

# St. Joseph Catholic School



## Parent/Student Handbook 2016-2017

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**"LEARN, SERVE, LEAD, AND SUCCEED"**

**Accredited by the Western Catholic Educational Association (WCEA)**

## **Mission Statement**

St. Joseph Catholic School — a Christ-centered community dedicated to empowering students to learn, serve, lead, and succeed.

## **School Philosophy**

St. Joseph Catholic School is an integrated ministry that provides our students with a solid religious and academic foundation. We support parents in their role as primary educators of their children. We strive to fully develop each individual, whose daily needs will be met through right choices, self-discipline, and respect for others. We work to create an environment in which the individual can succeed in reaching his/her potential in order to give back to the community. As facilitators of Catholic education, we provide a safe, nurturing, child-centered faith community.

## **Student Learning Expectations**

### **A Faithful Catholic**

- Has knowledge of the teachings of the Catholic Church
- Practices the message of Jesus through community service
- Practices making morally right choices

### **An Informed Community Member**

- Develops a positive attitude towards new experiences
- Is aware of current events and world affairs
- Has knowledge of our multicultural society

### **A Lifelong Learner**

- Demonstrates critical thinking, problem solving, and technological skills
- Communicates effectively
- Demonstrates a working knowledge of the fine arts and literature

### **A Self-aware Individual**

- Demonstrates good sportsmanship as a participant and/or as a spectator of extracurricular activities
- Practices good health habits and avoids destructive behaviors
- Demonstrates care and respect for the environment

### **A Cooperative Worker**

- Demonstrates skills in interacting with others to accomplish a goal
- Recognizes divergent points of view
- Works collaboratively to solve conflicts peacefully

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## Student /Parent Guidelines

It is impossible to anticipate every situation that may occur during a school year. Handling of some instances will be left to teacher/principal discretion. The purpose of this handbook is to share information so we can work together to facilitate a safe environment conducive to learning for all our students. When in doubt, ask the classroom teacher first.

### On-campus expectations

St. Joseph Catholic School is a closed campus. For the safety of the students, no one is to enter campus during school hours without first signing in at the school office and obtaining an ID badge. Unauthorized visitors will be sent to the school office to sign in.

Please remember that as a volunteer in a classroom, professional dress AND proper compliance is required.

Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger. Please report the presence of a stranger immediately to school personnel and to the office.

**Classes in session should never be interrupted. If you wish to observe a class, arrangements can be made through the teacher and the office. Please do not phone your child during school hours unless there is an emergency.**

If you wish to make an appointment with a teacher, please do so in advance, remembering appointments are usually scheduled before 7:40 a.m. or after 3:15 p.m. Many of the teachers may have gate duty before or after school and will be unable to meet with you on an impromptu basis.

Students may not chew gum on campus.

**Emergency Procedures**—In an emergency, students will evacuate or stay in a lock down of the building. Evacuation plans are posted in each room. Teachers will instruct and practice with students regarding these procedures. Drills are held throughout the school year. Everyone on campus must participate. A copy of our Crisis Manual is available via RenWeb.

**Night meetings**—Children should not come onto the campus when night meetings are being held unless their parents accompany them.

**Pets**—Pets are not allowed on school grounds, including the parking lot areas.

**Playground equipment**—Insurance limitations require that the use of school playground equipment be limited to registered St. Joseph students during school and Extended School Day program hours (7:30a.m. --6:00p.m.) This restriction means the equipment is off limits even to siblings of St. Joseph students.

**Field trips**—To participate in field trips, students must have turned in a signed permission slip. **Permission given over the phone is not acceptable.** School rules regarding personal property apply on field trips, unless otherwise directed by the teacher in charge. Field trip drivers must be 25 years of age or older. Drivers must be fingerprinted (Diocesan Policy No. 3320) and meet all Diocesan compliance requirements. Some of these requirements require annual renewal. Drivers must obey age appropriate safety regulations. Each child must wear a seat belt. Only one child per seat belt. Students may not sit in a seat that has an air bag. Please remember the Booster Seat requirements, as well. Drivers should not deviate from field trip plans, i.e., no unauthorized stops for treats, snacks, etc. are permitted. The first car and last car must carry cell phones. Drivers should not use cell phones while vehicle is moving. Each driver must carry the emergency cards for all students in the car. The health aide provides a first aid kit for the group. Chaperones are required to supervise their assigned group of students. Please remember that as a volunteer on a field trip, professional dress is appreciated. Only students enrolled in St. Joseph Catholic School are permitted on a field trip. No siblings please.

**Lunch**—Catered hot lunches, which must be pre-ordered and purchased by the month, are provided Mondays, Tuesdays, and Wednesdays. Milk (chocolate/white), and/or water is provided with every lunch meal. Thursdays, the Junior High Hot Lunch Program sells lunches a la carte. Students who provide their own lunch must bring it with them in the morning. **Dropping off lunches causes a disruption of the office and class routine.** Parents, please do not take students off campus for lunch.

**Classroom Parties**—Seasonal classroom parties are held at the discretion of the classroom teacher. Birthday parties for students are not permitted at school. Treats may not be sent to school for birthdays. (State health regulations) **Invitations to individuals must be mailed.** The homeroom teacher must approve a class set of party invitations for distribution at school. At no time should individual gifts be sent to school or exchanged.

**Walking/bus/bicycles**—Written notification must be in the school office if a student walks, takes a bus, or rides a bike to school. No bikes are to be ridden on campus. Bicycles must remain locked until leaving school in the afternoon. The law requires helmets. The school is not responsible for any lost or damaged bicycles/helmets.

**Parking Lot Procedures**—When bringing a child to school or picking up a child, **you must legally park your car in a parking space** unless you use the designated drop-off zone which is located on the south side of campus. However, it is for drop off only, not pick up. Please do not park in the drop-off zone at any time.

- Do not use the handicap spaces as a “drop off zone.” Handicap parking is by permit only. Violators will be reported to the authorities.
- A student should not be dropped off on school property before 7:30 a.m. Students dropped off before 7:30 a.m. must report to our Extended School Day morning program, located in Room 10 on the southeast corner of the campus. Students dropped off from 7:30-7:40am must report immediately to the ramada where school personnel supervise until 7:40 a.m. At the bell, students report directly to their classrooms.
- The west lot (Craycroft Road) is for short-term parking only. Students are not to wait at this front gate, unless accompanied by their parents.
- Do not pick up students in the east alley.
- No running in the parking area.
- Pets are not allowed on school property including the parking areas.

Remember safety is our biggest concern. Please buckle up, avoid using a cell phone when driving, and be vigilant. Thank you.

### **Off-campus expectations -**

**Any time a student is wearing a St. Joseph uniform, that student is representing St. Joseph Catholic School. Behavior should be appropriate. Likewise, any student attending and/or participating in an on or off-campus school event is representing our school, and behavior should reflect our mission.**

## Attendance

It is a priority and expectation for students to attend school daily. Early dismissal days should be used to schedule medical appointments so a minimum of class time is missed.

To alleviate separation anxiety, parents should say good bye to students **before the student enters the classroom**. Please **do not** follow the child into the classroom.

**Absences**--It is the student's responsibility to get homework or makeup work for absences. A dated note from a parent must accompany the student the day following an absence. (Diocesan Policy No. 2130). Students in Arizona are required by law to attend school until the age of 16 or until completion of the 10<sup>th</sup> grade. Parents must notify the school office if a student will be absent between 7:30 and 8:30 a.m., unless previously reported. If not notified, the office will call the parents within a two-hour period after the school day has begun. State law requires office personnel to make a notation for each absence.

If it is necessary for a student to leave school early, parents must contact the office and teacher **in writing**. Parents or another authorized person must report to the school office to sign the child out. A note explaining the absence must be given to the teacher the following day. **All absences, including half-day absences, must be explained in writing by the parent**. Any absence not explained with a detailed, signed note is considered unexcused which may result in no credit given for missing work. Please note, that request homework or class assignments from absences should be picked up in the classroom between 3:15 – 3:30 p.m. (after school) or upon the student's return to class.

**Medical absence or tardy**--A medical appointment is legally credited as attendance if a dated slip stating time spent at the doctor's office and the doctor's signature accompanies the student when the parent signs the student in or when the student returns the following day from an afternoon doctor's appointment. Again, early dismissal days should be used to schedule medical appointments so a minimum of class time is missed.

Prolonged medical absence--Any student unable to complete the current semester at school due to illness must have his/her parent(s) make arrangements for enrollment in the local public school district's Homebound Program. Student's enrollment status at St. Joseph Catholic School will be reviewed by homeroom teacher and school/parish administration if needed.

- Arizona Law ARS 15-802 places responsibility for insuring a child's regular attendance directly upon the person having custody of the child. ARS 15-802 further stipulates that parents and guardians who fail to keep their children in school regularly may be charged with the class-three misdemeanors, which could result in up to 30 days in jail and/or a fine of up to \$500.00.
- A student who is truant (unexcused absence) for 5 days within a school year is defined as "Habitual truant." (ARS 15-803 C) See also "Habitual truant " in Diocesan Policy No. 2130.

**A student absent 5 days a trimester, whether excused or unexcused, may be referred for a conference due to excessive absences. A student with 18 days of absences in a year will be referred for a conference. Diocesan Policy No. 2130 states that excessive absences (10% of school days) may be cause for retention or withholding credit.**

**Tardies**—The school day begins at 7:55 a.m. in the assembly area. Assembly is part of our religion class time and attendance is mandatory. All gates will be closed at 7:55 a.m., and students arriving after 7:55 must report **with their driver** to the office for a tardy slip before joining their class at assembly or in the classroom. Again, students who are tardy due to a medical appointment must bring a dated, signed doctor's note to be excused.

### **Tardy policy – per trimester**

- Two tardies – teacher/student conference about tardies**
- Three tardies – written notification to parent**
- Four or more tardies – detention issued for each subsequent tardy**

**Dismissal**—Pre-kindergarten: the school day ends at 12:30 p.m. Please see p. 19.  
Grades K-8: the school day ends at 3:00 p.m. except on Fridays when it ends at 12:30 p.m.

4<sup>th</sup> – 8<sup>th</sup> Grade students may dismiss **only** through the south walk-through gate (between Rooms 7 and 8) or the northeast gate of the playground area near the Parish Center. Students may **not** dismiss from any other gate unless accompanied by an adult. Remember students may not walk, ride a bike, or take the bus home unless **written** permission is on file with the office, our Extended School Day (ESD) program, and the homeroom teacher.

Students in K--3 must be picked up at the WEST GATE at dismissal time. Students are teacher-monitored for their safety until they are with parent/guardian. (Pre-K see p.19). **Any K-3 student not picked up by 3:00 p.m. will be taken to our Extended School Day (ESD) program unless he/she is waiting with an older sibling. All students not picked up by 3:15 p.m., or 12:45 p.m. on Fridays, will be sent to ESD.**

All school gates are locked at 3:15 p.m. M, T, W, Th, and at 12:45 p.m. on Fridays. ALL students must be picked up by individuals listed in emergency forms.

## Dress Code

Again, please note that any time a student is wearing a St. Joseph uniform, that student is representing St. Joseph Catholic School and appropriate behavior is expected. Likewise, any student attending and/or participating in an on or off-campus school event is representing our school, and dress and behavior should reflect our mission.

**Please put your child's name on all personal items and articles of clothing worn or brought to school.**

### Dress Code General Guidelines

**Shirts**—All shirts are from Lands End or ScreenCraze with the school logo. Shirts must be tucked in. Students are required to have a **white uniform shirt**, to be worn **on Mass days** and special occasions.

**Pants & Shorts**—All pants and shorts must be uniform shorts: cargo style are not allowed.

**Sweaters & Sweatshirts**—All outerwear is from Lands End or ScreenCraze. Only school logo outerwear is acceptable on campus. (Please note: on extremely cold days, students may wear non-Lands End/ScreenCraze heavy jackets **over** their Lands End/ScreenCraze outerwear)

**Cosmetics**—Wearing makeup of any kind is not allowed. Clear nail polish is acceptable. Artificial or long nails are not allowed. **Tattoos, writing, or drawing on the body is not permitted.**

**Jewelry**—Students in grades 5-8 may wear one necklace consisting of a crucifix or religious medal on a **simple** gold or silver chain, one simple ring, and one simple bracelet. Students in PreK-4<sup>th</sup> may not wear necklaces due to safety regulations. Girls (PreK-8) with pierced ear lobes may wear only one pair of small earrings (hoops, no larger than a dime) and one earring in each ear. Other body piercing is not acceptable. Boys may not wear earrings. No jewelry may be worn to PE classes.

**Hair Style**—Students in all grades must have hair that is neat. Hair must be a natural color. Excessive hairstyles, **as determined by the principal or at a teacher's discretion**, are not permitted, e.g., ponytails for boys, shaved lines, initials, shapes, etc. Boy's hair length must be above eyebrows, earlobes, and collars. Students will have **48 hours** from the day of a dress code violation regarding hairstyle, to correct the violation, or the student will not be allowed back to school until the violation is corrected.

**Hats**—Must be worn with the bill forward. Hats may not be worn inside the classroom.

**Dress code violations**—A detention will be given with the third dress code violation in a given quarter. If violations continue, the principal will give a consequence at his discretion. Uniform inspection is part of the school day. Questions about dress code should be referred to the principal.



**Free Dress Day Guidelines**—Uniform guidelines apply to free dress days. For example: no tights, spandex, sandals, crop-tops, tank tops, bare midriffs, hipsters, or spaghetti-strap clothing. Moderation, modesty, and good taste are required. When in doubt, do not wear it! An infraction will result in the student calling a parent to bring the student’s uniform to school, **and** the student will forfeit the privilege of free dress for the next free dress day.

If your child is in grades K-3 and has P.E. on a Free Dress Day, he/she must be dressed “P.E. waist down,” i.e., P.E. uniform shorts/warm-ups and tennis shoes.

Grades 4-8 students must report to P.E. in complete P.E. uniform, even on Free Dress days.

**Special notes regarding ordering uniforms:**

Please be alert to the length of girls’ skorts, shorts, skirts, and jumpers: items may need to be purchased longer and then adjusted. Please check order: items may be sent back to Lands End for correction.

**Pre-School**

Khaki bottoms: shorts, pants, or skorts are acceptable.

Cobalt Blue Uniform T-shirt, long or short sleeve

Cobalt Blue or White Uniform polo shirt, long or short sleeve

St. Joseph Uniform Navy Outerwear: **All uniform outerwear are required to have the school logo.**

*Crewneck, ZipUp, Fleece Vest, Fleece Jacket, Half-Zip Sweaters and Sweater Vests*

Shoes must be closed style (front and back). Shoes with laces must have laces tied.

**Girls in GRADES K-3**

**Choices for Bottom uniform:**

Plaid Uniform Jumper

Plaid Uniform Skort (Length requirement: “at the knee”)

Khaki Uniform pants

Khaki Uniform shorts (no more than 1” above the knee)

Khaki Uniform crops

**Choices for tops:**

Blue Peter Pan Uniform shirt

*Long Sleeve or Short Sleeve*

White Interlock Uniform Polo Shirt

*Long or Short Sleeve*

Navy Interlock Uniform Polo Shirt

*Long or Short Sleeve*

PE Mesh Shorts in cobalt Blue

PE Sweatpants in Uniform Navy Blue

PE uniform T-shirt in gray

Fiesta shirt

St. Joseph Uniform Navy Outerwear: **All uniform outerwear are required to have the school logo.**

*Crewneck, ZipUp, Fleece Vest, Fleece Jacket, Half-Zip Sweaters and Sweater Vests*

Plain socks must be worn that match the uniform shirt color(white, navy, light blue) or black or khaki.

White or Navy Tights

Shoes must be closed style (front and back) No “ballet-style” shoes. Shoes with laces must have laces tied.

Black or brown belts with a plain buckle. Uniform plaid belt is also acceptable.

**Girls in GRADES 4-6**

**Choices for Bottom uniform:**

Plaid Uniform Skirt (Length requirement: “at the knee”)

Plaid Uniform Skort (Length requirement: “at the knee”)

Khaki Uniform pants

Khaki Uniform shorts (no more than 1” above the knee)

Khaki Uniform crops

**Choices for tops:**

Blue Peter Pan Uniform shirt  
*Long Sleeve or Short Sleeve*  
White Interlock Uniform Polo Shirt  
*Long or Short Sleeve*  
Navy Interlock Uniform Polo Shirt  
*Long or Short Sleeve*  
Oxford cloth White uniform shirt, Short, ¾, or long sleeve

PE Mesh Shorts in cobalt Blue  
PE Sweatpants in Uniform Navy Blue  
PE uniform T-shirt in gray  
Fiesta shirt

St. Joseph Uniform Navy Outerwear: **All uniform outerwear are required to have the school logo.**  
*Crewneck, ZipUp, Fleece Vest, Fleece Jacket, Half-Zip Sweaters and Sweater Vests*

Plain socks must be worn that match the uniform shirt color(white, navy, light blue) or black or khaki.  
White or Navy Tights  
Shoes must be closed style (front and back) No “ballet-style” shoes. Shoes with laces must have laces tied.  
Black or brown belts with a plain buckle. Uniform plaid belt is also acceptable.  
Plaid tie is optional

**Girls in GRADES 7-8**

**Choices for Bottom uniform:**

Plaid Uniform Skirt (Length requirement: “at the knee”)  
Khaki Uniform pants  
Khaki Uniform shorts (no more than 1” above the knee)  
Khaki Uniform crops

*Choices for tops:*

Black Interlock Uniform Polo Shirt  
*Long or Short Sleeve*  
Chambray Blue Interlock Uniform Polo Shirt  
*Long or Short Sleeve*  
Oxford cloth White uniform shirt  
*Short, ¾, or long sleeve*  
Burgundy Polo Shirt  
*Long or Short Sleeve*

PE Mesh Shorts in cobalt Blue  
PE Sweatpants in Uniform Navy Blue  
PE uniform T-shirt in gray  
Fiesta shirt

St. Joseph Uniform Navy Outerwear: **All uniform outerwear are required to have the school logo.**  
*Crewneck, ZipUp, Fleece Vest, Fleece Jacket, Half-Zip Sweaters and Sweater Vests*

Plain socks must be worn that match the uniform shirt color (white, black, or chambray blue) or khaki.  
White or Navy Tights  
Shoes must be closed style (front and back) No “ballet-style” shoes. Shoes with laces must have laces tied.  
Black or brown belts with a plain buckle. Uniform plaid belt is also acceptable.

**Boys in GRADES K-3**

**Choices for Bottom uniform:**

Khaki Uniform pants  
Khaki Uniform shorts (at the knee length)

**Choices for tops:**

White Interlock Uniform Polo Shirt  
*Long or Short Sleeve*

Navy Interlock Uniform Polo Shirt

*Long or Short Sleeve*

White T-shirt only is permitted under boy's uniform shirt. T-shirt sleeves must not be longer than the uniform shirt.

PE Mesh Shorts in cobalt Blue

PE Sweatpants in Uniform Navy Blue

PE uniform T-shirt in gray

Fiesta shirt

St. Joseph Uniform Navy Outerwear: **All uniform outerwear are required to have the school logo.**

*Crewneck, ZipUp, Fleece Vest, Fleece Jacket, Half-Zip Sweaters and Sweater Vests*

Plain white, khaki, navy, or black socks must be worn.

Shoes must be closed style (front and back). Shoes with laces must have laces tied.

Black or brown belts with a plain buckle. Uniform plaid belt is also acceptable.

Plaid tie is optional

### **Boys in GRADES 4-6**

#### **Choices for Bottom uniform:**

Khaki Uniform pants

Khaki Uniform shorts (at the knee length)

#### **Choices for tops:**

White Interlock Uniform Polo Shirt

*Long or Short Sleeve*

Navy Interlock Uniform Polo Shirt

*Long or Short Sleeve*

Oxford cloth White uniform shirt, long or short sleeve

White T-shirt only is permitted under boy's uniform shirt. T-shirt sleeves must not be longer than the uniform shirt.

PE Mesh Shorts in cobalt Blue

PE Sweatpants in Uniform Navy Blue

PE uniform T-shirt in gray

Fiesta shirt

St. Joseph Uniform Navy Outerwear: **All uniform outerwear are required to have the school logo.**

*Crewneck, ZipUp, Fleece Vest, Fleece Jacket, Half-Zip Sweaters and Sweater Vests*

Plain white, khaki, navy, or black socks must be worn.

Shoes must be closed style (front and back). Shoes with laces must have laces tied.

Black or brown belts with a plain buckle. Uniform plaid belt is also acceptable.

Plaid tie is optional.

### **Boys in GRADES 7-8**

#### **Choices for Bottom uniform:**

Khaki Uniform pants

Khaki Uniform shorts (at the knee length)

#### **Choices for tops:**

White Interlock Uniform Polo Shirt

*Long or Short Sleeve*

Black Interlock Uniform Polo Shirt

*Long or Short Sleeve*

Chambray Blue Interlock Uniform Polo Shirt

*Long or Short Sleeve*

Burgundy Polo Shirt

*Long or Short Sleeve*

Oxford cloth White uniform shirt, Long or short sleeve

White T-shirt only is permitted under boy's uniform shirt. T-shirt sleeves must not be longer than the uniform shirt.

PE Mesh Shorts in cobalt Blue

PE Sweatpants in Uniform Navy Blue  
PE uniform T-shirt in gray  
Fiesta shirt

St. Joseph Uniform Navy Outerwear: **All uniform outerwear are required to have the school logo.**  
*Crewneck, ZipUp, Fleece Vest, Fleece Jacket, Half-Zip Sweaters and Sweater Vests*

Plain white, khaki, navy, or black socks must be worn.  
Shoes must be closed style (front and back). Shoes with laces must have laces tied.  
Black or brown belts with a plain buckle. Uniform plaid belt is also acceptable.  
Plaid tie is optional.

### **8<sup>th</sup> Grade class only – Boys and Girls**

**Navy pull-over hoodies will be permitted for 8<sup>th</sup> grade students only. They will have a special logo: “class of 2017”**

## **Property**

**School property**—PLEASE RESPECT school property. Carefully use and return all materials and equipment. Students and parents are responsible for loss of or damage to all school property and will be billed accordingly. Book policy: Due to the high cost of replacing books, book covers are required. **Book replacement fees will be charged if books are damaged.**

**School property searches**—The school has the right to inspect school property when there is probable cause and/or reasonable suspicion of danger to the health, welfare, and safety of students. (Diocesan Policy No. 2270) **Discipline for vandalism to school or parish property may include detention, suspension, and/or expulsion.**

**Personal property**—Students should not bring personal items to school that have no bearing on or use in the school’s educational process. All electronic equipment and gadgets including cell phones must be left at home. The school will not accept the responsibility for such items should they be lost or broken. Distracting items will be confiscated. Skateboards, skates, and shoes with wheels are prohibited.

**Personal property searches**—If there is probable cause and/or reasonable suspicion of danger to the health, welfare, and safety of students, a search will be conducted according to Diocesan Policy No. 2270.

**Backpacks**—inappropriate accessories and /or decorating will require removal

- Pre-K, K, 1, & 2: No backpacks with wheels
- 3 – 8: May use backpacks with wheels only from home to school and only from school to home (no luggage racks)

**Cell phones**—We understand the necessity and/or convenience of students having cell phones. However, we repeat that electronic equipment is not allowed on campus, and this includes cell phones. Any student using a cell phone on campus will be required to surrender the phone. It will be held in the Office for the school day. A parent/guardian is required to schedule an appointment to pick up the cell phone after the day. Repeated offenses will result in phone being confiscated for the rest of the school year. If a student needs to make a call during the day, he/she must request permission to use a school phone.

**Lost and Found**—Found articles are put in the lost and found box, which is emptied periodically. Library books should be taken to the library. Small valuable items should be taken to the office. Again, please put your child’s name on all personal items and articles of clothing worn or brought to school.

## **Physical Education**

Students must wear a PE uniform, which includes a gray St. Joseph P.E. logo shirt and shorts or sweat pants (which don’t have a logo). Tennis shoes must be securely tied, and white or navy blue socks are required. No watches or jewelry of any kind are to be worn during PE class. If your child is in grades K-3 and has P.E. on a Free Dress Day, he/she must be dressed "P.E. waist down," i.e., P.E. uniform shorts/ warm-ups and tennis shoes.

**Grades 4-8 students must report to P.E. in complete P.E. uniform even on Free Dress Days.**

**Excused from participation**—Students who are not able to participate in physical education because of a minor disability must bring in a written excuse from his/her parent/guardian. A doctor’s note is needed to excuse a student for missing more

than two consecutive classes. If a student is recuperating from surgery, a fracture, an accident, or a long-term illness, a written release from a doctor is required to resume regular physical education activities.

## Liturgy/Sacraments

Families are invited to attend liturgical services. The student body attends Mass weekly and on Holy Days of Obligation during the school year. Stations of the Cross are scheduled weekly during Lent. The Sacrament of Reconciliation is available periodically throughout the year. The student body honors Mary in a special way at assembly during October and May.

### Sacrament preparation

- First Reconciliation – 2<sup>nd</sup> grade
- First Eucharist – 3<sup>rd</sup> grade
- Confirmation – 8<sup>th</sup> grade
- Preparation classes for individual students who haven't had the opportunity to receive these sacraments can be arranged with the classroom teacher and Father Ricky following diocesan guidelines.

## Health Services--Diocesan Policy No. 5100

**The health aide is the parish advocate for the child in all health-care situations.**

All students, both new and returning, must complete the Diocesan Health Services Registration Form. Should circumstances change after the form has been submitted, parents must notify the school office and health office **in writing** of the student's existing or recently diagnosed medical conditions as well as unusual family circumstances that would be relevant to school.

Please do not send children to school who are vomiting or have had a fever prior to the school day. Students will be sent to the school health office if they are not feeling well during school hours. Parents will be notified if their child is ill or injured.

It is the parent's responsibility to provide transportation from school for a sick child. School personnel will not transport students. In an emergency where there is a life-threatening situation or accidental injury, the school will call 911.

Please note the additional information below about common health concerns.

**Infectious Diseases-- Conjunctivitis (Pink Eye), Strep Throat, etc.)** No student should return to school until the student has had antibiotic therapy for 24 hours. The health aide must be notified upon diagnosis.

**Pediculosis (Lice Infestation)** Anyone with an active infestation must follow the Arizona Department of Health Communicable Disease Resource Guide, which requires treatment of head and scalp with effective over-the-counter or prescription products. Upon returning to school, clearance by the health aide is required before being admitted to class. Parents must report all cases of head lice infestation to the health aide. Please note the American Academy of Pediatrics has determined that school is **not** a high risk place for the spread of lice.

**Other Communicable Diseases** We use the Arizona Department of Health Communicable Disease Resource Guide to determine the appropriate course of action.

The following Diocesan policies are also followed at St. Joseph Catholic School:

**Immunizations--Diocesan Policy No. 5210** St. Joseph Catholic School must comply with Arizona law (AAC Title 9, Chapter 6, Article 7 Vaccine Preventable Diseases) regarding immunizations. These laws state that no child may attend school unless the child can present to the school a valid certificate of immunization against listed communicable diseases or a plan for immunizations as specified by the Arizona Department of Health Services.

**Medication--Diocesan Policy No. 5250** If any medication is to be administered at school, that medication must list the child's name, the name of the drug, the pharmacy number, the dosage, the date to begin/discontinue medication, the time it should be given, and the signature of parent and doctor giving school personnel permission to assist in administering the medication. Certain over-the-counter medications (pain medication, cough drops, Tums, etc.) can

be sent in without a doctor's order if in the original container and accompanied by the Parental Consent for Giving Medication at School form.

No student is allowed to keep any medication (including cough drops) in his/her desk, book bag, or on his/her person at any time. Immediately upon arrival at school, any medication must be brought to the nurse's office or to the school office by a parent or designated adult. No student may give medicine to another student. Parents are responsible for supplying any needed medications. At the principal's discretion, a parent may be called or a student sent home for medication.

### **Counseling Services**

Elementary school years set the tone for developing the knowledge, attitudes and skill necessary for children to become healthy, competent and confident learners. Through a comprehensive developmental school counseling program, school counselors work as a team with the school staff, parents and the community to create a caring climate and atmosphere. Our onsite school counselor will provide educational, prevention, early identification and intervention resources to assist our student's.

### **Extended School Day (ESD)**

The Arizona Department of Health Services Office of Childcare Licensure (400 W. Congress Suite 100, Tucson, Arizona, 85701, 520-628-6540) regulates the Extended School Day Program. The ESD Program is insured for liability coverage through the Roman Catholic Church Diocese of Tucson. Every student enrolled in St. Joseph Catholic School must have an Extended School Day registration, which includes a Health/Emergency Card on file in Room 10, regardless if this service is utilized or not. Please familiarize yourself with our Extended School Day Handbook for details regarding the program.

### **Tuition/Fees**

**Tuition**—Tuition statements are updated the 1<sup>st</sup> of each month and may be viewed on RenWeb. Families are expected to fulfill all financial obligations within the school year and in a timely manner. Our school operation is based on this commitment. One week prior to release of report cards, payments will need to be in cash, money order or credit card. If emergencies arise that require additional time to meet the financial obligations, please contact the school office to make additional arrangements. Account balances that are not paid on time can result in your child not being able to continue attending St. Joseph Catholic School.

All fees are nonrefundable.

### **Parental Volunteer Obligation Program**

The Parental Volunteer Obligation Program is a mandatory program for all families. All families must fulfill a minimum required number of hours per trimester. The Parental Obligation Program encourages parents to help with school and parish activities that provide enrichment to both students and parents. Your hard work helps to keep the cost of tuition reasonable. Your involvement not only insures the continuation of quality programs that our children need and deserve, but it also connects you with a supportive network of parents and teachers.

St. Joseph Catholic School parents are required to perform family service hours for a minimum of 15 hours per school trimester. These hours will be billed in three 15-15-10—hour trimesters if not worked. The charge is at the rate of \$10.00 for each hour not worked. Parents are required and responsible for filling out a volunteer form, getting it signed, and returning it to the school office.

Hours may be carried over from one trimester to the next. You may work hours in advance. You should have at least 15 hours recorded by the end of the first trimester, 30 by the end of the second trimester, and 40 by the end of the third trimester. Hours may be worked by anyone in your immediate family-- mother, father, step parents, grandparents, or older siblings. Donations in lieu of hours are only accepted when approved in advance and presented to the school office. Any requests to be relieved of the responsibility of completing your hours must be made in writing. Please forward your written request to the school principal. Please see the front office or communicate with your grade level homeroom teacher for volunteer/donation options.

**IN ADDITION TO THE YEARLY VOLUNTEER HOURS, IT IS MANDATORY FOR THE 2015-16 SCHOOL YEAR THAT ALL FAMILIES VOLUNTEER 10 HOURS FOR EITHER THE ANNUAL DINNER DANCE OR FIESTA. FAILURE TO VOLUNTEER WILL RESULT IN A CHARGE OF \$100. PLEASE CONTACT PRINCIPAL GRANILLO FOR ANY QUESTIONS/ CONCERNS. DONATIONS WILL BE ACCEPTED AND VOLUNTEERED HOURS CAN BE USED FOR SET-UP/TAKE-DOWN, PARTICIPATION IN COMMITTEES, AND/OR MANNING A BOOTH.**

**Volunteers—All on-site volunteers must be fingerprinted.**

The members of the Catholic community of the Diocese of Tucson share a common commitment to protect our children. In accordance with the Diocese of Tucson Guidelines for the Prevention of and Response to Sexual Misconduct, fingerprinting **and background checks** are mandatory for volunteers that supervise children, **on their own**, without another adult present. This applies to parents driving on field trips, coaching, monitoring lunch or school clubs, etc. This also applies to Girl Scout, Boy Scout, and Cub Scout Leaders. As parents, your volunteerism is vital to St. Joseph Catholic School, and we hope that this minor inconvenience will not discourage anyone from continuing to volunteer, as this is a must needed act of service. Going through the compliance process will earn 2 volunteer hours. **All paperwork, fingerprint cards, and information are available in the parish office with Carolyn Osborn, (520)747-3100 ext 122.**

## **Academics**

**Probation/adjustment period**—The probation period for new students and parents is nine weeks from the date of entry. This gives everyone an opportunity to become familiar with and adjust to our policies, procedures, and academic standards. If necessary, at the end of this probationary period, a formal evaluation can be requested.

**Homework/classwork**—Children must come to class prepared and with adequate supplies. Students need to complete all in-class and homework assignments on time. It is a student's responsibility to record all homework on the assignment sheets. Parents need to verify and sign assignment sheets, as class policy requires. Teachers define classroom homework procedures at the beginning of the year in the policy letter sent home, which includes how often parents must sign the assignment sheet. The amount and type of information from the teacher recorded each week on the assignment sheet can vary based on grade level and homeroom teacher.

**Suggested time allotments for homework – weekly averages**

Grades 7-8: 1½ hours

Grades 5-6: 1 hour

Grades 3-4: 45 minutes

Grade 2: 30 minutes

Grades K-1: 20 minutes

Pre-kindergarten: No homework

**On nights when no written homework is assigned, reading and reviewing are strongly encouraged.**

**Report cards/progress reports**—Report cards are available online trimester (twelve-week periods) if all financial obligations are met. Mid-trimester progress reports are available on-line halfway through the grading period for grades 4-8. These reports indicate how the student is performing in class and where more effort or help is needed. If grades are not satisfactory, either the parent or the teacher can schedule a conference.

**Honor Roll**—for grades 5-8. Students must have an average of at least 87% in each subject and no 3's or 4's in conduct or effort. Fourth grade students are eligible for honor roll third trimester.

**Promotion/Retention (Diocesan Policy No. 2160)**—Promotion of students is based on the satisfactory completion of academic requirements. Teachers also evaluate progress and consider the social, emotional, physical, moral, and academic development in promoting a student.

Retention of a student is based on the recommendation of the teacher and the principal. The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial. If in the teacher's judgment, retention is in the student's best interest, the case must be discussed with the principal and then arrangements made for a conference with the parents. It is advisable that this be done no later than the beginning of the second semester. A written summary of this conference shall be kept.

If, contrary to the recommendation of the teacher and principal, parents/guardian request that their child be placed in the next higher grade, the principal may honor this request. In this case, the parents/guardian shall be required to state their request in writing. This request will remain in the student's file. The student is then placed in the next higher grade. If retention is again recommended the following year and not accepted by the parents/guardian, then the parents/guardian will be directed to find an alternative educational setting.

**Graduation**—The parents/guardian of a student in danger of not being promoted to ninth grade will be notified in writing at the end of the first semester. The parents/guardian of a student who will not graduate will be notified in writing as soon as reasonably possible.

A student may be excluded from participation in graduation exercises for reasonable cause as determined by the principal in consultation with the pastor and/or the superintendent of Catholic schools even if he/she is eligible to receive a diploma. Participation in graduation exercises is a privilege, not a right. (Diocesan Policy No. 2170)

**Voluntary Withdrawal of Student**—Notification to the school office at least two (2) school days in advance of a student's impending withdrawal is required to process withdrawal paperwork. The student will receive a withdrawal form, which requires a parent signature. All textbooks, library books, and equipment must be returned. Tuition and other fees must be cleared before the student secures a transfer record to another school. Fees paid are not refundable if the child is withdrawn by parent/guardian for any reason. Unused prepaid tuition will be prorated. (Diocesan Policy No. 2190)



**Teacher Conferences**—We appreciate and encourage contact between parents and teachers. You may contact the school office to leave a message for the teacher. Please arrange all teacher conferences first through the teacher with whom you wish to meet before requesting a principal/teacher/parent conference. Even a phone conference with the principal requires a prior parent/teacher conference. Faculty appointments should be made in advance, and all appointments should be scheduled before 7:40 a.m. or after 3:15 p.m. Again, as teachers may have after-school duties, please do not attempt an impromptu meeting with teachers immediately before or after school.

### **Code of Conduct**

Based on respect for authority and welfare of the group, discipline should develop the ideals, attitudes, and habits required for good Christian living. The purpose of discipline is twofold--to institute and maintain satisfactory study conditions for all, free from distracting behavior, and to ensure the safety of the entire student body. Each classroom has a developed discipline plan, which includes school rules. Teachers outline individual classroom procedures and policies at the beginning of the year in a policy letter, which needs to be signed by a parent and returned to the homeroom teacher. Disciplinary action for violations will be taken. A Discipline Matrix is used by administration to clearly define violation/consequence/offense/etc. Parents/guardians are expected to support the teacher and/or administrator's decisions.

### **General School Rules**

- Respect the rights of others to study and learn; students come to school for an education.
- No one has the right to interfere with the education of others.
- Courtesy and good manners should be the key to student conduct.
- A positive attitude towards teachers and students makes school enjoyable for all.

**The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Repetitive misconduct will result in disciplinary action of increasing severity.**

- Racial or sexual harassment
- Threatening or intimidating behavior
- Fighting or causing bodily harm to any person
- Vandalizing, damaging, or stealing school or private property
- Leaving classroom or school without permission
- Use of improper language, insolence, disrespect, disregarding repeated warnings, or insubordination, e.g., back talk with words or body language (rolling eyes, sighing, etc.)
- Inappropriate touching
- Class tardiness or truancy
- Violation of established class procedures or policies

**The following are some examples of student behavior that is criminal, and so the administrator is required to notify authorities.**

- Possession of a weapon of any kind
- The possession, transmission, and/or use of tobacco, drugs, drug paraphernalia, or alcohol (Diocesan Policy No. 2240)

**Bullying** (See Diocese of Tucson Policy 2210)—Bullying is identified as verbal or physical behavior that teases, frightens, threatens, or hurts another person. Here at St. Joseph Catholic School, we expect our faculty, staff, students, and parents to treat each other with respect and to always practice self-control. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids.” Faculty, staff, and peer mediators focus on teaching students positive ways to interact with one another. Please remember to report incidents to teachers, and administration for prompt action.

One or more of the following behaviors can be considered student bullying:

- Pushing
- Shoving
- Hitting

- Spitting
- Name-calling
- Picking-on another student (s)
- Making fun of others
- Laughing at people
- Excluding someone
- Social Media conversations

Parents will be notified when their child engages in bullying behavior. Consequences may include, but are not limited to, peer mediation, detention, in-school suspension, or out of school suspension. In the most extreme cases, expulsion may be necessary.

Students who falsely accuse another student of harassment, bullying, or intimidation will also be subject to the above consequences.

**Cheating/ plagiarism—Forgery:** signing someone else’s name

**Plagiarism:** to take (ideas, writing, etc.) from another and pass them off as one’s own in homework, classwork, quizzes, tests, or papers.

**Cheating:** includes plagiarism as well as violating teacher’s predetermined guidelines for acceptable behavior during classwork, quizzes, exams, etc.

At St. Joseph Catholic School, cheating is unacceptable. It undermines the principle of trust and respect that make education possible.

Plagiarism hurts students, teachers, and the person from whom work is stolen. Students who plagiarize risk failing to acquire the research and writing skills developed in doing an assignment honestly. A parent editing or “helping” with an assignment to the extent that the result no longer reflects the student’s ideas, understanding, or skill level will be considered plagiarism.

**Examples of plagiarism:**

- Turning in someone else’s work as one’s own
- Copying words or ideas from someone else without giving credit to the source
- Failing to put exact words from a source in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the essential sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of one’s work, **even if credit is given**

**Disciplinary Action**—The principal, as educational leader of the school and in line with diocesan and local policies, has an inherent right to exercise judgment regarding probation, suspension, expulsion and other disciplinary actions. A discipline matrix will be followed by all faculty and staff.

**Detention**—Notice of detentions will be emailed to parents as well as sent home. Notices must be signed and returned to the issuing teacher the following day. Detentions are served at 6:30 a.m. (K-8th) on the morning immediately after the detention is given. **A missed detention or showing up late for detention will result in an additional detention.** If a student receives a third detention in a trimester, he/she will also serve an out-school **suspension**. The principal and the teacher will determine the grading policy for work done during a suspension.

**Suspension (Diocesan Policy No. 2180)**—

Suspension refers to the isolation of students from some or all school activities. It is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other disciplinary measures have been employed without success.

In-school suspension and out-of-school suspension shall not exceed five school days except under extraordinary circumstances. A suspended student may not participate in extra curricular or school sponsored activities on or off campus during the time of suspension. A conference with a parent/guardian and administrator must be held before a student may return to class. **The administration will draft a written agreement** which must be signed by the student, parent, and administrator and kept in the office file. The student is then on probation. Probation, after a suspension, shall last no longer than two semesters. Faculty will be notified of terms relating to the probation.

### **Expulsion (Principal, Pastor, and School Superintendent)**—

Expulsion refers to the permanent dismissal of a student from school. (Diocesan Policy No. 2220) Refer to *due process/parent appeal procedure by principal* (Diocesan Policy No. 2180).

**Student Withdrawal Due to Parent Behavior**—We may require a student to withdraw from school as a result of any of the following parental/guardian behaviors (this list is not inclusive):

- Refusal to cooperate with school personnel
- Refusal to adhere to the Diocesan or school policies and regulations as specified in the Parent/Student Handbook
- Interference in matters of school administration or discipline (ARS 13-2911 D)
- Harassment of school personnel: "A person who knowingly abuses a teacher or other school employee on school grounds  
or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 misdemeanor. (ARS 15.507)

## **Extra Curricular Activities**

**Athletics**—The Diocesan Sports Program consists of an intra-Diocesan competition in basketball, volleyball, and track. All boys and girls grades 4-8 are encouraged to participate. Practices and games are held outside of school hours. Academic standards, behavior codes, and eligibility requirements are explained in the sports packet available on RenWeb. We encourage all of our families to enjoy and to support our St. Joseph Eagles, but please remember that **due to liability, the school cannot have siblings left unattended at practices and games. In accordance with state law, children not registered with ESD cannot be in the vicinity of the ESD program area.**

**Altar Servers**—Classes for new altar servers are for students in grades 4-8 and are scheduled through the Parish Office.

**Chess Club**—Students in grades K-8 may participate.

**National Junior Honor Society (NJHS)**—NJHS is a service organization for which 7<sup>th</sup> and 8<sup>th</sup> grade students may be eligible. Membership is based on scholarship, character, service, citizenship, and leadership. Active members must follow St. Joseph Catholic School's NJHS guidelines, which are in line with the national charter.

**Scouts**—Girls grades K-8 and boys grades 1-8 may participate. Most meetings are held at St. Joseph Catholic School if permission to use a classroom is granted by teacher and principal.

**Students Against Destructive Decisions (SADD)**—This program provides students in grades 7-8 with prevention and intervention tools to deal with...destructive behaviors. The members then share grade-appropriate information with the entire school population.

**Student Council**—Student Council is a service organization, which encourages leadership by involving students in student government. Students in grades 5-8 may become members of Student Council. Class elections for representatives are held in the fall, and school-wide elections for officers for the next school year are held in the spring. Election criteria is announced in advanced

**Yearbook**—Eighth grade students work yearlong with adult moderators to publish our yearbook in May.

## **Pre-Kindergarten**

In general, the guidelines detailed in this handbook apply to Pre-Kindergarten students. Detailed guidelines are available via RenWeb Pre-K Handbook. Our Pre-Kindergarten program is for children ages 3 to 4 years old.

### **Hours**

**Program:** 7:40 a.m.—12:30 p.m. Monday through Friday.

**Extended School Day:** Our ESD program is available for Pre-K students 12:30 p.m.--6:00 p.m. at the standard ESD rate of \$4.00 per hour

**\*\*Parents must provide signature for students and sign in and out of the classroom and/or ESD room every day\*\***

## **Internet & Computers**

St. Joseph Parish and School subscribe to a national service that filters and removes all irrelevant and unacceptable content from computers. This service manages access restrictions, blocking all inappropriate sites on a weekly basis. Thus, students do not have access to unauthorized sites. In addition, student computer use is always monitored. **(Please see and sign attached agreement on page 17.)**

### **St. Joseph Catholic School Acceptable Use Policy for Computer and Information Resources**

St. Joseph Catholic School provides computer and information resources, including network and Internet access, for the purpose of instruction, research, and school administration. Use of the Internet for educational purposes will assist students in identifying resources, gathering information, and developing technical skills necessary for life and work in the 21<sup>st</sup> Century. The use of computer and information resources at St. Joseph Catholic School is a privilege, not a right, which may be revoked at any time. Effective operation of St. Joseph Catholic School's information resources requires efficient, ethical, and legal use, governed by the guidelines stated herein. Any activity deemed inappropriate by St. Joseph Catholic School is prohibited even though not expressly set forth in this Ac-

ceptable Use Policy. St. Joseph Catholic School reserves the right to restrict, monitor and record all computer, network and Internet usage. St. Joseph Catholic School will not be responsible for the following:

- unauthorized costs incurred by students
- the accuracy or quality of information obtained through the Internet
- user negligence or mistakes
- any consequences resulting from software or equipment failures, delays, nondeliveries, misdeliveries, or service interruptions
- consequences of unauthorized entry

### 1. ACCEPTABLE USE

1. Use of computer and information resources will be consistent with the educational objectives of St. Joseph Catholic School and limited to uses supporting instruction, research, and school administration.
2. Before students may access network or information systems, they must read and agree to the Computer and Information Resources User Agreement below. By signing the form accompanying this Handbook, students are acknowledging having read and understanding the Computer and Information Resources User Agreement.
3. The Computer and Information Resources User Agreement will be renewed annually.

### 2. UNACCEPTABLE USE--Unacceptable use of computer and information resources include the following:

1. Uses for illegal activity or the transmission of material that violates federal or state laws, including copyrighted material, illegal, threatening, harassing, violent or obscene material. Any transmission or reception of pornographic material is expressly prohibited
2. Uses that interfere with the work of other users or computer systems, or that disrupt St. Joseph Catholic School's network or results in the loss of another user's work
3. Uses related to commercial activities or those for financial or personal gain
4. Alteration, removal or destruction of computer files not belonging to the user, installation of unlicensed software, creation of links to inappropriate materials, tampering with or disconnecting equipment, or vandalism of any kind
5. Activities intended to circumvent computer security controls, including attempts to crack passwords, decode encrypted files, or discover unprotected files
6. Uses relating to invasive software of any kind, including the deliberate creation or passing of a computer virus, worm, Trojan Horse, or trap-door program code
7. Uses that violate published acceptable use guidelines of technology service providers or remote computing sites

### 3. CONSEQUENCES OF UNACCEPTABLE USE

The use of information resources is a privilege, and unacceptable use will result in the cancellation of those privileges and/or disciplinary action. Actions in violation of state and federal laws will be subject to prosecution by those authorities. St. Joseph Catholic School's principal and/or the computer teacher may revoke privileges at any time as required. St. Joseph Catholic School will determine the appropriate school disciplinary action and/or violation guidelines.

#### **Computer and Information Resources User Agreement**

I am applying for access to the computer and information resources of St. Joseph Catholic School, which includes access to the school's local area network (LAN) and the Internet. I have read (or my Parents/Guardians have explained to me) the attached Acceptable Use Policy for Computer and Information Resources. I agree to the rules of

this User Agreement and to use the network and Internet responsibly. I understand that the loss of network privileges in no way releases me from academic responsibilities.

My network and Internet access will be used for educational purposes only, including assignments, research and projects under the direction of a teacher.

When using the school's Internet access, I will not disclose personal information such as home address, home telephone number, social security number, etc.

I will use school e-mail service and Internet access only when authorized and supervised.

I understand that e-mail messages and files stored on school server(s) are not private. I agree that St. Joseph Catholic School administrators or teachers may review my files, e-mail messages, or other network communications at any time.

I will promptly report to a teacher or administrator any message I receive that is inappropriate or makes me feel uncomfortable.

If I mistakenly access inappropriate information, I will immediately close the application and tell a teacher or administrator.

I understand that my network and Internet activities may be monitored and reported to ensure the appropriate use of computer and information resources.

I will keep my user ID and/or password confidential and will not share or alter a password. I will report known violations by other students to a teacher or administrator.

**Prohibited Activities:**

I will not possess, distribute or post any electronic data or printed materials not appropriate for school or educational purposes.

I will not post private information about another person or post false or defamatory information about a person or organization.

I will not use inappropriate language in any message or material posted on web pages. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any communication sent from or to a school computer.

I will not install, download, or copy unauthorized or pirated software on school computers.

I will not use the school's computers for commercial, personal or financial gain.

I will not violate applicable copyright laws when using software programs or accessing the Internet, including unauthorized copying of licensed software, music, video, artwork, or any non-public domain material.

I will not plagiarize the work of others. I understand that plagiarism means representing or passing off the work, ideas, or words of another as my own.

I will not download or copy files or images from the Internet without the permission of a teacher and/or administrator.

I will not participate in any activity considered "spamming." I understand that this includes any annoying or unnecessary message sent to a large number of people.

I will not engage in any activity that bypasses or disables computer security controls, including attempts to crack passwords, discover unprotected files, decode encrypted files, or execute programs designed to hack computer systems.

I will avoid the spread of computer viruses by following the school's virus protection procedures. I will not deliberately create or pass on a computer virus, worm, Trojan Horse, or trap door program code.

I will not attempt to alter, remove, or destroy computer files that belong to another user. I will not install unlicensed software, modify or delete software, create links to inappropriate materials, tamper with or disconnect equipment, or modify desktop settings.

I will not attempt to gain unauthorized access to the school network or to any other computer system through school workstations. I will not attempt to go beyond my authorized level of access.

**Acknowledgment of Student Responsibility**

I will take personal responsibility for my network account, for the content of any message sent from my account, and my uses of the school's computer and information resources. I understand that if I violate this agreement that I may lose computer and information resource privileges and be subject to disciplinary action, dismissal, and/or criminal liability.

**By signing the form below,** I acknowledge having read and understood this Computer and Information Resources User Agreement and I agree to abide by this agreement.

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/guardian name (printed)

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

**Handbook Agreement**

**We have read the Student/Parent Handbook, and the teacher's Classroom Management Policies and discussed them. Policies may be found online. We understand that by signing here we acknowledge and accept the rules, regulations, and consequences as stated in each. This serves as a contract between St. Joseph School and us.**

**Parents, please complete, print out, and return this form to your child's homeroom teacher.**

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/guardian name (printed)

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date





# Appendix

## **Arizona Statute 13.2911 (D) Interference with or disruption of an educational institution**

Schools shall adopt rules for the maintenance of public order on all property of their educational institution and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty, other staff and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member or other staff violator, the violator's suspension, expulsion or other appropriate disciplinary action.

## **Arizona Statute (ARS) 15.507 Abuse of Teacher or School Employee in School**

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 misdemeanor – possible penalty – up to 30 days imprisonment and/or up to \$500 fine. If you have school related business, you must report to the school office.

## **Arizona Statute (ARS) 13.3620 Child Abuse and/or Neglect**

Arizona law requires the reporting by school personnel of suspected cases of child abuse and/or neglect to the police and Child Protective Services. Abuse and/or neglect must be reported both by phone and by written report.

## **Arizona Statute 13.1204 (6) Aggravated Assault**

A person commits aggravated assault if the person commits the assault knowing or having reasons to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held other than on school grounds.

## **Arizona Statute 15.341 (33) Report to Local Law Enforcement**

Schools report to local law enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teacher(s) or administrators.

Insert school map here or next page

Revised  
JUNE 2016