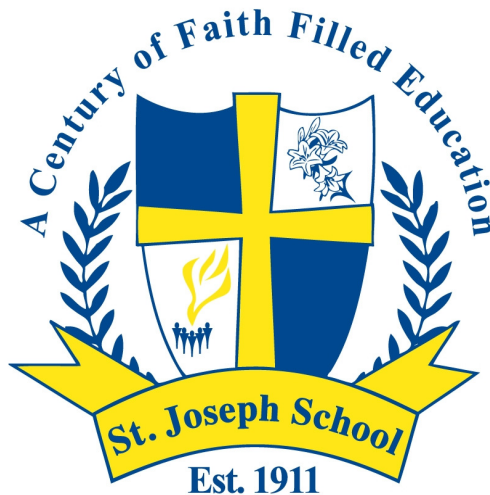


# **ST. JOSEPH SCHOOL**

## **Parent and Student HANDBOOK**

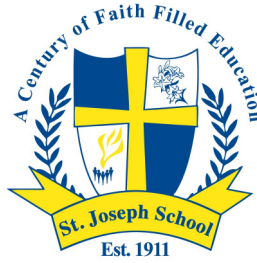


**2016 - 2017**

**416 Church Ave. Bowling Green, KY 42101**

**(270) 842-1235 FAX: (270) 842-9072**

**[www.stjosephschoolbg.org](http://www.stjosephschoolbg.org)**



**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 2016-2107 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 in your Parent Orientation folder and return to the school by August 26. This handbook is our contract with you.**

**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**

### ***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.

### ***SCHOOL LOGO***

The Crest for St. Joseph School signifies our “Interparochial School” status and our 100 years of service to the two Catholic parishes of Bowling Green. The symbol on the top right represents our founding parish, St. Joseph and the symbol on the bottom represents Holy Spirit Parish.

### ***GUIDELINES for SUCCESS:***

#### **“How to BE a St. Joseph SAINT”**

**Be Safe**

**Be Always Positive**

**Be Involved Learners**

**Be Nice, Reverent & Respectful**

**Be The Best You Can Be!**

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## ***Admission Information***

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### ***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 August 1<sup>st</sup> 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 August 1 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. Registration for preschool 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.

***Kindergarten:*** Children must be five years of age by October 1<sup>st</sup> 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 given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph School. The recommendation and decision of the school is final.**

### ***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), family data card (for each family), tuition payment plan form, and updated medical information. All registration forms can be found on the school website. 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. **Students will not be assigned to a classroom until the registration fee is paid in full. Payment should be made by July 1 at the latest. If there is a problem with paying this fee, parents are asked to make an appointment with the principal.**

**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. 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. **Information about Student Accident Insurance is emailed to families at the beginning of the school year. The link to enrollment for the insurance can be found on the school's website by clicking on the Registration Forms link.**

### ***Medical Information***

#### ***Preschool:***

- Kentucky Immunization Certificate (up-to-date on the Kentucky Form)
- Physical dated February 1, 2015 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
- Kentucky Dental Screening

#### ***6<sup>th</sup> Grade Students:***

- Physical dated February 1, 2015 or later on a form prescribed by the Kentucky Dept. of Education. The form must be on file in the office by August 8, 2015.
- 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***

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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***

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### ***Academic Standards***

St. Joseph School follows the academic standards of the Diocese of Owensboro and offers its students opportunities for growth in the major subjects listed below. More specific information about the curriculum used to meet the diocesan academic standards can be found on the teacher webpages found on the SJS website. 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

### **Student Support Services**

#### ***Assistant Principal***

The Assistant Principal will help students, parents, and teachers develop positive learning experiences. The school will provide a variety of services and activities, including individual assistance for students, group mediation between students, parent and teacher consultation, character education classes, bullying education, response and assistance for bullying reports, information on services from other agencies in the community, and student assessment required by the Diocese of Owensboro (MAP and ACT ASPIRE Testing).

The Assistant Principal will also be the liaison with Bowling Green City Schools for students who are referred for evaluation and students with special needs such as Speech/Language Therapy and will assist teachers with planning and carrying out Behavior and Service Plans for students who need modifications.

#### ***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.

### **Lost or Damaged Library Books**

All library books must be returned by the end of the school year. If the student begins the following school year with an overdue book, the student will not be allowed to checkout any books until the overdue book is paid for or returned to the school library.

If a student is not returning the following school year, then the student has until the end of the current school year to pay for or return the book. The student's report card will be withheld until the book is paid for or returned.

The first week of school the student will be notified if he/she has an overdue book from the previous year and will have until his/her next library class to pay for the book or return it to the school library.

### ***Extracurricular, Athletic & 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
- \* 4- H Club
- \* Student Council
- \* Safety Patrol
- \* Art Exhibits
- \* Spelling and Geography Bees
- \* Kentucky Youth Assembly
- \* Strings
- \* Choir
- \* Basketball
- \* Cheerleading / Dance Team
- \* Girls' Soccer
- \* Boys' Soccer
- \* Girls' Volleyball
- \* Cross Country
- \* Cub Scouts
- \* Technology Club

### ***Extracurricular/Athletic 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 1/2 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. This includes, but is not limited to evening performances, athletic competitions, and other school sponsored events. The school attendance officer will notify the school sponsor and/or coaches of absences on the day of the event.**

### ***Athletic Programs***

Students participating on any school athletic teams are required to have a physical completed by a doctor or nurse practitioner before beginning any “open play” time or try-outs. The physical must be completed using **the KHSAA Middle School form** which can be found on the KHSAA website <http://khsaa.org/forms/ms01.pdf> or from the school office. 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 the “Good Sports in the Diocese of Owensboro” brochure. Brochures will be given to athletes by the coaches and can be found on the school website.

### ***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 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters.

Students in grades first through eighth and their parents can check grades online using **InformationNOW**. 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 school’s master calendar which can be found on the school website, 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

### ***InformationNOW Parent Portal:***

Teachers in grades 1<sup>st</sup> through 8<sup>th</sup> use an online grading program called "InformationNOW". The program allows parents and students to login anytime to check current grades, homework, missing assignments, test scores, attendance, 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 InformationNOW 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 8<sup>th</sup>. Parents or teachers may request a conference at any time during the school year.

**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 in the CORE Subjects of Religion, Language Arts, Math, Science, and Social Studies:

***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 NWEA MAP Test (Measure of Academic Progress) be administered this year in grades one, three, five and seven. St. Joseph**

School has also chosen to test grades Kindergarten, two, four and six. This assessment is web-based so students will take the test in the computer lab or on I-pads. The test is administered in the first semester before Fall Break and in the Spring after Spring Break. It can also be administered sometime between December and February.

The *ACT Aspire Test* will be given to the Eighth Grade students in the spring. This test is part of the college readiness program from the publishers of the ACT test. This test, ACT Aspire, is web-based so students will take the test in the computer lab or I-Pads.

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.

### ***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***

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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 are not allowed to talk or socialize while in lunch detention. Lunch detention may be assigned for consecutive days.

**Students assigned to lunch detention will eat in a designated classroom under the supervision of a teacher or the principal.**

#### ***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. **Students will not be allowed to participate in any extracurricular activities on the day of the 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. **Students will not be allowed to participate in any extracurricular activities on the day of 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

### ***Cheating***

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

### ***Middle School Discipline Policy***

In addition to the school's policies listed above, the Middle school has a policy that is provided to students and parents in the first week of school. Parents and students are asked to read and sign the policy. The policy can be found on page **40** of this handbook.

### ***Bullying Policy***

St. Joseph School has an educational plan to address the problem of bullying behavior in the school. The SJS Guidance Counselor and/or classroom teachers 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.

**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

### ***Cyberbullying***

Engagement in Social Media or Texting **such as, but not limited to**, online Blogs, Facebook, Instagram, Snapchat, Vine, Twitter, etc. may result in disciplinary actions if the content of the student's text includes defamatory comments regarding the school, other students, or school personnel.

The Diocese of Owensboro Catholic Schools Office has adopted a "Social Media Policy for Students" which can be found on page 39 of this handbook.

### ***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, IPod, 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.

### ***Electronic Readers (E-readers)***

Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like, but not limited to, Amazon’s Kindle®, Barnes & Noble’s Nook®, Galaxy Tablets, and Apple’s iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. St. Joseph School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### ***e-Reader Acceptable Use Policy:***

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the classroom teacher, the Cell Phone and eReader registration form can be found on page 37 of this handbook and on the school website.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, photography, videography, etc.
3. All material on the e-Reader must comply with the spirit and policies of St. Joseph School.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, during playground/recess time, or field trips.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

### ***Cell Phones and wearable devices such as an Apple Watch***

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

and eReader Registration Form can be found on page 37 of this handbook and on the school website.

**Cell phones and Wearable Devices must be turned off and will be kept in a lock box in the student's homeroom until 2:45. Phones must stay in the student's backpack during dismissal and SACC in the off position.**

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 principal's 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 6<sup>th</sup> 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 and the registration form 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.

**Photography: Cell phones may never be used during the school day or after school at extracurricular events, athletic events, or during SACC to take photographs or for video graphing unless given permission and monitored by the teacher, coach, or sponsor of the event.**

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### ***Messages from Parents to Students***

Parents who must get a message to their student during the school day are asked to call the school office and leave the message with office personnel. Parents are asked to refrain from texting or calling their student's cell phone during the school day.

### ***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 an email or written excuse to the teacher. **A student 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 absent because of a stomach ailment such as vomiting or diarrhea should not return to school until the ailment has stopped for 24 hours.**

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.

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 have entered the building. **Students arriving after 8:15 should be brought into the office by a parent to sign in for the day.** It is important for both academic and safety reasons that students arrive at school by 8:00 a.m.

**Students who have an excessive number of tardies (FOUR or more per month) will have either a loss of recess or lunch detention. Parents will receive a letter from the principal when this occurs.**

### ***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. **Students leaving before 2:45 for reasons other than doctor, dental, or professional appointments will be considered tardy.**

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 ACT Aspire Testing, ACRE Testing and MAP 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***

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### ***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. 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 on the school's website. Parents are asked to refer to this calendar and the monthly calendars posted on the school's website.

### ***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 *School Messenger* 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 and/or text from the school through the SJS *School Messenger* 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.

In the event of an intruder on the school premises, an announcement is sent through the intercom system at which time students move to an area away from the door, the teacher makes sure the door is closed and locked, and the classes remain this way until the all-clear announcement is made. **Classroom doors remain locked throughout the school day for security.**

### ***Arrivals and Departures***

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

***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, lining up to enter from Barry St. and exiting on Nugent St. **Only parents picking up Preschool students should line up on Church Avenue, all others should line up on Barry after turning from Main St. or on Church St. coming from Veteran's Blvd.** All families will be given a card with 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.

***Incllement 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. **Parents picking up from the playground are asked to wait at the gate until their children are sent across by the crossing guard. Please do not come to the school office or front porch to wait as this causes congestion when the students are being dismissed.**

Drop off and pick up on the Church Ave. side of the school is not allowed EXCEPT FOR PRESCHOOL. Preschool Pick-Up procedure is provided in the Preschool Handbook.

***Alternate Pick-Up Location and Procedure:***

Parents may choose to park in the alternate parking lot behind the school playground and walk to the playground gate to wait for their student(s). The gates to this parking lot will be opened by 2:15 each day. A teacher assigned as *Crossing Guard* will cross the students to the playground ONLY when the parent or other driver is waiting at the playground gate. If a parent wishes to wait in the courtyard to escort their child to the alternate parking lot they may do so but must wait for the crossing guard to stop the cars for crossing. Parents may NEVER leave the campus through the gate between Building 3 and Preschool.

**The gate to this parking lot will be relocked each afternoon by 3:10 for security purposes. Parents wishing to use this alternate form of pick-up must be there before 3:10. Parents who have business in the school office or conferences with teachers should not use this parking lot but should park in the regular church/school lot.**

Parents should NEVER park in the church office parking spaces behind the church office to visit the school or to pick up their children. These spaces should always be reserved for church personnel or for visitors to the church office.

*Exiting the Parking Lot during afternoon pick-up will not be allowed until 3:15.* If parents must come to the school office or are visiting a classroom at the end of the day, they are asked to park in the visitor's spaces at the end of the school parking lot near the Art Barn. The walking spaces have been widened in the parking lot for greater safety of our students and this will allow only one car to drive through the lot at a time. The carline will not be stopped to allow a car to back out of a parking space.

## ***Uniform Policy***

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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 P-8 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 infraction notice, and if possible, the school will correct the problem with uniforms in 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. (See uniform components in next section.)

We ask that parents 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. We also request that your child comes to school appropriately dressed for the weather, especially during the winter months. Our students typically go outside for recess even when it is cold, so ask that they come prepared for this during the winter.

## *Uniform Vendor*

The approved vendor for the SJS uniforms is Lands' End School Uniforms. There are NO approved vendors through any Bowling Green merchants. If uniform components are purchased from other vendors, they must look identical to the components from Lands' End. **This includes style as well as color. Keep in mind that there are varying shades of navy, khaki, and red and only the ones from Lands' End are the approved colors.**

LANDS' END SCHOOL UNIFORMS - Order on line @ [www.landsend.com/school](http://www.landsend.com/school) and use our preferred school number #900044157. This will ensure that you order only our approved uniform components.

## *Uniform and Dress Code*

- Uniforms should be clean and intact. Faded, torn, discolored, or stained components are unacceptable. If families are passing shorts and slacks down among children, they must not be faded when used.
- SHIRTS/BLOUSES should not have lace, embroidery, or logos on them. Shirts/blouses must be tucked in at all times, except P.E. or recess. If T-shirts are worn under the uniform shirt for warmth, they must be plain white with no printing or logos on the front or back. Uniform shirts must always be worn under the uniform sweatshirt. Sweatshirts may not be worn tied around the waist.
- SHOES: White-soled or non-scuffing rubber soled shoes are required, athletic shoes are preferred. No open toe or open back shoes, sandals, cowboy boots, jelly shoes, heels, dress boots, platform, wooden sole, TOMS shoes or fad shoes may be worn with the uniform. Boots may be worn during inclement weather but must be changed after arriving at school.
- SOCKS, TIGHTS & LEGGINGS: Socks may only be solid white, navy or black and must be worn at all times. Socks may be any length, but must show above the top of the shoe being worn. NO-SHOW socks are not allowed. Navy, black or white tights are approved to be worn under the girls' jumper or skort but must be solid without cable or ornamentation. **Navy, black or white ANKLE LENGTH leggings may be worn under the girls' jumper or skort.**
- BELTS: Belts are required for all students, except Preschool AND Kindergarten, if the pants or shorts being worn have belt loops. The belts must be brown, black, or navy blue solid and must be worn completely through the belt loops. No chains, scarves, or other novelty belts are allowed.
- OUTERWEAR: Non-uniform sweaters, sweatshirts, jackets, coats, etc. may not be worn indoors. They may be worn over to church but must be taken off before mass begins.
- HEADWEAR: Hats, caps, bandanas, hair scarves, or head wraps may NOT be worn indoors. Headbands, hair bows, barrettes, pony-tail holders are acceptable. (The school reserves the right to determine if a headband or bow has too much ornamentation.) Extreme hair styles and/or coloring are not permitted. Scrunchies, pony-tail holders, and rubber bands must be worn in the hair and not on the wrist.
- JEWELRY AND MAKEUP: Jewelry should be limited to watches, fit-bits, rings, and crosses or religious medals on a narrow silver or gold chain (rope or beaded chains are not acceptable). Girls with pierced ears may wear earrings that are small and unobtrusive, and they may not hang down past the earlobe. No other jewelry (including bracelets of any kind) may be worn. Students that use make-up 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 and "Silly Bandz" may not be worn. Fit-bits are approved to be worn.
- PANTS/SHORTS/SKIRTS/SKORTS must be worn at the waist and not pulled down or rolled up. All shorts and skorts must be Bermuda length (AT THE KNEE LENGTH) or fingertip length (AT LEAST ONE INCH PAST FINGERTIPS WHEN STANDING UP STRAIGHT WITH ARMS STRAIGHT DOWN THE SIDE). Cargo shorts or pants are NOT approved uniform components. Corduroy pants are NOT approved uniform components. Elastic waist shorts or pants are approved for Preschool and Kindergarten only.
- 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. It is optional for 4<sup>th</sup> and 5<sup>th</sup> grade students to change into a t-shirt for PE.

## *Uniform Components*

**These components should be purchased through the approved vendor, Lands' End Uniforms. If not, they must look exactly like the components that are sold by this vendor.**

- **BLOUSES/SHIRTS:**
  - Preschool-8<sup>th</sup> Grade: White short or long sleeved, round collar, “Peter Pan” collar, Knit Polo-style, or Turtlenecks.
  - Preschool-8<sup>th</sup> Grade: Red short or long sleeved knit polo or turtleneck from Land’s End.
  - 6<sup>th</sup> – 8<sup>th</sup> Grades: Navy short or long sleeved knit polo or turtleneck from Land’s End for grades 6<sup>th</sup>-8<sup>th</sup>.
  - All knit polo shirts (white, red, or navy) can be purchased with the embroidered school logo through Lands’ End.
- **SWEATSHIRTS:** Solid navy (royal blue is not acceptable), no pockets or hoods.
  - Navy sweatshirts with the school logo embroidered on the front may be ordered from Lands’ End.
- **SWEATERS:** Solid navy **CARDIGAN SWEATERS ONLY**, plain knit, no cables.
  - Navy cardigan sweaters with the school logo embroidered on the front may be ordered from Lands’ End.
- **SHORTS:** Boys and Girls
  - Preschool-5<sup>th</sup> Grade: Lands’ End approved Navy Blue, tailored or flat front, Bermuda length (at the knee length). Elastic waist is approved for Preschool and Kindergarten only.
  - 6<sup>th</sup> – 8<sup>th</sup> Grades: Lands’ End approved Dark Khaki, tailored or flat front, Bermuda length (at the knee length).
- **SKORTS:**
  - Preschool-8<sup>th</sup> Grade: Lands’ End approved Hunter Green/Classic Navy Plaid skorts, fingertip length only. There are two plaid skort options available.
- **LONG PANTS/SLACKS:** Boys and Girls
  - Preschool – 5<sup>th</sup> Grade: Lands’ End approved Navy Blue, tailored or flat front. Elastic waist is approved for Preschool and Kindergarten only.
  - 6<sup>th</sup> – 8<sup>th</sup> Grades: Lands’ End approved Dark Khaki, tailored or flat front.
- **JUMPERS:** Preschool – 4<sup>th</sup> Grade: Lands’ End approved Hunter Green/Classic Navy Plaid Jumper, at the knee length only.
- **OUTERWEAR:** Fleece vests, or fleece jackets embroidered with the school logo can be worn as uniform components. These uniform components are available through Land’s End.

## *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 Finger-tip 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”.
- **Girls may wear leggings as long as the top or dress worn with the leggings is finger-tip length. (Finger-tip length is when the girl stands up straight with her arms down to her side, the length of the clothes item must come past their finger-tips.)**
- 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***

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### ***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. Andrew Garner from St. Joseph Parish to serve as Episcopal Vicar for the school. The school council formulates policy. The principal fulfills the policies of the Diocese of Owensboro, the Episcopal Vicar, 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 most months at 5:30 pm. Interested parties are invited to attend. Those wishing to address the council must make arrangements with the council chairperson prior to the meeting. Meeting dates are listed on the Master Calendar for SJS Families.

### ***Communications***

The best way to keep informed about the happenings at St. Joseph School is to read the weekly newsletter, which is EMAILED to families by Friday of most weeks. Another way to keep informed is through the school website [www.stjosephschoolbg.org](http://www.stjosephschoolbg.org). Each teacher has a web page that can be accessed through the website.

The newsletter will be EMAILED to families that provide email addresses to the school. A family can provide only two email addresses.



Please feel free to notify the office of awards and honors to be included in the newsletter (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, email the teacher, or send a note with your child. **Parents are discouraged from showing up before or after school for an impromptu conference with the teacher or administration; appointments are required.**

#### ***“School Messenger” 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. **WHEN YOU SEE A MISSED CALL FROM ST. JOSEPH SCHOOL, PLEASE CHECK YOUR VOICEMAIL BEFORE CALLING THE OFFICE.**

#### ***Tuition, Fees, Payment***

A chart outlining the cost of tuition and fees is found on page 35 of this handbook. 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 10<sup>th</sup> of the month. Payments made after the 10<sup>th</sup> 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 \$125 in credit each year. For more information refer to the fundraising section of the handbook.

#### ***Financial Assistance for Tuition***

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 school website. All scholarship awards are based on need and are kept confidential. All families wishing financial assistance must use this application process and must complete the application by May 1 of each year for the following academic year. Families who do not apply by May 15 MAY NOT be considered for assistance.

#### ***Delinquent Tuition and Fees***

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.
- Any family behind on payments for more than one month will be blocked from accessing *InformationNOW* so will not be able to check on their student's grades.
- **Any family behind on payments for more than two months will be asked to meet with the principal.**
- 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.

- **Payments for overnight field trips such as Washington, DC (8<sup>th</sup>), Land Between the Lakes (7<sup>th</sup>), or KYA (7<sup>th</sup>-8<sup>th</sup>) will not be accepted but will be applied to overdue tuition or other charges.**
- **These policies also apply to registration fees, unpaid lunch charges, SACC charges, SCRIP Credit 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 \$8.00 per day or \$130.00 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.

The cost for SACC is billed monthly at the end of each month. The bill is expected to be paid by the 15<sup>th</sup> of the following month. If a family does not pay their SACC charges for two consecutive months, their students will not be able to attend the program until payment is received.

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, vice president, secretary, treasurer, and head homeroom parent 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 listed on the Master Calendar for SJS Families.

### ***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. Volunteers helping with class parties or chaperoning on field trips may not bring younger siblings with them to the classroom or the field trip.**

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:***

**Complete information about these requirements and links to the necessary forms can be found on the Diocese of Owensboro website, <https://owensborodiocese.org/safe/>**

1. Must initially complete a "Safe Environment Program" every five years. This training is available only online at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

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.
3. Read revised Diocesan Sexual Abuse Policy and sign the Acknowledgement of reading this policy and return to the school. PLEASE NOTE: This step is handled in conjunction with the online training, however, volunteers are asked to review the Summary of the Diocesan Sexual Abuse Policy annually.
4. 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.
5. Those planning to drive on field trips will be required to complete a “Diocesan Volunteer Driver’s Form”. 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. A copy of proof of insurance must be given to the school annually before driving on a field trip.

### ***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. When a field trip is planned, students will be reminded that this policy is in place.

Transportation for field trips at St. Joseph School will include private cars, chartered buses, or walking. Written consent must be given to the school before any student may participate on field trips.

St. Joseph School uses the *Permission Form for Field Trips of One School Day or Less* for the Catholic Schools of the Diocese of Owensboro. This form gives permission for all field trips throughout the designated school year. Parents can complete one form for all children in their family. Parents are also asked to also complete the Emergency Information & Treatment Release. These Permission Forms go with the teachers on all field trips. A copy of these forms are included in orientation folders and can be found on the school’s website .

### ***Child Booster Seats***

Kentucky state law (HB 315) requires booster seats to be used in motor vehicles by children who are less than eight years old and are between 40 and 57 inches in height when transported in a motor vehicle designed to carry ten or fewer passengers. If Kindergarten through 2<sup>nd</sup> 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. Those planning to drive on field trips will be required to complete a “Diocesan Volunteer Driver’s Form”. 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. A copy of proof of insurance must be given to the school annually before driving on a field trip.

Volunteers who accompany a group on a field trip must have a clear understanding of their role as a chaperone. **Volunteer drivers will be required to read and sign the *Chaperone/Driver Information Form* which can be found on page of this handbook.** 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 also be found on 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 to School Campus***

**Visitors and Volunteers must report to the receptionist’s desk to sign in, leave their car keys, and get a visitor or volunteer badge.** 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 or diarrhea should not return for 24 hours after vomiting or diarrhea 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 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.

### ***Allergy Policy***

St. Joseph School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

The school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from school office personnel. Training is updated as needed.

### ***Asthma Medication***

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

### ***Allergies and the School Environment***

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. Common areas such as water fountains, lunch tables, door handles, etc. will be cleaned often. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### ***Food Allergy Policy***

St. Joseph School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Joseph School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### ***Food Allergies and the Classrooms and Cafeteria***

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Students with food allergies will be seated away from students who may have the allergy related foods on their lunch trays or in their lunches from home.

Tables will be washed with soap and water following any food related events held in the classroom or cafeteria.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### ***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 add the non-custodial parent to our email distribution list so they can receive newsletter, calendars, etc. Non-custodial parents will also be given information on how to check grades through *InformationNOW* if their children are in First through Eighth grade.

### ***Internet Usage Policy***

The *Acceptable Use Policy for Usage of Computers, Ipads, and the Internet* can be found on page 38 of this handbook and on 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. The following policies have been requested by the Food Service Office for the Diocese of Owensboro:

- When a student’s account reaches \$5.00 or less notification is emailed to parents.
- Students will be allowed to charge up to 5 full lunches and/or 5 full breakfast meals.
- Adults will be allowed (0) charges on Breakfast & Lunch meals.
- No charges will be allowed on a la carte items.
- After 5 charges the family has one week to make the payment, the student will be given a cheese sandwich and milk or juice until charges are paid.
- The principal will contact the family to send a lunch with the child until the charges are paid.
- If a family has unpaid charges exceeding 5 meals for more than a week, their access to I Now will be blocked and report cards will be held until the charges are paid.

A breakfast and lunch menu will be posted on the school website at the beginning of each month so students can determine the days they would like to buy.

<b>Prices :</b>	Student Breakfast = \$1.35
	Reduced Breakfast = \$.30
	Adult Breakfast = \$1.50
	Student Lunch = \$2.45
	Reduced Lunch Price = \$.40
	Extra Milk = \$.50
	Adult Lunch = \$3.50

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.

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.

**The complete SJS Wellness Policy can be found on page 41-42 of this handbook.**

### ***School Supplies***

A list of school supplies needed by each student is distributed with the summer email and displayed on the school’s website. 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 newsletters.

**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, email addresses 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.

### ***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. **It is mandatory that the treats be individual servings; no cakes, or cookie cakes should be sent unless pre-cut by parents at home. The birthday 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.

### ***Gifts and Party Invitations***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### ***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. Wait for an automated call or text from the school using the School *Messenger* calling system. 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:

- Move quietly to the safe space designated for the room in which students are located and as directed by the supervising teacher.
- The teacher will close and lock the door.
- Remain calm in this position until the all clear announcement is given.

***Playground Rules: These rules apply to the SACC program also.***

- 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.
- The green monkey bar equipment should be used only by students in 2<sup>nd</sup> grade and up, not by preschool through first grade students.
- 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 or put in the school used uniform closet.

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 council. Fundraising efforts are designed to enhance educational programs, school facilities, and extracurricular activities. Fundraising projects include the following:

- \* SCRIPS Gift Card Program
- \* 50-50 Club
- \* Annual Giving
- \* Spaghetti Supper
- \* Poinsettias Sale
- \* Dinner Auction

Other projects may be added as needed. Student Council and Sports 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 \$125 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](http://www.glscrip.com). The gift cards must be ordered through the school's development office 842-7462.

In addition to ordering scrip cards through the development office online ordering is available to families through [www.shopwithscrip.com](http://www.shopwithscrip.com) and Presto Pay. By visiting the Scrip website full information is available with a step by step tutorial on setting up a Presto Pay account. Any additional information can be provided by the development office.

After a family earns **\$125.00** profit for the school, 75% of the profit earned will be applied to their SCRIP account. Some families may choose to pay the \$125 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 school newsletter.

**TUITION RATES FOR THE 2016-2017 SCHOOL YEAR**

**PARISH-SUBSIDIZED TUITION RATES (Annual Cost)**

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:**

- \* Worships with the faith community on a regular basis
- \* Shares his/her talents with the faith community
- \* Contributes financial support to the faith community
- \* On record as a registered member in the parish office for at least 1 calendar year.

\*\*Catholic families transferring to Bowling Green must provide a “Letter of Good Standing” from the parish in which they were registered prior to the move, and register at either Holy Spirit or St. Joseph Parish, in order to receive Parish-Subsidized Tuition.

These rates may be paid on a ten month (August-May) or twelve month (June-May) plan.

**Preschool:**

Three Day Program (Mon. Wed., Fri.).....	\$2850
Two Day Program (Tues., Thurs.).....	\$2070
Five Day (If Available).....	\$3630
1 Child in K-8.....	\$4620
2 Children in K-8.....	\$9240
3 Children in K-8.....	\$11,550
4 Children in K-8.....	\$12,715

**STANDARD RATES for NON-PARISH MEMBERS (Annual Cost)**

These rates may be paid on a ten month (August-May) or twelve month (June-May) plan.

**Preschool:**

Three Day Program (Mon., Wed., Fri.).....	\$3845
Two Day Program (Tues., Thurs.).....	\$3085
Five Day Program (If space is available).....	\$4620

1 Child in K-8.....	\$6170
2 Children in K-8.....	\$12,340
3 Children in K-8.....	\$18,510
4 Children in K-8.....	\$24,680

<p><b><i>FINANCIAL ASSISTANCE PROGRAM for TUITION</i></b></p>
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There is financial assistance 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 \$25.00 processing fee that must accompany the application when sent. **Applications are available in the school office or can be found on the St. Joseph school web site (Tuition/Financial Assistance Tab). The school authorization code is 1696.** Applications should be sent by May 6. 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. John Thomas, or Fr. Andrew Garner.**

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

According to the *SJS Parent/Student Handbook (page 17-18)*, 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 and turn it in to the homeroom teacher at the beginning of each school day. Homeroom teachers will keep this form on file.

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**\*If a student below 6<sup>th</sup> 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 and this form to the office upon arrival in the morning where the phone will be kept in the office.**

**Student Name (below 6<sup>th</sup> Grade)** \_\_\_\_\_

Grade \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

**Student Name (below 6<sup>th</sup> Grade)** \_\_\_\_\_

Grade \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

According to the *SJS Parent/Student Handbook (page 17)*, students are allowed to bring eReader devices from home and use them in accordance with our e-Reader Acceptable Use Policy. These devices must be registered with the homeroom teacher.

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

eReader device being used \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

eReader device being used \_\_\_\_\_

Parent Signature \_\_\_\_\_

## **Acceptable Use Policy For Use of the Computers, Ipads, or Internet at the School**

I recognize that computers and Ipads 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 the technology available will 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, Ipads, 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, Ipads, 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.

11. I will follow the eReader policy in the *SJS Parent/Student Handbook* when bringing my own eReader device from home.

## **DIOCESE OF OWENSBORO CATHOLIC SCHOOLS**

### **SOCIAL MEDIA POLICY FOR STUDENTS**

**Adopted November, 2012**

In order to establish guidelines for students' use of social media, the Diocese of Owensboro Catholic Schools Office promulgates the following policy. The intent is to ensure that students' use of social media is consistent with the purpose and mission of Catholic school education.

This policy does not attempt to articulate all required or proscribed behavior by students. Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.

Guidelines for the use of social media by Catholic school students:

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.
2. Students are expected to be respectful toward school personnel and other adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.
3. School personnel are discouraged from accepting students as "friends" on a social networking site such as Facebook, and vice-versa.
4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all? Jesus replied, "The most important one is this: 'Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second most important commandment is this: 'Love your neighbor as you love yourself.' There is no other commandment more important than these two." (Mark 12.28-29)

The Catholic schools of the Diocese of Owensboro are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

### **St. Joseph School: Middle School Discipline Policy**

“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. 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. For additional information please refer to Pages 13-16 of the St. Joseph School *Parent/Student Handbook*.**

**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.**

**Middle School students that choose to break classroom and/or school rules will face the following disciplinary actions:**

- **For the first two offenses (in a quarter), lunch detention will be assigned. Notification will be sent home to parents for signing. The principal will monitor the lunch detention in an assigned classroom (usually on Monday of each week).**
- **On the third offense (in a quarter), a student will meet with the principal to be assigned to after school detention.**
- **On the fourth offense, a conference will be held with parents, teacher, principal, and student.**
- **If a student should receive three after school detentions in one quarter, they will be placed on disciplinary probation. At that point, they will automatically forfeit eligibility in any extra-curricular activities, and be subject to further disciplinary actions such as in-school suspension, out-of-school suspension, and/or required outside counseling.**
- **For more serious offenses, the student will be referred to the principal for disciplinary action.**

### **Uniform Infractions**

- **If a student receives one uniform infraction in one week, they will miss recess. If they have more than one a week, or excessive infractions in a month they will be assigned to lunch detention.**

### **Excessive Tardiness**

- **If a student has 4 or more unexcused tardies in a month, they will miss recess.**

### **Field Trips**

- **The school reserves the right to remove a student’s privilege of attending a field trip if the student has an excessive number of lunch or after-school detentions or other disciplinary actions. The student may also lose the privilege of attending a field trip if their academic performance reflects failing grades.**

### **Cell Phones**



- It is **MANDATORY** that all students deposit cell phones in a lock box in their homeroom each morning. Their cell phone must be registered with the homeroom teacher. If a student is found to have the cell phone in their possession during the school day the principal will hold the phone for one day for the first offense, hold one week and lunch detention for the 2<sup>nd</sup> offense, and hold for two weeks and after school detention for the 3<sup>rd</sup> offense.
- Parents are asked to call the school office when they need to get a message to their student as the student will not have access to their cell phones during the school day.

## St. Joseph School CHAPERONE/DRIVER INFORMATION FOR FIELD TRIPS

**Thank you for volunteering to chaperone/drive for our field trip. Without your assistance this field trip would not be possible. The safety of our students during a field trip is our utmost concern. Therefore, we ask that all chaperones/drivers read this information, complete the form, and return it to the supervising teacher before leaving on the field trip.**

- Drivers must have a valid driver's license and insurance on your vehicle. *The Volunteer Drivers Form* and *Proof of Insurance* should already have been given to the school.
- Drivers must abide by the Kentucky seat belt law. No privately owned vehicle may be allowed to leave the school unless a seatbelt is available for each passenger. Students required by Kentucky State Law must be in booster seats.
- Drivers should obey the legal speed limit while transporting students.
- Drivers should be aware not to place anyone weighing less than 100 lbs. near an air bag.
- Drivers should drive directly to and from designated locations without unnecessary stops except for emergencies.
- Drivers may NOT show DVDs in their vehicles without permission of the teacher in charge.
- Drivers should never smoke in vehicle or around students.
- Maintain good order in your vehicle. This includes cautioning students about things they may say.
- Before leaving, the teacher should introduce the chaperones to the students and make known their authority. Teachers will make the assignments as to the car in which the students will travel.
- We ask that all vehicles have a cell phone with one of the adults in the car. **Drivers should never talk on the cell phone while transporting students unless it is an emergency.**
- Chaperones are responsible for the students in his/her assigned group. Although it's difficult, chaperones must be objective and not overly attentive to their own children.
- **Younger siblings may never accompany the group on the field trip.**
- Be ever watchful. Correct misconduct quickly in a positive manner. Refer students with disruptive behavior or repeated misbehavior to the teacher immediately.
- Do not allow student to wander from the group. Count students frequently and always each time they get in the vehicles.
- Avoid situations where you are alone with a student. At least two adults should be present when there is only one student, and at least two minors should be present when there is only one adult.

**I have read and agree to follow these policies and procedures.**

**Signature** \_\_\_\_\_

Date \_\_\_\_\_

Field Trip Destination \_\_\_\_\_

Number of Students I can transport \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

### ST. JOSEPH SCHOOL WELLNESS POLICY

- I. Nutrition Education goals
  - A. All schools will provide healthy, well-balanced meals for breakfast and lunch.
  - B. Lunch menus are standardized throughout the diocese.
  - C. By May 2007, breakfast menus will be standardized throughout the diocese.
  - D. All menus are in compliance with standards set by the Division of School and Community Nutrition of the Kentucky Department of Education. The menus are also in compliance with USDA standards since Kentucky's standards are currently stricter than the federal standards.
  - E. By May 2007, all students and families will be provided information on nutritional content of the foods offered on all menus. Menus are published monthly.
  - F. Students receive nutrition education in the classroom as required by diocesan science curriculum guidelines.
  - G. All diocesan food service employees receive three hours training annually (Continuing Education Units).
  - H. By July 2009, all diocesan food service managers will have completed Level I certification from the Division of School and Community Nutrition of the Kentucky Department of Education.
  - I. The diocesan Food Service Director is trained to provide professional development for all diocesan food service personnel through the Train the Trainers program through the Division of School and Community Nutrition of the Kentucky Department of Education.
  - J. All diocesan schools participate in the federal Team Nutrition program.
  
- II. Physical Activity Goals
  - A. All St. Joseph School students receive physical education instruction according to diocesan curriculum guidelines.
  - B. Elementary students (Kindergarten-4<sup>th</sup> Grade) have physical education class twice a week; 50 to 60 minutes per week.
  - C. Fifth through 8<sup>th</sup> grade students have physical education class three times per week; 75 to 120 minutes per week.
  - D. Elementary students (Kindergarten-5<sup>th</sup> Grade) have outdoor recess daily for 20-30 minutes, weather permitting. Middle School students have outdoor recess twice a week for approximately 15 minutes, weather permitting. Opportunities for soccer, basketball, volleyball, four-square, walking/jogging, and climbing are available on the SJS playground

III. Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

- A. Drinks from vending machines are not available to students during the school day.
- B. By May 2007, all A La Carte items will be of high nutritional value in compliance with Kentucky guidelines, which are stricter than USDA's.
- C. Food items brought into the school from home or from local businesses cannot be placed in competition with the federal lunch program.

IV. Implementation Plan

The diocesan Food Service Office is responsible for implementation of the components of the local wellness policy that fall under the jurisdiction of the federal lunch program.

The local school administration is responsible for implementation of all other components of the local wellness policy.

The local school administration may delegate all or part of the implementation responsibility to local school faculty and support staff.

VI. Review process

- A. The local school wellness policy shall be updated annually.
- B. By April 30, the superintendent in consultation with the Food Service Director shall send an updated Framework for Local School Wellness Policy to all diocesan schools based on any changes in requirements from the state and/or federal governments.
- C. Each school shall make any needed revisions, inform the school council and parochial vicar, and submit a revised plan to the Catholic Schools Office.
- D. The local school wellness policy shall undergo comprehensive review bi-annually beginning in 2008. After receiving the annual update of the Framework, schools shall gather input from multiple sources to inform the policy update during even-numbered years.

**St. Joseph School  
Parent and Student Handbook  
2016-2017**

**The handbook can be found on the SJS Website ([www.stjosephschoolbg.org](http://www.stjosephschoolbg.org))  
under the section "Current Families".**

***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 2016-2017 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 26, 2016**

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

**For Office Use Only:**

**Date Received:** \_\_\_\_\_