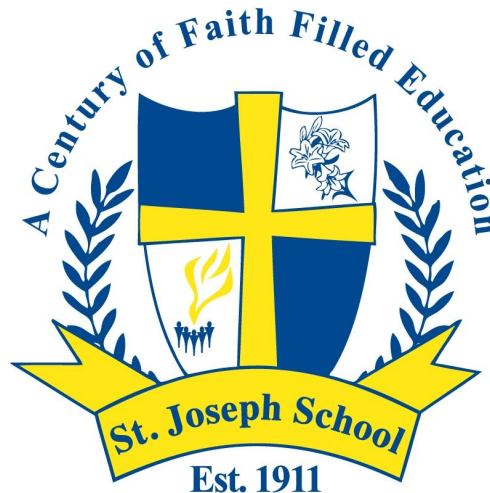


# ST. JOSEPH SCHOOL

## Parent and Student HANDBOOK

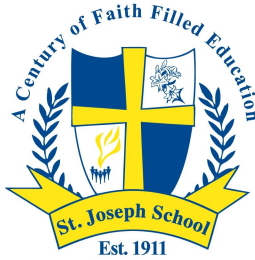


**2023-2024**

**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 2023-2024 school year at St. Joseph’s 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, sign and return appropriate forms found in your Parent Orientation Folders by August 23, 2023.**

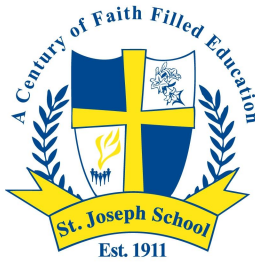
**This handbook is a legal contract between parents/guardians and St. Joseph School.**

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

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

**Sincerely in Christ,**

**Mr. Rodney Schwartz  
Principal**



## **Saint Joseph School**

### ***SCHOOL LOGO***

The Crest for St. Joseph School signifies our “ School” status and over 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.

### ***PHILOSOPHY***

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

### ***MISSION STATEMENT***

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

### ***THE GUIDING PRINCIPLES:***

*At St. Joseph School we follow CHRIST:*

*C - We show faith by living according to Christian doctrine manifested through our actions.*

*H - We set high expectations for ourselves, which enable us to achieve exceptional results.*

*R - Being created in God's image, all are worthy of mutual respect. This belief is enhanced by open communication and cooperation.*

*I - We exhibit integrity through sound character -- the foundation for durable relationships and healthy collaboration.*

*S - We engage in service so we can use our gifts to enrich the lives of others.*

*T - Acting in a trustworthy manner and fulfilling our promises and obligations shows our responsibility.*

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## *Alphabetical Listing of Contents: 2023 – 2024*

<i>Topics</i>	<i>Page</i>
Academic Information.....	6
Acceptable Use Policy.....	15 & 31
Accident Insurance.....	6
Accreditation.....	15
Achievement Tests.....	7
Admission Information.....	5
Afternoon Pick-Up.....	19
Alternate Pick-Up Location.....	19
Age of Admission.....	5
Allergy Policy.....	24
Arrivals / Departures.....	19
Asbestos Management.....	28
Asthma Medication.....	24
Athletic Practices Dress Code .....	10
Athletic Programs.....	8
Attendance.....	20
Bullying Policy.....	13
Campus Security.....	18-19
Cell Phones & wearable devices.....	15 & 33
Chaperones/Drivers (Field Trips).....	21 & 33
Chewing Gum.....	15
Child Abuse Laws.....	25
Child Booster Seats.....	23
Communications.....	28-29
Cyberbullying.....	13
Delinquent Tuition.....	17
Detention.....	12
Disciplinary Review Board.....	13
Discipline & Conduct.....	11-13
Discipline Policy & Uniform Policy Acknowledgement Form.....	35
Dress Code.....	8-10
Early Departure.....	21
Electronic Devices.....	15
Emergency Drills (Fire, Tornado, Earthquake, Intruder).....	26-27
Expulsion.....	13
Extracurricular & Co-curricular Activities.....	7-8
Extracurricular Participation.....	7-8
FACTS Management System .....	7
Financial Assistance for Tuition.....	16
Field Trips.....	22-23
Food Allergy Policy.....	24
Fundraising.....	17
Gifts & Party Invitations.....	26
Governance.....	16
Grades / Report Cards.....	6
Handbook Acknowledgement Form.....	37
Homework.....	7
Honor Roll.....	6
Illness or Accidents.....	23-24
Internet Usage Policy (Acceptable Use Policy).....	29 & 31
Library (lost or damaged books).....	28
Lost and Found.....	28
Lunch & Breakfast Program.....	25
Medical Information.....	6
Medicine Policy.....	23-24

<b>Morning Drop-Off.....</b>	<b>19</b>
<b>Non-Custodial Parent.....</b>	<b>25</b>
<b>Non-Discriminatory Policy.....</b>	<b>5</b>
<b>Non-Uniform Days Dress Code.....</b>	<b>10</b>
<b>Office Records.....</b>	<b>26</b>
<b>Parent's Role in Education.....</b>	<b>21</b>
<b>Parent/Teacher Conferences.....</b>	<b>6</b>
<b>Parties / Birthdays.....</b>	<b>26</b>
<b>Perfect Attendance Award.....</b>	<b>20</b>
<b>Playground Rules.....</b>	<b>27</b>
<b>Promotion/Retention Policy.....</b>	<b>7</b>
<b>Publicity / School Publications.....</b>	<b>26</b>
<b>Registration Procedures.....</b>	<b>5</b>
<b>Restricted Items.....</b>	<b>14</b>
<b>Right to Amend.....</b>	<b>29</b>
<b>School Age Child Care (SACC).....</b>	<b>18</b>
<b>School Council.....</b>	<b>28</b>
<b>School Calendar.....</b>	<b>18</b>
<b>School Closings / Inclement Weather.....</b>	<b>18</b>
<b>School Hours.....</b>	<b>17</b>
<b>School Parent Association (SPA).....</b>	<b>22</b>
<b>School Property.....</b>	<b>26</b>
<b><i>School Messenger</i> Automated Phone Calls.....</b>	<b>29</b>
<b>School Supplies.....</b>	<b>26</b>
<b>SCRIP Program.....</b>	<b>17-18</b>
<b>Search and Seizure.....</b>	<b>14</b>
<b>Social Media Policy for Students (Diocesan Policy).....</b>	<b>32</b>
<b>Social Networking.....</b>	<b>29</b>
<b>S.T.O.P. Tip Line.....</b>	<b>13</b>
<b>Student Support Services.....</b>	<b>28</b>
<b>Suspension.....</b>	<b>12</b>
<b>Tardiness.....</b>	<b>20</b>
<b>Threatening Behavior Policy.....</b>	<b>14</b>
<b>Transfer of Students.....</b>	<b>26</b>
<b>Tuition / Fees / Payment.....</b>	<b>16-17</b>
<b>Uniform Identification and Infractions.....</b>	<b>10</b>
<b>Uniform Policy &amp; Components.....</b>	<b>8-10</b>
<b>Uniform Vendors.....</b>	<b>8</b>
<b>Visitors to School Campus.....</b>	<b>23</b>
<b>Volunteers.....</b>	<b>22</b>
<b>Volunteer Requirements (Mandatory).....</b>	<b>22</b>
<b>Volunteer Dress Code.....</b>	<b>22</b>
<b>Wellness Policy.....</b>	<b>36</b>

## **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 multicultural Church and nation will be developed in each school.

### ***Age of Admission***

***Pre-School:*** Children should be three years of age by August 1<sup>st</sup> of the current school year to be enrolled in the preschool program.

***Kindergarten:*** Children must be five years of age by August 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.

### **Admission Guidelines**

#### ***For Initial Registration the parent will provide:***

- Baptismal certificate(s)--if applicable
- Birth certificate(s)
- Complete medical exam form(s)
- Immunization record(s)
- Emergency Medical Release & Health Information Form
- Financial Contract

#### ***Kindergarten:***

- Kentucky Dental Screening
- Eye exam

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

- Physical dated February 1, 2023 or later on a form prescribed by the Kentucky Dept. of Education. The form must be on file in the office by August 9, 2023.
- Kentucky Immunization Certificate (updated on a Kentucky Form)
- Hepatitis B Second dose of MMR

***All new students will be given a trial period*** of no less than 30 calendar days and not to exceed 45 calendar days to prove himself/herself both socially/behaviorally and academically. If during this trial period there are any problems, the parents may be asked to withdraw their child from St. Joseph School.

### ***Registration Procedures***

Registration for students currently in St. Joseph School and new students are held in the second semester of the school year. 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.

***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 FACTS Management. 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/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***

*All Kentucky students from Kindergarten and up will be required to have two doses of the Hepatitis A vaccine and a meningitis vaccine booster effective July 1, 2018*

### ***Academic Information***

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

### ***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, Vocabulary)	
Handwriting (Students in grades 4-8 are expected to submit handwritten work in cursive.)	
Mathematics	Physical Education
Social Studies	Music
Science	Art
Technology	

### ***Grades/Report Cards***

Report cards are sent home at the end of the four quarters, which are each approximately nine weeks long. Grades 4-8 receive mid-term reports for each quarter. At the end of the first quarter, 1st - 8th grade conferences are 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. Grades pre-K & K will have conferences in the Spring. Parents or teachers may request a conference at any time during the school year. **Impromptu conferences when dropping off or picking up students is discouraged. Students may attend conferences at the discretion of the teacher or parents.**

**Criteria for letter grades are as follows:**

**A: 93-100** Superior knowledge and use of skills and subject matter

**B: 85-92** Good knowledge and use of skills and subject matter

**C: 77-84** Adequate knowledge of subject matter

**D: 70-76** Insufficient knowledge of subject matter

**F: 69-Below** Unsatisfactory knowledge of subject matter

### ***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 an Academic Excellence Award at the end of the year.***

Students in grades first through eighth and their parents are encouraged to check grades online using **FACTS**. Students and their parents are provided with login and password information at the beginning of the school year.

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.

#### ***FACTS Management System:***

Teachers in grades 1-8 use an online grading program called FACTS. The program allows parents and students to log in 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. **Parents behind on tuition, lunch or SACC payments will have their access to FACTS blocked until they become current in their payments.**

#### ***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 depends on successful completion of all subjects. 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.

#### ***Achievement Tests***

The Superintendent of Schools is responsible for the choice of the testing program used in the schools of the Owensboro Diocese. We use the web-based *NWEA MAP Test (Measure of Academic Progress)* for grades K-8.

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, 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.

#### ***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 | * Art Club          |
| * Library/Book Club  | * Spelling Bee      |
| * Yearbook   | * Choir             |
| * Cross Country  | * Basketball        |
| * Soccer   | * Junior BETA       |
| * Student Council  | * Archery           |
| * Safety Patrol  | * Girls' Volleyball |

#### ***Extracurricular/Athletic Participation***

Students with one or more F's in the six core subjects will be considered to have a grade deficiency and will be suspended from participation in extracurricular activities until all grades are passing. Athletic coaches may allow students to attend practice, but they will not be allowed to participate in competition while suspended. Behavior



problems with athletes will be communicated to the coaches, who will then determine what actions should be taken within team structures and events.

Grades will be checked each Monday during participation in an extracurricular activity, and if a failing grade appears, the assistant principal and/or principal will notify sponsors or coaches, parents, and the student of the deficiency. If the student has raised the grade to a passing one by the next Monday when grades are checked, the assistant principal and/or principal will again notify the sponsor or coach, parents, and the student that the suspension has ended. Sponsors and coaches are responsible for sending a roster of student participants to the principal or athletic director when the team or activity is organized.

Students absent (full day or ½ day) from school during the day of an extracurricular or co-curricular event that occurs after school or in the evening; may not participate in the activity because of the absence. 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. This policy is in effect for all Extra-Curricular that takes place outside the school day.

### ***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.

### **Uniform Policy**

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The uniform policy is established to promote fairness and equality, instill discipline, prevent disruption, and avoid safety hazards. All students K-8 will wear uniforms during the school day including class trips away from school, unless otherwise noted by the supervising teacher. Students failing to follow the policy will receive a uniform infraction notice (see specific grade information below), 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.

We ask that parents enforce the uniform code with your children by making sure that they are properly dressed before leaving home to cut down on classroom time being taken away by dealing with problems. We also request that your child comes to school appropriately dressed for the weather, especially during winter. Students typically go outside for recess even when it is cold.

### **Uniform Vendor**

**The approved vendor for the SJS uniforms (skirts and jumpers) is:**

LANDS’ END SCHOOL UNIFORMS - Order on line @ [www.landsend.com/school](http://www.landsend.com/school) and use our preferred school number #900044157.

### **Uniform Components**

- **BLOUSES/SHIRTS:**

*All knit polo shirts can be purchased with the embroidered school logo through Lands’ End.*

**Preschool:** Goldenrod short or long sleeved knit polo.

**K-5th:** White or Red short or long sleeved knit polo.

**6th-8th:** White or Navy short or long sleeved knit polo.

- **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 SJS logo embroidered on the front may be ordered from Lands' End.

- **SHORTS and LONG PANTS:**

**Preschool-5th:** Navy Blue, tailored or flat front.

Elastic waist is approved for Preschool and Kindergarten only.

**6th-8th Grades:** Dark Khaki, tailored or flat front.

- **SKORTS and JUMPERS: Lands' End approved Hunter Green/Classic Navy Plaid**

**Preschool-8th Grade:** skorts: must be modest in length.

There are two plaid skort options available.

**K-5th:** jumper: must be modest in length..

- **OUTERWEAR:** Fleece vests, insulated vests, fleece jacket and quarter-zip pullovers embroidered with the school logo can be worn as uniform components.

### **Uniform and Dress Code**

- Uniforms should be clean and intact. Faded, torn, discolored, or stained components are unacceptable.

If families are passing items down among children, they must not be faded.

- **SHIRTS/BLOUSES** should not have lace, embroidery, or non-SJS logos on them and must be tucked in at all times, except P.E. or recess. 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, or current 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:** Ankle/no show socks may be any color and must be worn at all times.

Socks above the ankle, tights and leggings may be worn, but must be solid navy, black, gray or white.

- **BELTS:** Belts are required for all students in grades 2 thru 8.

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 or is too large.)

- **HAIR:** Hair should be neat, clean, well-groomed, and should in no way cover the eyes.

For boys, hair should be no longer than collar-length with no ponytails allowed.

Only natural hair colors are permitted. (Final determination as to what is acceptable will be determined by the administration.) Extreme hair styles and/or coloring are not permitted.

- **JEWELRY AND MAKEUP:** Jewelry should be limited to watches, rings (limited to no more than 2 rings), bracelet (no more than 1) and crosses or religious medals on a narrow silver or gold chain (rope or beaded chains are not acceptable; limited to 1 necklace)  
Girls with pierced ears may wear earrings that are small and unobtrusive, and they may not hang down past the earlobe. **No other jewelry may be worn.**  
Students that use makeup must be conservative in its use; it shouldn't be apparent that make-up is being worn. Tattoos of any kind and body piercing (except earlobes) is not allowed.
- **PANTS/SHORTS/SKIRTS/SKORTS** must be worn at the waist and not pulled down or rolled up.  
Corduroy and Cargo shorts or pants are NOT approved uniform components.  
Elastic waist shorts or pants are approved for Pre-K and Kindergarten only.

### **Non-Uniform Days, Dress Code**

Occasional "theme days" or non-uniform days will occur throughout the year. Students must comply with the "theme" according to the rules that will be set forth in the SJS newsletter. Anytime clothes other than uniforms are worn, students should remain modest and must follow these guidelines:

- Students may wear shorts, skorts, leggings, or skirts. Jeans, slacks, capri pants, athletic/sweats, and overalls are acceptable. Clothes must not have holes, tears, and must fit properly. Pajama bottoms are not to be worn unless it meets the "theme" guidelines.
- Students may not wear spandex shorts, 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 or follow the theme.
- ***Anything deemed inappropriate by the principal/designee will be grounds for the student to phone parents to bring a replacement to school that follows the nonuniform dress code. If a parent is unable to provide a replacement, students will be given a uniform.***

### **Uniform Infractions**

GRADES K-4: Teachers will give warnings with parent contact after each warning.

GRADES 5-8: Teachers will give 3 uniform infractions with parent contact after each infraction.

If a student receives two infractions in a given month, he/she will not be allowed to participate in a non-uniform day for that given month.

**With the 4th infraction (and each additional one) comes a lunch detention and the parent will be notified.**

**Uniform infractions start over at the beginning of each 9 week period.**

### **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.

## ***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 parent 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.**

Infractions will be broken up based on the level of an offense. There will be three levels of offenses. Consequences will be given based on the tier of an infraction; possible consequences include parent conferences, behavior contracts, detentions, suspensions and expulsions.

### **Level 1:**

Incidents include but are not limited to:

- Distracting other students from learning
- Breaking classroom rules
- Talking
- Not being prepared for class
- Chewing gum
- Minor dress code violation, unrelated to uniform infractions

\*Students will be given two warnings a day for a specific level 1 behavior; each day the warnings reset to zero

**Consequences:** Conversation with teacher. Walk laps at recess. Timeout. Check marks. Loss of recess. Possible call to parents.

### **Level 2:**

Incidents include but are not limited to:

- **Repeated level one incidents**
- Cell phone use
- Leaving classroom without permission
- Immodest clothing
- Talking back to or disrespecting the teacher
- Teasing
- Forgery
- Minor vandalism
- Tantrum

- Profanity/inappropriate language
- Disrespecting rights of others
- Cheating

\*Students will not be given any warnings for Level 2 offenses

\*A teacher must contact the parent after a Level 2 offense

\*Teacher/principal/parent may request a meeting

**Consequences:** Conversation with teacher. Teacher calls the parents. Possible meeting with teacher and parents. 1 or 2 Detentions. Conversation with administration. Possible administration call to parents.

### Level 3:

Incidents include but are not limited to:

- **Repeated level two incidents**
- Fighting
- Violation of Social Media Policy
- Vandalism/Destruction of Property
- Assault
- Vaping
- Possession of drugs/alcohol/tobacco (including substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance)
- Possession of a weapon
- Bullying (can occur **on or off campus**, if it affects learning environment)
  - Verbal
  - Physical
  - Electronic (Internet or Text)
  - Exclusion
- Public displays of affection
- Profanity
- Immorality
- Insubordination
- Stealing
- Participating in disruptive activities by a group
- Interfering with security camera system or fire alarms

\*Students will not be given any warnings for Level 3 offenses

\*If a Level 3 infraction is committed teachers will automatically refer to the student to administration

\*Teachers will be required to complete an Office Discipline Referral in order to document the infraction, unless administration does it for them--relieving the teacher of the duty.

**Consequences:** Administration calls parents. Meeting with administration. Suspension: either in school or out of school to be determined by administration. Possible expulsion.

### ***Detention***

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

### ***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. Students will not be allowed to participate in any extracurricular activities on the dates they are suspended.

### ***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. *(See Disciplinary Review Board section below.)*

### ***Disciplinary Review Board***

The Disciplinary Review Board (DRB) is a confidential process for the student along with their parent/guardian to appear before various faculty members and Administration to review serious infractions made by the student. Students who have repeated Level 2 infractions, or one Level 3 infraction *may be required* to attend a DRB meeting. The purpose of the DRB is to provide the student and their family an opportunity to discuss disciplinary issues and could be facing serious consequences and/or possible expulsion. The student and family will be given an opportunity during the process to respond to the accusations. (To maintain integrity of the hearing and protect privacy, recording or filming is strictly prohibited.) During a hearing, the parents/student will have to wait on a closed discussion among members before a final decision is made. Based on the hearing, the DRB will discuss consequences and the student's status at SJS, and the Principal's decision will be final. If the student is not asked to withdraw, s/he will be placed on a strict contract with the Administration for the remaining tenure at the school. If the student is asked to withdraw, parents may appeal the decision to the Episcopal Vicar in writing within five business days. Based on the appeal, the Episcopal Vicar's decision is final.

### ***Anonymous Reporting System for Bullying, Violence, and At-Risk Behaviors (Grades 4-8)***

The Safety Tipline, Online Prevention (or S.T.O.P.) Tipline is designed for use as a reporting/prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs/alcohol, etc.), they can anonymously report the information to school personnel by using this format. The Kentucky Center for School Safety sponsors this; the STOP sign symbol is on our school web page to click on and report issues.

### ***Bullying Policy:***

St. Joseph School addresses the problem of bullying behavior in the school through our religious curriculum. The SJS staff 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. This 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 school property and each other's property.
10. We look for the good in others and value differences.

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

### ***Cyberbullying***

Engagement in Social Media or Texting **such as, but not limited to** 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 in the appendix 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. Students exhibiting threatening behavior are 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 child's age. 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, and their parents will 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/principal has reasonable grounds to believe that a student is carrying a dangerous, harmful, or restricted item on his/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, 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 Devices***

Electronic devices are digital devices that can store books, periodicals, magazines, and other electronic media. Devices like, but not limited to, Amazon's Kindle®, Barnes & Noble's Nook®, Galaxy Tablets, Chromebooks, and Apple's iPad® are very 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 Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### ***Technology Acceptable Use Policy:***

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

1. All devices must be registered with the classroom teacher, the Cell Phone and eReader registration form can be found in this handbook and on the school website.
2. Devices 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, etc.
3. All material on the device must comply with the spirit and policies of St. Joseph School.
4. All devices must have cellular/network capabilities disabled/turned off while at school.
5. Devices must be used at appropriate times in accordance with teacher instructions. The device must not be a distraction for the student (or others around) nor be a source of any class disruption.
6. Devices 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 devices and this should not be a burden for the teachers.

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

Wearable devices are allowed as long as they are NOT connected to the internet and are not causing distractions at school. Middle School students 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/device Registration Form can be found in this handbook and on the school website. **Cell phones must be turned off and will be kept in the student's homeroom until 2:55. Phones must stay in backpacks during dismissal and SACC in the off position.** It is MANDATORY that all students put phones into a designated area 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...for the first offense, the phone will go to the office until the end of the day to be picked up. For the second offense, the phone will go to the office and will be kept until the end of the next school day and must be picked up by parents/guardians. For the 3rd offense, the phone will be taken to the office, a parent/guardian must pick the phone up, the child will lose the privilege of having a phone at school for a week, and the student will receive a detention. Any further infractions will be handled through the administration. Parents are asked to call the school office when they need to get a message to a student as the student will not have access to their cell phones during the school day.

If a student below 6th grade needs a cell phone after school, he/she should turn in a registration form to the office, and have the homeroom teacher send it to the office upon arrival in the morning where the phone will be kept in the off position for the day. The phone may be picked up in the office 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.



## **General Information**

### ***Governance***

St. Joseph School is a school financially supported by Holy Spirit Parish & 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. Ryan Harpole (St. Joseph's Parish) to serve as Episcopal Vicar for the school. The school council formulates policy. The principal fulfills the policies of the Diocese, 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).

### **TUITION RATES FOR THE 2024-2025 SCHOOL YEAR**

	<b>Catholic</b>	<b>Non-Catholic</b>
Pre-3	5,500	6,500
Pre-5	6,670	7,850
1 Child K-8	6,250	8,035
2 Child K-8	6,060	7,855
3 Child K-8	3,280	7,855
4 Child K-8	2,370	7,855

### **REGISTRATION FEE**

**(early bird rate before 3/31)**

\$275 Per Family

\$350 After 3/31

**Active Member Discounted Rate** Any school families that are practicing members of Holy Spirit or St. Joseph Catholic Churches will be considered an "active member" of the parish and will receive a discounted tuition rate for the 2023-2024 school year.

**An active 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 Active Member Discounted Rates.

**Financial Assistance** There is a financial assistance program funded by the Holy Spirit and St. Joseph parishes and private donors. Holy Spirit and St. Joseph parish families wishing to receive financial assistance through this program are asked to complete an online application, through ***Facts Management***; the link can be found on the St. Joseph School website (Tuition/Financial Assistance Tab). The report submitted to the school is used as a guide in determining the amount of financial assistance a family will receive based on their financial information. There is a \$32.00 processing fee for online applicants. **Deadline for applications is May 29.** *The information received is kept completely confidential.* **For more information, contact Mr. Schwartz, Fr. Randy Howard, or Fr. Ryan Harpole.**

### ***Tuition payments***

Tuition payments may be scheduled for a 10 or 12 month plan. The 12 month plan begins in June and the 10 month plan in August; 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> should include a \$15 late fee.

### ***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 *FACTS*, 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 may 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>) or Land Between the Lakes (7<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.

### ***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
- \* Spirit Nights at local eateries
- \* 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.*** Saint Joseph School is able to purchase 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 at (270)842-1235. Our Scrip ID is LCD818A45993.

In addition to ordering SCRIP cards through the office, online ordering is available to families through Raise Right. By visiting Raise Right, full information is available with a step by step tutorial. Any additional information can be provided by the financial director, Lauren Duff.

A family receives 75% of the profit they earned. All orders will be kept on the SCRIP computer program and a statement will be sent to you by mid March, 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 script year runs from March 1st thru the last day in February. At any time you can stop by the office and

check your account and what you have accumulated. All families will be kept informed when any new businesses are added.

### ***School Age Child Care (SACC)***

SACC is a program that runs from 3:00-5:30 pm for all students who need care after the regular school hours. The program costs \$15.00 per day or \$175.00 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 disciplinary consequences outlined in this handbook and/or suspension or expulsion from the SACC program.

### ***School Hours, Calendar, and Arrivals and Departures***

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#### ***School Hours***

**School will open at 7:00 a.m. with breakfast being served from 7:15 until 7:45.** School hours are **8:00 to 3:00** with morning assembly beginning at 7:55. Students arriving after 8:00 am must sign in at the office and are considered tardy. After-school care is in the Parish Hall, which operates until 5:30 pm.

#### ***School Calendar***

The school calendar currently 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 8:30 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 the weather worsens during the school day, parents may come for their children at any time. 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 ***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 gate on the Church Avenue side of the building (between buildings 3 and 4) 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 classes remain this way until the all-clear announcement is made. **Classroom doors remain locked throughout the school day for security.**

**The safety committee is working diligently to raise funds to improve safety features at Saint Joseph School. As improvements are made, safety procedures will be adjusted in the handbook.**

### ***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:*** 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 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 door by their parents or older siblings. If the preschool student has an older sibling, the students may be dropped off before the flagpole 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 Veterans Blvd. All families will be given a card with their last name or the last names of your carpool. Please display a card to the 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 staff does so. The safety of all children is our #1 concern.

***Inclement Weather:*** In the event of extreme heat, cold, or rain, 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.

### ***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 2:30 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 3:25 for security purposes. Parents wishing to use this alternate form of pick-up must be there before 3:25. 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 3:25.* If parents must come to the school office or visit a classroom at the end of the day, they are asked to park in the visitor spaces at the end of the school parking lot near the Preschool Barn. The carline will not be stopped to allow a car to back out of a parking space.

## Attendance

St. Joseph School personnel believe that there is a direct correlation between attendance and success. The daily activities in the classrooms are vital to learning. Learning in our classrooms cannot be made up by simply doing the written assignments missed during the absence. Therefore, students should be present and on time each day for school. The attendance of our students is a shared responsibility between the school and parent/guardian of the student. Students are expected to develop habits of punctuality, self-discipline, and responsibility.

For absences that are not pre-arranged, a parent/guardian should notify the office EACH DAY OF AN ABSENCE before lunch. **A student should be fever-free for 24 hours before returning to school, depending upon other factors. Students who are sent home during the school day with a fever will not be allowed to return to school the next day until the 24 hours have expired. 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.**

Students are allowed and responsible for making up all of the work they miss due to absences. Students absent due to illness have one day for each day of absence to make up the missed assignments, tests, or quizzes. When a child returns to school following an absence the parent is to send an email or written excuse to the teacher. Students who are absent must make up all incomplete assignments or tests. Students **with unexcused absences** will be required to make up the missed work. Depending on the circumstances of unexcused absences, teachers have a right to NOT count the make-up work toward the class grade.

**Excused Absence criteria**--personal illness, death in the family, severe illness of a member of the immediate family (that requires the presence of the student), court orders, school-sanctioned activities, doctor's excuses, or other valid reasons established by the principal/designee. The school reserves the right to confirm doctor notes.

Writing a parent note does not automatically make it excused---that is a school decision to verify it. **IN ORDER TO ASSIST PARENTS WITH THE PROCESS, WE CAN ACCEPT A CALL, EMAIL *TO OUR OFFICE STAFF* OR A NOTE.** The principal or designee has the final say on whether excuses are valid or not. Students who exceed 7 or more absences in a quarter may be required to have a conference with the administration, depending on circumstances involved---the school administration will determine if one is necessary.

**Tardiness**--Students are considered tardy if not in the classroom by 8:00 a.m. when the 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 for safety. It is important for both academic and safety reasons that students arrive at school by 8:00 a.m.

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.

TRIPS AND VACATIONS are normally *unexcused*. Please restrict student absences for this purpose as much as you can. 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 more than one tardy per quarter.

### **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 that same school day, the parent or student must report to the office to sign in. **Students leaving before 2:55 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.

## ***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. Together, let us commit to a 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. Contacting the administrator first is not advised, and you will then be redirected to the correct teacher***

### ***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.

### ***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 families.

***Mandatory Requirements--Volunteers Working directly with Students/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/becoming-safe-environment-compliant/>**

1. Must initially complete a "Safe Environment Program" every five years. This training is available online at the link above.
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***

The volunteer dress code should reflect the values of our catholic school. Dress should be modest and professional at all times.

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

Transportation for field trips will include private cars, chartered buses, or walking. Written consent must be given to the school before students may go 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 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 in the appendix of this handbook.** The safety of students, teachers, and volunteers is of the utmost importance; thus, it is essential that drivers follow all of the guidelines listed on this form. The form can also be found on our 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, an alternate visitor tracking method will be used.

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. 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.**

### ***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 designated by 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 regularly. As much 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 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/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 container provided by the parent/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 SJS 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 newsletters, calendars, etc. Non-custodial parents will also be given information on how to check grades through *Power School* if their children are in First through Eighth grade.

### ***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 school will contact the family to send 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 FACTS 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.

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 can be purchased in the cafeteria during the breakfast period from 7:15 - 7:45. These snacks cannot be eaten during the breakfast period but must be saved as a class snack for later in the day.

Wellness Policy (See in appendix)

### ***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, appear on local TV stations, school websites, or social media. 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***

Birthdays are still celebrated, as always, with non-uniform days.

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

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

**The safety committee is working diligently to raise funds to improve safety features at Saint Joseph School. As improvements are made, safety procedures will be adjusted in the handbook.**

### **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 (unless school law prevents it--certain parts cannot be viewed.) 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 call the school. Wait for an automated call or text from the school using *School Messenger*. 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.

**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 teachers take class counts.
- 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 the 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 gather on the playground nearest Nugent St. away from trees & 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 administration or law enforcement comes to your classroom and gives you the all clear.

**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-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 feet: if hanging by knees one hand must also remain on the bar for support.
- The walking/jogging track is only for walking or jogging. Gravel on the track should not be thrown from track.
- Do not play organized games around the equipment or in mulched areas.
- Do not pick up, carry around or throw sticks, mulch, or other materials found on the playground.
- Gates must remain closed while students are on the playground.

### ***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. 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 (AHERA) requires comprehensive management of asbestos left in school buildings through a detailed process that includes notifications, training, maintenance and proper handling, removal and disposal of asbestos in school buildings. This information can be found in the Operation and Maintenance plan and the Asbestos file located in the school office. Parents are notified each year 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.

### **Student Support Services**

***Dean of Academics***

***Dean of Students***

### ***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' success in school. The regular classroom teacher and the Title I teacher work together to provide additional instruction in reading and math.

### ***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 check out 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.

### ***School Council***

Council members serve 3-year terms. Prospective council members from the two Catholic Churches will be appointed by their pastors. The president of the School-Parent Association or SPA member serves during his/her term of office. Administration appoints a teacher and 2 non-catholic members to serve on council. 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. The newsletter will be EMAILED to families that provide email addresses to the school. A family can provide only two email addresses. Another way to keep informed is through the school website and Facebook page. Each teacher has a web page that can be accessed via the website.

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 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.

***FACTS - Automated Phone Service (calls/text)***

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/texts 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.

***Internet Usage Policy***

The *Acceptable Use Policy for Usage of Computers, Ipads, and the Internet* can be found in 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 it. **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 site 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 site, 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 site without the permission of the person(s) involved.**

***Right to Amend***

St. Joseph Interparochial School reserves the right to amend this Handbook. Notice of amendments will be sent to families in the school newsletter.

# APPENDIX

## **Acceptable Use Policy**

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

I recognize that computers, Chromebooks, 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 ensure 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, Chromebooks, 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 device from home.

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

**Parent/Guardian Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Date** \_\_\_\_\_



**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.

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

**Parent/Guardian Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Date** \_\_\_\_\_

**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 are NOT to show DVDs in vehicles without permission of the teacher in charge.
- Drivers should never smoke in vehicles 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 students 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**  
**CELL PHONE and DEVICE REGISTRATION FORM**

According to the SJS *Parent/Student Handbook (page 15)*, 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 into 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 15)*, students are allowed to bring devices from home and use them in accordance with our Electronic Device Acceptable Use Policy. These devices must be registered with the homeroom teacher.

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

Device being used \_\_\_\_\_

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

Device being used \_\_\_\_\_

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

**St. Joseph School**  
**Discipline Policy and Uniform Policy**  
**Acknowledgement Form**

**Acknowledgement of Receipt:**

We acknowledge that we have read and understand the Discipline and Uniform policies of St. Joseph School as outlined in the Parent/Student Handbook.

**Family Name (Please Print)** \_\_\_\_\_

**Signatures** \_\_\_\_\_

Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student/Grade

\_\_\_\_\_  
Student/Grade

\_\_\_\_\_  
Student/Grade

\_\_\_\_\_  
Date

## **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. 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.
- D. Menus are published monthly.
- E. Students receive nutrition education in the classroom as required by diocesan science curriculum guidelines.
- F. All diocesan food service employees receive three hours training annually (Continuing Education Units).
- G. 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.
- H. 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.
- I. 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 2-3 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. 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. 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 Acknowledgement Form**  
**2023-2024**

**The handbook can be found on the SJS Website ([www.stjosephschoolbg.org](http://www.stjosephschoolbg.org)) under the tab labeled “Parents”.**

***Parent and Student Acknowledgement***

Parents (Kindergarten 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/Student Handbook for the 2023-24 school year.

***Acknowledgement of Receipt:***

We acknowledge that we have read and understand the policies of St. Joseph School as outlined in the Parent/Student Handbook. We agree to abide by its 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 23, 2023**

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

**For Office Use Only:**

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