm not going to do it. James 4:17 1 Sam. 15:23	Unwilling to obey.	Non-compliant, throw fit, disappear.
What we settle for because we're glad we don't have to confront.		I might have to do it, but I don't like it. Matt. 15:8 Phil. 2:14	Unwilling to obey	Compliant with rolling of the eyes, sighing; eventual outward rebellion
What we unknowingly accept-their best efforts: SELF		I'm doing my best, I'm not complaining. John 15:5	Willing to follow instruction but steal God's glory.	Compliant
What God desires-living by His Spirit within us		My desire is to please you O Lord, so I will obey my authorities.	Willing and cheerfully obey. God gets glory.	Obedient Ps. 40:8 Col 3:23 Phil. 2:13 Zech. 4:6

## SJCS Early Education Behavior Rubric

Excellent	Good	Fair	Needs Improvement
Very little reminder of rules needed	Some reminder of rules needed	A lot of reminders of rules needed	Constant reminder of rules needed
Obeys the first time cheerfully	Teachable Spirit, responds well to correction	Tests limits after correction	Pouts when corrected
Truthful about misbehavior	Needs prompting to admit misbehavior	Stops misbehavior but doesn't admit wrongdoing	Continues misbehavior
Seeks forgiveness quickly	When prompted, Seeks forgiveness	Reluctantly seeks forgiveness	Refuses to seek forgiveness
Grants forgiveness quickly	When asked, grants forgiveness	Reluctantly grants forgiveness	Refuses to grant forgiveness

"Moreover, we have all had human fathers who disciplined us, and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."





# 3-Year-Old Pre-Kindergarten Additional Details for Families

## Typical Pre-K3 Development

God has designed your child with a unique timetable for development. As concepts are introduced, students will master them at different rates. While encouragement is always appropriate, please relax and enjoy this special time, and let God work gloriously in your child according to His design.

### **Toileting Needs**

**All children must be potty trained to attend the pre-k3.** We understand that occasional accidents are normal at this age, but your child must be able to use the bathroom and care for their own toileting needs and not need diapers or pull-ups.

### **Pre-K3 Schedule of Operation**

The SJCS school calendar is available at [www.stjosephchristian.com](http://www.stjosephchristian.com). School begins for all SJCS students, pre-k3 through twelfth grades at 8:00 a.m. daily.

- Full-day pre-k3 students will be dismissed at 3:00 p.m.; 11:50 a.m. on early out days.
- Half-day pre-k3 students will be dismissed at 11:30 a.m.; 11:50 a.m. on early out days.

Children greatly benefit from an established routine in their daily schedule and arriving at school on time is an important part of that routine. Young children are often upset by arriving late and joining the class in a middle of an activity. Thank you for making every effort to be at school on time each day.

### **Looking Forward to the First Day of School**

If you have a positive attitude and look forward to the first day of school, your child will probably do the same. Talk about pre-k with enthusiasm. Discuss questions or fears with your child well in advance. Share some of your "first day" experiences and build excitement by letting him or her join in the preparation by packing school supplies or picking out a new outfit. Above all, pray with your child and ask God to bless them and go before them as they move into this new phase of childhood. Help your child know ahead of time what to expect regarding your separation from them on the first day.

Prepare your child to meet their teacher (and new friends!) on the lawn near the pre-k playground. Let them know that you will only stay a few minutes, maybe take some pictures, and then say goodbye as they line up to enter the building, leaving them to enjoy their new school experience! **(Please refrain from coming inside with your child. Thanks in advance for helping us make this transition as smooth as possible for everyone.)**



### **InFARMation About How to Come & Go from School**

**\*\*First, please read the complete arrival/dismissal procedures in the Lion Cub Student Handbook.**

Arrival of all pre-k3 students and their older siblings will be done in the circle drive (pre-k/k loop) near the pre-k classrooms on the east side of the building.

- Students may be dropped off as early as 7:40 a.m.
- We are blessed to have sixth grade volunteers (our Lion Cub Concierge team!) to help your child out of the car at the curb and guide them safely into their classroom.
- Because we need to keep the cars moving in the circle, **please be prepared to make a brief stop (DO NOT get out of your vehicle) and then move along quickly after your child exits your vehicle – "Drop-N-Go".**

- If you wish to walk your child to the door (DO NOT enter the classroom), please park out on the parking lot and walk along the sidewalk. NEVER PARK IN THE LOOP, as the cars must keep moving.
- Before school is not a good time to visit with teachers, as they have other responsibilities. If you need to communicate with your student's teacher, please email them or send a note in your child's folder.

When school begins at 8:00, the pre-k3 teachers will hang a red stop sign in their classroom windows which face the pre-k/k loop, indicating the doors are locked and the school day has begun. If you arrive after 8:00, you will drive around to the west (office) side of the building and check in at the office where your child will receive a tardy slip. S/he may then report to class. (If you wish to walk to class with your child, you'll need to sign in outside the office and wear a name tag.)

Half-day students will be dismissed in the loop at 11:30 (11:50 on early out days). Should a student's ride not arrive by dismissal time, s/he will be taken to the office where the secretary will call the parents. There is no supervision for half-day pre-kindergarten students after dismissal.

Should you need to take your student out of school for an appointment, etc., you'll need to complete, sign, and return a prearranged absence form *at least one week in advance*. Forms are available at the website. When you come to sign the student out/in for an appointment, you must come in through the west (office) door. All other outside doors will remain locked from 8:00 a.m. until 3:00 p.m. and no one is admitted through them during that time. At parent orientation, pre-k3 parents will be given a *Ride Authorization Card* listing persons who have permission to pick up students from school. Please return the completed card at back-to-school night. These cards hang by the door in the classroom for easy reference by the teacher.

**Parents must email or call the school secretary with any change in the ride home, whether planned ahead or last minute, no later than 2:30. Verbal instructions to your child are easily forgotten! We want to keep your child as safe as possible and will only release them to those for whom we have permission to do so. This includes going home with a friend from class. Thank you for your cooperation.**

To ensure the safety of our little ones, if your child is to be picked up by anyone not on the authorized list and that person is not known to the teacher, they will be asked to present a picture ID before the child will be released.

**Dismissal for pre-k3 students will be explained at the parent orientation meeting.**

## **Appointments**

Anytime parents know their student will be absent from school ahead of time (vacations, medical/dental appointments, etc.), they should obtain a Pre-Arranged Absence Form from the school office *at least one week in advance* (also available at the bottom of the main page of our website, [www.stjosephchristian.com](http://www.stjosephchristian.com).)

- Complete, sign, and return the form to the school office.
- When your form has been received and recorded in the office, the secretary will let teachers know about the appointment/absence.
- Then, to pick your student up for their appointment, come to the west-side entrance (door #2), to the school office.
  - The secretary will call the teacher to excuse your student to come to the office to meet you while you sign your student out. Parents should not go to the classroom.
  - Students who are not yet confident to make their way to the office will be escorted by the teachers' aide.

The exterior doors, including pre-k classroom doors will remain locked from 8:00 a.m. until 3:00 p.m. and no one is admitted through them during that time.



## InFARMatIon About What We Do Each Day

This schedule reflects the general flow of a pre-k3 day. A schedule that includes more specific times will be given to parents after school starts.

**Arrival Time/ Table Activities:** Children arrive and are greeted at the door by their teacher or an aide. Children are encouraged to independently put bags away, hang up jackets, take their folders out, and sit at the table for an activity.

**Circle Time:** Children are encouraged to welcome each other to school, say the Pledge of Allegiance, pray, sing songs, share announcements, and do group activities which include introducing and reviewing colors, letters, and numbers.

**Instructional Time:** Children will be engaged in phonics lessons and activity books at their table.

**Center Time:** Children will have free and structured play at learning centers in the room. These purposeful centers are focused around the "theme" and will provide opportunities for the children to explore concepts that have been discussed throughout the units. Students are encouraged to engage in learning according to their own interests and learning levels. The areas are changed frequently to reflect themes and stimulate interest.

**Morning Snack Time:** Children participate in serving themselves a small morning snack, which incorporates measuring, counting, making choices, and having conversations at the table.

**Outside Recess Time:** Children will go outdoors if weather permits, to socialize, and engage in active play. This includes running, climbing, and the use of equipment such as balls and hula hoops.

**Circle Time:** Children gather on the floor to listen to a book, discuss theme related activities, perform finger plays, and sing songs.

**Instructional Time:** Children will be engaged in math lessons and activity books at their table.

**Circle Time:** Children will hear the Bible story and recite the Bible verse and discuss a Christian character trait.

**Transition Time:** Children who are half-day will prepare to go home. They are encouraged to put papers in their "Home" folders and pack their backpacks. The other children will help clean up the room and wash the tables.

**Prepare for Lunch:** While the half-day children are dismissed, the other children will wash their hands and prepare for lunch.

**Lunch and Clean up Time:** Children get their lunches, whether they brought it or bought it. This is a great time for social interaction and to practice good manners.

**Rest Time:** Children relax their minds and bodies through soothing music and quiet time.

### Wake up Time/ Story Time

### Outside Recess Time

**Arts/Craft Time** Children will be engaged in an art project/craft that reinforces something learned that day.

**Center Time:** Children will have free and structured play at learning centers in the room.

**Good-Bye Time:** The day's activities are reviewed, and highlights of the next day's activities are shared. Independence in packing backpacks and dressing skills is stressed.

**Dismissal Time:** Children will be walked out to their cars. Children in the after-school program will be taken to the appropriate room.



## InFARMatIon About What to Wear

God is glorified when we conduct ourselves in good taste and modesty and when our dress is appropriate for the occasion. The pre-k3 dress code is designed with the active routine of school life in mind. **Please do not send your child in clothes that could become "ruined." We use markers, paint, etc. on a daily basis. In pre-k, messy equates to joy!**

A spare change of clothes should be in your child's cubby at all times. Please label the spare pants, shirt, underwear, and socks with your child's name. Place the spare clothes in a gallon sized zip-lock bag with your child's name written on the bag. If your child needs to use their spare clothes, soiled clothes will be sent home the same day. Please send a fresh set of spare clothes the next day.

Points to remember:

- Please avoid clothing with logo, advertising, athletic teams, and character-wear (like Disney, Marvel, etc.).
- Belts not required.
- Ball caps/hats are not acceptable.
- Consider wearing shorts under skirts/dresses for modesty while playing/sitting on floor.
- Dress students in layers to keep them comfortable as classroom temperatures are cool (68-72 degrees) and students warm up at recess.
- The teacher may announce days when students will have an opportunity to dress in a special manner to coincide with something they are studying (Hats for the letter "H") or for school spirit week, etc. Parents may check the teacher's weekly letter for information about special dress days.
- There are several issues, such as how to address the celebration of Halloween, and belief in Santa Claus, that we choose to leave with parents and churches. Since there are a variety of views among Christians, we do not acknowledge Halloween or Santa at school. Please avoid Halloween or Santa-related clothing.

<b>Clothing item:</b>	<b>Color:</b>	<b>Style:</b>	<b>Not acceptable:</b>
Shirts/Blouses	Any solid	Button-down Polo T-shirt	Logos, ads, team, character-wear, sleeveless/ spaghetti straps.
Sweaters/Sweatshirts Acceptable shirt/blouse must be worn underneath sweaters/swtshirts	Any solid	Pullover/Cardigan	Hoodies
Pants	Any	Jeans/Slacks/Loose-fitting athletic Girls may wear leggings if they also wear a top which is long enough to cover their bottom.	
Shorts Short length 2" above kneecap or longer		Jeans/Walking/Loose-fitting athletic	
Skorts/Capris Skort length 2" above kneecap or longer	Any		
Dresses/Skirts/Jumpers Length 2" above kneecap or longer No part of tummy/back may be exposed.	Any		Sleeveless/spaghetti
Shoes Socks required. Heels no greater than 1".	Any closed-style, slip-on or Velcro only		Sandals, mules

Miscellaneous for all girls, pre-k3 to grade 12:

- Jewelry: No more than one earring is allowed per earlobe; excessive jewelry is not allowed, at the discretion of the principal.
- Hair: Must be clean; hair color limited to a natural color (highlights OK; no distinct blotches or streaks of differing hair color), no trendy styles (like mullets, mohawks, shaved designs).
- Tattoos/body piercing: Not allowed (including press-on or sticker-type tattoos)
- Ball caps/hats: Are not acceptable

Miscellaneous for all boys, pre-k3 to grade 12:

- Jewelry: Boys may not wear earrings.
- Hair: Must be out of the eyes, off the collar, and not below the bottom of the ear; hair color limited to a natural color (highlights OK; no distinct blotches or steaks of differing hair color), trendy styles (like mullets, mohawks, shaved designs) not allowed; no facial hair or sideburns.

- Tattoos/body piercing: Not allowed (including press-on or sticker-type tattoos)
- Ball caps/hats: Are not acceptable



## InFARMed About What We'll Eat

**Snacks:** Pre-K3 students will enjoy a healthy snack mid-morning each day. Parents are asked to provide these snacks on a rotating schedule (provided in the barnyard folder).

When it is your turn you will:

- See your turn scheduled on the yellow paper.
- Watch for your child to bring home the "Snack Sack" the Friday before your scheduled week.
- Send enough snacks in the Snack Sack on Monday for the whole class for the entire week.
- You may send different kinds of snacks, as long as there is enough of the same snack for each child on a given day (keep in mind, portion sizes will be small – ½ piece of fruit, ½ breakfast bar, ¼ cup dry cereal; so, one box of cheese crackers, for example, will go a long way!)
  - **Please do not divide snacks ahead of time;** we will learn by measuring in class!
  - Only unopened, prepackaged, store-bought (not homemade) snacks may be served.
  - Healthy snacks only; breakfast bars, popcorn, cheerios, crackers, string cheese, fruit, etc.
  - Avoid excessively sweet or sugary items.
  - No messy snacks.
  - If sending snacks which require forks or spoons (like applesauce) *YOU must also provide the forks/spoons.*
  - We will drink water with our snack.

**Lunch:** Full-day pre-kindergarten students will bring their lunch to school and eat in their classroom under the direction of the teacher. Student tables are cleaned before and after eating with disinfectant cleaner. Students are required to thoroughly wash hands before eating. Please avoid pizza-type lunchables.

Hot lunches (i.e., pizza, hot dogs, etc.) may be available on certain days of the week, after the Labor Day weekend. See *Lunches* in the main section of this handbook for details about ordering lunches.

*Pre-K3 students do not have access to a refrigerator or a microwave.* Parents must pack an icepack with things that need to be kept cold; things that need to be kept warm must be in a thermos.

If a pre-k3 student forgets their lunch, we will call a parent. If the parent is unable to bring a lunch to school, peanut butter and crackers will be provided.

**Milk:** White or chocolate milk is available and may be purchased through the parents' FACTS account. Please alert us to any milk allergy or restriction in choice of drink; otherwise, your child may choose each day.



## InFARMed About Recess

Please dress your child adequately to play outdoors, according to the weather. We *will* have about 30 minutes of outside recess, even in cold weather, and mittens and hats will be needed. Children need fresh air playtime, which for our class includes bubbles, books, sidewalk chalk, nature walks, balls, organized games and play equipment, and we will follow school guidelines regarding time spent outdoors.



## InFARMed About Rest Time

Your child is expected to lie quietly during rest time, which includes independent reading time, from noon to 2:00 p.m.

We understand there are times when doctor appointments are inevitable during the day. We ask that you try to make your appointments so that they do not interfere with our preschool day. There are many early dismissals throughout the school year that you can take advantage of to schedule appointments. However, *if it is necessary to pick or return your child during the day, we particularly ask that you avoid doing it during rest time.*

If your child is used to sleeping with a small blanket, you may send one to school for rest time. Your child will leave it in their cubby until it is time to rest. We will send the blankets home every other Friday for you to wash and return on the following school day.



### **InFARmation About Parent/Teacher Communication**

Communication between school and home is essential to your student's success! Parents are strongly encouraged to establish a habit of thoroughly reading the teacher's notes:

#### **Daily:**

Each day, your child will bring home a folder (provided by the school) in their backpack. The folder contains a "Keep It At Home" pocket on one side where we will put things for you to keep at home and a "Bring It Back" pocket on the other side where you will put signed items and notes you wish to return to us. Please check your child's folder every day. Look for notes, papers, student's work etc. that may be in the folder.

During naptime each day, your child's teacher will send a short email to all parents letting you know of the happenings of that day.

#### **Weekly:**

We will email a classroom letter each Friday highlighting news about what we have learned, upcoming events and supplies we may need for the next week's lessons. Parents also receive a weekly email from the school office which contains important school-wide announcements.

#### **Monthly:**

At the beginning of each month, we will send a calendar of events. If you still have questions, please feel free to contact your child's teacher with a handwritten note or by email (preferred).

#### **Parent/Teacher Conferences:**

School-wide parent/teacher conferences are held twice a year in October and March. These are important times to ask questions and to see your child's progress and every family is asked to attend. A reminder will be communicated through the teacher's weekly letter and the school's email announcements. Appointments may be made by calling the office.



### **InFARmation About Assessment**

Informal assessment is constantly going on in the classroom, especially in the first month. This will help the teacher meet specific needs that may not be addressed in the regular curriculum. At the end of each quarter, a screening will be done to ensure progress and identify areas where children need extra help.

Student work will be kept in a portfolio throughout the year to be sent home at the end of each quarter for parents to view and discuss with teachers during conferences. The portfolio is a purposeful, carefully selected collection of a student's work and related material that represents the student's activities, accomplishments, and achievements in one or more school settings. It documents the stages of learning and provides a progressive record of student growth. Please return your student's portfolio the following week.



### **InFARmation About Parent Visitation/Participation**

#### ***SJCS visitation policy effective August 2022, from the Lion Cub Student Handbook***

*Out of respect for our families, who have chosen to pay for a private education, and for our teachers, who work diligently to provide that education, we strive to keep classroom interruptions to a minimum. We do not interrupt class instructional time to deliver messages/forgotten items to students.*

*We ask that parents also show respect for teachers, classroom schedules and the integrity of their child's education by following these school-day procedures:*

- *At times, a parent may need to drop by with a forgotten item (backpack, lunch, etc.) Please buzz and be admitted to the building at the main office (door #2) and leave these items in the*

office. The school secretary will work with teachers to make the student aware they have something in the office.

- Due to the increasing number of students and staff in our building (what a blessing!) as well as ongoing awareness of community health recommendations, we are not able to have parents or other guests visit during class time or lunchtime.

The principals may make exceptions for specific circumstances, such as for parents who volunteer to serve lunch, or for certain occasions such as elementary Christmas parties, secondary pep rallies, or chapels. These exceptions will be communicated to families through the weekly Lions' Loop email. We appreciate the understanding and cooperation of our families in this area.

Our pre-k programs offer a variety of special classroom activities and celebrations which parents may be invited to attend, subject to administrative approval. Your support of school activities makes your child feel important and sends the message that you value school. By reading the daily, weekly, and monthly letters, you can find out when special activities are taking place and, when appropriate, make plans to join us!

We may also ask for volunteers throughout the year to help with various classroom activities and projects. You may want to volunteer to be a guest speaker if you have something you can add to a specific topic we are learning.

Always remember when you do visit school, you must enter the building through the west (office) entrance, sign in, and wear a visitor badge. For security purposes, this badge must be worn at all times. (If you forget, you may be stopped and asked to return to the office and sign in. We take our students' safety very seriously!)



### **InFARMed About Illness/Emergencies**

The office will contact you if your child becomes ill at school. If we cannot reach you, we will use the emergency contacts that you have provided. **Please contact the office immediately with any changes in phone numbers/address.** If for some reason an emergency should arise, we must be able to contact you quickly.

Children showing any of the following symptoms should not be brought to school or if at school, will be sent home:

- Fever of 100 or more degrees during the past 24 hours
- Complaints of stomach ache, pains, or vomiting
- Diarrhea (2 loose stools will result in your child being sent home)
- Infection or redness in eyes, ears, or throat
- Any unexplained rash or contagious skin infection
- Severe cold symptoms, chronic cough, or croup
- Headache, earaches, stiff neck, or general discomfort
- Unusual behavior such as excessive crying, loss of appetite or listlessness

Germs are easily spread among young children. Children are more at risk of spreading or contracting illnesses than adults because they are constantly hugging and touching each other and the toys they share. To maintain a healthy classroom environment, please exercise good judgment in keeping your child home when ill. **Your child must be free from fever and other symptoms (vomiting, diarrhea, etc.) without medication for 24 hours before returning to school.**

Please see the main section of this student handbook for information about how medication is handled at school.



### **InFARMed About Birthdays:**

Birthdays are special occasions for younger children. If your child wishes (this is optional), s/he may bring store-bought treats to share with the class on his/her birthday or half birthday. Because we want half-day students to join in these celebrations, we will sing "Happy Birthday" and pass out treats at snack

time. Please be mindful of our healthy snack guidelines and avoid sending excessively sugary birthday treats (cupcakes/cookies with thick icing for example).



### **InFARmation About Field Trips**

Pre-K3 students may enjoy an educational field trip during the year. Due to the unique circumstances of transporting pre-k aged children, we ask that you please carefully note the following:

- Each pre-k3 student will be transported to/from a field trip by his/her parent. For liability reasons, carpooling is not allowed, and we will not ride busses.
- We will provide plenty of notice so that you can plan ahead. If a parent cannot go, you may have a family member drive as long as you notify us with the necessary information ahead of time.
- You may not send your child with another parent in the class.
- In the unlikely event that parents absolutely cannot plan to go, the student will have to miss the field trip.
- Siblings will not be allowed to go on field trips.
- Please see the main section of this student handbook for additional information about school field trips.



### **InFARmation About Class Parties**

Pre-K3 through grade six classes celebrate Christmas and Valentine's Day with a class party. Our room parent will plan the parties and may ask you to help. Your child's teacher may also ask for help with our commemoration of Easter. These classroom parties provide an opportunity for students to enjoy celebrating with classmates, and parents may be invited to attend (watch the weekly letter from your student's teacher for specifics). However, ***we do ask that parents not bring younger siblings to classroom parties.*** Classroom space is limited, and, more importantly, it is nearly impossible for parents to share this special time with their student if they are supervising younger siblings.

Parents should be aware that it is very awkward for teachers/room parents when a parent or two ignore this direction and show up at a class gathering with younger siblings in tow. ***Thank you*** in advance for making other arrangements for your littler ones during classroom parties.



### **InFARmation About The Last Day of School**

There will be a formal presentation of awards on the last day of pre-k3. A short program will be performed, and a reception held in their honor. If for any reason, it seems your child would benefit from another year of pre-k, s/he will still participate in the festivities with no mention made of the next year.



# 4-Year-Old Pre-Kindergarten Additional Details for Families

## Typical Pre-K4 Development

God has designed your child with a unique timetable for development. As concepts are introduced, students will master them at different rates. While encouragement is always appropriate, please relax and enjoy this special time, and let God work gloriously in your child according to His design. (For kindergarten readiness details please see the Lion Cub Handbook.)

### Toileting Needs

**All children must be potty trained to attend the SJCS pre-kindergarten.** We understand that occasional accidents are normal at this age, but your child must be able to use the bathroom and care for their own toileting needs and not need diapers or pull-ups.

### Pre-K4 Schedule of Operation

The SJCS school calendar is available at [www.stjosephchristian.com](http://www.stjosephchristian.com). School begins for all SJCS students, pre-k through twelfth grades at 8:00 a.m. daily.

- Full-day pre-k students will be dismissed at 3:00 p.m.; 11:50 a.m. on early out days.
- Half-day pre-k students will be dismissed at 11:30 a.m.; 11:50 a.m. on early out days.

Children greatly benefit from an established routine in their daily schedule and arriving at school on time is an important part of that routine. Young children are often upset by arriving late and joining the class in a middle of an activity. Thank you for making every effort to be at school on time each day.

### Looking Forward to the First Day of School

If you have a positive attitude and look forward to the first day of school, your child will probably do the same. Talk about pre-kindergarten with enthusiasm. Discuss questions or fears with your child well in advance. Share some of your "first day" experiences and build excitement by letting him or her join in the preparation by packing school supplies or picking out a new outfit. Above all, pray with your child and ask God to bless them and go before them as they move into this new phase of childhood. Help your child know ahead of time what to expect regarding your separation from them on the first day.

Prepare your child to meet their teacher (and new friends!) on the lawn near the pre-k playground. Let them know that you will only stay a few minutes, maybe take some pictures, and then say goodbye as they line up to enter the building, leaving them to enjoy their new school experience! **(Please refrain from coming inside with your child. Thanks in advance for helping us make this transition as smooth as possible for everyone.)**

### How to Come & Go from School

*Please see page 56.*

### Appointments

Anytime parents know their student will be absent from school ahead of time (vacations, medical/dental appointments, etc.), they should obtain a Pre-Arranged Absence Form from the school office *at least one week in advance* (also available at the bottom of the main page of our website, [www.stjosephchristian.com](http://www.stjosephchristian.com).)

- Complete, sign, and return the form to the school office.

- When your form has been received and recorded in the office, the secretary will let teachers know about the appointment/absence.
- Then, to pick your student up for their appointment, come to the west-side entrance (door #2), to the school office.
  - The secretary will call the teacher to excuse your student to come to the office to meet you while you sign your student out. Parents should not go to the classroom.
  - Students who are not yet confident to make their way to the office will be escorted by the teachers' aide.

The exterior doors, including pre-k classroom doors will remain locked from 8:00 a.m. until 3:00 p.m. and no one is admitted through them during that time.

## **What to Wear**

*Please see page 58.*

## **What We'll Eat**

### **Snacks**

Pre-K4 students will enjoy a healthy snack mid-morning each day. Parents are asked to provide these snacks on a rotating schedule (provided in the "yellow pages" folder).

When it is your turn you will:

- See your turn scheduled on the yellow paper.
- Watch for your child to bring home the "Snack Sack" the Friday before your scheduled week.
- Send enough snacks in the Snack Sack on Monday for the whole class for the entire week.
- You may send different kinds of snacks, as long as there is enough of the same snack for each child on a given day (keep in mind, portion sizes will be small – ½ piece of fruit, ½ breakfast bar, ¼ cup dry cereal; so, one box of cheese crackers, for example, will go a long way!)
  - **Please do not divide snacks ahead of time**; we will learn by measuring in class!
  - Only unopened, prepackaged, store-bought (not homemade) snacks may be served.
  - Healthy snacks only; breakfast bars, popcorn, cheerios, crackers, string cheese, fruit, etc.
  - Avoid excessively sweet or sugary items.
  - No messy snacks.
  - No snacks which require forks or spoons (like applesauce).
  - We will drink water with our snack.

### **Lunch**

Full-day Pre-K4 students will bring their lunch to school and eat in their classroom under the direction of the teacher. Student tables are cleaned before and after eating with disinfectant cleaner. Students are required to thoroughly wash hands before eating.

Hot lunches (i.e., pizza, hot dogs, etc.) may be available on certain days of the week, after the Labor Day weekend. See *Lunches* in the main section of this handbook for details about ordering lunches.

*Pre-K4 students do not have access to a refrigerator or a microwave.* Parents must pack an icepack with things that need to be kept cold; things that need to be kept warm must be in a thermos.

If a pre-k4 student forgets their lunch, we try to contact call a parent. If the parent is not available or unable to bring a lunch to school, peanut butter and crackers will be provided.

### **Milk**

White or chocolate milk is available for purchase and is ordered through the parents' FACTS account. Please alert us to any milk allergy or restriction in choice of drink; otherwise, your child may choose each day.

## Recess

Please dress your child adequately to play outdoors, according to the weather. We *will* have outside recess in cold weather and mittens and hats will be needed. Children need fresh air playtime, and we will follow school guidelines regarding time spent outdoors.

## Rest Time

Your child is expected to lie quietly during rest time.

We understand there are times when doctor appointments are inevitable during the day. We ask that you try to make your appointments so that they do not interfere with our preschool day. There are many early dismissals throughout the school year that you can take advantage of to schedule appointments. However, *if it is necessary to pick or return your child during the day, we particularly ask that you avoid doing it during rest time.*

If your child is used to sleeping with a small blanket, you may send one to school for rest time. Your child will leave it in their cubby until it is time to rest. We will send the blankets home every Friday for you to wash and return on the following school day.

## Parent/Teacher Communication

Communication between school and home is essential to your student's success! Parents are strongly encouraged to establish a habit of thoroughly reading the teacher's notes:

### Daily:

Each day, your child will bring home a folder (provided by the school) in their backpack. The folder contains a "Keep At Home" pocket on one side where we will put things for you to keep at home and a "Return to School" pocket on the other side where you will put signed items and notes you wish to return to us. *Please check your child's folder every day.* Look for notes, papers, student's work etc. that may be in the folder.

During naptime each day, your child's teacher will send a short email to all parents letting you know of the happenings of that day.

### Weekly:

We will email a classroom letter each Friday highlighting news about what we have learned, upcoming events and supplies we may need for the next week's lessons. Parents also receive a weekly email from the school office which contains important school-wide announcements.

### Monthly:

We will send a calendar of events on yellow paper.

If you still have questions, please feel free to contact your child's teacher with a handwritten note or by email (preferred).

### Parent/Teacher Conferences:

School-wide parent/teacher conferences are held twice a year in October and March. These parents-only meetings are important times to ask questions and to see your child's progress and every family is asked to attend. A reminder will be communicated through the teacher's weekly letter and the school's email announcements. Appointments may be made by contacting the office.

## Assessment

Informal assessment is constantly going on in the classroom, especially in the first month. This will help the teacher meet specific needs that may not be addressed in the regular curriculum. At the end of each quarter, a screening will be done to ensure progress and identify areas where children need extra help. These assessments, along with guides of other age-appropriate expectation help both parents and teachers determine kindergarten readiness.

Student work will be kept in a portfolio throughout the year to be sent home at the end of each quarter for parents to view and discussed during conferences. The portfolio is a purposeful, carefully selected collection of a student's work and related material that represents the student's

activities, accomplishments, and achievements in one or more school settings. It documents the stages of learning and provides a progressive record of student growth. Please return your student's portfolio the following week.

## **Parent Visitation/Participation**

*Please see page 61.*

## **Illness/Emergency Information**

The office will contact you if your child becomes ill at school. If we cannot reach you, we will use the emergency contacts that you have provided. **Please contact the office immediately with any changes in phone numbers/address.** If for some reason an emergency should arise, we must be able to contact you quickly.

Children showing any of the following symptoms should not be brought to school or if at school, will be sent home:

- Fever of 100 or more degrees during the past 24 hours
- Complaints of stomach ache, pains, or vomiting
- Diarrhea (2 loose stools will result in your child being sent home)
- Infection or redness in eyes, ears, or throat
- Any unexplained rash or contagious skin infection
- Severe cold symptoms, chronic cough, or croup
- Headache, earaches, stiff neck, or general discomfort
- Unusual behavior such as excessive crying, loss of appetite or listlessness

Germs are easily spread among young children. Children are more at risk of spreading or contracting illnesses than adults because they are constantly hugging and touching each other and the toys they share. To maintain a healthy classroom environment, please exercise good judgment in keeping your child home when ill. **Your child must be free from fever and other symptoms (vomiting, diarrhea, etc.) without medication for 24 hours before returning to school.**

Please see the main section of this student handbook for information about how medication is handled at school.

## **Birthdays**

Birthdays are special occasions for younger children. If your child wishes (this is optional), s/he may bring store-bought treats to share with the class on his/her birthday or half birthday. Because we want half-day students to join in these celebrations, we will sing "Happy Birthday" and pass out gifts/treats at snack time. Please be mindful of our healthy snack guidelines and avoid sending excessively sugary birthday treats (cupcakes/cookies with thick icing for example).

## **Field Trips**

Pre-K4ers will enjoy a couple of theme related educational field trips each year. Due to the unique circumstances of transporting pre-k aged children, we ask that you please carefully note the following:

- Each Pre-K4 student will be transported to/from a field trip by his/her parent. For liability reasons, carpooling is not allowed, and we will not ride busses.
- We will provide plenty of notice so that you can make arrangements. If a parent cannot go, you may have a family member drive as long as you notify us with the necessary information ahead of time.
- You may not send your child with another parent in the class.
- In the unlikely event that parents absolutely cannot make arrangements to go, the student will have to miss the field trip.
- Siblings will not be allowed to go on field trips.

Please see the main section of this student handbook for additional information about school field trips.

## **Holiday Parties**

Pre-Kindergarten through sixth grades celebrate Christmas and Valentine's Day with a class party. Our room parent will plan the parties and may ask you to help. Your child's teacher may also ask for help with our commemoration of Easter. These classroom parties provide an opportunity for students to enjoy celebrating with classmates, and parents may be invited to attend (watch the weekly letter from your student's teacher for specifics). However, ***we do ask that parents not bring younger siblings to classroom parties.*** Classroom space is limited, and, more importantly, it is nearly impossible for parents to share this special time with their student if they are supervising younger siblings.

## **Christmas Program**

Pre-K4 students will participate in the elementary Christmas program. You will be contacted about any costumes or props needed. You will also be notified well in advance of the date of the program.

## **The Last Day of School**

There will be a formal presentation of awards on the last day of Pre-K4. A short program will be performed, and a reception held in their honor. If for any reason, it seems your child would benefit from another year of pre-k, s/he will still participate in the festivities with no mention made of the next year.



# Kindergarten Details for Families

## Kindergarten Curriculum

**Bible** - "Thy word is a lamp unto my feet and a light unto my path." Psalm 119:105

We will study both Old and New Testament figures to learn how to be more like Jesus. Memory verses are recited each Friday. We will make application of Bible truths to our daily lives and begin to develop practices of godly behavior.

**Phonics and Reading** - "When your words came I ate them; they were my joy and my heart's delight."

**Jeremiah 15:16** The best reason to learn to read is to read, understand, and apply God's word. Through phonemic awareness activities and phonics instruction students will learn the sound of each letter and blend them into words. Through Foundations and Frameworks curriculum, students will practice the beginning stages of reading for understanding using visual tools. Practice, drill, and application will take place in both small and whole group instruction.

### Phonemic Awareness – The Basics

Phonological awareness refers to the fact that language is composed of small units of sound called phonemes. When children are phonemically aware, they hear and can manipulate sounds to change words into new words. Rhyming plays a key role in phonemic awareness.

These basic sound units include:

- phonemes within syllables and words
- syllables within words
- words within a sentence

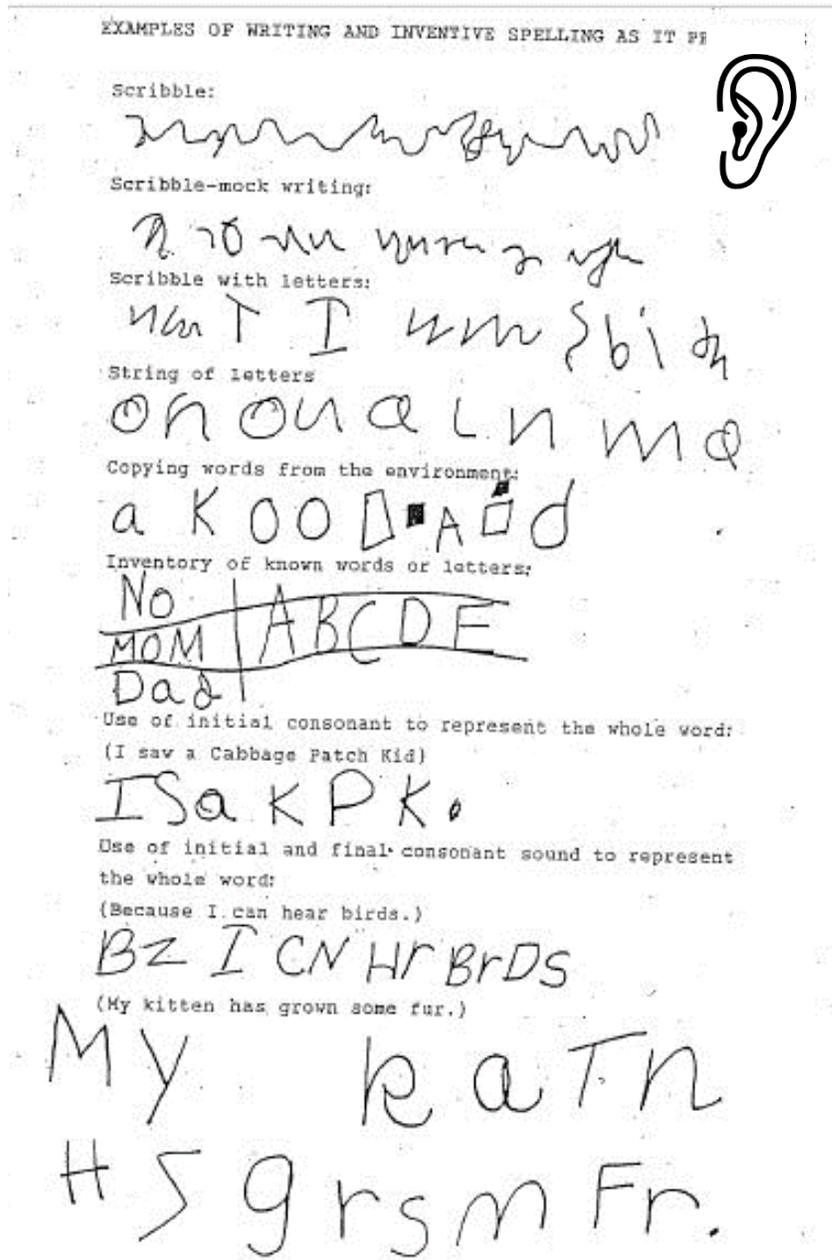
What is a phoneme? A phoneme is the smallest unit of sound.

- P says /p/ not /pu/
- N says /n/ not /nu/

What is Phonics? Phonics is the connection of a sound (phoneme) to the written symbol (letter). "Letter A says /a/ like apple."

SJCS Kindergarten reading program combines phonemic awareness activities with a systematic approach to phonics which results in children learning to read in kindergarten.

Examples of the Stages of Phonemic Writing:



**Science** - "I will praise you because I am fearfully and wonderfully made." Psalm 119:14 We will study animals, seasons, the weather, and our bodies to show the wonders of God's designs.

**Math** - "But everything should be done in a fitting and orderly way." 1 Corinthians 14:40 We will learn to work with the following number concepts: less than/ more than, before, after, between, smallest, and largest. We will learn to count to 100 by 1's, 2's, 5's, and 10's. Number families and addition facts to 10 will be covered. Telling time, money, and subtraction concepts will be introduced.

**Social Studies** - "Therefore go and make disciples of all nations." Matthew 28:19 We will learn how God directs the lives of people in order to accomplish His will. A disciple is someone who wants to follow Jesus. We will learn more about friendship and working within our classroom community in order to please the Lord. We will study many countries with special activities during missions week.

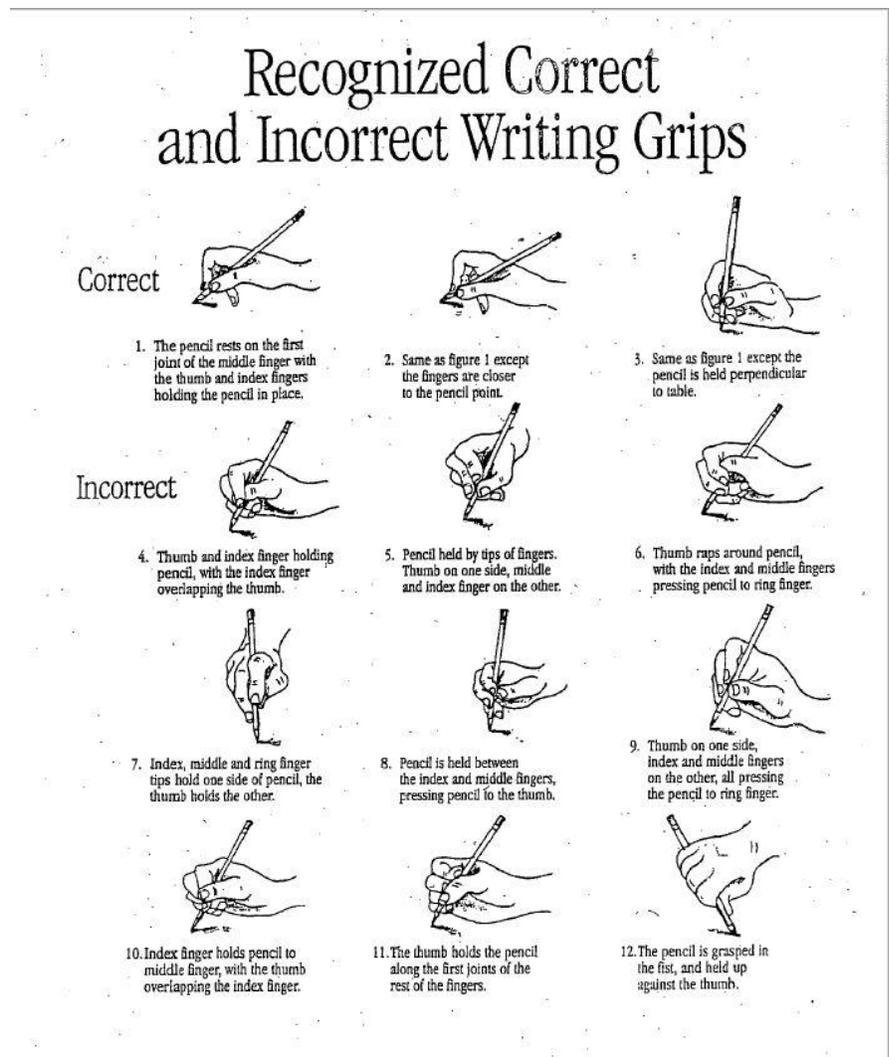
**Physical Education** - "Do you not know that your body is a temple of the Holy Spirit?" 1 Cor. 6:19 We will participate in a weekly P.E. time to develop many motor skills as well as practice Christ-like behavior with peers while participating in games and activities.

**Recess** - "There is a time for everything, and a season for every activity under heaven." Ecc. 3:1 Young children have an abundance of energy and a short attention span. Recess allows an opportunity to release energy and return to the classroom better able to focus on their work. We will attempt to play outside if at all possible so please dress your child accordingly.

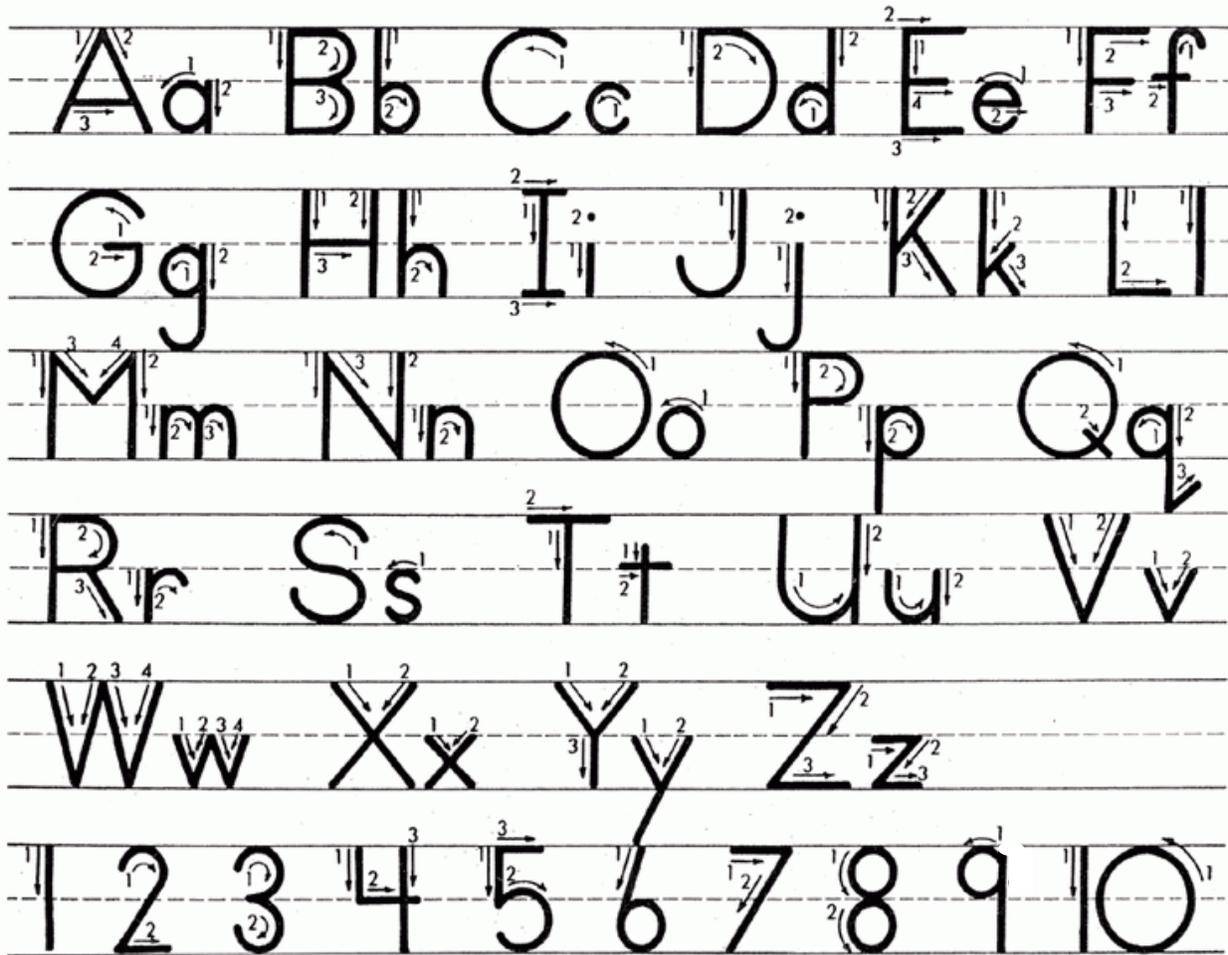
**Music** - "Sing joyfully to the Lord" Psalm 33:1 We will incorporate songs into everything possible in the classroom, from vowel sounds to addition using finger plays, action songs, and rhymes. In addition, students will have a weekly lesson with the music teacher as well as participate in the elementary Christmas program.

**Art** - "For by Him were all things created" 1 Corinthians 1:16 We will have a weekly lesson with the art teacher. Throughout the year we will also do a variety of hands-on projects in the classroom complementing our language arts and other subjects.

**Handwriting** - "Whatever your hand finds to do, do it with all your might." Ecclesiastes 9:10 Children will learn to write numbers, letters, blends, words, and then sentences. Emphasis is placed in working slowly and carefully. Students will have a standard to follow and be encouraged to diligently work to meet it.



## Manuscript Writing Formation Guide



ZiggityZoom.com

### Book Bags

Please check these **daily** for notes and work brought home. There will be reading homework on Tuesdays and Thursdays during the second semester. Since each child only has one reader it will be very important to make sure it is returned the next day. When readers are finished there will be a sticker on the front indicating that it is completed and stays at home.

### First Day of School

Discuss questions or fears with your child before the first day of school. If you have a positive attitude and look forward to the first day of school, your child will probably do the same. We ask that parents not visit the classroom the first few weeks of school. This allows your child time to adjust and feel confident in his or her new surroundings. Please keep the teachers informed of changes, such as a move, a newborn sibling, etc. This will help us to understand changes in behavior at school and allow us to pray for your child during the transition process.

## Additional Arrival/ Dismissal Procedures – Kindergarten

**FIRST, please read the complete arrival/dismissal procedures in the main section of this handbook.**

Students may be dropped off as early as 7:40AM and must be picked up no later than 3:10PM. Kindergarten students will gather on the east playground, outside their classroom, or follow instructions given them by their teacher. In case of inclement weather, children will be directed to wait inside. Generally, so that teachers may have time to finish preparation for the day, students will not be allowed to enter classrooms before school. Please make sure that *all* students are here by 7:55 so that classes may begin promptly at 8:00.

All unloading of pre-kindergarten/ kindergarten students and their older siblings will be done on the east parking lot, in the circle drive near the pre-k classrooms. At dismissal, kindergarten students and their older elementary siblings are dismissed from dismissal lines on the east parking lot. *The only exception:* students who leave mid-day for an appointment must be signed out/ in by a parent and leave through the west (office) doors.

If you are running late please call the school so we can reassure your child that you are on your way. We want everything about school to be a positive experience. Children left waiting and wondering often transfer their fear of being left at school to not wanting to come. We greatly appreciate your cooperation in picking up your children promptly. Since the school does not have personnel available to supervise students after dismissal, ***all students left after 3:10 will go to the afterschool care program (ACP).*** See the ACP section of this handbook for details.

**Parents must email or call the school secretary with any change in the ride home, whether planned ahead or last minute, no later than 2:30. Verbal instructions to your child are easily forgotten! We want to keep your child as safe as possible and will only release them to those for whom we have permission to do so. This includes going home with a friend from class. Thank you for your cooperation.**

## Lunch/Snack/Milk

Kindergarten students eat lunch in the classroom under the direction of the teacher. Student tables are cleaned before and after eating with disinfectant cleaner. Students are required to thoroughly wash hands before eating.

Hot lunches (i.e., pizza, hot dogs, etc.) may be available on certain days of the week, after the Labor Day weekend. See *Lunches* in the main section of this handbook for details about ordering lunches, as well as purchasing milk.

Please have your child practice opening their lunch containers.

We will break daily for a snack. **Please send finger foods only.** No cookies/candy for snack time.

## Special Events

### School Parties

We will celebrate Christmas and Valentine's Day with a class party and parents may be invited to attend. Details will come home in the newsletter prior to each holiday. Please note ***we do ask that parents not bring younger siblings to classroom parties/activities.*** Classroom space is limited, and, more importantly, it is nearly impossible for parents to share this special time with their student if they are supervising younger siblings.

Parents should be aware that it is very awkward for teachers/room mothers when a parent or two ignore this direction and show up at a class gathering with younger siblings in tow. **Thank you** in advance for making other arrangements for your littler ones during classroom parties.

### Grandparents' Day

Grandparents' Day, held near the end of September, has been a delightful SJCS tradition for many years. Grandparents are invited to join elementary students for this special day. In recent years, administrators have had to decide whether to hold Grandparents' Day based upon community health

concerns. Their decision and details about the day will be announced in the Lions' Loop weekly email.

### **Thanksgiving Tea**

This event is held in November for kindergarten parents. We will finish our study on gratefulness with this opportunity to serve you.

### **Kindergarten Graduation**

Kindergarteners will present a program highlighting our year together.

### **Show and Tell**

Show and Tell is a time to learn the difference between asking a question and telling information, speaking in complete sentences, and feeling comfortable in front of a group. 1 Peter 3:15 exhorts us to always be ready to give an answer when asked about our hope in Christ. Show and Tell gives early practice in public speaking , hopefully laying the groundwork for one day sharing their personal testimony of what the Lord has done for them.

## **Teachers' Weekly Email**

Communication between school and home is essential to your kindergarten student's success! Parents are strongly encouraged to establish a habit of thoroughly reading the teacher's weekly email each Friday, for news about what we have learned, upcoming events, student behavior and Bible memory verse scores. Once you have read the teacher's weekly email, if you still have questions, please feel free to contact your child's teacher.

We are honored that you have chosen St. Joseph Christian School and we are blessed to teach your child. If you have any questions please feel free to email us.