



**St. Joseph Christian School**  
**5401 Gene Field Road**  
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**www.stjosephchristian.com**

# **Elementary Parent/Student Handbook**

## **School Year 2023-2024**

6/2023

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 teachers, 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
- General Behavior Expectations with Discipline Philosophy and Plan
- Activities
- All the Other Details
- School Safety
- Early Ed Supplement

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 through email announcements.

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

# 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 8/2023

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?* A local pastor told Joe about the Association of Christian Schools International (ACSI).

Mr. David Berry was hired as the 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. 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: "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 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, 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 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, the 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 electronic door lock system and security cameras were installed, 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, pre-k 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, SJCS was recommended for another 5-year cycle of accreditation. The school family sent Mrs. Zuidema 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 in 2014. The Lord continued to bless the school under Dr. Tindol's leadership. During his tenure the FACTS Tuition Management Program was implemented; an elementary basketball league, baseball, summer camp, and Cisco Academy programs were launched, and SJCS was designated as an A+ school. An improved teacher/staff benefits package was developed, and the former bus barn building was remodeled as an athletic training facility, the Lions Athletic Center.

In the summer of 2018 Dr. Tindol felt a strong call to serve at a Christian school in the state of Washington. The Lord showed Himself faithful once again, leading the board to pilot a new structure for 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. Mrs. Connie Thornton, as administrator of curriculum and instruction, and Mr. Neal Hook, as operations manager would round out the administrative team.

Relying on the Lord's direction and working together, Mr. Maggart and Mrs. Dunlap have overseen the continuing growth of the school. The FACTS student information system and online enrollment were implemented in the fall of 2018, a Creative Learning Center was added to provide academic support to students who need it,

and Chromebooks were made available to students. During missions week 2020, the Lord allowed us to raise money for and then to pack 50,000 meals in our gymnasium to be sent to the hungry in Haiti. Just weeks after this remarkable event, the school family faced an unprecedented challenge and worked together to sustain quality online learning for all students during the covid-19 pandemic. Truly God was with us!

Since that time, the Lord has blessed us with record growth. The role of fine arts chair was created to provide additional leadership to these growing programs, a new band room was built at the back of the LAC building, and high school band students had the honor of playing at Carnegie Hall in the spring of 2023. Four new elementary classrooms were added in summer 2023 and further plans are underway to accommodate the growing number of students the Lord is sending to us. Additional positions, such as early education director, assistant principal, development director, and a school nurse have been added to support our growing faculty and staff.

We celebrated our 35<sup>th</sup> year reflecting with amazement on all God has done. He has blessed and fulfilled His original directive to “let the little children come” in ways we could never have imagined. We will welcome over 500 students in August 2023, and in spite of the changes we see in the world today, the school board and administrative team are committed to continue to seek God’s vision for St. Joseph Christian School. We are driven by our core values of scholarship, Jesus Christ, character, and service as we provide students with a biblical worldview education and partner with parents to equip a generation of young people who can impact their world for Christ. 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, 3/2023

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 school employees and parents/guardians understand clearly, and wholeheartedly support, the school’s Essential Statements, as well as all policies and procedures provided in the student handbooks. Support of the school’s Essential Statements is part of employees’ contractual agreement. Each year, 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.

### **Statements of Purpose** 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** 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** 1988, 3/2023

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’s sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). SJCS further believes that sexual activity outside of a marriage between one biological man and one biological woman, 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**

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 be employed, all faculty and staff indicate their commitment to affirmatively support and cooperate with the school as part of their contractual agreement. Likewise, to maintain their student’s enrollment, parents must do the same. Employees and families 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**

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 employees, students and families 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 be employed, or to enroll a student, or while a student is enrolled at St. Joseph Christian School, all persons 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) Such behaviors are grounds for immediate dismissal for employees.

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

Every employee and at least one parent of each enrolled student 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.

## **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.

**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 SJCS board member 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 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.

## 2023/2024 School Board Members

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

Vice-Chairman - Matthew Lindley – [bigm357@hotmail.com](mailto:bigm357@hotmail.com)

Secretary - Lisa Smith – [plnabsmith@juno.com](mailto:plnabsmith@juno.com)

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

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

Ron Moutray - [ronandbeth@hotmail.com](mailto:ronandbeth@hotmail.com)

Brad Urwiller – [burwiller@gmail.com](mailto:burwiller@gmail.com)

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

David Gregory - [dgregory5978@gmail.com](mailto:dgregory5978@gmail.com)

Amy Ryan - [ryans1102@gmail.com](mailto:ryans1102@gmail.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.

**Parents are strongly encouraged to establish a habit of thoroughly reading the teacher's weekly email** for news about what students are learning, upcoming events and other classroom details. Once you have read

the teacher's weekly email, if you still have questions, please feel free to reply to 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 (I 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 by contributing and logging at least twenty hours per school year in volunteer work. The school's volunteer coordinator works to communicate with families about volunteer opportunities. Ultimately, however, it is the responsibility of parents to fulfill their volunteer hours and record them in their FACTS Family Portal account.

Examples of volunteer opportunities might include athletic events, classroom help (bulletin boards, field trips, parties, filing, etc.), Faith Promise, library, 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) and 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, FAMILY Support, FUNDRAISING Support, FACULTY/STAFF Support**

#### **The PTF Mission**

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 are

Fall Festival	Spirit Cart (snacks, treats & beverages for teachers/staff)
Parents in Prayer	The Blessing Tree
All-School Lunch Program	Spirit Night Fundraisers at local restaurants
Faculty/Staff Luncheons	Faculty/Staff Appreciation Week
Senior Scholarship Fund	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 6/2023

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 one per year in April), 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.raiseright.com](http://www.raiseright.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:
  - Shop from your phone by downloading the Raise Right app.
    - Many gift cards can be used right from your phone!
    - Many gift cards are reloadable; register the card online and add money to its balance instantly – so easy!!
  - And/or 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.*
    - eGift cards are refillable.
    - You can also have your eGift card emailed as a gift to someone else!
  - 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 or your student to pick up. 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 6/2023

### 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 (steps 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 the request for records within the online application form and submit to the SJCS 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 Principal/Administrator Meet and Greet with the corresponding principal (elementary/secondary) or our Early-Education Director for Pre-K and K families. The intent of the meet and greet 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 schoolwork 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).
  - a) For new students entering Pre-K through second grade, only the parents are requested for the meeting.
  - b) For new students enrolling in 3<sup>rd</sup>-12<sup>th</sup> grades, parents and students are requested to attend.
4. If determined necessary by the principal, bring their student(s) for a scheduled entrance/placement test (TN3, reading and math).
5. Upon completion of the Principal/Administrator Meet and Greet and confirmation of acceptance from principal/administration, the new family will be directed to complete the second step of the online admissions process by completing and submitting their student's online enrollment packet, which includes setting up their FACTS tuition account. *\*Please note, for those interested in tuition assistance* – This is the point at which a family may apply for tuition assistance by logging into their FACTS Tuition account and clicking on "FACTS Grant & Aid Application". Upon completing the application for tuition assistance. All who apply for tuition assistance will be contacted by our finance manager within 2-4 weeks with details on the assessment. Financial aid is need based.
6. Complete and return remaining all online enrollment forms by the due date requested.

### Steps for Returning Families

1. Returning families receive priority placement as an existing family and will receive an email in December announcing the opening of the reenrollment season.
2. Families will follow the steps in the email to reenroll their student online in FACTS.
3. Once families have completed the online reenrollment process, set up their FACTS tuition account for the new school year, and submitted updated immunization records (grades K, 8, and 12), students will be considered officially re-enrolled.
4. Be certain outstanding accounts are paid in full.

### Enrollment Policies

1. Application (new student) and reenrollment fees are non-refundable.
2. 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.
3. 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.
4. 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.

- **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, the elementary basketball league, etc. must be paid before the student is allowed to participate in the activity.**

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.

## 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.

## 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 ask the Director of Admissions to reach out to the parents to begin the withdrawal process. Parents must complete a withdrawal form, stating the date of withdrawal and the reason for withdrawal. 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:

- Oftentimes, the withdrawing family wants records to be immediately sent to their student's 'new' school so they may start immediately. Please know that there are many steps in making sure the withdrawal is complete and often records cannot be sent immediately. To help expedite the process, parents must contact the principal at least 3-5 business days in advance of withdrawal date, to allow plenty of time to process the withdrawal and help avoid delays. Please note, without advance notice, the official withdrawal may take up to 72 business 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 notifying the principal:
  - all textbooks, library books, and school property must be returned to the teacher or admissions office on or before the student's last day.
  - the Finance Manager will communicate with parent(s) regarding any outstanding balances due within their FACTS Tuition & incidental accounts.
  - please consider donating your school uniforms to the admissions office so other SJCS families may have opportunity to use them. Simply place in a bag with your name to help us know who uniforms came from.
  - all athletic uniforms must be returned to the Athletic Director or individual coach.
- Once all steps of the withdrawal form and withdrawal process are complete and it is confirmed that no tuition or incidental balances remain, SJCS will process the official transcript request from the new school and send student records.

## 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.

The administrative team and teachers review standardized test score results each year as one way to analyze the effectiveness of the curriculum 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.

### Transferring New Student Grades

Students enrolling in SJCS may 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.

### 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 the 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.

### 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 Portal.

### Standardized Testing

All students in kindergarten through eleventh grade take standardized tests in the spring (kindergarten through sixth grade students may also be given other assessments) as determined by the school board and administration.



## Elementary Grading Scale

Percentage	Letter grade	
100	A +	Accelerated work level.
96-99	A	Mastering all concepts and working
90-95	A -	above grade level.
87-89	B +	Has mastered grade level skills.
83-86	B	Student has completed required work.
80-82	B -	
77-79	C +	Is progressing at grade level.
73-76	C	
70-72	C -	Student is still working to master skills.
67-69	D +	Having difficulty w/ grade level skills.
63-66	D	Student is working below 70% accuracy on a
60-62	D -	consistent basis.
59	F	Is progressing at an unsatisfactory/inadequate skill level.
0	I	Incomplete work.

## 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.

### Grading for 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.

### Grading for 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 Grading**

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

### **Grading for 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.

### **Academic Modifications Program**

An academics modifications program is available for students who are eligible, having been identified through testing and/or teacher referral, with administrative approval. These services are provided for and managed by the Creative Learning Classroom (CLC) teachers.

### **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.

## 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. We believe these are ways students learn about fulfilling their commitments, demonstrating personal responsibility, and exhibiting respect for themselves and others. This character development is part of equipping them to serve Christ while preparing them for mature adulthood. We ask that families partner with us in making every effort to have their students at school regularly and on time, as well as encouraging them to be punctual to classes (grades 7-12).

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.

### Attendance Policy and Procedures

- Elementary students may be dropped off at school beginning at 7:35 a.m. Classes begin promptly at 8:00 a.m.
- The electronic door lock system is turned on at 8 a.m., after which time, students are tardy and must come to the main office door (#2), buzz to come in, and report to the office for a tardy pass.
- NOTE: Teachers/staff 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. Thank you!*
- Travel safety should precede punctuality. The principals may suspend the tracking of tardies on days the weather is particularly bad.

### Tardy Policy

- 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.

### Excessive Absence

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 email the school *each day* of absence to notify the office of the reason for the student's absence.
- If the call is not received in a timely fashion, they may receive a call from the school secretary. This helps ensure the safety of students and accurate record keeping.
- Absence due to illness beyond three consecutive days may require a physician's note in order to be excused.
- Elementary students are permitted two additional days (for each day they are absent) beyond the assigned due date to complete make-up work.
- 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.**
- Every time a parent knows in advance that their student will be absent (vacations, medical/dental appointments, etc.), they are asked to complete a *Prearranged Absence Form* (available on FACTS Family Portal under Resource Documents or at the main office) **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.
- 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 in pre-k will be escorted by a teachers’ aide.

### **Absence for Unplanned Appointment**

When a student must leave school (or will be late to 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.

Any time an elementary 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.

### 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:

- Are they wholesome?
- Are they helpful for building others up according to their needs?
- 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 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** <sup>1/2016</sup>: 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 “wisdom worksheet” 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)

Wisdom worksheet	In-school suspension	Make restitution
Apologize	Call to parent	Expulsion
Detention	Remove from classroom	Community service
Time out	Suspension	Run laps at recess
Loss of privileges	Office referral	

**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.



## **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 Program**

#### **Goal**

The goal of our elementary athletic program is to develop optimum spiritual, physical, mental, emotional, and social growth in our student athletes that they might "press on" for the cause of Christ in the present and the future. (Philippians 3:7-14)

#### **Philosophy**

The elementary athletic program is an optional extension of the classroom designed to supplement the learning of Christian values through the more extreme medium of physical exertion. Athletes are encouraged to develop their physical attributes, but are also expected to mature mentally, emotionally, and spiritually as a direct result of participation.

#### **Elementary Basketball League (EBL)**

EBL runs through the winter months and is open to all third through sixth grade boys and girls. Games are held once a week on Saturdays. Practice is generally once or twice a week, depending on coach's preference.

Teams are also generally formed for kindergarten through second grade and they participate in a league outside the school.

#### **Baseball/Softball**

Baseball/softball is available to boys and girls pre-k3 through eighth grade. Teams play in the Pony Express League in the late spring and summer. Teams are coed through kindergarten. After first grade, girls play in the Savannah softball league.

#### **Girls' Volleyball**

Girls' volleyball is open to all third through sixth grade girls and they play fall and spring season at the St. Joseph Rec Center..

#### **Boys' Flag Football**

Flag football teams are open to kindergarten through sixth grade boys. They play in the Missouri Family Sports League in the fall.

#### **Elementary Sports Camps**

Camps are held every summer for our elementary students entering third through sixth grades. Coaches and athletes from every high school varsity sport host an elementary camp: boys and girls basketball, girls volleyball, cheer, track/XC, baseball, and football. There is a cost to participate in camp which includes a t-shirt.

#### **Coaching Opportunities**

Elementary athletic teams are dependent on the availability of volunteer coaches. No coaches means no teams! We are always looking for born again believers who align with philosophy and goals of our program and are willing to pour into our youngest athletes. Contact the elementary athletics coordinator for information.

#### **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

Families pay an annual field trip fee through FACTS. Occasionally, the principal may approve a field trip for which expenses exceed the annual field trip fees. In such cases, families will be notified and billed through FACTS for the additional expense.

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!

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.

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 buses 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 (pre-k 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.

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

**Arrival / Dismissal Procedures** will be communicated to families before school begins in August.

### **Before/After Care Program (B/ACP)**

The before/after school 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.

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.*** The B/ACP director will provide attendance records to the elementary principal, who will assess appropriate fees.

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,

### **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.***

**Calendar & Supply List** are available at [www.stjosephchristian.com](http://www.stjosephchristian.com).

### **Classroom Parties** (Christmas, Valentine's Day, etc.)

Pre-K 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. Please understand it is very awkward for teachers/room mothers when a parent ignores 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.

### **Community Calendar** (libraries, sports organizations, etc.)

SJCS is often contacted by outside organizations asking 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 the elementary principal, 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.

### **Dress Code** Adopted school year 2005-2006 (See pre-kindergarten supplements to this handbook for information pertaining to pre-k dress.)

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. -SJCS Board, 2005

### **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.*

### **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 crocs. 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 leggings, no feet. No sweatpants
Belts (3-6 <sup>th</sup> )	Black, brown, or tan, standard buckle, no embellishments. If a uniform item has belt loops, a belt is required to be worn with it.

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

Jewelry:	No more than one earring is allowed per earlobe (pre-k-6th), no more than two earrings allowed per earlobe/rim (7-12). Excessive jewelry is not allowed, at the discretion of the principal.
Body piercing:	Not allowed (pre-k-6), jewelry (7-12) may not be worn in pierced areas while at school.
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:	Not allowed
Ball caps/hats/bandanas, etc.:	Not allowed

### **Additional Information for Girls:**

- Students may wear shirts untucked.
- 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 their locker/elementary classroom to wear on top of their polo should they need it. Students may not wear the hood up while inside the building.
- Undershirts may be worn under polos for warmth.
  - Undershirts must be white or the same solid color as the polo they are under. Undershirts may be short or long sleeved.
  - Remember: a polo 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, skort 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> )	Black, brown, or tan, standard buckle, no embellishments. If a uniform item has belt loops, a belt is required to be worn with it.

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

Jewelry:	Boys may not wear earrings.
Body piercing:	Not allowed (pre-k-6), jewelry may not be worn in pierced areas while at school (7-12).
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 streaks of differing hair color), trendy styles (like mullets, mohawks, shaved designs) not allowed, no ponytails, no facial hair (must be clean shaven), no sideburns (pre-k-6), sideburns may not extend below the bottom of the ear (7-12).
Tattoos:	Not allowed
Ball caps/hats/bandanas, etc.:	Not allowed

### **Additional Information for boys:**

- Students may wear shirts untucked.
- 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 their locker/elementary classroom to wear on top of their polo should they need it. Students may not wear the hood up while inside the building.
- Undershirts may be worn under polos for warmth:
  - Undershirts must be white or the same solid color as the polo they are under.
  - Undershirts may be short or long sleeved.
  - Remember: a polo 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.**

### **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.)

## Inclement Weather Policy

**When will I know if school is closed due to inclement weather?** When possible, the superintendent 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 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 to contend with bus routes. 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 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 voicemail.

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.

While we try to avoid unexpected early dismissals, on occasion it is necessary. 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 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 OCN 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 6/2023

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 check out 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

Elementary students eat lunch in their classrooms or on the mezzanine under the direction of assigned teachers. Students are required to thoroughly wash their hands before eating. Students will not be allowed to leave the school grounds at lunchtime.

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

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.

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

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

**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" to 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

St. Joseph Christian School has a part-time nurse on staff. As soon as we are aware that a student has been injured or is not feeling well, s/he will be directed to the office to be carefully assessed and provided with 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. Parents 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. Mosaic and Spine and Sport provide baseline head impact pre-tests at least once a year. Parents of student athletes (gr. 7-12) are strongly 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 student needs OTC medication, we will first check enrollment paperwork to see that the student 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 a student receives OTC medication (other than cough drops) an email will be sent to parents.

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 the 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. Such medications are not 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 for these conferences using [meettheteacher.com](http://meettheteacher.com). Teacher-requested appointments will take priority.

## **Recess**

Pre-K 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 for transporting 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.

## **Telephones**

**When parents call the school, they should 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 quickest way to reach someone is to leave a voicemail message. Please follow the directions and leave your message rather than hanging up and calling back. We appreciate your understanding and cooperation!
- 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.

## **Contacting your student**

The administration has directed that the school secretary not be away from her office except for planned breaks and lunch. Therefore, office staff are not available to deliver messages or forgotten items to students.

- Teachers and students will not be contacted in class to receive telephone calls or visitors.

- In the event of a serious emergency (death in the family, medical emergency, etc.) the administration is glad to cooperate with parents as needed.

### **Student Use of school phones**

- Students may not use classroom phones.
- Students may use the office phone before/after school hours at a 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 Lunches).
  - If a student needs to use the phone for something they forgot for class, the student must first get permission from the teacher for whom they need the items. The **teacher** will decide 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.*

### **Elementary Student Cell Phone/Smart Watch/Earbud Policy** Board 6/2023

Elementary students are not allowed to have cell phones, smartwatches, or earbuds on their person before, during or after school. If a student must carry their device with them because they will need it after school, they can leave the powered off device in their backpack for the day. This practice is discouraged, though, as we do not have cameras in classrooms and the school will not be responsible for lost or stolen items. If a student has any device out before, during, or after school without permission from a teacher or staff member, it will be taken away, and parents can pick it up in the school office. Special allowances may be made for medically necessary devices.

### **Visitation Policy** ***New security procedures effective August 2023, please read carefully!***

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 student's education by following these school-day procedures.

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 a daytime employee, or an enrolled student is considered a visitor (this includes parents), and will be asked to do the following:

- All visitors (including parents, lunch volunteers, etc.) must use the school office entrance (west side, door #2).
- Visitors should press and release the button on the call box at the office door and wait 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 the building with someone who reached the door before you. Wait, and identify yourself to the school receptionist to be admitted to the security vestibule.
- At times, a parent may need to drop off a forgotten item (backpack, lunch, etc.)

Please:

- be sure the item has your student's name and grade on it. Post-it notes will be available if needed.
- buzz and be admitted to the security vestibule and leave the item there.

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

- Visitors (including parents, lunch volunteers, etc.) may request entrance to the building by speaking with the school secretary at the window.
- Before being admitted, all visitors (including parents, lunch volunteers, etc.) must scan their driver's license at the window to receive their visitor's tag *every time they visit*. This is in accordance with law enforcement recommendations.
- Once a visitor has their nametag, the school secretary will admit them through the second set of security doors.
- **Lunchtime:** Due to the increasing number of students and staff in our building (what a blessing!)

Elementary lunchtime visits are:

- allowed after September 15 and
- limited to one guest per classroom per day only on Tuesday, Wednesday, or Thursday, *at the teacher's discretion*, and
- parents must email the teacher the week before to request a lunchtime visit.

Secondary students do not have lunchtime guests.

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.

We appreciate the understanding and cooperation of our families in this area.

## 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.
- In the event it is not secure or becomes unsafe to remain on campus, students may be relocated to an alternate safe site and parents will be notified about where to pick up their student(s).

## 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 Supplement for Pre-K & Kindergarten Students 6/2023

We wish to extend to you and your family a warm welcome to St. Joseph Christian School's early education program! Our desire is to create a learning environment that is friendly and safe as we seek to honor the Lord Jesus Christ and one another. This handbook supplement is intended to provide important information about the early education 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 or the early childhood director by phone or email.

### Philosophy of Early Education

The philosophy of early education at St. Joseph Christian School is a biblically immersed combination of teacher-directed and play-based learning activities designed for children to grow in wisdom and stature and in favor with God and man. (Luke 2:52)

God has fearfully and wonderfully made each child with a unique developmental timetable. Teachers plan developmentally appropriate activities while introducing essential skills necessary for readiness in kindergarten. The goal of our curriculum is to offer experiences to move children towards mastery of essential skills and concepts. Children will master concepts at varying rates. Please relax and enjoy this special time as we watch God work gloriously in your child according to His design.

Learning objectives include Missouri Early Learning Goals and the Association of Christian Schools International's Best Practices in Early Education. Formal assessments are administered quarterly, while informal assessments of essential skills occur continuously throughout the year, driving our curriculum.

**General Overview** *Some details specific to each age group are provided in this supplement, others will be communicated by teachers throughout the year.*

We believe God has given parents the responsibility to educate their children and rear them in the "fear and admonition of the Lord." Ephesians 6:4 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. We will incorporate Bible truths, Scripture memory verses, essential academic skills, play-based learning center time, music, PE and recess in age-appropriate ways across our early education classes. We look forward to your active participation in your child's education.

### Growing as Jesus Grew

- **Academically (in wisdom)** – Growing academically begins with mastering pre-reading and math concepts. Phonemic awareness and learning the alphabet progress to direct phonetic reading instruction and comprehension skills. Students will be introduced to number concepts and math vocabulary, advancing to identifying and writing numerals, counting by rote and one-to-one correspondence, sorting, grouping, and addition and subtraction in kindergarten. Colors, shapes, and other cognitive concepts will also be taught.
- **Physically (in stature)** – Fine motor activities are planned to strengthen small hand muscles, helping students learn and use the correct pencil grip. Opportunities for large muscle development, strengthening coordination and balance are offered at recess and PE. Health and safety habits will also be practiced in the classroom.
- **Spiritually (in favor with God)** – Students learn that the Bible is God's Word and everything in it is true. Daily Bible lessons provide a framework for students to get to know God, the world He has made, and His great love for us revealed through Jesus Christ. Bible verses are introduced, emphasized, memorized, and reviewed throughout the year. Chapel is held once a week for students to praise and worship the Lord through songs, Bible truths, and devotionals. Christian character is emphasized and taught through modeling, instruction, stories and opportunities to go God's way instead of their own way. (See Discipline)
- **Socially/Emotionally (and man)** – Students grow in identifying and understanding their feelings as well as the feelings of others. We pray they will learn to accept and submit to loving authority from their teachers, follow directions, take initiative, wait patiently, play in a group while sharing and taking turns, and feel valued and find their worth in the truth that they are uniquely created by God, made in His image, with a special plan and purpose for their lives.

### **You can count on us to provide**

- a loving, warm atmosphere where children are encouraged to grow to be like Jesus.
- sensory and play activities that challenge and stimulate children intellectually.
- guidance and modeling to help children develop honoring relationships with peers and adults.
- opportunities to learn and practice sharing, taking turns, and serving others.
- experiences that encourage creative expression and problem-solving.
- rich language development and enhanced communication skills.
- activities to build fine motor skills.
- instruction for following directions and practicing self-control.

Our deep hope is that each child leaves our early education department knowing that Jesus loves them, and learning is fun!

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

As the first day of school approaches, it is natural for unspoken questions to arise in the hearts and minds of children. *“What if I miss you?” “Will I make friends?” “Where is the bathroom?” “What if I need help?” “How long will I be at school?”* When these questions are addressed with the truth of God’s Word, it can bring comfort and peace to an anxious heart.

Teach children the truth that God is always with us, He wants to help us. He loves us and wants to hear and answer our prayers. These truths will lay the foundation for their faith to believe that God is real, cares about their lives, and is worthy of surrendering their hearts to Him. Trials and problems are opportunities to help children build their faith in our unseen but ever-present and all-powerful God.

Responses like, *“God will be with you when you are at school and I am at work.” “Jesus can help you make friends.” “Your teacher loves God, and she will help you.” “Your teacher will pray for you.” “God can help you be brave.”* will help your child know they will be okay and God is able to calm an anxious heart.

Build excitement for school by inviting your child into the preparation process. Let them choose colors of playdoh you purchase, pack up their supplies, or perhaps pick a first-day-of-school school outfit. Above all, pray with and for your child asking God to go before them with His grace and blessing as they move into this new phase of childhood. Bring them to Back-to-School night to meet their teacher and make new friends. Please contact us if we can help in any way with this transition for your family.

We will gather either outside or outside the classroom (teachers will let parents know at the orientation meeting.). There will be time for some pictures, then after prayer and a wave goodbye we’ll say, “See you later!” We know that it’s not always easy for parents to say goodbye, either. You may be the one who may have some separation anxiety! 😊 Sunglasses can do a great job of hiding your emotions but remember that God sees you and cares about your heart also. He holds *you* in the palm of His hands. We’ll be praying He brings you comfort and peace as you entrust your child into our hands.

### **Discipline – “Stop, think, and pray, then go God’s way.”**

God shares His plan for raising children in Deuteronomy 6:5-7: “Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on 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.”

We take our responsibility seriously to partner with you as you “train up a child in the way he should go so that when he is old he will not depart from it.” Proverbs 22:6. This wisdom from God’s word will help us lead and guide a child in the ways of the Lord, but we cannot make a child choose to go God’s way in surrendering their heart to Him. We covet your prayers and will also be praying for you this year.

Early childhood is a time of exploring, learning, and testing hypothesis about the world around them. That includes exploring, testing, and learning about limits set at home and in the classroom. Using colors to help children distinguish between right and wrong, we will teach about green choices (acceptable, valued, and right choices) and red choices (unacceptable, hurtful, and wrong choices). Our teachers are trained to get to the heart of the red choice and draw them to the truth of God’s word and ways.

2 Timothy 3:16 says, “All scripture is God-breathed and useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” To “train” means to exercise, to discipline, to teach, and to form by practice. When we are “trained” in God’s word, it becomes part of our character. Discipline issues find solutions when God’s word is applied. The following scriptures will guide our discussions with your child:

“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

“Bearing with one another in love.” Ephesians 4:2

Our desire is that as your child is trained in our early education classes, they will grow in:

**Kindness:** showing care and compassion for others. Ephesians 4:32

**Attentiveness:** looking and listening when others speak. Proverbs 4:1

**Obedience:** listening and following through on requests the first time they’re asked with a happy heart to show love for God and trusted authorities. Ephesians 6:1-2, John 14:15

**Patience:** waiting with a peaceful heart. Colossians 3:12






**Diligence:** giving their best effort to complete a task. Col. 3:23

**Forgiveness:** letting go of an offense and restoring the friendship Col. 3:13

**Repentance:** recognizing a wrong choice and expressing regret with a desire to make restitution. Acts 3:19

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*

-  Take turns talking and always speak the truth.
-  Look at the teacher and friends who are speaking.
-  Listen and follow directions.
-  Raise hands to take a turn 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. ☺

We will gently remind your student of the red choice they are making, giving them an opportunity to turn things around and “go God’s way”. We will pray with and for your child. After reviewing the reasons for our rules, we will use natural and logical consequences if they persist in a red choice. If the misbehavior continues, we will contact you. Matthew 12:34 teaches that our words and actions flow from our hearts. Recognizing that it is the Holy Spirit that ultimately changes us, we will continue to point your child to their need for the Holy Spirit to *transform their heart to want to “go God’s way.”*

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.” Please pray and help your child understand that they can learn from their mistake and or sin and will find peace with their friends, teachers, and parents when they choose to “go God’s way.”

### Early Education Behavior Rubric

Hearts going God’s way	Hearts learning to go God’s way	Hearts going their own way
Very little reminder of rules needed.	Some reminders of rules needed	Constant reminder of rules needed.
Cheerfully obeys the first time.	Teachable spirit, responds well to correction.	Tests limits after correction. Pouts when corrected.
Truthful about misbehavior.	Needs prompting to admit misbehavior.	Won’t admit wrongdoing. Continues misbehavior.
Seeks forgiveness quickly.	Reluctantly seeks forgiveness.	Refuses to seek forgiveness
Grants forgiveness quickly.	Reluctantly grants forgiveness.	Refuses to grant forgiveness

## Academics

### **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 Testaments to learn who God is, what He is like, and how to grow to be more like Jesus. We will make application of Bible truths to our daily lives and develop habits of godly behavior and Christ-like character.

### **Language Arts - “When your words came I ate them; they were my joy and my heart’s delight.” Jeremiah 15:16**

**Reading:** The best reason to learn to read is to understand and apply God’s word.

SJCS early childhood curriculum combines phonemic awareness activities with a systematic approach to teaching letter recognition and phonics which results in children learning to read in kindergarten.

Through the 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**

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. “

#### **Handwriting “Whatever your hand finds to do, do it with all your might.” Ecclesiastes 9 :10**

Using the Handwriting Without Tears curriculum, the stage is set for proper formation of letters and numbers. Based on developmental readiness, activities are designed to hone fine motor skills for proper pencil grip and legible handwriting.

#### **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.

EXAMPLES OF WRITING AND INVENTIVE SPELLING AS IT PROGRESSES

Scribble:

Scribble-mock writing:

Scribble with letters:

String of letters

Copying words from the environment:

Inventory of known words or letters:

Use of initial consonant to represent the whole word:

(I saw a Cabbage Patch Kid)

Use of initial and final consonant sound to represent the whole word:

(Because I can hear birds.)

(My kitten has grown some fur.)

# Recognized Correct and Incorrect Writing Grips

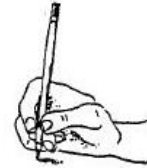
Correct



1. The pencil rests on the first joint of the middle finger with the thumb and index fingers holding the pencil in place.



2. Same as figure 1 except the fingers are closer to the pencil point.



3. Same as figure 1 except the pencil is held perpendicular to table.

Incorrect



4. Thumb and index finger holding pencil, with the index finger overlapping the thumb.



5. Pencil held by tips of fingers. Thumb on one side, middle and index finger on the other.



6. Thumb raps around pencil, with the index and middle fingers pressing pencil to ring finger.



7. Index, middle and ring finger tips hold one side of pencil, the thumb holds the other.



8. Pencil is held between the index and middle fingers, pressing pencil to the thumb.



9. Thumb on one side, index and middle fingers on the other, all pressing the pencil to ring finger.



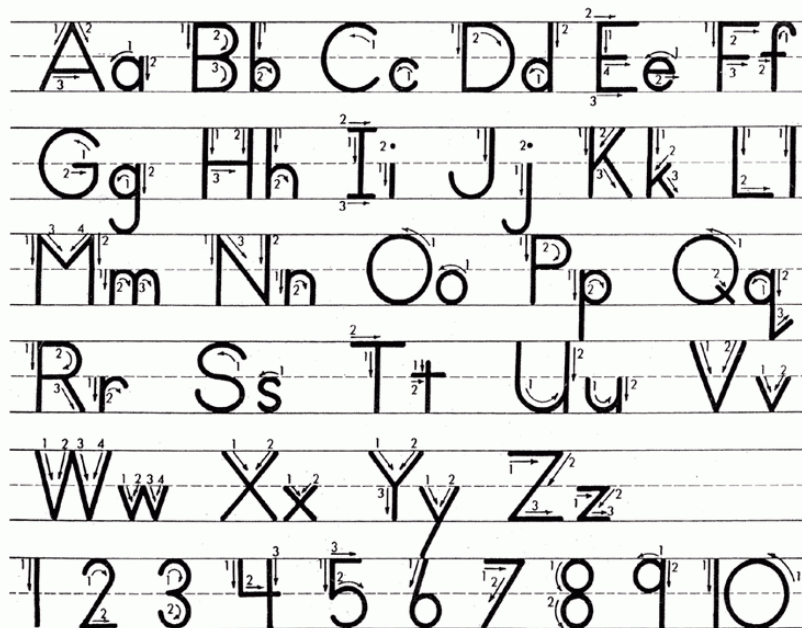
10. Index finger holds pencil to middle finger, with the thumb overlapping the index finger.



11. The thumb holds the pencil along the first joints of the rest of the fingers.



12. The pencil is grasped in the fist, and held up against the thumb.



ZiggityZoom.com

**Science: “I will praise you because I am fearfully and wonderfully made.” Psalm 119:14**

Students will study animals, seasons, the weather, and our bodies to show the wonders of God’s design.

**Math: “But everything should be done in a fitting and orderly way.” 1 Corinthians 14:40**

Sorting, shapes, patterns, number concepts, and math vocabulary will be explored.

Starting with the concept that numbers tell “how many”, early childhood students will work their way up to counting to 100 by ones, fives, and tens in kindergarten.

**Social Studies: “Therefore go and make disciples of all nations.” Matthew 28:19**

Learning how to be a good friend and working within our classroom community teaches us the importance of honoring others. A disciple wants to follow Jesus and become like Him. Since God loves people from every tribe, nation, and tongue, we’ll introduce how people live in different countries to understand other cultures and show them God’s love.

**Physical Education: “Do you not know that your body is a temple of the Holy Spirit?” 1 Corinthians 6:19**

Kindergarten participates in weekly P.E. classes and recess. Group games provide opportunities to develop gross motor skills as well as developing Christ-like character with their peers. Pre-K3/4 will focus on the development of large muscle movements during recess. Hopping, jumping, balancing, running, galloping, and skipping will be practiced in group games and free play on the early childhood playground.

**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 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” 1Corinthians 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.

**Assessment**

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

Student work will be kept in a portfolio throughout the year to be sent home for parents to view and discuss with teachers during conferences. The portfolio is a purposeful, carefully selected collection of your student’s work documenting their growth.

**Parent/Teacher Conferences:**

School-wide parent/teacher conferences are held twice a year in October and March. We are always excited to share your child’s progress and give you opportunities to ask questions. We ask every family to attend as we continue to build our home/school partnership.

**Screening for Pre-K4 and Kindergarten**

Monitoring a child’s progress is important across the years of early childhood development. The Brigance III is used to screen incoming pre-k4 and kindergarten students. It measures progress in the areas of language, cognitive, and physical development. Classroom teachers and the Early Education Director will administer screenings and set a time to share results with parents. Screening takes approximately 20 minutes and currently enrolled students will be screened during the school day. Parents of incoming students will need to set an appointment with the Early Education Director. All questions regarding screening should be directed to her.

## Additional Details

### Attendance/Appointments

Please carefully read the attendance section of this student handbook.

We understand there may be times when appointments are necessary during the school day. However, we ask that you try to schedule your appointments so that they do not interfere with learning. There are many early dismissals/no school days throughout the school year that you can take advantage of to schedule appointments. However, *if it is necessary to pick up or return your child during the day, we particularly ask that you avoid doing it during rest time.*

### Arrival/Dismissal

When you pull up through the pre-k/k loop, the 6<sup>th</sup> grade concierge will help your student get out of your vehicle. They will walk your child to their classroom.

When school begins at 8:00 a.m., the early childhood teachers will hang a red stop sign in classroom windows which face the *pre-k/k loop*, indicating all exterior doors are locked and the school day has begun. If you arrive after 8:00 a.m., please 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 or be escorted by office staff. (If you wish to walk to class with your child, you'll need to be prepared with your driver's license and follow the visitation policy.)

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.

Parents must be certain people who have their permission to pick up students from school are listed in FACTS. This information is printed for teachers to post near their classroom door for ready reference. Anytime you need to request changes to your information in FACTS, you may do so by emailing the lead secretary.

To ensure the safety of our little ones, if you request your child 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.

**Parents must email or call the school secretary with any change in the ride home, whether planned 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.**

### Bathroom Requirements

**All children must be toilet trained to attend our Pre-K and kindergarten programs.** We understand that occasional accidents are normal in early childhood, but your child must be able to use the bathroom and care for their own toileting needs. Pull-ups are not to be worn to school. Personal care wipes will be kept in the classroom bathroom. Please work towards making your child self-sufficient in this area. If this area isn't fully developed by the beginning of the school year, your child may need to wait to enter or return to class after being fully trained.

### Birthdays

Birthdays are special occasions, and we'd love to celebrate your child. 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. Your child will have a birthday prayer and celebrated in song.

### Book Bags

Please check these **daily** for notes and work brought home. There will be reading homework in kindergarten 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.

### Dress Code

**Kindergarten students** follow the school's uniform dress code, provided in this student handbook. Kindergarten has a few special dress-up days. Your child's teacher will have details in weekly newsletters and monthly calendars.

**Pre-K students** use the following dress code which is designed for busy activities and projects in early childhood classrooms. Please do not send your child in dress clothes that could become ruined by outdoor play, paint, markers, crayons, glue, etc. A spare change of clothing should always be kept at school. Please label each item, including underwear and socks with your child's name and place them in a gallon-sized zip-lock bag



labeled with your child's name. Early childhood students often enjoy special dress-up days. Watch weekly newsletters for details.

Item	Color	Style	Exceptions (not allowed)
Shirts	Any plain solid, stripe, or plaid	Button-down, polo, T-shirt	No logos, ads, team/sports, characters, sleeveless, spaghetti straps, no tummy or back showing
Sweater/Sweatshirts with a shirt underneath	Any solid	Pullover, Cardigan	No team/sport, character, etc.
Pants	Any	Jeans, slacks, loose-fitting athletic	No Under Armor, Nike, etc. with printed logo
Shorts	Any	Jeans, loose-fitting athletic	No tight fitting, nothing shorter than 4" above knee
Dress/Skirt/Jumper With shorts underneath	Any plain, solid, stripe or plaid	4" above knee or longer	No pictures, words, characters, no tummy or back showing
Leggings	Any	Worn under a dress/skirt only	No leggings worn as pants
Shoes	Any	Closed toe, slip-on or Velcro. Socks required.	No heels greater than 1"

- Dress students in layers to keep them comfortable as classroom temperatures are cool (68-72).
- 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). Boys must be out of the eyes, off the collar, and not below the bottom of the ear.
- Tattoos/body piercing: Not allowed (including press-on or sticker-type tattoos)
- Ball caps/hats: Not allowed

### Field Trips

Early childhood 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:

- **Pre-k students** will be transported to/from a field trip by their parent. For liability reasons, carpooling is not allowed, and we will not ride buses.
- We will provide plenty of notice so that you can make plans to attend. If you cannot join us, you may have a family member drive if 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 a family member cannot go, the student will have to miss the field trip.
- Siblings are not permitted to go on field trips.
- **Kindergarten students do not need a parent to accompany them on field trips. Some parents are needed to chaperone students, but all parents are not required to attend.**
- Please see the Field Trip section of this student handbook for additional information.

### 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 in FACTS. If an emergency should arise, we must be able to contact you quickly. Anytime you need to request changes to your information in FACTS, you may do so by emailing the lead secretary.

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 stomachache, 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

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 Medical Care/Over the Counter Medication section of this student handbook for information about how medication is handled at school.

### **Last Day of School**

The last day of school consists of a celebration for pre-k3 and pre-k4 students. An informal program will include the presentation of character awards. Pre-K3 celebrations are held in classrooms, while pre-k4 and kindergarten graduations are held in the gym. Space is limited to two guests in the classroom, but relatives and friends may be invited to the gymnasium to share in the festivities. Classroom teachers will provide specifics a few weeks before the last day. If for any reason, it seems your child would benefit from another year of pre-k or kindergarten, s/he will still participate in the celebration with no mention made of the next year's placement.

### **Lunch/Snack/Milk**

Early childhood 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 their hands before eating. When students have food allergies, restriction of certain foods may be necessary to keep all children safe in our classrooms. Your child's teacher will have details if this pertains to your child's classroom.

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

*Pre-K3/4 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-k3/4 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.

We will help students open lunch containers as well as encourage them to try on their own. The small muscle development needed to open containers helps build strength in their hand for writing. Snack time varies from classroom to classroom. Your child's teacher will have more information at the parent orientation.

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 the choice of drink; otherwise, your child may choose each day.

### **Recess**

Weather permitting, we will have daily outside recess. Please dress your child according to the weather with appropriate jackets, coats, hats, or gloves when needed. We will continue to enjoy recess outside until the temperature dips below freezing.

### **Rest Time**

After a busy morning of learning, children need time to rest and recharge. Not all children will fall asleep, but all children will be expected to lie quietly during rest time/ independent reading time. Small blankets, the size of the rest mat, may be used for rest time in pre-k. It will be stored in cubbies 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. Kindergarten does not have rest mats but will read quietly for 20 minutes.

### **Parent/Teacher Communication**

Communication between school and home is essential to your student's success. Please read everything coming home in folders, through email, class tag, or Facebook posts. Monthly calendars will be sent home, weekly classroom newsletters are emailed, and folders come home daily. Please be on the lookout for timely messages and important information regarding special dress-up days, field trips, highlights from the classroom, and needed supplies for the coming week. The Lions' Loop email is sent weekly from the office regarding important school-wide announcements.

## Parent Visitation/Participation

**Please carefully read the new visitation policy effective August 2023, as provided in this student handbook. We take our students' safety very seriously.**

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.

## Special Events

### School Parties

We will celebrate Christmas and Valentine's Day with a class party and parents **may** be invited to help or attend. Details will come home in the newsletter prior to each holiday. **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. Please understand it is very awkward for teachers/room mothers when a parent ignores 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 (Kindergarten – sixth grade)

Grandparents' Day, held near the end of September, has been a delightful SJCS tradition for many years. Grandparents are invited to join K-6<sup>th</sup> grade 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. **Pre-K** students will not attend school on Grandparent's Day.

### Thanksgiving Tea (Kindergarten)

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

### Muffins with Mom and Donuts with Dad (Pre-K4)

Held in the spring, these events provide a morning of special time between you and your child. Teacher newsletters will have specific information regarding these events.

We are honored you have chosen St. Joseph Christian School for your child's early education. Please contact us with any questions you may have or with ways we can love your family in prayer. We're looking forward to a great year together watching your child grow in wisdom, stature, and in favor with God and man. Blessings to you.