



**St. Joseph Christian School**  
**5401 Gene Field Road**  
**St. Joseph, MO 64506**  
**816-279-1555**  
**www.stjosephchristian.com**

# **Secondary 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 and Athletics
- All the Other Details
- School Safety

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 chief administrator position. Recommend chosen candidate to Area Ministers for Christ board who officially employs chief administrator.
9. With recommendation from chief administrator 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 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** *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 is able to work well with others, striving toward a consensus in decision making.

\_\_\_\_ I believe this person is able to 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 families** through email (including weekly email announcements), Facebook, personal email, by phone and conferences.

**Families may communicate with administrators and teachers** via email (teacher's last name and first

[initial @ stjosephchristian.com](mailto: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 6/2023*

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, and 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 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.

### Course Selection/Assignments 5/2018

The registrar meets with classes to share information, discuss course options, and complete Individual Career & Academic Plans (ICAP). A meeting is held with incoming freshmen and their parents to discuss high school planning. The registrar meets with individual students as needed to review schedules and make sure they are "on track" for graduation.

The Missouri connections website may be used as a tool for assisting students in their high school planning. Each student makes a username and password. Parents can review their student's portfolio as well.

Parents will be notified when students' course assignments are updated in FACTS Family Online. Students and parents are encouraged to log on and review their course schedule at that time. Students who wish to request adjustments may do so by contacting the registrar.

### Dropping/Adding a Course

The registrar may give approval for a student to add/drop a course any time before the end of the first two weeks of a semester. The student must then complete an Add/Drop Slip (available at the registrar's office).

- The Add/Drop Slip must be signed by a parent, the teachers involved, and approved by the registrar.
- The student must remain in the original course until notified of approval by the registrar.
- Students are responsible to make-up any assignments they have missed by joining a course late.
- Requests made after the two-week deadline must be approved by the principal.

### Weighted Courses

AP, Dual-Credit, Dual-Enrollment, and Honors courses are categorized as weighted classes. Weighted courses are on a 5.0 GPA scale.

### Dual Credit Courses

Some courses taught at SJCS by exceptionally credentialed instructors are offered for dual credit. These teachers have worked with various colleges to ensure their class meets the rigor required for college-level work. Students have the option to enroll and pay the sponsoring college for credit. The SJCS teacher will record grades for both SJCS and the college. Each college has unique policies for payment, withdraw, transcript requests, and transferability. Regardless of whether a student takes these courses for dual credit, all students have the same course expectations and all students receive a weighted high school grade. Depending on the class, a final exam may be **required** and may be scheduled earlier than SJCS's finals week. In such cases where the required finals are completed prior to SJCS finals week, students are automatically exempt from attending that class period during finals week. Teachers will sign student's finals exemption form indicating such.

### Dual Enrollment

Juniors and Seniors may receive up to 0.5 high school credit for each semester they take an approved online college course. Only one online college class can be taken at a time for high school credit. These courses are not taught by SJCS faculty. Students are expected to work independently and are scheduled for a Distance Learning period on their daily schedule. During an online period, students should report to the teacher and room

listed on their schedule. Students should check with the college adviser or assistant principal for a current list of courses offered. Grades must be released from the college to SJCS to be recorded on a student's transcript. High school credit is not given until final grades are received from the college. Fees are paid by the student directly to the college. Students should check with the admissions office of the college(s) they plan to attend to determine their credit transfer policy. Depending on the class, a final exam may be **required** and may be scheduled earlier than SJCS's finals week. In such cases where the required finals are completed prior to SJCS finals week, students are automatically exempt from attending their distant learning period during finals week. The programs coordinator will sign the student's finals exemption form indicating such.

## 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.

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

## Secondary Grading Scale

Percentage	Letter grade	GPA*	Weighted GPA**	
100	A +	4.000	5.000	Accelerated work level.
96-99	A	4.000	5.000	Mastering all concepts and working
90-95	A -	3.900	4.900	above grade level.
87-89	B +	3.700	4.700	Has mastered grade level skills.
83-86	B	3.300	4.300	Student has completed required work.
80-82	B -	3.000	4.000	
77-79	C +	2.700	3.700	Is progressing at grade level.
73-76	C	2.300	3.300	
70-72	C -	2.000	3.000	Student is still working to master skills.
67-69	D +	1.700	1.700	Having difficulty w/ grade level skills.
63-66	D	1.300	1.300	Student is working below 70% accuracy on a
60-62	D -	1.000	1.000	consistent basis.
59	F	0.000	0.000	Is progressing at an unsatisfactory/inadequate skill level.
0	I	0.000	0.000	Incomplete work.

\*Non-weighted Grade Point Average (GPA): Determined using a 4.0 scale.

\*\*Weighted Grade Point Average (GPA): GPA's for weighted classes are determined using a 5.0 scale. Students' grade reports reflect quarterly, semester, and cumulative GPAs.

## Measuring Student Progress and Achievement

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

**Final Exams** are given at the end of each semester. 5/2018

- Seventh grade exams comprise 12% of the semester grade.
- Eighth grade exams comprise 14% of the semester grade.
- Ninth through twelfth grade exams comprise 20% of the semester grade.

**Exemptions:**

- Secondary students (9-12) who meet all ACT College Readiness Benchmarks and receive a 26 composite on the ACT are exempt from finals as long as parents are in agreement.
- Juniors who achieve a 100% (A+) average for the third and fourth quarters of any class are exempt from taking finals in that class.
- Seniors are exempt from taking second semester finals.
- Pre-Arranged absences are not approved during finals. A student who requests an exception to this policy, if approved by the administration:
  - will take their finals on a day to be determined by the administration.
  - will be charged \$10 per course test for the proctor.
  - will receive only 75% credit.

**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.

**Grade Reports**

St. Joseph Christian school uses the FACTS Student Information System to communicate with parents about student grades (grades K-12), 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 secondary students are generally finalized and ready for parent viewing within the week after 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.

**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.

**Grading Late work**

At minimum, students who submit routine/daily homework after the assigned due date will receive the following reduced credit (Individual teachers may have more stringent policies.):

- 1 day late - 75% credit
- 2 days late - 50% credit
- 3 days late - 25% credit
- 4 days or later - 0 credit

**Grading for Suspended Students**

A student who is in ISS (in-school suspension) will receive 75% credit for homework assigned and completed while in ISS; 90% credit for quizzes/tests.

A student who is in OSS (out-of-school suspension) will receive 50% credit for homework assigned and completed while in OSS; 85% credit for quizzes/tests.

**Academic Honors**

The following academic honors are tabulated using quarter grades, announced quarterly, and are posted to transcripts for students in grades nine through twelve.

- Principal's Honor Roll - 4.0 GPA
- High Honor Roll - 3.90 - 3.99 GPA
- Honor Roll - 3.50 - 3.89 GPA

## Academic Probation

A student whose semester grades fall below a cumulative GPA of 2.0 will be placed on academic probation until his/her grades improve. Should the student fail to bring his/her grades above a 2.0 GPA by the end of the following semester, s/he may be removed from the school's enrollment as determined by the administration. In accordance with MSHSAA guidelines, students on academic probation may not participate in extra-curricular activities.

Additionally, the administration may initiate academic probation for a student whose GPA falls below 2.0 in a core subject (Bible, Science, Math, History, English).

## MSHSAA Eligibility 11/2022

A student retains his/her eligibility to participate in MSHSAA activities by maintaining an academic standard. A student whose grades fall below the SJCS academic standards or the MSHSAA rules outlined below becomes ineligible and cannot participate until certain criteria are met. High school students must be enrolled in at least 3.5 units of credit (7 for-credit periods) at any given time to be considered eligible.

- **At mid-term**, a student remains eligible if there are no Fs on his/her progress report. A student with an F on the progress report is ineligible to participate for **one week** beginning the Monday after the progress report is released. Students and parents will be notified of ineligibility by the school. At the end of the week, the student must complete a Request for Eligibility form (available at the registrar's office). If a student has raised his/her grade, s/he will be eligible. If not, s/he must complete another Request for Eligibility form the following week and continue to do so week by week until the grade improves.
- **At quarter**, a student remains eligible to participate if there are no Fs on the report card (1st and 3rd quarter) AND the student has a least a 2.0 GPA for the quarter (no excessive Ds). If these requirements are not met, the student is ineligible for **three weeks** beginning the Monday after the last day of the quarter. Students and parents will be notified of ineligibility by the school. At the end of the three weeks, the student must complete a Request for Eligibility form (available at the registrar's office). If, after three weeks, a student has no Fs in the new quarter, s/he will be eligible. If not, s/he must complete another Request for Eligibility form the following week and continue to do so week by week until the grade improves.
- **At semester**, a student remains eligible if there are no Fs on the quarter (2nd and 4th quarter) and semester report card and his/her semester GPA is at least 2.0. A student with an F on his/her quarter or semester report card or a semester GPA under 2.0 is ineligible for **three weeks** beginning the Monday after the last day of the quarter. Students and parents will be notified of ineligibility by the school. At the end of the three weeks, the student must complete a Request for Eligibility form (available at the registrar's office). If a student has no Fs and a 2.0 GPA in the new quarter, s/he will be eligible. If not, s/he must complete another Request for Eligibility form the following week and continue to do so week by week until the grade improves. If a high school student fails to complete 3.5 credits for the semester, s/he is ineligible for the **entire following semester** (MSHSAA 80% completion rule). The high school student must then complete 3.5 credits during the ineligible semester, with no Fs and a 2.0 GPA to regain eligibility.
- **Junior High** – In addition to the above:
  - If a seventh or eighth grade student receives **more than one F** on a mid-term progress report, s/he is automatically ineligible for the **rest of the quarter**.
  - If a seventh or eighth grade student receives **more than one F** on a report card (quarter grades), s/he is automatically ineligible for the **next grading period** (entire next quarter).
  - A junior high student who receives more than one F will not complete a Request for Eligibility form.
- **High School** – High school students must be enrolled in 3.5 units of credit to be eligible. Students who drop a course causing their enrollment to be below 3.5 units (7 classes) will cause themselves to become **immediately ineligible** for the current semester AND cause themselves to be ineligible for the **entire following semester** because of not completing 3.5 units of credits in the previous semester.

## Eligibility F.A.Q.s:

**Q: My high school student is taking six classes, and a college class online, so they need a study hall. If they decide later to drop the online college class, are they ineligible?**

A: Yes. We give high school credits to students who complete dual enrollment college courses during high school. If the student decides to drop the college course and not replace it with some other for-credit class, they would only be taking 6 classes or 3.0 credits and are immediately ineligible for the remainder of the semester and not eligible for the following semester for not completing 3.5 credits.

**Q: My junior high student received two Fs on their 1<sup>st</sup> quarter report card. We were notified they are ineligible for all of 2<sup>nd</sup> quarter. Is this right? Do you realize that is their entire basketball season?**

A: Yes. Junior high students who have multiple Fs on a report card lose their eligibility for the entire next quarter – even if this means an entire season.

**Q: I read the MSHSAA handbook chapter 2.3 and some of your eligibility rules aren't in there. Why are you making things harder on our students?**

A: St Joseph Christian School imposes additional restrictions beyond MSHSAA's academic requirements as a safeguard to help prevent "season killers." Our shorter periods of ineligibility (one week at progress report and three weeks at quarter) give students an opportunity to raise their grades before MSHSAA sanctions kick in (entire quarter for junior high or entire semester for high school).

**Q: My senior is wanting to take a lighter load to enjoy their last year. They do not play sports but are involved in choir and scholar bowl. If they have a study hall period and a TA for their favorite, are they ok?**

A: No. Study Hall and Teacher's Aide are both considered non-credit periods. To remain eligible, a student can have no more than 1 period of non-credit in a semester. A student who has a study hall and a teacher's aide period would only be in 6 classes or 3.0 credit which is below the required 80% for MSHSAA. Not only would this student be ineligible for the fall semester, but they would also be ineligible for the spring semester because they did not complete 3.5 credits. Their ineligibility for the entire school year also includes MSHSAA activities (fine arts, scholar bowl, etc.)

## Class Ranking

To be considered for class ranking, a student must attend his/her junior and senior years (final four semesters) at SJCS. A transfer student is eligible to be co-valedictorian or co-salutatorian if they transfer in with a GPA current SJCS students are not able to attain. 2/2013

## A+ Program 2017

SJCS has been designated an A+ school by the Missouri Department of Elementary and Secondary Education. Students at St. Joseph Christian School who meet specific criteria can qualify for a state-paid financial incentive to attend any public community college or career/tech school in Missouri. Many Missouri colleges and universities create scholarships to attract A+ graduates to their school.

## CTE Certificate 8/2019

Beginning with the class of 2021, students who complete a concentration of courses in a career and technical education program in high school may earn the State of Missouri's Career and Technical Education Certificate in addition to their high school diploma. Additional requirements such as 50 hours of work-based learning in their concentration, passing an industry recognized credential, and demonstrating soft skills are required. Students earning this certificate can show a Missouri employer they are prepared for the workplace. For more information, see the school registrar.

## National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its beginning in 1921.

Today, it is estimated that more than one million students participate in activities of the NHS. NHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further

through active involvement in school activities and community service.

Membership is an honor bestowed on students who meet selection criteria; students do not “apply” for membership. Students wishing to achieve membership in NHS should begin developing strength in the areas of scholarship, service, leadership, and Christian character as freshmen, continuing throughout high school.

The NHS application process begins in January and the induction ceremony is held in the spring.

**Selection Standards:** An eligible candidate must be a junior or senior who has attended SJCS for two consecutive semesters.

**Scholarship:** Candidate must have at least a 3.5 cumulative GPA.

**Leadership:** Candidate must provide thorough answers on the leadership questionnaire.

**Service:** A junior candidate must have completed 30 community service hours.

A senior candidate must have completed 40 community service hours.

**Character:** Candidate must provide thorough answers on the character questionnaire.

### Process

A faculty committee gives consideration to eligible candidates who have met selection criteria. All decisions of the committee are considered final and received in good faith by the administrator. Parents may inquire regarding their student’s eligibility; however, the committee is not obligated to produce specific information concerning the selection process.

## ACSI Distinguished Christian Student Award 8/2019

The ACSI Distinguished Christian Student Award (DCHSS) is an opportunity to honor deserving high school students from ACSI member schools. The DCHSS program recognizes select students for their Christian leadership and service, academic success, athletic skills, and talent in the arts. In addition, DCHSS also provides students with potential communication from ACSI member colleges and universities regarding their programs, as well as scholarship packages and other financial support to enable these students to fulfill God’s calling in their lives. Nominations are completed by the faculty each school year.

## SJCS Honor Graduate 9/2021

Students who desire to be a SJCS Honor Graduate must meet the following requirements.

- All requirements for high school graduation
- At least 2 credits of a higher science or trade beyond Biology and Chemistry
- At least 1 credit of higher level or technical math beyond Algebra II
- At least 3 credits in one concentration, choose from:
  - 3 credits of foreign language in the same language
  - 3 credits of fine arts in the same program
    - Band
    - Choir
    - Art
  - 3 credits of career and technical education (CTE) in the same field
    - SJCS Cadet Teaching
    - SJCS Computer Science
    - Trade program at Hillyard Technical Center
- No grade on high school transcript below a C-
- 60 hours of community service (separate from A+ program tutoring & mentoring hours)
  - Or 15 hours per year at SJCS as a high school student

Honor graduates receive red, white, and black honor cords to wear with their cap and gown at graduation. Valedictorian or salutatorian candidates must be honor graduates.

## 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 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.

## Transcript Requests

Juniors and seniors applying to colleges may request a transcript of their grades by completing the Transcript Request Form (available in FACTS Family Online, under Resource Documents, or at the registrar's office).

<b>Requirements for High School Diploma and other Endorsements</b>				
<b>Subject</b>	<b>High School Diploma</b>	<b>Honor Graduate</b>	<b>A+ Scholarship Program</b>	<b>CTE Certificate</b>
<b>Bible</b>	4	4		
<b>Language Arts</b>	4	4		
<b>Math</b>	3	4 (or at least one credit beyond Algebra II)		
<b>Science</b>	3	4		
<b>Social Studies</b>	3 (US Hist, US Govt)	3		
<b>Personal Finance</b>	0.5	0.5		
<b>PE</b>	1	1		
<b>Health</b>	0.5 CPR Training	0.5 CPR Training		
<b>Fine Art</b>	1	*		
<b>Career / Practical Art</b>	Req met by Personal Finance and Career Education	*		3 (in concentration)
<b>Foreign Language</b>		*		
<b>Add'l Credits</b>	6	*3 credits in a concentration		
<b>Total Credits</b>	26	See HS Catalog for more information		
<b>Exams</b>	US Civics	US Civics	Score proficient or advanced on Alg I or higher math EoC exam	Approved Industry-Recognized Credential in Concentration
<b>Service Hours</b>	40 Hours Community Service	60 Hours Community Service	50 Hours of unpaid tutoring/mentoring (25% can be job shadow)	50 hours work-based learning experiences
<b>GPA</b>	Cumulative GPA 2.0	No Ds or Fs on transcript	2.5 (UGPA) for all coursework	3.0 (UGPA) in Concentration
<b>Attendance</b>	2 semesters (including final semester)		95% Attendance 9-12 3 years at A+ school	95% Attendance 9-12, participate in CTSO

## 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 in FACTS. 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

- Secondary students may be dropped off at school beginning at 7:30 a.m. The bell for first hour rings at 7:56 with classes beginning 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.
- For secondary students, attendance is taken each class period, and students are expected to be in their classroom prior to the bell for that class period.

### Tardiness

Secondary students are expected to be on time and prepared to begin class when the bell rings. Students who are consistently tardy will receive a warning from administration followed by a detention every time they are tardy from that point forward.

### Excessive Absence/Loss of Course Credit

Generally, a student who is absent more than nine times per class per semester for any reason (excused or unexcused, not to include absence due to class activities) will be subject to a loss of course credit. Upon the tenth absence, the student's semester grade could be reduced by ten percent. An eleventh absence could cause the student's semester grade to be reduced to zero with no credit received.

Parents of a student with justifiable extenuating circumstances, such as student hospitalization or severe, physician documented, illness which causes a prolonged absence should immediately notify the principal, who may grant a discretionary exception to this policy. Do not delay as the request for an extenuating circumstance exemption should be made **at the time the situation occurs**.

### Excused Absences

The following absences will be considered excused (meaning students may receive credit for make-up work).

- **Student illness with parental explanation**
  - A parent must email the school office *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.
  - Parents may email their student's teacher with questions regarding make-up work. When hard-copy make-up work is needed, teachers may communicate this to parents and leave the make-up work in the office for parents to pick up after 2:30.
  - Secondary students are permitted one additional day (for each day they are absent) beyond the assigned due date to complete make-up work. <sup>11/2017</sup> Special arrangements for a student with a prolonged illness may be made at the discretion of the principal.
  - 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 appointments, etc.**
  - **Prearranged absences will not be scheduled during standardized testing or finals.**
  - 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 in 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, approved by administration, and make-up work must be arranged with the teacher(s).
  - Upon administrative approval of a secondary student's request for a prearranged absence s/he may request make-up work from teachers, which is to be submitted as arranged by the student with their individual teachers. **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. 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.
  - Family/education trips are allowed a maximum of 5 days per year.
  - Parents of students who have missed several days due to illness may want to reconsider planning a family trip to avoid loss of course credit (see above).
  - NOTE: Absence for senior pictures and driver's testing will not be excused. Students are encouraged to schedule these activities outside of regular school hours.
- **Absence for Unplanned Appointments**
  - 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 an approximate time of return.
  - Students must sign out/in at the office when coming/going from campus.
  - As with any absence, THE STUDENT is responsible for securing assignments for make-up work from his/her teachers.
- **Illness/death in the family**
- **Hospital stay**
- **Activity-related absence**

The following absences are considered excused and are also exempt from the excessive absence policy (they do not count toward a student's nine allowable absences in a semester):

  - School-sponsored extra-curricular events.
  - College visits (juniors and seniors) with approved Prearranged Absence form.
    - Juniors may take three days per year for college visits.
    - Seniors may take two days per year for college visits.
  - Job shadowing (juniors and seniors) with approved Prearranged Absence form.
    - Juniors and seniors may take one job shadow day per year.

## Un-excused Absence

Absences inconsistent with the above will be considered unexcused (students will NOT receive credit for make-up work).

# **General Behavior Expectations w/Discipline Philosophy & Plan**

*Helping students in their Christian walk with obedience, humility, and accountability.*

St. Joseph Christian School is dedicated to training children in a program of Christ-centered study, activity, and daily living. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men.” Thus, at St. Joseph Christian School, firm, consistent discipline, which is fair and tempered with love, is maintained. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for the students. When disciplinary action becomes necessary, it will be carried out with good judgment and sensitivity.

Our primary goal in disciplining students is to help them develop self-discipline to think, speak, and behave in a Christian manner. The ideal objectives of these guidelines are to foster understanding, challenge parent and student alike to supportive behavior, and enlist student cooperation.

Enrollment at St. Joseph Christian School is considered to be a blessing from the Lord. Consequently, our students are expected to conduct themselves according to scriptural principles of attitude and behavior and to the expressed principles, policies, and programs of the school and state regulations. Disciplinary action may be taken any time a student’s behavior does not meet expectations—whether the student is on campus (during the school day, games, activities, etc.) or off campus (at home, church, in the community, etc.)

Students are accepted as individuals with individual needs. Every effort is made to develop attitudes and habits of behavior conducive to compatible relationships with parents, teachers, and fellow students. Most students adjust quickly to these required characteristics. However, for the students whose conduct is unacceptable, the administration reserves the right to administer the appropriate discipline deemed necessary and expedient to bring about an acceptable form of conduct.

We regard conduct as an indicator of a student’s spiritual condition. We expect good conduct and positive attitudes. “So then, you will know them by their fruit” (Matt. 7:20). “Not what enters into the mouth defiles the man, but what proceeds out of the mouth, this defiles the man” (Matt. 15:11).

## **General Behavior Expectations**

### **Reverence**

Reverence is an important aspect of a proper attitude toward God. One way that we show reverence toward God is through our actions and our attitude during prayer. Whenever we 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. Disrespect may result in suspension and expulsion. Respect of fellow students is equally important. Making fun of or picking on another student will not be tolerated.

### **Bullying**

We believe there is a difference between someone being unkind and someone being a bully. We do not consider every act of unkindness to be bully behavior. And although there is no one definition that fits every bully behavior or situation, we define bullying as a pattern of abusive behavior. Unkindness and bullying are dealt with on an individual basis by teachers and/or the principal.

### **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. Cheating and stealing are serious offenses. Upon the first offense a student may be suspended. The second offense may result in expulsion from SJCS.

## **Plagiarism**

At SJCS, 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 a class until all paper is picked up from the floor and the room is neat and orderly. Elementary (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 be 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 are subject to suspension or expulsion.

## **Student Use of Social Media** Board

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of online communications. Students who participate in online interactions must remember that their posts reflect on the entire SJCS community and, as such, are subject to the same behavioral standards set forth in the student handbook.

In addition to other behavior expectations found in the student handbook, students are expected to abide by the following:

- Students may not use social media sites to publish disparaging or harassing remarks about SJCS students or staff.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submissions do not violate student handbook policies regarding speech, profanity, coercion, threat, intimidation, fear, bullying, or other policies.
- Failure to abide by this policy may result in disciplinary action as determined by the administration.

## **Physical Contact**

Fighting (assault), "horseplay," and rough housing are not safe behaviors for school and will not be permitted. Upon the first offense a student may be suspended. The second offense may result in expulsion from SJCS.

We apply a “hands-off” policy in respect to relationships between young ladies and gentlemen.

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

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

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

## **General Campus Rules**

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

**Eating:** No food/drink (except water) is allowed on the carpet at any time; before, during or after school.

**Gum Chewing** is not allowed on campus at any time.

### **Leaving Campus**

Students may not leave the campus during the school day at any time after arriving, except through previous arrangements with the office and the parent/guardian. Failure to abide by this rule may result in significant discipline

## Off-limits Areas

Certain areas are off-limits to students without explicit permission given by school personnel. They include:

- Classroom telephones
- Electrical circuit boxes
- Faculty desks and files
- Faculty workroom, kitchen, restroom
- Locked building, rooms, and storage areas
- Maintenance equipment and janitorial supplies
- Office areas
- Personal property (including lockers) belonging to others
- Roof of school building
- Weight training areas, field house, or other school grounds (unless given permission by teacher)

**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

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.

Our goal is to help each secondary student **ROAR**:

**RESPONSIBILITY** – Be on time and prepared.

**OBEDIENCE** – Speak when called upon, stay in desk unless directed otherwise, and be in dress code.

**ATTITUDE** – Be positive and kind to others.

**RESPECT** – Others come first. Treat others how you want to be treated.

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 student, it is hard work for parents and teachers. At SCJS, we want to partner with parents in this work of training students. Open and clear communication is vital. 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 student 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. Our secondary discipline philosophy and policy emphasizes the importance of accountability in obedience and humility.

## Matthew 22:37-39ESV

And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your

mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. (HUMILITY)

### **Hebrews 13:17**

Obey your leaders and submit to them, “for they are keeping watch over your souls, as those who will have to give an account. “Let them do this with joy and not with groaning, for that would be of no advantage to you. (OBEDIENCE, HUMILITY)

### **Philippians 2:3**

Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. (HUMILITY)

## **Discipline Plan**

*Infractions listed are only examples. The administration, at its sole discretion, may assign an infraction to any level based upon individual circumstances.*

### **Level 1 – Teacher-Issued Detention**

A teacher may issue a 30-minute detention based upon their own classroom policies. This is a detention that is recorded in FACTS and parents are contacted by the teacher. This detention is proctored by the teacher who issues the detention and may be served before school, during lunch, or after school, at the teacher’s discretion.

### **Level 2 – Three-Strikes Detention (Name on board, Check mark by name, Written up)**

- Tardies to a class

*Communication – Teacher contacts parents about incident, reports in FACTS, assistant principal (AP) works out detention logistics.*

- Dress Code/Hair/Not shaving
- Food/Gum
  - No food/drink (except water) is allowed on the carpet at any time; before, during or after school. Chewing gum is not allowed on campus at any time.
  - In addition to appropriate disciplinary action, students violating this policy will be subject to the following fines, cumulative for the entire school year:
    - First offense: \$3
    - Second offense: \$5
    - Third offense: \$10
    - Fourth offense: \$15
    - Fifth offense: \$20
    - Sixth offense: \$25
- Cell phone out (phone confiscated; parent required to come to school and pick up the phone. If parents are not able to come to school and the student needs the phone, the student may collect it at the end of the day; they will be charged \$10.)

*Communication – Teacher completes three-strikes form and submits to AP who reports in FACTS and contacts parents about detention logistics.*

### **Level 3 - Automatic 1-Hour (or more depending upon circumstances) Detention**

- Poor language
- Disobedience or Disrespect
- Unkindness
- Not being where one is supposed to be
- Getting in another locker
- PDA – hugging
- Physical contact – pushing or shoving

*Communication - AP and Secondary Principal may collaborate, as these may also be considered Level 4. The Secondary Principal records in FACTS and contacts parents.*

#### **Level 4 - Multiple Detentions/ISS/OSS/Expulsion**

- Poor representation on social media
- Punch thrown
- Unkindness/bullying
- Leaving campus without permission
- Untruthfulness or dishonesty (plagiarism)
- Stealing
- Direct disobedience or disrespect
- PDA – kissing or seclusion
- Vandalism (Accidental – cost of repair / Intentional – cost of repair and discipline)

*Communication - Secondary Principal records in FACTS and contacts parents.*

#### **Detention Details**

- One-hour detentions are scheduled from 3:20-4:20 on designated days.
- Detentions missed without prior approval from the principal are doubled.
- After four detentions are served, a student will serve an ISS for each additional infraction for the remainder of the semester *with no credit earned for homework due or quizzes/tests taken on that day.*

## Activities and Athletics

SJCS student activities instill the vision and practice of excellence in academics, character, and service to others. Each student has unique gifts and abilities given to him/her by God and it is our desire to help each student in the positive expression and stewardship of those talents (Romans 12:4-6). We believe each student should be increasing in wisdom (mentally and emotionally), stature (physically), favor with God (spiritually) and man (socially) (Luke 2:52).

The major objectives of student activities programs are:

- Students will grow in the use of the abilities God has given them.
- Students will learn the importance of teamwork.
- Students will participate in the lives of their peers as well as the local community.

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Students and parents may watch the weekly email announcements or contact the school office for up-to-date details about any specific student activity.

## Missouri State High School Activities Association ([www.mshsaa.org](http://www.mshsaa.org))

One benefit of St. Joseph Christian's accreditation is that it enables secondary students to participate in the Missouri State High School Activities Association.

All MSHSAA and extra-curricular activities require full SJCS (MSHSAA) academic eligibility; see academic section for details.

All non MSHSAA and extracurricular activities that **require a grade** (ex: a music concert at SJCS) are subject to the policy of the teacher.

***Student activities which operate under MSHSAA guidelines are denoted with a \*\*.***

## Academic Activities

Students may participate in a variety of academic activities. These may include Science Fair, Mathletics, Scholar bowl\*\*, Chess Club, etc.

## Athletic Program 6/2023

Our athletic program operates under MSHSAA guidelines, is overseen by the athletic director (AD) and currently includes football, basketball, baseball, and track/cross country and golf for boys with volleyball, basketball, track/cross country, and cheerleading for girls.

## Goal of SJCS Athletics

The athletic program is an optional extension of the classroom and can have an important role in a student's educational experience. Many lessons can be learned through athletics that last a lifetime. Participating in athletics is a privilege and not a right.

The goal of our 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)

Some examples of areas we see growth in our student athletes include:

- Developing a strong work ethic (Col 3:23)
- Dealing with success (1 Peter 5:6)
- Coping with disappointment (James 1:12)
- Handling conflict (Matthew 18:15-18)
- Loving one another (John 13:34,35)

## What does it mean to win at SJCS?

Winning at SJCS means that the Lord Jesus Christ is honored. Achieving victory in the spiritual realm through demonstrating a Christ-honoring testimony, persevering in difficult situations, winning or losing with grace, treating opponents and officials with respect, and conducting ourselves in such a way that others see a difference in our players, coaches, and spectators are indications of a true win.

## Examples of Spiritual Victory

- Demonstrating the fruit of the Spirit during stressful situations (Galatians 5:22)
- Submitting to the rules of the game and the officials (Titus 3:1,2)

- Presenting oneself as a living sacrifice on and off the field (Romans 12:1)
- Praising God in victory and defeat (Psalm 150:6)
- Conducting oneself as an example of Christ (1 Timothy 4:12)

#### **Examples of Spiritual Defeat**

- Belittling an opponent or official (James 3:9)
- Using offensive language (Col 3:8)
- Losing one's temper or becoming uncontrolled (Proverbs 29:11)
- Breaking the rules (Prov. 12:17)

**SJCS is a member of MSHSAA and must abide by its guidelines in all areas.  
Some of the following policies are MSHSAA requirements.**

#### **Physicals/Insurance**

Prior to practicing or participating in athletics, two MSHSAA-required forms must be on file in the AD's office.

The MSHSAA Medical Eligibility Form must be completed by the student's physician following his/her physical and submitted to the AD. This form may be valid for up to two years depending upon the physician's directive on the form.

The MSHSAA Pre-Participation Documentation Annual Requirements Form must be completed by the student and his/her parents and submitted to the AD's office every school year. A student shall not be permitted to practice or compete until the AD has confirmed the parent has checked the box on this form indicating that s/he is covered by a healthcare insurance coverage or healthcare expense payment plan.

#### **Funding/Fees**

The athletic program has its own budget and is self-supported. Athletic fees are paid for each individual sport and must be paid prior to the team's first contest. Persons interested in becoming an athletic sponsor (advertisements, tickets, clothing, food vouchers) please contact the AD for information.

#### **Behavior/Discipline**

We expect our athletes to be mindful at all times of their responsibility to represent our school to the outlying communities on and off the field in a way that honors the Lord Jesus Christ. Many times, the only contact people make with our school is through their observations of our athletic teams. If an athlete makes a poor choice on or off the field, it will be dealt with immediately. The athletic director and principal will work with the coach, parents, and athlete to explain the consequences and work to bring about restoration to the athlete. Athletes may be suspended for a short time or indefinitely depending on the situation.

All athletes are subject to the school's zero tolerance policy regarding alcohol, drugs, and tobacco. See the complete policy in the General Behavior Expectations section of this handbook.

If a student receives a technical or personal foul due to inappropriate language or an unsportsmanlike action, they will be suspended for half of the next game. A second offense would result in being suspended for the next game. A third offense would result in a long term or indefinite suspension.

**Academic Eligibility** See the Academics section of this handbook.

#### **Attendance**

- Students are required to attend half of the school day (be at school by 11:30 a.m.) in order to participate in an athletic event that day.
- Students must attend half of the class periods on early out days.
- Students leaving school early will not participate without administrative approval.
- Students who are absent for reasons other than illness will not participate without administrative approval.

#### **Practice Requirements**

Students must have 14 different days of practice to participate. If a season carries immediately into another season (football/basketball), the football player does not need the practices, provided no more than 7 days have passed between sports/practices.

## **Enrollment**

In order to participate in summer activities (weightlifting, camps, leagues) an athlete must be on the official school enrollment roster for the following year.

## **Sponsorship**

MSHSAA has guidelines for athletes receiving sponsorship to attend SJCS. Please check with the principal and financial secretary if you are sponsored by an organization or are seeking sponsorship.

## **Transferring to SJCS**

If you are new to SJCS, we will contact you to get information as it pertains to participating in our athletic program. The grade level and circumstances around the transfer impact levels of eligibility.

## **Paid/Volunteer Coaches**

All coaches must be approved by MSHSAA and must go through an SJCS application process. Coach openings will be made known through regular school communications. Parents or other volunteers are not allowed to help with any practice or game.

## **Playing Time**

Due to the varied talents of students/athletes on each team, playing time is not guaranteed. It is the desire of the athletic department to get each player quality minutes during the season. Concerns regarding this should be handled immediately (see Handling Conflict).

## **Team Cuts**

If at all possible, the coaches will not cut players. Team cuts may take place if the number of players is so high that it makes the team difficult for the coaches to manage and coach. If the coach decides that it is necessary to make cuts, the coach will meet with the AD and principal to discuss. Athletes must be given detailed expectations that are communicated in written and verbal form to all the athletes.

## **Lettering**

High school varsity letters are given to athletes who played in half of the quarters or games depending on the sport. Cross country and track letters are determined by the coaches.

## **Equipment/Uniforms**

Equipment/uniforms are the responsibility of the athlete. The AD will determine the replacement cost of damaged/lost items and charge them to the athlete.

## **Adding Sports**

If you have an idea for a sport to add at SJCS you may contact the AD.

## **Travel**

Athletes are required to ride the bus to and from all away games. If you would like to take your athlete with you after a game, you must sign the coach's permission sheet. If you would like your athlete to ride home with another parent and you are not at the game, you must notify the coach in writing, either by sending a note with the student or by texting the coach; no verbal permissions will be accepted.

## **Dress**

Students must wear school uniforms or team traveling suits to all away games. Coaches need to ensure that their team looks professional when traveling.

## **Handling Conflict (Matthew 18 principle)**

Step 1. Talk directly to the coach about the particular issue. Right after a game is not a recommended time to do this. Scheduling a meeting the following day is highly recommended.

Step 2. Talk to the coach with another individual present. This could be the AD or principal.

Step 3. Talk to the superintendent about the unresolved issue.

Step 4. Talk to the school board about the unresolved issue.

## **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.

## **Chapel ministry**

Chapel is usually held once a week. In addition to a student chapel team, faculty, as well as local pastors and spiritual leaders in the community participate and lead in these services. Parents and friends are welcome to join SJCS students in chapel.

The student chapel team facilitates worship through the use of instruments and singing (worship band) and technology (media/sound system), as well as setting up/ breaking down in the gym for chapel each week. Students interested in serving on the chapel team may contact the student life director for details.

## **Class activities**

Each high school class, freshman - senior, is assigned a faculty sponsor who works with students and parents in fund raising and planning of class activities.

Generally, classes raise funds by serving concessions at school events. The yearly concessions schedule is divided among the classes by the administration. The class sponsor may set up a shift rotation so that service is divided equally among the students.

The concessions manager provides all materials and sets up the concessions area. Students and parents operate the concessions area during the event and clean up afterward.

Some traditional ways classes have used their funds include (these are subject to change at the principal's discretion):

- Freshmen - host tailgate party before the first home football game
- Sophomores - host the autumn/spring homecoming activities
- Juniors - host the junior/senior prom
- Seniors – senior trip, leave a class gift to the school, senior celebration activities

### **Junior high activities**

Seventh grade parents plan and prepare to host the reception for eighth grade graduation, in cooperation with the administration.

### **Junior year activities**

Junior parents plan and prepare to host "senior night" in cooperation with the administration and senior parents.

### **Senior year activities**

Senior students and their parents may find the following general information helpful. Specific details are provided closer to time.

**Autumn** - Senior parent meeting with the principal to outline the year's activities. Caps and gowns, announcements are ordered

**Ongoing** - Junior parents plan and prepare to host "senior night" in cooperation with the administration and senior parents. Senior night is an event held the week prior to graduation when seniors are honored for their accomplishments, receive any awards they have earned, and share their future plans. Refreshments are served.

### **Spring**

- Senior fourth-quarter exemption from study hall: During fourth quarter, senior students who have met the requirements below may leave school during their study hall period on regular scheduled days, with parent permission.
  - Seniors must return a signed parent permission form to participate.
  - If a senior has an "F" in any class (4<sup>th</sup> quarter grade), they are not allowed to leave school.
  - Seniors must be eligible for extra-curricular activities.
  - Seniors must have passed all Constitution tests.
  - Seniors must have completed and documented the required community service hours to graduate.

- Seniors must sign themselves out at the school office prior to leaving school and back in if returning.
- Once signed out, seniors must leave the school grounds, including the parking lot.
- Seniors must remain at school if a teacher or administrator needs them, or a meeting is called. No one should schedule jobs or work during this time due to the possibility of needing to remain at school.
- Students are not allowed to leave on chapel days.
- Seniors who do not abide by these expectations will forfeit the privilege for the remainder of fourth quarter.
- Seniors' last day of school: senior chapel, decorating cars, senior send-off.
- Graduation: Each senior is provided one half of an eight-foot table to use for his/her senior display; an opportunity to highlight accomplishments and friendships. Students often use a tri-fold board (like those used for science fair), digital picture frame, or laptop with power point-type presentation to display pictures and memorabilia. Use your imagination!

## **Community Service** 6/2014

High school students are required to volunteer in the community 40 hours before graduation and document service with the guidance office. Community service begins the summer before the freshman year. The majority of this is done independently, outside school hours. A maximum of 20 hours may be earned on mission trips and up to 10 hours may be earned at the student's own local church.

In the past, SJCS classes have participated in school-day community service days, arranged by the principal, when students spend an afternoon serving at various locations in the community. Hours from these school-sponsored community service days will be included in the required forty for participating students and recorded by the service coordinator.

Students must submit community service forms (available at FACTS Family Online under Resource Documents) by the last day of the semester that the service occurred. Forms for summer service documentation will also be available at back-to-school night and are due by the end of the first quarter.

## **Drama**

Students may participate in the SJCS drama club.

## **Field Trips**

In connection with their classroom studies, students may take various educational field trips throughout the year. 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 each field trip.

### **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.

### **Field trip transportation**

The school bus is used to transport secondary students on field trips.

## **Music (Band/Vocal)\*\***

High school students may audition (early fall) for All District Choir or All District Band, a single day of rehearsal and fellowship with other area musicians under the direction of an accomplished conductor, which ends with a concert in the evening. Juniors and seniors selected for All District Choir/Band may audition for All State Choir/Band. Participation is facilitated through the band director and vocal music teacher.

St. Joseph Christian's high school choir and band as well as individuals and small groups may participate

(spring) in the district music festival. Students who wish to participate with a vocal or instrumental solo/group may contact the appropriate teacher for additional information. Individuals and small groups who achieve a one rating advance to the state level.

## **School Dance/Prom**

This type of activity provides our students and teachers alike the opportunity to experience classical and tasteful dancing in an atmosphere of fellowship and community. Groups desiring to hold such an activity must present a detailed proposal to the administration for approval. Once approved, the sponsoring group is responsible for organizing, promoting, hosting, and cleanup of the event.

- Must be sponsored by the student council (first semester), the sophomore class (courtwarding), and the junior class (spring - prom). However, no group is required to organize a dance.
- A detailed proposal must be submitted to and approved by the administration before an announcement of the event is made to students/parents and must meet the following criteria:
  - All music/lyrics must be approved by the administration.
  - Slow dancing that is modest may be allowed when there is space between individuals, with one hand held, one hand on side.
  - No inappropriate dance moves will be permitted.
- Juniors and seniors only may bring a date of the opposite sex who is no older than 19.
  - Guests must sign up in advance. The sponsoring organization/class will provide a signup sheet prior to the event.
  - Administration will review the guest list and may refuse admittance to a guest at their sole discretion.
- Appropriate dress code adherence is expected (see dress code section). For ladies' gowns, the administration assembles a panel of volunteers to pre-approve dresses. Failure to comply with SJCS modesty requirements can result in termination of the event.
- One chaperone must be provided for every ten students in attendance.

## **Student Council (STUCO)**

### **Class representatives**

STUCO representatives are elected, one per class, grades 7-12. Students wishing to run for office must have at least a 2.5 GPA and complete a candidate application form. Candidates for class representatives do not campaign.

### **President/vice president**

Candidates for STUCO president and vice president:

- Run independently
- Must be a junior or senior
- Must have at least a 3.0 GPA
- Must complete a candidate application
- Campaign for two days
  - May use campaign posters
  - Present a campaign speech to the student body.

## **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.

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

**Class Period Schedules** School will be in session from 8:00 a.m. to 3:10 p.m..

**Regular daily schedule**

First hour	8:00 - 8:47 a.m.
Second hour	8:51 - 9:38 a.m.
Third hour	9:42 - 10:29 a.m.
Fourth hour	10:33 - 11:20 a.m.
<b>Lunch I/Fifth hour</b>	<b>11:24 - 11:46 a.m./11:50 - 12:37 p.m.</b>
<b>Fifth hour/Lunch II</b>	<b>11:24 - 12:11 p.m./12:11 - 12:37 p.m.</b>
Sixth hour	12:41 - 1:28 p.m.
Seventh hour	1:32 - 2:19 p.m.
Eighth hour	2:23 - 3:10 p.m.

**Chapel schedule (Fridays)**

Chapel	8:00 - 8:40 a.m.
First hour	8:44 - 9:26 a.m.
Second hour	9:30 - 10:12 a.m.
Third hour	10:16 - 10:58 a.m.
<b>Lunch I/Fourth hour</b>	<b>11:02 - 11:20 a.m./11:24 - 12:06 p.m.</b>
<b>Fourth hour/Lunch II</b>	<b>11:02 - 11:44 p.m./11:44 - 12:06 p.m.</b>
Fifth hour	12:10 - 12:52 p.m.
Sixth hour	12:56 - 1:38 p.m.
Seventh hour	1:42 - 2:24 p.m.
Eighth hour	2:28 - 3:10 p.m.

**Early-Out Days**

School is dismissed at noon on early-out days. Parents are encouraged to check their copy of the school calendar, and make a note of early outs, holidays, and special days, i.e., finals, etc. Calendar changes will be published in the weekly email announcements.

**Early-Out Schedule**

Early-out days will be assigned to a schedule which rotates Odd Period Days (1, 3, 5, 7) and Even Period Days (2,4,6,8). The schedule will be made available at the beginning of the school year.

The class period times for early-out days are:

8:00 - 8:55 a.m.  
9:00 - 9:55 a.m.  
10:00 - 10:55 a.m.  
11:00 - 12:00 a.m.

**Back to School Night**

Back to school night, which is held a couple of days prior to the first day of school for all students, involves the following:

- Informational meeting for parents and students.
- Students receive locker assignments and may check out a lock for their locker.
- Students may bring supplies and place them in their locker.
- Kleenex and paper towels go to first hour teachers.
- Students have the opportunity to become familiar with classroom location.

## 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 appropriate principal for approval *at least two weeks in advance.*

## Counselor

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

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

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

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

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

## Dress Code Adopted school year 2005-2006

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. *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 Ladies

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 ladies. The administration reserves the right to prohibit any item relating to dress or appearance. In addition, please note the following:

Shoes	All shoes must have a back or back strap. This includes sandals, open toe shoes, and any closed style. Heel no greater than 2". Administration reserves the right to deny certain boot styles. No heeled shoes. No slippers, including plush or burrow-style shoes.
Socks or tights	Any; no wild, distracting patterns or colors.
Leggings	Black, white, or gray as purchased from Dennis Uniform, or any tight-fitting leggings, no feet. No sweatpants
Belts	Black, brown or tan, standard buckle, plain, 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; must be covered.
- Ball caps/hats/bandanas/etc.: Not allowed

**Additional Information for ladies:**

- 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 may be short or long sleeved.
- A lady's bra must not show through darker than the shirt she is wearing.
- No oversized or undersized uniform clothing.
- No rolling of any uniform clothing.
- Because of the way they are made, skirt hems may not be altered.
- **Skirt and jumper length should be no shorter than 2 inches above the top of the knee.**
- Solid black biker-type knit shorts may be worn under skirts for modesty. These are available from Dennis (called biker shorts in their catalog) or may be purchased elsewhere. Shorts may not be longer than the skirt.
- If a student is not in uniform, she will be considered absent (unexcused) and she will not be allowed in class until in proper uniform.
- **PARENTS, PLEASE CLEARLY MARK CLOTHING WITH STUDENT'S NAME.**

**Dress Code for Gentlemen**

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 gentlemen. The administration reserves the right to prohibit any item relating to dress or appearance. In addition, please note the following:

- Shoes All shoes must have a back or back strap. This includes sandals, open toe shoes, and any closed style. Heel no greater than 2". Administration reserves the right to deny certain boot styles. No heeleys. No slippers, including plush or burrow-style shoes.
- Socks Any; no wild, distracting patterns or colors.
- Belts Black, brown or tan, standard buckle, plain, 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: Gentlemen may not wear earrings.
- Body piercing: Not allowed (pre-k-6), jewelry (7-12) may not be worn in pierced areas while at school.
- 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; must be covered
- Ball caps/hats/bandanas/etc.: Not allowed

**Additional Information for gentlemen:**

- 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 on their spiritwear hoodie while inside the building.

- Undershirts may be worn under polos for warmth. Undershirts may be short or long sleeved.
- A gentleman'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, he will be considered absent (unexcused absence), and he will not be allowed in class until in proper uniform.
- **PARENTS, PLEASE CLEARLY MARK CLOTHING WITH STUDENT'S NAME.**

#### **Dress Code for Physical Education**

- Students not appropriately dressed will not be permitted to participate.
- Shorts must be modest (no more than four inches above the knee)
- Short sleeved t-shirts only - no sleeveless or cut offs.
- Only athletic court shoes may be worn in the gym.

#### **Dress Code for Athletics**

- Volleyball/Cheer - shorts/t-shirts
- Football - Shirts must be worn when coming inside the school building.
- Basketball - Practice jerseys provided.
- Cross Country/Track - tank tops (at minimum)/shorts

#### **Dress Code for Special Occasions**

**Field trips** - Regular dress code unless otherwise approved by the principal. When directed to be out of uniform, students may be instructed to bring clothes and change prior to leaving for the trip and change back into uniforms upon arrival back at school.

**School picture day** - Students grades seven through eleven wear school uniforms for school pictures. Seniors' pictures are taken for the class composite photo; their dress is the same as for student government day.

**Student government day** - Students wear business type attire; dress slacks/skirts, business suits, dress shoes.

**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.)

**Eighth Grade Graduation** - Business Casual

Girls may wear a dress or skirt with a blouse

Boys may wear dress pants with a collared shirt (tie is not required, but certainly appropriate)

Parents are expected to make sure that their student is in proper and modest attire.

**High School Graduation –**

Ladies: Nice dress or skirt to be worn under the graduation gown.

Gentlemen: Dress pants, dress shoes, and a white dress shirt with tie to be worn under the graduation gown.

***The Lion's Share Graduation Cap & Gown Lending Program*** was developed to help alleviate some of the costs associated with a student's senior year. Parents may purchase a new cap/gown from Josten's or, if their student's size is available, may arrange to borrow one from *The Lion's Share* by contacting the principal.

- Caps/gowns have been graciously donated by alumni.
- Parents may secure the loan of a cap/gown (subject to availability) by submitting a \$50 deposit (cash or check).

- Parents who return borrowed caps/gowns clean and in good condition (as determined at the sole discretion of the administration) by the last day of the school year will receive their deposit back.
- Returns after the last day of school, or in dirty/poor condition may forfeit their deposit at the discretion of the administration.
- Parents who choose to purchase new caps/gowns are welcome to donate them to *The Lion's Share* after graduation.

**Homecoming/Court warming** - TBA, type of event/location will be taken into consideration.

**School Dance/Prom** - Principal reserves the right to monitor the appropriateness (modesty) of attire for special occasions and will provide specific verbal communication to students planning to attend as soon as the event is approved. A student who arrives at an event inappropriately attired may be asked to leave. Students bringing a guest from another school are responsible to communicate SJCS guidelines to their guest prior to the event.

Ladies: Modest formal attire that is not excessively tight or low cut. Cleavage may not be seen, and no skin may show below the bra line in back. No slip-style dresses or midriff showing. Dress or slit in dress cannot exceed 4 inches above the knee.

Gentlemen: Dress slacks, shirt, and tie. Jackets encouraged. Gentlemen may choose to wear a tuxedo to prom.

**Extra-curricular school activities** - Administration/staff reserve the right to monitor the appearance and actions of students at extra-curricular school activities. Students are expected to dress modestly and tastefully in a way that reflects the core values of the school. The administration reserves the right to speak with an inappropriately dressed student and/or his/her parents regarding the student's choice of attire. In such cases, the student may be asked to change before returning to the event.

## 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.

## **Lockers**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of school authorities, they deem it necessary to do so. Students must clearly understand the following guidelines:

- Students must use only the locker they are assigned.
- Students may not switch lockers with another student.
- Students must not share their own locker with another student.
- Administration may inspect/search lockers at any time.
- Lockers must be kept clean inside and out.
  - Use of tape is not allowed at any time.
  - Students must not place anything on lockers that cannot be easily removed without affecting the surface of the locker.
  - Writing/painting on lockers is prohibited.
- It is unwise to leave valuable items in a locker. Students who desire to, may check out a combination lock for their locker from the school office. Locks brought from home are not allowed.
- Students may not enter the locker of another student without permission from that student.
- Students are responsible to pay for any locker damage.
- Problems with a locker should be immediately reported to the school office.
- SJCS is not responsible for lost, stolen, or damaged goods belonging to students.

## **Backpacks/Bags in Classrooms**

Students are expected to keep their belongings in their locker. Students may not bring bags/backpacks into the classroom. Bags/backpacks are not allowed to be on the floor in the hallway.

## **Lost and Found**

To keep the halls clean and uncluttered, anything found lying outside a classroom, gymnasium, or in the restrooms will be taken to the lost and found area. At the end of each quarter, anything unclaimed will be donated to a charitable organization. **We strongly recommend that parents label all clothing/personal items with student's name(s).**

## **Lunches**

Students bring their lunches and eat on the mezzanine under the supervision of assigned teachers. Students are required to thoroughly wash their hands before eating. Students are not allowed to leave the school grounds at lunchtime.

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 published in the weekly email announcements shortly after the beginning of the school year.

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

Students may purchase snacks/beverages from the vending machines near the mezzanine.

**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 is 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.

### **Lunch/Concession Volunteer Information**

Many of our classes and groups use the mezzanine for lunch service and concessions. The following checklist is for all adult volunteers who supervise and assist our students with lunch/concessions. Please use it to help ensure that the facilities are left clean and ready to go for the next group. Copies of this list have been posted around the mezzanine.

- Sweep mezzanine area; mop if necessary. (Broom, dustpan, & mop are next to sink. Use about a ½ cup of “Top Clean” [located under the sink] and a half mop bucket of hot water for mopping.)
- Pick up trash in the mezzanine area & the bleachers. (Use small trash bag to collect trash.)
- Wipe off any tables that were used. (Use paper towels and spray bottle of “QT” disinfectant located on the sink.)
- Empty trash cans on the mezzanine and gym floor and take all trash to the dumpster. (New trash liners should be on left side of sink in the marked drawer. To avoid trash bag leakage, use the wheeled trash dolly from the northeast closet [located between bathrooms on the high school side of the building].)
- Clean any dishes that were used; dry and put away. (Dish soap and other supplies should be on or under sink. Follow dish cleaning instructions on wall above sink; use scrub pad if necessary. Towels are in the labeled drawer to the right of sink. Place dirty towels in marked laundry hamper after using.)
- Clean sink area thoroughly after doing dishes. (Use cleanser and a scrub pad for cleaning sink, then rinse with water and wipe dry with towel.)
- Popcorn & hot dog machines should be unplugged, emptied, and wiped down. Place these on the table by the microwaves. (Be extremely careful to avoid skin contact with hot surfaces.)
- Crock pots for meat & cheese should be emptied & cleaned. These go on the shelf under serving counter. Remaining food items should be wrapped and placed in fridge. (Items placed in fridge must be marked with the date and the class or group to which they belong, such as Concessions, Yearbook, etc. Black sharpies have been attached to the freezer and by the paper towel dispenser to the left of the sink.)
- Wind and put away all extension cords.

### **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.

Secondary student athletes are subject to MSHSAA guidelines regarding head injuries. An athlete who suffers a concussion is subject to MSHSAA’s Return to Play (RTP) procedures as outlined in the link below. 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 regular strength acetaminophen or 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 student becomes seriously ill or injured, we will notify parents immediately by phone, or, at the administrator's discretion, contact those designated by 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 (except inhalers) are to be stored in classrooms or student lockers/desks/back packs.

Occasionally, a student 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 lockers/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.

## **Student Transportation**

### **Daily to/from school**

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

Students who drive to school regularly will be assigned a parking space.

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

### **To extra-curricular events**

The school bus will be used as much as possible to transport students to extra-curricular events. In the event a bus is not available, a car pool will be organized.

### **After extra-curricular events**

Extra-curricular participants whose families are present at the end of an extra-curricular event may leave the event and ride with their family. All other participants will return to school on the bus. A student will not be released to ride home with a family other than his/her own unless his/her parent(s) have made arrangements in advance by sending a written note to the coach/trip sponsor.

### **Students driving other students**

Because of the tremendous liability, student drivers are not allowed to transport other non-family students to off campus activities/extra-curricular events. Parents who wish to request an exception to this policy may contact the principal.

## **Telephones**

### **When parents call the school, they should keep the following 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 Telephones

- Students may not use classroom phones.
- Students may use the office phone before/after school hours, between classes, during their lunch hour, or 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.).
  - 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.
  - A student who is given permission by a teacher to use the office phone during class time for any reason will be marked tardy for that class period.
  - 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.*

### JH/HS Student Cell Phone/Smart Watch/Earbud Policy Board 6/2023

Students may only use cell phones/smart watches/earbuds before and after school. The following are procedures for these items.

1. Students will check these items into a phone locker at the beginning of the day in their first classroom or designated classroom (the locker will be in the classroom). Students will have access to the items after the last bell of the school day.
2. If a student has to leave early from school unexpectedly, they are to locate a school representative to retrieve their phone from the locker. If they cannot find a school representative, they may quietly enter the classroom to retrieve their phone.
3. Hillyard students and students with have pre-planned appointments who arrive late or need to leave early will utilize a phone locker in the main school office to avoid class disruptions.
4. If a student has a medical condition that requires monitoring with an electronic device, they agree to never have the device out unless medically necessary.
5. Students may take phones and smart watches with them if they leave campus during the regular school day for field trips, music practices, athletic events, and service days but device use is subject to the discretion of the teacher, sponsor, or coach. Students who will be leaving for these events may keep their device in their school locker but may not access them for any reason until they leave campus.
6. A phone will be available in the secondary office area and the main school office if students need to contact parents during the day. They can also email parents from their Chromebook.

### Consequences For Violations

1 <sup>st</sup> offense	Parent must pick up phone at the office.
2 <sup>nd</sup> offense	#1 and a \$25 fee charged to FACTS
3 <sup>rd</sup> offense	#1, #2, and a two-day detention
4 <sup>th</sup> offense	#1, #2, and a day in ISS

Repeat offenders may receive further consequences at the discretion of administration.

## Phone/Camera Policy in Restroom and Locker Room Areas Board 6/2023

***Cameras/Phone Cameras may not be used in any areas where there is a reasonable expectation of privacy.*** This is posted outside each restroom and locker room door. Students that violate this policy and share pictures/videos will be subject to the following consequences.

1. Any picture/video that is taken in a restroom/locker room and is shared with another individual or shared via social media, no matter the intent, will result in an immediate ISS.
2. Any inappropriate pictures taken *anywhere* and shared with another individual or shared via social media may result in suspension or expulsion.
3. Any picture/video that violates someone's expectation of privacy and is shared with another individual or shared via social media, no matter the intent, may result in suspension or expulsion.
4. Any picture/video that has a student using a shower, urinal/toilet, or a student changing clothes and is shared with another individual or shared via social media, no matter the intent, will be expelled immediately. This includes any nude pictures shared at any time no matter where the picture was taken.

Any picture or video that is taken in a restroom/locker room is subject to legal action. If the picture or video is shared with others local law enforcement will be contacted.

## 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.

### **Prospective students**

Prospective student(s) and student guests may visit our campus for a partial or full day with parental and administrative approval. Visits must be approved by administration at least one day in advance and are arranged through the admissions office.

### **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; *it 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.