

St. Joseph Regional Catholic School



Parent and Student Handbook 2020-2021

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Dear Parents and Students,

Welcome to the **2020-2021** school year. This handbook has been prepared to be a source of information for you concerning the philosophy and operational policies of St. Joseph Regional Catholic School. We are a Catholic institution of learning, committed to excellence and most of all to providing a Catholic environment where Christian ideals are developed and lived. We feel that your choice of St. Joseph Regional Catholic School for your child's education is an indication of your special interest in his/her total development. The work of preparing today's young people for the challenges of adult life is not an easy task, but is certainly a rewarding one. We must surely work together to achieve our goals.

The purpose of this handbook is to present policies and procedures for our school. Please read this handbook in its entirety, and keep this booklet available for future reference. Working together is a key component of a successful educational program. Please take time to discuss the handbook with your child. **After you have reviewed the handbook with your student, please sign the policy and procedure sheet and have your student return it to the homeroom teacher. (one sheet per student)** Please note that St. Joseph School reserves the right to interpret this handbook as individual situations arise. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely in Christ,

Julie VanVeckhoven
And Staff of St. Joseph Regional Catholic School

School Colors - Red and White
School Mascot- "Joe the Jaguar"

School Prayer- Jesus, Mary, and Joseph pray for us as we grow spiritually, shine academically,
and serve others. Amen

2020-2021 FACULTY/STAFF

Principal	Julie VanVeckhoven
Administrative Assistant	Elena Peralta
Bookkeeper/Business Office	Carmenza Gonzalez
Pre K	Stefani Guthrie
Kindergarten	Kathy Smith
First Grade	Leigh Ann Franck
Second Grade	Amy Glover
Third Grade	April King
Fourth Grade	Kaitlin Cornelius
Fifth Grade	Courtney Magee
Sixth Grade/ Math/Science	Britney Jacks
Seventh Grade/Accelerated Math/Social Studies	Christopher Morgan
Eighth Grade/Grammar/Literature	Katherine Crow
Physical Ed. Teacher, Athletic Director	Amy Tays
Resource Teacher	Jenifer Bissell
Librarian	Jenifer Bissell
Counselor	Terri Whalen
Art/Music	Kristi Montero
Computer	Adam Barnes
Junior High Spanish	Elena Peralta
Elementary Spanish	Marta Liotta
Cafeteria Staff	Jacqueline Mauter

MISSION STATEMENT

Diocesan Mission Statement-To impart the mind and heart of Jesus Christ in our students by teaching the message of the Gospel, forming a school community of faith, and training in loving service to others.

St. Joseph School Mission Statement-St. Joseph Regional Catholic School serves the Catholic community within our area and welcomes interested others who desire a quality Christian education. We aspire to academic and moral excellence by promoting spiritual, intellectual, emotional, and physical growth in each student so that he/she may eventually take his/her place as a responsible citizen within American society and in a contemporary world. Our unique mission is an integration of faith with the learning process and with life.

School History-Located atop “Catholic Hill” in Florence, Alabama, St. Joseph church and school have been educating the youth of the Shoals for 140 years. The name “Catholic Hill” was given to the site by its surrounding residents when it was donated by a non-Catholic, Mrs. Lena Peters, to build a Catholic Church and School in 1898. In the late 1960’s St. Joseph became a regional school serving the three surrounding parishes of St. Joseph, St. Michael’s and Our Lady of the Shoals. St. Joseph Regional Catholic School currently serves grades 3K – eighth grade. Even though St. Joseph Regional Catholic School and the surrounding area have encountered many transformations over the past century, the school’s reputation for academic excellence and spiritual growth has continued to flourish and transcend as generations of its graduates have worked to serve the church and its surrounding communities.

Philosophy- St. Joseph School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Birmingham.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Future-St. Joseph Regional Catholic School is looking to the future through the St. Joseph School Foundation which is set up to accept financial gifts and assets for investment to bring benefits now and in the future. For more information on the St. Joseph School Foundation and other opportunities for giving and support please see the St. Joseph School website www.catholicill.com.

Membership-St Joseph is accredited by the Southern Association of Colleges and Schools. It is a member of the Catholic School System of the Diocese of Birmingham and is a member of the National Catholic Educational Association. St. Joseph educates students in Pre-Kindergarten through eighth grade from various religions and ethnic origins.

Climate-The positive climate of St. Joseph Regional Catholic School is noticeable at first visit. The bright, clean, well-kept facility provides an environment for responsible, respectful and responsive growth. A place where people care and respect one another provides a sense of belonging and a feeling of importance for every person. Bulletin boards and displays of student projects enhance the atmosphere.

ADMISSION POLICIES

Nondiscriminatory Policy- St. Joseph School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Joseph School:

1. Members of St. Joseph, St. Michael's, and Our Lady of the Shoals parishes
2. Members of other parishes
3. Non-Catholic students

We do not accept students incapable of reasonably absorbing the material that will be presented or who are otherwise disruptive of an atmosphere conducive to learning. Special education classes are not part of our program.

Registration Requirements -The school complies with Alabama State Law regarding Kindergarten and First Grade entrance requirements. Pupils entering Kindergarten must be five years old on or before September second of the year entering. Pupils entering First Grade must be six years old on or before September second. Pupils transferring to St. Joseph may be admitted to the grade certified by the school from which they come. St. Joseph reserves the right to test and place students appropriately within our grade levels. Age for the Pre-Kindergarten three-year-old and Pre Kindergarten four-year-old is three and four years old by September second respectively. The student must be in good standing with the school he or she is leaving.

New registrants must present the following...

1. **State of Alabama Certificate of Immunization** available from the Health Department and/or doctor's office,
2. **Certificate of birth**
3. **Certificate of baptism** (Catholics) plus the Parish verification form
4. **Child's social security number**
5. **A non-refundable \$150 registration fee**
6. **Standardized Test Results**
7. **Record of IEP**

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Joseph School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph School. The recommendation and decision of the school is final.

Non-Catholic students whose parents accept the philosophy of St. Joseph School will be accepted on a space available basis.

Your registration is not complete without these forms and fees paid.

St. Joseph opens registration to current school families first, then to parishioners of St. Joseph, St. Michael's, and Our Lady of the Shoals, then to the general public. Accounts with outstanding balances (tuition, before/after school care, etc.) must be paid before a registration form is accepted. As is the case in all financial matters, please call the school office if special arrangements need to be made.

Pre-K2-K3							
Tuition							
Class*	Program	Ten Month Plan	Twelve Month Plan	Class*	Program	Ten Month Plan	Twelve Month Plan
3 Year Olds	Full Day - 5 days	\$400.00	\$4000.00	4 Year Olds	Full Day - 5 days	\$400.00	\$4000.00
PRESCHOOL ADDITIONAL FEES							
Cot Fee– Full Day Program Only		\$8/ Student		Renweb/Facts Setup Fee *		\$50/ Family (non-refundable)	
PTO Dues**		\$30.00		Technology Fee *		\$200.00 /Student Full Day	

*Class is determined by child's age on September 1, 2020

K – 8 th SUBSIDIZED TUITION			K – 8 th NON-SUBSIDIZED TUITION		
Student	Ten Month Plan	Twelve Month Plan	Student	Ten Month Plan	Twelve Month Plan
1 child	\$498.00	\$415.00	1 child	\$596.70	\$497.25
2 children	\$896.41	\$745.67	2 children	\$1143.40	\$952.83
3 children	\$1246.95	\$1039.13	3 children	\$1690.10	\$1408.42
4 children	\$1593.60	\$1328.00	4 children	\$2386.80	\$1989.00
Kindergarten – 8 th Grade ADDITIONAL FEES					
Renweb/Facts Setup Fee *		\$50/ Family (non-refundable)		Book Fee ***	
PTO Dues **		\$30/ Family		\$125/ Student (Grades 1-8)	
				Technology Fee***	
				\$200/ Student	

***Technology and Book Fees will be disbursed over three consecutive months beginning in August.

SUBSIDY FOR CATHOLIC STUDENTS: St. Joseph School partners with three local parishes to offer a discounted tuition rate in the form of a predetermined subsidy amount per student. Subsidy is based on parish membership and involvement (time, talent and treasure) at St. Joseph, St. Michael, or Our Lady of the Shoals parishes. To be eligible for subsidized tuition rates, families must complete the Parish Verification Form annually online to receive the pastor's approval for a subsidized tuition rate. The school has no authority for approval of subsidy but will submit the completed form to your parish.

Re-enrollment

A non-refundable re-enrollment fee of \$150 is collected in January of each year for all current students (Grades 3K-7) in order to secure placement for the upcoming school year. Late re-enrollment fee after February 28, 2020 is \$225.00.

Withdrawal Policy

- Families must notify the school in writing if a student is being withdrawn from the school.

The school will not forward records for students who withdraw with an outstanding balance.

ACADEMIC INFORMATION

The Diocesan curriculum guidelines, consistent with the State of Alabama guidelines, are followed for the teaching of all secular subject areas. In addition to these guidelines, teachers infuse Gospel values on a consistent and appropriate basis.

CURRICULUM

The curriculum is a Diocesan approved course of study. It includes:

Religious Education	Mathematics	Accelerated Math (grades 6-8)
Reading/Literature	Science	Art
Spelling	Technology	Music
Phonics	Library	Science
P.E./Health	Handwriting	Grammar/Language Arts

Religious Education

Religious instruction according to doctrine of the Catholic Church is given top priority. Our students pray together throughout the school day. Daily classes about the Catholic faith are taught using The Loyola Series and the Diocesan Standards and Benchmarks. Children attend weekly Mass together where liturgies are planned by specific classes. In the spring students in grades 5 and 8 participate in the ACRE religion assessment.

Along with daily religion class, students attend liturgy once a week. Participation in the Eucharistic Liturgy is a very important part of the religious education and spiritual development and growth of the students. All students share in this beautiful experience. Non-Catholics do not receive Eucharist but may come forward for a blessing. Students will also participate in other liturgical celebrations throughout the school year.

The Sacramental Program is conducted by the Director of Religious Education of the Parish. Preparation for Reconciliation and First Communion are included in the daily religious education program. Parents are required to attend informational meetings and students are expected to

attend parish-wide activities in preparation for the sacraments.

Fine Arts

Weekly music and art classes are scheduled for all students.

Handwriting

Students in K4-4th grade will participate in handwriting development.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills and Literature appreciation make up the Language Arts coursework across the grade levels. Writing skills are introduced in Kindergarten and continue to develop as children progress all the way through eighth grade.

Library

The library is open to students every school day during regular school hours, provided there is a librarian or volunteers on duty. Each class is assigned scheduled library periods each week. Teachers may send small groups of students to the library for a specific time period for a specific purpose whenever there is not a scheduled class in the library and arrangements have been made with the librarian. **Due to the COVID-19 pandemic, library classes will be suspended until further notice.**

Library Check-out procedures

- Students in PreK and Kindergarten may check out one book or magazine at a time. When the item is returned, another one may be checked out. Students in grades 1st through 8th may check out two items at a time.
- Books and magazines are checked out for a period of one week. They are returned to the library on the due date. Books can be renewed for an additional one-week period.
- A student who has not returned overdue books will not be allowed to check out additional books until the overdue books are returned.
- Reference books cannot be checked out or taken home. These books may be checked out to be used in the classroom. They must be returned to the library before the end of the school day.

Damaged books

- All damaged books are returned to the librarian for proper repair. No one, other than the librarian, should attempt to repair a book.
- The student will pay the cost of a book that has been damaged beyond repair. This must be done before any more books may be checked out of the library.
- All lost books must be paid for before the end of the school year.
- If a student pays for a lost book, which is later found in good condition, the student's money will be refunded.

Procedure for handling challenged materials

St. Joseph School supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association.

Individuals wishing to challenge any materials used at St. Joseph should see the Principal for a copy of the procedures of challenge.

Mathematics

In order to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into one of the following math groups: Comprehensive Math, Accelerated Math, or Algebra I (a high school level course taken for high school credit).

Grade 6

Students will be placed in either 6th Grade Comprehensive Math or 6th Grade Accelerated Math. Student math averages, ITBS math stanine scores, and teacher recommendation based on observations of student skills, effort, ability and maturity determine placement. All 6th grade math groups will complete the same curriculum. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

Grade 7

At the end of 6th grade, students will be re-evaluated and placed into instructional math groups according to their final 6th grade math average, ITBS math stanine averages and teacher recommendation based on observation of student skills, effort, ability and maturity. Students in 7th Grade Comprehensive Math will complete the 7th grade curriculum with enrichment. Students in 7th Grade Accelerated Math will complete the 7th grade curriculum with a progression into Algebra I near the end of the year.

Grade 8

Students in 7th Grade Accelerated Math will be eligible to enroll in 8th Grade Algebra I if the following criteria have been met:

- Final average of at least 86% in the 7th Grade Accelerated Math
- Students should score a stanine of 6, 7, 8 or 9 on Algebra Aptitude Test
- ITBS Composite Math score from the previous year
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displayed the ability to master Algebra course material

Upon meeting the criteria listed above, students will be placed in 8th Grade Algebra I in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra I class. This is a high school level course taken for high school credit.

Students in 7th Grade Comprehensive Math will be eligible to take the Algebra placement test if the following criteria have been met:

- A final average of 94% or above in 7th Grade Comprehensive Math
- Students should score a stanine of 6, 7, 8 or 9 on the Algebra Aptitude Test
- ITBS Composite Math score from the previous year
- Teacher recommendation

Upon successful completion of the Algebra placement test, students may be placed in 8th Grade **Algebra I**. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. This placement is probationary and contingent to ongoing acceptable performance in the Algebra I class. Algebra I is a high school level course taken for high school credit.

Students not eligible to take 8th Grade Algebra I according to the criteria outlined above will be placed in 8th Grade Advanced Math.

Physical Education

Physical Education (P.E.) is part of a well-rounded education. P.E. grades (5th -8th) are based on behavior, sportsmanship, participation, cooperation, effort, written tests, and homework. For each

infraction, the student's grade will drop a percentage point. After the 4th infraction in a quarter, the student will drop 1 letter grade. Grades are entered daily into Renweb and infractions are listed in the comment area. Students are not allowed to miss P.E. in order to make up other class work. Special situations may be worked out among the administration, teachers and students involved. A student must have permission from the principal to miss P.E. for any reason other than a doctor's excuse. If a student sits out of P.E. class due to injury or illness, the student athlete will not practice or play in a school sponsored extracurricular sporting event that day. Tennis shoes are required for P.E. (even on "Free Dress" days).

No child may be excused indefinitely from P.E. with a note from parents. Parent notes for minor illness/injury will remain in effect for two days. A doctor's note is required for a more lengthy absence from P.E.

All shared materials will be thoroughly cleaned between P.E. classes.

Science

General science and laboratory experiences are offered to all age groups. Students in 6th, 7th, and 8th grade are required to complete and present a science fair project.

Social Studies

History, geography, current events as well as Alabama history (4th grade) are part of the curriculum offered.

Spanish

All 6th, 7th, and 8th grade students are required to take Spanish. Each 8th grade student must pass an end-of-the-year Spanish I test plus receive the recommendation of his/her Spanish teacher in order to continue on to Spanish II in high school.

Technology

Eighth grade students satisfactorily completing the Alabama Course of Study in Technology and life skills will receive Career Prep high school credit.

Chromebooks and a 1-to-1 technology program will be utilized for the K-8th grades. The Chromebook User Handbooks are available online and each student and parent signs one each year. There is a \$75 Chromebook charge for grades 3rd through the 8th, which will be collected the first week of school to cover the cost and maintenance of technology hardware and software.

In the event that St. Joseph School moves to a virtual learning environment, students in grades K-2nd will be charged a \$75 Chromebook fee.

Youth Protection for Adults++

Any parent that wishes to volunteer at school must complete the Youth Protection I course once every 3 years. They must also complete an AS1 form to allow the school to complete a background check.

Youth Protection course may be taken online at safeandsacred-birmingham.org

TECHNOLOGY PROCEDURES

ELECTRONIC RESOURCE USE

1. Access to electronic resources, including mail and internet connections, will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. While our intent is to make internet access available in order to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe the benefits to students (information, resources,

expanded learning environment and opportunities for constructive collaboration) exceed any disadvantages. The following standards for using the computer equipment and on-line information resources apply.

2. Students are responsible for good behavior on school computers and networks, just as in the classroom. The network is provided for students to conduct research and communicate with others. Communications over the network are public in nature. Access to the network is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege – not a right.
3. Network administration may review files and communication to maintain system integrity and to ensure appropriate use. Network storage areas are subject to search and inspection at the discretion of the administration. Users should NOT expect files stored on school machines to remain private.
4. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as when guiding their children with information sources such as books, periodicals, television, telephone, movies, radio, internet, and other potentially offensive media.
5. All users of electronic resources (including parents, guardians and students) must recognize that computers have the potential to make either a positive or a negative impact on the world. As a member of the school community, each user must do all he/she can to ensure electronic resources influence the world in a positive manner. To that end each user must pledge the following:
 - I will use my login account in support of education and research in a manner consistent with the educational objectives of the school.
 - I will keep my user information (login on and file names) confidential. I will not share my login with other students. I will not use or attempt to use anyone else's login.
 - I will not try to break into the school network or any other network.
 - I will honor files and programs as private property and will not add, erase, rename, or make unusable any file or program that is not mine.
 - I will respect all others with whom I communicate through electronic resources. I will not annoy, offend, harass, or threaten anyone within or outside the school system. I will not get from or put into the network any offending, obscene, illegal, or threatening material.
 - I will not use any online blog, e-mail, chat room, or social media without specific permission.
 - I will keep all systems safe from computer viruses. I will never write, produce, copy, or introduce any computer code designed to damage the performance of any computer. I will not use any portable storage device until it has been scanned for computer viruses.
 - I will respect copyright protection for all software, images and sounds. I will not obtain or put into the network any copyrighted material. Copying or knowingly using such software, image, or sounds illegal and is a criminal offense.
 - I will practice good stewardship with all technology systems. I will not remove, add, adjust, fix, or tamper with any piece of equipment without explicit directions from a teacher or staff member, I will not intentionally damage any piece of equipment, or software, I will notify a teacher or staff member of any damaged equipment or of anyone damaging equipment.

The following are not permitted:

- Revealing personal information online (name, phone number, address, age etc...)
- Receiving, displaying, or sending offensive messages or pictures
- Using obscene language.
- Harassing, insulting, or threatening others.
- Damaging computer systems or computer networks.
- Changing network or system settings.
- Violating copyright laws.
- Submitting documents from the internet as personal work
- Using another person's password.
- Trespassing in someone else's folder, work or files.
- Intentionally wasting limited resources.
- Using the network for commercial purposes.
- Propagating chain messages.
- Making unauthorized downloads.
- Participating in personal chat or instant messaging except in specifically authorized circumstances.
-

Technology Concerns

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

ATTENDANCE

Regular daily attendance is very important for progress and growth in learning and good study habits. The school day officially begins at 7:55 a.m. Students must be in the classroom and ready to begin class by 7:55 in order to start classes by 8:00. In order to promote a positive learning environment, students should be in the classroom on time and ready to learn. Absences should never occur except for illness and emergencies. A student must be marked absent for the entire day if more than one-half of the morning or afternoon is missed. When a student is absent from school, the parent must call the school by 10:00 a.m. to inform the school of the absence. If the school does not hear from the parent, the school will contact the parent. This policy has been put in place for the protection of the student.

Parents should make every effort to schedule doctor/dental appointments after school hours. If not possible, then every effort should be made to have the child miss a minimum amount of instructional time. The school calendar provides for 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. ***Any scheduled absences must be pre-approved by the principal.***

Maximum absences allowed are eight days per semester. Excessive absences can result in a student being retained. Students absent for three or more consecutive school days are required to submit a doctor's certificate before being readmitted to school. Any student who has had a contagious disease (except for minor colds and viruses) is required to submit a doctor's certificate before being readmitted to school.

Absences due to COVID 19 are going to be reviewed by the Principal on a case by case basis.

The following are considered valid (excused) reasons for absence from school: illness, death in family, health treatment, permission from principal and inclement weather. Students missing for excused reasons will be allowed to make-up work. Parents must always send a note explaining the reason for the absence (handwritten signature required on the note). The absence note must be submitted upon the student's return to receive an excused absence. Notes to excuse an absence will not be accepted after the third day the student has returned to school. Therefore the absence will remain unexcused. **If a student is absent all day, he/she may not participate in extracurricular activities that night, including sports activities.**

These notes/letters will be retained in the office for one year.

Absence during the School Day

Students needing medical appointments during school hours require a written excuse by the physician. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Make-up Work

Missed assignments are the student's responsibility. Students have one day for each day missed to complete make-up assignments. If extenuating circumstances apply, it is the responsibility of the student to request additional consideration from the teacher. Any requested make up work should come only after 2 or more days of absence. When a student is absent for **two or more** days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office at 3:25 p.m. after dismissal. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Any student absent from school more than ½ day may not participate in school sponsored events that afternoon and evening. A student is counted absent the entire day if missing more than three (3) hours and 30 minutes.

Tardies

Any student arriving after the 7:55a.m. bell must report directly to the office and be signed in by the parent. **For every third tardy incurred the student will be issued a full day absence (see attendance policy)** It is essential that your child gain the skills necessary to become a responsible member of society. Promptness is one of those skills. When your child consistently arrives late to school, you are teaching them that rules are of no importance. You also create additional work for their teacher, because they have to stop their instruction of the other children to change absentee and lunch reports and repeat any work or instructions the other children were given.

Check in-Check out

Parents/Guardians must escort their children in and out of the building during the check-in/check-out process. All students **must** have a written excuse for all absences and tardies. The written excuse must be given to the teacher to be placed in the school office for one year. **No check outs will be allowed after 2:30 p.m.**

ACADEMIC PROCEDURES

Report cards are issued quarterly. The Diocese of Birmingham uses the following grading system in all its schools:

Grading/Elementary

Grading is a method of communicating student learning and shall be based on the philosophy that students and not subjects are being taught.

Kindergarten

Grading for Kindergarten will be a checklist developed for all schools in the Diocese. Some flexibility of items will be available at the local level. The coding system for each skill will be:

S	Satisfactory
P	Progressing
NI	Needs Improving
X	Not covered at this time

Grade One

Grading for Grade One will be a checklist developed for all schools in the Diocese. Some flexibility of items will be available at the local level. The coding system for each skill will be:

M	Mastered
I	Improving
NP	Needs Progress
NA	Not applicable at this time

Grades 2 through 8

The grading scale will be as follows:

A	93-100
B	84-92
C	74-83
D	65-73
F	64 and below

Computer, PE, Music, Art, & Spanish

Pre-K-4: Grading will consist of a coding system for each of these areas:

S	Satisfactory
P	Improving
NI	Needs Improvement

5-8: Grading at these levels for each of the areas is a letter grade with a scale given on the report card:

The grading scale is as follows:	
A	93-100
B	84-92

- C 74-83
- D 65-73
- F 64 and below

Semester grades in grades 2-5 are computed by averaging the first and second quarter grades.

Exams

Students in grades six, seven, and eight will take semester exams. Exams will be given in Math, Science, English /Literature, Social Studies, and Spanish.

When semester exams are given (grades 6, 7, 8) the semester grade is computed as follows:

First Quarter	=	2/5 (40%) of Semester Grade
Second Quarter	=	2/5 (40%) of Semester Grade
Semester Exam	=	1/5 (20%) of Semester Grade

Reports Cards/Progress Report

Report cards are issued quarterly (nine week periods) with weekly progress reports sent to parent or guardian via email on Renweb. It is the parent's/guardian's responsibility to monitor student progress through Renweb reports. It is also the parent's/guardian's responsibility to notify the teacher if reports are not being sent through Renweb. The first quarter report card is given to the parents at a mandatory conference with the teacher of the student. The second/third report card is sent home with the student with a note to be signed by parents and returned to the school. The fourth and last report is mailed to the student after all school fees have been collected.

Parent Teacher Conferences

Once a year, at the end of the first quarter (optional again at the end of the third quarter), conferences are arranged between parents and teachers. The purpose is to bring about an understanding of the child's progress. If you wish to see your child's teacher at any other time, please feel free to contact him/her for an appointment after school. Interruptions before and/or during class distract from both the learning and the teaching process.

Homework

The purpose of homework is to reinforce concepts taught in school. Homework is assigned on a regular basis. A general rule of thumb is 10 minutes for each grade the student has been in school, beyond kindergarten (for example, 5th grade can expect 50 minutes of homework). **If your child is taking an unusual amount of time to complete homework, it is your responsibility to contact the teacher (and we request that you do so).** Every student should have an assignment pad and write all the assignments on the pad daily. Students in grades 2-8 will be given an assignment book the first day of school. Parents should help when there is need. Interest shown by checking to see that the work is completed in a satisfactory manner will help the child to understand the importance of homework and give the parent an overview of what the child is learning at school. No tests will be given on Monday. No projects will be due on Monday.

Honor Roll

Honor Roll certificates are issued at the end of the school year on Honors Day. There are two types of Honor Rolls for students in 2nd grade and above, an "All A" and an "A & B". There are no Honor Rolls for Kindergarten or 1st grade.

Promotion and Retention Policy

At the end of the school year, students are either promoted or retained. A student fails for the year if he/she has a yearly average below 65 or “F” in two or more of the following areas: Reading, English, Math, Science, or Social Studies. For primary children not receiving letter grades, the decision as to what constitutes failure is to be made at the local level with discussion between the teacher and principal. Students may be retained for reasons other than grades, please see attendance policy for excessive absences. If a decision is reached cooperatively among the teacher, principal, and parents. When there is disagreement, the decision of the principal is final.

Assessments

Students in grades 3-8 take the Iowa Test of Basic Skills. During standardized assessment week, students need to be present unless ill. Please do not make routine doctor’s appointments during this week in April. Students in grades 2-8 will take the MAP test three times a year. This test measures a students’ growth at the beginning, middle, and end of the school year.

Graduation

St. Joseph Catholic School provides an education that is both intellectual and spiritual. This instruction is a foundation for future studies and instills in the students an awareness that they are made in the image and likeness of God. In addition, the students, particularly those graduating from 8th grade, are a reflection of the entire St. Joseph parish community. We expect diligence and goodness in all they undertake. Participation in the eighth grade graduation ceremony is a privilege and indicates a successful completion of all requirements. Therefore, the Principal reserves the right to deny the privilege of participating in the ceremony and associated activities to those who do not complete these requirements.

STUDENT SERVICES

Extracurricular Activities

An “extracurricular activity” has the following characteristics:

1. Extracurricular activities are an out-of-class event, usually supervised by the school.
2. Extracurricular activities are not part of the regular school curriculum, are not graded, do not earn credits, generally take place out of classroom time, and often involve performance before an audience or spectators.
3. Extracurricular activities may include but are not limited to: athletic teams, bands or orchestra, musical performing groups, school publications, clubs and dramatic groups, school dances.

Students in grades 5-8, may not be allowed to participate in any activity if they have an average below “C” in any of their subjects at the time report cards are distributed. Ineligible students will be re-checked every two weeks from the official marking period.

Students may not be allowed to participate in any activity if they were absent from school that day.

Field Trips

Educational field trips enhance classroom learning, and students are expected to attend just like any other school day. Students are expected to demonstrate appropriate behavior on field trips as well as in the classroom prior to the trip. Students that choose to challenge rules during the course of a normal day may be denied the privilege of attending a field trip. Students that lose the

privilege of attending a field trip or are not given permission by the parent may be required to complete an alternative assignment. Field trips have been suspended until further notice.

Proper permission according to the procedures outlined by the Diocese of Birmingham is required for students as well as parent drivers. Because field trips require one's full attention, younger siblings will not be allowed to accompany classes on field trips. Parents must follow the itinerary of the field trip which means eating and stopping only at the places designated for the field trip. Additional fees will be collected as needed for field trips.

Field Trip Reminders

- Siblings may not attend field trips.
- Make sure each student is buckled securely.
- Students may not ride in the front seat (except the child of the driver).
- Please make sure you have enough gas for the trip before arriving at school and follow all speed limits.
- Please refrain from smoking at all times during the field trip.
- Drivers are not to use cell phones while driving.
- Drivers must transport a list of students provided by the teacher.
- Teachers should provide each driver with a set of written directions and the school phone number.
- During the program, please refrain from talking in order to model proper listening manners for the students.

Illness/Medication/Sick Room

The First Aid Room at St. Joseph exists to provide *temporary* care for students with minor injuries and illness. Parents are required to complete a **Medical Emergency Form** on Renweb. Injury reports are filled out and filed for serious injuries.

Administration of Medication

Medication may be dispensed at school only under the following conditions:

- All medication must be in its original container with dosage information and directions.
- Medication must be delivered to the school office by the parent or guardian.
- A written Doctor's order must accompany the prescribed medication and will remain on file in the office stating the name of the drug, the time to be given, and the dosage. The label on the prescription bottle may serve as the physician's order.
- All medication will be kept in a locked area of the clinic.
- Students are not to have prescription or non-prescription medication in their possession during school hours on school / parish premises or at school sponsored events and field trips away from school.
- In order to administer non-prescription medication, a signed clinic card must be on file. The parent will be called before the medicine is given.

Illness

A student will not be kept nor admitted to school if the student is known to have a communicable disease or parasite that may be spread by any form of casual contact and considered a health threat to the school population. Students sent home with any of the below symptoms will be free of these symptoms for a twenty-four hour period (**without medication**) before being readmitted to school. Re-admittance will be denied if the 24 hour symptom free time period has not been met.

- Temperature of one hundred (100) degrees F. or higher.
- Vomiting and / or diarrhea.
- Discharge of fluid or mucus from the nose, eyes, or ears that is green or yellow in appearance.
- Rashes of unknown origin. (Students may be readmitted with evidence of physician's diagnosis and treatment required.)
- Conjunctivitis. (Students may return to school after having undergone a minimum of twenty-four (24) hours of treatment.)
- Streptococcus or other infection. (Students may be readmitted with evidence of physician's diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment.)
- Head Lice. School must be notified. (Treated with proper medication required. A parent must accompany the student to school for the student to be rechecked by the principal or for readmission.)

In accordance with public health guidelines designed to decrease the spread of communicable diseases, should a student become ill during school; parents will be contacted to pick their child up in a timely manner. If the school is unable to locate the parents, the emergency contact will be called to pick up the student.

The following are considered valid (excused) reasons for absence from school: illness, death in family, health treatment, permission from principal and inclement weather. Students missing for excused reasons will be allowed to make-up work missed. **Parents must always send a note explaining the reason for the absence (handwritten signature is required on the note).** The absence note must be submitted upon the student's return to receive an excused absence. **A doctor's note is required to return.**

Allergy Policy

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

1. 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.

2. Record Keeping

At the beginning of each school year, or when a child joins St. Joseph School, parents are asked to submit a child's medical information record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergies

St. Joseph School recognizes that life threatening food allergies are an important condition affecting many school children. Direct contact with the food is not always required for an allergic reaction to occur. St. Joseph school will cooperate with the parents of children with food allergies to provide a safe and allergy free environment, but it is ultimately the parent's responsibility to educate their child in what they can and cannot eat. The following procedures will be taken where food allergies exist:

1. The child's parent/guardian or physician should submit a written statement that the child has a potentially life threatening condition, to the child's teacher, describing the type of allergy and the severity of the allergy.
2. If necessary, the parent/guardian will provide the teacher with an EpiPen, and instruct her/him in its proper use.
3. Sharing or trading food is prohibited.
4. A parent or guardian of a student with food allergies is responsible for providing all food for his or her own child.
5. School personnel will be educated about the risk of food allergies.
6. Information will be kept about students' food allergies in the classroom in a substitute folder for substitute teachers and other responsible adults.

Child Abuse

St. Joseph School abides by the child abuse laws of the state of Alabama. The law maintains that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Extended Day Program EDP

St. Joseph Catholic School offers before (7:00 a.m.-7:40 a.m.) and after (3:15 p.m.-5:30 p.m.) school care as a service to parents. Only students of St. Joseph's may be enrolled. The program is staffed by school personnel and is open each day school is in session. On early dismissal days, EDP will open at 1:15 p.m. The only exceptions are the last days of school, before Christmas, and summer vacations. Once children leave our facility, they may not return later to be left under EDP supervision. Students may purchase snacks. Due to food allergies, students will not be permitted to share snacks. Recreational activities are planned and supervised. Parents are required to sign out students when picking them up from aftercare. Photo identification is required for the adult. Any other designated individuals picking up a student must be clearly indicated on Renweb. Families are billed for EDP through their Renweb Account. Failure to pay fees may result in the loss of aftercare use. **Students who exhibit an uncooperative or disruptive behavior may also be denied aftercare services. Please pick up your child by 5:30 p.m.** Any student not picked up by 5:30 p.m. will accrue a charge of \$1.00 per minute per family.

Students dropped off before 7:40 a.m. or picked up after 3:15 p.m. will be placed in EDP and parents billed accordingly.

Before and After School Care hours are as follows: Before School 7:00 - 7:40: After School 3:15 p.m. - 5:30 p.m.

Rates are as follows: Daily Before School \$2.00 per child and After School \$3.50 an hour, per child.

After School Weekly rate \$35.00 - this is for families who would like to commit for the entire year.

Lunches

All students grades 3K through 8th may take advantage of our Fresh Café program on a daily or weekly basis. All foods prepared in our cafeteria are minimally processed. The school lunch menu is posted on the school website monthly. Students will be asked to bring a water bottle to school each day. Students may purchase snacks. Cafeteria charges will be posted at the end of each week to your Renweb account. Ice cream is available to the students after lunch Monday through Friday for grades 3K -8th grade. Teachers will decide ice cream days for their students. **Fast food is prohibited in the cafeteria at lunch time.**

Lunch Prices

3K- 8th Grade....	\$3.75	Entree.....	\$2.00	Sides	\$1.00
Adult Meal.....	\$6.50	Child Visitor....			\$4.25
Juice (apple or orange).....	\$0.75	Milk.....			\$0.75
Ice Cream Bar.....	\$1.00	Ice Cream Cup			\$1.00

Student Organizations

1. Altar Servers

Membership is open to Catholic boys and girls, in third through eighth grades.

2. Scholar's Bowl

Membership is open to students in grades 6th, 7th and 8th who have a desire to compete against other schools answering challenging questions. Students must try out to qualify for Scholars Bowl.

3. National Geography Bee

Membership is open for participation by students in grades fourth through eighth.

4. National Junior Honor Society

Membership is open to students in seventh and eighth grades who maintain a 93% cumulative average in every subject, including Spanish (Advanced Math is weighted) and 84 percent or higher in conduct, and who demonstrate responsibility and service to others.

5. President's Education Award

Membership is open to motivated eighth grade students who can accept the high level challenge to meet the requirements.

6. Robotics

Membership is open for participation by students in grades third through fifth grades.

7. Boy/Girl Scouts

This program is handled through the church office.

8. Spelling Bee

Membership is open for participation by students in 1st through 8th grade.

9. Student Council

Officers are elected from students in grades sixth through eighth (All junior high students are members of the Student Council, and the a membership fee is \$2.00 per student)

10. Science Olympiad

Science Olympiad competitions are composed of a series of 23 team events. Each year, a portion of the events are rotated to reflect the ever-changing nature of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. Emphasis is placed on active, hands-on group participation. Today, teamwork is a required skill in most scientific careers, and each of the 23 events encourages pairs of students to work together. Not only is the Science Olympiad an academic challenge, it creates an exciting and enjoyable endeavor for our Junior High students.

11. Sports

Basketball-	Boys grades 3rd -8th / Girl's grades 4th-8th
Cross Country-	7 th and 8 th Boys and Girls
Tennis-	7 th and 8 th Boys and Girls
Volleyball-	7 th and 8 th Girls
Sports Fee-\$40	per child per sport
Cheerleading-	Girls grades 3rd -6th

13. Student Identification Program

A Program sponsored by Duke University. Participation is open to qualifying fourth and seventh grade students.

Student Organization Requirements

If an activity does not begin by 3:15 p.m., students are to leave the school grounds until the commencement time. Students are not allowed to loiter on the grounds or in the Parish Center/Gym. Students who remain on the school grounds must go to the Extended Day Program (EDP). If a student is going to an activity from EDP, written permission must be given by the parent for him/her to be excused.

Siblings may not be left unattended at school or at the Parish Center/Gym while practice or meetings are being conducted.

Insurance coverage is the responsibility of each family. Please check your policy to make sure your insurance covers your child's sports activities. 7th/8th grade students competing in a sports activity will be required to have a physical.

Attendance at school is mandatory if a student is attending any school function later that same day.

Awards

Spirit of St. Joseph Award

Grades Pre-K through Grade 8: One boy and one girl in each homeroom.

*Student exemplifies the spirit of the mission of St. Joseph School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

Pope John Paul II Award for Excellence in Religion

Grades 2 – 7 one student per grade

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 6 – 7 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom projects.

St. Cecilia Award for Excellence in Music

Grades 4K – 7 (one per grade)

Criteria:

- +Displays effort and cooperation in **class**
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades 1– 7 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades 1 – 7 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades 1 through 5: (one per grade) Grades 6 through 7: (one per class)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades 1 through 7: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Sebastian Award for Excellence in Physical Education

Grades K – 7 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades 4K – 7 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Clare Award for Excellence in Technology

Grades 4K – 7 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

Our Lady of Guadalupe Award for Excellence

Grades 4K – 7 (one per grade)/French: Grades 6-7 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Outstanding Educator Award - nominated by peers

Criteria:

- +Spiritual Leadership
- +Educational Excellence
- +Current Pedagogy
- +Educating the whole child intellectually, socially, and spiritually
- +Creates an instructional environment that supports diverse learning styles
- +Uses multiple instructional strategies
- +Collegial relationship with peers
- +Implements technology
- +School and community involvement
- +Continued professional development

STUDENT CONDUCT

Catholic Education supports student growth in all areas. Self discipline is a life skill that can and should be achieved. School rules and regulations are no more than basic courtesy, good manners and the creation of a Christian community where learning can take place. The authority to control student behavior extends to all activities of the school including Mass and religious services, all games and public performances, field trips, and all other school sponsored activities.

The student should be fair with him/herself, with fellow students, and with the teacher. No form of cheating, lying, or stealing will be tolerated. We ask that our students tell the truth at all times, conduct themselves as ladies and gentlemen, respect law and order and follow the Commandments in all phases of life.

Students are expected to treat each other with respect and dignity. This includes reporting incidences of inappropriate or bullying behavior. Students are expected to conduct themselves in a respectful manner towards everyone. Disrupting the learning environment of other students is not acceptable.

Adhering to school/classroom rules is another expectation for students at St. Joseph Catholic School. Some examples of behaviors that are considered routine and appropriate are (but not limited to):

being honest and truthful	being respectful and polite	getting along with others
using acceptable language	following classroom rules	not chewing gum
taking care of school property	respecting others' property	being timely in arrival to class

These rules are samples of general school expectations and may be adjusted during the year by the Principal. Student conduct, whether on or off school grounds, reflects on the good name and reputation of St. Joseph Regional Catholic School. St. Joseph Regional Catholic School reserves the right to apply disciplinary measures for any student misconduct, on or off campus that reflects negatively on that good name and reputation.

Bullying and Cyberbullying

St. Joseph School attempts to provide a safe environment for all individuals. Verbal, written or implied threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Social Media Outlets

Such as but not limited to Instagram®, Facebook®, Snapchat®, Twitter®, etc..

Photos and captions on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Disciplinary Measures

Teachers will handle routine classroom discipline using assertive discipline techniques and positive reinforcement when possible. Repeat or serious breaches of behavior will be referred to administration.

Kindergarten -5th grade

Students in grades Kindergarten through 5th grade follow a systematic procedure that involves warnings and consequences that escalate if the behavior does not improve. Each teacher will provide a classroom management plan to the student and parent.

Middle School Guidelines are listed below.

A student will receive one warning from the teacher for misconduct in the classroom. On the second offense, the student will receive silent lunch and will sign the behavioral log which results in two points deducted from their conduct grade. Warnings do not carry over from one classroom to another. Warnings do not carry over from one day to the next. Patterns of misbehavior, however, will be addressed by the teacher with student and parents. Silent lunches, detentions, or office referrals may be given in incidents of severe misbehavior.

A student will receive one detention for every third silent lunch. The student starts with a clean slate each quarter. **Silent lunch detention will be assigned by the classroom teacher who assigns the third silent lunch.** The teacher will notify the student's parents of the detention. Notification of detention is in the form of a note and includes date, time and duration of the detention. Student and parent sign the note and it is returned to the teacher. Parent conferences will be held if a student receives two or more detentions in one month.

Classroom Conduct

Within the classroom, all ordinary discipline matters are the responsibility of the teacher. The following procedures help set an atmosphere necessary for learning:

- a. At the beginning of the school year, outline expectations for student conduct and academic work.
- b. Set classroom rules, post, and insist that they be followed from the first day.
- c. Well-planned lessons that keep students on task decrease the time available for misconduct.
- b. Be firm, fair, and consistent.

Practices which are not conducive to good discipline include:

- a. Repeated yelling or loud-voice usage by a teacher is professionally inappropriate.
- b. Threats of unrealistic punishments.
- c. Repeated warnings with no follow-up.
- d. Inconsistent adherence to rules.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Detention will be every Thursday from 3:20 -4:30 p.m.

A parent will receive a 24-hour notice of detention with a note sent home, an email, and an attempt to reach the parent by phone. Detention may be assigned by the principal for any breach of classroom or school rules. Detention takes precedence over appointments, practices, lessons,

tutoring, ball games, etc.

Should discipline procedures move beyond card pulling, loss of privileges for younger students, or beyond detention for older students, the following actions may occur:

1. Mandatory Parent Conference - Required disciplinary meeting by custodial parents with the teacher and/or principal for a discussion of the problem and potential solution.
2. In-House Suspension - Isolation of a student from his/her peers at school during the school day. Teachers will provide lessons, work, and tests to be done during the day. No extra-curricular participation allowed. If a student receives in-school suspension they must arrive at school on time and will be under the care of a substitute which will be paid for by the parent in the amount of \$60 a day.
3. Out of School Suspension - Removal of the student from the school setting (1-10 school days). The student stays home and receives zeroes on all missed work. A parent conference is mandatory for re-admission. No extra-curricular participation allowed.
4. Expulsion -Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Joseph School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students are removed from the school by the Principal with notification given to the Pastor and the Superintendent of the Diocese of Birmingham. These activities may be interpreted and added to during the school year by the Principal.

Prohibited Items

Prohibited items include, but are not limited to, questionable books and pictures, matches, cigarettes, e-cigarettes, radios, toys, trading cards, cell phones, CD players, iPods, video games, or anything that will detract from a learning situation are not allowed at school at anytime.

**** Cell phones-** If a student needs a cell phone for special after school activities or situations, he/she should give their teacher his/her phone upon arrival in the morning. The phone will be picked by the student at dismissal. At no time that a student is on campus during the school week should a cell phone be in a student's locker or in his/her possession. If a student is seen with, heard with, or has been informed of using a cell phone on campus, the device will be taken to the principal.

- 1st offense- The parent will have to come to the office and pick up the device after school the day it was confiscated.
- 2nd offense- The device will be returned **at the end** of the school year.

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

Alcohol, Drugs, Tobacco

St. Joseph Regional Catholic School has a NO TOLERANCE POLICY for alcohol, drugs, and tobacco. Students found using or possessing alcohol/drugs or who arrive at school or any school function under the influence of drugs or alcohol shall be subject to suspension or expulsion.

Weapons

The Diocesan Policy for Weapons states: “Our Lord Jesus Christ came that we may have life and have it in all its fullness. He is at the heart of all education. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. One way for Catholic schools to protect life is to promote and provide a safe academic and social environment for students and staff. The possession of dangerous weapons is a threat to the health, safety and well being of students and staff in Catholic Schools. Therefore, the possession of dangerous weapons is prohibited on school premises or at school sponsored activities.” Possession or use of a weapon on school grounds will result in automatic suspension & notification of law enforcement officials.

DRESS CODE

An established dress code at St. Joseph Catholic School promotes a positive learning environment through neat and tidy appearance as well as minimal distraction to the daily instructional atmosphere. Students are expected to abide by the dress code policy. Students who choose to not abide by the dress code policy will not be admitted to class until the proper uniform attire is brought to him/her at school. Wearing the adopted school uniform from the Dennis Larose uniform company is required. Certain days will be designated as "Fun Wear" and “Free Dress.” On those days, students should refer to the designated paragraph listed below. If these uniform regulations are to succeed, it will take the combined effort of students, parents, and school personnel to see to it that every child comes to school in the proper uniform. The principal will have discretion in all questions pertaining to the students’ dress code.

Items marked with an * must be purchased from Dennis-LaRose Uniform Company. *Any items previously purchased from Dennis-LaRose uniform company that are different than what is listed below are not allowed.* **Please print the student’s name in all articles of clothing worn to school.**

Uniform sweaters, sweatshirts, fleece jackets and vests are available thru the Dennis/Larose uniform company. These are the only outerwear garments permitted to be worn in the classrooms during school hours.

Uniform Infractions

A uniform infraction log will be kept in each classroom and for **every third uniform infraction a child incurs he/she will be assigned to after-school detention and will lose their fun wear dress privilege for the next scheduled occurrence.** Continued infractions could result in other disciplinary action.

Belts: (black, navy blue, brown or tan): Must be worn as they complete the outfit.

Shoes: A “gym” type shoe is required. Mostly white, gray, or black is preferred. Any black sole shoe must not leave marks on the floors. Gym shoes are required for P.E. classes. **No roller skate shoes (shoes with wheels embedded in the sole) or light-up shoes.**

Socks: Girls may wear white ankle socks, white or navy knee socks, white or navy tights; no combinations, no leggings. White crew socks may be worn, if desired, with shorts. Boys must wear white crew socks, or white sport socks with shorts. **No black/colored socks are permitted.**

T-shirts: T-shirts worn under shirts and blouses must be white with no inscriptions or logos and cannot hang out under the short sleeve of the shirts and blouses. Also, turtlenecks are not

allowed.

***Slacks and Walking Shorts:** Must be belted securely at the waist; no bagging or sagging.

***Sweaters/Sweatshirts:** Navy or red cardigans; navy or red pullovers; red school sweatshirts with logo.

***Fleece Vest/Jackets:** Red fleece vests or jackets with the school logo, purchased through Dennis/Larose, may be worn in the classrooms.

***Hooded Sweatshirts:** Dennis Larose navy with school name

Grades K through Fifth

BOYS

Summer Uniform

*Knit Shirts (red or navy blue with logo)/*Walking Shorts (navy or khaki)

Winter Uniform

*Knit Shirts (red or navy blue with logo; long or short sleeve)/*Navy or Khaki slacks (may be worn anytime)

GIRLS:

Summer Uniform

*Knit Shirts (red or navy with logo)/*Walking shorts (navy or khaki)/*Skort (navy or khaki)/*Capri Pants/ Plaid Jumper (knee length)/* White or Yellow Blouse (long or short sleeve)/*Polo Dress (K-1)

Winter Uniform

* Plaid Jumper (knee length)/* White or Yellow Blouse (long or short sleeve)/Navy or* Khaki Slacks (may be worn anytime) / *Knit Shirts (red or navy with logo) (may be worn with slacks)
If girls prefer to wear shorts under their skirts, the short must be appropriate length for PE but must not hang out bottom past skirt length.

Junior High Grades Sixth through Eighth

BOYS

Summer Uniform

*Knit Shirts (red or navy with logo)/*Walking Shorts (navy or khaki)

Winter Uniform

*Oxford Button-Down Shirts (blue; long or short sleeve)/*Knit Shirts (red or navy with logo)/*Navy or Khaki Slacks (may be worn anytime)

GIRLS

Summer Uniform

*Knit Shirts (red or navy with logo)/*Walking Shorts (navy or khaki)/*Capri pants

Winter Uniform

*Oxford Button-Down Blouse (white or blue; long or short sleeve) or Quarter-length white blouse/)/*Knit Shirts (red or navy with logo)/*Navy/White Plaid Skirt --**No shorter than 2 ½ inches (width of a dollar bill) above the knee length**--*Navy or Khaki Slacks

Girls must wear shorts under their skirts. The short must be appropriate length for PE but must not hang out bottom past skirt length.

***Uniform Guidelines- All students**

- Wrist watches may be worn; No smart watches
- Bracelets, and rings should be minimal, and necklaces should be of a religious nature;

- Girls may wear one small, pierced, post earring that does not dangle; ear clips or gages are not allowed; Boys may not wear any type of earrings.
- Body piercing of any kind other than the ears is prohibited
- Nail polish, if worn, must be pastel pink in nature, no iridescent or bold colors. No fake nails.
- The girls in junior high may wear minimal make-up only.
- Extreme hair coloring and bleaching is prohibited
- No scarves should be worn in hair
- No visible tattoos of any kind
- **Silly bands are not allowed at any time**
- Sweatshirts purchased from Dennis/Larose.
- T-shirts purchased or provided by St. Joseph School. T-shirts must not be faded, stained or have any holes.
- Blue jeans or **Blue jean Capri pants (for girls). Capri pants must come down to mid calf- no knee shorts. Blue jean shorts are not permissible.**
- Blouses and shirts are to be worn tucked in except on “Fun-Wear” days. Belts must be worn.

Free Dress

- Clothing should be neat. No worn, frayed, torn or soiled clothing.
- Clothing may not contain messages that are not in keeping with the teaching of our faith.
- No short shorts. Short length must be no shorter than 2 inches above the knee. No spaghetti straps or tank tops.
- Skirt length is to be closer to the bend of the knee than the torso of the body.
- Gym shoes

School related events, such as graduation and dances, will have dress code requirements provided to the student before the event.

PARENT - SCHOOL RELATIONS

Parent/Guardians

A healthy and interested attitude of the child toward study and learning is largely determined through proper motivation on the part of the parents. For the academic success of the student, it is extremely important that repeated stress be placed on:

- responsibility to be at school on time and in attendance, unless ill;
- the student getting to bed early on school nights;
- the student dressing accordingly to school dress;
- acquisition of good work habits;
- ability to listen while instruction is being given.

The completion of homework and independent study has long been recognized as necessary and integral parts of a thorough foundation in education. Awareness of and proper attitude toward this maxim will be rewarding to both parents and children. Courtesy and obedience bring honor to both parents and children.

Parental Commitment

The Catholic Church believes that parents are the first and foremost educators of their children. Therefore, in addition to taking this role at home, parents are encouraged to be active and interested in the life of the school community. The operation of a successful school depends on participation and support from the parents and friends in the community. The school depends on volunteers for many activities. All parents are encouraged and expected to get involved in activities, including volunteering in the classroom, driving on field trips, and fundraising.

All adult volunteers that interact with children are required to attend the Diocesan Youth Protection Class every 3 years before participating in any school related activities. Youth Protection course may be taken online at safeandsacred-birmingham.org

Parent/Teacher Organization (PTO)

“Each school shall have a Parent-Teacher Association whose major function is to foster quality education through cooperation and communication between parents and teachers.” (Policy No. 2330.1 – Policy Manual for the Catholic Schools in the Diocese of Birmingham in Alabama)

The P.T.O. is essentially a service and information organization, mutually helpful to parents and teachers through exchange of ideas and participation in cooperative activities and programs providing the best possible education for the students. All parents are strongly encouraged to become active in the P.T.O. and to attend the scheduled meetings. Many opportunities for volunteer services are available to the members. All faculty members attend P.T.O. meetings. Their interested participation is vital to the success of the organization’s endeavors. The P.T.O. sponsors programs of interest providing materials, equipment, supplies, programs, etc. for students. The funds are provided by annual dues of \$30.00/family and by fund-raising projects.

The meetings are held four times a year. *PTO Officers* and Committee members work along with the principal to determine fundraisers, projects, budgets, etc. Membership to this committee is open to all interested parents/guardians. A letter or phone call to the principal stating your interest is all that is needed.

Communication Procedures

Communication between parents and teachers is very important. Generally there are various ways to communicate with your child’s teacher. These are: 1) Notes sent via your child, 2) Email, 3) Conferences. Conferences may be scheduled through the school office or directly with the teacher. Formal conferences for all parents are scheduled in the fall and spring.

Issues and concerns of any kind should be addressed first with the individual teacher. Typically, ninety-five percent of all problems will be resolved in this way. If the issue is not resolved with faculty and the parent needs to explore additional support, the following sequence must be followed:

1. A parent is to contact the principal. The principal may arrange a joint meeting between the parent(s), teacher or other staff member, and the principal.
2. If still unresolved, the parent (s) may contact the pastor for consultation.

Communication Responsibilities

The good name, reputation, and personal safety of each student, faculty, and staff member, as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal

identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.

2. In order to protect each and every student as well as employees and the institution itself each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is serious whether this be done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.

Parent to Parent Communication

Class notes from parents to other parents must be approved in advance by the teacher or principal.

Fundraising

All fundraising must be done through an organization, with approval in advance from the principal.

School Board

"The local Catholic School Board sets local policies within the framework of the policies which are established by the Diocesan Catholic School Board and implemented by the Superintendent of Catholic Schools." (Policy No. 2320 – Policy Manual for the Catholic Schools in the Diocese of Birmingham in Alabama). St. Joseph School Board operates within the framework of the above statement. Its membership encompasses representatives from the three subsidizing Catholic parishes, namely St. Michael's, Our Lady of the Shoals and St. Joseph. An appointed member represents other denominations. The three Pastors, the Principal, and a faculty representative are ex-officio members.

GENERAL PROCEDURES

School Records

St. Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Parents / legal guardians have the right to inspect all official records relating to their own child. Records are confidential. Records must be reviewed in the school office in the presence of the principal. The school respects the right of a non-custodial parent to review the records unless a copy of the divorce decree stating otherwise is supplied by the custodial parent and is on file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. No records will be sent to transferring schools of students whose financial commitment is in arrears

Custody Issues

When there is a divorce resulting in custody issues, the school must have a court certified copy of the decree for custody for the permanent records. This document is needed in order to give the school direction regarding the non-custodial parent visiting the school, going on field trips, and picking up the student. Without the correct court papers, the school must assume that both parents have full equal access to the child.

Emergency Drills

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

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Sit in a column with assigned class.
5. Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in a single file.
3. Sit, face the wall, and put hands over head.
4. Return to the classroom when a signal is given.

Arrival

The front door of the school opens at 7:40 A.M. every day. **All students other than morning EDP students must be dropped off at the front door. Any student dropped off at EDP will be charged. Parents should not park anywhere on campus and allow their child/children to walk to the front door.** The bell rings at 7:55 A.M. for students to report to their classrooms for the opening exercises at 8:00 A.M. Students will be marked tardy if not in the classroom by 7:56 A.M. If a student arrives after the front door of the school is closed, the parent must come into the school building and sign the child in.

Dismissal Grades 1-8

Please arrange timely and appropriate transportation for your child at dismissal by 3:00 P.M. Students will be dismissed from the front entrance. Students who are remaining in the classroom at 3:15 P.M. will be admitted to the EDP program with appropriate charges.

There are three 1:00 p.m. Monday dismissals each semester. Teachers participate in a faculty in-service on these days. These days are marked on the school calendar available on the website. The Parish Center and other Parish buildings are off limits to students after dismissal except for scheduled sporting activities. Students must have a handwritten note or parents must send an email in order to ride home with someone other than their designated pick-up person.

Front Entrance Dismissal

Traffic will be one-way up the hill from Veteran's Drive or Florence Blvd. on Plum Street and around the church with pick up at the front entrance under the shelter. All vehicles must pull up to the curb along the school before the children enter. Delays are caused when the rule is not observed. Move ahead and pull up to the curb as vacancies occur.

3K, 4K, and Kindergarten Dismissal

Parents will drive their children to the classroom doors (outside back entrance) in the mornings. The children will also exit through these doors at dismissal time. Dismissal for the 3K through the Kindergarten will begin at 2:45p.m. Each day. Students who are not picked up by 3:15 will be escorted to EDP. On minimum days (1:00 P.M. dismissal) 3K through Kindergarten students will be dismissed from their classroom doors at 12:45 P.M.

- Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.
- Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.
- The school office will be closed from 3:00p.m.-3:25p.m. For dismissal.

Lost and Found

To ensure that your child's lost items are promptly returned, please label all supplies, personal articles, coats, hats, sweaters, lunch boxes, etc. Please ask your child to check in the office immediately if any items are lost. All unclaimed items will be displayed in the foyer the last week of each month. After that time, any unclaimed items will be given to the needy.

Birthday Observances

A student may wear appropriate free dress (with tennis shoes) for birthdays. If a student has a June birthday, their free dress will be on the corresponding day in April and May for July birthdays. Weekend birthdays are celebrated on Monday. Children's birthdays may be celebrated at lunchtime with parents responsible for all refreshments (cupcakes, cookies) for the entire class. Please check with the teacher ahead of time. There are to be no gifts or party favors. **If children have a party after school hours, party invitations may not be distributed at school.**

Junior High Dances

Each 6th, 7th, and 8th grader may invite two friends (male or female) to each school dance. The invitee must be in one of the area 6th, 7th, or 8th grades or a member of the immediate graduating class from SJS. A permission form to the invitee must be submitted to the office by the Thursday before the dance. A form for such can be obtained in the school office. No one is allowed to leave the premises during a dance; if they do their parents will be called and they must go home. Parents are responsible for picking up their children on time. The class hosting the dance is responsible for decorating and cleaning up after the dance.

Visitors

All visitors, parents, and volunteers must report to the office immediately upon entering the school. Parents wishing to visit classes should make arrangements through the office and teacher. Students visiting from other schools, even St. Joseph's alumni, may not be on campus unsupervised. Arrangements for visitors must be pre-approved by the office at least 24 hours in advance. All visitors on campus must wear a name tag obtained in the school office. Visitors will not be allowed on the school premises until further notice.

Telephone

The telephone is for school business but may be used by students if they have permission. Students will not be allowed to call home for forgotten assignments or materials left at home. When an after-school event is cancelled for any reason, we allow students to call and inform their driver. Messages from home will be conveyed to your child.

Textbooks

No writing in the books except for the student's name. Lost or damaged books are to be paid for at replacement value. If workbooks are lost, students must purchase new ones. Hardback textbooks are turned in at the end of the school year.

School Closings

In the event of severe weather, parents may pick up their children if they deem it safe and necessary. Otherwise, students will go to designated areas. If driving is hazardous due to snow or ice, and it becomes necessary to dismiss school you should listen to local radio and television for closing information. Announcements for school closing will be determined by the principal and will be made in a timely manner allowing parents the opportunity to make arrangements for childcare. Listen to these stations to hear if the school will be closed or start later due to weather conditions:

FM Radio Station-WQLT 107.3

Television Stations- **WHNT- CHANNEL 19, WAAY CHANNEL- 31, and WAFF- CHANNEL 48**

Online: www.waaytv.com; www.waff.com

There will also be an attempt to reach the parent by phone using our Renweb/FACTS system notification.

Disclaimer

This policy booklet is limited in content. Emphasis has been placed on those things that are deemed most pertinent and beneficial to the students, parents, and personnel of St. Joseph Regional Catholic School. It would be impossible to anticipate all problems which may arise. Yet each year a few "distractions" show up on our school grounds. Anything that disrupts the spirit, education, philosophy, or dignity of St. Joseph Regional Catholic School will be held to be unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with the principles implicit in our existing policies. ***The School Administration retains the right to amend this handbook at any time during the year***

Parent/Student Handbook Acknowledgement Form

As a parent, guardian and/or student of St. Joseph Regional Catholic School, I hereby verify that I have read, understand, and will abide by the policies and procedures as stated in the 2020-2021 Handbook.

Full Name of Parent (Please Print) _____

Signature of Parent _____ **Date** _____

Signature of Parent _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____