

## **SPECIAL MESSAGE TO PARENTS**

The purpose of this handbook is to acquaint you with the philosophy, policies and procedures of St. Joseph School. It is the hope of the faculty and administration that the information contained in this book will be one means of strengthening the bonds between the home, the school, and the parish.

We believe that parents hold the primary right and serious obligation to educate their children. We realize that parents delegate the sacred trust of educating their children according to Christian principles to teachers who by their very profession willingly assume this role of educator.

It is imperative that you are informed parents so that you and your children will have a better understanding of what is expected during the hours they are under the care of the school.

Please read this handbook carefully. While many things remain the same, there have been a number of changes, and it is important that you are aware of them.

### **PHILOSOPHY**

St. Joseph School as a parish elementary school exists as a Faith Community where parents, teachers, students, and the entire parish community work together to provide a total Catholic education for its youth. We believe that our ultimate goal is to help prepare each child spiritually, intellectually, socially, emotionally, and physically to meet tomorrow's challenges and eternal life in the world to come. It is our aim to create a Christian community in which a sense of values and proper attitudes are fostered, human dignity and personal worth are nourished, discipline and self-direction are developed, and various backgrounds, cultures and talents are appreciated in a spirit of mutual understanding, freedom, and love.

This school recognizes its dependence upon the family to provide an environment in which Christian ideals are instilled; the Church to provide a community in which the spiritual and sacramental life is present and active; the civic community to provide the freedom and support necessary for the school to pursue its goals; and the educator to be fair and sensitive toward others' feelings, to convey a Christian attitude, and to work in partnership with the parents.

We recognize the individuality and potential of each child. Therefore, our curriculum and learning environment are flexible and aim to meet the needs of each individual student. We commit ourselves to teach all areas of the curriculum as directed by the Commonwealth of Kentucky and the Diocese of Covington. We emphasize religious education that is directed toward total Christian living. We believe that students learn not only from the curriculum but also from many other learning experiences and activities that enrich the student's full development. St. Joseph School, as an integral part of the wider parish community, contributes to spreading the Gospel message, building community, and serving God and others.

The faculty and administration will work with the parents to achieve the above goals.

## **MISSION STATEMENT**

As a Catholic, parochial, elementary school, St. Joseph is called to educate youth in an atmosphere where Christ is present and permeates the curriculum. In partnership with parents and embracing the Gospel message of Jesus Christ the school seeks to teach the basics of the Catholic faith- its values, morals, and traditions; preparing its students for the reception of the sacraments; and providing its students with a strong, quality academic program that gives them the tools and resources necessary to be life-long learners and productive members of the Church and society.

## **RELIGIOUS EDUCATION**

All students will receive formal instruction in Catholic Doctrine, liturgical prayer, and character formation. The parish priests and teachers certified for religious education will perform this service. One day a week each class has the opportunity to participate in the liturgy of the Eucharist. Parents are always welcome to attend our school liturgies.

Opportunities for Paraliturgies and Sacramental experiences are given the students both in their small religion classes and as a school community united as one in prayer. It is our hope that these prayer experiences will provide a deepening of faith and will enable students and teachers to grow in awareness of the power of prayer in their lives. Roman Catholic students in the second grade are prepared to receive the Sacraments of First Reconciliation and First Eucharist. Roman Catholic students in the eighth grade are prepared to receive Confirmation.

## **GENERAL ADMINISTRATION PROCEDURES & POLICIES**

### **Admission**

St. Joseph School gives preference in admission to Catholic students who belong to the parish. St. Joseph School admits students of any race, color, and national or ethnic origin.

### **Registration Acceptance Policy**

Registration for St. Joseph students is in January or February of the current school year. All students currently enrolled in the school are guaranteed a space for the next school year provided that all school finances are satisfied and the registration deposit fee for the following school year is paid. All registrations and registration fees must be returned within a two-week period.

Registration for new students is held after in-school registration is completed. Beginning with the date announced as new-student registration day and for a period of two weeks following that date, all available openings for each grade level will be filled using the following priority groups:

1. Siblings of students currently enrolled in the school and whose fees are paid to date
2. New students whose families are registered members of the parish
3. New students whose families are members of other parishes
4. New students who are non-catholic

At the end of the two-week new-student registration period, if the number of new registrants

exceeds the number of spaces available, a lottery system will be employed for each priority group until all spaces are filled. This lottery will also determine the order in which children who were registered during the two-week registration period are placed on a waiting list.

Any registrations following the two-week registration period will be accepted on a first-come/first-served basis if space is available. If space is not available, registrations received after the two-week registration period will be added to the waiting list on a first-come/first-served basis. Students on a wait list for the next school year will receive priority in their original category.

Enrollment for Kindergarten is limited to 25 students/class. Enrollment for grades 1-3 is limited to approximately 25 students/class. This may be increased to approximately 28 students/class with the addition of a teacher aide for any class exceeding approximately 26 students in grades 1-3. Enrollment for grades 4-8 is limited to approximately 30 students/class.

Children entering kindergarten must be five years of age on or before October 1 following the opening of school. Children entering the first grade must be six years of age on or before October 1 following the opening of school. Children must have completed kindergarten prior to entrance to first grade.

### **Readmission**

Readmission of a student previously withdrawn from St. Joseph School is at the discretion of the principal.

### **Financial Obligation - Tuition Payment Policy**

Tuition payments will be reviewed five times per year; in August and prior to the end of each academic quarter, to ensure required payments are current. This policy will be strictly enforced.

Consequences for non-timely payment of tuition are as follows:

1. Report cards will be withheld at the end of each academic quarter for any family that is not current with their tuition or fee payments.
2. Families who have not completed their tuition payments for the current school year will not be permitted to register for the next school year, nor will a space for those children be held for the next academic school year.
3. Delinquency letters will be sent out on a quarterly basis. There is a \$50.00 fee each month for delinquent payments.
4. Families with an eighth grade student must have paid all tuition and fees prior to graduation in order for their child to participate in graduation ceremonies, to receive a final report card, and to have transcripts sent to high school.
5. Any family encountering unexpected financial hardship must notify the pastor for tuition assistance information.
6. In the case of divorced or separated parents with children in the school, the parent who registers the child(ren) in the school is responsible for the payment of all tuition and fees notwithstanding any court order, decree or agreement.

### ***Tuition - Grades K-8***

Tuition for the school year is to be paid in twelve equal installments due on the first of each month commencing June through May. Current tuition rates are published upon the decision from the Parish Finance Committee.

### ***Tuition - Preschool***

Tuition for the preschool program is also paid in twelve monthly payments. Current preschool tuition rates are published upon the decision from the Parish Finance Committee.

### **Registration Fee**

A non-refundable registration fee is due for each child who is registering at St. Joseph School for the first time. This fee and one-half the book and computer fees (see below) are payable at the time of registration. The amount for registration fee is announced at the time tuition rates are published.

### **Book/Computer Fees**

Book/Computer Fees are charged each year per student. The amounts for book/computer fees are published each year at the time tuition rates are published.

A non-refundable payment of one-half the fee is due with registration in January or February, with the balance (also non-refundable) being due in mid-May.

These fees cover the cost of all hardback books, workbooks, audio/visual materials, additional reading materials, computer lab operation, Diocesan fees (including KLEA dues), art supplies, and certain other materials that will be used during the school year. Students are expected to provide their own dictionaries and general supplies. Bibles are to be purchased from the school for the grades where they are required.

### **Activity Fees**

The Activity Fees cover field trips, holiday treats, graduation, etc. - any dollar amount that every student on a grade level is required to pay. There will still be collections that are optional such as the mission collection during Lent, donations for teachers' Christmas gifts, school pictures, fund-raisers, etc. The exact Activity Fee for each grade level is published each year.

### **Cafeteria Fee**

There is a per-family cafeteria fee (grades K-8) that is due prior to the start of each school year. There will be a portion of that fee reimbursed each time a parent works. Please refer to the "Cafeteria" section for additional information.

### **Athletic Fee**

There is a fee per family for those whose child/children are members of a St. Joseph athletic team or cheerleading squad. Specific Athletic Fees and the Athletic Policies are available to each student who chooses to participate.

## HEALTH

State law requires that a Medical Examination Form and an Immunization Form be on file for each student. Additionally, all students entering grade six (new and prior students) must have received a medical exam within one year prior to entrance into grade six.

Whenever a child is ill, they should be kept home for their benefit as well as for the good of the other children. (See *Absenteeism*, page 10.)

Any medication, prescription or non-prescription, must be sent to the office in its original container. The container for prescription medicines should be properly labeled by the pharmacy including name of patient, medication, and proper dosage. **Prescription medicine may not be kept in the classroom or in the student's possession.** If a parent finds it necessary for their child to take medicine during school hours, the medication should be sent to the office **with a permission note giving the name of the medication, the amount equal to one dose, and the time the student is to take it.** It is the student's responsibility to come to the office at the proper time to administer the medication to himself/herself. School personnel will not administer medicine.

The school schedules periodic scoliosis screenings.

## ACADEMIC POLICIES

### Homework

Quality education is the goal of St. Joseph School. Homework is assigned, at the discretion of the teachers, as a reinforcement or extension of work learned in the classroom. The amount of time needed for it depends on the needs of each student. Students are expected to complete all assignments and turn them in on time.

Our school policy on homework is as follows:

1. Students are responsible for bringing home books and papers necessary to complete assignments. Forgetting books is not a valid excuse.
2. Only students who were absent will be excused for not having homework on the day it is due. Under special circumstances students who have a written note from their parents may be excused.
3. Additional homework policies, presented by the teacher at the beginning of the school year, may vary by grade level and class.
4. **It is solely the responsibility of the student to give the teacher all class work and homework missed due to an excused absence.**

## **Additional Information for Homework Grades 4-8**

A homework deficiency will be given for a missing homework assignment. The student should have this slip signed by a parent and return the slip and the missed homework the next day. There will be a seven point deduction for this work. If it is not returned until two days after it is assigned, there will be another seven point deduction. After this last day, the homework will not be corrected and the student will receive a zero.

## **Grading**

Students in grades K, 1, and 2 do not receive number or letter grades. Quarterly reports are given to parents indicating their child's strengths and weaknesses in subject areas.

Percents are used for grades three through eight.

The percent values attributed to the letter grades are as follows:

A+ .....	100-99
A .....	98-95
A- .....	94-93
B+ .....	92-91
B.....	90-87
B- .....	86-85
C+ .....	84-83
C.....	82-77
C- .....	76-75
D+ .....	74-73
D .....	72-71
D- .....	70
F.....	69 or below

## **Honors - Grades 5-8 Only**

First, second, and achievement honors are issued to eligible students from grades five through eight. To be eligible to receive honors a student must meet the following criteria:

- have a passing grade in all subjects

**1st Honors**      Average of all subject areas must be 92.5 or above with no grade below a 90, and no detention based on behavior.

**2nd Honors** Average of all subject areas must be at or between 86.5 and 92.499 with no grade below an 83 with a one detention maximum based on behavior. Students with grades for 1<sup>st</sup> Honors but with one detention based on behavior may get 2<sup>nd</sup> Honors.

**Achievement Honor** Beginning with the second quarter, the achievement honor is given to students with passing grades in all areas who raise their total grade average from the previous quarter by 2 or more points.

Students with two or more detentions based on behavior are not eligible for honors or achievement awards.

### **Absenteeism - Excused Absences**

An excused absence is one that is due to unforeseen circumstances, such as illness or a death in the family.

Policies for handling absences from school include:

1. When a child is sick, parents must notify the school office each day that the child will be absent. As soon as a decision is made to keep the child at home (even if it is the night before the absence), their parent should call 578-2742 to leave the information on our voice mail. **All calls regarding absences must be received by 7:15 a.m. on the day of the absence. Requests for books and assignments should be left with the parent's recorded message.** No requests for homework will be honored after 10:30. (Junior high students should follow the procedure set by their homeroom teachers in regard to obtaining homework assignments when absent.)
2. Only keep a child home if really necessary. Missing a whole day of school because a child missed the bus is not a valid excuse. It should not be necessary to miss a full day of school for a doctor's appointment. Please make every effort to arrange appointments after school hours. We realize that some doctors, such as orthodontists, do not have Saturday or late afternoon appointments, but your child should attend as much of the school day as possible. Please note that if a student misses any portion of the school day due to a doctor's appointment, he or she will still be marked absent or tardy depending on the time of arrival or departure.
3. No child will be dismissed from school during class hours without a written request from his/her parents, or in case of emergency, without absolute assurance of the parent's approval. Under these circumstances, the parent must meet their child in the school office and sign out their child in our early dismissal booklet.
4. When a child is dismissed from the school for illness, the secretary will call the parents or alternate designated on the child's emergency card so that proper transportation and personal care are assured.

## **Absenteeism - Unexcused Absences**

Unexcused absences include those due to vacations, attendance at social events, athletic contests, etc.

The St. Joseph School Committee's position is that unexcused absences are detrimental to the child's educational progress and should be avoided for your child's full educational, social, and moral development. Therefore, the School Committee has formulated the following policy:

1. It is the responsibility of the parents to contact the principal and teachers in the case of an unexcused absence a minimum of five class days prior to the absence.
2. The child will be required to make up all missed work upon return to school. **No assignments** will be given in advance. If exams or standardized testing are to be made up due to an unexcused absence, the parent shall monetarily compensate the teacher for the extra time after school that will be needed to accomplish this.
3. Since the educational process is much more than homework assignments, it is unrealistic to expect that homework assignments alone can give the child the total educational experience. It is also unrealistic to assume that the child can adequately understand and complete homework assignments without having first received the instructional portion of the lesson. In an unexcused absence situation the responsibility of teaching the lessons becomes that of the parent.

## **Absenteeism -Excessive Absences**

When deemed necessary, a letter will be sent to the parents of a child who has missed ten days of school in any quarter. At the teacher's and principal's discretion, after a child has missed thirty days of school during a school year, the child may be required to attend summer school, be tutored throughout the summer, or be retained if necessary.

## **Tardiness**

A child is marked tardy when they are not present for opening exercises at 7:10. When tardy, the child should report to the school office before entering class. If a student arrives after 8:00, they must present a note to the office stating the reason for the tardiness. According to Kentucky School Law #159.150, truancy is defined as "Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days. Any child who has been reported as truant three (3) or more times is an habitual truant."

**A student who has been tardy more than 7 times in a quarter will be assigned a school detention.**

Children will not be considered tardy if the tardiness is due to bus transportation.

If a child leaves school early he/she will be marked tardy or a half-day absent, depending on the time of departure.

## **Promotion/Retention**

Children who have satisfactorily completed the requirements of their particular grade are promoted to the next grade level. Those students who do not meet the requirements may be retained in their present grade level. Failure of two subjects for the year is critical and is grounds for consideration for retention. The school will hold report cards for those students who require tutoring in order to be promoted to the next grade level. Report cards will be released at the completion of the tutoring program after written verification is received.

## **School Records**

Any parent who wishes to view their child's cumulative record must give the school office twenty-four hours notice and must put their request in writing. School records are the property of the school. Transfer of records is accomplished via inter-school transfer. No original records will be given to parents for transfer purposes.

## **Non-Custodial Parent**

Access to student reports and cumulative records will be granted to non-custodial parents only to the extent provided in the divorce decree, in written instructions from the custodial parent (guardian), or in a valid court order.

## **COMMUNICATION**

Open lines of communication are an important means of strengthening the cooperative efforts among students, parents, and teachers.

A weekly newsletter is published to keep parents informed and up to date on school events, changes in schedule, and policy changes. Families are requested to read this newsletter each week.

Teachers may schedule parent conferences individually from mid-term of the first quarter through mid-November. Cooperation and free, open, trusting dialogue will enable both the parents and teachers to meet the needs of the child. Parents are encouraged to contact any of the teachers at school whenever they feel that a conference is necessary for the child's advancement. Parents wishing to arrange a conference are advised to call the office (578-2742) or email the teacher so that the teacher may arrange a time that is convenient for all concerned. ***Do not call the teacher at home, unless the teacher has asked you to do so.***

Parents are requested to discuss any problems concerning the student-teacher relationship with the teacher **first**. If a satisfactory conclusion to the problem is not reached after this discussion, parents may **make an appointment** to discuss the problem with the principal.

## **BULLYING POLICY**

St. Joseph School is committed to providing a safe and nurturing environment for all individuals. Verbal or written threats to the physical, spiritual, or psychological well-being of another will not be tolerated. This includes behavior defined as bullying or harassment as set forth below.

Bullying and harassment include aggressive behavior intended to harm or disturb another individual. It includes but is not limited to a willful and conscious desire to hurt another and put him or her under stress through activities such as name-calling, put-downs, taunting, teasing, imposing physical harm, social exclusion, and coercion.

Students engaging in such behavior will face disciplinary action which may include counseling, corrective discipline, and/or referral to law enforcement.

## **DISCIPLINE CODE**

For routine discipline matters, cooperative discipline is used at St. Joseph School. Cooperative discipline provides techniques for dealing with misbehavior as well as strategies for providing encouragement and building self-esteem.

A school is an institution where learning is foremost, and to promote this goal there must be a proper atmosphere in which to learn. Students are to respect the rights of each other to learn. They must accept each other's individuality so that each is free to achieve their potential. These standards extend to all phases of school activity.

**It is our policy not to discuss disciplinary actions except with the parent/guardian of the student involved. If the parent/guardian fails to accept corrective action or discipline, his/her child may be asked to leave St. Joseph School.**

The following rules are in effect for all students:

1. Students are expected to be obedient and courteous to all in authority at all times.
2. Students must follow the dress code. (See pages 23-26.) Students whose attire does not conform to the dress code will call home for proper clothing.
3. Chewing gum is not permitted at anytime.
4. Each student must use a backpack for transporting books to and from school in order to prevent damage to or loss of books.
5. When they are called for bus dismissal, students are to **walk** to their buses.
6. Classroom atmosphere should always be conducive to study and learning. The student is expected to contribute to the proper atmosphere in which to learn by following the classroom rules and by (a) being an attentive listener, (b) participating in discussions and sharing ideas, (c) developing good study habits, (d) cooperating in group projects by becoming actively involved (e) completing assignments, (f) refraining from treating any other person in a way that diminishes that person's dignity (g) complying with the teacher's directions in a respectful manner.
7. Students are to **walk** in the halls.
8. Quiet should prevail at all times in the halls.
9. Upon arrival in the morning (**not before 6:50**), students should go to their homerooms unless other arrangements have been made with individual teachers.

10. Students are not to return to any part of the building during recess, lunch, or after dismissal without permission.
11. Verbal or written threats, fighting, name calling, cursing, swearing, and disturbing others are forbidden.
12. Possession or use of both over-the-counter and prescription medications **is prohibited.** (Please refer to *Health*, page 5, for proper handling of medication.)
13. Possession of a weapon and/or explosive devices is forbidden and is grounds for suspension and/or expulsion. Appropriate authorities will be notified.
14. Possession of any implement that can be used to produce a flame or fire is forbidden.
15. Possession or use of alcohol, tobacco products, or illegal drugs is forbidden. Possession or use of inhalants (such as white-out or aerosol cans) is forbidden.
16. Students must refrain from rough games...throwing snowballs, rocks...destroying or defacing school property.
17. Behavior at lunch should be comparable to that expected in the dining room at home. The conduct at this time reflects home training, obedience, and consideration of one another.
18. All assigned class work and homework must be completed on time, as directed by the teacher.
19. Students may not wear makeup of any type during the school day. This includes eye makeup, makeup base, blush, nail polish, etc. Students may not bring hair spray, cologne, hand cream, perfume, aerosol cans or non-aerosol sprays to school.
20. Body-piercing jewelry is prohibited for all students, except for stud earrings for girls. No jewelry deemed to be distracting by the school administrators is permitted. Earrings must be no longer than the earlobe. Boys may not wear earrings.
21. Tattoos are strongly discouraged: however, if a student has a tattoo, it must be covered by clothing during the school day.
22. No hairstyles or hair colors deemed to be distracting by the school administrators are permitted to be worn by the students.
23. The use of electronic devices, such as: cell phones, Gameboys, beepers, picture phones, etc. is prohibited between the hours of 6:50 a.m. and 2 p.m. or during after school activities. Any infraction of this policy will result in the confiscation of the device, and a parent or guardian must then retrieve the device. The administration reserves the right to include any electronic device not mentioned in this policy.
24. No skates, skateboards, or Frisbees are permitted at school.
25. Girls in grades K-4 may not carry purses. Girls in grades 5-8 may carry purses.
26. Note-passing is forbidden at school.

27. When necessary, the principal will formulate regulations regarding fads or other distracting trends.
28. Any student who makes negative or inappropriate comments via the Internet or on a blogging site, including threats or defamatory statements about others will be held accountable. St. Joseph School reserves the right to discipline students for off-campus conduct.

These are the basic rules and regulations for safety and good order. Rules regarding safety and respect for school/parish property are always in effect. If a student does not respond in a normal way, they will be called to task and the correction will be administered according to the gravity of the offense.

### **Discipline Violations – Grades K – 3**

A discipline violation will be given for a serious breach of conduct: disregard or contempt for authority, fighting, destruction of property, or an unwillingness to conform to regulations that all are expected to keep. These violations will be sent home with the student, and a signed copy is to be returned to school. Each violation may result in an hour of detention before school. After repeated discipline violations (three) a conference will be set up with the principal, parents, teachers, and student. At the conference, a plan of action will be determined. Any further discipline violations may result in in-school suspension, out-of-school suspension, or expulsion. (See definitions on page 13.)

### **Discipline Violations - Grades 4 - 8**

Teachers in grades 4 - 8 will ensure that their students adhere to the school rules. Inappropriate behavior will be dealt with in the following manner:

1. Basic rules are outlined on a behavior evaluation card. Students will be issued a new card at the beginning of each quarter, and infractions will be indicated by a hole punch in the appropriate category of the card.

If a student commits five infractions, the consequence will be morning detention supervised by a teacher and served on Wednesday mornings from 6:20 – 7:00 a.m.

Students who lose or cannot produce their evaluation cards will serve morning detention and will be charged a \$1 replacement fee.

2. If a teacher believes that a student's behavior requires modification that is different from standard operating procedure, then the administrator and the student's parents must be informed.
3. Serious, inappropriate behavior will be dealt with immediately. Parents will receive a behavior report indicating the specific infraction, and this will result in an instant detention served on a Wednesday morning.
4. Students who do not show up for detention will serve two one-hour detentions. A student whose detention needs to be rescheduled needs to see the teacher or administrator before hand.
5. When a student receives two detentions within a quarter, the homeroom teacher will set up a conference. The participants should be the teachers, an administrator, the parents, and the

student. A plan of action will be determined, and written guidelines will be established. The student's behavior will be re-evaluated after a pre-established time period to determine if the goals have been met. If not, the next course of action will be discussed.

6. Students who receive more than one detention in a school year may be denied field trip privileges.
7. If a student exhibits persistent, defiant behavior, a conference will be called. Possible consequences may include in-school suspension, out-of-school suspension, or expulsion.

### **Suspension/Expulsion Definitions - Grades K-8**

#### ***In-school suspension***

The student is kept in school but is assigned to an area outside of their departmental setting. Academic work is assigned, but may be limited to a grade no higher than 70%. Students may not participate in extracurricular activities during the suspension.

#### ***Out-of-school suspension***

The student is not permitted in school and may not participate in extracurricular activities. Students on out-of-school suspension will not be given the class assignments. The suspended student may receive a grade of zero for all classroom work and assignments issued during the suspension.

#### ***Expulsion***

The student is permanently dismissed from St. Joseph School.

Growth toward self-control is one of our goals. It is our belief that discipline is a gradual process and can best be developed in an atmosphere of trust, encouragement and cooperation.

### **Suspension and Expulsion Guidelines**

The principal shall have final authority in suspending a student. With the consent of the pastor, the principal shall have authority to start expulsion procedures.

Examples of unacceptable behavior that could lead to a suspension or expulsion include but are not limited to:

1. Consistent disrespect for authority
2. Fighting or name-calling
3. Stealing, lying, or cheating
4. Profanity or obscenity
5. Misuse of prescription or over-the-counter (non-prescription) medications
6. Possession or use of alcohol, tobacco, or illegal drugs
7. Possession or use of inhalants such as whiteout, aerosol cans, or non-aerosol spray.

8. Possession of weapons and/or explosive devices (Appropriate authorities will be notified.)
9. Disorderly conduct
10. Destruction or defacing school property
11. Verbal assault
12. Verbal or written threat of violence
13. Any action with intent to injure, or actual injury of another person
14. Consistent disregard for school rules
15. Bullying
16. Defacing of body, clothing or personal property

Expulsions may be appealed to the Director for Catholic Education.

### **Search and Seizure**

School administrators may inspect any student's property at any time for any reason without prior notice. The property includes, but is not limited to desks, computers, books, coat racks, lockers, etc. Additionally any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to packages, lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his/her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

### **Kenton County School Bus Operation**

Bus service to and from St. Joseph School is provided on days when Kenton County schools are in session. If you choose to provide transportation **on any day that bus service is available** you must, for the safety of all students, follow the current traffic pattern published by St. Joseph School. Midday Kindergarten arrival and dismissal procedures are published for kindergarten families.

**A special traffic pattern will be published for days when bus transportation is not available.**

Following are the Kenton County Board of Education regulations regarding the use of Kenton County buses:

The privilege of any student to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school that the pupil attends for necessary corrective action.

1. The driver is in charge of the bus and pupils. Obey the driver promptly.

2. Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop five minutes before the bus is scheduled to arrive.
3. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray the cost of repairs before riding privileges are restored.
4. Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver (minimum 10-12 feet). Cross only on driver's signal.
5. Do not run toward or run across the street in front of a school bus while it is in motion.
6. Pupils shall board the bus and immediately take a seat without disturbing other passengers, ride three in a seat if necessary, and shall not exchange seats unless given permission by the driver.
7. Pupils shall not try to get on or off the bus or move about within the bus while it is in motion.
8. Pupils shall not engage in any activity that might divert the driver's attention away from the bus.
9. Pupils shall not engage in any activity that might damage or cause excessive wear to the bus or other property.
10. The following activities are prohibited at all times:
  - a. Improper behavior to include: insolence, disobedience, foul language, fighting, pushing, shoving, and similar offensive acts
  - b. Smoking on the bus
  - c. Eating or drinking on the bus
  - d. Possessing knives or sharp objects
  - e. Bringing animals on the bus
  - f. Throwing articles or objects in or from the bus
  - g. Tampering with mechanical equipment, accessories, or controls of the bus
  - h. Placing musical instruments or other articles at the door by the driver
  - i. Obstructing the aisle in any manner
  - j. Occupying more space in a seat than required (All items that students bring on a bus must be held by the student and will not be placed on seats or in the aisle.)
  - k. Tracking mud and dirt onto the bus
  - l. Littering the bus
  - m. Opening or closing windows without permission of the driver
  - n. Bringing electronics on the bus
  - o. Extending any part of the body out the window or doors
11. Pupil shall ride the school bus to which he or she is assigned to and from school each day, and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal, assistant principal, or designee of the school that the student attends. Permission notes from parents, teachers, or others are not to be accepted by driver. (To obtain a form permitting the child to ride a different bus or get off at a different stop, the child must bring a written note from their parent or guardian on the day the change is necessary. The address of destination should be included, and the note should be placed in the class message envelope.)
12. Any pupil who persists in violating any of these rules or regulations shall be reported to the administration of the school that they attend for disciplinary action.

Any problem regarding BUS SERVICE should be reported to the Kenton County Bus Transportation Department, 356-5050. If a driver finds it necessary to report a pupil for

misconduct on the bus, the driver will issue a bus incident slip and give a copy to the principal. St. Joseph School policy regarding such bus incident slips is as follows:

1. For the first report, the student shall have a conference with the administrator. Bus safety rules will be discussed and a plan of action will be developed to prevent future violations. The student shall complete a “Responsible Bus Rider” form.
2. For a second report, the student shall serve one hour of detention and complete a “Responsible Bus Rider” form.
3. A third report shall result in suspension from bus privileges of 1-5 days. The student shall complete a “Responsible Bus Rider” form.
5. A fourth report will result in suspension from bus privileges for an indefinite period, depending on the circumstances.
6. The administration reserves the right to revoke bus privileges at any time.

### **DRESS CODE**

It is the wish of the Education Committee, the administration, and the faculty that parents assume the responsibility for adhering strictly to the dress code as it is stated. Should an unusual circumstance prevent a child from being in uniform on a given day, a note of explanation from the parents is required.

Be sure that clothes fit property – shirts/blouses should be long enough to stay tucked in; girls’ skirts should be no shorter than four inches above the knees. The importance of personal hygiene should be stressed at home.

### **Jewelry**

The only Jewelry items permitted are small cross necklaces, wristwatches, and non-distracting post earrings that are no longer than the earlobe. No other jewelry is permitted.

### **Hair**

**Girls** Natural, non-distracting color and style; hair must be kept out of the eyes.

**Boys** Natural, non-distracting color and style; the length must be out of the eyes and off the uniform collar.

### **Makeup**

Students may not wear makeup of any type during the school day. This includes eye makeup, makeup base, blush, nail polish, etc. **Eighth grade girls only are permitted to wear nail polish.** Students may not bring hair spray, cologne, hand cream, perfume, aerosol cans or non-aerosol sprays to school.

### **Nameplates**

Each student will receive a nameplate to be worn every day as part of the uniform. Nameplates are not to be decorated or defaced in any way. If a student loses or defaces their nameplate, they must pay \$4 for a replacement.

## Physical Education Uniform – Grades 1-8 Only – Girls and Boys

The required gym clothes for grades 1-8 are: St. Joseph short-sleeved spirit-wear t-shirts or preprinted St. Joseph short-sleeved t-shirts. Boys' and girls' spirit-wear mesh gym shorts (no boxer shorts), white socks, and clean gym shoes. Spirit wear can be ordered through St. Joseph PTO. **NOTE:** Kindergarten students wear their school uniform to PE class.

### BOYS' UNIFORM

- Slacks** Navy blue dress (tailored) slacks (no jeans, no cargo pants, no contrasting top stitching). Cuffs may not be rolled or fitted at the ankle. **Faded navy blue slacks will not be permitted.**
- Shorts** Uniform shorts purchased from *Schoolbelles Company* will be permitted during designated times determined by the principal. These are not to be worn for P.E. class.
- Belts** Belts must be worn with slacks and shorts.
- Shirts** Light blue knit or oxford cloth shirts with a collar, short or long sleeves (no contrasting top stitching, no emblems such as alligators, foxes, etc.). A **plain white** t-shirt may be worn under the uniform shirt. Turtlenecks or colored t-shirts are not permitted to be worn under the uniform shirt.
- Grs. 6, 7 & 8 Shirts** Junior High boys have the option to wear the shirts listed above or to wear a Junior High embroidered golf shirt available through St. Joseph School. **Eighth grade boys only are permitted to wear a plain colored t-shirt under the uniform shirt.**
- Sweaters** Navy blue or gray cardigan or pull-over sweater, (plain, no contrasting trim, no monograms, no emblems, no zippers, no hoods). Sweaters must fit properly.
- Sweatshirts** **Navy blue or gray** "Colorado Timberline Fleece" uniform sweatshirts (**PULLOVER ONLY, WITH** sleeves), purchased from *Schoolbelles*. Sweatshirts should fit properly. The navy blue or gray uniform sweatshirts sold through SJS may also be worn. Jr. Hi students also have the option to wear a **maroon** Colorado Fleece purchased from *Schoolbelles*.
- Socks** Plain (no stripes, no trim, no emblems), white, navy blue, black, or gray (crew or taller) socks are to be worn. **Socks must be visible above the shoes.**
- Shoes** Sturdy shoes are suggested. No sandals or backless shoes. No light-up gym shoes. Shoes must be tied or fastened at all times.

### GIRLS' UNIFORM

- Grades K-4** Standard gray plaid uniforms – JUMPER only.  
**Jumper may be no shorter than four inches above the knees.**
- Grades 5-8** Standard gray plaid uniforms – SKIRT only.  
**Skirt may be no shorter than four inches above the knees.**

- Slacks** Navy blue dress (tailored) slacks (no jeans, no cargo pants, no contrasting top stitching) may be worn **in place of** the uniform jumper or skirt. Cuffs may not be rolled or fitted at the ankle. **Faded navy blue slacks will not be permitted.** Slacks may not be worn under the uniform jumper or skirt.
- Shorts** Uniform shorts purchased from *Schoolbelles Company* will be permitted during designated times determined by the principal. These are not to be worn for P.E. class.
- Belts** Belts must be worn with slacks and shorts that have belt loops.
- Blouses** White tailored (long or short sleeves, button-down or rounded collar – no lace or ruffles), plain white knit shirts, or the ribbed-bottom white knit embroidered shirt from *Schoolbelles*. Turtlenecks or colored t-shirts are not permitted to be worn under the blouse. A **plain white** t-shirt may be worn under the blouse.
- Grs. 7 & 8** Junior high girls have the option to wear the blouse listed above or to wear a Junior High embroidered golf shirt available through St. Joseph School PTO.
- Sweaters** Navy blue or gray cardigan or pull-over sweater (plain, no contrasting trim, no monograms, no emblems, no zippers, no hoods). Sweaters must fit properly.
- Sweatshirts** **Navy blue or gray** “Colorado Timberline Fleece” uniform sweatshirts (**PULLOVER ONLY, WITH** sleeves), purchased from *Schoolbelles*. Sweatshirts should fit properly. The navy blue or gray uniform sweatshirts sold through SJS may also be worn. Jr. Hi students also have the option to wear a **maroon** Colorado Fleece purchased from *Schoolbelles*.
- Socks/Tights** Plain (no stripes, no trim, no emblems) white, navy blue, black, or gray (crew or taller) socks or tights are to be worn. **Socks must be visible above the shoes.**
- Shoes** Sturdy shoes are suggested. No sandals or backless shoes. No light-up gym shoes. Shoes must be tied or fastened at all times. Boots may only be worn from November 1 through March 31.

## **Out-of-Uniform**

### ***Spirit Wear Days***

On spirit wear days, students may wear any preprinted **St. Joseph** shirt or t-shirt (no sleeveless shirts). These shirts must be approved SJS spirit wear, athletic camp shirts, or St. Joseph Parish t-shirts. Eighth graders may wear their class t-shirt. Shorts must be the approved spirit wear shorts (with the five-inch inseam – no boxer shorts) or any other preprinted St. Joseph shorts that have at least a five-inch inseam. Jeans may be worn in place of spirit wear/St. Joseph shorts on spirit wear days.

### ***Out of Uniform Days***

On out-of-uniform days, students may wear non-uniform sweatshirts, sweaters, and/or shirts. All tops must be appropriate for school. Both collared and collarless are acceptable. Tops may have a holiday message, sport logo, symbol or other positive message. Rock groups, and/or any negative messages are not permitted. No tank tops, sleeveless, backless or tight-fitting shirts will be permitted. Shirts need to be hip length and must cover a student’s stomach when he or she raises their hand. Students may wear jeans, tailored pants, or sweat pants (no hip huggers, spandex pants, or

leggings worn as pants). Skirts and shorts must be as long as the *Schoolbelles* uniform shorts (no boxer shorts). Spandex shorts are not permitted. Socks must be worn with shoes. No clogs, flip-flops, or sandals are permitted. Hats, caps, and hoods may not be worn inside the school building.

If students are out of uniform for any reason and have PE class on that day, they are to bring clothes for their PE class.

## **CURRICULUM**

### **Religion**

It is our intent to make Christ better known, more deeply loved, and more faithfully served through a systematic presentation of the faith. A spiral curriculum is followed so that the areas of prayer, sacraments, scripture, and creed are touched upon each year, with one area receiving special emphasis.

### **Language Arts**

Our reading curriculum teaches phonics, vocabulary, comprehension, and literature skills in the context of authentic literature. Students practice these skills in writing activities and independent reading.

Our language curriculum places an emphasis on the writing process including grammar and spelling.

### **Math**

The preparation of our children for a competitive world in which math plays an increasingly important role is one of our greatest challenges. The math program emphasizes a hands-on approach, thinking and problem-solving techniques, and the use of math effectively in their classroom and in their everyday lives.

### **Science**

The purpose of the science program is to introduce the student to the methods of investigation and observation and to promote a good attitude toward science. By using the experimental method, the students may make observations, see larger concepts, and finally understand the conceptual theme.

### **Social Studies**

Our social studies program, an integrated study of history, geography, economics, anthropology, sociology, and political science, focuses on active learning. Meaningful content helps the student strengthen innate concepts and develop new insights about humanity, families, cultures, governments, and societies.

## **Music**

Music is part of the fine arts program. The program we use includes concepts, skills, and music appreciation with a hands-on approach. Whenever the curriculum includes presentation of a musical performance, students scheduled to participate must be present for the performance.

## **Physical Education**

The Physical Education program provides opportunities for the individual and the group to learn activities and skills that are not only invigorating and developmental but also educational.

## **Computer Education**

Our school has an IBM networked computer lab. All students have an opportunity to use programs in the lab weekly in coordination with the basic curriculum.

## **Foreign Language**

Students in grades K & 1 receive an exposure to the Spanish language. Students in grades 2-8 have a weekly Spanish class. The curriculum focuses on an integrated study of language and culture, educating our students about other parts of the world.

## **Library**

Each class is assigned a weekly library period. Library skills are taught and tested, and quarterly grades are incorporated into the student's language arts grade for students in grades four through eight.

Each student is permitted to check out two books for seven days. The student may renew the books for an additional seven days. Each book must be returned to the library before it can be renewed or another book can be checked out. The fine for an overdue book is five cents per day, including weekends and holidays. Students must pay for any books that they damage or lose. Written notices regarding fines for overdue or damaged books are sent home with the student. A student's final report card may be held until all outstanding library fines are paid.

## **STANDARDIZED TESTING**

The diocesan-required testing program is an achievement test that is given in Grades 3, 5, 6 and 7. It is believed that standardized tests, along with teacher-made tests, will assist the teachers in improving the quality of instruction and help them meet the needs of the individual students.

## **ACTIVITIES**

### **Servers - Grades 3-8**

Boys and girls are invited to participate in liturgical functions by becoming servers. All servers are required to be present when scheduled to serve and to be there in sufficient time to perform their duties of preparation for Mass.

### **Academic Team/Governor's Cup - Grades 3-8**

Practice begins in the fall for the Governor's Cup competition held each spring. Competition involves two areas - Future Problem Solving and Quick Recall. There is also a Junior Academic Team for grades 3-5. Academic Team members are subject to the extracurricular activities policy.

### **Drama Club - Grades 6-8**

The Curtain Call Cavaliers present a production each spring. Students must audition to earn roles in these plays. Rehearsals are held twice a week.

### **Liturgical Music Ensemble - Grades 5-8**

The student Liturgical Music Ensemble provides an opportunity for all interested students to plan and perform the weekly all-school Mass. The group rehearses once a week.

### **Student Council – Grades 4-8**

St. Joseph's Student Council is an organized, elected group of students from grades four through eight that meets on a regular basis with a moderator to work on activities to promote a caring and spirit-filled community.

### **Yearbook - Grades 7 & 8**

Ten students are chosen to help produce the St. Joseph School yearbook. The students plan and complete picture layouts for the yearbook. Students are asked to complete an interview questionnaire in the fall if they are interested in participating. Students are asked to have two teacher recommendations.

### **Computer Club – Grades 6-8**

St. Joseph's Computer Club is made up of a group of students with an interest in utilizing their technology skills beyond the realm of the classroom. These students act as a business by taking orders and then producing signs, posters, and special projects for teachers and others in the school building.

### **Athletics**

St. Joseph School provides a strong, active, athletics program for the students. All participants in athletics are subject to the Extracurricular Activities Policy. In addition, athletic policies are distributed prior to team division. Athletes and their parents must sign and return the provided form that assures their compliance with the policies outlined.

## **EXTRACURRICULAR ACTIVITIES POLICY**

Grades for all students participating in a competitive extra-curricular activity at St. Joseph School will be monitored while they are actively on a team. Policies/expectations will be outlined for each extracurricular activity. Grades are reviewed at interim and at the end of the quarter. If a student is failing one or more subjects at this review, the student is put on academic probation for two weeks.

If, at the end of the two-week probation period, the student has not brought up the same subject(s) grade(s) to passing, they will be suspended from participation in any contest until the next interim report or end of the quarter.

If, at the end of two more weeks, a passing grade is achieved, the student will be fully reinstated.

If, at the end of two more weeks, a passing grade has not been achieved, they will remain on suspension until all students' grades are checked again at the next review period (interim or end of quarter).

Grades will be checked on Fridays and reported on Mondays to the Athletic Director or Academic Team Moderator, unless there is a long weekend or holiday break (Christmas or Spring Break). In this case, suspension continues until school is again in session.

Any member of an extracurricular group who misses school on the day of an activity, game, or practice is not eligible to participate.

Complete extracurricular expectations will be distributed before each season begins.

### **Field Trip Policies/Forms**

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students will be denied participation if they fail to meet academic or behavioral requirements or if the activity fees are not paid.

Educational experiences or field trips are planned by the teachers. Permission slips are sent home to be signed by the parents. These trips are permitted only if sufficient supervision and carefully planned transportation is provided. Kenton County buses will be used. Field trips are scheduled only after approval of the principal.

Students must submit the authorized school form to participate in a field trip. Telephone calls will not be accepted in lieu of proper forms.

### **Assemblies**

On special occasions, student assemblies are planned. The purpose of these group assemblies is to promote good school spirit; increase cultural, civic, or religious awareness; and foster Christian ideals.

## **SCHOOL DAY**

Because of the bus schedule, the school day begins at 7:10 a.m. and ends at 1:55 p.m. The school doors will open at 6:50 a.m. (when following regular schedule).

## **SCHOOL SUPPLIES**

All students must be properly prepared for class. This includes having dictionaries, paper, pens, pencils, etc., as directed. A list of all necessary items is sent home. Except as noted on the supply lists, students' supplies may be purchased anywhere.

## **CARE OF SCHOOL BOOKS**

Our average textbook costs \$70, with a life span of approximately five to six years; therefore, it is extremely important that students, with encouragement from parents and teachers, care properly for the books on loan to them by:

- Covering their textbooks (In order to ensure the maximum life of our textbooks we **require** that they be covered. Paper grocery bags seem to work best for this purpose) **DO NOT USE CONTACT PAPER or any paper that will leave a residue on the book.**
- Writing their name and school year in ink on the inside front cover of the books, under "Issued To" and "Year Used." This will assure that books are properly accounted for at the end of the year and should help your child in retrieving a lost book.
- Not writing in rental books.
- Not writing on covers of books.
- Having clean hands when using books.
- Keeping food and drink away from work area when using books.
- Keeping books away from young brothers and sisters who might enjoy scribbling.
- Using a backpack for transporting books to and from school.

**Please note:** Fines will be charged for damaged textbooks.

## **VISITORS**

All visitors are to enter the premises via Lorraine and the second driveway, park in the lot between church and school, and walk to the main entrance of the school building. All building entrances remain locked but do have panic bars for emergency exit. Visitors, including parent volunteers, are to come to the office before visiting the school. Our faculty, staff, and students are requested to remind anyone on the premises who has not done so to check with the office to obtain a visitor's pass. This is for our protection and for the protection of the children.

It is important that children be responsible for their work and bring all needed school items with them in the morning. If a parent chooses to deliver an item to school that their child has forgotten, they must deliver the item to the office. The item, or a note if the item is too big, will be placed in the teacher's mailbox. Classes will not be interrupted for delivery of forgotten items. Students will not be permitted to call home for forgotten homework. **Note:** Forgotten lunches are NOT to be brought to the office but are to be taken directly to the cafeteria and placed on the table at the entrance to the serving line. Be sure that your child's name is on the lunch bag.

## **SCHOOL FACILITIES**

School facilities may not be used for meetings or activities without specific permission from the principal. If permission is given, the facilities must be left in the same condition as they were prior to the meeting or activity. Please check the church bulletin for details on scheduling facilities for use after school hours.

## **TELEPHONE MESSAGES**

If you should find it necessary to call the office with a message for a teacher or for your child, please try to call before noon.

## **SPECIAL OCCASIONS**

Each child's birthday is special, and we do announce each student's birthday during the year. Occasionally parents send a small birthday treat (e.g., cupcakes or candy bars – no drinks, please) for the homeroom to share. Arrangements for this should be made with the teacher in advance. No deliveries (flowers, balloons, etc.) may be made to the student at school. Invitations to parties may not be distributed at school.

## **ST. JOSEPH SCHOOL INCLEMENT WEATHER PLAN**

When it becomes necessary for the Kenton County School District to close school due to inclement weather, St. Joseph School follows a specific plan that is announced on the radio, TV, and through parents' email accounts. **Please note: If Kenton County is on a one hour delay, we will also be on a one hour delay in order to use their bus service, and there may not be an announcement to that effect.** More information will be sent home in the fall.

## **PARENT VOLUNTEERS**

Parents who are able to give of their time and talents are asked to help us in one or more of the following areas: computer room, library, print station, art appreciation, helping hands, health services, room mothers, or academic team. Your involvement and participation as a volunteer not only allows you to feel more a part of your child's education, but also helps us to provide a better quality education. All volunteers must be VIRTUS trained and in good standing.

## **CAFETERIA**

St. Joseph School offers a cafeteria that provides meals at a nominal cost. Students must pay for all food items, including milk and juice, according to the regulations of the federal government.

No restaurant or fast food items or carbonated beverages may be consumed by students in the cafeteria, nor may such items be brought into the cafeteria.

Obviously, an operation of this size does not run by itself. It requires good administration, good

cooks, and most importantly, you, the parent. Parents are needed to help the staff serve the food, set the teachers' table, clean the kitchen, wipe tables, and sweep the floor.

All volunteers are to assist in maintaining discipline in the cafeteria. Should any rules be broken the student(s) should be reported to a teacher or the administration. Any student involved in throwing food or causing a disturbance in the cafeteria will be sent immediately to the administration for disciplinary action.

The following guidelines have been established outlining the responsibilities of volunteers in the cafeteria:

1. One parent from each family (grades K-8) is asked to work a minimum of four days a year.
2. Each family is required to pay a cafeteria fee. If you will be working in the cafeteria, you should contact the cafeteria manager to schedule your days. Please do not sign up unless you truly intend to work. You will be refunded a portion of the fee on each day that you work. If you wish, your initial fee can be held in escrow from year to year.
3. A parent with an infant under one year of age is not expected to work. When the child reaches one year of age during the school year, you may be called to work.
4. It is your responsibility to remember the days on which you work. A calendar will be sent home monthly to those scheduled to work that month. You will NOT be called to be reminded.
7. Workers should arrive no later than 10:15 a.m. If you are unable to work your day, please call the cafeteria manager at home the night before, or call the cafeteria no later than 9:30 a.m. that day (578-2747). Also, call anytime that you will be arriving later than 10:15.

***Toddlers and pre-schoolers are not permitted to be in the cafeteria/church hall while parents are working.*** This will be enforced to eliminate any possibility of injuries.

Parents are required to pay for lunch or milk in 20-day (**preferable**) or weekly allotments, **preferably on Mondays**, but any day is acceptable. The money or check (payable to St. Joseph Cafeteria) should be placed in an envelope with your child's name and homeroom written on the envelope. You may send one check for your family provided that you list the amount that is to be posted to each child's account. Any balance in your child's account at the end of the month is forwarded to the next month.

Lunch prices are published each year.

If children lose or forget their lunch money, after the third day of charging lunch and until the debt is paid, they will be given a peanut butter and jelly sandwich in lieu of the regular lunch.

Free and Reduced Lunch forms will be sent home to each family. No free or reduced price lunches can be served to those who qualify without this application. This information is held in complete confidentiality.

Each child will be served a full Type A lunch, which is required by the Federal Lunch Program. Menus will be published on the school website. A salad bar will be available every Monday, Wednesday, and Friday. Students may help themselves to the salad bar in place of the main course if they so choose.

## **EDUCATION COMMISSION**

The Education Commission is the policy-making and advisory body dealing with education-related issues. It is subject to such regulations that might proceed from the bishop and/or the Diocesan Board of Education. Meetings are held regularly on the first Tuesday of the even months (unless stated otherwise in the church bulletin). Anyone is welcome to attend.

**The principal retains the right to amend this handbook for just cause, and parents will be given prompt notification if changes are made.**

August, 2011