

ST. JOSEPH SCHOOL

ACCREDITED by the Kentucky Non-Public Schools Commission



WELCOME BOOK
2008-2009

Welcome!

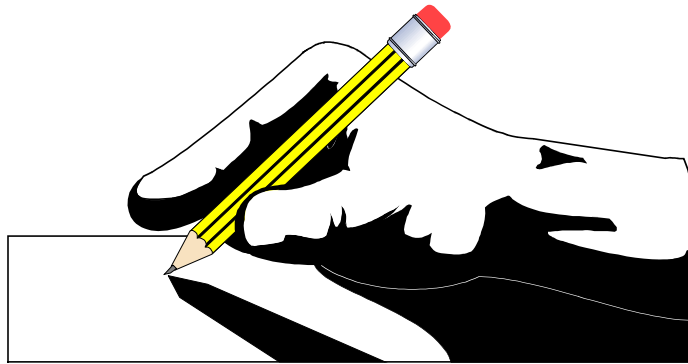
Please feel free to contact your
PTO Family Mentoring Partner
with any questions.



Published by PTO



WELCOME BOOK INTRODUCTION



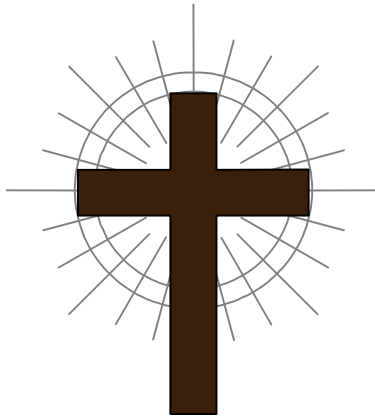
Welcome to St. Joseph School! We are excited to have you as part of our Saint Joseph family. St. Joe's is a wonderful place for your children to learn and grow spiritually, academically, and socially.

This information complements the St. Joseph School Handbook, and we hope it will better enable you to feel part of the St. Joseph community. This is truly a holy place and on behalf of the Staff and the St. Joseph community, we welcome you!

Rebecca Brown
Principal

SCHOOL PHILOSOPHY

St. Joseph School (SJS) is a Faith Community where parents, teachers, students, and the entire parish community work together to provide a total Catholic education for its youth. The ultimate goal is to prepare each child spiritually, intellectually, socially, emotionally, and physically to meet tomorrow's challenges and eternal life in the world to come.



SCHOOL MISSION STATEMENT

As a Catholic, parochial, elementary school, St. Joseph School is called to educate youth in an atmosphere where Christ is present and permeates the curriculum. In partnership with parents, it seeks to teach the basics of the Catholic faith – its values, morals, and traditions; prepare its students for the reception of the sacraments; and provide 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.



TABLE OF CONTENTS

Academics	4-7
Athletics	7-10
Awards & Achievements	10-11
Boosters Association	12
Communications	12-15
Contests	15-17
Education Commission	17-18
Extracurricular Activities	18-20
Field Trips	21-22
Fund-Raising	22-24
Literacy Programs	24-25
Liturgies & Prayer Services	25-27
Mentoring	28
Mission Statement	2
Parent Teacher Organization (PTO)	28-30
Philosophy	2
Procedures	31-35
School Grounds	45
School Programs	35-40
Service Opportunities	40
Special Needs	41
Volunteerism	42-44
Welcome Book Introduction	1



ACADEMICS

ACCREDITATION:

St. Joseph School is accredited by the Kentucky Non-Public Schools Commission. The accreditation process takes place every five years and was last completed in February 2008.



CLASSROOMS:

Grades Kindergarten (K) and 1 are self-contained and each classroom teacher is responsible for the core curriculum. Grades 2 and 3 homerooms switch teachers for some subjects. Grades 4 through 8 are departmentalized with a specific teacher assigned for each core curriculum subject.

CURRICULUM FRAMEWORK:

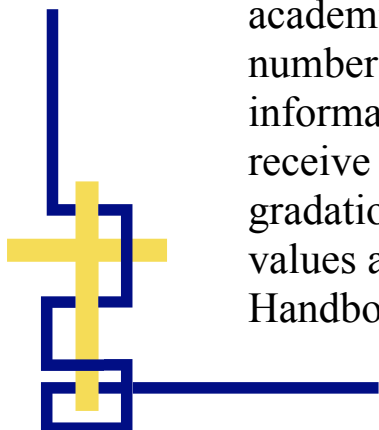
The Curriculum Framework is a collection of documents that together set forth key information regarding the educational programs at St. Joseph School. The Curriculum Framework includes information on the core curriculum and enrichment classes by grade level, personnel resources and instructional materials. It is available for review by contacting the Principal.

ENRICHMENT CLASSES:

Students usually attend at least one enrichment class (often referred to as “specials”) during the school day. Days and times vary based on grade level. Enrichment classes include Art, Physical Education, Computer Technology, Library, Music, and Foreign Language.

GRADING SCALE:

Quarterly reports are given to parents indicating their child’s academic progress. Students in grades K-2 do not receive number or letter grades, but rather strength and weakness information in each subject area. Students in grades 3 and 4 receive grades in academic subjects by A, B, C, D, F gradation. Percentages are used for grades 5-8. The percent values attributed to the letter grades are listed in the SJS Handbook.



GRADING SCALE - HONOR ROLLS:

First, second, and achievement honors are issued after each grading period (quarter) and students are recognized after the Wednesday all-school Mass. In addition to other requirements, detailed in the SJS Handbook, eligible students in grades 5-8 must meet the following criteria.

- **First Honors** – average of all subject areas must be 92.5 or above with no grade below 90.
- **Second Honors** – average of all subject areas must be at or between 84.5 and 92.49 with no grade below an 83.
- **Achievement Honors** – 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.

GRADING SCALE - REPORT CARDS:

Computerized report cards are issued 4 times per year and are sent home in duplicate. One copy is to keep and the other is to be signed and returned to the school.



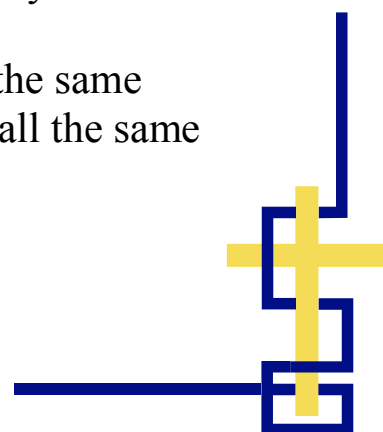
Parents with children in grades 3-8 may view their child's grades on EdLine and/or contact your child's teacher between grade periods to keep updated on academic progress. Grades on Edline are updated weekly.

HIGH SCHOOL PLACEMENT TESTS:

High school placement tests are usually conducted on the first Saturday of December for all area Catholic high schools, except Covington Latin, which is typically scheduled in March.

HOME ROOMS:

Each student is assigned to a homeroom, identified by the grade level followed by either the letter A, B, or C. Homerooms in each grade may not be working on the same curriculum concurrently; however, they will cover all the same material by the end of the year.



HOMEWORK:

All students are required to do homework. Students in grade 1 receive a weekly homework sheet, prepared by the teacher, identifying homework assignments. A homework assignment notebook for grades 2-8 is used and sent home nightly to help students keep track of their work. Homework is posted on Edline. Forgotten homework can be collected from school before the office closes at 2:30PM or you can take your child to school at 7:00AM to complete the assignment before school starts. If you need to deliver an item to school that your child has forgotten, please deliver the item to the office rather than interrupting your child's class.



RELIGIOUS EDUCATION:

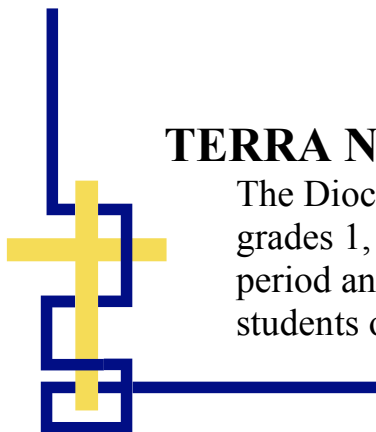
All students receive formal instruction in Catholic Doctrine, liturgical prayer, and character formation. The parish priests and teachers certified for religious education will perform this service. Students attend weekly Mass and parents are always welcome to attend. Sacramental preparation is provided in conjunction with the parish DRE in grades 2 and 8.

SUMMER READING:

Incoming students in grades 1-8 must read two assigned books during the summer. A form will be sent home before summer vacation with the name of the books to be read by grade. The books can be purchased through the school or they can be borrowed from the community library. Students in grades 1-3 will discuss the books with their teachers during the first few days of school and students in grades 4-8 complete a project associated with the book. The project descriptions are listed on the school website. Although the projects are not due until after school begins, students may begin the projects over the summer.

TERRA NOVA TESTS:

The Diocesan-required testing program is an achievement test given in grades 1, 3, 5, 6, and 7. Testing generally takes place over a 2-week period and is scheduled in the spring. Parents are asked to avoid taking students out of school during this timeframe.

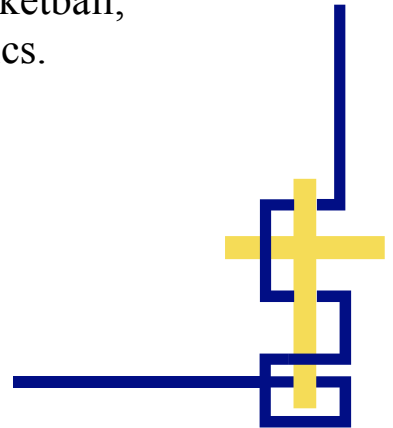




ATHLETICS



St. Joseph School fields interschool athletic teams in boys and girls basketball for grades 3-8, boys and girls volleyball for grades 3-8, and cheerleading for grades 5-8. Any student wishing to participate on a team and willing to abide by the St. Joseph Athletic Policies will be entitled to placement on a team roster as long as the minimum number of participants, as set forth in the Athletic Policies, are met. Golf, tennis, instructional basketball, and summer camps are not considered interschool athletics.



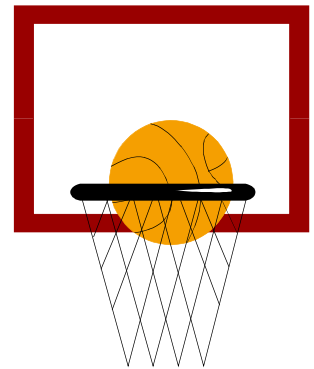
INTERSCHOOL ATHLETICS:

AWARDS NIGHT:

Awards night is a family event, held twice a year (fall and spring) to recognize all students in grades 4-8 who played on a St. Joseph sponsored team during the sports season. All players are introduced and presented with awards. A short reception follows.

BASKETBALL: Grades 3-8

Both girls' and boys' basketball teams begin interschool play during the winter months. Interested students must complete and return the necessary paperwork, pay fees, and go through the team division process. All teams will compete in school-sponsored leagues and may compete in additional school tournaments. St. Joseph hosts basketball tournaments for grade levels 4-8 in December and January.



CHEERLEADING: Grades 5-8

Cheerleading is offered during the winter months for girls in grades 5-8. In addition to cheering at the basketball games, the cheerleading team may compete in competitions throughout the season.

CLINICS:

Clinics for boys and girls volleyball and basketball are conducted throughout the year. All skills used as criteria for team division during the next sports season will be explained and time is provided for practice. The clinic is not mandatory in order to be placed on a team.

COMMUNICATION:

The school Athletic Director posts a weekly "Athletic Update" information sheet. Information includes notice of sign-ups, deadlines, and other information regarding athletics at St. Joseph School.

CONCESSIONS:

Snacks and youth drinks are available in the gymnasium during athletic events. Parents and student volunteers work the concessions stand.

PARTICIPATION FEES:

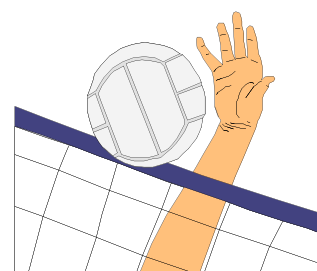
There is a \$30 athletic fee for the first interschool sport for the first child in each family, plus \$10 for each additional child or sport for the year. There is also a refundable \$20 worker fee per athlete, per sport.

TEAM DIVISION:

For any interschool sport that will have more than one team, a team division process will take place. Dates will be scheduled and distributed and those interested in playing will be required to attend these sessions. Depending on the grade level and the number of participants, the students will complete skills testing and possibly individual drills and scrimmaging. Using these scores for grades 4-6, the teams are evenly divided by skill. For grades 7-8, skills scores and a coach's evaluation score will be combined to determine a top skill level team. The remaining players will be evenly divided using the same scores. The Athletic Director and coaches administer the process.

VOLLEYBALL: Grades 3-8

The girls' volleyball season takes place in the fall, and team division is conducted during the summer. The boys' volleyball season is in the spring. Interested students must complete and return the necessary forms and fees and go through the team division process. St. Joseph hosts both boys' and girls' volleyball tournaments during the season.



OTHER ATHLETIC OPPORTUNITIES:

GOLF: Grades 7-8

The St. Joe's golf program began in 2002 and is open to students in grades 7 and 8. Matches are scheduled with other schools usually one day after school. The St. Joseph golf team membership is limited. Try-outs are held in mid-September. The individual must pay course fees, but there are no participation or worker fees at this time.

INSTRUCTIONAL BASKETBALL: Grades K-3

The instructional basketball program begins in the fall and meets on Saturday mornings for 10 consecutive weeks. The sessions last 50 minutes each week. A separate fee is charged, and each participant receives a T-shirt. Players in grades K and 1 learn the rules and basics of the game and practice basketball skills. 2nd and 3rd grade players are given two weeks of instruction followed by game situations and organized play among the participants.

SUMMER CAMPS: Grades K-8

Directed by Katie Wesseling, with participation from local high school coaches, summer camps are offered in basketball, volleyball, and cheerleading. Registration forms are on line during the month of March.

TENNIS CLINIC: Grades K-8

A local professional tennis player provides group instruction to St. Joseph students twice a week for two weeks in the fall. The clinic takes place at Five Seasons. Depending on the number of participants, there may be more than one group.



AWARDS & ACHIEVEMENTS

ACADEMIC AWARDS PROGRAM:

First, second, and achievement honors are issued to eligible students in grades 5-8. Students receiving honors are recognized at the Wednesday all-school Mass. Parents are encouraged to attend. Please refer to the “Academics” section for details on honor roll requirements.



CAVALIER OF THE YEAR: Grade 8

St. Joseph coaches recognize one 8th grade boy and one 8th grade girl at graduation for exemplifying leadership, sportsmanship, athleticism, academics, and commitment. The award is presented at 8th grade graduation. All students who participate on a school-sponsored team are eligible for this award.

END OF YEAR RECOGNITION: Grades 1-7

All students are recognized for quality characteristics, determined by the teachers. An awards assembly is conducted on the last day of school and each student receives a recognition certificate. One assembly is held for grades 1-4 and another assembly is held for grades 5-7. Parents are welcome to attend.

8TH GRADE GRADUATION: Grade 8

An evening Mass and graduation ceremony is conducted to honor the accomplishments of the graduating 8th grade class. Students who wish to have a graduation picture taken can place their order with the photographer at graduation practice. A reception, planned by 7th grade parents, follows the graduation ceremony. An 8th grade parent committee arranges a special student activity after the reception.



HOLY NAME SOCIETY SCHOLARSHIP: Grade 8

Each year, the Holy Name Society of St. Joseph Parish provides a \$500 Catholic High School scholarship to one 8th grade boy and one 8th grade girl. The scholarship is based on stewardship, participation, and effort during their 8th grade year.

KINDERGARTEN COMPLETION CEREMONY:

An afternoon completion ceremony is held to celebrate with our youngest students the successes of their first year. A reception is planned by the 5th grade parents.

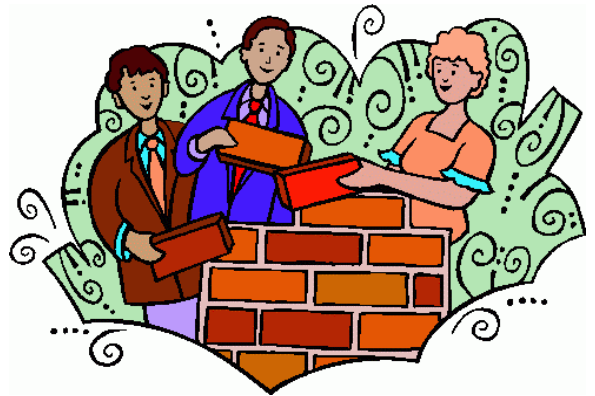
SCHOLAR ATHLETE AWARD: Grades 4-8

The school's Athletic Director recognizes one boy and one girl in each grade level from grades 4-8 for this award at the end of the year. Recognition is given to the athlete with the top yearly grade point average. All students who participate on St. Joseph sponsored teams are eligible for this award.



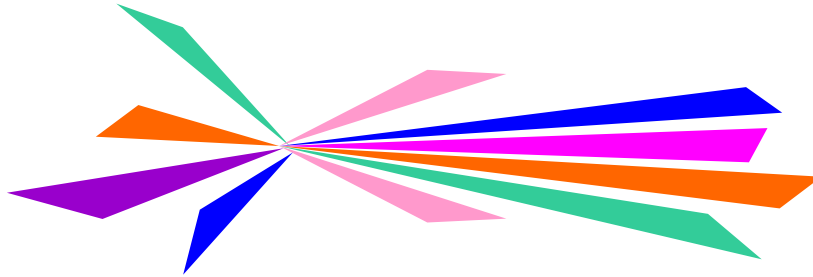
Boosters Association

The St. Joseph Boosters Association was formed in 2006 and works with the Athletic Director to augment and compliment the athletic program, extracurricular activities, and facilities at St. Joseph Parish. The SJBA supports programs that build healthy bodies, minds, and spirits in an atmosphere of Christian principles.





COMMUNICATIONS



CLASSROOM ASSIGNMENT LISTS:

Homeroom class lists are posted on the school doors after the 5:00PM Saturday Mass before the School Open House.

CONFERENCES: Grades K-8

Parent teacher conferences are held in the fall around the end of the first marking period. Each conference is approximately 10 minutes; daytime and evening time periods are available. At any time during the school year, parents and teachers are encouraged to individually request a conference.

CORRESPONDENCE:

When writing notes or sending information / materials to the school office, please include your child's full name and homeroom number.

DAILY ANNOUNCEMENTS:

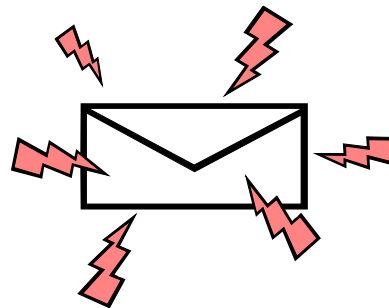
The school day begins and ends with an all-school prayer over the P.A. system. The Pledge of Allegiance and general school announcements follow prayer.

DIRECTORY:

At the beginning of the school year, a family directory including name of children and parents, student's homeroom number, address, phone number, and e-mail information will be provided to everyone that joins PTO. Additional copies of the directory may be purchased from PTO. The directory is to be used strictly for school purposes.

E-MAIL COMMUNICATION:

All faculty and staff have an e-mail address, accessible through the school website. E-mail addresses begin with the staff member's first initial, full last name, followed by @sjscrescent.org.



FAMILY MENTORING:

When a new family joins the St. Joseph School community, a representative from the family mentoring committee will contact the family to answer questions.

HIGH SCHOOL DAYS:

Catholic high school representatives come to St. Joseph School one day in the fall to present information to the 7th and 8th grade students. Additionally, a special day is arranged for St. Joseph 8th grade boys to visit Covington Catholic High School; 8th grade girls visit Notre Dame Academy.

HOME FOLDERS:

Every Wednesday the Principal's newsletter and other important information regarding school events, is posted on the school website. Anyone wishing to distribute school-related items via the home folder may do so by submitting the information to the Principal no later than the Friday prior to publication.

MEETING MINUTES:

PTO and Education Commission meeting minutes are posted on the St. Joseph website.

MONTHLY CALENDAR:

A monthly 1-page calendar is posted on the school website, highlighting important school related information.



MONTHLY TEACHER NEWSLETTERS:

Once a month, teachers post on Edline, a newsletter highlighting important grade level information. A monthly newsletter is also published for library, computer, physical education, academic support, and music information.

OPEN HOUSES:

Several open houses are scheduled throughout the school year immediately following the Sunday 11:30PM Mass. One open house is scheduled for the Sunday before school starts and provides an opportunity for the student and parents to meet his/her new teacher(s). The second open house is scheduled for the Sunday during Catholic Schools Week, generally the last week in January. Two other open houses are scheduled throughout the year for potential new families to tour our school.

PARENT ORIENTATION NIGHT:

These evenings begin in church with a welcome from the Principal followed by a short message from the PTO President. Afterwards, parents move to the school building to meet their child's teacher(s) to discuss expectations and plans for the school year.

PARENT SURVEY:

At the end of the school year, parents have an opportunity to anonymously provide feedback and offer suggestions regarding school programs.

ROOM MOTHERS:

Parents may complete a volunteer form to sign up for your child's room mother. Room mothers prepare and deliver snacks, beverages, and party favors, usually on holidays, at the request of the teachers. Volunteer room mothers are assigned to each classroom, and one room mother captain per grade coordinates the activities with the other room mothers.

SJS SCHOOL HANDBOOK:

Each family receives a St. Joseph School Handbook when the first son/daughter is registered. The handbook contains the rules and regulations of St. Joseph School. The handbook is revised every three to four years. Please keep it for future reference. If you lose your handbook, a new one can be provided for \$5.00.

WEBSITE:

Visit the school website often for information. It can be accessed from the parish website: <http://www.sjscrescent.com>

WEEKLY PRINCIPAL NEWSLETTER:

Every Wednesday, the Principal communicates important school information through a weekly newsletter. The newsletter is posted on the school's website.

WELCOME BOOK:

We hope you find this booklet helpful!

YEARBOOK:

School yearbooks are available for purchase at the end of the year. The St. Joseph Yearbook Club plans and prepares picture layouts for the yearbook.



CONTESTS

**DIOCESAN COMPETITION:**

The Diocesan Competition is held in March at Thomas More College for students in grades 7-8.

DIOCESAN PRO-LIFE ESSAY CONTEST:

The Diocesan Pro-Life Commission sponsors an annual contest for students in the 8th grade. Students chosen as one of the final 20 contestants and their parents are honored at a Pro-Life awards banquet.

ELKS FREE THROW CONTEST: Grades 4-8

Students who excel in this activity during gym class earn the opportunity to participate in the Elks National Free Throw “Hoop Shoot” contest.

COMMONWEALTH CALENDAR ART CONTEST:

The Commonwealth Attorney’s office organizes an art drawing contest each year for all schools in the county. Twelve winning drawings are published in a calendar; one drawing is showcased each month.

KENTON COUNTY COMMUNICATIONS CONTEST:

Students in the 4th grade are chosen to represent St. Joe’s at the Kenton County 4-H Communications contest based on in-class demonstration contests.

NATIONAL GEOGRAPHIC BEE: Grades 4-8

www.nationalgeographic.com/geographybee

During the spring, students in grades 4-8 take an oral test during school to participate in the National Geographic Bee. School champions contend with other school winners for the possibility of proceeding to the National Geographic Bee held in Washington D.C. during the month of May.

PUNT, PASS & KICK CONTEST: Grades 4-8

Students who excel in this activity during gym class earn the opportunity to participate in sectional, regional, and state level contests.

READING RAINBOW CONTEST: Grades K-3

www.nhptv.org/rrcont

The Reading Rainbow Young Writers and Illustrators Contest is open to children in grades K-3. Students submit original stories (either fact, fiction, prose or poetry) with illustrations to be judged in the spring. Each grade level is judged separately. Preliminary judging takes place through the sponsoring PBS station, which will send their first place winners to the national contest.

5-A-DAY CHALLENGE: Grades K-8

This contest challenges all SJS students to eat the recommended total of five servings of fruits and vegetables each day for one week in the winter.

NKY REALTOR CALENDAR ART CONTEST:

In the fall, the students participate with drawings depicting a different month. The winners have their drawings published on the new realtor association calendar.

SPELLING BEE: Grades 4-8

www.spellingbee.com

The E.W. Scripps Company coordinates the regional portion of the national spelling contest in the spring. Each class has a spelling bee contest. All class winners compete in a school contest conducted one morning before school hours during the month of February. Everyone is welcome to attend. The school winner competes with winners from other schools.

VILLA HILLS CITY COUNCIL CONTEST: Grades 5

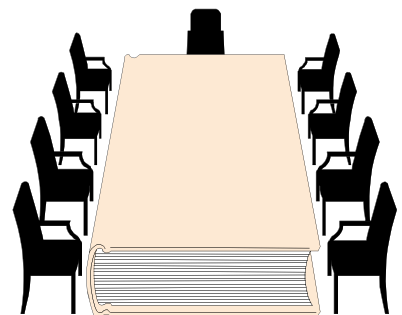
In February, Villa Hills City Council sponsors an essay contest for all 5th graders at St. Joseph School, Villa, and River Ridge schools. The winners shadow one of the council members at a formal council meeting.



EDUCATION COMMISSION

PURPOSE:

The Education Commission is a consultative body, responsible for formulating and recommending policies for all areas of education at St. Joseph's Parish, subject to such regulations that might come from the Diocese of Covington and/or the Diocesan Board of Catholic Education. Policies are recommended to the Pastor for approval.



NOMINATIONS:

Any adult member of the Parish is eligible for membership. Names are nominated to the EC chairperson during the Spring and new members are selected by the EC and approved by the Pastoral Council. Each lay member serves a three-year term, beginning at the June planning meeting and expiring after the June meeting, three years hence.

EC MEETING SCHEDULE:

Education Commission meetings are held on the 1st Tuesday of each even month beginning at 7:00PM in the School Library. All parents are welcome to attend the meetings. Visitors who wish to address the Commission during the Open Forum should contact the EC chairperson several days before the meeting.

MEMBERS:

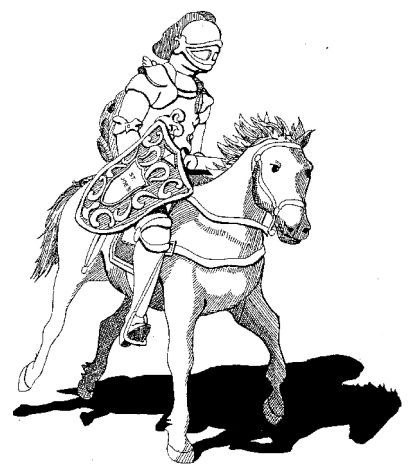
The Education Commission consists of no more than 12 lay members and several ex-officio members. The names of the current school year members are listed on the Welcome Book insert page, stapled to the inside back cover of this book.

COMMITTEES: Several committees are maintained to carry out the duties and responsibilities of the Commission. One member of the Education Commission is the committee chair. Any parish member may serve on a committee in any capacity. Committees meet during the year, on an as-needed basis.



EXTRACURRICULAR ACTIVITES

A number of extracurricular programs are available at St. Joseph School to extend the students' learning experience after normal school hours. Student involvement is optional.



BAND: Grades 4-8

Starting in 2004, students in grades 4-8 have the opportunity to join the St. Joseph School band. The Music Staff, a Cincinnati-based company, provides band class after school at SJS for an additional fee. Two concerts are planned during year, with the spring concert a joint performance with the bands from St. Pius, St. Agnes and Blessed Sacrament.

**Chess Club**

The Chess Club meets on the 1st and 3rd Wednesday of every month. Club membership is open to students in grades 3-8. Beginning, intermediate and advanced players are welcome.

**COMPUTER CLUB:** Grades 4-8

Computer Club is a weekly after-school program for students interested in utilizing technology skills beyond the realm of the classroom. Group members perform functions similar to an in-house desktop publishing business by fulfilling orders to create custom signs, posters, hallway banners, and certificates. Club members create signage for the “Breakfast with Santa” event and generate advertising materials for the Curtain Call Cavaliers. Computer Club started in 2000, and all interested students in grades 4-8 are welcome to participate.

CUB SCOUTS: Grades 1-5

St. Joseph Church hosts Cub Scout Pack 90 for boys in grades 1-5. Cub Scouting provides a quality year round program that emphasizes character development, spiritual growth, citizenship, family and fun. There are five different levels to Cub Scouts. Tiger Scouts for grade 1, Wolf Scouts for grade 2, Bear Scouts for grade 3, Webelo I for grade 4 and Webelo II for grade 5. The Den Leader arranges den meetings. Pack meetings are held the 3rd Thursday night 7:00PM in Noll Hall. St. Joseph School does not host a Boy Scout troop; however, there are several troops in the area for boys in grades 6-8 to join. Information regarding Cub Scouts is distributed through the Wednesday home folders.

DRAMA CLUB: Grades 6-8

The Curtain Call Cavaliers present a musical production each spring. Students in grades 6-8 audition for roles in the play. Rehearsals are held twice a week beginning in January.

PRIVATE MUSICAL INSTRUMENT LESSONS:

Private keyboard and guitar lessons are available for an additional fee. Lessons are held after school at SJS and are arranged at the convenience of the student and the instructor.



GIRL SCOUTS: Grades K-8

There are four levels to Girl Scouts: Daisy for Kindergarten girls, Brownies for grades 1-2, Junior Girl Scouts for grades 3-6, and Cadettes (Studio 2B) for grades 7-8. Community service is a big part of Girl Scouts, in addition to earning achievement awards. An annual food drive for the Be-Con charity is done every year, and the girls participate in Girl Scout Sunday and the church festival. An annual father/daughter dance is held in Noll Hall. The troop leader arranges weekly troop meetings. Information regarding Girl Scouts is distributed through the Wednesday home folders.

STRINGS PROGRAM: Grades 4-6

Provided there is enough student participation, the Music Preparatory Program at NKU provides group music lessons after school at SJS to children interested in learning to play one of four string instruments; violin, viola, cello or bass. The students take lessons two days a week from 2:00 to 2:50PM. Two concerts are performed with students from other local schools – one in December before the Christmas break and another in May.



Mary's Monday Rosary Club

All students are invited to join this club to pray the Holy Rosary and mediate on the important events in Christ's life. The club meets on the 1st Monday of the month from 2:15-3:00 in the church. Adults are welcome to pray with the students.

YEARBOOK CLUB: Grades 7-8

Students are chosen from 7th and 8th grade applicants 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.

STUDENT LITURGICAL - S.L.I.M.E.: Grades 5-8

STUDENT LITURGY AND INSTRUMENTAL MUSICAL ENSEMBLE

S.L.I.M.E. is the school's liturgy choir, providing music at the Wednesday all-school Mass. The group also performs once a month at the Saturday 5:00PM Mass and is often asked to sing at other school, parish, and community events. Adding a more up-tempo beat, SLIME members sing in the chorus and/or play a variety of musical instruments. The school's music teacher, Mr. Gary Whittle, started SLIME in 1995. No previous musical talent is necessary to participate.



FIELD TRIPS

PERMISSION SLIPS:

All students in all grades are given the opportunity to participate in several class field trips each year. Parents must sign a permission slip before a student may go on a field trip. Permission slip forms may be accessed off the school website. Kenton County buses are used for transportation, except for full day trips, which use private charter busses.

FIELD TRIPS: Grades K-8

Field trips are designed to enhance the learning process and relate to school lessons. Though this list is subject to change, below are some of the field trips that are usually offered:

- K** October trip to fire station, Sunrock Farm with their 5th grade buddies in May.
- 1st** Benton Farms at Halloween, Christmas field trip with 8th grade buddies, Easter Egg Hunt at Crescent Springs Park, Butterfly Show at Krohn Conservatory in May.
- 2nd** Children's Theatre and the Zoo
- 3rd** Nature Center, Taft Theatre, Museum of Natural History
- 4th** Frankfort to observe state government
- 5th** Children's Theatre, Sunrock Farm with Kindergarten buddies
- 6th** Christmas Caroling (also a service project), visit the Cathedral Basilica, Holocaust Museum
- 7th** Freedom Center, Kings Island
- 8th** In September, the 8th grade class enjoys the annual one-day retreat to Camp Joy. The children participate in various team-building activities to learn and strengthen decision-making skills and learn how to work together as a team. 8th graders also enjoy a Christmas Field Trip with 1st grade buddies and an end of year class trip.





FUND-RAISING

BOX TOPS FOR EDUCATION:

General Mills donates money to SJS for each box top we submit. A list of eligible products can be found at www.boxtops4education.com. Please save these box tops and send them to the school office regularly.

BREAKFAST WITH SANTA:

The 8th grade class organizes a breakfast with Santa event one Saturday morning in December. Proceeds benefit the 8th grade class trip. Crafts, breakfast, gift shopping, and an opportunity to have photos with Santa.



CERTIFICATE PROGRAM:

Grocery and retail store certificates can be purchased, and a portion of the proceeds goes directly to the school. A certificate order form is sent home with your child, and completed forms are to be returned to the school with your check or Visa/MasterCard number. The certificates will be sent home with your child later in the week. Special and/or large orders can be prearranged by contacting the certificate committee. Thank you for supporting the certificate program.

• KROGER GIFT CARD

Purchase Kroger groceries through the gift card program and earn 4% profit for the parish. Purchase an initial \$5 gift card from the certificate program, and then before your groceries are rung up, purchase additional card amounts (up to \$250) for future purchases on the re-loadable gift card.

• REMKE or MEIJER CARDS

Earn profit for the school when purchasing items at Remke or Meijer stores by providing your customer card at the time of purchase. Certificates are not necessary when purchasing items from either Remke or Meijer stores, and sign-up forms for the cards can be obtained at the school open house.

CHRISTMAS GIFT SHOP:

Students have an opportunity to purchase Christmas gifts for loved ones in the FCC several days during the Christmas season. Organized by the 8th grade room mothers, all proceeds benefit the eighth grade class project.

MAGAZINE SALES:

In the spring, postcards are sent home with the request to fill in 10 names and addresses of those you would like to receive the postcards. The school receives money even if recipients don't buy or renew subscriptions. This money funds the Library and the Accelerated Reader program.

MARKET DAY:

Market Day is a food cooperative that donates a minimum of 10% of all purchases made from SJS orders. Order forms are sent home through the Wednesday home folders. Completed order forms may be returned to school or you can conveniently submit the order online at www.MarketDay.com. Mark St. Joseph School, Crescent Springs, as your pick-up location! Items are picked up typically on the first Tuesday of the month at 7:00PM in Noll Hall.

PTO FUND-RAISERS:

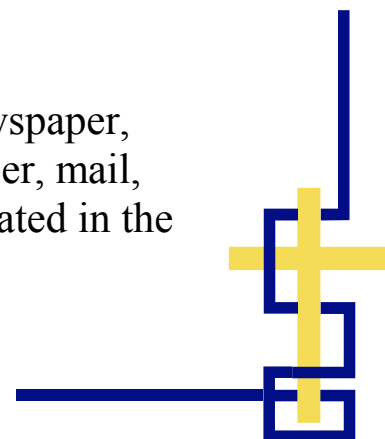
PTO raises money each year to help fund requests from teachers and staff for educational materials and programs. Please refer to the "PTO" section for a listing and description of PTO fund-raising events.

PRINTER CARTRIDGES:

Used printer cartridges can be turned in to the school in a Ziploc bag and used toward the purchase of new printer cartridges for the computer lab.

RECYCLING:

Raise funds for the school by placing recyclable newspaper, magazines, shopping catalogs, office and school paper, mail, and more in the two Abitibi paper recycling bins located in the lower lot behind the cafeteria.





LITERACY PROGRAMS



ACCELERATED READER: Grades 1-8

The Accelerated Reader (AR) is a learning information system that enables teachers to monitor students' reading. A student selects an AR book, which is assigned a point value based on the number of words it contains and its reading difficulty. After reading, the student goes to the computer and takes a multiple-choice comprehension test on the book's content. The computer scores the test, awards the student points based on the results, and keeps a complete record. Students that reach their goals are recognized at the Honors Mass.

BIRTHDAY BOOK CLUB:

This voluntary book donation program is used to purchase new books for the school library. Interested parents may send in a cash donation to be used to purchase their child's favorite book or parents may purchase a book directly and send it to school. Program information is sent home generally in the 1st quarter. A nameplate honoring the student and birth date will appear on the inside cover of the book. The student donor is the first student to check out the book.

BOOK FAIR:

The annual book fair is scheduled for one week each March and is sponsored by Scholastic Books. Proceeds are used to buy new books for the library. Teacher wish lists are available so parents and students can purchase books that the teachers would like to have in their classrooms. All students have time to go through the book fair twice and parents are welcome to attend the times that their children attend. The book fair is also open after all Masses that weekend.

LIBRARY SERVICE PROJECT:

Students in all grades collect books to be donated to the St. Augustine School library.

SIX FLAGS/ SIX HOURS READING:

This program is designed to encourage students in Kindergarten through sixth grade to engage in recreational reading and reward them for their efforts. Each child who completes six hours of recreational reading over a given period of time will earn a ticket good for one free admission valid at participating Six Flags theme parks. Each teacher who submits a list of students who complete the six hours of reading will also receive a free admission ticket!



LITURGIES & PRAYER SERVICES

ALL-SCHOOL LITURGIES:

School-wide Masses are usually held on Wednesday mornings at 9:00AM. Kindergarten students attend Mass occasionally. A different homeroom prepares the service each week. Parents are welcome to attend and may sit with their child during Mass.



ALL SAINTS DAY:

To honor this Feast Day, 1st and 2nd grade students make a crown at home and portray various saints at an all-school Mass.

BABY SITTING SERVICE:

Parent volunteers are available for babysitting service during the all-school Mass. Please take your preschoolers to Noll Hall (church undercroft) before the start of Mass.

END OF THE YEAR MASS:

An all-school Mass is celebrated with a blessing upon all for a happy and safe summer vacation. Parents are welcome.

MASS SERVERS: Grades 5-8

Students participate in liturgical functions during the children's Wednesday morning Mass. Duties include making sure the bread and wine are placed in the back of the church, preparing the altar by lighting candles, placing the chalice and purificator (the cloth napkin) and a bowl of water and towel (for washing the priest's hands) on the credence table. Students may also perform altar server functions during all-church Masses. Servers begin training around the end of September and continue until the week before Thanksgiving.



OPENING SCHOOL MASS:

An all-school Mass is celebrated for the new school year and to welcome students and teachers back to school following summer vacation. Parents are welcome to attend.

EUCCHARISTIC MINISTERS:

Parents and teachers are invited to administer the Eucharist at Masses during the school year. Those interested may sign up at the beginning of the school year. After confirmation, 8th graders are invited to become Eucharistic ministers.

FIRST HOLY COMMUNION:

First Holy Communion is usually on the first Sunday in May each year. All 2nd graders from the parish receive Holy Communion together. An all-school Mass is held on the Monday morning after First Holy Communion weekend to help the children celebrate this special sacrament. 2nd grade students wear their communion clothes to the all-school Mass and then change into their uniform following Mass.

MAY CROWNING: Grades K-8

In May, the student body honors Mary as the Mother of Jesus and as a true example of a follower of Jesus by crowning her as queen. A prayer service is held in our Mary Garden and Mary is crowned by one of the 8th graders, chosen by their peers as someone who best exemplifies Mary's virtues.



SACRAMENTAL EXPERIENCES: Grades 2-8

- First Reconciliation – Second grade students prepare for this sacramental experience through classroom activities.
- Reconciliation – This sacramental experience is provided twice a year, during the seasons of Advent and Lent, for all students who have received First Reconciliation.
- First Holy Communion – Second grade students study and prepare throughout the school year for reception at our Lord's table.
- Confirmation – In preparation for Confirmation and life as a true disciple of Jesus, 8th grade students use Mathew 25:31-40 as a model for their service requirement. All confirmation candidates are required to earn Confirmation service hours and participate in evening preparation classes and an Insights retreat.

STUDENT LITURGICAL - S.L.I.M.E.:

STUDENT LITURGY AND INSTRUMENTAL MUSIC ENSEMBLE

SLIME is the school's liturgy choir, providing music at the Wednesday all-school Mass. Please refer to the "Extracurricular Activities" section for detailed information.



MENTORING

BUDDIES:

In order to promote fellowship, Kindergarten students are paired up with a student in the 5th grade. They regularly meet and work on projects together. Also, 1st grade students are paired up with 8th graders. Both groups go on one field trip together during the school year.



FAMILY MENTORING PROGRAM:

During the summer, a veteran parent contacts the family of a new student to welcome them to the school and to answer questions.



PTO - PARENT TEACHER ORGANIZATION

The PTO works to support the educational objectives of the school. PTO volunteers assist teachers and administrators in an effort to enhance the school curriculum through various committees and financial support.

PTO EXECUTIVE BOARD MEMBERS:

The names of the current school year executive board members are listed on the Welcome Book insert page, stapled to the inside back cover of this book.

PTO COMMUNICATION:

PTO quarterly newsletters are printed on bright yellow paper and are distributed in the Wednesday home folders.

PTO MEETING SCHEDULE:

PTO open meetings are usually held every odd month beginning with the September meeting. The PTO executive board meets every even month, opposite the open meetings. A schedule of PTO meeting dates and events can be found on the school website.

PTO EVENTS:

PTO coordinates many social and educational programs throughout the year. In previous years, PTO has organized a student scholarship program, arranged guest speakers at parent meetings, and sponsored a roller-skating party at the Fundome during Catholic Schools Week. Please refer to the school website for a current list of scheduled PTO events.

PTO FUND-RAISING:

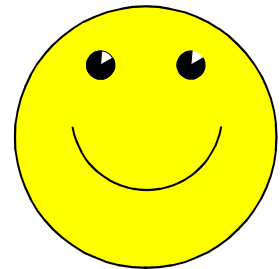
St. Joseph PTO raises money each year to help fund requests from teachers and staff for educational materials, equipment and programs. Please refer to the “Fund-Raising” section for additional school fund-raising programs.

• FAMILY BINGO:

Twice a year, PTO sponsors a Family Night Bingo, usually on a Friday night in November and February.

• LADIES NIGHT OUT:

PTO coordinates several social events throughout the year. In the spring, PTO usually co-sponsors a “ladies night out” evening with the Bids & Bites Committee.



• Quiznos :

St. Joseph School receives a percentage of sales. You can access the coupon on the school website.

• MEMBERSHIP DRIVE:

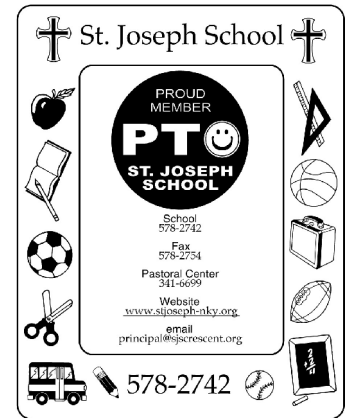
The annual membership fee enables PTO to fund classroom wish lists.

•SPIRIT WEAR:

Spirit Wear includes t-shirts, hats, sweatshirts, gym shorts, gym bags, etc. with St. Joseph Cavaliers printed on them. Items can be purchased through PTO and an order form is distributed in the Wednesday home folder several times throughout the year. All students in grades 1-8 are required to wear selected Spirit Wear items for physical education class.

• WALK-A-THON:

The PTO walk-a-thon helps raise money for extra educational resources. Students in all grades receive pledges from donors prior to walking the one-mile course. The walk-a-thon is conducted on the St. Joseph School campus during the fall.



PTO NOMINATIONS:

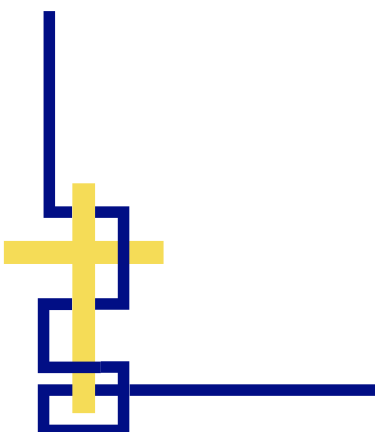
PTO executive board member positions are held for a two-year term, beginning with the May Volunteer Appreciation meeting. In the spring, a nomination form is sent home in the Wednesday home folder and posted on the school website. Any parent of a student can nominate him/herself or someone else for an open position. If more than one person accepts the nomination for a position, an election ballot will follow.

PTO TEACHER APPRECIATION ACTIVITIES:

PTO organizes a welcome luncheon at the school for teachers and staff before the start of the new school year. Appreciation gifts are given to the teachers. A teacher luncheon is also organized during Catholic Schools Week.

PTO VOLUNTEER APPRECIATION NIGHT:

PTO organizes an appreciation dinner (pizza, salads, desserts) for all St. Joseph School volunteers at the end of the school year. In addition, outgoing PTO board members are thanked for their support and the new PTO board members are introduced.





PROCEDURES

ABSENTEEISM:

When a student is absent or tardy, a parent must notify the school office at (859) 578-2742 prior to 7:15AM. When the child is absent, you may request his/her schoolwork be sent home with a sibling or friend. Please indicate to whom and what homeroom assignments should be sent when the absence is reported in the morning. Please refer to the SJS Handbook for details on excused and unexcused absenteeism information.

AFTER-SCHOOL ACTIVITIES:

When picking up students from after-school activities, please park in a designated parking space while waiting to pick up your child. This provides a safer environment for our children.

BOOK STORE:

Each Monday, Wednesday, and Friday, the school bookstore is open from 7:00- 7:20AM for students to purchase pencils, paper, notebooks, and other supplies. The bookstore is located next to the school office.

BUS SERVICE:

Bus service to and from St. Joseph School is provided on days when Kenton County schools are in session. Please contact the Kenton County School Bus Garage at 356-5050 if you have questions on bus pick-up and drop-off times. Your child will need a note to be sent to the school office if s/he will be riding a different bus, or if s/he must be dropped off the bus at a different address. Please include the name and address of the location where the child will be departing and the bus number.



CAFETERIA DUTY:

One parent from each family is asked to work a minimum of 4 days per year. Each family is required to pay a \$60 cafeteria fee at the beginning of the school year. For each day that a family member works in the cafeteria, a \$15 refund will be provided. Workers should arrive no later than 10:15AM, and duty is

usually complete by 1:00PM. Sharon Niewahner is the Cafeteria Manager and can be reached at 578-2747.

DRESS CODE:

Please refer to the St. Joseph School Handbook. Each student receives a nametag at the beginning of the school year. It is to be worn every day and left in the classroom at the end of each school day. If your child loses a nametag, a fee will be charged to replace it. Uniform shorts may only be worn during designated dates and must be purchased from School Belles Uniform Company. Representatives from School Belles visit the school in the spring to measure in-school students.

DRESS CODE - OUT OF UNIFORM DAYS:

Students may be out of uniform for special occasions, including picture day, Olympic Day, field trips, etc. Some out-of-uniform days are designated as Spirit Wear Days, and occasionally, students are allowed to wear holiday accessories with their uniform. Please read the school newsletter for clarification. Please refer to the St. Joseph School Handbook for complete out-of-uniform day requirements.

DRESS CODE - SPIRIT WEAR DAYS:

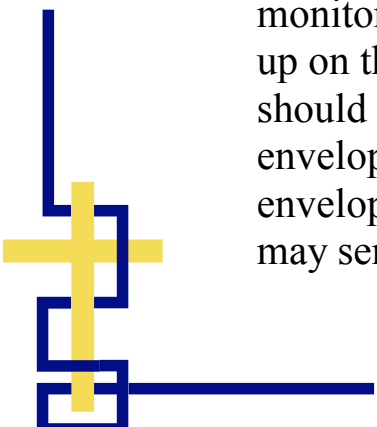
On Spirit Wear days, students may wear any preprinted St. Joseph shirt or long sleeved T-shirt (no sleeveless shirts). Shirts must be approved St. Joseph School spirit wear, athletic camp shirt or St. Joseph Parish T-shirt. Eighth graders may wear their class T-shirt. Jeans may be worn in place of uniform shorts on Spirit Wear Days. Spirit wear items may be purchased from PTO.

EMERGENCY PROCEDURES:

Emergency form cards are filled out by parents and kept on file in the school office.

LUNCH:

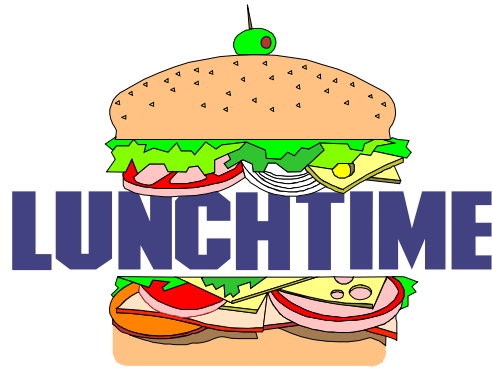
Students are provided a 30 minutes for lunch. The last 10-15 minutes of this period is utilized for lunch recess. A lunchroom monitor is present at all times. Each student has an account set up on the computer identifying lunch money balance. Parents should send lunch money to school ahead of time, placed in an envelope with your child's name and homeroom written on the envelope. Checks should be payable to St. Joseph Cafeteria. You may send one check for your family provided that you list the



amount to be posted to each child's account. Any balance in your child's account at the end of the year is returned to the child during the last week of school.

LUNCH MENU:

The lunch menu is posted in the weekly newsletter and it can be found on the school website. If your child does not want the entrée of the day, s/he can get a peanut butter and jelly sandwich or a cheese sandwich and the other side



dishes being served that day. A salad bar is also available as an entrée on Monday, Wednesday, and Friday, unless otherwise indicated. If your child forgets a packed lunch, you can drop it off at the cafeteria on the table outside the serving room.

MEDICAL FORMS:

All new students and those who will be entering grade six are required to have had a medical exam within one year prior to entrance. A blank Preventative Health Care form can be obtained from the school office.

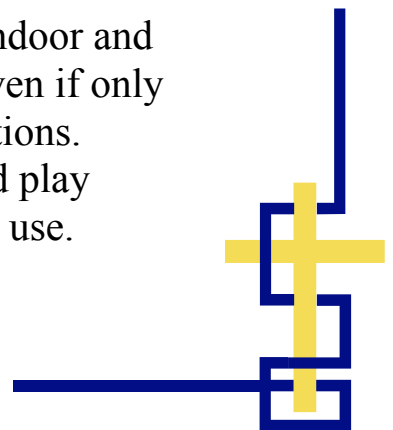
PICTURE DAY:

Individual student pictures and homeroom class pictures are taken during the fall. Order forms are sent home in the Wednesday home folder. Order selection and money must be sent in before the pictures are taken. If you are unhappy with your child's school picture, you may return the entire package and have a new picture taken on picture retake day. Students who are having their pictures taken on picture retake day may be out of uniform that day.

Individual student pictures are also taken in the spring and payment is not required until after the pictures are sent home for review. Students may be out of uniform for photos.

RECESS:

Playground monitors and staff members supervise indoor and outdoor recess. All children participate in recess, even if only for a modified amount of time due to weather conditions. Children should be dressed for the weather. Limited play equipment is provided to each grade level for recess use.



PRIVATE TRANSPORTATION DAYS:

Several times a year, there is no bus service and a special traffic pattern is utilized. Students are encouraged to carpool with other students to minimize the number of cars. Parents should enter the school campus from Lorraine Court.



SCHOOL CLOSINGS / DELAYS:

School closings or delays are broadcast on local television and radio stations. Also, the Principal will send notification of school closings or delays in a community safe phone message. Emergency procedures for snow days are detailed in a separate handout, distributed in the Wednesday home folder.

SCHOOL HOURS:

The school day begins at 7:20AM and ends at 1:55PM. The school doors open at 7:00AM (during regular schedule). Students arriving early can assemble inside before walking to their homeroom.

SCHOOL TOURS:

Personal school tours are conducted by appointment with the Assistant Principal.

SNACKS:

Send a morning snack every day beginning with the first day of school (grades 1-8). Some teachers have scheduled snack time while others allow students to eat their snacks while working.

STUDENT BIRTHDAYS:

Students are welcome to share a birthday treat with classmates and their teachers. Summer birthdays are usually celebrated on the students' half-birthday. If the snack is not in a wrapper or baggie, please send napkins. To avoid scheduling conflicts, notify the teacher in advance. Invitations to parties may not be distributed at school.



TEACHER/STAFF CHRISTMAS GIFTS:

In early December, you will be given the opportunity to send in money (anonymously) to purchase a gift for your child's teacher(s). Once all the money is collected, it will be evenly divided between all teachers and staff members. Your child's

Room Mother will purchase one gift for the teacher from the entire class. Students may still provide individual gifts, if desired.

TORNADO / FIRE / EMERGENCY DRILLS:

To ensure students' safety, drills are performed several times throughout the year.

UNIFORM EXCHANGE:

A uniform exchange occurs one evening during the last week of school. This is your opportunity to sell or purchase slightly used uniforms, blouses, sweatshirts, spirit wear, summer reading books, etc.

VISITORS:

All visitors are to enter the premises via Lorraine Court using the second driveway entrance, and park in the lot between the church and the school. Visitors must enter and obtain a visitor's pass from the school office using the main entrance of the school building.



SCHOOL PROGRAMS



1ST GRADE CHRISTMAS PLAY: Grade K-1

All students in the 1st grade present an evening Christmas play to parents and loved ones during the Christmas season. 1st grade students are assigned a role in the play, and parents make costumes for their children. The Kindergarten students sing in the chorus.

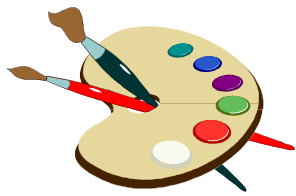
8TH GRADE VARIETY SHOW: Grade 8

Students in the 8th grade display a variety of talent in a show produced during the month of May. Students dance, sing, and perform skits for the entire student body. 8th grade parents are welcome to attend.

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ART APPRECIATION PROGRAM

Parent Volunteer



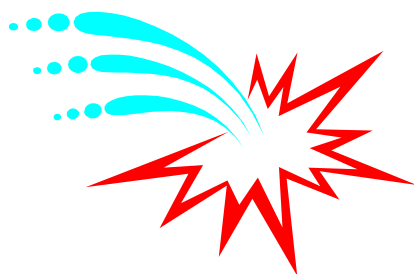
The Art Appreciation Program acquaints students with famous artists and museum reproductions. Special hour-long lessons are usually delivered four times per year to each grade level. The programs are organized and presented by parent and community volunteers and these programs compliment the existing art curriculum.

AWESOME GRAD PROGRAM: Grade 8

Each week, three 8th grade students (one per class) are recognized for their many and varied accomplishments and interests. Posters with their names and pictures are put up in the Jr. High hall each week along with a biography. These students are known as the “Awesome Grads”. The previous week’s “stars” posters are moved to the front bulletin board by the main school entrance.

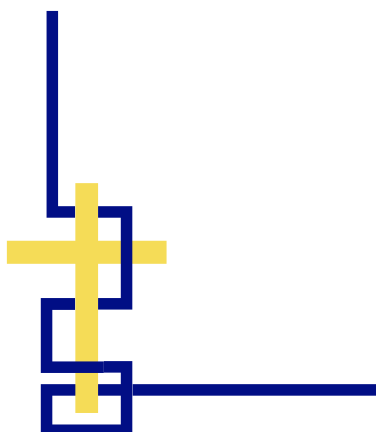
CATHOLIC LEADERSHIP CLUB: Grades 6-8

Catholic Leadership Club members assist teachers and parish staff during school recess time. Some of the various tasks include sending Christmas cards to all St. Joe’s faculty and staff, sending custom “get well” cards to the school community, assisting in the presentation of “Red Ribbon



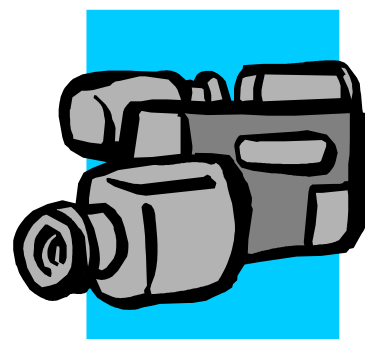
Week” messages, and helping the Parish office with the Parish sign board. Eight selected members may also attend the annual *Creating Leaders Conference*, a one-day Saturday event focused on leadership and team building activities, sponsored by

Diocesan Catholic Social Services in March. In May 2004, the Catholic Leadership Club received a Golden Achievement Award by the National School Public Relations Association for exemplary school achievements performed by CLC members.



CAVS PROGRAM: Grades 7-8

The CAVS (Computer and Video Specialists) program is a special technology program for selected students in the junior high. Implemented in 2000, members work with teachers, staff, and other students to help set up and troubleshoot computer hardware and software in classrooms, assist with software instruction, and create/produce the bi-weekly news program, "The CAVS Show." The 15-20 minute show highlights events and activities throughout the week, spotlights a different grade level each month, and highlights on a monthly basis the 8th Grade "Awesome Grad" students. Every other Friday afternoon, the entire student body tunes in through closed circuit TV to see if they've been caught on tape by the CAVS. Candidates to participate in the CAVS program must complete an application, write an essay, have passing grades and have three teacher recommendations.



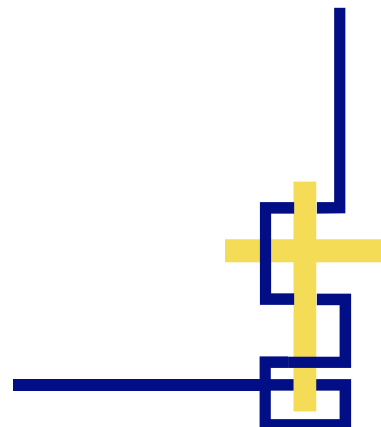
CELEBRITY READER: Grades K-2

Parents may sign up to visit their child's homeroom to read books to the class. Teachers will distribute a sign-up sheet at the beginning of the year. Snacks may also be brought to share with the class.

DARE: Grades 1-6

Crescent Springs/Erlanger Police Department

Dare is a drug/alcohol awareness resolution program. The Erlanger Police provide this education to our fifth graders. It is followed with a Dare Graduation. All fifth grade parents and grandparents are invited.



EVERYBODY COUNTS: Grades K-8

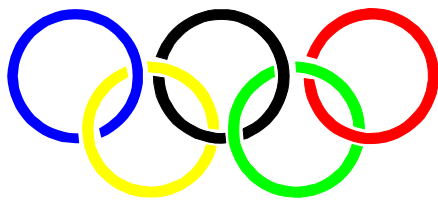
The Everybody Counts Program is a week-long program scheduled in late February which educates children about mental and developmental disabilities with a goal toward fostering a better understanding and acceptance of people who are disabled mentally, physically, or those who suffer chronic illnesses. Each grade level is introduced to a specific disability through appropriate classroom visitors and small group hands-on activities.

GRANDPARENTS' DAY: Grades 1-8

Every other year, St. Joseph School invites the grandparents of the students to attend a special half-day program at the school. In addition to a prayer service, grandparents enjoy a “show” presented by the students. A short reception follows. Grandparents' Day is scheduled for October, 2008.

OLYMPIC DAY: Grades K-8

Olympic Day is held at Crescent Springs Community Park

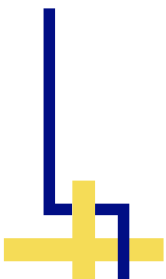


before the end of the school year and offers students a chance to participate in a variety of fun athletic events – like water balloon tossing, scooter races, and tug-of-war competitions!

Olympic Day activities last only a few hours, and students are dressed out-of-uniform.

RED RIBBON WEEK: Grades K-8

Red Ribbon Week is a national celebration scheduled during the month of November to teach students the “just say no to drugs” message. Each student wears a different Red Ribbon sticker throughout the week and watches a drug free message video in the classroom. Students may participate in a school-wide poster contest for grades 1-8. The Catholic Leadership Club reads positive drug free messages over the PA system. On the last day of the week, students participate in a school-wide drawing for prizes.



SCIENCE/SOCIAL STUDIES SHOWCASE:

One evening in the spring, students in grades 5-8 display their completed science/social studies projects. All parents are invited to view and ask the students questions about their projects.



SCHOOL ASSEMBLIES:

Several times throughout the year, special school assemblies are conducted. These group assemblies is to promote good school spirit, increase cultural, civic, or religious awareness, and foster Christian ideals.

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. One student from each class in grades 4-8 is elected to Student Council. Officers are elected from the 8th grade class. Student Council members represent the classes in grades 1-3. Below are some of the past Student Council activities:

- Organize an annual pumpkin-decorating contest, distributing pumpkins to neighboring hospitals, shut-ins, and nursing homes
- Organize school-wide aluminum pop tops contest
- Organize an M&M guessing contest with proceeds sent to Ronald McDonald House
- Organize after school Christmas movies for grades 1-4
- Organize Spirit Week
- Organize school-wide campaign for the Parish Kitchen "Lincolns for Leon" project
- Learn the rules of conducting formal meetings

SPIRIT WEEK:

Student Council organizes Spirit Week in the spring with several activities planned. Students in all grades sometimes wear different shirts / accessories with their uniforms on assigned days.

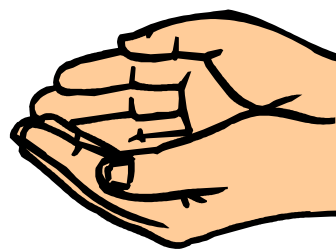
STUDENT COUNCIL - ALUMINUM POP TOPS:

Please save pull-tabs from aluminum cans and send them to school regularly. Student Council collects the tabs to benefit the Ronald McDonald house at Cincinnati Children's Hospital.

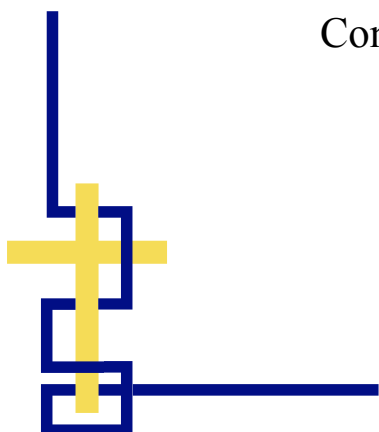


SERVICE OPPORTUNITIES

All students perform in-school service programs based on grade level. Additional school-wide service programs are performed throughout the year, including the Thanksgiving Toy Drive.



- K** Collect canned goods and make Thanksgiving placemats for Welcome House.
- 1st** Make welcome packets for Ronald McDonald House and organize the "Shop With A Cop" penny drive.
- 2nd** Make holiday decorations for nursing homes.
- 3rd** Collect extra Halloween candy and send to Welcome House and the Parish Kitchen.
- 4th** Organize coat drive collecting coats, hats, and mittens for the St. Vincent de Paul Society.
- 5th** Provide charitable donation to the Little Sisters of the Poor. Give service to the Kindergarteners once a week.
- 6th** Provide Christmas Caroling to older St. Joseph parishioners and to Madonna Manor Nursing Home.
- 7th** Send Christmas cards to Madonna Manor Nursing Home
- 8th** Participate in the Insights Program of Catholic Social Services. Students also participate in various Confirmation service projects.

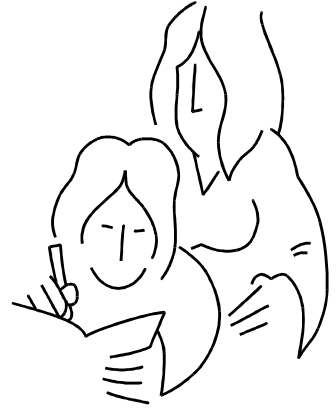




SPECIAL NEEDS

GUIDANCE OFFICE:

Group guidance classes are held with students at all grade levels. In addition, individualized help is available for students and their families when needs arise. Strict confidentiality is upheld as issues of death, grief, illness, conflict resolutions, and discipline are discussed.



ACADEMIC SUPPORT RESOURCES:

An Academic Reading Specialist is available during school hours to assist selected students in grades 1-3 with reading. An Academic Support Specialist is also available to all students in grades 4-8, providing classes on study skills, note taking, and test preparation. Smaller groups meet weekly for those students who need extra help in these areas. After-school classes are also offered in organization skills.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP):

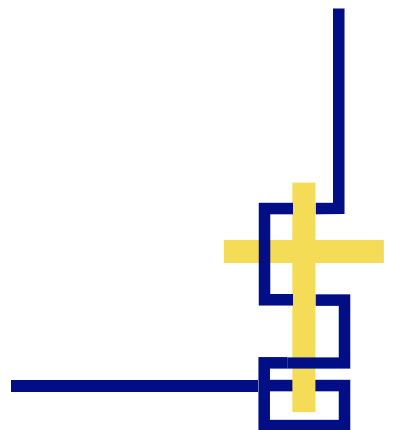
Free or reduced-priced lunches are available through a federally assisted meal program. Applications are available through the school office, and all applications are handled confidentially.

PRIVATE SCHOOL AID SERVICES (PSAS):

St. Joseph School has contracted with Private School Aid Services to help in granting financial assistance to any SJS family in need. The application packet and information is available in the parish office. All PSAS forms must be completed and mailed in the spring.

TUTORING:

Help is available for students who need tutoring. Please contact the office to arrange tutoring services.





VOLUNTEERISM

Parental volunteerism is crucial to the success of our school and is welcomed and encouraged. PTO coordinates many of the volunteer activities, and the contact information for the different volunteer opportunities is listed on the Welcome Book insert page. A sign-up sheet is distributed at the beginning of the year to utilize during the school year. Each family is requested to return the form with their volunteer choices indicated. There are so many benefits to being involved and participating as a volunteer. Thank you for your support!



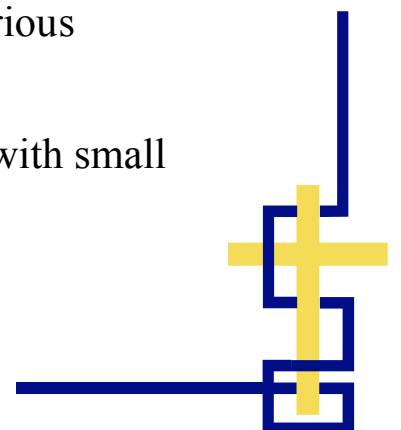
SAFE ENVIRONMENT POLICY:

All volunteers are required to have an AOC (Officer of the Courts) background check and read and sign the acceptance form, “Diocesan Policies and Procedures for Addressing Sexual Misconduct”, and attend a VIRTUS training program. The word virtus is derived from Latin, and means valor, moral strength, excellence, and worth. Visit the www.virtus.org website for a listing of scheduled VIRTUS training programs. The password is “TRUST”.

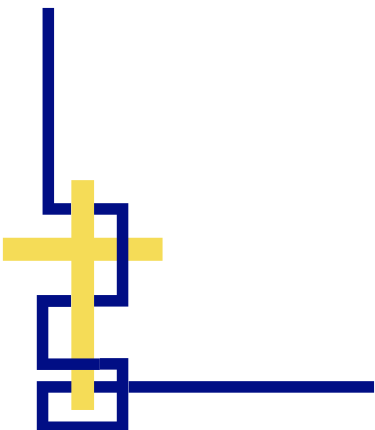
VOLUNTEER OPPORTUNITIES:

- **ACADEMIC TEAM** - Assist Academic Team coach by performing clerical duties, supervising or transporting participants, and helping with public relations.
- **ART APPRECIATION** - Teach art appreciation lessons to a specific grade approximately four times per year. No artistic talent required! Art lessons and materials are organized in a new format.
- **BABYSITTING SCHOOL MASS** - Two volunteers are needed each week to care for children ages 1-5 while parents attend school Mass. Babysitting will take place in the faculty lounge in the cafeteria.
- **BOOK FAIR** - Help students write down titles, locate books, and assist with checkout.

- **CATHOLIC SCHOOLS WEEK** – Help plan and organize several activities during Catholic Schools Week, scheduled for the last week in January.
- **CAVS SHOW** – Assist in preparing the bi-weekly CAVS shows.
- **CERTIFICATES** - Help fill certificate orders for school on Thursdays in the FCC. Preschoolers are welcome.
- **CLOW** – Children’s Liturgy of the Word takes place at the 11:30AM Mass each Sunday for children in grades 1-4. Leaders guide children through the Liturgy of the Word on their level of understanding. The children rejoin their parents at the offertory.
- **COMPUTER ASSISTANT** - Assist teachers by helping students with software programs once a week.
- **COPIER** - Run mimeo copies for teachers two hours every other week 8:30-10:30 so the teachers can concentrate on other parts of their work.
- **EVERYBODY COUNTS** – Volunteers are needed to help with tactile, visual, and auditory learning activities for each grade level.
- **FAMILY MENTOR** - Welcome new families to St. Joe’s and answer questions regarding school.
- **FAMILY NIGHT BINGO** - Assist chairpersons in preparing letters to donors, collect “goodies” and door prizes, and/or help set up the night of bingo. Family night bingo is usually scheduled one Friday night in November and February.
- **FUNDING OPPORTUNITIES** - A small group of parents are needed to help research and write grants to assist with school improvements.
- **GARDENING CLUB** – Help as needed with the various gardens at school.
- **GYM ASSISTANT** - Assist students in grades K-4 with small group activities.



- **HEALTH SERVICES** - Help with one or both of the following screenings: Scoliosis screening several hours for two days and head lice screening (only if need arises).
- **HELPING HANDS** - Help teachers or administrative staff with various tasks, such as cutting, gluing, etc. Helpers meet in the FCC from 9:00 – 11:00AM, and preschoolers are welcome to attend. Helpers need not attend each time.
- **HOME FOLDER** - Insert all papers in home folder on Wednesday mornings at 10:00AM. Volunteers will be scheduled and responsible for finding subs if not able to make their date(s). Preschoolers are welcome to attend.
- **LIBRARY** - Check in and shelf returned books for several hours during the school day.
- **MARKET DAY** - Fill orders the evening of Market Day, typically the first Tuesday evening per month and make reminder calls to those who have placed orders.
- **PRIVATE TRANSPORTATION** - Help direct traffic on days when bus service is not provided.
- **RECESS SUPERVISION** - Assist teachers with recess supervision on playground or in classrooms. This gift of time and talent allows teachers who are not on duty to have more than a fifteen-minute lunch break. NOTE: Preschoolers are not permitted on playground.
- **ROOM PARENT** - Help out several times throughout the year with holiday parties and treats. No class time is required.
- **TEACHER APPRECIATION** - Provide a snack for the faculty and teacher birthday treats during the school year. Schedules are sent out monthly.





SCHOOL GROUNDS



CAFETERIA:

The school cafeteria is located in Noll Hall, which is the church undercroft.

CRAWFORD CENTER:

This building is used for physical education classes, programs, concerts, play production, and other school related functions.

FCC:

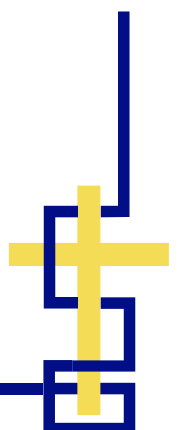
The Faith Community Center (FCC) is a parish multi-purpose room. To schedule the FCC during school hours, contact the School Secretary. To schedule the FCC during non-school hours, contact the Parish Secretary at the Pastoral Center.

MARY GARDEN:

The Mary Garden is located outside the school building, next to the FCC. The Mary Garden is used for the May Crowning ceremony.

PLAYGROUND:

The playground is located in the parking lot adjacent to the gymnasium. The area is sectioned off during the school day using orange cones. Limited play equipment is provided to each grade level for recess use. The Kindergarten playground is located near the FCC and library. It includes jungle gym equipment and plastic play equipment.



At the time of print, all information contained
within this book was believed to be accurate.

August, 2008



**Published by PTO
Family Mentoring Committee**



St. Joseph School

2474 Lorraine Avenue
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www.stjoseph-nky.org

IMPORTANT PHONE NUMBERS

Pastor, Rev. Ed Brodnick 341-6609

SCHOOL 578-2742
Principal, Rebecca Brown ext. 2
Asst. Principal, Shelley Mayberry ext. 4
Report Student Absence ext. 3
Office ext. 0
School Fax 578-2754

CAFETERIA MANAGER
Sharon Niewahner 578-2747

ATHLETIC DIRECTOR
Katie Wesseling 331-6558

CRAWFORD CENTER (GYM) 578-2755

PASTORAL CENTER 341-6609

NOLL HALL 341-9903

KENTON COUNTY BUSES 356-5050