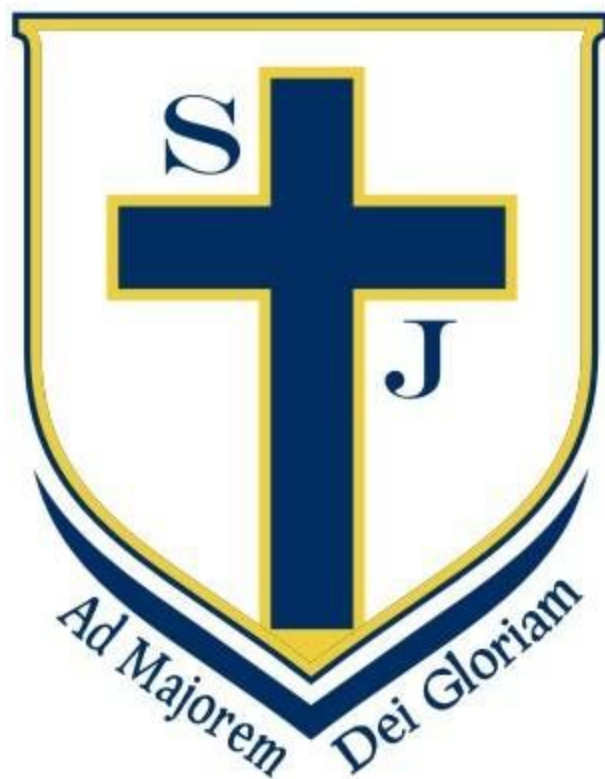


# **St. Joseph Catholic School**

(Kindergarten – 8<sup>th</sup> Grade)



**Parent & Student Handbook  
2017-2018**

## **ST. JOSEPH CATHOLIC SCHOOL**

Welcome to St. Joseph Catholic School! In choosing St. Joseph Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This handbook presents the philosophy, policies, and programs of St. Joseph Catholic School. The intent is to strengthen the covenant between home and school. The education of a child in this institution is wholeheartedly dedicated to this covenant we hold with parent and child. Parents are the primary educators of their children, and the cooperation of home and school is essential if a child is to reach his/her full potential. Parents and family share a very important part in our school's mission. It is the intent of St. Joseph Catholic School that the parents take a primary role in the education process. Personal and frequent contact between the family, teachers, administration, and staff is not only encouraged, but expected.

It is intended that parents keep and use this handbook for reference as needed. Efforts have been made to include all facets of our school in this handbook. The handbook will be periodically updated when more efficient processes are realized.

Please read this document carefully. Upon enrollment of your child/ren to St. Joseph Catholic school, you are agreeing to abide by the policies of St. Joseph Catholic School for the upcoming school year. Parents/legal guardians must sign and return the handbook's contract agreement and submit the form to the school office upon enrollment.

The faculty and staff of St. Joseph Catholic School look forward to working with you to promote academic excellence and spiritual development of the context of the teachings of the Catholic Church and Jesus Christ.

### **MISSION STATEMENT**

The mission of St. Joseph Catholic School is to provide an opportunity for all students to develop a sense of God's loving presence through academic excellence, Christian awareness and spiritual growth.

"Today in St. Joseph Catholic School, let us be aware of the presence of God in all that we do. God loves each of us! We have been given many gifts for the good of others. Today let us be ready to learn and grow in mind, heart and spirit."

### **VISION STATEMENT**

St. Joseph Catholic School's vision is to provide a caring, structured and disciplined learning environment in which students learn through the teachings of the Gospels, the Ministry of Jesus Christ and the Holy Sacraments. The school's goal is to provide an environment in which all pupils enjoy a wide selection of opportunities to discover their talents and interests to their full potential. St. Joseph Catholic School promotes the highest standards of academic achievement for individuals in the context of their own abilities. In addition to this, St. Joseph Catholic School's goal is to provide a wide range of extracurricular opportunities in order to encourage high standards, collaboration and teamwork.

### **Enrollment Acceptance**

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student, and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every effort at the local level shall be made to provide each qualifying and eligible Catholic and non-Catholic child the opportunity to attend a Catholic school based on financial need and distribution of funds available. Thanks to the Annual Fund, tuition assistance is available annually to eligible students. Tuition assistance is available from the Diocese for eligible Catholic students. Distribution of funds is based on need and funds available. Tuition assistance is not guaranteed nor can be expected annually. Families should seek the advice of their Pastor/Designated Pastor if a financial problem exists. Each local Catholic School Consultative Board is encouraged to have a local tuition assistance program to help families that cannot afford all or part of the tuition.

No child shall be denied admission to St. Joseph Catholic School in the Diocese of Wheeling-Charleston on the basis of race, color, ethnicity or nationality.

## PARENTAL COVENANT

1. Ensure that their child/ren's attendance strictly meets mandated attendance policy per school and state requirements. Classroom doors are opened at 7:55 a.m. Students not present in their classroom by 8:05 a.m. will be marked tardy. A \$20/family fee will be applied after each four (4) tardies within any given grading period. Each additional tardy will be assessed \$5.00. Excused tardies will be granted for severe and/or unforeseen weather conditions or traffic delays at the discretion of the principal. **Children MAY NOT be dropped off before 7:30 a.m. for safety and legal reasons.**
2. Call the school if your child will be late or is ill by 8:30 a.m.
3. **Immunization requirements are state mandated and must be fulfilled prior to enrollment. Ensure child/ren's immunization records are up to date and comply with the CDC recommended Immunization Schedule for all students enrolled at St. Joseph Catholic School. Kindergarten and 7<sup>th</sup> grade students will have additional requirements before entry.**
4. Ensure child has lunch each day either from home or from the school lunch program. If a student does not have a lunch, every effort will be made to notify the parent. If no contact is made with the parent, the school will provide a hot lunch from the school's lunch program if there is additional food left. Parents will be assessed a \$5 charge for each lunch provided.
5. Keep child/ren home when ill. **If the child has a fever, vomiting or diarrhea, keep home for 24 hours after the fever breaks or the last incident occurs.** DHHR policy strictly prohibits sick children from returning back to class unless cleared by a physician or a 24 hour period has expired since last incident.
6. Notify the school of any serious illness (asthma, allergies, etc.) and ensure all information is documented on child's medical forms accompanied with an official letter from the doctor indicating diagnoses.

Send in a written explanation including a doctor's note where applicable:

- following any absences;
- if child is to be late due to an appointment;
- if child must be excused from school before dismissal time;
- if child is not to take part in physical education or outside recess;
- if any change in transportation is made – emergency cards cannot be accepted for this purpose;
- parents must sign a medical release form in the office prior to administering any medication.
- all medication must be in the original container with the child's name clearly indicated.

7. Parental Concerns
  - a. If the concern results from some problem or misunderstanding in the classroom, the parent must directly contact the teacher involved first. Please email the teacher directly and cc the principal to request a conference with the teacher. If parent has no Internet or email, send in a note with your child. Parents must schedule a conference with the teacher. Conferences can be scheduled before or after

school hours. Drop-ins are not permitted as the teacher has the legal obligation to ensure the safety and well-being all all students at all times.

b. After consultation with the teacher, if the parent believes the issue has not been resolved, the next step is to request an appointment with the principal.

c. If the issue is not settled after consultation with the principal, parents are invited to meet with the pastor.

8. Notify the school of any change of address, telephone number or emergency information immediately.
9. Provide all legal documentation ordered by the court with regards to custody and visitation rights of each parent. Documents must contain the court's stamp.
10. See that the child is always dressed in complete school uniform for school activities.
11. Families are encouraged to take an active part in PTO meetings and other school activities throughout the year.
12. Support the school community in its activities, and when possible offer your gift of time and talent in support of the teachers and school.
13. Monitor and supervise study at home, regularly monitor RenWeb for grades, homework assignments, AR, IXL etc. and discuss grades.
14. Monitor regularly the school website, social media sites for forms, calendar information and upcoming events etc.
15. Refrain from texting/calling child on their cell phone during school hours. Please DO NOT text your child during dismissal to tell him/her you are in the drive thru. Please contact the school office in the case of emergency.
16. Ensure prompt payment of all fees including, but not limited to, tuition, lunches, after school and child care services. Failure to do so may result in loss of child/ren's place in the school.
17. Ensure all monthly funds are available for tuition and fee payments.
18. Changes and amendments to financial obligations and payments must be made in writing. Changes and amendments will be in effect ten working days from date received.
19. Ensure registration process is complete prior to first day of attendance. This includes online registration and FACTS completed, financial contract signed, and birth certificate and immunizations turned into the office.
20. Photographs of students and school events shall not be posted on individual social network sites. The use of the school logo and school name is strictly prohibited. Parents, legal guardians, students must not represent the school.
21. Acknowledge that social network sites are not the correct forum for discussing school issues, faculty, staff or students. **Any forms of inappropriate postings on social websites by parents, grandparents or other family members may result in immediate termination of child/ren's placement at St. Joseph Catholic School at the principal's and pastor's discretion.**
22. Any behavior deemed negative and inappropriate may result in the termination of child/ren's placement at St. Joseph Catholic School at the discretion of the principal and pastor.
23. Please do **NOT** escort your children in grades 1-8 to class after the first couple days of school. Mornings and dismissal are very busy times and not appropriate for parent-teacher conferences.

## STUDENT COVENANT

1. Be in the classroom and **prepared no later than 8:05 a.m.**
2. Be in full compliance with the school's dress code.
3. Have necessary school supplies.
4. Come prepared with completed homework and projects.
5. Maintain all textbooks, electronic devices and library books
6. Respect the rights of others.
7. Respect school equipment and property.
8. Maintain a quiet composure when going from one activity to another.
9. No chewing gum. Students in any grade level are not permitted to chew gum during school, any school related activities, including athletic events and Mass. Infractions will be given to students who are caught chewing gum.
10. No toys should be brought to school unless for Show and Tell and approved by teacher. This includes fidget spinners and slime. The school cannot accept responsibility for personal items that are lost or damaged. The school reserves the right to search any items/belongings brought onto school property at anytime without parental or law enforcement permission.
11. Follow the school's mission both in and out of school hours and during events when representing the school.
12. Use social network sites appropriately. Any inappropriate postings regarding students, staff, faculty, administration, pastor or diocesan personnel will result in immediate termination of placement at St. Joseph Catholic School. The use of the school logo, school name or school photographs is strictly prohibited. Disciplinary actions may include suspension and/or expulsion.
13. Students involved in the transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will receive disciplinary actions that may include suspension and/or expulsion. Students who retain possession and/or who do not report possession of inappropriate photos and/or texts on their phone or other electronic devices will also face disciplinary actions that may include suspension and/or expulsion.
14. Any forms of cyber bullying will not be tolerated and will result in disciplinary actions that may include suspension and/or expulsion.
15. Students are allowed to bring cell phones to school for the purpose of making contact with parents after school hours only. All cell phones must be kept in backpacks for grade school students and lockers for middle school students. Cell phone use is strictly prohibited during school hours. Emergency phone calls must be made in the school office. Failure to comply with the school policy will result in the cell phone being confiscated/the student no longer allowed to bring a cell phone to school/suspension and/or expulsion. This policy also includes the school's Early Care, After School Program, Spring Break Care and Summer Care.
16. Apple watches or similar devices may not be worn.
17. Abide by school policies and procedures.
18. Student conduct (whether on or off campus, during the school year or between enrollments) that detrimentally impacts the school community, reputation, program or sense of safety may result in disciplinary action.
19. Students may only bring water or CLEAR drinks for snacks.

## ABSENCE /TARDY POLICY

1. Parents are asked to notify the school office between 8:15 a.m. and 8:30 a.m. if a student will be absent. All student absences that remain unreported after 8:30 a.m. will be noted as an unexcused absence.
2. Absences and tardies negatively impact a child's performance in the classroom; therefore, please schedule doctor appointments after school.
3. Attendance is the responsibility of the student and the parent.
4. Students reporting or leaving by 11:30 a.m. will be counted absent one half (1/2) day.
5. Students who are away from school for an appointment for more than ninety (90) minutes will be counted as absent for half ( ½) a day.
6. An unexcused absence is described as an absence from school without documentation from an authorized individual such as a doctor, dentist or academic based event.
7. All doctor or dentist visits will require an excuse, signed by the physician, for each appointment attended. Without this document, your child will receive an unexcused absence.
8. To alert a teacher of a student's anticipated absence; i.e. trips-extended, vacations etc., parents must request the student's release from school by completing a form in the office. Once acknowledged by the principal, the student will take the signed form to the teacher for notification. **No work can be sent in advance unless at the discretion of the principal for unusual and/or for unforeseen circumstances.** Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. All work may be made-up upon return in an appropriate amount of time - one day for each day missed. Please be advised, that vacation absences are not excused absences. Make-up work must be turned in within a timely manner according to teacher guidelines.
9. **Vacation time will not be approved for any student during the standardized testing window. Opting out of standardized testing is not permitted.**
10. If an absence for sickness exceeds two (2) consecutive days, a physician's verification is required as documentation. Excessive absences will be examined further by the principal in accordance with the Cabell County School Attendance Policy, which may involve consultation with the DHHR, however after (three) 3 unexcused absences per semester; the principal may be required to notify the DHHR depending upon the circumstance.
11. Students who experience excessive unexcused tardiness and/or absences may be required to repeat current grade level at the discretion of the principal. Students who experience excessive unexcused absences totaling more than (six) 6 days per academic year (three per semester) may be required to repeat current grade at the discretion of the principal.
12. Parents requesting their child's homework and missing assignments must call the school office by 10:00 a.m., to give teachers adequate time to prepare the work. Parents must monitor RenWeb for homework assignments.
13. Parents may pick up the assignments in the afternoon after contacting the school office.
14. School begins promptly at 7:55 a.m. and instruction begins immediately. Students must be present inside the classroom by 8:05 a.m. or he/she will be considered tardy and must report

to the office for a tardy slip before going to class. Students arriving after 8:30 a.m. MUST be signed in by a parent or guardian.

15. Students arriving or leaving during school hours must be signed in and out of school by a parent or designated individual in the school office.
16. When a student leaves school for any non-academic reason, their attendance will be noted.
17. Each four (4)-morning tardies will result in a fee assessment of \$20.00 per each nine-week grading period per family. Each additional tardy will be assessed \$5.00. Parents are asked to leave enough time to drop their children off prior to 8:05 a.m.
18. Online report cards will be held until all outstanding fees are up-to-date. Outstanding fees include, but are not limited to, tuition, After School Care, lunches, and child care services.
19. St. Joseph Catholic School will adhere to the following attendance guidelines as specified by the West Virginia Board of Education. Absences shall not be counted against the student for the following:
  - a. School-sponsored activities
  - b. School closures/delays (inclement weather only) St. Joseph Catholic School will also follow individual county guidelines for students who experience closures/delays outside of Cabell County. Students must reside in county applicable to the delay.
  - c. Death in the immediate family.
  - d. Outstanding Attendance will be awarded to students at the end of the academic year who have zero or one absence and NO MORE than four tardies.



## ADMISSION

1. Children will be accepted for admission to St. Joseph Catholic School regardless of race, color or national origin. Due to classroom limitations, order of acceptance is as follows: siblings of current students, parishioner, out of Parish Catholic, and Non-Catholic.
2. Every effort shall be made to provide each qualifying child the opportunity to attend St. Joseph Catholic School. Families should seek the advice of the principal or pastor if financial assistance is needed. Prior to the start of the school year, some tuition assistance may be available through the Tuition Assistance Diocesan Support Program (FACTS) sponsored by the Diocese of Wheeling-Charleston and the Tomi Schaffer Scholarship Fund available at the local level. Families seeking tuition assistance must first complete a "FACTS" application form before seeking additional financial support from the parish. Forms may be picked up in the school office or downloaded on the Diocesan website at [www.dwc.org](http://www.dwc.org). The Tuition Assistance Diocesan Support Program is available to all Catholic families with students in preschool, grade school, and middle school. Non-Catholics must also fill out the FACTS application online and the local tuition assistance form.
3. All applicants seeking financial assistance from the parish must complete a Parish Assistance Form, accompanied with copies of the most recent W-2 form for each family. Applications without W-2 forms cannot be considered. Parents are asked to contact the school office for more information.
4. Tuition Assistance applications must meet all the guidelines and deadlines set.
5. New students entering St. Joseph Catholic School will be accepted on a probationary status for one academic year beginning with the date of official enrollment. At the discretion of the principal, there will be parent-teacher/principal conferences held to review the student's academic/social progress. **All parents will be required to sign a school contract prior to the first day of school.**
6. Students with an IEP, 504 or disability that requires academic, physical or social modification must be identified during the enrollment process. Failure to disclose such information will result in non-enrollment of student. Parents MUST meet with the Principal and Dean of Student Affairs to discuss student IEPs in the event that a Student Support Plan needs to be created.
7. Parents and students will need to review the Parent/Student Handbook online. This handbook should be read, discussed and contract signed by **both parents/guardian**. Each student and his/her parent are asked to read the handbook, and agree to abide by the rules and regulations as stated. Signed handbook forms **must** be returned to the school office within the first week of school or within the first week of enrollment.
8. A parent enrolling their children in any grade must complete an application, present appropriate documents (i.e. birth certificate, Social Security card, baptismal certificate, up-to-date health records, custodial papers, etc.) and have an interview with the principal. All documentation must be received within one week of the student's enrollment date.
9. Students transferring from another private or public school must have their previous school complete a Student Confidentiality Form prior to approved admission by the Principal to St. Joseph Catholic School.

## ADMISSION-KINDERGARTEN

West Virginia State Law requires that students must be five years of age by September 1 of the school year they are entering Kindergarten. Students in Kindergarten must fulfill the immunization requirements for the State of West Virginia. Records of immunizations against diphtheria, polio, rubella, tetanus and whooping cough (MMR-DPT- Oral Polio) must be presented at the time of registration/screening. Problems with vision and hearing must also be determined and documented during enrollment. All students entering Kindergarten must be screened to determine their Kindergarten readiness. There is a \$25 fee for this service.

## ADMISSION-FIRST GRADE

According to West Virginia law, a child must be six years of age on or before September 1 of the year of enrollment to enter 1st Grade. Children who have successfully completed the Kindergarten program at St. Joseph Catholic School are invited to enroll in our 1st Grade and will be automatically accepted pending test scores and teacher recommendation.

Children who have not completed our Kindergarten program but meet the other eligibility standards for enrollment (i.e. age, immunizations) may be screened to determine their readiness for our 1st Grade. There is a \$25 fee for this screening.

## AFTER SCHOOL CARE

St. Joseph Catholic School offers an After School Care Program to preschool, elementary and middle school students. The program runs from 3:25 p.m. to 5:25 p.m. and will be housed in the Parish Hall. Snacks will be provided and members of St. Joseph Catholic School faculty and staff will supervise the students. There will be an additional cost of \$11/day for elementary and middle school students and \$13/day for preschool students. Parents **must** register their child(ren) in the school office and are required to read and sign the After School Care contract. Students who have not been registered for this program will not be permitted to utilize this service. An additional fee of \$25 will apply for students who are not signed up to stay on any given day without prior notice with the approval of the school administration. After School Care Fees must be paid within a 24 hour period.

Students **must** be picked up no later than 5:30 p.m. from the Parish Hall. There will be a \$25 charge for late pick-ups from 5:30 p.m. – 5:35 p.m. and an additional \$1 charge for every minute incurred after 5:35 p.m. The child/parent must have exited the building by 5:30 in order to avoid the late charge. All After School Care fees must be paid one month in advance. Calendars will be available for you to choose the days needed for care and payment is required at the beginning of the month. Failure to pay in advance will result in the loss of the student's After School Care spot.

**Unacceptable behavior or abuse of the program may result in suspension and/or expulsion from the program. The principal reserves the right to terminate placements for any inappropriate behavior.**

## ATHLETICS

All students participate in organized physical education activities each week. The goal of the Athletic Department is to teach our students good sportsmanship, character, and how to compete and play organized sports in a Christian manner while having fun.

St. Joseph Catholic School currently offers Boys and Girls Basketball, and Girls' Cheerleading for grades 3-5. The YMCA Soccer program is offered to all ages including preschool through middle school. You can contact the YMCA for an application.

Grades 6-8 may participate in the following sports: basketball, soccer, cross country, tennis, golf, volleyball and cheerleading. Students participating at the middle school level must have a current (academic year) physical on file at the school prior to practice. Every student has the right to try out for athletic teams, but is not guaranteed a spot on any given team or playing time for middle school games.

All students must attend practice in order to play or cheer in games. Students not attending school the day of the game or event may not play or attend sporting event functions such as practices, games, parties, or events.

All students are expected to put forth complete effort in the classroom and when representing the school in athletics. Students should maintain a 2.0 GPA each nine weeks to be eligible to participate in extracurricular sports. Any student with a below average score or who displays unacceptable behavior at school or at a sporting event will not be allowed to play until such conduct improves at the discretion of the principal. Repeated offenses will be cause for dismissal from the team.

All students and parents are responsible for the proper care of all uniforms from the Athletic Department and should be returned in a timely manner. If uniforms are damaged or not returned, parents will be invoiced for the replacement of the uniform.

Our policy is to place all children on the appropriate teams according to their grade level and not their athletic ability. Selection will be done by the coaches and approved by the Athletic Director. Students will be permitted to "play up" only when there are insufficient numbers required to complete a team. Students and coaches must also follow all league rules put forth by outside groups such as the YMCA and the Boys and Girls Club. Any parents interested in volunteering as coaches or assistant coaches, who have completed the VIRTUS training session, may apply through the Athletic Director. All coaches and parents attending practices and competitions must adhere to all VIRTUS guidelines.

Students not attending St. Joseph Catholic School are **NOT** permitted to play or practice for any St. Joseph Catholic School team due to insurance liability.

## COMMUNICATIONS

Written communications from parents are required for the following:

1. **To the office:**
  - a. For your child's medical appointment during school time, stating the anticipated departure/return times;
  - b. For requests to leave school early;
  - c. For permission to allow the student to leave school at any time with anyone other than the parent or legal guardian. Emergency cards are not permitted for this use.
2. **To the classroom teacher:**
  - a. Requests for parent conferences, or appointments.
  - b. For information, regarding any temporary situation, which may help the teacher to better understand changes in behavior.
  - c. Prior knowledge of an out of town trip.

The school's website posts pertinent information daily and weekly. Information will also be sent via Constant Contact and RenWeb as voice, email or text messages. A calendar of days in session, school holidays, grading periods, etc. for the entire school year is available on the school website. The school website also posts calendar schedules for academics, athletics and other important items.

Alterations to the school's calendar year may occur throughout the school year. Parents will be notified in advance of any important changes.

## CURRICULUM

St. Joseph Catholic School's academic curriculum is designed in accordance to policies and procedures as outlined by the Diocese of Wheeling-Charleston's CASE (Catholic Academic Standards of Excellence) standards and in adherence with the West Virginia Next Generation Standards and Content Standards and Objectives.

Our curriculum includes:

Religion K-5 (including Family Life) Theology 6th-8th  
Language Arts: Reading, Spelling, Language and Grammar, Creative Writing and Handwriting  
Math  
Science  
Social Studies (including WV History in Fourth Grade and Eighth Grade)  
Art/Music/Strings  
Computer Science  
Physical Education  
Health  
Spanish Pre-K – 8<sup>th</sup> Grade  
Latin 6<sup>th</sup>-8th Grade

## **GRADING SCALE**

St. Joseph Catholic School uses two grading scales per diocesan policy.

### **PRIMARY (1-3)**

#### **Grading Key**

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F -59 and below

### **INTERMEDIATE/MIDDLE (4-8)**

#### **Grading Key**

A+ - 97-100

A – 93-96

B+ - 89-92

B – 85-88

C+ - 81-84

C – 77-80

D+ - 74-76

D – 70-73

F – 69 and below

## **HOMEWORK POLICY**

Parents and students must monitor RenWeb for homework assignments.

- a. Kindergarten: Math, Spellings and Sight Words
- b. 1<sup>st</sup> & 2<sup>nd</sup> Grade: Reading, Spelling and Math Facts
- c. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grade: Math, Spelling and Reading
- d. Middle School: Math, Reading Language Arts

Daily reading is expected in addition to homework. Revision for upcoming tests is also considered additional daily homework activities as well as any incomplete classwork. During the course of the year, projects may be assigned as homework. At the discretion of the teacher, students may enjoy homework free weekends. No homework will also be assigned on PTO evenings.

## **COMPUTER TECHNOLOGY PROGRAM**

Each week, students in grades K-8 will have the opportunity to work in the xSTREAM Room on keyboarding and technology skill practice as well as research based project activities. This space is used as a collaborative and interactive environment. It includes 3D technology (zSpace computers and 3D printing), laptops, long distance learning, blended learning, robotics and a media center.

St. Joseph Catholic School provides a wireless Internet system and each classroom is equipped with a Smartboard, iPads and computers for subject daily usage. Students in grades 5-8 will have access to a notebook for use at school. Parents and students need to refer to the specific chrome notebook policy detailed in the Middle School handbook. Daily technology classes consist of many programs, including, graphics, spreadsheets, databases, Word, Publisher, Movie Maker, social networking, website design and keyboarding etc.

## **ACADEMIC COMPETITIONS**

### **Golden HorseShoe/WV Quiz Bowl**

Eighth Grade students are also invited to participate in the state-wide Golden Horseshoe and West Virginia Quiz Bowl competitions.

### **Social Studies or Science Fair**

These are conducted in alternate years and are required for all students in grades four through eight. It is optional for students in grades one through three to participate.

### **Spelling Bee**

Each year, St. Joseph Catholic School participates in the local Spelling Bee sponsored by Scripps-Howard. Classroom eliminations are held in grades 4-8. Three finalists are chosen from each grade. These finalists compete in the School Spelling Bee, usually held in December at Our Lady of Fatima Parish School. The winner competes in the County Spelling Bee usually held in the spring.

### **Math Field Day**

Each year, a team of three students is chosen from grades 4 – 8 to compete against other schools in Cabell County in February. These teams are chosen based on their Math Terra Nova scores and teacher recommendations.

## **AFTER-SCHOOL CLUBS**

St. Joseph Catholic School hosts multiple extra- curricular clubs after school. These clubs may include, but are not limited to: Advanced Art, Choir, EW (Elevate Writing), Triple I (Investigation Teamwork), and Archery.

## **ENRICHMENT PROGRAM**

St. Joseph Catholic School offers an Enrichment Program for eligible students in grades 2 through 5. Students eligible for this program meet once a week and take part in many exciting team building and problem solving activities. Students will not have to make up in-class activities during time spent in the Enrichment Program, but tests will have to be made up. Parents may withdraw their child/ren from this program at any time.

## **Enrichment Program Criteria**

1. Teacher recommendation for testing
2. K-BIT IQ score of 122 or above
3. Standardized Test Results

(Students with a K-BIT IQ score of 130 or above may be eligible to participate in the Cabell County TAG program. The WRAT 4 will also be used to assess TAG students.)

At the end of each grading period, the classroom teacher will evaluate the student's progress to ensure that remaining in this program will not jeopardize his/her academic standing in the classroom. Students must maintain a GPA of 3.5 or above and fulfill their grade level AR points for each grading period to remain within the Enrichment Program. Inappropriate behavior or abuse during or outside the program may result in the student being removed from participating in the Enrichment Program.

## **NATIONAL JUNIOR HONOR SOCIETY**

In 2010, St. Joseph Catholic School joined the High School Chapter of the National Junior Honor Society. Candidates are recommended by the middle school teachers based on the principles of leadership, character, citizenship, scholarship and service. Students must maintain a 3.75 G.P.A., have good attendance, and completed service hour requirements. Students will not be considered for induction into the National Junior Honor Society if they have received nine infractions or three detentions. If inducted members receive an after school detention, they will be placed on probation for one semester. Parents will be notified of the probationary status via letter. Students and parents must refer to St. Joseph Catholic School's Junior Honor Society policies and procedures for detailed information.

## **RETENTION**

**Grades K-8:** The issue of retention may be discussed during Parent/Teacher Conferences throughout the school year. Every effort shall be made by St. Joseph Catholic School to formulate a decision which will be agreed upon by both school and the parents. The principal reserves the right to make the final decision regarding retention. Students who have a C or below in Language Arts and/or Math in grades 5-8th may be required to completed summer course work at the discretion of principal.

## **DISCIPLINE**

Each classroom teacher manages discipline in the classroom. In an effort to have a more universal approach to discipline outside the classroom, the following procedures have been established:

### **Tiered Discipline Plan:**

- Teacher talks with student
- Lunchtime/recess detention
- After School Detention
- In-House Suspension
- Out of School Suspension
- Expulsion

\*Parents will be notified via RenWeb and slips in the event that an after school detention, suspension, or expulsion has been warranted. Detentions will be given for the following violations:

### **Behavior Violations:**

- Possessing/brandishing/using a weapon of any kind
- Drugs/alcohol/chemical substances
- Inappropriate behavior/bullying others
- Disrespect towards adults or others
- Discrimination of any kind
- Cell Phone infractions
- Vandalism of building or school property
- Inappropriate lunchroom etiquette
- Cheating
- Failure to bring homework to school
- Uniform infractions
- Misbehavior in Church
- Not keeping hands to oneself
- Inappropriate Morning Care/After School Care behavior
- Inappropriate use of social network sites
- Other inappropriate behavior

### **Anti-Bullying Policy**

The Diocese of Wheeling-Charleston has instructed each school to implement an “anti-bullying” policy to protect all students. It is each child’s right to be accepted, as well as to learn in a comfortable, Christian atmosphere. The following behaviors are considered to be violations of students’ rights and will be dealt with accordingly and at the final discretion of the principal:

- Possessing/brandishing/using a weapon
- Excluding or “ganging up” on others



- Repeated physical aggression, such as kicking, shoving, pinching, etc.
- Verbal/written threats
- Sexual harassment
- Discrimination
- Teasing/mocking/spreading rumors about others
- Cyber bullying
- Inappropriate use of social websites
- Hazing
- Sexting
- Any other inappropriate behavior

### **Detention Guidelines and After School Detention**

The purpose of detention is for behavior modification through meaningful, applicable, academic activities. It will be held weekly or bi-monthly in an assigned classroom from 3:00-4:00 p.m.. The teachers will assign the students work in subject areas; i.e. research work, skill practice or writing assignments.

### **In-house Suspension/Out of school Suspension**

In-house or out of school suspension is the temporary removal of a student from his/her classroom and/or school. The length of the suspension may vary from one-half day to ten days at the discretion of the principal. This is reserved for serious misconduct or for repeated misbehaviors. In cases of suspension the administration will notify parents. Work completed during a suspension will receive at most 75% credit.

### **Expulsion**

Students may be expelled from the school for serious, unacceptable or repeated negative behaviors. Included, but not limited to, in this process are:

- Possessing/brandishing/using a weapon of any kind
- Serious injury to another person
- Causing injury with a weapon or object
- Drugs/alcohol/chemical substances
- Inappropriate behavior/bullying others
- Disrespect towards adults or others
- Vandalism of building or school property
- Cheating
- Cyber bullying
- Inappropriate use of social websites
- Hazing
- Sexting
- Sexual harassment and discrimination of others
- Other inappropriate behavior

**St. Joseph Catholic School takes threats of any nature very seriously. Conduct of students/parents inside or outside of school that is detrimental to the reputation of the school will be disciplined/dealt with accordingly. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students/parents making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion of the student.**

### **DISMISSAL**

For the safety and comfort of your child(ren), dismissal procedures are a primary concern. Child(ren) not picked up by 3:30 p.m. will be sent to the After School Care program and parents will be charged \$25 per incident.

Rules relating to dismissal are for the general safety of all children.

1. Unattended students are not to cross to the high school. Those parents who wish to pick up students from the high school **must** bring a note to the office detailing transportation arrangements. Only those students with notes on file may be picked up by a high school sibling to cross the street.
2. Parents are invited to utilize the school's drive-thru system. Those parents who wish to park elsewhere are asked to park away from 13<sup>th</sup> Street and then walk to the school's main office. **Please note that double parking on any street is illegal and unsafe. In addition to this, parents must not park their vehicle on the corner of 6<sup>th</sup> Ave next to the exit point of the drive-thru, as this blocks the view for exiting vehicles and crossing pedestrians.**
3. Parents utilizing the drive-thru system must remain in their vehicles at all times unless to assist with seat belts. Parents are asked to avoid using cell phones during this process. Drivers are asked to pull up near the school's sidewalk in order to collect their child/ren.
4. Parents are asked to refrain from entering the school building and blocking the office area during dismissal, as this can cause confusion during the dismissal process.
5. Pre-School students with grade school siblings may be picked up from the front entrance or the drive-thru with written permission on file.
6. Parents are not permitted to park in the alley, as this causes congestion and blocks the drive thru.
7. Students must be responsible for collecting all supplies, books and homework before leaving their classrooms for the day. Students are discouraged from returning to their classrooms after 3:20 p.m. However, a staff member may grant permission for a student to return to the classroom.
8. All students will be dismissed at 3:00 p.m.

## DRESS CODE

All students are expected to adhere to the guidelines detailed below. Failure to comply will result in parents being called to provide appropriate clothing. Detentions will be given for uniform infractions.

### Grade School

**Pants and Shorts** - plain, navy blue, khaki uniform-style dress pants or navy blue or khaki walking shorts (no corduroy, denim or denim-like material, no stitching, no sweatpants, no stretch pants, capris, knits or cargos or flared pants). Shorts cannot be any shorter than 3 inches above the knee. These pants and shorts are available at Land's End, Schoolbelles, Kohl's uniform department, and JC Penney's uniform department, along with other places.

**Belts** – navy blue, black or brown leather belts must be worn with pants and shorts that have belt loops in grades 4<sup>th</sup> through 8<sup>th</sup>. No studs are permitted in the belts. Bandannas, scarves or tassels are not permitted as a belt.

**Skorts/Skirts** – girls may wear navy blue or khaki skorts/skirts only (no corduroy, denim or denim-like material, and no stretch knits). Grade school girls may also purchase the uniform plaid from Land's End or Schoolbelles. Skirts that have belt loops must be worn with a belt in grades 4<sup>th</sup> and 5<sup>th</sup>. Skorts and skirts must not be any shorter than three inches above the knee and may not be worn below the knee. If wearing a skirt, girls are required to wear matching shorts under. The shorts can not be longer than the skirt. No leggings may be worn, however, navy or white tights or knee-hi's are acceptable.

**Jumpers** – Girls may wear the St. Joseph Catholic School plaid jumpers purchased from Schoolbelles and Land's End. Solid navy jumpers may also be worn.

**Shoes** – tennis shoes or dress shoes ONLY. Students are permitted to select their own color choice. **NO BOOTS at all may be worn.** No Uggs, cowboy boots, high heels, shoes with lights, plastic or jelly shoes, clogs or flip-flops allowed. Students **should** have a separate pair of shoes for P.E. with non-marking soles. These tennis shoes are to be worn during P.E. class only.

**Shirts** – plain white or navy polo shirts (short or long-sleeve) with collar and preferably with school logo. The shirts may be cotton or dri-fit material. Students are encouraged to wear polo shirts with the school's logo on school trips and special occasions. Girls may wear white Peter Pan collared shirts **under jumpers only**. Shirrtails MUST be tucked in at all times. Long-sleeved shirts may not be worn under polo shirts. **NO COLORED T-SHIRTS MAY BE WORN UNDER POLOS ONLY WHITE.** Polo shirts may be purchased at Land's End or through the school office.

**Sweatshirts/Sweaters** – navy sweatshirts with St. Joseph Catholic School logos, purchased from Hometown Sportswear or through the school office. Plain navy or white sweaters/cardigans that are waist length may also be worn. Navy cardigans and sweater vests are available as well. No other colored sweaters are permitted. Gray fleece jackets with school logo may also be worn. **NO HOODIES.**

**Socks** – white, navy or black. Knee-hi's or tights may be worn with skirts/skorts. No leggings are permitted. Socks must be worn at all times and must be seen.

**Hair** – must be cleaned and brushed. Hair may only be natural colors, dyeing or highlighting hair unnatural colors (pink, blue, etc) is not acceptable. Boys must wear their hair short, above the ears and off the back collar. Mohawk style haircuts are not permitted. Girls may wear appropriate hair accessories. They may not be distracting and should be the school colors or black, tan, white or brown.

**Jewelry** – Boys are NOT permitted to wear earrings. They may wear a watch and/or a necklace chain or a holy medal, cross or crucifix. Jewelry must not be distracting. No large or long dangling earrings are to be worn. The teacher and principal will make the final determination if the jewelry is appropriate for school. Only two bracelets are permitted.

\*Students are not permitted to have tattoos or body piercings, unnatural hair color/accessories.

\*Students must be well groomed and maintain good hygiene.

**Dress Down Days:** Students still must dress appropriately and in good taste. NO jeans with holes, tops with thin straps and length of shorts must meet school guidelines. **Good Rule: If you think you shouldn't wear it, you shouldn't.**

### Middle School

**Pants & Shorts** – Plain khaki or plain navy blue, uniform-style dress pants or walking shorts (no corduroy, denim or denim-like material, no stitching, no sweatpants, no stretch pants knits or cargos). Shorts cannot be any shorter than 3 inches above the knee. No capris may be worn. Back pockets must be placket, not stitched on. These pants and shorts are available at Land's End, Kohl's Uniform Department, and JC Penney's Uniform Department.

**Belts** – navy blue, white, black or brown leather belts must be worn with pants and shorts that have belt loops in grades 4<sup>th</sup> through 8<sup>th</sup>. No studs are permitted in the belts. Bandanas, scarves or tassels are not permitted as a belt.

**Skorts** – girls may wear navy blue or khaki skorts only (no corduroy, denim or denim-like material, and no stretch knits). Skorts that have belt loops must be worn with a belt. Skorts must not be any shorter than three inches above the knee. If a skirt is worn, shorts of the same color must be worn under and the shorts may not be longer than the skirt. No leggings under skorts: only tights or knee-hi socks.

**Shoes** – tennis shoes or dress shoes ONLY. Students are permitted to select their own color choice. No boots, Uggs, cowboy boots, high heels, shoes with lights, plastic or jelly shoes, clogs or flip-flops allowed. Students should have a separate pair of shoes for P.E. with non-marking soles. These tennis shoes are to be worn during P.E. class only. Students will not be permitted to

participate in P.E. class without their P.E. shoes and clothes. Middle school girls are permitted to wear Sperry shoes without socks.

**Shirts** – light blue, heather gray and cobalt blue polo shirts (short or long-sleeve) with collar and with the St. Joseph Catholic School official logo only purchased through Land’s End and the school office. The shirts may be cotton or dri-fit. Long-sleeved shirts may not be worn under polo shirts. Only plain WHITE undershirts are permitted. Uniform shirts must be worn under sweatshirts at all times.

**Sweatshirts/Sweaters** – light blue, heather gray and cobalt blue sweatshirts with St. Joseph Catholic School logos, purchased only from Land’s End or through the school office. Plain navy cardigans that are waist length, navy school logo fleece or navy vest with school logo may also be worn. No other colors are permitted. **NO HOODIES**.

**Socks** – white, navy or black. Boys must wear socks at all times. Girls are permitted to wear “Sperry” shoes or slip-on dress shoes without socks. Knee-hi’s or tights may be worn with skorts.

**Hair** – must be cleaned and brushed. Hair may only be natural colors, dyeing or highlighting hair unnatural colors (pink, blue, etc) is not acceptable. Boys must wear their hair short, above the ears and off the back collar. Mohawk style haircuts are not permitted. Girls may wear appropriate hair accessories. They may not be distracting and should be the school colors or black, tan, white or brown.

**Jewelry** – Boys are not permitted to wear earrings. They may wear a watch and/or a necklace chain or a holy medal, cross or crucifix. Jewelry must not be distracting. The teacher and principal will make the final determination if the jewelry is appropriate for school. Only two bracelets are permitted. No large or long dangling earrings are to be worn.

**Make-up** – Girls may wear a small amount of make-up that is skin-tone and natural-looking. Minimal amount of eyeshadow/mascara/eyeliner is permitted. Overuse of make-up will result in that student not being permitted to wear make-up to school. **NO ARTIFICIAL NAILS!!**

\*Students are not permitted to have tattoos or body piercings.

\*Middle School students **MUST** bring PE clothes to wear on days of PE class.

\*Students must be well groomed and maintain good hygiene.

**Dress Down Days:** Students still must dress appropriately and in good taste. NO jeans with holes, tops with thin straps and length of shorts must meet school guidelines. **Good Rule: If you think you shouldn’t wear it, you shouldn’t.**

## **FIELD TRIPS**

As an extension of classroom learning, field trips will be made available to the students. These experiences may be visits to places of cultural, educational, spiritual, or co-curricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted. When possible, transportation to and from the school for a field trip will be provided by county school bus(es). The Cabell County School system has proper insurance coverage and licensed drivers. Minimal charges may apply per student for cost of bus transportation, if needed.

**Parents must sign the diocesan, office generated, permission slips and return them to the office by 8:15 a.m. on or before the day of the trip. In case of missing or lost slips, these may be downloaded from the web site and turned in. Parents cannot provide verbal permission for their child to go on any field trip.** Parents/Legal Guardians are the only people who can sign the permission slip. Children who do not participate in the field trip activity must remain at school. Adult supervision for study time will be provided.

Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.

- All grades do not always have the same number of field trips.
- Individual teachers, in consultation with administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to poor academics and/or poor conduct.
- A field trip is a privilege not a right.
- All monies collected for the field trip are non-refundable.
- Parents who chaperone a field trip may not bring other siblings on the field trip.
- Parents who are asked to chaperone a field trip are not permitted to ride county buses per county policy.
- If parents are needed to chaperone a field trip, they will be asked by the teachers.
- Parents may not just show up for a field trip.
- Snacks provided by parents for Field Trips **MUST** be peanut free, due to other children's allergies.
- St. Joseph Catholic School students often participate in Huntington theater productions. It is our wish to support our students as much as possible in their artistic endeavors; however classes will not be able to attend every production St. Joseph Catholic School students are involved in during the academic year. The number of field trips are limited due to the importance of instructional time.

## **LOCKERS and CUBBIES**

Each middle school student is assigned a locker and all students K-5 are provided a cubby in which to store personal belongings and textbooks etc. The school reserves the right to inspect lockers, cubbies and their content at any time without probable or reasonable cause. Parental permission is not required for searches. Lockers may not be decorated inside or out. Middle school students may rent a lock for a \$5 deposit.

## HEALTH ISSUES/ACCIDENTS-INJURIES

While we attempt to enforce rules to protect the children at all times, accidents do occur. Minor cuts or abrasions will be dealt with in the office. More serious accidents will be handled in the following manner:

1. The custodial parent will be notified.
2. If neither parent can be reached, then the relative listed on the emergency card will be called.
3. If necessary, the principal will contact the family physician listed on the medical authorization form to determine what must be done to best aid the child.
4. For more serious accidents, the school reserves the right to make the decision to call an ambulance.

Children with severe colds, coughs, high temperature, vomiting, or other signs of illness CANNOT be sent to school for 24 hours after the last incident. If a child has a temperature, please keep them home 24 hours **after** the fever breaks or last incident. If a child becomes ill, parents will be notified to come to the school to pick up their child **immediately**. Children who come to school ill and need constant one-on-one care from a teacher causes takes away from the other children.

## CRISIS MANAGEMENT

St. Joseph Catholic School has a Crisis Management Plan which is updated each year. Drills are conducted monthly to prepare students for various emergencies. In cases of inclement weather, fire, bomb threats, or chemical or biological catastrophes, announcements will be made via Constant Contact, website, email, social media and/or television stations of impending school closures. In case of a school closing due to a bomb threat, students will be gathered in the Lower Lot Gymnasium on 14th Street. Parents may pick up their students there.

## LIBRARY

Each year the school hosts two Scholastic Book Fairs, which provide new and updated books for our school library. To keep these books in good condition for use by all of our students, we ask that each borrower comply with the following:

1. The library is a QUIET place for study.
2. No student has permission to be in the library without a teacher present.
3. Students are permitted to check out books for a period of two weeks; books may be renewed for another period of two weeks. All borrowed materials should be returned promptly.
4. Books should be protected during inclement weather.
5. Books should not be marked in ANY way.

**\*The student is responsible for the replacement of lost or damaged books.**

## LOST AND FOUND

Any articles that are found are placed in the lost and found container in the Parish Hall.

**Identification labels on student's personal property are suggested. Items not retrieved at the end of each month will be disposed of.**

## LUNCH

St. Joseph Catholic School is partnered with Sodexo Corporation to provide a healthy option for our daily school lunches. The cost of lunches is determined each year and parents are notified in advance. The lunch fee also includes a choice of milk or juice. Parents must pay monthly. Forms are due back in the office by the date specified. **No late orders will be accepted.** Students choosing not to participate in this program may purchase milk or juice separately at an additional cost. This can be paid daily to the staff members in the Parish Hall.

**Since lunches are ordered in advance, no credit or refunds can be given for missed lunches.**

1. If a child does not have a lunch, every effort will be made to contact the parent. If we are unable to reach a parent, the student may be offered a school lunch providing there is a lunch available. There will be a \$5.00 school lunch charge.
2. Please remember to mark your child's lunch box with his/her name.
3. Please drop your child/ren's lunch off in the office, please make certain that you label it. **Parents are not permitted to drop their child/ren's lunch off in the Parish Hall.**
4. Students are not permitted to use microwaves or fridge. Teachers may NOT heat student lunches in the microwave. Children should utilize thermoses for hot food items.
5. Students with allergies must have on file within the school office a physician's letter indicating the allergy.

## MEDICATION

A student requiring medication, of any kind, must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization includes the following:

1. Written permission from the parent or guardian.
2. Name of medication, dosage, times or intervals at which it is to be taken, duration, and possible side effects. Written physician's approval on file to take any forms of medication, including over the counter medicines.
3. A statement releasing school personnel from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
4. Medication must be in original containers and have an affixed label including student's name.



5. Medication must be for the correct age group of the designated child.
6. Accurate records of the medication given must be kept in the office's medical file.
7. All medications will be kept and dispensed in the office – with the exception of students who use inhalers (in compliance with the law).

**The possession or use of non-prescription, over-the-counter medication during school hours is prohibited. For the safety of all students, parents who send non-prescription medication to school with their children must follow the same procedure as that outlined for students possessing prescribed medication. Please be aware that no school employee can otherwise dispense medication at any time for any reason.**

### **PTO (PARENT TEACHER ORGANIZATION)**

As Jesus Christ remains at the center of our actions and the pulse of our school, the PTO (Parent-Teacher Organization) is at the heart of our success. Our PTO provides support and assistance at such school-related events as field trips, parties, picnics and special presentations. This parent-sponsored organization provides the occasion for parents and teachers to build a stronger relationship.

Our annual fundraisers include our Carnival on the Block, Charity Choice Run/Walk, Mardi Gras. Each family is asked to donate 15 hours of volunteer time with PTO projects. There will be approximately four PTO meetings scheduled throughout the school year, which will take place on Tuesdays in the Parish Hall at 6:00 p.m.

Students will be awarded a dress down day for parents who attend the PTO meetings. Dress down days will take place the day following each PTO meeting.

### **PARTIES**

Classroom parties should be kept to a minimum so as not to lose valuable instruction time. Parents may send in healthy birthday treats if requested or agreed to by the teacher. Treats should be sent to the office and the student will serve them at lunchtime. **Please do not send homemade or store bought treats that may contain nuts or peanut butter for the safety of all our students or homemade treats. Only clear drinks such as water, clear juices, Sprite or 7-up may be provided at parties.**

Invitations to parties at students' homes may be sent home through the school only if all students in the class receive one. If only selected students receive them, they should be mailed directly.

## **RELIGIOUS EDUCATION PROGRAM**

St. Joseph Catholic School provides a setting in which our students can experience and learn the principles of our Catholic Faith. We are all called to hear the message (which includes doctrine and scripture), respond spiritually (through prayer and liturgy), and carry on Christ's mission to reach out and serve others.

The Diocesan policy for religious education per week is:

**K- 100 minutes 1<sup>st</sup>-3<sup>rd</sup> 125 minutes 4<sup>th</sup>-6<sup>th</sup> 175 minutes 7<sup>th</sup>-8<sup>th</sup> 225 minutes**

We respond spiritually through daily prayer in the classroom, visits to church, confession and prayer services, and weekly liturgies as cantors and lectors.

## **SACRAMENTAL PREPARATION**

Preparation for Reconciliation (confession) and First Holy Communion is taught in the 2<sup>nd</sup> grade. The teacher will conduct classes and practice before the children receive the sacraments. Preparation for Confirmation for students in grades 7-8 may be taught throughout the school year per instruction from the Pastor. This event and the preparation will be coordinated with the Pastor in alignment with the Bishop's schedule.

One of the most opportune times for parents to become involved in Religious Education is during their child's preparation of the Holy Sacraments. To help parents with this involvement, the priest may have special meetings with parents before the children encounter Jesus in these sacraments for the first time.

## **REPORT CARDS**

St. Joseph Catholic School has four nine (9)-week grading periods. This means parents will receive a total of four online report cards during the school year. All tuition and fees must be in good standing to for access to report cards to be granted.

Parent-teacher conferences will be in November. All parents are expected to visit their child's teacher(s) at that time. Parents will receive an appointed time so that a private conference may be held. If a parent is unable to come to this appointment, arrangements should be made with the teacher to reschedule.

Middle school service hours must be submitted in addition to; payment of tuition and all fees before your child(ren) may take any mid-terms or finals. No student will be allowed to participate in any graduation or award ceremony with an outstanding balance.

Parent-teacher meetings are welcome and may be held at any time during the school year at the request of parents or teachers. Arrangements may be made via email, notes or by calling the school office.

***Please note: Drop-in visits are not permitted, before or after school, as teachers are often obligated to do tutoring, attend classes, or fulfill other duties or appointments.***

### **SCHOOL DAY --- Daily Schedule**

#### **BEFORE SCHOOL - (7:30-7:55 a.m. held in the gymnasium)**

The gymnasium will be open each morning at 7:30 a.m. for K-8 students. St. Joseph Catholic School faculty and staff will supervise early morning care. Prior to 7:55 a.m., students are not permitted to be in classrooms. Children are to bring something to read while in the gym. Students must not be left unattended prior to 7:30 a.m. for safety reasons.

- 7:30 a.m. Early Morning Care
- 7:55 a.m. Children/teachers go to classrooms
- 8:05 a.m. Class instruction begins promptly at this time.  
Opening prayer, Pledge of Allegiance, announcements, etc. students entering after 8:05 a.m. are marked tardy.
- 11:00 a.m. K-2 Lunch
- 11:30 a.m. 3-5 Lunch
- 12:00 p.m. 6-8 Lunch
- 2:30 p.m. Pre-School dismissal
- 3:00 p.m. K-8 dismissal

### **SCHOOL SUPPLIES**

Students are responsible to bring the necessary school supplies. School supplies are available on the school website. Each child receives a list of materials required by the teacher at the beginning of the school year. These supplies should be purchased and replaced periodically to avoid excessive borrowing, and to teach the students responsibility for having what they need. Supply lists will also be listed on the web site.

Students will receive subject-based textbooks at the beginning of each school year. Each student is responsible for the upkeep and condition of these textbooks. Failure to return these books at the end of the school year will result in a replacement cost for each book.

## **SNOW DAYS/ Inclement Weather School Closing**

In periods of inclement weather, watch Channel 3, 8, or 13 for school closing information. Parents will also be notified via Constant Contact and Facebook of closings or delays. Early dismissal, due to inclement weather, will be at the discretion of the principal. If school is closed all activities are also cancelled, i.e. Open House, PTO meetings, conferences, ballgames and After School Care, etc.

Parents have the right to make an informed decision as to whether they deem the roads safe to travel, however if the student does not attend school, an absence will be noted.

It is the parent's responsibility to ensure school is in session and faculty members are present before dropping children off.

## **Virtual Academic Day**

The winter and spring months of the year bring school closings and make-up days that have proven disruptive to the school calendar and instructional programs for students. Unscheduled closings compromise the quality of the learning process that we carefully and deliberately plan and prepare for our students. Make-up days impact school-sponsored and personal activities, including planned vacations, faculty professional development programs and graduation events to name a few.

To maintain consistency in our curriculum and eliminate the need to extend school into the summer or cancel holidays or programs that are currently scheduled, we have implemented a Virtual Academic Day program. A Virtual Academic Day will count as a full school day, providing your children(ren) complete the assigned activities. Virtual Academic Day assignments will be graded.

All students, or parents of the students if applicable, are to go to <https://tinyurl.com/SJVAD> and access their teacher's folder on a Virtual Academic Day. Assignments will be posted there by 8 am unless it was originally a 2 hour delay. If that is the case, all assignments will be posted no later than 10 am. Students/parents (grade applicable), may email their teacher should they have any questions. The teachers will be available during the course of the Virtual Academic Day to respond to any questions via email before 3 pm. The students are expected to have their completed assignments upon returning to school. In the event that a student does not have reasonable access to the internet during a virtual day, it is the responsibility of the parent to notify the teacher.

## TELEPHONE

The telephone in the school office are for school use only. Students are not allowed to use the phone unless it is deemed necessary at the discretion of the principal. Please make sure your child has homework, books, and lunch etc., before leaving home.

**Students are not permitted to receive or conduct personal telephone calls via the office or cell phone. Cell phones must remain in backpacks/lockers on silent mode, during the school day. Cell phones MUST NOT be taken to classrooms. Students are prohibited from having their electronic devices such as cell phones during Early Morning Care or dismissal. Parents should call the office if they need to give a message to their child.**

## SPECIAL NEEDS

St. Joseph Catholic School's Special Needs Program is designed to provide modifications and intervention to students who have been identified with a specific learning disability. In consultation with the principal and Dean of Students Affairs, modification, intervention and resources will be discussed. Student Support Plans are reserved strictly for students identified with a learning disability by a physician. It is at the principal's discretion to determine levels of modification and intervention.

## STANDARDIZED TESTING

St. Joseph Catholic School is mandated to participate in the CTB Terra Nova III Standardized Test for grades K-8. This test is administered in the spring. Plenty of rest and a complete breakfast are specifically recommended during this time, as the results of these state tests will become a part of the student's permanent academic record. Students are mandated to be present during the standardized testing window. Parents should not plan any trips during the testing week. Check yearly school calendar for the testing times.

**\*Standardized testing usually occurs the first week of to mid-April. Please DO NOT schedule any trips or vacations during this time. Also, do not schedule any doctor's appointments during the morning which will cause your child to miss any portion of testing.**

## MIDDLE SCHOOL EXAMS

Students will be required to complete both Midterms and Final Exams for each academic year for high school credit courses. Midterms and final exams will be worth twice as much as a normal test, and grades will be included in student's' report card grades.

## **INDIVIDUALIZED TESTING PROGRAM**

Additionally, educational testing to determine advance work or special remedial work may be administered based on the joint recommendation of the child's teacher, parent or principal. Teachers and/or parents may recommend to administration that a student be tested to further assess his/her academic ability/potential.

St. Joseph Catholic School has the staff necessary to do educational evaluations for referred students. There is a fee charged for this service. Recommendations for special assistance for the student may result from testing. When modifications are possible, the teachers will implement these suggestions through a Student Support Plan.

If the situation warrants, referrals to an educational specialist, psychologist, or agency may be appropriate. St. Joseph Catholic School has the ability to provide some special needs assistance and tutors. Traditional Special Education, all day one on one services, are not available at St. Joseph.

## **IN LIEU OF TRANSPORTATION**

Parents who transport their children to and from school and live at least two miles from school within Cabell County can be reimbursed for their child's transportation. The "In Lieu of Transportation" forms are available from the school secretary. Qualifying parents must complete the form and return it to our school office. We submit these forms to the county's school office yearly. Reimbursement checks, at the rate of \$1 a day, are handled by the Cabell County Board of Education.

## **VISITORS**

All parents and other visitors must report to the office upon entering the school. This is a safety precaution designed to protect the students.

If a parent wishes to deliver anything to a student, such items should be labeled with the child's name and left in the office. It will be delivered to the student at an appropriate time so as to prevent disruptions of class.

If a parent or relative wishes to visit a classroom for any reason, they must first stop by the office for an appointment.

## **VOLUNTEER CODE OF ETHICS**

Volunteers are a vital part of any Catholic School and enable us to offer many advantages to our students that we would otherwise be unable to. You are urged to give of your time and talents as a volunteer to the school. **All volunteers MUST become VIRTUS trained and abide by all VIRTUS rules and regulations.** Certification and background checks must be submitted to the principal, along with a signed copy of the St. Joseph Catholic School Confidentiality Agreement. Volunteers may come in contact with or have access to confidential information. The information may not be made available, discussed, exhibited in any way, directly or indirectly, or disseminated to anyone except authorized personnel.

## **WITHDRAWAL FROM SCHOOL**

Notice of intent to withdraw your child from school must be made in writing by the parent to the teacher and principal in ample time before the withdrawal date. Records will be mailed directly to the school upon receiving a request and release form for records. Records cannot be sent through the student or parents. **All outstanding balances and fees must be settled before records can be forwarded.** St. Joseph Catholic School's withdrawal policy is listed below:

- Registered students who withdraw before the first day of school are responsible for all fees.
- Registered students who withdraw between the 1st day of school and December 20th are responsible for all fees and for half (1/2) the tuition.
- Registered students who withdraw after December 20th are responsible for all fees and for the full tuition amount.

## **FEES**

Insufficient funds checks which are returned to the office will incur a \$25 charge for each check returned. If additional invoices are required to be sent for non-payment of fees due, a processing fee of \$10 per invoice will be incurred.

Due to the increased demand for additional school documents such as attendance records, report cards, After School Care pick-up documentation and financial records required for court procedures, the following charges will be assessed:

- Additional report cards-\$5
- Copies of personal certificates/documentation-\$5
- Attendance records-\$10
- After School Care documentation-\$10
- Financial documents-\$10
- All other documentation requests-\$10

# St. Joseph Catholic School Handbook Contract 2017-2018



**Parent/Guardian Name:** \_\_\_\_\_

**Student Name(s):** \_\_\_\_\_

**I/we have read and understand the school's handbook and agree to follow the rules and policies as described in the 2017-18 St. Joseph Catholic School Handbook. I understand that failure to abide by the rules and policies out lined, may jeopardize my child/ren's placement at St. Joseph Catholic School.**

**I/we understand and agree to have my child at school promptly every day from 8:00 a.m. – 3:00 p.m. I will not remove my child from school for any reason EXCEPT serious medical/orthodontic appointments or family emergencies. I agree to plan vacations carefully so as to prevent my child's loss of instruction. I will not escort my child in grades 1-8 to his/her classroom after the first full week of school.**

**I/we understand that regular monitoring of RenWeb is required throughout the course of the year.**

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

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

\_\_\_\_\_  
**Printed Name of Parent/Guardian**

\_\_\_\_\_  
**Printed Name of Parent/Guardian**

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

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