

ST. JOSEPH SCHOOL

Parent and Student HANDBOOK



2011 - 2012

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Dear Parents and Students,

***“What greater work is there than training the mind and
Forming the habits of the young?”
St. John Chrysostom***

Welcome to the 2011-2012 school year at St. Joseph Interparochial School! In choosing St. Joseph School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The faculty and staff pledge to continue to pursue our mission of teaching as Jesus did, which means challenging all students to follow our Catholic values, to use their gifts and talents wisely while striving for academic excellence, and to make a positive difference in the world through their words, actions, and prayers. We are a Catholic school and the faith formation of our students is our primary focus, so our Catholic values serve as a guiding principle throughout all levels of the school curriculum and activities.

This handbook contains many goals, policies, and expectations for the members of the St. Joseph School Community. It is an important document to guide parents and students and to clarify the responsibility of all that are involved with our Catholic school. Please read it and sign the acknowledgement form found on the last page and return to the school.

If you are new to St. Joseph School this year, we extend a warm welcome and promise a fulfilling and challenging year. We hope you quickly feel a part of this wonderful faith community. To our returning families, we give thanks for the blessing that you are to our school and look forward to continuing our relationship with your family.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely in Christ,

**Mrs. Jan Lange
Principal**



SAINT JOSEPH INTERPAROCHIAL SCHOOL

SCHOOL LOGO

The Crest for St. Joseph School signifies our “Interparochial School” status and our 100 year anniversary. Our school is a ministry of the two Catholic parishes in Bowling Green. The symbol on the top right represents our founding parish, St. Joseph and the symbol on the bottom represents Holy Spirit Parish.

PHILOSOPHY

St. Joseph Interparochial School is an integral part of the Catholic church’s mission to proclaim the Gospel, build faith communities, celebrate through worship, and serve others.

MISSION STATEMENT

The mission of St. Joseph Interparochial School is to teach as Jesus did, challenging students to embrace the gospel message, to achieve their academic best, and to make a positive difference in the world.

THE GUIDING PRINCIPLES ARE:

Integrity: Our soundness of character creates the foundation for building durable relationships so we can work together to make the right decisions.

Respect: Being created in God’s image, all are worthy of mutual acceptance. This belief is enhanced by open communications and spirit of cooperation.

Excellence: We strive for everything we hope to be through learning, practice, and sacrifice. Together we can pursue higher expectations enabling us to achieve exceptional results.

Faith: A relationship with persons lived according to Christian Doctrine manifested through our actions.

Service: The act of using our gifts to enrich the lives of others.

Responsibility: The willingness to accept our obligations and act in a trustworthy manner.

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Admission Information

Non-Discriminatory Policy (Diocesan Policy Handbook)

The schools of the Diocese of Owensboro shall not discriminate on the basis of gender, race, color, nationality, or ethnic origin in administration of their educational policies, admission policies, tuition assistance, athletic or other school administered programs.

The schools will provide a Catholic environment in which ethnic and cultural diversity is recognized and supported. Awareness and respect for our multi-cultural Church and nation will be developed in each school.

Age of Admission

Preschool: Children must be four years of age by October 1st of the current school year to be enrolled in 4-year old preschool. Students in the 4-year old class will attend on Monday, Wednesday, and Friday or all five days of the week if space is available. Three year olds will be accepted if they are three by the first day of the current school year and are toilet trained. **Students in the 3-year old class will attend on Tuesday and Thursday or all five days of the week if space is available.**

Kindergarten: Children must be five years of age by October 1st of the current school year to be enrolled in kindergarten. Registration for kindergarten is open to students in the following order: currently enrolled in SJS preschool, siblings of current SJS students, children of families registered at Holy Spirit and St. Joseph Parishes, and non-Catholic students. Parents are encouraged to put their child's name on the reserve roll before the child reaches preschool age.

Admission Guidelines

Initial Registration: At the time of initial registration, the parent will provide a baptismal certificate (if applicable), social security number, birth certificate, complete medical examination form, and an immunization record. **All new students will be admitted to St. Joseph School on a 30 day conditional basis to give everyone involved a period of time for the purpose of determining if the child's needs can be met at our school.**

Registration Procedures

Registration for students currently in St. Joseph School and new students is held in the second semester of the school year. The registration process includes completion of a registration form (for each child), emergency card (for each family), tuition payment plan form, and updated medical information. Half of the non-refundable registration fee is due at the time of registration and must be completely paid by the end of the current school year. **Registration for the next school year will not be completed until the tuition and fees for the current year are paid.** Families who need financial assistance can make an application with the *Private School Aid Service*. Application forms can be requested from the school office or on the school website under *Resources*. The school will then notify you of your amount of assistance.

Accident Insurance

The school does not have accident insurance coverage on students. Parents and guardians may purchase a student accident insurance policy that is made available at the beginning of each school year. The school does not pay doctor or medical costs for students injured at school, on school trips, or while participating in any school or school athletic contest. All students participating in sports or cheerleading are required to have insurance or must purchase the school accident insurance.

Medical Information

Preschool:

- Kentucky Immunization Certificate (up-to-date on the Kentucky Form)
- Physical dated February 1, 2008 or later on a form prescribed by the Kentucky Dept. of Education
- Hepatitis B shot (required for all children born on or after October 1, 1992)
- Varicella Vaccine
- Second dose of MMR

Kindergarten:

- All of the preschool requirements (see above)
- Kentucky Eye Exam

6th Grade Students:

- Physical dated February 1, 2008 or later on a form prescribed by the Kentucky Dept. of Education. The form must be on file in the office by August 8, 2008.
- Kentucky Immunization Certificate (updated on a Kentucky Form)
- Hepatitis B (required for all children born on or after October 1, 1992)
- Second dose of MMR

Parent's Role in Education

We at St. Joseph School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Joseph School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his / her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic / Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at St. Joseph School, we trust you will be loyal to this commitment. During these formative years (K-8) your child needs constant support from both parents and faculty in order to develop his / her moral, intellectual, social, cultural and physical growth. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his / her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must

first make an inquiry of the complete incident with the teacher or principal. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he / she is capable of becoming.

Parents As Partners

As partners in the educational process at St. Joseph School, we ask parents:

To attend church on Sunday regularly with your child.

To provide your child with supplies including the correct uniform components and appropriate outerwear.

To be present at parent-teacher meetings and other significant occasions in your child's life at the school.

To support the school's religious and educational goals, discipline policies, classroom rules, and the teacher's decisions.

To help with, NOT DO, your child's homework and assignments.

To bring your child to school on time.

To treat teachers, administration, and school staff with respect and courtesy in discussing student problems.

To inform the school of any special situation regarding your child's well-being, safety, and health.

To notify the school office of any changes of address or important phone numbers and to meet all financial obligations to the school.

To keep informed of the school events by reading the emailed newsletters and calendars, to read the website and classroom newsletters.

To contact the teacher when there is a problem.

Academic Information

Curriculum

St. Joseph School follows the curriculum guidelines of the Diocese of Owensboro and offers its students opportunities for growth in the major subjects listed below. A copy of the complete curriculum guide is available in the school office for review upon request. The curriculum covers:

- Religion
- Language Arts (Reading, English, Spelling, Composition, Literature, Research Skills)
- Handwriting (Students in grades 4-8 are expected to submit handwritten work in cursive.)
- Mathematics
- Social Studies
- Science
- Technology
- Physical Education
- Music
- Art
- Spanish

Student Support Services

Counseling / Guidance Program

The elementary school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students maximize their potential. The elementary school counselor also conducts guidance lessons; consults with parents, teachers, and other professionals; and coordinates student services in the school.

Title I and Resource Services

The Bowling Green Independent School District and Warren County School District employ a teacher to provide Title I Services for students targeted for supplemental instruction in reading and math. When a student that qualifies for Title I lives in a school district that is not a Title I school, then St. Joseph provides a supplement for Title I Services.

Title I is a federally funded program designed to provide additional instructional support for students in basic and advanced skills needed for school success. The regular classroom teacher and the Title I teacher work together to provide additional instruction in reading and math.

The Title I Program also services students that are English as a Second Language students and need assistance with their school work.

Library

Students in Pre-School and Kindergarten come to the library once a week for story time and to learn about the library. They do not check out books. Students in first grade check out one book per week to take to their classrooms. Students in grades two through eighth can check out books each week to take home:

- Grade 2: Two books weekly
- Grade 3: Three books weekly
- Grade 4-8: Four books weekly

Books are considered overdue after one week, unless renewed. Overdue notices are sent to classrooms on a weekly basis. Book check-out is considered a privilege and students are encouraged to

return books on time and in good shape. Since check-out is an exchange process, students may check out as many books as they return each week.

Library Continued.....

All library books are to be returned twice a year, in January and the end of the school year. This gives the librarian a chance to update the inventory, check for lost or damaged books, and order new copies if necessary. **Report cards will be held until all books are returned and/or paid for at the end of the school year.**

Extracurricular & Co-curricular Activities

Activities that offer opportunities to broaden knowledge, community awareness, and leadership involvement are also an integral part of the educational process at St. Joseph School. Students may choose to participate in many of the extracurricular activities offered by the school depending on their grade level:

- * Kentucky Academic Association Governor's Cup Competition
- * Math Counts
- * Library Club
- * Yearbook
- * Speech Team
- * Drama Club
- * Student Council
- * Safety Patrol
- * Art Exhibits
- * Spelling and Geography Bees
- * 4-H Club
- * Girl Scouts
- * Kentucky Youth Assembly
- * Band
- * Choir
- * Basketball
- * Dance Team
- * [Girls' Soccer](#)
- * Boys' Soccer
- * Girls' Volleyball
- * Cross Country
- * Cub Scouts

Extracurricular Participation

Students with an academic grade below a C in any subject area or with a conduct grade of "3" will be suspended from participation in extracurricular activities, until the grade is raised. Coaches may allow students to attend practice, but they will not be allowed to participate in competition while suspended. Teachers will notify sponsors or coaches at mid-term and report card time of a deficiency. When the student has raised the grade the teacher will again notify the sponsor or coach that the suspension has ended. Sponsors and coaches are responsible for turning in a roster of student participants to the principal.

Students absent (full day or ½ day) from school during the day of an extracurricular or co-curricular event that occurs after school or in the evening, may not participate in the activity because of the absence.

Athletic Programs

Students participating on any school athletic teams are required to have a physical completed by a doctor. The coach will provide the physical forms to the athletes. Physicals must be completed before the team begins practice. If a student is participating on more than one school athletic team, only one physical is required, the form will be kept on file with the school athletic director and/or team coach.

[School athletes and their parents are required to read and sign acknowledgement of the "Good Sports in the Diocese of Owensboro" brochure. Brochures will be given to athletes by the coaches.](#)

Grades/Report Cards

Report cards are sent home at the end of the four quarters, which are each approximately nine weeks long. At the end of the first quarter, a conference is scheduled for each family, and report cards will be given to the parents at this time. Report cards are sent home with students at the end of the 2nd, 3rd, and 4th quarters. [Students in grades third through eighth and their parents can check grades online using *Snapgrades*. Students and their parents are provided with login and password information at the beginning of the school year. See page 12 for more information.](#)

The dates for distributing report cards will be posted on the monthly calendars sent home at the beginning of each month and will be included in the school newsletter the “Scene”. Parents are asked to make note of those dates. Criteria for letter grades are as follows:

A: 93-100 Superior knowledge and use of skills and subject matter
Superior reasoning skills
Thoroughness and punctuality in required work
Worthwhile contributions to class discussions
Ability to work independently
Consistently high test grades

B: 85-92 Good knowledge and use of skills and subject matter
Good reasoning skills
Thoroughness and punctuality in required work
Worthwhile contributions to class discussions
Ability to work independently
Above average test grades

C: 77-84 Adequate knowledge of subject matter
Completions of required work
Participation in class discussions
Ordinary development in attitudes and study habits
Average test grades

D: 70-76 Insufficient knowledge of subject matter
Assignments below standard
Participation in class discussion only when called upon
Low test grades

F: 69-Below Unsatisfactory knowledge of subject matter
Assignments unacceptable
Inadequate participation in class
Below 69 in test grades

Conduct Grades:

Conduct grades are separate from academic grades and reflect a student’s behavior in and out of the classroom.

1 = usually and consistently attempts to follow school rules

2 = inconsistent in following school rules

- 3 = seldom follows school rules
- 4 = almost never follows school rules

SnapGrades

Teachers in grades 3rd through 8th use an online grading program called “SnapGrades”. The program allows parents and students to login anytime to check current grades, homework, missing assignments, test scores, and report cards for their child only. Parents and students will be given information on how to access their child’s grades with a temporary password and how to set your own password for security. [Parents behind on tuition, lunch or SACC payments will have their access to Snapgrades blocked until they become current in their payments.](#)

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled each year after the first quarter ends for grades K through 8th. Parents or teachers may request a conference at any time during the school year by setting an appointed date and time. Impromptu conferences when dropping off or picking up of students is discouraged. Students may attend conferences at the discretion of the teacher or parents.

Promotion Policy and Retention Policy

Advancement to the next level in St. Joseph School is based on a student’s daily performance, test results, recommendations of teachers, and his / her ability to complete work successfully on a more advanced level.

Promotion to the next grade level depends on successful completion of all subject areas. The administration may recommend the repetition of a level or tutoring as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next level. If the parents and school personnel cannot agree that the student should be retained, a student can be transferred to the next grade level.

Honor Roll

Students are eligible for Honor Roll beginning in FOURTH grade and must meet the following criteria:

All A Honor Roll: Students must have As in all subjects during a grading period.

A / B Honor Roll: Students must have As in at least fifty percent of all subjects in a grading period and no grade below a B.

Students that are on either the All A Honor Roll or A/B Honor Roll all four quarters will receive and Academic Excellence Award at the end of the year.

Achievement Tests

The Superintendent of Schools is responsible for the choice of the testing program used in the schools of the Owensboro Diocese. It is mandatory that the *Iowa Test of Basic Skills* be administered this year in grades one, three, five, and, seven. St. Joseph School has also chosen to test grades two, four, and six.

The *Assessment of Catholic Religious Education Survey (ACRE)* is given to the fifth and eighth grades annually to assess the effectiveness of the school’s religious education program. This test is usually administered at the end of February or first of March.

The Explore Test is given to the Eighth Grade students in November. This test is part of the college readiness program for 8th and 9th Graders from the publishers of the ACT test. The test includes tests in English, Math, Reading, and Science; a career section that shows which careers match the student's interests; and questions about the student's plans for high school and beyond.

Homework

Formal home study is assigned to help students to become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through review and study.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

When a student is absent, a parent should call the school office before 10:00 am to arrange for homework assignments to be sent home or picked up at the school office.

Discipline and Conduct

The goal of Christian discipline is self-discipline. The student freely chooses one form of behavior over another and he / she must learn to accept the consequences of that chosen behavior. The student, who chooses specific actions which violate the rights of the school community, will be dealt with by using Christian justice. **Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.** Corporal Punishment is not permitted in the Catholic Schools of the Diocese of Owensboro. Students are expected to take an active role in helping to create a positive school experience for all. Teachers are responsible for the instruction in their classrooms. Conduct rules are posted by teachers and reviewed regularly.

Parents are an essential element in maintaining the school's climate. Parents will be alerted to an ongoing problem by the teacher so that parents can encourage their student to self-discipline. Teachers should document all student conflicts and parents contacts. Teachers may refer students to the principal for repeated offenses that do not get resolved or for serious offenses. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or school personnel or they adversely affect the safety and well-being of a student or school personnel while in school.

Discipline Policy

Consequences for less serious offenses are levied at the discretion of the teacher or principal. These consequences may include, but are not limited to:

- Repairing/replacing that which is damaged
- Loss of privileges
- Loss of participation in extracurricular activities
- Loss of recess time
- Temporary Suspension (Supervised Isolation)
- Lunch Detention
- Detention

Consequences for serious offenses or repeated/chronic violation of school rules, disruptive classroom behavior, or any conduct both in and out of the school that reflects negatively upon the reputation of the school may include one of the following:

Lunch Detention

Lunch Detention may be issued for a breach of classroom and / or school rules. Students assigned to lunch detention in grades K-5 will eat lunch in the cafeteria at the detention table, which is placed away from the other lunch tables. Students are not allowed to talk or socialize while at the detention table. Lunch detention may be assigned for consecutive days.

MIDDLE SCHOOL students assigned to lunch detention will eat in a designated middle school classroom under the supervision of a middle school teacher.

Detention

Detention may be issued for a breach of classroom and / or school rules. Any staff member of St. Joseph School can issue a detention. Parents are given written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention.

Detention takes precedence over extracurricular activities, appointments, practices, lessons, etc.

Temporary Suspension (Supervised Isolation)

Temporary suspension is a disciplinary procedure by which a student is removed from the school/class for a specified period of time within the school day. This gives the student an opportunity to realize that certain aspects of his or her behavior and attitude are unacceptable to the classroom or school community. Parents will be notified when their child has spent time in temporary suspension.

In-School Suspension

Students who are given an In-School Suspension will be required to report to school each day and work with a substitute teacher **paid for by the suspended student's parents**. The student will have no contact with other students during the in-school suspension. Students will not be allowed to participate in any extracurricular activities on the day(s) of the in-school suspension. Parents will be asked to meet with the teacher and principal immediately after the discipline infraction to discuss the arrangements for the in-school suspension.

Out-of-School Suspension

Students who receive an Out-of-School Suspension will not be allowed on the campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. Students will not be allowed to participate in any extracurricular activities for one week from the date of the incident.

Expulsion

Expulsion from school will take place only after a full and complete hearing in private has been given to both the pupil and the parents with the principal and Priest-Pastor.

Serious Offenses

- Repeated/chronic violation of school regulations
- Repeated/chronic disruptive classroom behavior
- Cheating of any type (may result in a failing grade)
- Disrespect toward any adult or child on school property
- Bullying behavior towards another student or students (includes Cyberbullying)
- Fighting or excessive physical aggression against another student
- Sexual harassment
- Immoral behavior

- Possession of firearms, other weapons
- Use/possession of illegal drugs, alcohol, tobacco products, or drug paraphernalia
- Threatening behavior towards an adult or student
- Membership/identification/use of symbols pertaining to gangs

Bullying Policy

St. Joseph School has an educational plan to address the problem of bullying behavior in the school. Each grade level will conduct appropriate lessons that deal with identifying bullies, how to deal with a bully, and empowering students observing the bullying to report the behavior or to stand up for the victim. Students will be made aware how they can report bullying behavior confidentially. The program includes, but is not limited to, the following principles:

1. Bullying is not allowed in our classrooms.
2. We don't tease, call names, or put people down.
3. We don't hit, shove, kick, or punch.
4. If we see someone being bullied, we speak up and stop it (if we can) or go for help right away.
5. When we do things as a group, we make sure that everyone is included and no one is left out.
6. We make new students feel welcome.
7. We listen to each other's opinions.
8. We treat each other with kindness and respect.
9. We respect each other's property. (School property, too.)
10. We look for the good in others and value differences.

At St. Joseph School, we do take bullying problems seriously and will investigate all incidents thoroughly. Those reported as bullying will be interviewed separately from the victim. We will try to obtain witness information, but all students will be interviewed privately. The incident will be documented as to the events that were reported, the investigation, and the outcomes.

Cyberbullying

Engagement in online blogs such as, but not limited to, MySpace.com, Facebook, Xanga, Friendster, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, other students, or school personnel.

One or more of the following disciplinary actions when bullying behavior is observed or reported will be followed depending on the severity of the incident:

- A. Apology
- B. Fill out student report form
- C. Disciplinary Report sent home
- D. Persistent bullying could result in one or more of the following:
 1. Imposition of sanctions
 2. Detention
 3. Parent/Principal conferencing
 4. In-School suspension
 5. Out-of-School suspension
 6. Professional evaluation and/or counseling for the student

Threatening Behavior

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner.

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified. Pastor and Superintendent of Schools are also apprised, if the threat is of a serious nature.
3. It is recommended to have a range of consequences that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats may result in suspension and required mental health assessment. Definitions and penalties should be clear and signed by the student and parent/guardian.
4. Because the school needs professional assurance that the student does not present a danger to him or herself, or to others at the school, the student may be suspended from school and may not attend any school activity or be present on school grounds pending a mental health assessment and final placement decision. The expense of any required counseling will be borne by the parent/guardian.
5. Mental health assessment results and recommendations are shared with the principal who makes a final decision that may include conditions for reinstatement and follow up. In making the final decision, the principal considers the results of the mental health assessment, the history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
6. Written documentation is required at each phase of the case.

Homicidal Threats:

If a homicidal threat is made, the above steps will be followed, and the police will be contacted. The student(s) who have been threatened, as well as their parents, are to be notified as soon as possible.

False Threats:

Any student falsely reporting threatening behavior will be subject to disciplinary action which may include suspension or expulsion.

Search and Seizure

If a teacher or principal has reasonable grounds to believe that a student is carrying a dangerous, harmful, or restricted item on his or her person, the principal, with another adult witness, will ask the student for it. Reasonable cause is a suspicion with some basis in fact. A phone call, a note, or a suspicious appearance can constitute reasonable cause. If the student refuses, the student will be asked to empty pockets, book bags, backpacks, purses, etc. If the student does not comply, then the parent will be asked to come to school immediately to meet with the principal about the matter. The student will not return to the classroom until the issue is resolved.

Lockers and desks are school property. Students are granted their use and must care for them properly. School personnel may search lockers or desks at any time without notice.

Restricted Items

Items such as, but not limited to, gum, candy, questionable books, pictures, or magazines, electronic games, radios, compact disc players, Ipods, MP3 Players, or any electronic listening device, toys, trading cards, silly bands, pagers, laser lights, palm pilots, CDs, anything that will detract from a learning situation, and all items listed under the *Serious Offenses* section of this handbook are not allowed at school. These items are also not allowed in the SACC program or on field trips.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items that are taken away from students will be returned only to the parents.**

Chewing Gum

The chewing of gum is restricted at all times during the school day, during after school activities that occur on the school property, and on school sponsored field trips.

Cell Phones

Middle School students only may have cell phones at school at the discretion of their parents. If a student does have a cell phone, they must register the cell phone number with the school. A Cell Phone Registration Form can be found at the end of this handbook. Cell phones must be turned off and remain in the student's backpack until 3:15 or until a student is picked up from the SACC program. If a student is found to be using the phone, including TEXTING, or if the phone rings during the school day, during dismissal, or the SACC program, the phone will be confiscated and kept in the school office until the parent can pick up the phone and additionally, that student will be prohibited from having the cell phone at school.

If a student below 6th grade needs a cell phone after school due to entering a house after school where no one is home or attending sport practices or games after school, he/she should bring the cell phone to the office upon arrival in the morning where the phone will be kept in the off position for the day. The cell phone may be picked up by the student at dismissal.

Attendance

St. Joseph School follows the state policy on attendance. Regular and punctual attendance is vital to the educational process. Parents are asked to call in the morning to inform the school of their child's absences each day. If the office does not receive a call by 10:00 a.m., a parent will be contacted. This policy is for the protection of the St. Joseph School students. When a child returns to school following an absence, the parent is to send a written excuse to the teacher. *Students should be fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.*

A student who misses four hours or more during any part of the school day is absent for a day. A student who misses more than two hours and less than four hours during any part of the school day is absent for ½ day. Work assigned for an absent student may be picked up at the reception desk after 2:15 pm.

When a student has ten or more absences, the parents and student will be asked to meet with the teacher, principal, and possibly the guidance counselor to discuss the excess absenteeism. The student's homeroom teacher will arrange the meeting.

Students absent from school, (either a full day or half day), during the day that an extracurricular or co-curricular activity is taking place after school or in the evening, will not be allowed to participate in the activity that afternoon or evening.

The school calendar provides for fall and spring breaks and extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to organize assignments prior to or in anticipation of the student's absence because of a trip.

Perfect Attendance Award

To receive an award for Perfect Attendance a student must be in attendance every day and not have an excessive number of tardies (see note under Tardiness).

Tardiness

All students are expected to arrive at school by 7:50 a.m. and report to the gym for morning assembly. Students are considered tardy if not in the classroom by 8:00 a.m. when the first bell rings. A student who arrives after 8:00 must report to the office to sign in and advise the office about lunch for the day. Parents should wait to see that their children enter the building. It is important for both academic and safety reasons that students arrive at school by 8:00 a.m.

There will no longer be an after school study hall for students with excessive tardiness. Students who have an excessive number of tardies (FOUR or more per month) will have either a loss of recess or lunch detention.

Early Departure

Students that need to be dismissed early for appointments should bring a note from the parent to school on the morning of the appointment. Parents are required to come to the office to sign out their child. If the child returns to school during the same school day, the parent or student must report to the office to sign in.

A student will not be released from school into the custody of any person other than the student's parents, guardian, or person authorized in writing by the parent.

Dates for Explore Testing, ACRE Testing and Achievement Testing are posted on the school calendar, on the school website, and in the school newsletter. Every effort should be made to avoid scheduling appointments during these dates.

School Hours, Calendar, and Arrivals and Departures

School Hours

Students may assemble in the gym after **7:00 am. Breakfast will be served from 7:00 until 7:45. Students must arrive before 7:40 if they wish to eat breakfast.** Students are sent from the gym to their homerooms around 8:00, after the 7:50 Morning Announcements and Prayer. Students arriving after 8:00 am must sign in at the office and are considered tardy. **Students are expected to arrive by 7:50 for the morning assembly.**

The dismissal bell rings at 2:55 pm. Kindergarten students who do not have older siblings at St. Joseph School will be dismissed at 2:45. The dismissal areas are supervised until 3:15 pm. At 3:15 pm students will be sent to the after-school care unit in the Parish Hall, which operates until 5:30 pm.

School Calendar

The school calendar includes a fall break, Christmas break, and spring break. A complete listing of school closings is found on the school calendar at the end of this handbook. Parents are asked to refer to this calendar and the monthly calendars sent home with the "Scene" when making family plans or appointments.

School Closings because of Severe Weather

When severe or inclement weather occurs, an automated phone call will be made to each family using the SJS *SchoolReach* call system. **St. Joseph School follows the closing or delay plans of the Bowling Green Independent School System. St. Joseph School will also be announced on the local TV station, WBKO, after the decision to close or delay has been made by the BG City Schools.** If there is no announcement, school will be in session. If the BG Independent Schools announce a one-hour delay, the school will not open until 8:00 a.m. and classes will begin at 9:00 a.m. **Do not drop off students at the regular time, as there will be no supervision until the delay time.**

When weather worsens during the school day, parents may come for their children at anytime. Parents are asked not to call the school or media for information, but to wait for an automated call from the school through the SJS *SchoolReach* call system.

Campus Security

All outside doors to the four school buildings are kept locked throughout the school day. The main entrance has a buzzer system that can unlock the door from inside the office area. When wishing to enter that door, please push the buzzer located to the left of the door. The door on the right is released by office personnel when they determine who is asking for entry. The only door open beginning at 7:00 am for arrival is the door at the Nugent St. end of the parking lot (covered by an awning). There is a teacher or teacher's aide on duty at this drop-off location from 7:30 to 8:00. At 8:00 this door is locked. The gate on the Church Ave. side of the building (between building 3 and the Preschool) is locked throughout the school day and will be opened at 2:55 for Courtyard pick-up.

In the event of an intruder on the school premises, a tone is sounded through the intercom system at which time students crawl under their desks or in an area away from the door, the teacher locks the door, and the classes remain this way until the all-clear announcement is made.

Arrivals and Departures

Morning Drop-Off: Only the blue door with the awning at the Nugent St. end of the parking lot will be unlocked at 7:00 am. Students enter this door until 8:00 am. At 8:00 this door is locked.

The parking lot is one way on school days for arrivals and departures. Cars are to enter the driveway from Barry Street. For arrivals, cars may continue through the lot to the drop-off door at the far end of the parking lot. Children should exit their cars at the point the car stops (past the flag pole) and walk in the marked walkway to the school door. **Students should only exit their cars from the doors on the RIGHT SIDE of the vehicle. Drivers SHOULD NOT pull cars into the striped walkways, but should stay to the left of the yellow line. Parents choosing to park and walk their children in must park in a designated space and not park behind cars already in a parking space.**

Parents with preschool children should park in a designated parking space and walk the preschool student to the back door of the preschool building if arriving after 7:30. **Preschool students that arrive before 7:30 and plan to eat breakfast should be walked to the gym by the parents or older siblings.** If the preschool student has an older sibling, the students may be dropped off before the flag pole and the older student may escort the preschooler to the back door of the preschool building.

Afternoon Pick-Up: Drivers follow a similar procedure for pick-up. All families will be given a card on which to write their last name or the last names of your carpool. Please display card to principal

or teacher on duty as your car approaches the pick-up area. Principal or teachers will instruct students when to move toward and enter their cars. **Drivers should never park in the pick-up line and leave their cars. Drivers should not pull cars into the striped walkways, but should stay to the left of the yellow line. Drivers should not motion for their children to move toward cars until the principal or teachers do so. The safety of all the children is our utmost concern.**

Inclement Weather: In the event of extreme heat, cold, or rain, students will remain in Building #1 during the pick-up process. Parents are asked to pull down to the blue morning drop-off door where students will exit the building to enter their cars.

Drop off and pick up on the Church Ave. side of the school is not allowed. However, drivers who want to park on Church Ave. may do so, **but must park only in designated parking areas.** They are to leave their cars, enter through the gate between building three and the preschool, and take their child or carpool from the courtyard. This gate is kept locked during the school day and will be opened when the teacher on duty arrives in the courtyard. **COURTYARD PICK-UP IS FROM 2:55-3:05, CHILDREN NOT PICKED UP BY 3:05 WILL BE SENT TO THE CAR LINE. NO STUDENTS WILL BE ALLOWED TO EXIT THE SCHOOL GATE ON CHURCH AVENUE UNLESS ESCORTED BY A PARENT OR DRIVER.**

PARENTS ARE ASKED TO REFRAIN FROM TALKING ON CELL PHONES OR TEXTING WHILE DRIVING THROUGH THE DROP OFF OR PICK UP LINE.

Uniform Policy

Uniforms are a part of life at St. Joseph School. It is school policy that students wear uniforms and that each student follows the uniform code. The uniform policy is established to promote fairness and equality, instill discipline, prevent disruption, and avoid safety hazards. All students Pre-8th will wear uniforms during the school day including class trips away from the school, unless otherwise noted by the supervising teacher. Students failing to follow the policy will receive a uniform from our used uniform closet. If we are unable to correct the situation, parents will be notified to bring the correct uniform apparel to school. Students will remain in the office until the correct uniform is brought.

PARENTS, we ask that you enforce the uniform code with your children by making sure that they are properly dressed before leaving home. This will cut down on classroom time being taken away by dealing with uniform infractions. Not only do we have concerns that children are allowed to come to school with adequate dress for the weather; we are also concerned that children come to school without proper uniform dress.

Uniform Vendors

The approved vendors for the St. Joseph School uniforms are Shaheen's in Louisville and the Lands' End School Uniform catalog. There are NO approved vendors in Bowling Green. If uniform components are purchased from other vendors, they must look identical to the components from Shaheens or Lands' End. This includes style as well as color. There are varying shades of navy and khaki and only the ones from our vendors are the approved colors.

Orders for polo shirts and navy sweatshirts with the school logo screen-printed on them are placed in the fall through the school office. Order forms are attached to the "Scene" in September.

Uniform Components

- **BLOUSES/SHIRTS:** White only short or long sleeved, round collar, "Peter Pan" collar, button-down collar, Knit polo, or Turtlenecks. Red short or long sleeved knit polo, or turtleneck from Land's End for grades Pre – 8th. Navy short or long sleeved knit polo or turtleneck from Land's End for grades 6th-8th. Uniform shirts must always be worn under the uniform sweatshirt.

- Orders for polo shirts with the school logo are placed in the fall and spring through the school office. Shirts must be tucked in at all times.
- **SWEATSHIRTS:** Solid navy (royal blue is not acceptable), no pockets or hoods. Orders for the sweatshirts with the school logo are placed in the fall through the school office. Sweatshirts and sweaters may not be worn tied around the waist.
 - **SWEATERS:** Navy only, plain knit only, no cable knit. Sweaters may be v-neck or crew neck pullover or a cardigan.
 - **SHORTS: Pre-5th Grades:** Navy Blue, tailored or plain front, Bermuda length (at the knee length). Elastic waist shorts are only approved for Pre & Kindergarten students.
6th – 8th Grades: Dark khaki (provided by vendors), tailored or plain front, Bermuda length (at the knee length).
Cargo Shorts are NOT approved uniform components.
 - **SLACKS: Pre-5th Grades:** Navy, tailored or plain front for both boys and girls. 6th – 8th Grades: Dark khaki, tailored or flat-front. Cargo pants are NOT approved uniform components.
 - **FLAT FRONT SHORTS and SLACKS must be purchased from the Land's End uniform catalog.**
 - **JUMPERS:** Plaid jumpers may be purchased through approved vendors and can be worn by Pre-4th Grade Girls. HUNTER
 - **SKIRTS/SKORTS:** PLAID SKIRTS ARE NO LONGER UNIFORM COMPONENTS.
Pre -5th grade girls may wear the navy blue skorts, Bermuda length (at the knee length)
6th – 8th grade girls may wear the dark khaki skorts, Bermuda length (at the knee length).

Uniform and Dress Code

- Uniforms should be clean and intact. Faded, torn, discolored, or stained components are unacceptable.
- **Shirts and blouses** must be tucked in at all times, except P.E. or recess.
- **T-shirts** worn under the uniform shirt must be plain white without printing or logos on the front or back.
- **Pants/Shorts/Skorts** must be worn at the waist and not pulled down or rolled up. All shorts, skorts, and skirts must be Bermuda length (At-the-Knee Length). **Corduroys are not acceptable.**
- **Physical Education:** It is mandatory that middle school students bring a t-shirt to change into for PE. Shirts must not advertise or refer to alcoholic beverages, tobacco products, bars, use inappropriate language, convey openly or covertly unacceptable sentiments or themes. It is optional to change into shorts, but the shorts must be at-the-knee length.
- **Shoes** should be white-soled or non-scuffing rubber soled, athletic shoes are preferred. Shoes with laces must be tied at all times. No open toe or open back shoes, sandals, cowboy boots, jelly shoes, heels, dress boots, platform, wooden sole, or fad shoes. Boots may only be worn during inclement weather but must be changed after arriving at school. **SHOES WITH WHEELS IN THE HEELS ARE RESTRICTED.**
- **Socks** may only be white, navy, or black any length, and must be worn at all times.
- **Tights** may be worn under skorts, shorts, or jumpers. They must be solid white or navy without cables or ornamentation. Leggings are not approved.
- **Belts** are required for all students, except Preschool with uniform components that have belt loops. They must be SOLID brown, black, or navy blue without any design or ornamentation and must be worn completely through the belt loops. No chains, scarves, decorative buckles or other novelty belts are allowed.
- **Jewelry and Makeup:** Jewelry should be limited to watches, rings, and crosses or religious medals on a narrow silver or gold chain and/or bracelet. (Rope or beaded chains are not acceptable.) Girls with pierced ears may wear one pair of earrings that are small and

unobtrusive and that do not hang below the earlobe. Cosmetic use must be conservative in its use, it should not be apparent that make-up is being worn. Tattoos of any kind and body piercing (except earlobes) is not allowed. Rubber wrist bands, “Silly Bands” or rubber bands may not be worn on the wrists.

- **Headwear:** Hats, caps, bandanas, hair scarves, or head wraps may not be worn indoors. Headbands (without bandanas attached), hair bows, barrettes, and pony-tail holders are acceptable. Scrunchies, pony-tail holders, and rubber bands must be worn in the hair and not on the wrist. Extreme hair styles, hair coloring or bleaching is not permitted.
- **Scout Uniforms:** Official scout uniforms may be worn on meeting days. Scouts should wear official uniforms, not scout leisurewear. All members of the same group (troop, den, etc.) should wear the same uniform. The length of shorts and skirts must comply with the length for the school uniform.
- **Jackets, coats, non-uniform sweatshirts or sweaters, etc. may not be worn indoors. They may be worn over to church but must be taken off before mass begins.**

Non-Uniform Days, Dress Code

Occasional “theme days” or non-uniform days will occur throughout the school year. Students must comply with the “theme” according to the rules that will be set forth in the school newsletter. Anytime clothes other than uniforms are worn to school, they must follow these guidelines:

- Students may wear only Bermuda length shorts, skorts, or skirts. Jeans, slacks, Capri pants, and overalls are acceptable. Jeans must not have holes, tears, and must fit properly. Pajama bottoms are not to be worn unless it meets the guidelines for the “theme”.
- Students may not wear tank tops, tube tops, tops with spaghetti straps, muscle shirts, or crop tops. Sleeveless tops must cover the entire shoulder and all tops should be of an appropriate length. There should not be any bare midriffs or backs showing. The neckline of tops cannot be lower than a hand’s width (closed hand from thumb to pinkie) from the base of the neck.
- Shirts must not advertise or refer to alcoholic beverages, tobacco products, use inappropriate language, convey openly or covertly unacceptable sentiments or themes.
- All shoes worn on non-uniform days must comply with the uniform / dress code policy unless specified in the theme.
- **Anything deemed inappropriate by the principal will be grounds for the student to phone parents to bring their school uniform to school and the student will lose the right to participate in the non-uniform day.**

Athletic Practice Dress Code

Students practicing for basketball, volleyball, dance team, cross-country or cheerleading after school in the school gym or school playground are required to have shirts on at all times, no sports bras without a shirt should be worn, and shorts worn should be fingertip length.

Uniform Infractions

Students not complying with the uniform policies will be issued infractions. Infractions will result in loss of privileges or lunch detention.

Uniform Identification

Parents are encouraged to put their child’s name on all uniform components especially sweaters and sweatshirts. It is also encouraged that coats, jackets, backpacks, and lunchboxes be marked.

General Information

Governance

St. Joseph School is an interparochial school financially supported by Holy Spirit Parish and St. Joseph Parish. The school observes the Laws of the Church, the state laws pertaining to non-public schools, and the rules and regulations of the Diocese of Owensboro's Catholic Schools Office. These rules and regulations can be found in the Diocesan Handbook for Catholic Schools and are approved by the Diocesan Committee for Total Catholic Education. The Bishop has appointed Fr. Jerry Riney from Holy Spirit Parish to serve as Priest-Pastor for the school. The school council formulates policy. The principal fulfills the policies of the Diocese of Owensboro, the Priest-Pastor, and the school council.

Accreditation

St. Joseph School is accredited (certified) by the Kentucky Commission for Non-Public Schools (KyNPSC) and the National Council for Private School Accreditation (NCPSA).

School Council

Council members serve four-year terms. Five members are from Holy Spirit Parish and three are from St. Joseph Parish. Prospective council members apply through their pastors. Each Parish Council annually appoints a liaison person, the president of the School-Parent Association serves during his/her term of office, and the faculty chooses a teacher to serve as faculty liaison for two years. The school council meets on the fourth Monday of each month except June and December at 6:00 pm. **Dates for the meetings are listed on the monthly calendars sent home with the "Scene". Interested parties are invited to attend. Those wishing to address the council must make arrangements with the council chairperson prior to the meeting.**

Communications

The best way to keep informed about the happenings at St. Joseph School is to read the weekly newsletter, the *Scene at St. Joe*, which is EMAILED to families every Wednesday. Another way to keep informed is through the school website www.stjosephschoolbg.org. Each teacher has a web page that can be accessed through the website.

The Scene will be EMAILED to families that provide email addresses to the school. A family can provide more than one email address. Families receiving the scene by email WILL NOT receive a paper copy on Wednesday. PARENTS ARE ENCOURAGED TO SIGN UP FOR EMAIL "SCENES" SO WE CAN SAVE ON THE USE OF PAPER.

At the beginning of each month, a monthly calendar of events and the cafeteria menu for the month is attached to the *Scene*. Upcoming events are also displayed on the school sign found by the school entrance off the parking lot.

Please feel free to notify the office of awards and honors to be included in the Scene (including alumni who have received honors).

The teachers' plans for communicating with the parents will be explained at the Parent Orientation each year. If a parent needs to speak or meet with a teacher, please call the office to leave a message for the teacher or send a note with your child.

"School Reach" Automated Phone Service

The phone numbers provided by the school families at the time of registration are merged into a phone database that will be used to send automated calls to families when there are emergencies, closings or delays because of weather or other problems, to announce changes in times or schedules, or

to remind families of upcoming events. If a phone is not answered, the message goes directly to voicemail or an answering machine.

Tuition, Fees, Payment

A chart outlining the cost of tuition and fees is found at the end of this handbook. Coupon books are sent to each family with the amounts due monthly. Payments may be scheduled for a ten or twelve month plan. The twelve month plan begins in June and the ten month plan in August, therefore all payments are completed in May. Payments are due on the first of each month unless other arrangements have been made. Accounts are considered delinquent after the 10th of the month. Payments made after the 10th of the month should include a \$15.00 late fee.

St. Joseph School provides a program entitled SCRIP which is a fundraising program but also provides a way for school families to earn tuition credit. Each family is expected to earn \$50 in credit each year. For more information refer to the fundraising section of the handbook.

Family Scholarships

Financial assistance is available to families who are members of Holy Spirit and St. Joseph Parishes. Parents are asked to apply for financial assistance through the *Private School Aid Service*. Applications are available in the school office or as a PDF file on the *RESOURCES* page of the school website. All scholarship awards are based on need and are kept confidential. All families wishing financial assistance must use this application process.

Delinquent Tuition

St. Joseph School operates on a budget that is dependent on tuition payments that are paid in a timely manner. We rely on tuition payments to pay our salaries, utilities, insurance, educational materials, etc. If payments become delinquent, the following actions will be taken:

- Any family behind on payments at the time mid-term reports or report cards are to be sent home, will not receive their child(ren)'s reports until tuition is paid or other arrangements have been made with the principal. A letter will be sent informing parents that this will be occurring unless payment is made.
- Registration papers for the next school year will not be processed until tuition payments are up to date.
- Any eighth grade student whose parents are behind on tuition payments will not be allowed to participate in the graduation ceremony.
- Transcripts will not be sent to other schools until all tuition is paid in full.
- These policies also apply to registration fees, unpaid lunch charges, SACC charges, and lost or damaged book fees.

Any family that is experiencing financial difficulties during the school year should contact the principal, or your parish priest so other arrangements can be made. The school is very willing to work with anyone experiencing temporary or long-term financial difficulties.

School Age Child Care (SACC)

SACC is a program that runs from 3:00 to 5:30 pm for all students who need care after the regular school hours. The program costs \$5.00 per day or \$88.50 per month if used every day. Parents wanting to use this service on a regular basis should contact the school office. Parents who use this service on a drop-in basis, should send a note with their child on the days the child will be attending.

Students are expected to follow all rules and policies in this handbook while attending the SACC program. Repeated or chronic violation of school regulations and repeated or chronic disruptive behavior during the time spent in the SACC program, will result in the disciplinary consequences outlined in this handbook and / or suspension or expulsion from the SACC program.

School Parent Association (SPA)

St. Joseph School's School Parent Association is a parent organization that supports and enhances the educational ministry of the school. The Association actively recruits parent volunteers, organizes fundraisers and social events for the school, and coordinates the Homeroom Parents responsibilities. A president, president-elect, secretary, and treasurer are elected by the general membership and serve two-year rotating terms with two officers being elected each year. The SPA board meets monthly and general membership meetings are held throughout the year. All meetings are announced in the Scene prior to their scheduled date and time.

Volunteers

Through the generous giving of time and effort by volunteers, St. Joseph School can provide greater opportunities for our students. Parents are encouraged to notify the school of their talents or interests that they can share. Volunteers are used most effectively when a regular schedule is followed and the school staff knows in advance who is coming and what they will do. **Volunteers assisting during the school day must sign in and wear a volunteer name badge.**

Here are a few of the many ways that volunteers can help: clerical help, development activities, yearbook, alumni activities, career sharing, preparing instructional materials, copying and collating work, assist with fundraising projects, assist with school performances, field trip chaperone/driver, computer lab or library aide, errands, odd jobs, health screenings, room parents, academic team assistants, athletic events, plus, plus, plus.....

Mandatory Requirements for Volunteers Working directly with Students or Chaperoning Field Trips:

1. Must initially complete a "Safe Environment Program" every five years. This training is available only online at www.shieldthevulnerable.org. Directions for completing the *Shield the Vulnerable* safe environment training can be found on the *RESOURCES* page of our website.
2. Must submit to background checks through the Diocese of Owensboro every five years. You will be notified by the Office of Safe Environment when your background check is due to be renewed. These are completed at a cost of \$10.00 from the volunteer. The forms can be found on the *RESOURCES* page of the school website or in the school office.
3. Read the summary of the Diocesan Sexual Abuse Policy and sign the Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures. Read and sign a Supervisory Adult Code of Conduct Form. **PLEASE NOTE: This step is handled in conjunction with training, however, volunteers are asked to review documents annually. These documents are found on the RESOURCES page of the school website. Signing the Acknowledgement form for this handbook acknowledges that you have also reviewed these documents.**
4. Those planning to drive on field trips will be required to complete a "Diocesan Volunteer Driver's Form" found on the *RESOURCES* page of the school website or the school office. If a volunteer answers "yes" to any of the questions on the form, they may be disqualified as a driver. Drivers must be at least 21 years of age, have a valid driver's license and insurance on your vehicle.

Volunteer Dress Code

- Shorts and skirts should be Bermuda length (at-the-knee length).
- Shorts should be tailored (no sport-style shorts).

- Shirts, blouses, and tops should be modest in appearance. Halter tops, low cut tops, and tops with spaghetti straps are not appropriate. Tops worn must not be lower than a hand's width (from thumb to pinkie) from the base of the neck.
- No blue jean pants or shorts (unless going on a field trip and the students are also allowed to wear them).
- Dresses and jumpers should be at least Bermuda length (at-the-knee) and follow the same requirements for shirts, blouses, and tops.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grade levels do not always have the same number of field trips, but are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and / or poor conduct.

Transportation for field trips at St. Joseph School will include private cars, chartered buses, or walking. Written consent must be given to the teacher before any student may participate on a field trip. St. Joseph School uses the *Diocesan Activity Information Form* as the only acceptable form of written permission; verbal permission **cannot** be accepted. **Both sides of the form must be signed.** Permission slips may be faxed to the school (842-9072). **Students will not be allowed to call parents on the day of the field trip to request written permission, every effort will be made in the days prior to the trip to obtain the permission slip.** A copy of the Diocesan Activity Information Form (Permission Form) is found on the *RESOURCES* page of the school website. Students without written consent prior to the trip will remain in the office or in another classroom until the class returns.

Child Booster Seats

Kentucky state law requires that a child under age 7 years between 40 and 50 inches in height be secured in a child booster seat when transported in a motor vehicle designed to carry ten or fewer passengers. If Kindergarten through 2nd grade classes take field trips using private cars and the students are required to use a booster seat, the parent must provide their child's booster seat for the field trip.

Field Trip Chaperones/Drivers

Field trip chaperones/drivers must complete all mandatory requirements for volunteers. If a volunteer answers "yes" to any of the questions on the form, they may be disqualified as a driver. Drivers for field trips must be at least 21 years of age, have a valid driver's license, and insurance on your vehicle. Drivers **MUST** obey the speed limit and may not show DVDs in their vehicles without permission from the teacher supervising the field trip.

Volunteers who accompany a group on a field trip must have a clear understanding of their role as a chaperone. **Each time** a parent volunteers to drive, the supervising teacher will send a *Chaperone/Driver Information* sheet, which the driver is expected to read carefully, complete the bottom, and return it to the teacher before the field trip begins. The safety of the students, teachers, and volunteers is of the utmost importance; therefore, it is essential that drivers follow all of the guidelines listed on this form. The form can be found on the *RESOURCES* page of the school website.

In the Middle School years, there are some opportunities for students to attend overnight field trips. St. Joseph School will follow the guidelines for transportation, chaperones, and accommodations outlined in the Safe Environment Manual for the Diocese of Owensboro.

Visitors

Visitors must report to the receptionist's desk for a visitors badge if they are remaining in the building. Visitors must complete the information on the badge, as this provides a record of visitors in the school. All staff are encouraged to report to the office if they observe visitors in the school without

proper identification. This regulation is in place to ensure the safety of our students. **The only exception to this rule is when parents or other family members attend school day programs. On those days, they may go directly to the program area without wearing a visitor's badge.**

Any items brought to a student during the school day should be taken to the receptionist's desk in the office. Students will be contacted to come to the office. Classroom interruptions should be kept to a minimum for optimum teaching purposes.

Illness or Accidents

In case of illness or accident during the school day, the school will follow basic first aid measures and notify the parents. A student must be fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. A student experiencing vomiting should not return for 24 hours after vomiting stops.

If parents are unavailable, the person listed on the emergency card will be called. If school officials deem that a situation warrants it, the doctor, hospital, and/or ambulance will be called. If an incident involves professional medical attention or for which potential medical attention might be required, *Diocesan School Incident Report Form* will be completed by school personnel and kept on file at the school. **The school does not have accident insurance coverage on students (refer to page 7 of this handbook).**

Medicine Policy

Parents must complete the *Physician/Parent Request for Administration of Medicine or Special Procedure by School Personnel* form for any medication that is to be dispensed during the school day, **PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS**. All medications will be kept in the office and administered by a non-health professional designate of the principal. The medication must be sent to school in its original container with the prescription label attached, including the physician's directions for dispensing the medication. It is preferred that medicine be dispensed at home as much as possible. The *Request for Administration of Medicine by School Personnel* can be found on the *RESOURCES* page of the school website.

St. Joseph School does not dispense Tylenol or other over-the-counter pain relievers unless sent to school by the parents or guardians.

Child Abuse Laws

St. Joseph School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to the proper authorities. School officials must follow all requests issued by the proper authorities regarding these matters.

Non-Custodial Parent

St. Joseph School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to school-related information regarding their child. If there is a court order specifying that there is to be no information given, no visitation at school, and/or no release of the child to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The School will send duplicate copies of school or classroom newsletters, report cards, discipline notices, etc. if the non-custodial parent provides self-addressed stamped envelopes to the school office and/or homeroom teacher. The weekly school newsletter, "The Scene at St. Joseph School" is on our school website.

Internet Usage Policy

The *Acceptable Use Policy for Usage of Computers and the Internet* can be found at the end of this handbook and on the *RESOURCES* page of the school website. Parents and students are expected to read the document carefully. By signing the *Handbook Acknowledgement Form* that accompanies this handbook, you are stating your knowledge of this *Acceptable Use Policy* and intention to follow the policy. **No student will be allowed Internet access until the *Acknowledgement Form* is returned.**

Social Networking

Parents and students are asked not to ask a teacher or other school staff member to “Friend” them on a social networking sight such as “Facebook”. If a parent is having a problem with an SJS teacher or other staff member, they are asked to refrain from discussing the problem on a social networking sight, but to deal directly with the administration, teacher or staff member (please refer to the “Cyberbullying” section of this handbook). Parents and students should not post pictures or videos of SJS students, teachers, or other staff members on a social networking sight without the permission of the person(s) involved.

Lunch and Breakfast Program

A hot lunch and breakfast program is available for all full-time students. These programs are under the direction of the Food Service Office of the Diocese of Owensboro. The program is also part of the National School Lunch/Breakfast program, therefore, families that think they might qualify, can apply for free or reduced lunches/breakfast. Parents are encouraged to deposit lunch money into an account for their child that will be debited each time a child buys breakfast or lunch. The computerized cash register system is such that we can keep an accurate balance to date. This prepaid method reduces the problems of lost money or excessive charges being made. When a student’s account reaches \$5.00 or less notification is sent home attached to the school newsletter. When a student’s account reaches a -0- balance or less and continues to charge meals, only the basic breakfast or lunch is allowed to be purchased. Only three lunches and three breakfasts can be charged at one time. **Students with lunch/breakfast charges exceeding \$10.00 at the time of mid-term reports or report cards, will not receive their reports until money is deposited into their account.**

A breakfast and lunch menu will be sent home at the beginning of each month so students can determine the days they would like to buy. The monthly lunch menu is also available on our school website.

<i>Prices:</i>	Student Breakfast = \$1.25
	Reduced Breakfast = \$.30
	Adult Breakfast = \$1.50
	Student Lunch = \$2.00
	Reduced Lunch Price = \$.40
	Extra Milk = \$.50
	Adult Lunch = \$3.00

Parents are welcome to join their child for lunch. Parents who are going to buy a school lunch are to notify the office by 9:00 a.m., either by note to the teacher or by a call to the office. Parents are asked to wait outside the gym (after signing in) until their child enters the lunch line.

Neither students nor parents may bring “fast food” restaurant lunches or soft drinks to school for the student’s lunch. Students who bring their lunch from home are not allowed to bring soft drinks or candy.

Snacks are sold in the cafeteria during the breakfast period from 7:10-7:45. These snacks cannot be eaten during the breakfast period but must be saved as a classroom snack later in the day.

Wellness Policy

St. Joseph School, through the Diocesan Curriculum Guidelines, programs, and activities, promotes wellness to all students and families. The Diocesan Curriculum Guidelines include nutrition, physical activity, and overall student wellness. Nutrition education is offered in the cafeteria as well as in the classroom. Students are given opportunities for physical activity during the school day through physical education classes and daily recess. Students in grades 6-8 are also given opportunities for physical activities through a generous offering of extra-curricular sports.

The school has guidelines for foods and beverages sold in the school meals' programs and snacks provided in the after-school program. The school provides a clean, safe, enjoyable meal environment for students. Students are encouraged to participate in the breakfast program before school and the lunch program provided through the Diocese of Owensboro's Food Services Program.

School Supplies

A list of school supplies needed by each student is distributed with the summer mailing and displayed on the school's website on the RESOURCES page. Many of the teachers also keep their supply list on their web pages and it is always available in the school office.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks loaned to the student for their use should be cared for and returned at the end of the school year in a similar condition as they were when given. No writing in textbooks is permitted. Book covers are encouraged. The student will be billed for replacement for damaged or lost texts and library books.

Publicity/School Publications

School news articles occasionally are published in the local newspaper or appear on the local television station. We also have a school web site, which publicizes school news. Photographs of our students are often used in all of these publications as well as in school brochures and the newsletter "Halo".

If parents do not want their child's picture to be used in any of these publications, they should notify the principal in writing.

Office Records

Parents are requested to notify the school office in writing of any change of home telephone numbers and /or addresses, business telephone numbers, cell phone numbers, and names and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the principal or school secretary in advance of the withdrawal date. This enables the school to prepare necessary

information and settle accounts. No student records may be forwarded until all fees and tuition charges have been settled.

Student Directory

St. Joseph School publishes a school directory within the first month of the new school year. The directory includes student names, parent(s) names, address, and home phone. The students are arranged by homeroom classrooms. These directories are available for parents to purchase from the school office for \$1.00. **If you DO NOT want your child's information listed in the directory please notify the school office in writing.**

The Student Directory should be used to acquaint parents with the names of their child's classmates and their parents and **should not be used or sold** for other purposes. The school only sells the directories to school families.

Parties/Birthdays/Special Occasions

Classroom parties are held at the discretion and direction of the classroom teacher and principal. The head homeroom parent should contact the teacher prior to "party dates". Together they plan a suitable party for the respective grade level to insure that all sections of the same grade level have a similar party (refreshments, favors, etc.)

Birthday parties for students may not be held at the school. On their child's birthday or other special events in a child's life, parents may send a treat to be shared with the class at lunch or recess. We request that the treats be individual servings. **This treat may not be pizza or other food items that would be shared in place of the school lunch or lunch brought from home by students.**

Balloons, flowers and the like which are sent to school for birthdays or other special events will remain in the office until dismissal, at which time the child may come to the office to pick up their gift.

Private party invitations will not be given out at school unless the entire class is invited. We recommend invitations be sent through the mail. **Gifts** may not be exchanged among students at school, except at Christmas, and must then follow the guidelines set forth by the teacher.

Emergency Drills and Procedures

An extensive Crisis Management Plan is on file in the school office and in each classroom. The plan is available for inspection by parents at any time. In most emergencies, the children will remain and be cared for at school. In the rare event of an emergency affecting the school to such an extent that reentry into the buildings is prohibited, students and staff will be moved to an alternative site, such as St. Joseph Church, The Salvation Army on Main St, or Holy Spirit Parish. Please follow these procedures when it appears that an emergency situation has developed:

- Turn on the radio or television. The school will notify the media as soon as possible.
- Do not telephone the school. The lines must be kept open in order to respond to the emergency.
- Parents who come to get their children must sign out with the teacher or staff member(s) assigned to handle checkouts.

Emergency Drills

Fire Drills: State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds.
- Walk to the assigned exit briskly, in single file at all times, and in silence.

- Move to the assigned location and stand in line while teacher takes a class count.
- Return to the building when the signal is given.

Tornado Drills: State Law requires that tornado drills be held four times a year. Students should follow these procedures:

- Rise in silence when the alarm sounds.
- Walk briskly to the assigned “Safe Space” in a single file line, and in silence.
- Sit with knees raised to chest, head tucked into knees, and hands covering head.
- Stay in this position until the return to classroom announcement is made.

Earthquake Drills: Earthquake drills are held twice a year. Students should follow these procedures:

- Drop, cover head immediately.
- Crawl under desk or nearest table and hold onto the legs of the desk or table.
- Listen for further instructions.
- When evacuation time is announced, walk carefully and calmly to the assigned exit.
- Students should gather on the playground nearest Nugent St. away from trees and power lines.

Intruder Drills: Intruder drills are held periodically. Students should follow these procedures:

- Sit under your desk or on the floor against the wall where the door is located.
- The teacher will close and lock the door.
- Remain calm in this position until the all clear announcement is given.

Playground Rules

- Students must be supervised on the playground at all times.
- Students may never leave the playground without a teacher or supervisor’s permission and without a buddy.
- Only one person should be on a swing at a time, no jumping out of swings, no running through swings, and no twisting around in the swings.
- Do not sit or walk up slides, always slide feet first.
- Acceptable use of fitness equipment will be taught in P.E. Regulations found on the equipment should be followed at all times.
- Do not climb or sit on top of bars.
- Do not hang on bars from knees or feet.
- The walking/jogging track is only for walking or jogging. Gravel on the track should not be mounded or thrown from track.
- Do not play organized games around the equipment or in mulched areas.
- Do not throw sticks, mulch, or other material found on the playground.
- Middle School students should not play on primary structure.
- Gates must remain closed while students are on playground.
- These rules apply during the school day and in the SACC program.
- Remember: “Kindness is Cool” This is a bully-free school, all rules in the school apply to the playground also.

Lost and Found

Any items found in the school building or on the school grounds will be taken to the office and then placed in the Lost and Found container. This container is located in the vestibule at the bottom of the

Middle School stairway. Items placed in Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Parents are encouraged to put names on all students' backpacks, lunch boxes, jackets, coats, and uniform sweatshirts, sweaters, or other components.

Asbestos Management

The Asbestos Hazards Emergency Response Act, or AHERA, requires comprehensive management of asbestos left in a school building through a detailed process which includes notifications, training, maintenance and proper handling, removal and disposal of asbestos in school buildings. All of this information can be found in the Operation and Maintenance plan of the school and in the Asbestos file located in the school office.

Parents are notified each year in the "Scene" that asbestos is present in the floor tile in some classrooms, on pipe insulation in the storage room of the kitchen, and in the crawl space under the school. The Asbestos Management file is available for inspection by parents at any time.

Fundraising

Fundraising projects for St. Joseph School must be reviewed and approved by the principal, development director, and in some cases the school board. Fundraising efforts are designed to enhance educational programs, school facilities, and extracurricular activities. Fundraising projects include the following:

- * Magazine Subscription Sale
- * 500 Club
- * Annual Giving
- * Spaghetti Supper
- * SCRIPS Gift Card Program
- * Poinsettias Sale
- * Used Book Sale
- * Dinner Auction

Other projects may be added as needed. Student Council, Basketball, Cheerleaders, and Cross Country Teams also sponsor fundraising projects as needed.

SCRIP Program

This fundraising program provides an opportunity for families to earn credit towards their tuition or registration fees. Each family is requested to earn \$50 in credit by the end of the school year.

Saint Joseph School purchases Gift Cards/Certificates for hundreds of national and local retailers at a discounted price. School families, friends, relatives and parishioners purchase the gift cards from the school for full face value and redeem them at full face value. The discount that each retailer gives the school is the profit. The discounts vary and can be found on the Great Lakes Scrip Center website at www.glscrip.com. The gift cards must be ordered through the school's development office 842-7462.

After a family earns \$50.00 profit for the school, 75% of the profit earned will be applied to their SCRIP account. Some families may choose to pay the \$50 and start having their SCRIP orders apply immediately to their tuition reduction.

All orders will be kept on the SCRIP computer program and a statement will be sent to you by mid April, as to the amount each participating family has accumulated. The credit you accumulate can be applied to your May tuition, registration fee for the upcoming year, or tuition for the upcoming year. The cutoff will be the end of March and the new year begins in April. At any time you can stop by the development office and check you account and what you have accumulated. All families will be kept informed when any new businesses are added.

Right to Amend

St. Joseph School reserves the right to amend this Handbook. Notice of amendments will be sent to families in the “Scene”.



**St. Joseph Interparochial School
SCHOOL CALENDAR
2011 - 2012**

Parent Orientation (Tentative)	August 2, 2011 (Tuesday)
Opening Day for Teachers	August 3, 2011 (Wednesday)
Opening Day for Students	August 4, 2011 (Thursday)
Labor Day	September 5
Fall Break	October 3 – 11
Parent/Teacher Conferences	October 25 - 26
Thanksgiving Break	November 23 – 25
Christmas Break	December 19 – January 2
Second Semester Begins	January 3, 2012 (Tuesday)
Martin Luther King, Jr. Holiday	January 16
President’s Day	February 20
Third Quarter Break	March 8 - 9
Spring Break	April 6-13 (Good Friday 4/6)
8th Grade Graduation (Tentative)	May 18 (Friday)
Last Day for Students	May 21 (Monday)
Closing Day for Teachers	May 22

February 20, May 22-25 may be used as make up days.

First Quarter:	August 4 – September 30
Second Quarter:	October 12 – December 16
Third Quarter:	January 3 – March 7
Fourth Quarter:	March 12 – May 21

TUITION RATES FOR THE 2011 - 2012 SCHOOL YEAR

PARISH-SUBSIDIZED TUITION RATES

Rates for Catholic custodial parents or guardians who are participating members of the school's sponsoring parishes, Holy Spirit and Saint Joseph. A participating member is one who (1) worships with the faith community on a regular basis; (2) shares his/her talents with the faith community; (3) contributes financial support to the faith community; and (4) is on record as a registered member in the parish office. These rates may also be paid on a ten month (August-May) or twelve month (June-May) plan.

Preschool:

Three Day Program (Mon. Wed., Fri.).....	\$2527
Two Day Program (Tues., Thurs.).....	\$1838
Five Day (If Available).....	\$3229
1 Child in K-8.....	\$4115
2 Children in K-8.....	\$8230
3 Children in K-8.....	\$10,287
4 Children in K-8.....	\$11,316

STANDARD RATES for NON-PARISH MEMBERS

These are the rates if paid in full by the first day of school. If paying on a ten month plan (August-May), divide the annual figure by ten. If paying on a twelve month plan (June-May), divide the annual figure by twelve.

Preschool:

Three Day Program (Mon., Wed., Fri.).....	\$3428
Two Day Program (Tues., Thurs.).....	\$2745
Five Day Program (If space is available).....	\$4112
1 Child in K-8.....	\$5490
2 Children in K-8.....	\$10,980
3 Children in K-8.....	\$16,470
4 Children in K-8.....	\$21,960

REGISTRATION FEE

There is a **\$150 registration fee** per child registering. This fee can be paid in two installments, the first being due when registration papers are returned to the school, the remainder is due by **MAY 21**.

SCRIP PROGRAM

As a condition of registration, each family agrees to generate at least \$50 in profit through the SCRIP program during the school year (beginning in mid-April 2010), or to buy out of the SCRIP program by paying this amount. This profit or buy out is in addition to the tuition rates and registration fee. At the end of March 2011, families who have not reached the \$50 goal will be billed for the difference. Once the goal is met, then 75% of SCRIP profit above the \$50 goal can be applied toward a family's tuition. Families needing to opt out of this program because of financial difficulties, should contact Mrs. Lange, Fr. Jerry Riney, or Fr. Andrew Garner.

FINANCIAL ASSISTANCE PROGRAM for TUITION

There is a family scholarship program funded by the Holy Spirit and St. Joseph parishes and private donors. Holy Spirit and St. Joseph families wishing to receive financial assistance through this program are asked to complete an application, which is sent to the Private School Aid Service in Ohio. The report they submit to the school, based on a family's financial information, is used as a guide in determining the amount of financial assistance a family will receive. There is a \$23.00 processing fee that must accompany the application when sent. **Applications are available in the school office or can be printed from the *RESOURCES PAGE* on the St. Joseph school web site. The school authorization code is 1696.** The information received is kept completely confidential. Only the principal and priests see the information in the report.

For more information, contact Mrs. Jan Lange, Fr. Jerry Riney, or Fr. Andrew Garner.

**ST. JOSEPH SCHOOL
CELL PHONE REGISTRATION FORM**

According to the St. Joseph School *Parent/Student Handbook*, Middle School students only may have cell phones at school at the discretion of their parents. If a student does have a cell phone, they must register the cell phone number with the school.

Student Name_____ Grade_____

Cell Phone Number_____

Student Name_____ Grade_____

Cell Phone Number_____

Parent Signature:_____

Please return to office before allowing student to bring the cell phone to school.

***If a student below 6th grade needs a cell phone after school due to entering a house after school where no one is home or attending sport practices or games after school, he/she should bring the cell phone to the office upon arrival in the morning where the phone will be kept in the office.**

Student Name (below 6th Grade)_____

Grade_____ Cell Phone Number_____

Student Name (below 6th Grade)_____

Grade_____ Cell Phone Number_____

Parent Signature_____

Acceptable Use Policy For Use of the Computers or Internet at the School

I recognize that computers have the potential to make either a positive or a negative impact on the world. As a member of *St. Joseph School*, I pledge myself to do all I can to insure that computers influence the world in a positive manner. To that end, I pledge the following:

1. I will honor all files as private property and will refrain from erasing, renaming, or making unusable any file or program that is not my personal property.
2. I will keep my user information-my name and files-confidential, and will share them with no one (except duly authorized faculty and/or staff).
3. I will use the school's computers and/or accounts for educational purposes only.
4. I will honor the privacy of all other users' passwords, never attempting to gain illegal access or use.
5. I will respect copyright protection for all software. I will never copy, change, or transfer any software provided by the school, teachers, or another student without permission from an authorized source. I do understand that copying software without permission is illegal and copying or knowingly using such software is a criminal offense.
6. I will endeavor to keep all systems with which I work safe from any virus (bug, worm, Trojan Horse, or other term). I will never knowingly write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory.
7. I will respect all others with whom I communicate through the computer (e-mail, Internet, or other electronic communication). I will never use the computer to annoy, offend, or threaten others.
8. I will practice good stewardship with all technology systems. I will never intentionally damage any part of the system or resources and information not belonging to me, nor allow others to do so.
9. I will recognize my own limitations and will not tamper with terminals, CPUs, printers, or other associated equipment without explicit direction from teachers or technicians.
10. I will practice good stewardship in my use of telecommunication resources. I will use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff. I will use the school's telecommunication resources only for matters directly related to educational needs.

**St. Joseph School
Parent and Student Handbook
2011 - 2012**

Parent and Student Acknowledgement

Parents (Preschool through Grade 8) and Students (Grades 1 through 8) should read together and discuss the policies of St. Joseph School as outlined in the Parent and Student Handbook for the 2011 - 2012 school year.

Acknowledgement of Receipt:

We acknowledge that we have read and understand the policies of St. Joseph School as outlined in the Parent and Student Handbook. We agree to abide by the policies and procedures listed therein.

Family Name (Please Print) _____

Signatures _____

Parent/Guardian

Parent/Guardian

Student/Grade

Student/Grade

Student/Grade

Student/Grade

Date: _____

Signed form due by August 17, 2011

***(PLEASE NOTE: BOTH PARENTS LIVING IN THE HOME MUST SIGN THE
ACKNOWLEDGEMENT OF RECEIPT)***

For Office Use Only:

Date Received: _____