

2019-2020 Handbook **Introduction**

This handbook has been written as an informational guide for parents of children attending St. Joseph School. It is designed to foster clear understanding of the rights and responsibilities of everyone involved in our Catholic education community.

Dear Parents,

We welcome you as members of the St. Joseph School family. We are committed to providing a tradition of excellence in education instilled with the principles of the Catholic faith. We proclaim the Gospel message through building a faith-filled Christian community, and creating a sense of love and service in our students. The practices our students learn today will become the habits they live by as adults tomorrow.

We will continue to evaluate, update and develop methods and curriculum to provide programs to meet the needs of the students. We are available to assist and encourage you and the students in our responsibility of education and formation.

Your responsibility is to be as involved as you can, volunteer for activities throughout the year, help your child develop responsible habits with homework and attendance, and pray for the St. Joseph School community.

The Staff of SJS

St. Joseph School is in compliance with the Operating Standards for Ohio's Catholic Schools, September 2009-2015, and Ohio Revised Code.

Purpose, Mission and Goals

Purpose of Catholic Education:

The distinctive purpose of Catholic Schools is to provide an education community where children are immersed daily in knowledge and faith. Enlightened and enlivened by faith, teachers, parents and students grow in a spirit of freedom and love.

Mission of St. Joseph School:

The mission of Christian education at SJS is to teach the TRUTH of the Catholic faith and impart quality education in a Christ-centered atmosphere. This mission is designed to educate the child academically and spiritually, for now and for the future, so that he/she may serve both God and society.

Goals and Objectives:

The philosophy of SJS is based on a fundamental principle of respect for each student as a unique person and child of God with individual gifts and abilities. Through education and immersion in faith, our students will develop character and responsibility. Developing a proper conscience through Christ-centered studies and atmosphere, children will be instilled with moral values based on scripture and traditions of the Catholic faith.

Responsibilities

Parental Responsibilities:

Full recognition of catholicity confirms that parents are the Primary educators of their children. Catholic education continues the harmonious development of the spiritual, moral, social, physical and intellectual abilities of the child that start in the home. Therefore, parents and school personnel work together as part of the faith community responsible for the child's Christian development. Attending Mass weekly and Sunday is a vital extension of the education process and an important aspect role modeled by the parent.

Volunteers:

SJS expects parental involvement in the educational process and activities. We demonstrate this partnership between home and school in order to provide quality education. Parental volunteers are an integral part of implementing our curriculum by demonstrating through service to the school community. Parents who are unable to commit 10 hours per year of service time to school functions are required to pay a \$120.00 cover fee.

SCRIP Program:

The SCRIP Program is a financial opportunity for families to either contribute to the parish and school budget, or gain tuition assistance discounts. Families participating can reduce their tuition costs, depending on their amount of participation. Summer purchases (discounts) will be applied to the September tuition bills.

SCRIP cards and discounts can be ordered or purchased in the school office, and pick up is normally on Fridays. Parishioners, grandparents or friends can order through you and designate a school student to receive tuition credit from their purchase.

SCRIP is a program that provides cards and/or certificates for purchases paid in advance. A \$25.00 gift card to Marathon will give the purchaser that full amount for purchase of gas, and a percentage of the amount is reimbursed to the school or your child's tuition account.

The SCRIP cards and certificates make great GIFTS, are easy to obtain and mail to relatives and college students away from home. They include food, clothing, gas, phone, and department stores among others.

Admission:

A student will be admitted to Kindergarten if he/she is 5 years of age before September 30th.

Students admitted to First Grade in September must be 6 (six) years old before September 30th. Registration for Kindergarten and First Grade will be held in March. A child's Birth Certificate must be presented to copy for our files.

Non-Discrimination Policy:

Providing that each student meets scholastic requirements and parents meet financial requirements, students of any race, color, nationality or ethnic origin are admitted to all the rights, privileges, programs and activities generally accorded and

available to all students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our admission policies, hiring of teachers and staff, scholarship and loan programs, athletic, or other school-administered programs.

It is the policy of the schools of the Diocese of Toledo not to discriminate on the basis of sex in its educational programs or employment practices as is required by Title IX of the Education Amendments of 1972.

Registration Requirements:

Upon initial, original registration, parent or guardian is required to give the school a copy of the child's birth certificate, immunization record and complete all registration information requested. Unless satisfactory records are presented, the Principal is required to notify law enforcement in the area the child resides, of the possibility that pupil may be a missing child. Section 3313-672 Ohio Revised Code.

Transferring a student:

Any parent who is withdrawing a child from SJS should notify the Principal as soon as possible as to the reason and date of transfer, so that all necessary procedures and forms can be processed. All records other than the transfer slip itself will be forwarded to the receiving school. It is necessary that all financial obligations have been met prior to the request for transfer so as not to delay the process.

Re-Admission:

If a student leaves SJS to attend another school, that student may return to SJS after the proper paperwork and registration information is completed and tuition and fees are paid.

Right to Information

Custodial and Non-Custodial Parents:

The school needs birth certificates and guardianship papers on all students entering for the first time. Any changes in guardianship should be reported to the office immediately.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a courts order to the contrary, a school will provide the non-custodial parent with access to the academic records regarding the child, such as report cards, testing results, attendance date, behavior referrals, and tuition records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced parents should provide the school with a copy of the custody section of the divorce decree.

Blue Boomerang Folders:

Announcements, student work, important information papers and the "Week @ a Glance" will be sent home in blue folder. Parents please read all papers in the folder and sign and date the folder to acknowledge that you received enclosed parent information. These folders are used to communicate with families about school concerns. Please be sure to SIGN them and return them with the child the following day. If the folder is lost, it will cost \$1.00 to replace it.

Transportation:

SJS students are eligible to ride the public school busses using the same guidelines that determine whether public school students ride or not. It is the parents' responsibility to make bus arrangements with the Crestline Bus Garage. Please call Crestline Public Schools for more information (419-683-3647).

School Property:

Students are responsible for the proper care of books, supplies, furniture and rooms. Any student who damages or destroys property or equipment belonging to the school or to another student will be required to compensate financially and punitively for said damage.

School Supplies:

Students will be given a list in May, of the supplies needed for the following school year. Those lists will be available in the school office during June and August also.

Change of Address Notification:

The office should be notified **IN WRITING** immediately when a student or parent has a change of address and/or change of phone number.

Right to Amend Handbook:

The Principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made. Parents may request a change in writing to the Principal.

Daily Schedule

Arrival:

The building is open by the Principal at 7:15 a. m.; teachers arrive at 7:30 a. m. Students may enter classrooms at 7:30 a.m. If they arrive before 7:30 a. m., they are to wait in the parking lot, or at the north end of the building in inclement weather. If children arrive for breakfast, they should not be in the building before 7:15 a. m. and leave the breakfast area by 7:50 a. m.

Daily Schedule:

7:50 a. m.	Attendance, lunch count, announcements
7:55 a.m.	Opening exercises, announcements & pledge.
8:30 a. m.	Mass on Fridays and Holy Days of Obligation
8:00-11:15	Morning classes
11:30-12:30	Lunch K-8
12:00-2:30	Afternoon classes
2:40	Regular Dismissal

Signing Out/In at the Office: Parents and Guests:

When visiting the school during school hours, it is required that you **REGISTER AT THE MAIN OFFICE** when you enter and leave. **ALL STUDENTS ARE TO BE SIGNED OUT BY PARENT OR GUARDIAN** when/if leaving premises during school hours. All late arrivals **MUST BE SIGNED IN AT THE OFFICE** as soon as they arrive.

Early Dismissal for Students:

A written request from a parent is required for early dismissal. No student will be excused before the close of the school day except in case of illness, emergency situation, Physician's appointment or pre-arranged function.

Please pick up your child in the school office for early dismissal and **SIGN THEM OUT!** If someone other than a parent is picking up a child for early dismissal, the parent must call the office and notify the school of who will be picking them up.

Contacting School Personnel:

Parents may contact teachers by emailing them, or calling the office and leaving a message for them. Teachers should not be expected to leave their classrooms to take phone calls. Please do not go directly to classrooms without advance permission.

Parent Teacher Conferences:

Parent/Teacher conferences are required during the first nine weeks of school and again during the third nine weeks for students. Additional conferences between parents and teachers are strongly encouraged by the school's administration, and may be scheduled throughout the year. If you would like to schedule a conference with your child's teacher, please contact the teacher directly with your request, via email or by calling the office and leaving a message for the teacher to return your call. Please note, teachers will return phone calls/emails when a break in the day allows. Instructional time will not be disrupted for return emails, phone calls or in-person visits. If you have a concern regarding the classroom, you are encouraged to first make contact with the teacher. If this does not resolve your concerns, you are welcome to contact school administration.

Dismissal for Weather:

In cases of inclement weather, Crestline Public Schools will contact radio and TV stations and cancel for Public and Parochial schools in Crestline. The list of radio and TV stations will be sent home early in the school year.

Telephone Calls:

Children may not make or receive personal phone calls during school hours. Messages can be left in the office and they will be delivered to students. The phone must be available for business and emergency use.

Attendance

On April 9, 1985 the Missing Child Act became law in Ohio. In summary it reads: When the school receives no advance notice of a child's absence, a designated school employee will notify the student's parents, custodial parent, guardian, or other responsible person for the child, of the child's absence from school. A reasonable effort will be made to notify parents by telephone at home or at work. If telephone contact cannot be made, notice will be given by mail. (Section 3313-205 of Ohio Revised Code)

Tardy Policy:

A student is considered TARDY when he/she arrives in their classroom after 7:55 a. m. He/she will be sent to the office for a late pass, and the minutes late will be recorded by the secretary. When the tardy time amounts to 30 minutes, or 5 tardies, the student will have a one-hour after school study session with the Principal or teacher assigned to the duty. Any child who misses 90 minutes or more of a school day will be accessed a ½ day absence.

Family Vacations:

Please notify the teachers involved and the Principal in advance of your child's absence for a family vacation. Teachers are not required to provide advance assignments, but can do if they so desire. Students will be given a deadline for completing missed assignments.

Health and Safety

School Health Services:

The school Health Program includes screenings, health education, nutrition education and verification of proper immunizations.

Guidance Services:

A Guidance Counselor is available for students one day per week. He will meet with classes for group instruction, as well as meeting with individual students upon the request of the Counselor, the student, teachers, Principal or parent. If you do not want your child meeting with the Guidance Counselor, it is your responsibility to call the school office or send in a written note requesting otherwise.

General Health Issues:

To maintain a healthy environment for all school children and teachers, students who are ill, vomiting, have a rash or experience a raised temperature should remain home for the day. If your child becomes ill during school hours, parents will be notified to make arrangements for the ill child to go home.

Minor abrasions and injuries will be treated by the school nurse or staff members. Cuts requiring stitches or more serious injuries require us to contact parents for professional treatment.

Safety:

Parents **MUST** call the school if a child is to be absent. These calls must be in by 9:00 a.m. After 9:00 a.m. the school secretary will follow the steps above in an attempt to find the student. If we do not have knowledge of where a student is, we will have to notify proper authority

Immunization:

In compliance with state requirements, students with incomplete immunizations records will be denied admission to school until records are complete and updated.

Medications:

Students who absolutely need to take medications during school hours must follow these guidelines: All medications (including over-the-counter Tylenol) must be given to the Office Secretary or Nurse by the parent/guardian with detailed and written instruction from the doctor. Medication distribution from school personnel requires a signed physician's order and parental signature in the student's file.

Asthma Inhalers:

Self-administered Inhalers required by physicians can be carried by students after appropriate family and nurse consultation, and parent forms are completed.

EPI Pens:

If your child is allergic to bee stings and requires the use of an Epi-Pen, the same policy for medication administration applies. Physician's order, nurse and family consultation and proper forms filed all apply.

Emergencies:

In case of a serious injury which needs immediate care or hospitalization, we reserve the right to call the Rescue Squad/911. In all serious situations, we will contact you as quickly as we can, but must get medical assistance first. We will follow the instructions on the Emergency Medical form, so it is the parents' responsibility to make sure those forms are completed and filed in our office. Any changes over the school year must be reported with the school secretary.

Screenings:

Screenings of students will include Vision, Hearing and Scoliosis checks, and these will be done with the age-appropriate students. Any concerns arising from the results of the screenings will be sent home in writing with possible medical referral recommendations.

Head Lice:

At random times throughout the school year, students will be checked for Head Lice. If a child is found to have lice, the parent/s of the child will be called. (Strict confidentiality will be maintained at all times.)

Bicycle Safety:

Bicycles should be parked in racks and locked for safe-keeping. No riding the bikes on school grounds during school hours. Bikes should enter and leave through the west side of the church property. No passengers should be carried on the bikes.

Skateboards and Heely's:

No skateboards or heely's (wheeled tennis shoes) are permitted on school grounds.

Parking Lot Caution:

Parents please move through the parking lot slowly and with caution, in respect to children running to and from their family's car. No cars should be driving from one playground to another. To keep after-school pick-up flow freely, please do not park in the Fire Lane, blocking traffic during after-school pick-up. Wait until your child is in queue before pulling into the pickup lane.

Bus Safety:

Students using public bus transportation should learn and follow the bus driver's rules for the bus. Reports of disruptive behavior will result in loss of the privilege of riding the bus.

Fire, Tornado and Rapid Dismissal Drills:

Random drills will be practiced monthly to fulfill state requirements and to teach children proper and safe behavior during emergency drills. Fire drills require students to evacuate the building quietly, in single file, proceeding to the parking lot. Tornado drills require students to evacuate the classroom quietly, in single file to the designated safe area. Rapid Dismissal Drills require students to get coats and proceed to the church. They may return to the school after given permission. Evacuation drills require students be transported to the North School.

Lunch Procedures

It is a privilege to have fresh cooked meals at our school. Students eat in the Convocation Center and are encouraged to purchase lunch.

Lunch Prices:

Daily lunch is \$2.75 per day. Chocolate and 2% white milk are available with a packed lunch for 50 cents each. Reduced and free lunch cost is available to those who qualify.

- All food is to be consumed in the Cafeteria.
- 7th and 8th grade students may volunteer as weekly helpers and receive free lunches for their work.
- Packed lunches should include foods from the four main food groups, (Grains, Meat, Fruit and Vegetables) to fulfill Federal requirements for a healthy lunch.
- NO CARBONATED BEVERAGES OF ANY KIND.

Breakfast:

Breakfast is offered from 7:30 to 7:50 a. m. for \$1.00. Reduced and free breakfast cost is available to those who qualify. It will be offered every morning after the first week of school.

Academics & Faith Formation

Religious and Spiritual Formation:

St. Joseph provides opportunities for attendance in the Eucharistic celebration to insure growth in the faith-life of the child. Instruction is provided for the Sacrament of Reconciliation, First Eucharist and Confirmation at the appropriate times, as well as various prayer forms and other liturgical worship. The school builds upon the faith development they receive at home. It is the parental responsibility that children attend Sunday Mass (Catholics) or Sunday church (Protestants) pray daily and receive the sacraments so that their faith formation can continue. Parents are invited and encouraged to attend the children's masses and actively participate in the faith opportunities offered.

Sacraments:

Reconciliation: occurs in the winter of every year for Second graders. Parents of children preparing to receive this sacrament are expected to attend a parent meeting. Information will be sent home.

First Eucharist: is received in the spring of every year for Second graders. Parents are expected to attend a parent meeting and dates will be given as they are set.

Confirmation is received by 7th and 8th graders. Confirmation takes place every two years, and changes locations with Sacred Heart, Bethlehem.

Field Trips:

Teachers arrange field trips to places of interest as a learning and immersion experience for students. They are planned to enhance the instructional program and provide information and experience that cannot be obtained in the classroom. All trips require Written Permission slips signed from parents.

Student Activities:

Extracurricular activities provide enhancement to the social, physical and mental education of the children. Some of the available activities include, but are not limited by:

1. Assemblies
2. Book-It
3. Celebrations
4. Classroom Celebrations
5. Classroom Visiting Speakers
6. Athletics (through CYO parish, school and combined teams)
7. Field trips
8. Fundraisers-Students and families need to be active participants to ensure our ability to maintain affordable tuition.
9. Mission Awareness
10. Mohican Outdoor School
11. School pictures (Fall in uniforms, Spring ones in dress clothes)
12. Programs (presented by the students)
13. Student Choir
14. Student Council
15. Eighth Grade Projects

Academic Progress / Reporting / Recognition

Student Evaluation:

Parents will receive the first formal evaluation (grade card) at the Parent-Teacher Conference. Remaining 3 quarterly report cards will be sent home with students.

Student Achievement:

Students will be recognized for their academic achievement at the end of each grading quarter. Any child missing 15 days or more of school will not receive their report card until a parent-teacher conference resolves the issue.

Honor Roll:

St. Joseph's Honor Roll qualifications are as follows:

First Honors – All A's in major subjects which include Math, Reading, Social Studies, Science, English and Religion. No grade below a B in Minor subjects: Spelling, Gym, Art, and Handwriting. No grade below an S in Conduct and Effort.

Second Honors – All B's in major subjects, no grade below an S in minor subjects, no grade below a B in Conduct and Effort.

Achievement Award – C's in major subjects, but an A or B in Conduct and Effort.

Homework:

Teachers have rules and expectations for their homework assignments. These assignments develop formation of good study habits and enhance learning. Please provide workable space, regular time and encouragement so children can do their homework.

Homework during Suspension should be completed and turned in the first day the student returns from Suspension. Grades awarded to homework assignments done during Suspension will be lower in value due to absence from school.

Students will be able to take tests that were given during their Suspension. Teachers will arrange the make-up times to accommodate their own commitments. A parent-student conference will be requested for the suspended student to return to school.

Eighth Grade Graduation Requirements: In order to receive a diploma from St. Joseph School, an eighth grade student must meet the following requirements upon completion of the Eighth Grade.

Academic- Student shall have a cumulative (grades 7 & 8) 2.0 grade point average in his/her core academic subjects. (Math, Science, Social Studies, Language Arts and Physical Education. The student shall also maintain a satisfactory (S) in Effort and Conduct.

Make-up Work:

Students who are absent are expected to make up missed assignments in a matter of time that is decided by the teacher.

Special Programs

Band:

5th through 8th grade students are eligible to sign up for instrumental lessons. Rent or purchase of instruments is arranged through the parents of the band students.

Educational Support Programs:

Special service programs in place to assist our students with special needs include:

- Remedial Math and Reading
- Speech and Language Screening
- Speech Therapy
- Occupational/Physical Therapy
- Screening and testing for learning disabilities
- Psychological testing
- In-house Intervention Specialist

Athletic Program

Purpose:

SJS sports are designed to follow the mission statement of the school. Our focus for all student-athletes is for them to develop and practice new skills, experience competition and participation in team sports, practice good sportsmanship and demonstrate Christian principles in athletics. All involved in the athletic program are expected to conduct themselves at all times in a way that reflects our Catholic identity.

Available Sports Programs:

(These sports programs are reliant on number of students and whether we can combine with another Catholic school to make a team.)

- A. Girls Volleyball
- B. Girls Basketball
- C. Boys Basketball
- D. Boys Football-(with Crestline Jr. High).
- E. Cheerleading

Reporting Hierarchy

(Concerns and questions are to follow this order)

- A. Individual Team Coach(es)
- B. Athletic Director
- C. Principal
- D. Parish Priest

Student-Athlete Responsibilities:

- A. Must be a student at St. Joseph Crestline or Sacred Heart School
- B. Must be a member of St. Joseph or Sacred Heart Parish
- C. Must be in the grade levels of Grade 5 through Grade 8
- D. Must meet eligibility requirements as outlined by SJS or Sacred Heart
 - a. Have a cumulative mid term/quarterly grade of C and no F's
 - b. Acceptable participation in class, and completed homework
 - c. Be in school attendance on game day (funeral, dr. appts. excluded)

Parent Responsibilities:

- A. Provide transportation for student-athlete to practices and games.
- B. Sign required forms prior to start for student athlete to participate.
- C. Pay registration fees prior to start of practices.
- D. Get student physical done and turned in before practices start.
- E. Show respect and Christian behavior towards coaches and teams.

Sports Suspension Policy:

Students suspended from school may NOT participate in practices or games during the suspension. They may not be at the games or on school property on the day of their suspension. If suspensions are during the week and the game is on a weekend, they may not participate in the weekend games.

Practice and Game Supervision by Coaches:

Due to insurance and liability, children other than those being coached, should not be permitted in the gym during practices.

Discipline

Code of Conduct:

The school, cooperating with the parents has the responsibility of contributing to the total development of each student. Therefore, at St. Joseph School we encourage our students to practice a Christ-like spirit of respect and kindness in all their relationships. Students are given a quarterly Conduct/Effort grade to communicate to families their child's conduct.

Penalties for misbehavior will be age appropriate and relate to the offense involved.

These penalties will include

- Extra school or work assignments
- Recess detentions
- Suspension from extra-curricular activities
- Conference with parent and student
- After-school Detention (written notification to parents), 1-4 recess detentions, 5th detention, after school.
- School Suspension (1-2-3 day, in or out of school)
- School Expulsion (student cannot return)
- After school detentions-(if assigned detention conflicts with pre-arranged events the office must be notified no later than 8:00 a.m. the day of the detention.)
- Disciplinary or Academic Probation.

Discipline Process:

Minor offenses and inappropriate behavior will be handled by the Supervising Adult (Teachers of Gym, Computer, Music, etc.) or the Classroom Teacher.

Major or more serious offenses will need the involvement of parents, Teacher, student, and possibly the Principal. These offenses include, but are not limited to:

- Actions with threaten the safety of others
- Insubordination towards authority
- Verbal and Physical fighting
- Cheating
- Truancy
- Continuously unprepared for class
- Repeated failure to do homework assignments
- Having cell phones/any electronic games/units on or in school (necessary cell phones must be kept in backpack or in school office.)
- Repeated Dress Code Violations
- Vandalism to school and other's property
- Habitual Tardiness and/or absence
- Throwing Snowballs on school property
- Transporting, using, selling, under the influence of drugs
- Skipping school on a Field trip day
- Not honoring scheduled detentions

Playground Rules:

- Students are to be on the playground blacktop at all times.
- Recess Passes admit students to the building and Restrooms
- Fighting is not tolerated any where on school property
- Kickball is the only time a ball can be kicked
- Students need permission to retrieve a ball that is off the property
- No games are permitted that involve humans as targets
- No food on the Playground, it should be eaten in the lunchroom
- Take classroom equipment out with you.
- Indoor-Supervised recess is provided during inclement weather

Bullying:

Bullying is repetitive action towards another with full intent to cause harm and usually repeated. Bullying can be physical, emotional, social act of violence. Bullying is SINFUL and injures the solidarity of our school community. 85% of reported bullying is NOT actually bullying, but teasing and other actions not intended to harm.

Procedures:

- Report to any staff immediately
- Principal will investigate, write a report and address those involved
- Case by case resolution

Weapons Policy:

Any student suspected of carrying, possessing, concealing or transferring a weapon on school premises shall be immediately excluded from classes pending investigation. A weapon is any object which can be used to threaten or injure another. Investigation will include inspection and search of students and their possessions, and areas of the school. Questioning will be done by any involved authority person, including police. Any student bringing in a weapon that is capable of being life-threatening will receive immediate Suspension, and possible Expulsion.

Substance Abuse:

Students selling, transporting or under the influence of alcohol, other drugs, counterfeit/look-alike drugs, or over-the-counter drugs and mood modifiers on school property will be in violation of the serious offenses policy and can be Suspended.

Physical, Verbal and Sexual Harassment:

Harassment includes written, verbal or physical contact, and gesture of a vulgar, rude or threatening nature towards another person by a student. Students will be reprimanded, and can be suspended.

Search and Seizure:

Certified staff members, with a witness, may legally check lockers, desks, coats, book bags and books which are school property. Local law enforcement officials may also check the aforementioned places if they have a regulation search warrant, the administrator's permission, and a school official as a witness to the search.

The school administrator or teacher will conduct interrogation, which is related to misconduct or crimes, which are school-related. If police interrogation is deemed necessary, parents will be contacted, if possible, prior to the beginning of the interrogation. No school official will release a student to the police without a warrant being shown. The administration reserves the right to handle serious student problems in another way other than the above if it is more beneficial to the student concerned. Parents will be contacted in these instances.

In Summary:

School discipline is necessary for a child to learn. The teacher represents the parent in the classroom (Under Ohio law: In loco parentis. She/he has the same responsibility and authority that a parent has at home. Teachers are to teach; therefore disciplinary action takes away from their responsibility to teach. Please remember to unite with the school authorities so as to keep discipline uniform and effective.

DRESS CODE

Pants:

Khaki or dark blue
Worn at the waist
Fitted, hemmed or cuffed
No dragging on the floor
Belt worn through loops

NO CARGO PANTS/CARGO SHORTS

No denim, jeans, sweatpants or windbreakers
No more than one size larger than the waist
No baggy or saggy
Classic cut leg
No patched, distressed, fashion-stitched

Shorts:

Khaki or dark blue
Close to the knee
Belted in loops

Fitted, hemmed or cuffed
No more than one size larger than the waist
same qualities as pants

Skirts:

Khaki, dark blue, blue/green uniform plaids
Respectable length
Fitted and hemmed
Worn at the waist

Jumpers:

Khaki/dark blue
Blue/green uniform plaid

Tops:

Red, grey, navy blue, white or light blue collared shirts or blouses
Polo shirts, red, grey, solid white, light or dark blue
All shirts must be tucked in
Collars on all shirts, short or long sleeved.
Red, grey, white, light blue or navy turtlenecks
Plain, white t-shirts only underneath No logos or crests
No hand pockets

For warmth:

Sweaters-navy blue, white or cardigan style No hoods and No Fringe
Sweatshirts – navy blue, St. Joseph, Panther.
Fleece Logo jackets and vests

Belts:

REQUIRED: with any belt loop pants/shorts
Worn on any garment with belt loops
Belt violation on field trip days **MAY** result in the student being held from the field trip.

Shoes-Socks-Shoelaces:

Tennis shoes or dress shoes~ laced shoes must be tied
Closed toes
Laced shoes must be tied
Heels limited to 2 inch height
Entire foot covered, no open backs
Solid color leggings, tights or hose.

Jewelry / Make up / Hair:

One necklace

Girls: No more than two earrings per ear

BOYS: No earrings

No hats

No alarms or musical watches

Hair colors-natural, blonde, brown, black, auburn.

Length-No shoulder lengths for boys, not covering the eyes.

Note: We encourage students to wear dress white blouses or shirts on Friday Mass day.

Jean Day:

Definition: jean day is jeans and/or shorts weather permitting. No holes, tears, distressed jeans, skin tight, or low rider jeans.

Dress Down Day:

Definition: permits a wider variety of choices (sweats, windbreakers etc.) Hats are not to be worn in the building.

Cell Phones

NO CELL PHONES are to be turned on or on the person. They may be kept in student's backpacks, but **NOT** their desk. Students may not use cell phones during lunch or recess.

Due Process

Communication of all concerns and questions related to a child or actions taken by the school personnel due to a child's choices in school need the following steps:

1. Parent or guardian is asked to speak to the person responsible for the child at the time the situation occurred: teacher, noon hour supervisor, after school personnel, coach, school secretary etc. This discussion is to take place in a professional manner, in a room where the situation can be discussed privately with those involved.
2. If further discussion is needed or concerns continue, then parents/or guardians are asked to request a meeting with the school Principal, who may choose to meet privately or to request the presence of faculty and staff involved in the issue being discussed. In some situation, the Pastor of St. Joseph Parish may be present as well.
3. If a satisfactory solution is not reached, the Pastor should be consulted.
4. After all these avenues have been explored, the Pastor will designate the Advisory Council or another party. The Pastor may require that information be shared in writing. In sharing a concern to the Pastor, Principal, or a member of the School Advisory Council, it is very important to be willing to identify the person bringing forth the complaint.

All behaviors involving immorality in talk or action and/or any conduct detrimental to the reputation of the school and/or to other students and staff can result in immediate expulsion.

Regarding Disciplinary Action:

1. The student is given notification of his/her misconduct.
2. Parent/Guardian is informed by phone or in writing of serious or persistent misconduct through our disciplinary procedure. If a student's action or conduct requires immediate suspension or expulsion, the parent will be contacted by phone, in person or by letter.
3. Student is suspended or expelled according to the seriousness of the offense or for the reasons set forth in the Disciplinary Code.
4. Expulsion or suspensions may be necessitated without the possibility of advance warning, in which case the parent or guardian will be notified in person, by phone or in writing.
5. When suspension or expulsion is involved, the student and his/her parent/guardians will have the opportunity to appear at an informal hearing before the Principal, and the staff member (s) involved. The decision to suspend/expel a student will be made by the Principal.
6. If further consultation is necessary, the Pastor will make the final decision.
7. Suspension notifications become a part of the student's cumulative file until the end of the school year, except in grades 7 and 8, when this information is included in the records sent to their high school of choice.
8. Suspensions are recorded as absences on the report card as a "transfer" if parents choose to withdraw the child from school. "Expulsion" will be noted if the school removes the child.

Note: The Principal and/or Pastor reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.

Christian Community

Community is at the heart of Christian education, not simply as a concept to be taught, but as a reality to be lived. All members share this responsibility

The faculty and staff have a responsibility through their commitment to give instruction to the students, to build community among them and to serve them. Also, faculty and staff have a responsibility to parents and to assist them in educating their children, academically and spiritually.

The parents have a responsibility to demonstrate their commitment through involvement in school functions, attendance at meetings, dialogue with the personnel, and over all support of programs.

Students have a responsibility to learn how to become the person God created them to be. They are to take their studies seriously and do their best.

Everyone has a contribution to make to the community and an obligation to do so. All members should welcome each other's help, be it in the form of constructive criticism, or a pat on the back. All members should be willing to put Service at the heart of their lives. We are called to serve in the capacity that God has gifted us, and He is "The Way the Truth and the Life" that leads us.

Revision - September 11, 2007-January 6, 2009. Principal, Carolyn Price
Revision-May 14, 2009 by Mrs. Price and Ms. Tesso
Revisions-October 26, 2009 by Mrs. Price.
Revisions- August 25, 2015 by Mr. Salvati, Principal
Revisions August 19, 2019 by Mr. Salvati and Mrs. Burton, School Secretary

2009/2010 Revisions

Pg 3-Blue Boomerang folders
Pg. 4-Daily schedule & early dismissal for students
Pg. 5-Telephone calls
Pg. 9-First & Second honors
Pg. 11-Code of Conduct and Discipline Process additions
Pg. 13-Dress code (Pants, Sweaters)
Pg. 14-Jewelry/Make up/Hair
Pg 15-Additions to Regarding Disciplinary Action

2010/2011 Revisions

Pg. 3 Blue Boomerang Folders
Pg. 4 Daily schedule and signing in and out
Pg. 5 Contacting School personal
Pg.5 Attendance
Pg. 8 Breakfast

2011/2012 Revisions

Pg. 5 Tardy Policy
Pg. 5 Absenteeism
Pg. 12 Bullying
Pg. 14 Belts
Pg. 14 Jewelry /make up/hair
Pg. 14 jean day/dress down day

2012/2013 Revisions

Pg. 5 Absenteeism

Pg. 9 Field trips
Pg. 11 Student Athlete Responsibilities
Pg. 13 Dress Code
Pg. 14 Belts

2014-2015
Pg. 4 Daily Schedule
Pg. 14 Jewelry

2015-2016
Pg. 14 Dress Code

2019-2020
Pg. 7 Parking Lot Caution
Pg. 8 Breakfast Hours
Pg. 13 Dress Code
Pg. 14 Cell phones/electronic games

October 2009 Edition