

St. Joseph School Handbook



**ST. JOSEPH
SCHOOL**

CRESCENT SPRINGS, KY

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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

Mission Statement

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.

Enrollment for Kindergarten is limited to approximately 20 students/class. Enrollment for grades 1-8 is limited to approximately 25 students/class.

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 school administrators.

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 June through May. Current tuition rates are published upon the decision from the Parish Finance Committee.

Tuition – Preschool

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

Registration, 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, fundraisers, 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*, page 10.)

Any medication, prescription or non-prescription, must be sent to the office in its original container. The container for prescription medicines should be properly labeled by the pharmacy including name of patient, medication, and proper dosage. **Prescription medicine may not be kept in the classroom or in the student's possession, 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.

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 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.**

Grading Scale Kindergarten

E..... .Excelling
VG Very Good
SSatisfactory
NINeeds Improvement
NTNot Tested

Grading Scale- Grades 1 and 2

E 94-100
VG ...89-93
G..... 80-83
S72-79
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 2nd 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.

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 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.
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.

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 upon return to school. **No assignments will be given in advance.**
3. For unexcused absences, the teacher and student will complete a plan of action for missed work.

Absenteeism -Excessive Absences

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

Tardiness

A child is marked tardy when they are not present for announcements at 7:10. When tardy, the child should report to the school office before entering class. If a student arrives after 8:00, they must present a note to the office stating the reason for the tardiness.

A student who has been tardy more than 10 times in a trimester will be assigned a school detention.

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

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

Promotion/Retention

Children who have satisfactorily completed the requirements of their particular grade are promoted to the next grade level. Those students who do not meet the requirements may be retained in their present grade level. Failure of two subjects for the year is critical and is grounds for consideration for retention. Proof of tutoring is required at the beginning of the school year.

Non-Custodial Parent

Access to student reports and cumulative records will be granted to non-custodial parents only to

the extent provided in the divorce decree, in written instructions from the custodial parent (guardian), or in a valid court order.

COMMUNICATION

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.

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. 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 a manner that is respectful to others.
Always keep hands and feet 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.
Behave appropriately toward others in the restroom (respect privacy, no roughhousing).
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 and enter the building quietly and respectfully.

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 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.

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 the 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).
6. Accept your own role as the primary educator(s) of your child, including your role as primary catechetical teacher.
7. Establish and maintain a home environment that fosters a positive attitude toward education and learning.
8. Establish and maintain a home environment in which homework can be accomplished without distraction or disturbance. Make sure the child has time, space, materials, and help for homework.
9. Demonstrate respect for students, teachers, administrators, and school personnel while at home, at school, at school-related events, and on social media.
10. Provide the school (Sycamore) with current address, phone number and email addresses in order to facilitate communication between home and school, and to ensure Twilio texts and calls can accurately reach you in case of emergency or school closing.
11. Assist your child in complying with established standards of personal hygiene.

12. Show an interest in your child's schoolwork through communication with the school and discussion of problems with the appropriate school personnel.
13. Review, sign, and return school paperwork and report cards.
14. Attend scheduled conferences and appointments with school personnel.
15. Support and reinforce the school's disciplinary measures and assist the school with discipline when needed.
16. Communicate with your child about academic performance and behavior, and develop their self-respect, self-confidence, and a positive self-concept.
17. Keep the school up to date with the names of anyone allowed to sign their child out of school.
18. Review the discipline code and school rules with your child.
19. Pay the required fees on time. If assistance is needed, please contact the school or parish office.
20. Maintain VIRTUS compliance to volunteer for school activities.
21. When/if entering the school, follow safety procedures in place, including signing in and out at the 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 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 disciplinary 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.

DISCIPLINE CODE VIOLATIONS

LEVEL DEFINITIONS:

Level I

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 II

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 III

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

LEVEL MISBEHAVIORS AND POSSIBLE CONSEQUENCES:

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.

LEVEL I MISBEHAVIORS	LEVEL I POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • 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 • Loitering in the hallways • Inappropriate use or treatment of technology - mild • Electronic Device violations • Inappropriate lunchroom behaviors 	<ul style="list-style-type: none"> • 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 item • 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.

LEVEL II Misbehaviors	LEVEL II Possible Consequences
<ul style="list-style-type: none">• Persistent level I misbehaviors• Stealing/theft/possession of another's property without permission• Defiance of authority / Noncompliance• Missed detention• Plagiarism / cheating• Falsifying documents• Tobacco use (cigarette,e-cig, vapor, etc)• Major defacement or damage of property• Inappropriate use or treatment of technology - moderate• Violation of established bus rules• Physical altercations• Bullying / harassment (including online)• Gambling• Possession of a look-alike weapon• Intimidation / extortion / blackmail• Leaving school grounds without permission• Injury to others - not serious• Possession / distribution of obscene materials / objects• Other persistent or serious misbehaviors• Vandalism of restrooms	<ul style="list-style-type: none">• "Demerit" (per grade level system)• Restitution of Damages• Withdrawal of Privileges (including field trips)• Confiscation of disruptive item• 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.

LEVEL III Misbehaviors	LEVEL III Possible Consequences
<ul style="list-style-type: none"> • Persistent level I and II misbehaviors • Inappropriate use or treatment of technology - severe • Assault • Aggression toward teacher / staff • Possession of illegal / controlled substances • Possession of drug paraphernalia • Misuse of medications • Possession / sale / use of alcohol • Under the influence of illegal substances • Abuse of inhalants (glue, spray paint, etc.) • Possession / use of a weapon • Arson • Terroristic threatening (bomb, weapon, etc.) • Possession / use of explosive • Other extremely serious misbehavior 	<ul style="list-style-type: none"> • Restitution of damages • 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 indicted on the card.

- Detentions will be served after school from 2:00 p.m. to 3:00 p.m.
- Students who lose or cannot produce their evaluation cards will 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.
- Students who do not show up for detention will serve two detentions, unless it is due to unexpected illness. A student whose detention needs to be rescheduled needs to see the administrator beforehand.

DISCIPLINE CODE DEFINITIONS:

Arson - deliberately setting fire to property

Assault - a violent physical or verbal attack with the intent to harm the other person

Blackmail - the action, treated as a criminal offense, of demanding payment or another benefit from someone in return for not revealing compromising or damaging information about them

Bullying - aggressive behavior that includes:

- An Imbalance of Power: children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. The bullying can consist of one child bullying another, or a group of children ganging up against one lone child, or one group of kids targeting another group.
- Repetition: Bullying behaviors happen more than once
- Common behaviors attributed to bullying include put-downs, sarcastic remarks, name calling, rumors, gossip, jokes, verbal threats, pranks, gestures, drawings, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.=

Defacement of property - writing or drawing on an item or surface that is not intended for writing

Disrespect - to show or express disregard or contempt for another person

Drug Paraphernalia - any equipment that is used to produce, conceal, and consume illicit drugs

Extortion - the practice of obtaining something, especially money, through force or threats

Falsifying documents - modifying a document with the intention to deceive another person

Gambling - playing games of chance for money or other valuable items

Harassment - aggressive pressure or intimidation; types of harassment include, but are not limited to: personal harassment, physical harassment, power harassment, psychological harassment, cyberbullying, retaliation harassment, sexual harassment, and verbal harassment.

Inappropriate teasing - hurtful words that ridicule, put-down, or otherwise make another person feel less valued

Inappropriate use or treatment of technology - using technology and/or the internet to menace, harass, threaten, intimidate, stalk, or defame another person. OR use of the internet to gain unauthorized access to information or view inappropriate content

1. MILD EXAMPLES: on a website unrelated to class; playing games during class, on a school-related website at an inappropriate time; accidental mishandling of technology that leads to damage
2. MODERATE EXAMPLES: repeatedly using websites unrelated to class or gaming during class; willful neglect of assigned technology that leads to damage
3. SEVERE EXAMPLES: using the internet to harass, threaten, intimidate, stalk, or defame another person; hacking into unauthorized websites, networks, or servers; viewing or sharing obscene material via the internet; intentionally destroying your or another's assigned technology

Intimidation - to compel or deter someone to do something by using fear tactics or threats

Obscene Materials - according to the US Supreme Court, obscene materials must appeal to an average person's prurient interest; depict or describe sexual conduct in a "patently offensive" way; and, taken as a whole, lack serious literary, artistic, political or scientific value

Physical altercation - a dispute between individuals in which one or more person sustains bodily injury arising out of the dispute

Plagiarism - the practice of taking someone else's work or ideas and passing it off as one's own

Profanity - blasphemous or obscene language; irreligious or irrelevant behavior

Refusal to work - when a student does not complete a reasonable assignment given by school personnel, not due to a special issue that the child is coping with

Terroristic Threatening - according to Kentucky state law:

A person is guilty of terroristic threatening in the first degree when he or she:

- Intentionally makes false statements that he or she or another person has placed a weapon of mass destruction on:
 - The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education;
 - A school bus or other vehicle owned, operated, or leased by a school;
 - The real property or any building public or private that is the site of an official school-sanctioned function;
 - The real property or any building owned or leased by a government agency; or
 - The real property or any building owned or leased by a domestic violence shelter as defined in KRS 511.085; or
- Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.
- A counterfeit weapon of mass destruction is placed with lawful authority if it is placed, with the written permission of the chief officer of the school or other institution, as a part of an official training exercise and is placed by a public servant, as defined in KRS 522.010.
- A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, domestic violence shelter personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public

safety answering point and identifies the person from whom the threat was communicated, if known.

- Terroristic threatening in the first degree is a Class C felony.
- A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
- With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
- Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of: 1. Causing evacuation of a school building, school property, or school sanctioned activity; 2. Causing cancellation of school classes or school-sanctioned activity; or 3. Creating fear of death or serious physical injury among students, parents, or school personnel;
- Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075

Unprepared For Class - not bringing the necessary books, notebooks, writing utensils, and homework for each class

Weapon - A firearm, whether loaded or unloaded; or. A knife, bludgeon, or any other weapon, device, instrument, material, or substance, whether animate or inanimate, that, in the manner it is used, or intended to be used, is capable of producing death or serious bodily injury.

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 at your side.

Jewelry

The only jewelry items permitted for boys and girls are small cross necklaces and wristwatches (no smart watches). 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 nail polish.

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.

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

Gym uniforms must be purchased through Lands End. Students should wear their gym uniform all day on their assigned gym day.

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.

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.**

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.

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.

Grs. 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 **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. Boots may only be worn in January and February.

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 at the side.**

Grades 5-8 Standard navy plaid uniforms – SKORT purchased only from **Lands End**. **Skort must be below fingertip length when arms are held at the side.**

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 purchased from **Lands End** will be permitted during designated times determined by the principal. These are not to be worn for P.E. class. **Shorts must be below fingertip length when arms are held at the side.**

Belts Belts must be worn with slacks and shorts that have belt loops.

Blouses 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 from **Lands End**. Turtlenecks or colored t-shirts are not permitted to be worn under the blouse. A **plain white** t-shirt may be worn under the blouse.

Grs. 5-8 Junior high girls wear a navy blue shirt that may be purchased from **Lands End**.

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. *Please see spirit wear guidelines.

Sweatshirts Navy blue or gray uniform sweatshirts (**PULLOVER ONLY, WITH** sleeves), purchased from **Lands End**. 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 shoes are suggested. No sandals, slippers, or backless shoes. No light-up gym shoes. Shoes must be tied or always fastened. Boots may only be worn in January and February.

Out-of-Uniform

Spirit Wear Days

On spirit wear days, students may wear any preprinted **St. Joseph** shirt or t-shirt (no sleeveless shirts). These shirts must be approved SJS spirit wear, athletic camp shirts, or St. Joseph Parish t-shirts. Eighth graders may wear their class t-shirt. 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 shoes. No clogs, flip-flops, or sandals are permitted. Hats, caps, and hoods may not be worn inside the school building. If wearing leggings, shirt/top must be below finger-tip length.

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 in coordination with our curriculum.

Spanish

Students in grades K-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 extra-curricular 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.

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 is on 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. If you are unable to work, please call the cafeteria manager no later than 9:00 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.

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