



St. Joseph School

Parent/Student

Handbook

Revised January 2024

INTRODUCTION FOR PARENTS

Welcome! Thank you for entrusting your child's education with the teachers and administrators of St. Joseph School. We hope that this handbook, prepared by parents, faculty and administrators will help to guide you and your child through this exciting time. We encourage you to read this booklet thoroughly and discuss it with your child.

MISSION STATEMENT

It is the mission of St. Joseph School to inspire students:

- To embrace the Gospel message of Jesus Christ
- To be and to do their best
- To be lifelong learners
- To live their Catholic faith.

PHILOSOPHY

We believe that St. Joseph School exists as a part of the Roman Catholic community in St. Joseph Parish. Our primary purpose at St. Joseph School is to nurture and embrace Gospel values. We endeavor to inspire lifelong learning so that students can do and be their best academically, spiritually and individually. We want to encourage the students to reach out in Christ's name to the community and better the world.

GOALS AND OBJECTIVES

As educators, we are aware of the responsibility entrusted to us and we dedicate ourselves to the following goals and objectives:

1. **COMMUNITY OF FAITH:**
 - to provide a community of faith in which the children can develop a meaningful relationship with God through prayer, the sacraments and liturgical worship;
 - to develop a sense of belonging to and of having responsibility to the parish as a faith community.
2. **KNOWLEDGE OF FAITH:**
 - to impart a basic knowledge of Gospel values as taught and practiced by the Roman Catholic Church.
 - to encourage practical application of this in students' faith convictions in daily living out of a religious commitment to God and to all persons.
3. **INTERNALIZE VALUES:**
 - to help the children develop self-discipline, personal responsibility, values and standards of behavior that come from within and are consistent with the Christian community;
4. **RESPECT:**
 - to help the children develop a deep respect for the dignity, rights, feelings, and opinions of others.
5. **WELL-BALANCED CURRICULUM:**
 - to provide a well-balanced curriculum through which knowledge, skills, and attitudes needed for life-long education (formal and informal) can be acquired;
 - to challenge students to develop their full potential with an open, inquiring mind;
6. **GROWTH AS AN INDIVIDUAL:**
 - to provide an atmosphere of security, love, and understanding so that the children can:
 - a) know and accept their individual strengths and weaknesses;
 - b) recognize their dignity and responsibility as members of society;
 - c) develop those skills/attitudes which will make continuing personal growth possible.
7. **HEALTH:**
 - to develop proper values, attitudes, and habits in health, hygiene, and physical fitness.
8. **SERVICE:**

- to encourage and provide opportunities for children to use their God-given gifts of time, talent, and treasure to serve others within the parish community as well as outside the parish community through outreach and service learning opportunities.
9. **SOCIAL JUSTICE:**
- to develop an awareness of social justice and our responsibilities toward the human family of which we are members.
10. **ATTITUDE TOWARD AUTHORITY:**
- to develop a sense of respect for all authority--church, civic, home, and school;
 - to teach and demand proper respect and courtesy for adults and others in positions of authority.

NON-DISCRIMINATION POLICY

St. Joseph School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, athletic and other school administered programs, and in hiring teachers.

SPIRITUAL DEVELOPMENT

St. Joseph School, in partnership with parents and the Catholic faith community of St. Joseph Parish, strives to share the love of God by living Gospel values. Parents are role models of these Gospel values and have the primary responsibility for the spiritual development of their children by living out Catholic values and obligations. The uniqueness of Catholic education lies in this collaboration with parents to reinforce and strengthen the Christian values at home, as well as at school.

COURTESY

Respect for human dignity is a hallmark of Christian behavior and is expected from every person in every encounter with another person, whether child or adult. Students are to consider it a matter of personal honor to show courtesy and thoughtfulness at all times to every member of the faculty, office staff, volunteers, maintenance personnel, all guests and visitors, and each other. This courteous interchange must also be modeled for the children by the respect with which they are treated.

ENROLLMENT POLICY

As a parish school, we have a primary responsibility to provide the children of our parish community the opportunity to attend St. Joseph School. We also welcome non-parishioners who wish to attend our school.

To that end, we have established the following priority guidelines for enrollment at St. Joseph School. As described herein, “St. Joseph School” shall be defined as encompassing classrooms for grades PK-8. Ordinarily a classroom for PK shall not exceed 20 students, a classroom for grades K - 2 shall not exceed 25 students and a classroom for grades 3 - 8 shall not exceed 30 students. The administration in consultation with the Pastor may limit or increase class size at their discretion.

1. No child will be admitted to school without proper certification of immunization.
2. All student registration will be performed online.
3. **PRIORITY REGISTRATION: CURRENT STUDENTS**
There will be a priority registration period for current students beginning three weeks before the date of the January open house. Any student currently enrolled in the school will be accepted the following school year, provided they register within the priority registration period.

During registration, current 3-year old preschool students will be given priority to choose morning or afternoon preschool class for the following year. New/incoming preschool students, regardless of parishioner status, will follow Section 4 (Open Registration) guidelines for class time selection.

Exact dates of the priority registration period will be announced each year.

Any registration received after the priority registration period will be considered late and subject to Section 4 (Open Registration) of the Enrollment Policy.

4. OPEN REGISTRATION: NEW/INCOMING STUDENTS

Open registration for new/incoming students will begin after priority registration ends.

If it is determined that St. Joseph School must limit enrollment, the below Selection Process for incoming students is to be followed.

Active membership is defined as being registered, sharing in the Sunday liturgy and stewardship of time, talent and treasure at St. Joseph Parish, St. John Parish in Wilder, KY or St. Joseph Parish in Camp Springs, KY.

First Priority is to be given to the longest active parishioners who have children attending or have children who graduated from St. Joseph School.

If further limitations are required, they will be applied based on the following order of influence:

- A. Longest active parishioners who do not have students attending or have graduated from St. Joseph School.
 - B. Non-parishioners who have children who are attending or have graduated from St. Joseph School.
 - C. Non-parishioners who do not have students attending or have graduated from St. Joseph School.
 - D. If one final limitation is needed, the earliest timestamps of the online registrations will be used.
5. A family must be current in its financial obligation to St. Joseph School before attempting to register/re-enroll a student. St. Joseph School requires a registration fee of \$100.00 per student entering PK– 8.

Priority Registration: The fee must be paid within the Priority Registration period. Should a family not be in a financial position to pay this fee, they must meet with the principal prior to the Priority Registration deadline to make other arrangements. If this is not done until after the registration deadline, the registration application will be considered late and the applicant will forfeit Priority Registration status.

Open Registration: The fee must be paid within a week of submitting the online registration. Should a family not be in a financial position to pay this fee, they must meet with the principal to make other arrangements. If this is not done, the registration will not be processed.

The registration fee is not refundable unless the number of applications exceeds the maximum number of positions available. If there is not an available space for a registrant by the first day of school, the fee will be refunded. If, however, a position is offered and refused, the fee will not be refunded.

A committee of the pastor, the school principal and appointed members of the Board of Catholic Education at St. Joseph Parish will interpret and/or arbitrate any discussions or disputes concerning this policy. This committee has the authority to amend and/or revise this policy.

6. Any appeal regarding the decision on admission must be made in writing to the pastor.

FEES

Registration and school fees are established each year. The school fees are to be paid by August 1 unless special arrangements are made with the principal. If school fees are not paid in full by August 1, a class placement will not be given.

COMMUNICATION

A school newsletter is sent to each family explaining important information and events coming up during the week. Generally, communication from school for the family will be sent through a web based school management system.

Respect and dignity must be at the core of all communications. If a problem arises or there needs to be clarification about a classroom issue, the parents are asked to speak directly with the teacher concerned first. Parents are asked to call the school office or send an email requesting the teacher to contact them to discuss the situation. Staff will make every effort to respond as soon as possible, with the understanding that the teaching day sometimes prevents immediate responses. Staff may need some time to collect information before responding. Staff are not expected to respond after working hours, over the weekend or during school holidays. Should the problem remain unresolved, the parent may then contact the school administration. Only after these steps are followed, should the pastor be involved. Using social media to voice concerns should be avoided to maintain a positive and respectful atmosphere.

It is important to recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviors.

Parents who would like to speak with the school administration or guidance counselor are asked to call for an appointment.

CUSTODY

The office needs, in writing, any information regarding custody and visitation rights. Unless we have documentation to the contrary the school will deal only with the custodial parent. Kentucky law provides that, "The custodian may determine the child's upbringing, including his education." Legal counsel has advised that the non-custodial parent may have access to the child's records under one or more of the following conditions:

1. Access is granted by the divorce decree.
2. The custodial parent has given permission for limited or total access to the child's records.
3. A court order has been issued granting access to the child's records to the non-custodial parent.

Documentation granting or refusing access to the student's records will be kept in the student's file.

TUITION POLICY

Every family is expected to pay tuition of (amount to be set annually by St. Joseph's Parish Council with recommendations from the Board of Education and Finance). This tuition is to be paid over a 10 month period from July through April. Payments are to be made no later than the 15th of the month. Each family is expected to make 10 equal payments or the equivalent to satisfy the tuition requirement.

St. Joseph School is partnering with FACTS Management, www.factsmgt.com, to manage our tuition payment program. Families will enroll with FACTS Management. Families will be sent a monthly statement on the 1st of each month (July-April). Families that are one (1) month or more behind on their tuition during the current fiscal year, will have their child(ren)'s report card(s) withheld until payment is made. Families that are three (3) months or more behind on their tuition during the current and/or previous school year, will be notified that as of (a specific date) their child(ren) will not be admitted to St. Joseph School. Immediately following April 15th, a written notice will be sent to all families with a balance due. Families with a balance due as of July 1st will be notified, by letter, that their child(ren) will not be admitted to St. Joseph School for the next year.

The permanent records of a student exiting St. Joseph at any time for any reason will not be forwarded to the new school until all financial obligations have been satisfied.

The Board does not wish to exclude any child from St. Joseph School for financial reasons. If a need arises, the family is to contact the Pastor to review the circumstances and arrive at a tuition payment representative of the family's financial condition. Final decisions in this regard are granted by the Pastor.

TUITION ASSISTANCE

St. Joseph Parish School uses FACTS Management, www.factsmgt.com, for our tuition assistance assessment program. FACTS Management is the same company used for our tuition payment management.

Using FACTS for the tuition assistance assessment assures that the process is anonymous. It provides professional, uniform and objective analysis of each family's financial situation. It is fair to families that apply and to the parish's limited financial resources.

Tuition assistance applications should be completed before April 15.

FACTS Management requires only one application per family and will charge one \$30 fee per family regardless of the number of FACTS-using schools the family's children attend.

To apply for tuition assistance at Saint Joseph School:

- Go to www.stjoeschool.net
- Click on the FACTS icon or the Tuition Payment or Aid tab on the left. Once enrollment in a tuition payment plan is completed, go to [Apply for Financial Aid](#).
- Complete the online application form. Remember, only one application for assistance and one \$30 fee is needed per family, even if applying at multiple schools.
- Print or save a copy for your files.
- Submit application before April 15.

FACTS Management will send the pastor an assessment of the family's level of need and ability to pay. That assessment will guide the determination of the amount of assistance the parish/school will provide.

The pastor will send a letter to each family stating the amount of tuition aid for the coming year. If the family believes the aid is insufficient, a meeting with the pastor may be arranged. The final decision is granted to him.

STANDARDS OF BEHAVIOR

A school is an environment where students come to learn. To promote this goal there must be a proper atmosphere in which to do so. Students are, therefore, to respect the rights of each other to learn. They must accept each other's individuality so that each one is not only free to achieve his/her greatest capacity but is motivated to do so. These standards extend to all phases of school activity.

The following is a list of rules of behavior which are examples; the list is not exhaustive. The final norm for interpreting behavior must be our mutual expectations as Christians.

IN CHURCH—The student should recognize that the church is the House of God and that people act reverently there. When classes or groups go to pray together, the students should recognize that each one has come to the House of God to celebrate the sacred liturgy or to participate in prayer in a joyful and reverent manner. They must try to realize the spiritual gifts to be gained from listening to God's Word, partaking of the Eucharist, and singing God's praises.

IN THE CLASSROOM—The student is expected to contribute to the "proper atmosphere in which to learn" by following the classroom rules and by:

1. Being an attentive listener
2. Participating in discussions and sharing ideas
3. Cooperating, becoming actively involved in group projects
4. Completing assignments on time
5. Refraining from being a source of annoyance to others
6. Refraining from treating any other person in any way which diminishes that person's dignity or feeling of personal safety
7. Using learning materials meaningfully and returning them to their proper place and in proper condition.

ON THE PLAYGROUND—The student will use the time on the playground for relaxation and enjoyment and allow others to do the same. The students will keep in mind the following:

1. Engaging in a wholesome physical activity or game is desirable.
2. Respecting proper authority is demanded at all times.
3. Respecting the dignity of others is expected.
4. Rough play that tends to cause personal injury or damage to clothing is not permitted.
5. Throwing snowballs is never allowed because of the ever-present danger of serious injury or property damage.
6. Students are never permitted to leave the grounds or enter the building unless the student obtains a teacher's consent.
7. When signaled Students are to stop playing, walk to the designated line-up area, and take their places quietly.

IN THE CAFETERIA

1. The monitors are to be respected and obeyed at all times.
2. Stand in an orderly line with the class while waiting to be served.
3. Behave properly at the table and use acceptable table manners.
4. Dispose of waste paper, food scraps, etc., in proper containers, leaving the tables just as they were found.
5. Eat food only in the cafeteria.
6. Speak in a conversational tone of voice.
7. No food may be thrown.
8. Walk at all times.
9. Treat each other and all supervising adults with courtesy and respect.

DISCIPLINE

Directing children in the fullest development of their human capacities requires respecting their dignity and uniqueness. To realize their freedom as sons and daughters of God, they must be led to grow in the realization and appreciation of the worth of others.

This implies respect and politeness to all: classmates, parents, teachers, and staff members. Fighting, improper language, and disrespect will not be tolerated. Teachers are responsible for the training of their own classes and for the overall discipline in the school.

Consistency between what the school expects of the student and what the parents expect of their child at school will result in fewer discipline problems. Open communication between parents and teachers is therefore encouraged.

Parents are asked to keep in mind that discipline applies to each child in the school: to their child and also to the children with whom their child spends his/her day. When high standards are demanded from every child, then each child will be in an environment that is conducive to learning and growth.

The learning environment must exist in all areas of the campus. Failure to conform to required rules of conduct, as defined by the administration and the faculty, is punishable by appropriate disciplinary action.

Examples of misconduct are as follows: (This list is not exhaustive.)

DISRUPTION

1. Excessive unexcused tardiness
2. Bringing electronic devices to school without permission

DISRESPECT

1. Disrespect or disobedience to any staff or supervising adult
2. Ridicule or any other disrespect toward another student whether that student is present or absent
3. Use of profane or vulgar language (written or spoken) or gestures
4. Conduct which is disruptive to class
5. Writing, passing, or receiving notes from one student to another

VIOLATION OF TRUST

1. Stealing or cheating in any form
2. Leaving the school grounds without permission
3. Forging—a student shall not sign the name of another person
4. Violating the Acceptable Use Policy

VIOLENCE

1. Fighting with other students
2. Carrying weapons of any kind or using any item as a weapon
3. Destroying or marring property whether school or personal property
4. Throwing of any object; for example, snowballs, paper wads, rubber bands, or rocks
5. Unruly conduct
6. Verbal threats or gestures
7. Bullying—Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

MY PROBLEM AND SOLUTION (GRADES K-3)

Students are expected to follow the classroom and school rules. When a student chooses behavior that does not agree with the classroom and/or school rules, the student will be asked to complete a My Problem and My Solution form. This form is sent home, the parents are asked to sign and send the form back to school the following day. Receiving five will result in a parent meeting with the student, teacher, and principal. Subsequent My Problem and My Solution forms will result in disciplinary action. Each trimester the forms may be erased. At any time, parents and teachers may request to schedule a conference.

NOTIFICATIONS AND VIOLATIONS (GRADES 4-8)

Notifications/Violations will be issued to students in grades 4-8 according to criteria for academic and behavioral conduct established by the teachers and the principal. If a student has missing or incomplete assignments or is not prepared for class, an Academic Notification will be issued. This form will be sent home, the parents are asked to sign and send the form back to school the following day. If a student's behavior is disturbing to the teacher and/or classmate, the student will be issued a

Behavioral Violation. This form is sent home, the parents are asked to sign and send the form back to school the following day. Parents will also be notified of Academic Notifications and Behavioral Violations through the online Student Information System (ex. Sycamore).

Academic Notifications

Academic Notifications are given to inform parents/guardians of specific concerns related to their child's learning.

Academic Notifications will restart at zero at the beginning of the trimester. However, prior notifications may be considered in determining future consequences.

A meeting will be held with the parent/guardian(s) if a student accrues 5 academic notifications. Prior to the meeting, the principal and teacher(s) will develop an action plan. The action plan will include corrective consequences and strategies for success. This action plan will then be reviewed and discussed with the parent/guardian(s) and student at the scheduled meeting.

If the student continues to accrue academic notifications a follow up meeting will be held. During the meeting the action plan will be updated. These meetings will be held after every 5 academic notifications.

Behavioral Violations

Behavioral violations are given as a result of inappropriate behavior of a student of St. Joseph School. Behavioral violations are issued on a point system, as some actions are more severe than others.

Behavioral violations are not erased during the school year. A meeting will be held with the parent/guardian(s) if a student accrues 5 behavior violation points. Prior to the meeting, the principal and teacher(s) will develop an action plan. The action plan will include corrective consequences and strategies for success. This action plan will then be reviewed and discussed with the parent/guardian(s) and student at the scheduled meeting.

If the student continues to accrue behavior violation points a follow up meeting will be held. During the meeting the action plan will be updated. These meetings will be held after every 5 behavior violation points

Several degrees of severity have been established for cases which transcend the teacher's handling of the problem within the classroom:

A student may attend detention, be suspended or be expelled at the discretion of the principal.

DETENTION-This action will be taken for just cause which shall include but not be limited to those listed below. The length and type of detention will be determined by the seriousness of the offense, at the discretion of the Principal. Parents/guardians will receive a written notification and phone call if this action is warranted.

SUSPENSION I—This calls for the immediate removal of the child from class for a period of from one to five days. This action will be taken for just cause which shall include but not be limited to those listed below. The length and type of the suspension will be determined by the seriousness of the offense, at the discretion of the Principal. Parents/guardians will receive a written notification and phone call if this action is warranted. The parents/guardians and child must also meet with the Principal and the involved teacher/s in order for the child to be readmitted.

SUSPENSION II—This calls for the immediate removal of the child from the class for the remainder of the year. Parents will receive a phone call and written notification if this action is warranted. The parents and child must meet with the Principal and teacher in order for the child to be readmitted to school the following year. A space will not automatically be saved for the child, nor will any fees be refunded.

EXPULSION— The child is removed from school and is not readmitted under any circumstances.

Examples of misconduct warranting suspension/expulsion.

(This list is not exhaustive)

- Carrying weapons of any kind or using any item as a weapon
- Possessing, handling, transmitting, concealing, or using explosive devices or substances which could be used as explosives
- Destroying or marring property whether school or personal
- Leaving the school grounds without permission
- Smoking, chewing tobacco, drinking alcohol, using drugs, and/or having any of these substances in one's possession
- Arson
- Physical or verbal assault without provocation
- Taking another person's property by force or by threat
- Sexually assaulting another person or sexual harassment
- False fire alarm, bomb threat, or emergency calls
- Breaking and entering school property
- Committing any criminal offense at school or on the school property
- Obscene words or gestures
- Threatening the safety of other students/staff

REGULATIONS ABOUT PROPERTY

As an integral part of their education children are to be taught to respect all property--church, school, neighborhood, or personal. The age or condition of property does not permit a child to abuse it. Old things can be clean and well kept. In the final analysis, a Catholic school is an institution of public trust. Everything is given to be used for a while, and to be passed on to others in as good a condition as possible. "Property" in this context will include buildings, furniture, books, the personal belongings, and the clothing of the children and staff. Offenders are to be answerable to the supervising adult as immediate to the situation as reasonably possible.

KENTUCKY'S LAW ON WEAPONS IN SCHOOLS

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five(5) years in prison and a ten thousand dollar(\$10,000) fine.

TEXTBOOKS

All rented textbooks must be covered at all times. A twenty-five cent fine is charged per day for non-observance of this regulation. Students are to use book bags for carrying books to and from school. Lost or damaged books must be paid for.

DRESS AND PERSONAL APPEARANCE

At St. Joseph, emphasis is placed on modesty, cleanliness and good grooming. We expect our students to be presentable and representative of high standards. All students should be in the appropriate school uniform DAILY. No one is exempt, and complete cooperation is expected. If, for a serious reason, a student cannot comply with the dress code a written explanation must be sent to school each day.

GIRL'S UNIFORM

Lands End is the official uniform distributor of St. Joseph School. Visit the Lands End website from the link in Sycamore.

Girls' Uniforms

Shorts		
K-5	Classic Navy	Girls Plain Front Blend Chino Shorts
6-8	Classic Navy and Khaki	Girls Plain Front Blend Chino Shorts
Pants		
K-5	Classic Navy	Girls Iron Knee Blend Plain Front Chino Pants, Girls Plain Front Stain Resistant Chino Pants, Girls Elastic Waist Pull-On Chino Pants
6-8	Classic Navy and Khaki	Girls Iron Knee Blend Plain Front Chino Pants, Girls Plain Front Stain Resistant Chino Pants, Girls Elastic Waist Pull-On Chino Pants
Skorts		
K-8	Clear Blue Plaid	Girls Side Pleat Plaid Skort Above the Knee
7-8	Khaki	Girls Blend Chino Skort Above Knee
Jumper		
K-4	Clear Blue Plaid	Girls Plaid Jumper Top of Knee
K-4	Classic Navy	Girls Ponte Pleat Jumper Top of Knee
Shirts		
K-6	Blue and Gray Heather	Kids Short Sleeve Interlock Polo Shirt, Girls Short Sleeve Feminine Fit Interlock Polo Shirt, Kids Long Sleeve Interlock Polo Shirt, Kids Short Sleeve Mesh Polo Shirt, Girls Long Sleeve Feminine Fit Interlock Polo Shirt, Girls Short Sleeve Feminine Fit Mesh Polo Shirt, Kids Long Sleeve Mesh Polo Shirt, Girls Long Sleeve Feminine Fit Mesh Polo Shirt
K-6	Blue	Kids Short Sleeve Rapid Dry Polo Shirt
K-8	Blue and White	Girls Long Sleeve Oxford Dress Shirt, Girls Short Sleeve Oxford Dress Shirt, Girls Long Sleeve No Iron Pinpoint Shirt, Girls No Gape Short Sleeve Stretch Shirt, Girls No Gape Long Sleeve Stretch Shirt
7-8	Classic Navy and Cobalt	Kids Short Sleeve Interlock Polo Shirt, Girls Short Sleeve Feminine Fit Interlock, Kids Short Sleeve Rapid Dry Polo Shirt, Kids Long Sleeve Interlock Polo Shirt, Kids Long Sleeve Interlock Polo Shirt, Girls Long Sleeve Feminine Fit Interlock, Girls Short Sleeve Feminine Fit Mesh Polo, Kids Long Sleeve Mesh Polo Shirt, Girls Long Sleeve Feminine Fit Mesh Polo
Sweaters and Pullovers		
K-8	Classic Navy	Girls Cotton Modal Cardigan Sweater, Kids Cotton Modal V-neck Sweater, Kids Lightweight Fleece Quarter Zip Pullover, Kids Quarter Zip Pullover
7-8	Classic Navy and Cobalt	Kids Lightweight Fleece Quarter Zip Pullover
8	Hoodie	Hoodie that is designed by current 8th grade class

JEWELRY One pair of small post earrings, one simple chain, one bracelet, one ring and a watch (no smart watches) are acceptable.

BOY'S UNIFORM

Lands End is the official uniform distributor of St. Joseph School. Visit the Lands End website from the link in Sycamore.

Boys' Uniforms

Shorts		
K-5	Classic Navy	Boys Wrinkle Resistant Chino Shorts, Boys Plain Front Blend Chino Shorts
6-8	Classic Navy and Khaki	Boys Wrinkle Resistant Chino Shorts, Boys Plain Front Blend Chino Shorts
Pants		
K-6	Classic Navy	Boys Iron Knee Blend Plain Front Chino Pants, Boys Elastic Waist Pull-On Chino Pants
7-8	Khaki	Boys Iron Knee Blend Plain Front Chino Pants, Boys Elastic Waist Pull-On Chino Pants
Shirts		
K-6	Blue and Heather Gray	Kids Short Sleeve Interlock Polo Shirt, Kids Short Sleeve Rapid Dry Polo Shirt, Kids Long Sleeve Interlock Polo Shirt, Kids Short Sleeve Mesh Polo Shirt, Kids Long Sleeve Mesh Polo Shirt
K-8	Blue and White	Boys Long Sleeve No Iron Pinpoint Dress, Boys Short Sleeve Oxford Dress Shirt, Boys Long Sleeve Solid Oxford Dress Shirt, Boys Short Sleeve No Iron Pinpoint Dress, Boys Custom Short Sleeve Perfect Dress Shirt, Boys Long Sleeve Perfect Dress Shirt
7-8	Classic Navy and Cobalt	Kids Short Sleeve Interlock Polo Shirt, Kids Short Sleeve Rapid Dry Polo Shirt, Kids Long Sleeve Interlock Polo Shirt, Kids Short Sleeve Mesh Polo Shirt, Kids Long Sleeve Mesh Polo Shirt
Sweaters and Pullovers		
K-8	Classic Navy	Kids Cotton Modal V-neck Sweater, Boys Cotton Modal Button Front Cardigan, Kids Quarter Zip Pullover, Kids Lightweight Fleece Quarter Zip
7-8	Classic Navy and Cobalt	Kids Lightweight Fleece Quarter Zip
8	Hoodie	Hoodie that is designed by current 8th grade class

JEWELRY No earrings, one simple chain, one bracelet, one ring and a watch (no smartwatches) are acceptable.

MISCELLANEOUS POINTS FOR BOYS AND GIRLS

- Hair should be clean, well-groomed, and worn to not cover eyes. No faddish hairstyles (such as: shaved designs/hair colors) are permitted.
- Colored or printed tee shirts may not be worn under the uniform shirt or blouse.
- Shirts must be tucked in.
- The use of make-up is NOT permitted.
- Jeans are not permitted as part of the uniform.
- Only the top button on the shirt or blouse may be left unbuttoned.
- No fake fingernails. Nail polish may be worn modestly (i.e. all nails the same color, no distracting designs).
- No facial hair is permitted.
- Appropriate and safe shoes, that is shoes with closed toe and closed heel, must be worn at all times.
- Belts must be worn if pants/shorts have belt loops.
- White navy, or black socks must be worn. Solid white, navy, or black tights/leggings (ankle length) may be worn with jumpers or skorts. Small logos are permitted on socks.
- Any “fad” that the Principal and staff deem improper for school will not be permitted.

GYM UNIFORM

Students must wear the regulation gym uniform consisting of blue shorts and a light gray St. Joseph tee shirt. In addition, students may wear solid black, navy blue or gray sweatpants or wind pants, stripes or small logos are acceptable, over their gym shorts. Gym uniforms are to be purchased through the school. A pair of gym shoes is also required.

OUT OF UNIFORM POLICY

On certain occasions, students may come to school out of uniform. On these occasions, certain guidelines regarding dress must be observed. If not observed the student may be asked to call home and ask for the uniform attire.

1. Students may not wear clothing that is torn in any way.
2. Students may not wear an inappropriate tee shirt or sweatshirt to school.
3. Students may not wear hats, tank tops, spaghetti straps, sleeveless shirts, see through shirts, or excessively short or tight clothes.

In general, whenever a student attends school, he or she should be neatly dressed in attire that is appropriate for special occasions.

SCHOOL DAY

The length of our school day is prescribed by state law. St. Joseph School follows state law for the number of school days per year and the length of the school day. The school day is made in collaboration with the Diocesan and county offices.

Memorial Hall will be opened daily at 7:30 A.M. Students are to go directly to Memorial Hall and sit in the area assigned to them. School begins promptly at 8:30 A.M. Dismissal begins at 3:15 P.M. for the students. Students normally must be picked up no later than 3:30. The students who arrive before 7:30 A.M. are NOT the responsibility of the school. Students who are not picked up by 3:30 will be sent to aftercare and charged aftercare fees.

At the end of the day, students are dismissed in a staggered manner, depending on their form of transportation. Any changes in your child's dismissal plan must be reported by 2:00pm.

In regards to after school activities the following regulation will be enforced. Students must be picked up as soon as their after school activities have ended. If, after two occurrences, your child is not picked up on time, that child can no longer participate in the activity.

For the safety and welfare of our students and faculty, all visitors and volunteers must check in at the office to receive a Visitor's badge. This badge must be visible while the visitor or volunteer is in the school. Spontaneous and unannounced visits by the parents to their child's classroom during the day or after school are not permitted.

ATTENDANCE

In accordance with Kentucky state regulations, St. Joseph school is required to make attendance reports in the same manner as is required by law or regulation of the Kentucky Board of Education of public school officials. Parents should see that their child's attendance at school has priority over all other activities. Promptness and regular attendance are vital for successful progress. Parental insistence on attendance also underscores the value of education.

A child who arrives after 8:30 A.M. must come to the office for a tardy slip. The student must give the tardy slip to the homeroom teacher. A student arriving between 8:31 and 9:30 A.M. is considered tardy. A student who is signed out between 2:20 and 3:20 P.M. is also considered tardy. A student who arrives after 9:30 A.M or leaves before 2:20 P.M will be marked as absent for a half day. Tardies interrupt the classroom and interfere with the learning environment of all students. If a student accrues 7 or more tardies a letter will be sent home to notify the family. If a student accrues 17 tardies, they will be considered habitually tardy and a letter will be sent to the family requesting a meeting with an administrator and/or the

counselor. Extenuating circumstances of serious illness will be handled on a case by case basis. Consequences of habitual tardiness may include but are not limited to loss of privileges and/or detention.

If a student is absent from class for illness or another legitimate reason, parents must notify the office, homeroom teacher and school nurse before 9:30 A.M. Books and assignments for children absent from school should be requested early in the day and be picked up after school before 3:45 P.M. If a student accrues 7 or more absences a letter will be sent home to notify the family. If a student accrues 17 absences, they will be considered chronically absent and a letter will be sent to the family requesting a meeting with an administrator and/or counselor. If a student's absences exceed 17 days there will be a serious question about whether that student will be considered adequately prepared to pass for the year. Extenuating circumstances of serious illness will be handled on a case by case basis.

A student who is absent from school due to illness or other reason is responsible for any assignments missed during this time. Teachers will not give students assignments prior to an absence due to vacations or family trips. Upon returning to school, it is the student's and parents responsibility to obtain the necessary make-up work. All assignments and/or tests missed due to absence must be completed and given to the teacher in a time period determined at the discretion of the teacher. Failure to complete these assignments within the given time period may result in an academic notification and/or a grade of zero for each assignment or test.

If a student needs to leave class early, the office and homeroom teacher should be notified, by the parent or guardian. Parents who need to pick up a student for appointments, illness, or other reasons must come to the office, sign the student out, and wait there.

TRANSPORTATION

BUS TRANSPORTATION—Bus service for St. Joseph School is provided by the Campbell County school district. Any information concerning bus service can be obtained from the Campbell County bus garage (635- 2161). To assure the safe and efficient operation of school buses, the students are required to follow the regulations already established by the bus driver and/or bus district. Student behavior, which distracts the driver, is a hazard to the safe operation of the bus and jeopardizes the safety and welfare of all passengers. Misbehavior and/or irresponsible acts by students will be sufficient reason for refusing transportation services to any student. Some violations that deem sufficient reason for disciplinary action include:

- Being too noisy
- Changing seats while the bus is in motion
- Throwing objects while on the bus or throwing objects out the bus window
- Littering on the bus
- Using abusive language
- Gesturing or behaving in a rude, disrespectful, or unruly manner
- Fighting on the bus
- Any other act of misbehavior deemed inappropriate. The consequences of bus misbehavior is as follows:
 - The first write up is a warning
 - The second write up is 3 day suspension from bus transportation
 - The third write up is 2 week suspension from bus transportation
 - The fourth write up is no bus transportation for the rest of the year

If there is ANY change in a student's regular mode of transportation, a note to a teacher is required. This note should be turned into the teacher in the morning so a bus pass can be issued from the Principal. The note must include the following information:

1. Name of student
2. Homeroom
3. Street address where they are going
4. Bus number if known

5. Signed by parent/guardian

EMERGENCY SCHOOL CLOSING

In case of inclement weather or hazardous road conditions, and St. Joseph School closes or has a delay, this will be communicated on TV and radio stations.

The parent must decide whether they consider it safe to send children to school.

PRIVATE TRANSPORTATION

To insure the safety of all students, parents who provide private transportation to and/or from school are to follow the directions indicated:

1. The teacher monitors directions are to be followed.
2. No one may stop at the driveway to Kelley Hall to drop off students.
3. In the afternoon children MAY NOT go to the car. The parent must get out of the car and pick up the children.

Please keep in mind the safety of all the children.

1. Enter the driveway nearest the church from US-27 and form one line of traffic.
2. IN THE MORNING - PRIVATE TRANSPORTATION
Drive past the church and rectory.
Continue to drive past the entrance of school to the gym. Stop
Let the children hop out on the right side of the car
Proceed out of the parking lot by way of behind the kindergarten building and out the lot. About 6 to 8 cars can do this at one time. Do not drop off students by the walkway to Kelley Hall.
3. IN THE AFTERNOON - PRIVATE TRANSPORTATION
Enter the driveway nearest the church from US-27 and form one line of traffic.
Park car either in the lot by the church. Meet the children in front of school. Do not allow children to go to cars without you. Go to cars. Wait to be signaled by a parking lot monitor to move. Cars will be dismissed row by row.

Never drive through the playground when students are having recess, on lunch break or at dismissal.

When there is private transportation for the entire school, the above procedure must be followed. Children will be dismissed from the front door of the main building alphabetically.

HOMEWORK

Homework is given as a help to the students. Assignments evolve out of class experiences. They are geared to the needs, interests, and abilities of the students.

In addition to their value of helping students explore or reinforce material presented in class, home assignments help students develop good study habits. Homework teaches self-discipline. Students must learn to budget time and to exert themselves, realistically, to meet deadlines.

Under the heading of home assignments, students are expected to do research and to rewrite and/or rework papers. Homework, however, is not always written. Students are frequently expected to review notes taken in class, work on projects, read books, memorize needed facts, or study for a test. Parents would do well to show interest in these broader aspects of home assignments and to support their accomplishment as faithfully as they usually check on the more traditional written homework. Parents should be supportive but should NOT do the homework for the child.

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he/she has none. ALL written homework is to be done at home.

REPORT CARDS

Report cards will be given out three times a year. Reports will be sent home with students. Scheduled conferences between teachers and parents will be held throughout the school year. Any other conferences with teachers must be scheduled at the convenience of both the parent/s and the teacher/s. Teachers, however, should be contacted through the school, not at home. Classes may never be interrupted for this purpose.

GRADING—An explanation of the grading system can be found at the top of the report card. Emphasis is placed on progress according to the individual child’s ability. The criteria for good conduct, behavior, or attitude is the criteria used on the report card.

The grading system used at St. Joseph School is the following for appropriate classes:

“A”(93 - 100)	outstanding achievement,
“B”(85 - 92)	above average achievement,
“C”(75 - 84)	average or satisfactory achievement,
“D”(70 - 74)	below average achievement,
“F”(0 - 69)	inadequate achievement (achievement Does not meet minimum standards).

AWARDS

HONORS - Students in grades 6-8 are eligible for honors if they have met the following criteria:

- HIGHEST HONORS**—Honors are earned by 6th, 7th, and 8th graders if they achieve an “A” in all subjects and have less than 3 behavior violation points within the semester.
- HONORS**— Honors are earned by 6th, 7th, and 8th graders if they achieve “A’s” and “B’s” in all subjects and have less than 3 behavior violation points within the semester.
- BLUEJAY AWARD**—The Bluejay Award is earned by 1st through 8th graders, each trimester, who have consistently handed in assignments on time and completed with best effort. To earn the Bluejay Award students must have no more than one late assignment per trimester.

PROMOTION

Unless unusual circumstances prevent it, students are promoted to the next level on an annual basis. If a student cannot achieve satisfactorily, retention will be seriously considered. Students in grades 1-8 who fail two major subject areas for the year, retention will be considered. Students who fail one major subject should make summer tutoring arrangements in order to be promoted to the next grade. A written report of the student’s progress should be submitted to the school. Parents are kept informed of the student’s progress. The final decision regarding promotion rests with the school personnel.

GRADUATION

Ceremonies marking the successful completion of the work required of 8th graders at St. Joseph School will take place at the end of the school year. The Diocesan handbook stipulates that there is to be a simple religious ceremony. Requirements for participation in the celebration include:

1. Successful completion of required course work
2. Conduct during the 8th grade which is acceptable for students and is in keeping with the guidelines set for the

school;

3. Regular participation in classes, with only necessary and excused absences.

Graduation attire must be appropriate for a church ceremony. Girls' dresses must have sleeves and be of appropriate length. No sleeveless, spaghetti straps or tank top styles dress will be permitted without a sweater. Low-cut styles (front or back) are not appropriate.

LIBRARY

St. Joseph School has an excellent library staffed by a certified librarian. Every class is scheduled to use the library. In addition to being introduced to stories and authors students are instructed on library skills and how to use reference material.

Books are checked out for a period of ten school days. They may be renewed. The fine for late books is five cents per day; unless, of course, the student is absent. For those days there is no fine. If a book is lost or damaged, the child is responsible for its replacement. If a student has a book overdue, no other books may be checked out until that book is returned.

COMPUTER

Every class is scheduled for computer instruction one period a week. Students are instructed on proper handling of the computer equipment, taught skills, and follow a technology curriculum.

Students have access to the Internet. The policy for responsible usage of the Internet is as follows:
Saint Joseph School Acceptable Use Policy

I. Educational Purpose

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. As our school becomes linked to the Internet, a world of educational opportunity awaits our students. Our goal in providing this service to our students is to promote educational excellence by facilitating communications, leading our community towards effective living in today's world.

II. Acceptable Use

- Students will use their accounts only for activities in support of education and research, consistent with the educational objectives of Saint Joseph School.
- Students may not reveal personal contact information (one's address, telephone number, home address, etc.) on the Internet.
- Students will use proper electronic communication etiquette.
- Academic honesty requires proper citation of sources, including electronic sources.
- Students may not install unauthorized software or download files from the Internet on school computers.
- Students must have permission from an authorized person to print information from the Internet.
- Use of the account by anyone other than the students or authorized persons is prohibited.
- Students will use the Internet under the supervision of an authorized person. Any improper use of computers, or unauthorized use of the Internet will result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the principal.
- Access to the Internet is available to students with a valid waiver form.

III. Consent and Waiver

By signing the Acceptable Use Policy Consent and Waiver form, the student and his/her parent(s)/guardian agree to abide by these restrictions.

St. Joseph School does not have control of the information on the Internet. The Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While St. Joseph School's intent is to make Internet access, available to further its educational goals and objectives, students will have the opportunity

to access other materials as well. St. Joseph School believes that the benefits, in the form of information resources and opportunities for collaboration, far exceed the disadvantages of access.

SPANISH PROGRAM

St. Joseph School will provide a Spanish Program to grades PK - 8.

CAFETERIA

St. Joseph School participates in the National School Lunch Program. Students may choose to purchase a lunch or bring their lunch from home on a daily basis. The cost of the lunch is determined each year by the Diocese of Covington school food services office. Milk is always available for purchase. The St. Joseph Cafeteria strives to serve our students a healthy well balanced lunch each day.

The children are not permitted to bring soft drinks and/or energy drinks to school. Lunches brought to the school after school starts should be labeled with the child's name and homeroom and taken to the office. Students are not permitted to order lunches to be delivered.

Some students qualify for either free or reduced priced lunch. Guidelines set up by the U.S. Department of Agriculture determine the eligibility of students. Information regarding this program is sent home at the beginning of each school year. All inquiries and applications are kept completely confidential.

Each student account balance is available through an online payment system . It is the parent's responsibility to check each child's balance. If you have any questions regarding your child's balance email the cafeteria at cafeteria@stjoeschool.net or call at (859) 441-2072.

Lunch account payments can be sent with your child turned into his or her homeroom teacher, or it can be paid using the online payment system . The cafeteria will make every effort to deposit the money into your child's account within 24 hours.

We understand that it may occasionally be necessary for your child to charge his or her lunch. St. Joseph Cafeteria follows the Diocesan policy regarding charges.

WELLNESS

St. Joseph School has developed a Local Wellness Policy as part of the requirements of the National School Lunch Program. This policy is available to parents annually and on our school website.

PTO

The PTO is a vital link of communication between the home and the school. Parents are urged to join and to take an active part in this important group in the school community. Meetings are held monthly. . The PTO encourages fundraising and sponsors special programs and needs for the school. More information can be found on the school website.

FIELD TRIP

Field trips that relate to specific units of study or provide enrichment for the students will be arranged by the teacher in consultation with the Principal. In the event that chaperones are needed to assist with supervision, the teacher or homeroom parent will make arrangements. Prior notification as to whether parents may chaperone their own children will be given. Written permission from parent/s or guardian is required before any student can accompany the class on a field trip. Students generally wear school uniforms unless the nature of the field trip calls for another type of dress. Field trip fees are charged as field trips are planned throughout the year.

Field trips are privileges afforded to students. Students do NOT have an absolute right to a field trip. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. Students who have forfeited the privilege of participating in a field trip are still responsible for coming to school. The parent will be informed of their child's loss of the field trip privilege and the reason for such action.

In order to provide adequate supervision for students on field trips, parents must be Virtus compliant in order to be considered for being a chaperone. Parents who chaperone students are NOT to bring other children on the field trip. Their primary responsibility is the supervision of the school students placed in their care. Depending on the nature of the field trip and at the discretion of the teacher, the student may or may not be placed in a group with his/her parent.

EXTRACURRICULAR ACTIVITIES

Education is not limited to classroom experiences; it is derived from all opportunities that contribute in any way toward personal and social growth. With every privilege, though, there is a corresponding responsibility. It is a privilege and an honor to participate in extracurricular activities, not a right or a guarantee. It is very important that parents use careful judgment when it comes to a child's eligibility to participate. A student may be declared ineligible to participate in extracurricular activities at the discretion of the Principal in consultation with teachers.

Academic /Athletic Suspension Policy

1. Suspension of the opportunity to participate will be determined if a student fails to maintain a "C" average in his/her letter graded subjects and/or receives any "F" grades.
2. Suspension may also result if a student's conduct does not meet acceptable standards as set by the teacher and/or the Principal.
3. Suspension of the opportunity to participate will normally be for a minimum of two weeks and must include one scheduled game.
4. Suspension is effective one day after notification is given to parents.
5. Ordinarily, if students have been absent from school on a particular day, they cannot participate in any extracurricular activity on that same day; however, the Principal has the right to allow an exception to this norm.
6. After two academic/athletic suspensions (consecutive or nonconsecutive) the Principal, in consultation with the teacher/s will determine if a student is eligible for continuing participation in the academic or sport activity.

Any coach/leader/sponsor who does not comply with the provisions of this policy forfeits the opportunity to serve in that capacity under the auspices of St. Joseph School.

The purpose of the following Sports Parent/Guardian Code of Conduct is to help define appropriate parental/guardian actions that support the mission of the athletic program.

SPORTS PARENT/GUARDIAN CODE OF CONDUCT

Parents/guardians should read and understand this form prior to participation. By signing the handbook agreement form you are acknowledging that you understand and agree to abide by this code of conduct. Any parent/guardian who does not follow the guidelines below may/will be asked to leave the sports facility and be suspended from the privilege of attending games.

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these pillars of character.

As a parent/guardian, I therefore agree to the following:

- I will not force my child to participate in sports.

- I will remember that the game is for youth, not adults.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy towards all players, coaches, officials, and spectators at all games and practices.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct (booing, taunting, etc.) or any other form of harassment towards any official, coach, player or parent.
- I (and my guests) will not use any profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will insist that my child treat other players, coaches, officials, and spectators with respect.
- I will teach my child the importance of hustle, playing fairly, and doing one's best.
- I will not ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I will emphasize the importance of skill development over winning and losing.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my own child.
- I will respect the officials and their authority during games, and will not publicly question their decisions.
- I will respect the coaches for the time they donate, and I will not publicly confront, question, or criticize them.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches for the team.

STUDENT ATHLETE CODE OF CONDUCT

The purpose of the following Student-Athlete Code of Conduct is to help define appropriate actions and behaviors that support the mission of the parish, school and athletic program. All participating student-athletes should read and understand this form prior to participation.

Any student athlete who does not follow the guidelines below may be suspended or expelled from the athletic program.

As a student-athlete, I therefore agree to the following:

- I will play the game for the enjoyment of the sport.
- I will be generous in winning and graceful in losing.
- I will display good sportsmanship and respect towards all opponents.
- I will work for the good of the team.
- I will accept the decisions of the officials politely.
- I will conduct myself at all times with respect and self-control. This includes during and after school, games, practices, and trips to other schools and facilities.
- I will recognize, applaud, and encourage the efforts of my teammates and opponents.
- I will show respect for my coaches.
- I will show respect towards fans and those from other schools.

PARTIES

Student birthday treats may be brought to school with prior approval from the teacher. These should be simple and easy to distribute.

Invitations to parties which are held outside of school should only be distributed at school if the entire group is invited; for example, all boys, or all girls, or the entire class.

Refer to Wellness Policy for birthday celebration regulations.

TESTING

Standardized testing is done in most grades. Test results of each child tested are reported to parents. These results are not the only means of evaluating students.

ELEVATOR

The elevator may be used only with permission from the principal or secretary.

TELEPHONE

The school phone is for business only. Neither students nor teachers will be called to the phone during school hours unless there is an emergency. Students may not use the phone for unnecessary phone calls. Arrangements for transportation should be made in advance so it will not be necessary to use the phone for that purpose.

CELL PHONES

Cell phones, smart watches, fit bits, and/or other media devices are to be brought to the office upon arrival at school and picked up at the end of the day. If a student needs to check or use a device for any purpose, permission must be given by a teacher and verified by the teacher of the nature of the use. If a student attempts or uses a device without permission, the device will be confiscated and the parents will be contacted.

SOCIAL MEDIA SITES

Homeroom social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by St. Joseph School. In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

LOST AND FOUND

Students' names should be on everything they bring to school. At the end of each trimester, unclaimed and unmarked articles are donated to the St. Vincent de Paul Society.

HEALTH AND SAFETY

The health records of each child attending St. Joseph School are maintained by the school nurse. Kentucky state law requires that a current Kentucky immunization certificate and physical examination form shall be on file within two weeks of the child's enrollment as an attendee in kindergarten and sixth grade. Every year the school nurse coordinates vision, and scoliosis screenings. Other health related screenings may be conducted.

A medical authorization and history form is kept for each student. This gives medical history in case of emergency and which hospital the parent/guardian prefers. Parents are responsible for supplying information on this form and keeping the information up-to-date. It is important for school personnel to be able to reach parent/s or guardians in case of emergency.

MEDICATION ADMINISTRATION AT SCHOOL

- A. No medication will be administered to any student of St. Joseph School without written permission from the parent/guardian and the prescribing medical provider.

- B. Only doses of medication that cannot be administered at home will be given at school.
- D. Any student requiring prescription medication during regular school hours shall comply with the following:
 1. All medication shall be brought to school in the original container that is labeled with the following information:
 - a. Name of student
 - b. Name of medication
 - c. Dosage of medication
 - d. Time medication is to be given.
 - 2.
 3. Medication should be sent in the form that it is to be given. School staff will not divide tablets. All tablets must be divided by parent/guardian.
 4. All medication will be kept in the school office in a specified, safe place. With the exception of inhalers, students are not permitted to have medication in their possession. Students may carry cough drops, mints, lemon drops, or lifesavers to soothe coughs. A note must be sent to the teacher if your child is carrying cough drops/hard candy for a cough.
 5. Self-managed medication such as insulin, asthma inhalers, and epinephrine must be evaluated by the student's parent/guardian and school staff on an individual basis.
 6. 7. It is the student's responsibility to go to the office to receive any medication they have been prescribed.
 8. Every dose of medication administered by school personnel shall be recorded on a standard medication administration form or documented electronically in the web based school management system
 9. The only prescription medications which will be administered at school are those that are ordered by the medical provider to be given four times per day, or those ordered to be given at a specific time. For example: "Every 3 hours", or "give at noon". No medication that is ordered two or three times a day will be given at school.
- E. School personnel responsible for administration of medications will refuse to administer medication if the above guidelines are not followed. In such situations, the parent/guardian will be notified.
- F. If a note from the medical provider is not available, the parent/guardian may come to school and administer medication to the child.
- G. Over-the-counter medications: A parent/guardian AND medical provider must sign the OTC medication form before any OTC medication can be given at school. This is for occasional use. Parent/guardian will be notified if OTC medication is administered.

PREGNANCY POLICY

In addressing the concerns of individuals and families in pregnancy situations, the school affirms its pro-life beliefs and recognizes its responsibility as a Christian community to provide for those in need.

If it becomes known that a student is pregnant, and the student wishes to remain or be enrolled in school, a conference will be scheduled to explain the following conditions which must be observed by the student. Attending the conference must be the pastor, principal, guidance counselor, parent(s)/legal guardian(s) and the student.

1. The student may continue to attend school until it is deemed by the pastor and principal that it is in the student's best interest to discontinue attendance. Appropriate alternative educational instruction will be recommended at this time.
2. A medical provider's statement will be required monthly concerning the status of the pregnancy and the student's physical ability to attend classes or participate in extra-curricular activities.
3. In the event the counselor/or medical provider recommends that the student not attend school, a program of appropriate alternative educational instructions will be recommended by the school.
4. After the birth, a medical release must be submitted in order for the student to attend classes.

EMERGENCY DRILLS

Drills are held regularly to ensure that students will move quickly, quietly and in an orderly manner to designated safety areas. The teachers provide all instructions for the children. Staff is knowledgeable about safety procedures and is able to control the students in potentially dangerous situations. Students are to remain at the school during emergencies unless they can be released directly to the parents. Since not all crises can be anticipated by safety drills, the total school staff is constantly vigilant for the protection and safety of the children. Those in authority and those in charge of the children will make emergency decisions in the best interests of the children.

SECURITY

St. Joseph School endeavors to provide a safe learning environment for our children. Some of the means are listed:

- a. The main entrance to the foyer is left unlocked during the day, This door leads to a second set of locked doors. Visitors must ring the doorbell. A monitoring system allows school personnel to see faces and communicate to visitors before entrance.
- b. All other outside doors to the building will be kept locked during the school day.
- c. A comprehensive Crisis Plan and School Disaster Plan is in place.
- d. Our fire alarm system is checked routinely.
- e. We have 10 fire drills, 2 bus evacuations, 2 lockdown drills, and at least one tornado and earthquake drill yearly.
- f. Some faculty & staff in our school are certified in CPR and First Aid.
- g. All visitors are required to sign in at the main office and wear a visible badge.
- h. There is a weather alert radio in the main office.
- i. Students cannot be dismissed early from the classroom. They must be dismissed from the office.

ASBESTOS (AEHERA)

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) this is the annual notification of the presence of asbestos in St. Joseph School. The school has a management plan and the school is inspected on a regular basis for compliance. The information, management plan, updates and periodic surveillance reports are available in the school office.

RIGHT TO AMEND

The Principal retains the right to amend the Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

IN CONCLUSION

Children are, in a most real sense, a special gift of God, our greatest responsibility, and the most significant contributing factor to the world in which they will live as adults. Parents, teachers, and administrators have an immense responsibility to these children and to God. At St. Joseph School, it is believed that this responsibility can best be met by working together in close communication and in realization of our goal: Christian community. Most parents find a level of involvement with the school with which they are comfortable. Very few parents in any school are really comfortable if they have no involvement at all with the community in which their children spend most of the day. It is the hope of the faculty and staff at St. Joseph School that the years spent here by the parents and students will result in growth toward more meaningful Christian lives within the Christian community which is our heritage. Christian education is the goal; supportive collaboration and deep, mutual respect are the main means that help promote this goal at St. Joseph School.

