

St. Joseph School

2026-2027

Handbook

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(Revised July 2026)

My Dear Friends,

Within our family at St. Joseph's, our beloved school is one of the primary missions of our great parish. This family, like every good family, operates out of love and in service to each other, and just like in our own homes, our rules and guidelines help to provide for fruitful relationships. In that sense, what is presented within this handbook is descriptive of a faithful school family that has heaven as its aim and love as its guide.

Our school principal, assistant principal, administration, faculty and staff all help me as your pastor carry out the mission of Christ in our community. This role to teach, sanctify, and govern is shared by each person that labors in the vineyard of the Lord and taken up as a sacred duty here. It is a grace to be asked to serve in this way and to offer this handbook as a service to you. I thank, support, and commend all those dedicated to carrying out this mission as detailed in the following pages and I pray that it may all be done in love.

In Christ,

Rev. Eric L. Boelscher STL

Pastor of St. Joseph Parish

Table of Contents

MISSION STATEMENT.....	4
RELIGIOUS EDUCATION.....	4
GENERAL ADMINISTRATION PROCEDURES & POLICIES.....	4
Admission.....	4
Registration Acceptance Policy.....	4
Readmission.....	5
Student Transfer Procedures.....	5
Financial Obligation - Tuition Payment Policy.....	6
Tuition - Grades K-8.....	6
Tuition – Preschool.....	6
Registration, Book, and Technology Fee.....	6
Activity Fees.....	7
HEALTH.....	7
MEDICINAL CANNABIS.....	7
ACADEMIC POLICIES.....	8
Homework.....	8
Grading Scale Kindergarten.....	8
Grading Scale- Grades 1 and 2.....	8
Grading Scale Grades 3-8.....	8
Honors - Grades 6-8 Only.....	9
1st Honors.....	9
2nd Honors.....	9
Absenteeism - Excused Absences.....	9
Absenteeism - Unexcused Absences.....	10
Absenteeism -Excessive Absences.....	10
Tardiness.....	10
Promotion/Retention.....	11
Non-Custodial Parent.....	11
Communication.....	11

DISCIPLINE AND APPROPRIATE CONDUCT.....	11
STUDENT GENERAL CODE OF CONDUCT.....	12
Student Responsibilities.....	13
Parent / Guardian Responsibilities.....	14
Teacher Responsibilities.....	15
Staff Responsibilities.....	15
Administrator’s Responsibilities.....	16
DISCIPLINE CODE VIOLATIONS.....	16
LEVEL DEFINITIONS.....	16
LEVEL MISBEHAVIORS AND POSSIBLE CONSEQUENCES.....	16
Student Discipline & Consequences Gr. 4-8.....	20
CELL PHONE AND SMARTWATCH POLICY.....	22
Suspension/Expulsion Definitions – Grades K-8.....	23
Search and Seizure.....	24
DRESS CODE.....	24
UNIFORMS.....	25
Out-of-Uniform Days.....	27
Spirit Wear Days.....	27
Internet Use/Blogging Policy.....	28
CURRICULUM.....	28
STANDARDIZED TESTING.....	29
ACTIVITIES AND ATHLETICS.....	29
Field Trip Policies/Forms.....	30
SCHOOL DAY & SCHOOL SUPPLIES.....	30
SCHOOL BUS - POLICY for a BROKEN DOWN BUS.....	31
CARE OF SCHOOL BOOKS.....	31
VISITORS.....	31
ST. JOSEPH SCHOOL INCLEMENT WEATHER PLAN.....	32
PARENT VOLUNTEERS.....	32
CAFETERIA.....	32
PAYMENT OPTIONS.....	32

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

Mission Statement

Embracing the Gospel message of Jesus Christ, St. Joseph School, as a Catholic educational community, is committed to developing life-long learners as we pursue the moral, spiritual, academic, and physical development of the whole child in an ever-changing world.

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/guardians are welcome to attend our school liturgies.

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. All registration fees are non-refundable.

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.

Children entering kindergarten must be five years of age on or before **August 31**. Children entering the first grade must be six years of age on or before **August 31**. 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.

Student Transfer Procedures

St. Joseph School accepts student transfer requests for families wishing to change schools during the school year or prior to the start of a new school year. When the transfer request is made, a thorough review of the request may be completed to determine if placement at St. Joseph School is in the best interest of the prospective student as well as the general student population of the school.

The following steps may be taken to make this determination.

1. Parents will need to release the previous school records for review. Upon receipt of the records, the administration will review the student information including, but not limited to, academic performance, academic support, discipline records, and student attendance.
2. An interview may be conducted with the student and his/her parents by the school administration, pastor, counselor, and/or the intervention team.
3. The administration will need confirmation from the previous school that all financial accounts, including all tuition and fees, are paid in full and all school books and materials have been returned.

If the school administration determines the student will be accepted, the following conditions may be put in place based on the review.

1. The student may be placed on probations for a period of 30 days or longer. During the probation period, excessive tardies/absences, any discipline issue, failure to remain current with schoolwork, or any other violation of the student handbook may be cause

- for dismissal from the school.
2. Periodic meetings may be scheduled with the student and/or parents to check on the student's progress to ensure success at school.
 3. Regular meetings with the school counselor may be required.

Financial Obligation - Tuition Payment Policy

Tuition payments will be reviewed four times per year; in August and prior to the end of each academic trimester, 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 trimester 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. 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.
4. Any family encountering unexpected financial hardship must notify the pastor for tuition assistance information.

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 **July through June**. 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, Book, and Technology Fee

A non-refundable registration fee is due for each child who is registering at St. Joseph School. This fee is paid in full at the time of registration. Book/Technology Fees are charged each year per student. These fees cover the cost of all hardback books, workbooks, audio/visual materials, additional reading materials, STEAM operation, Diocesan fees, art supplies, and certain other materials that will be used during the school year. Students are expected to provide their own general supplies.

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.

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 current 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 at home for their benefit as well as for the good of the other children. (See *Absenteeism*)

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, unless authorized by your child's doctor (i.e. inhaler and EpiPen).** 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.

MEDICINAL CANNABIS:

The Diocese of Covington prohibits the use of medicinal cannabis on school property and at school sponsored events.

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. Homework **for grades 3-8** is posted on-line, and parents and students have password access.

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 classwork and homework missed due to an excused absence.
5. If a student is absent, they have the same number of days they were absent to complete and turn in work.
6. Work must be completed by the student to whom the work was assigned.

Grading Scale Kindergarten

E	Excellent
O	On-level
NI	Needs Improvement
NT	Not Tested

Grading Scale- Grades 1 and 2

E	94-100
VG	89-93
G	80-88
S	72-79
P	Below 72

Grading Scale Grades 3-8

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 6-8 Only

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

1st Honors

Average of all subject areas must be at 92.5 or above with no grade below a 90, and no behavior detentions.

2nd Honors

Average of all subject areas must be at or between 86.5 and 92.49 with no grade below an 83 with a one detention maximum based on behavior. Students with grades for 1st honors, but with one behavior detention may get second honors.

Students with two or more behavior detentions are not eligible for honors.

Absenteeism - Excused Absences

An excused absence is one that is due to unforeseen circumstances, such as illness or a death in the family. **Excessive absences may require a physician's note at the principal's discretion.**

Policies for handling absences from school include:

1. When a child is sick, parents must notify the school office and teacher 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 (859) 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 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. 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. **Prior notice of early dismissal is strongly encouraged for all pre-planned early dismissals.**
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.

Absenteeism - Unexcused Absences

Unexcused absences include those due to vacations, attendance at social events, athletic contests etc. (any reason other than illness or a death in the family).

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 the missed work and tests upon return to school. **No assignments or tests will be given in advance.**
3. In the event that a junior high student misses exams for an unexcused absence, the exams will be made up after the student's return to school. If the exams must be completed after school is out of session for the year, the parent will be required to pay the exam proctor a fee of \$30.00 hour.
4. For unexcused absences, the teacher and student will complete a plan of action for missed work.
5. If a student is absent, they have the same number of days they were absent to complete and turn in work.
6. Work must be completed by the student to whom the work was assigned.

Absenteeism -Excessive Unexcused Absences

When deemed necessary, a letter will be sent to the parents of a child who has missed more than five days of school in any trimester. At the teacher's and principal's discretion, after a child has missed 15 days of school during a school year, a conference with the administrative team may be requested. After 15 unexcused absences, 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 announcements at 7:10. When tardy, the child should report to the school office to sign in before entering class. If a student will be arriving after 8:00, the office must be notified by 7:15 a.m.

A student who has more than five unexcused tardies in a trimester will be assigned a school detention.

Excused tardies include illness with doctor's note, doctor's appointment with note, and/or death in the family.

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 core subjects (math, science, reading, English, social studies, and religion) for the year is critical and is grounds for consideration for retention. Proof of tutoring by a certified teacher is required at the beginning of the school year. Exceptions can be approved by administration.

Non-Custodial Parent

Access to students, 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

A weekly school newsletter is emailed 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.

Parent/Teacher conference night will be scheduled once in the fall. Teachers may schedule parent conferences individually from mid-term of the first trimester 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 email the teacher so that the teacher may arrange a time that is convenient for all concerned.

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.

DISCIPLINE AND APPROPRIATE CONDUCT

Rules for classrooms, halls, restrooms, cafeteria and playground are designed to ensure a safe and educational school day. The faculty and administration of St. Joseph School expect the best behavior from all students. Violence, threats of violence, and simulations of violence will be taken as a serious violation of the discipline and safety policies of the school. In all aspects of discipline, our goal is to act in a Christian manner characterized by fairness and compassion.

Teachers are individually and personally responsible for the training of their own classes and for the overall discipline in the school. They will explain the school discipline program at the start

of the school year to all students. In addition, each teacher may have specific classroom rules. Students' best behavior is manifested in an atmosphere of mutual respect and trust.

STUDENT GENERAL CODE OF CONDUCT

- Halls:** A quiet atmosphere is required during the school day.
Walk or stand in line in single file.
Walk downstairs on the right side.
Always keep hands and feet and other objects to oneself.
Respect work that is displayed in the halls.
Hold doors for one another.
- Classroom:** Respect self and others.
Respect personal, school and student property.
Arrive prepared for class.
Be courteous. Speak at appropriate times.
Work to the best of one's ability.
- Cafeteria:** Refrain from sharing food or drink with other students.
Refrain from throwing food.
Eat lunch in a conversational tone and remain seated.
Refrain from pushing in line.
Be respectful of others when serving oneself during lunch.
Clean up the eating area when finished (table and floor).
Be polite to the cafeteria workers.
- Uniform:** Maintain a neat appearance at all times.
Comply strictly with the uniform policy in this handbook.
- Restrooms:** Flush the toilet and wash hands after using the restroom.
Keep the area clean and free of litter.
Return to class promptly and quietly.
Report any damage or maintenance needs immediately to the teacher.
- Church:** Be reverent and respectful at all times.
Genuflect upon entering and exiting church
Participate in prayers and songs.
Be attentive to the readings, the homily, and the service.
Walk in an orderly manner to and from church.
- Playground:** Play cooperatively.
Respect teachers, playground monitors, playground equipment and grounds.
Keep within designated areas.
Line up in single file at the end of recess.

Keep silent upon entering the building.

Dismissal: Pack up backpack, coat and belongings.
Listen attentively to announcements.
Remain seated until called to leave.
Walk quietly through hallways and stairwells.
Follow directions of the teachers on duty.

Student Responsibilities

(These apply to all areas of campus and all school-sponsored activities)

1. Be at school every day unless an absence is excused.
2. Be on time and prepared for school and classes.
3. Bring notes from parents/guardians or medical professionals for excused absences to the school office.
4. Complete classwork and homework on time.
5. Make up missed assignments and tests due to absence.
6. Understand and obey the school discipline code and classroom expectations.
7. Assume responsibility for your academic achievement and conduct.
8. Respect the rights and property of other students.
9. Respect all adults in authority.
10. Demonstrate respect for students, teachers, administrators, and school personnel while at home, at school, at school-related events, and on social media.
11. Behave in a safe and responsible manner.
12. Follow the school dress code and observe proper hygiene.
13. Ask teachers or school staff for help with problems / concerns.
14. Report violations of the discipline code to a teacher or staff member when necessary to ensure the safety and well-being of others.
15. Practice good citizenship by being helpful and honest when there is a problem.
16. Do not participate in illegal or harmful behaviors.
17. Refrain from using non-school-assigned electronic devices on school property.
18. Conduct yourself appropriately on the school bus, in compliance with Kenton County School Bus operations / procedures.
19. Refrain from conduct that disrupts classroom work or school activities, creates disorder, disregards the rights of others, or damages the property of others.
20. Participate in school activities in order to have a more positive school experience.
21. Address concerns respectfully through proper channels of communication.
22. Bullying behavior will not be tolerated. Bullying is persistent, repeated negative actions over time showing an imbalance of power which is purposeful and not accidental.
23. Advocate for yourself.

Parent / Guardian Responsibilities

1. Ensure regular, punctual attendance. Students should be in their classroom before 7:10 am.
2. Report and explain absences to the school office and the student's teacher(s) before 7:10 am on the day of absence.
3. Inform/update the school of any condition or circumstance that may affect your child's learning, attendance, or participation in school programs or activities. (i.e. medical, family, or social problems)
4. Ensure your child has current immunizations and required medical examinations.
5. Send a note or email to the office if there is a change in your child's mode of transportation or pick up time (either short-term or long-term change). Please do not only send this information to the teacher (i.e. through Class Dojo)
6. Accept your own role as the primary educator(s) of your child, including your role as primary catechetical teacher.
7. Accept your own role as the primary educator(s) of your child, including your role as primary catechetical teacher.
8. Establish and maintain a home environment that fosters a positive attitude toward education and learning.
9. Establish and maintain a home environment in which homework can be accomplished without distraction or disturbance. Make sure the child has time, space, and materials and help for homework.
10. Demonstrate respect for students, teachers, administrators, and school personnel while at home, at school, at school-related events, and on social media.
11. Provide the school with current address, phone number and email addresses to facilitate communication between home and school, and to ensure texts and calls can accurately reach you in case of emergency or school closing.
12. Assist your child in complying with established standards of personal hygiene.
13. Show an interest in your child's schoolwork through communication with the school and discussion of problems with the appropriate school personnel.
14. Review, sign, and return school paperwork and report cards.
15. Attend scheduled conferences and appointments with school personnel.
16. Support and reinforce the school's disciplinary measures and assist the school with discipline when needed.
17. Communicate with your child about academic performance and behavior, and develop their self-respect, self-confidence, and a positive self-concept.
18. Keep the school up to date with the names of anyone allowed to sign their child out of School.
19. Review the discipline code and school rules with your child
20. Pay the required fees on time. If assistance is needed, please contact the school or parish office.
21. Maintain VIRTUS compliance to volunteer for school activities.
22. When/if entering the school, follow safety procedures in place, including signing in and out at the school office.

Teacher Responsibilities

1. Keep accurate records of grades, attendance, and behavior.
2. Demonstrate responsible attendance at classes and assigned supervisory duties
3. Engage each student in the educational process and promote appropriate behavior.
4. Inform parents/guardians about academic or behavioral performance.
5. Assign appropriate classwork and homework with clear directions.
6. Create a classroom environment that reflects the Catholic faith in which students can feel safe, respected, and comfortable asking for help.
7. Help students understand class and school expectations.
8. Seek training and education in best practices for teaching, student growth and development, and discipline.
9. Employ fair and consistent discipline to teach students responsible behavior.
10. Set high expectations for student behavior and academic performance and help students reach their goals.
11. Report discipline code violations that may warrant administrative intervention by the principal/assistant principal.
12. Maintain a positive, professional attitude and behavior towards students, parents, administrators, and other school personnel.
13. Encourage students to participate in school activities.
14. Possess a thorough knowledge of the subject matter you are teaching, and prepare instructional activities that meet students' academic needs.
15. Refer students with possible academic, social, or emotional challenges to the appropriate resources (i.e. speech therapist, academic support, guidance counselor).
16. Evaluate student assignments, returning them as soon as possible.
17. Reply with respect and courtesy to inquiries and suggestions from parents/guardians and administrators.
18. Follow the policies and standards adopted by the school and Diocese of Covington.
19. Dress appropriately and professionally.
20. Maintain VIRTUS compliance.
21. Demonstrate respect for families, teachers, administrators, and school personnel while at home, at school, at school-related events, and on social media.

Staff Responsibilities

1. Demonstrate responsible attendance at assigned supervisory duties.
2. Create a positive, Catholic-centered environment with appropriate discipline according to the approved code.
3. Serve as a role model for students in action, speech, and personal appearance.
4. Set high expectations for student behavior and academic performance and help students reach their goals.
5. Report discipline code violations that may warrant administrative intervention to the principal/assistant principal.
6. Maintain a positive, professional attitude and behavior towards students, parents, administrators, and other school personnel.

7. Follow the policies and standards adopted by the school and Diocese of Covington.
8. Dress appropriately and professionally.
9. Maintain VIRTUS compliance.
10. Demonstrate respect for families, teachers, administrators, and school personnel while at home, at school, at school-related events, and on social media.

Administrator's Responsibilities

1. Exemplify responsible attendance.
2. Create policies that are fair and in line with our Catholic faith.
3. Create and maintain, with the help of staff, a positive learning environment with appropriate discipline according to the approved code.
4. Implement and evaluate all aspects of the educational program to promote learning.
5. Comply with the laws and regulations of the nation, state, diocese, and school.
6. Ensure dissemination of policy information, assessment results, and overall school performance.
7. Communicate effectively with families, faculty, staff, and parish.
8. Apply academic and disciplinary policies fairly, consistently, and impartially according to the discipline code, using their best judgment.
9. Serve as a role model for faculty, staff, and students in action, speech, and personal appearance.
10. Encourage active involvement of parents/guardians in the education of their child.
11. Be available for conferences with faculty, staff, students, parents, and others regarding discipline and other matters.
12. Foster a spirit of cooperation and purpose among our school staff and community.
13. Promote positive working relationships among faculty, parents/guardians, and students.
14. Demonstrate respect for families, teachers, administrators, and school personnel while at home, at school, at school-related events, and on social media.

LEVEL MISBEHAVIORS AND POSSIBLE CONSEQUENCES FOR GRADES **K-3:**

LEVEL I

Teachers and administrators are responsible for fairly and consistently administering discipline based on the SJS code of conduct and the following range of consequences, but also using his or her judgment. Teachers and administrators may choose one or several of the consequences listed.

This behavior level consists of minor infractions that may disrupt the orderly operation of the classroom or school. The staff member supervising the student or who observes the behavior is expected to intervene and assign an appropriate consequence for the misbehavior based on the level I possible consequences chart. This level may or may not require notification of parents, depending on the nature of the misbehavior. After a set number of infractions (as determined by teachers and administrators), any future infractions will fall under behavior level II, “persistent level I misbehaviors.”

LEVEL I MISBEHAVIORS	LEVEL I POSSIBLE CONSEQUENCES
● Dress Code Violation (clothing, jewelry, hair, etc.) ● Violation of established rules ● Gum Chewing / Eating at inappropriate times ● Lying ● Rough play/scuffling/running ● Minor defacement or damage of property ● Refusal to work ● Repeated tardiness to class ● Throwing objects ● Unprepared for class ● Disrespect ● Disruptive behavior / disturbing others ● Inappropriate or Cruel Teasing ● Note passing ● Leaving class without permission ● Inappropriate use or treatment of technology - mild ● Inappropriate lunchroom behaviors	● Change student's seat or placement in line ● Verbal Warning / Correction ● Time Out ● Restitution of Damages ● Withdrawal of Privileges (including tech.) ● "Violation" per grade level system ● Confiscation of disruptive items ● Student / Teacher conference ● Student Calls Parent ● Teacher Contacts Parent ● Parent / Teacher Conference ● Refer to Counselor ● Writing Assignment (i.e. reflection, apology - determined by the teacher) ● Removal from group or classroom for a short time ● Practice proper behavior during recess ● Clean up any mess you made ● Other consequences as determined by the teacher / supervising staff member

LEVEL II

Teachers and administrators are responsible for fairly and consistently administering discipline based on the SJS code of conduct and the following range of consequences but also using his or her judgment. Teachers and administrators may choose one or several of the consequences listed.

This behavior level consists of misbehaviors that are more serious or frequent, or that inadvertently affect the health or safety of other students. These misbehaviors are managed by a teacher and administrator. Consequences will be assigned based on the level II possible consequences chart. Parents will be notified any time there is a level II misbehavior. After a set number of infractions (as determined by teachers and administrators), any future infractions will fall under behavior level III, "persistent level II misbehaviors."

LEVEL II Misbehaviors	LEVEL II Possible Consequences
● Persistent level I misbehaviors ● Stealing/theft/possession of another's property without permission ● Defiance of authority / Noncompliance ● Plagiarism / cheating ● Major defacement or damage of property ● Inappropriate use or treatment of technology - moderate ● Violation of established bus rules ● Physical altercations ● Bullying / harassment (including online) ● Possession of a look-alike weapon ● Leaving school grounds without permission ● Injury to others - not serious ● Possession / distribution of obscene materials / objects ● Other persistent or serious misbehaviors	● "Demerit" (per grade level system) ● Restitution of Damages ● Withdrawal of Privileges (including field trips) ● Confiscation of disruptive items ● Student / teacher / admin. Conference ● Student calls parent ● Teacher/administrator contacts parent ● parent / teacher / admin. Conference ● refer to counselor ● Detention ● Bullying/Harassment Contract ● Instant detention ● Bus suspension ● Suspension of technology privileges ● In-school suspension ● Out of school suspension ● Other consequences as determined by teachers and administrators

LEVEL III

Teachers and administrators are responsible for fairly and consistently administering discipline based on the SJS code of conduct and the following range of consequences but also using his or her judgment. Teachers and administrators may choose one or several of the consequences listed.

This behavior level consists of misbehaviors that are intentional acts against a person or property that endanger the health and safety of others. These actions require the intervention of an administrator and possible notification of law enforcement. Parents will be notified at any time there is a level III misbehavior.

LEVEL III Misbehaviors	LEVEL III Possible Consequences
● Persistent level I and II misbehaviors ● Inappropriate use or treatment of technology - severe ● Assault ● Aggression toward teacher / staff ● Possession / use of a weapon ● Arson ● Terroristic threatening (bomb, weapon, etc.) ● Possession / use of explosive ● Other extremely serious misbehavior	● Restitution of damages and/or payment for a new device ● parent / administrator / pastor conference ● Instant detention ● banned from campus outside of school hours ● withdrawal of privileges (including field trips) ● immediate removal from school grounds ● in-school suspension ● out of school suspension ● Involvement of law enforcement • expulsion

Additional Discipline Information – Grades K – 1

In grades K-1, the on-line platform of Class Dojo is used to manage student behavior. If discipline offenses are repeated, a conference will be arranged with the principal, parents, and teacher(s). At the conference, a plan of action will be determined in alignment with the leveled discipline code.

Additional Discipline Information - Grades 2 - 8

Teachers in grades 2 - 8 will ensure that their students adhere to the school rules. Inappropriate behavior will be dealt with in the following manner.

Each student will have a behavior evaluation card based on the levels stated above. Students in grades 3 - 8 will be issued a new card at the beginning of each trimester, and infractions will be indicated on the card. Students in grade 2 will be issued a new card more frequently (as determined by the grade 2 teachers), and infractions will be indicated on the card.

Detentions will be served after school from 2:15 p.m. to 3:15 p.m. Students who lose or cannot produce their evaluation cards may serve detention and will be charged a \$1 replacement fee.

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 consequence.

Students who do not show up for detention will serve two detentions, unless it is due to expected illness. A student whose detention needs to be rescheduled needs to see the administrator beforehand.

Student Discipline and Consequences for Grades 4-8

Teachers may assign consequences for physical or serious incidents. Administration may issue detention or suspension for serious one-time offenses or repeated behavior. Administration is the final authority in disciplinary matters and may waive a rule for just cause.

Examples of behavior that may result in suspension or expulsion include:

- Threats or acts of violence
- Consistent disrespect toward authority
- Uncooperative or disruptive behavior
- Fighting, harassment, or bullying
- Stealing, lying, or cheating
- Use of profanity or obscene language
- Gambling
- Possession or use of tobacco, alcohol, or illegal drugs on school property
- Disorderly conduct or assault
- Damage to or destruction of property
- Possession of weapons or dangerous materials
- Repeated violation of school rules
- Plagiarism and/or Misrepresentation of student work (AI)

In an effort to guarantee your child and other children the learning climate they deserve, we have developed a system of discipline that is based on class rules, rewards, and consequences.

School Discipline for Grades 4-8

Students in grades 4-8* will have their card signed by a school staff member when an infraction occurs in one of the following areas:

- Uniform
- Responsibility
- Behavior
- Chromebooks

After the student receives a signature for the infraction from his/her teacher, the student takes the Cavalier Card home, has a parent/guardian sign it, and returns it to the teacher who issued the infraction. If the student does not return the Cavalier Card signed by a parent/guardian by the following day, parents will be contacted by the teacher to sign and return. Infractions are also input into FACTS for documentation and tracking purposes.

**Infraction totals restart at the beginning of each trimester for 4th, 5th, and 6th grade students.*

**Infraction totals do not restart at the beginning of each trimester for 7th and 8th grade students, rather they continue to accumulate throughout the school year.*

Chromebook Violation(s)

If a student accumulates two Chromebook infractions during the course of the school year, the student will lose Chromebook privileges for one week. If a student accumulates three Chromebook infractions during the school year, the student will lose Chromebook privileges for the remainder of the school year. Chromebook privileges may be revoked for destructive behavior.

Behavior Detentions

Three behavior infractions result in a behavior detention which takes place after school on Thursdays from 2:15 to 3:15 p.m. Parents will be notified of detentions via email and paper notice to sign and return to school. Failure to show up for a scheduled detention will result in another detention issued.

The following procedure will be followed for discipline forms:

- Three (3) behavior infractions result in a behavior detention.
 - The fourth (4) behavior infraction results in a parent/teacher conference to develop an actionable plan,
 - the fifth (5) behavior infraction results in a detention, and
 - the sixth (6) behavior infraction results in a detention and loss of activity/event.
- If behavior infractions continue to accumulate, a conference may be scheduled with administration where future consequences and development of a behavior contract are discussed with the parent(s) and shared with the student.

Responsibility/Academic Detentions

Academic detentions take place after school on Wednesdays from 2:15 to 3:15 p.m.

- In grades 6-8, every three (3) responsibility infractions result in an academic detention.
- In grades 4-5, five (5) infractions result in a detention, and every three (3) thereafter.

Parents will always be notified of detentions. Failure to show up for a scheduled detention will result in another detention issued.

The following procedure will be followed for discipline forms:

- After the initial detention, every three additional responsibility infractions result in a detention.
- A parent/teacher meeting may be scheduled at the time of the second detention to develop an actionable plan.
- If responsibility/academic infractions continue to accumulate, a conference may be scheduled with administration where future consequences are discussed with the parent(s) and shared with the student.

Uniform Detentions

Three uniform infractions result in a Thursday detention from 2:15-2:45 p.m. Parents will always be notified of detentions. Failure to show up for a scheduled detention will result in another detention issued.

The following procedure will be followed for discipline forms:

- Every three uniform infractions result in detention.
- If uniform infractions continue to accumulate, a parent meeting may be scheduled to develop an actionable plan.

Cell Phones & Personal Electronic Devices

Students are discouraged from bringing cell phones and other personal electronic devices to school. However, we recognize that some students may need a phone for transportation to and from school or for after-school activities.

If a student brings a cell phone or other personal electronic device to school:

- The device must be **powered off** before entering the school building.
- The device must be **turned into the HR teacher** at the beginning of the school day.
- The device may not be carried on the student's person or used anywhere on school property during the school day unless expressly authorized by a school administrator.
- The use of personal electronic devices to make calls, send or receive messages, access the internet or social media, take photographs, record audio or video, or use artificial intelligence applications is prohibited during the school day unless specifically authorized by a teacher or administrator for an educational purpose.

Students found in possession of or using a personal electronic device in violation of this policy may have the device confiscated and will be subject to disciplinary action in accordance with the school's discipline procedures. Repeated violations may result in the loss of the privilege of bringing a device to school.

St. Joseph School is not responsible for the loss, theft, or damage of personal electronic devices brought to school.

SMARTWATCH POLICY

If a student brings a smartwatch to school, the watch will be collected by school personnel upon the student's arrival, and will be returned to the student at the end of the day. Smartwatches should remain off while on campus. Violations of this policy are subject to disciplinary action.

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 grade penalties. Students may not participate in extracurricular activities during the suspension. Any suspensions beyond the first two days will result in out-of-school suspension (cumulative through the school year).

A \$100 fee will be charged to cover the cost of a substitute teacher who will supervise the students for the full school day, and a \$50 fee will be charged for half a day.

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 class assignments. The suspended student may receive a grade of zero for all classroom work and assignments issued during the suspension. If a student has more than two days of out-of-school suspension, the student may be expelled.

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

Students may be suspended or expelled for serious causes at the discretion of the administration, such as, but not limited to the following.

1. Threat of violence or threat to use a weapon
2. Use of obscenities
3. Disrespect/insubordination toward teacher and/or staff
4. Chronic disciplinary problems
5. Vandalism
6. Causing harm to persons (threatening, bullying, verbal/physical abuse)
7. Causing harm to property
8. Refusal to cooperate with school authorities.
9. Possessing or using drugs, alcohol, vape pens, or tobacco
10. Possessing or using a weapon
11. Continual source of disturbance in the classroom or other areas of school life
12. Repeated failure to do assigned work
13. Cheating or assisting others in cheating
14. Stealing
15. Fighting

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, clothing, personal items, lockers, backpacks, etc. An inspection does not imply wrongdoing 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.

The administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.

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 properly – shirts/blouses should be long enough to stay tucked in; girls' skirts should be no shorter than fingertip length when arms are placed **naturally** at your side.

Jewelry

The only jewelry items permitted for boys and girls are small cross necklaces and wristwatches (no smart watches). If a smartwatch is brought to school, it will be collected and kept by school personnel and returned at the end of the day. Girls may wear non-distracting post earrings that are no longer than the earlobe. No other jewelry is permitted.

Hair

Natural, non-distracting color and style; hair must be kept out of the eyes. Once old enough to grow facial hair, boys must be clean-shaven.

Makeup

Students may not wear makeup of any type during the school day. This includes eye makeup, makeup base, blush, etc. No acrylic nails, only natural nails. Girls may wear solid color nail polish (no embellishments).

Nametags

Each student will receive a nametag to be worn every day as part of the uniform. Nametags are not to be decorated or defaced in any way. If a student loses or defaces their nametag, they must pay \$5.00 for a replacement nametag.

UNIFORMS

Our uniform supplier is **Lands End**. Parents can access all approved uniform items at this site: www.landsend.com/school. Scroll down on the left side to “Find your school” and then click on girls, or boys. Uniform guidelines are also posted on the school web site.

Physical Education Uniform – Grades K-8 Only – Girls and Boys

P.E uniforms must be purchased through **Arden & Gold**. Students should wear their **P.E.** uniform all day on their assigned gym day. **Tennis shoes are required on gym days.**

BOYS’ UNIFORM

Shorts/Slacks

K-4

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.**

Uniform shorts purchased **will not be permitted during December, January, and February.** These are not to be worn for P.E. class. **Shorts must be below fingertip length when arms are held naturally at the side.**

5-8

Khaki dress slacks and shorts with belt loops with the same restrictions as above.

Belts

Belts must be worn with slacks and shorts that have belt loops. Shirts should be tucked in. **If no belt loops, shorts or pants must be able to remain at the natural waistline, even during movement.**

Shirts

K-4

Light blue knit 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.

5 – 8

Boys wear a navy-blue shirt with the same restrictions as above.

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

Fleece Navy blue or gray (PULLOVER ONLY, WITH SLEEVES), purchased from **Arden & Gold** or Lands' End Sweatshirts should fit properly. Please see spirit wear guidelines.

Socks

Plain white, navy blue, black, or gray (crew or taller) socks are to be worn. A small logo is acceptable.

Shoes

Sturdy shoes are mandatory. No sandals, slippers, or backless shoes. No light-up gym shoes. Shoes must be tied or always fastened **and properly fitted.**

GIRLS' UNIFORM

Grades K-4

Standard navy plaid uniforms – JUMPER purchased only from **Lands' End**. **Jumper must be below fingertip length when arms are held naturally at the side.**

Grades 5-8

Standard navy plaid uniforms – SKIRT purchased only from **Lands' End**. **Skirt must be below fingertip length when arms are held naturally at the side.** Any shorts worn under the skirt should not be visible below the skirt's hem.

Slacks

K-4

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.

5-8

Khaki dress slacks with the same restrictions as above.

Shorts

Uniform shorts will not be permitted in December, January, and February. These are not to be worn for P.E. class. **Shorts must be below fingertip length when arms are held naturally at the side.**

Belts

Belts must be worn with slacks and shorts that have belt loops. If no belt loops, shorts must remain at natural waist, including during movement.

Blouses

Grades K-4

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. 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.

Grades 5-8

Junior high girls wear a navy-blue shirt.

Sweaters/fleece

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 uniform sweatshirts (**PULLOVER ONLY**, WITH sleeves), purchased from **Arden & Gold**. Sweatshirts should fit properly.

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. A small logo is acceptable. **Socks must be visible above the shoes.**

Shoes

Sturdy, closed-toe shoes are **mandatory**. No sandals, slippers, or backless shoes. No light-up gym shoes. Shoes must be tied or always fastened **and fit properly**.

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-shirts. Pants or shorts may be out of uniform; shorts must meet the requirements for uniform shorts listed above. No leggings, yoga pants, or tight-fitting bottoms may be worn.

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 sweatpants. Spandex shorts are not permitted. Socks must be worn with closed-toe shoes. No clogs, flip-flops, sandals, **or other backless shoes** are permitted. Hats, caps, and hoods may not be worn inside the school building. If you wear leggings, shirt/top must be below finger-tip length.

Internet Use/Blogging Policy

Evidence of any student making negative or inappropriate comments about another via the internet (a social network or blogging site etc.) will warrant disciplinary action. St. Joseph School reserves the right to discipline students for off-campus conduct.

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.

STEAM

Our school has a Steam (science, technology, engineering, art, and math) lab. All students have an opportunity to participate in activities in the lab weekly to coordinate with our curriculum

Spanish

Students in grades 6-8 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 given time to visit our library, participate in reading-related activities, and check out books. Students must pay for any books that they damage or lose.

STANDARDIZED TESTING

The diocesan-required testing program is an achievement test that is given in Grades K-8. 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. MAP testing is administered three times per school year (fall, winter and spring).

ACTIVITIES AND ATHLETICS

St. Joseph School provides numerous opportunities for students to participate in school sponsored extra-curricular activities and sports.

A list of the current activities and sports available to students is available in the school office.

All participants in extracurricular activities and sports are expected to follow the SJS discipline code of conduct. Students who violate the code while at a school-sponsored activity are subject

to school discipline, up to and including dismissal from the activity or team. Any member of an extracurricular group who misses school on the day of an activity, game, or practice is not eligible to participate.

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 registration/book fees and activity fees are not paid in full. The administration reserves the right to determine if a child may attend a field trip or not.

- Educational experiences or field trips are planned by the teachers. They are designed to correlate with teaching units and to achieve curricular goals. Field trips are scheduled only after the approval of the principal. These trips are permitted only if sufficient supervision and carefully planned transportation is provided.
- Kenton County buses or similar means of transportation are used for field trips.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. **Verbal permission cannot be accepted. Students will not be permitted to call home in order to have a parent bring in a permission slip.**
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
- All parents who attend a field trip or volunteer at school must be VIRTUS compliant.
- Parents who chaperone a field trip may not bring infants, pre-school, or school-age siblings on the field trip.

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 6:45 a.m. (when following regular schedule).

SCHOOL SUPPLIES

All students must be properly prepared for class. A list of all necessary items is sent home. Except as noted on the supply lists, students’ supplies may be purchased anywhere.

Bus Transportation

If a student needs to ride a different bus or to get off at a different stop, a signed note from the parent OR an email is required. This note should be sent to the office in the morning in your

class message envelope. Emails should be forwarded to office personnel if they were not originally included. A bus slip will be sent to the classroom in the afternoon message envelope.

SCHOOL BUS - POLICY for a BROKEN DOWN BUS

In the event that a Kenton County bus breaks down while completing a St. Joseph School bus route, Kenton County has the following policy in place.

1. Once the bus driver determines that the bus is no longer safe to transport students, the driver notifies the bus garage and requests a new bus to be brought to the location of the broken-down bus.
2. The bus garage will then notify St. Joseph School of the situation so that information can be disseminated to parents.
3. The bus driver is allowed to release students to their parents **ONLY** if the parents arrive at the broken-down bus before the replacement arrives. The bus driver is not permitted to release students to other adults.

CARE OF SCHOOL BOOKS

Our average textbook costs \$85, 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 ensure 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 need to check in at the front office and pick up a visitor's badge. Visitors must check out when exiting and return their visitor's badge. Visitors are expected to wear the visitor badge for the duration of their visit.

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 Facebook, through email and a cell phone/text message.

Please note: If Kenton County has a one-hour delay, we will also be on a one hour delay in order to use their bus service.

PARENT VOLUNTEERS

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, according to the regulation of the federal government. Any additional items (i.e. snacks) must be purchased by the students. **Students are not permitted to bring in fast food or carbonated beverages.** Milk is included in the lunch purchase, or water bottles may be purchased.

The following outlines the responsibilities of all volunteers in the school cafeteria.

1. Parents may volunteer on Signup Genius, and it is their responsibility to remember the days they work. A reminder will not be sent out.
2. Please arrive no later than 10:30 a.m. If you are unable to work, please call the cafeteria manager no later than 8:00 a.m. (859-578-2747)
3. **All cafeteria workers must be Virtus trained and in good standing.**
4. Toddlers and preschoolers are not permitted to be in the cafeteria hall while parents are working.

Payment Options

Information will be sent home prior to the beginning of each school year detailing how parents can deposit funds online for their child's lunch account.

Money or checks may also be placed in an envelope and sent to the school office in lieu of online payments. Please include your child's name.

Letters will be emailed weekly letting parents know if their child has a negative balance on their account.

Free and Reduced Lunch forms may be found on the diocesan website. This information is held in complete confidentiality.

Monthly menus will be published in the weekly school newsletter and the school website.