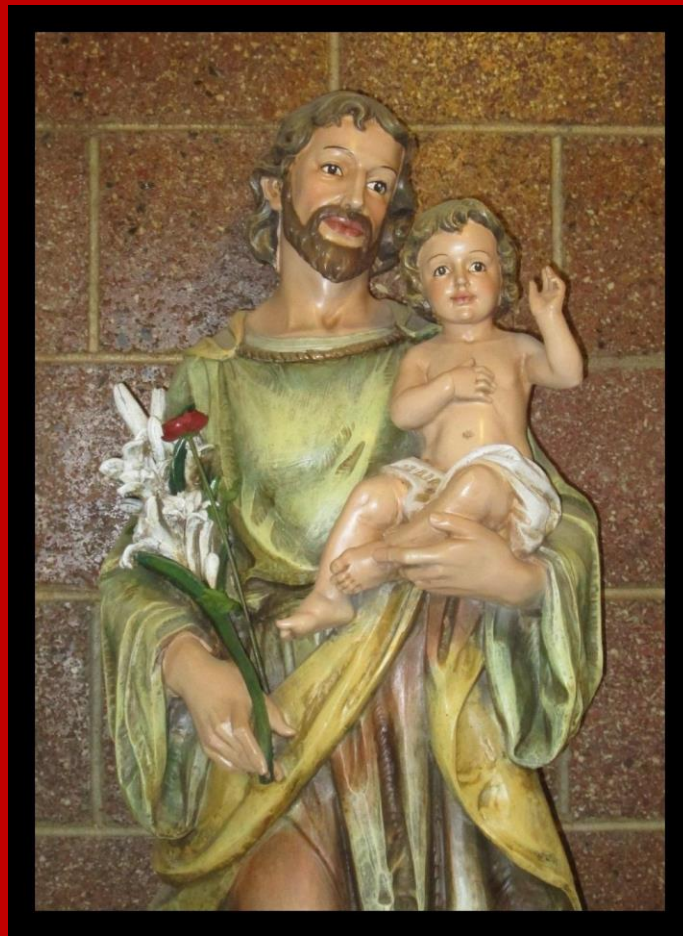


St. JOSEPH

S C H O O L

PARENT/STUDENT HANDBOOK



HOLINESS AS A WAY OF LIFE

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The handbook will be amended annually and when necessary.

SAINT JOSEPH SCHOOL
1810 Howard Drive
Knoxville, Tennessee 37918

Phone: (865) 689-3424

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Office Hours: Monday – Friday 7:30 a.m. – 4:00 p.m.

Email: saintjosephschool@sjsknox.org

Website: www.sjsknox.org

RenWeb: www.renweb.com (district code: SJS-TN)

Saint Joseph School is a parochial school PreK-8 certified by the Tennessee State Department of Education, accredited by AdvancEd and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, and operated under the auspices of the Schools Office of the Roman Catholic Diocese of Knoxville.

GENERAL INFORMATION

Saint Joseph School was founded in 1908 as Holy Ghost School. In 1963 the school was relocated to the present campus in North Knoxville near Fountain City and renamed Saint Joseph School under the leadership of Fr. Albert Henkel, then pastor of Holy Ghost Church. In 2011, Bishop Richard Stika made Saint Joseph a regional school serving families from a number of parishes in Knoxville and the surrounding area. A certified and dedicated faculty includes specialists in fine arts, foreign language, physical education, special education, and technology. PreK-Grade 8 class sizes comply with state regulations.

SCHOOL MOTTO

Holiness as a Way of Life

MISSION STATEMENT

Saint Joseph School, in cooperation with parents and parish communities, teaches and nurtures the Catholic faith. We are a school dedicated to academic excellence through a curriculum that promotes the growth of the whole child and service to others – a place
“where we are committed to holiness as a way of life.”

VISION STATEMENT

With the guidance of the Holy Spirit,
Saint Joseph School is committed to serving families in the greater Knoxville area, and together with parents, to foster the spiritual, academic, physical and emotional growth of each of its students in a joy-filled environment, centered on the love of God and nourished by His sacraments; a place where the image of Christ in one another is recognized and celebrated.

SCHOOL PRAYER

All I do today, dear Lord, I offer up to you. Amen.

This handbook is dedicated to the Holy Family

The first setting in which faith enlightens the human city is the family... In the family, faith accompanies every age of life, beginning with childhood: children learn to trust in the love of their parents. This is why it is so important that within families parents encourage shared expressions of faith which can help children gradually to mature in their own faith.

Pope Francis,
Encyclical Letter ***Lumen Fidei***, *The Light of Faith*,
June 29, 2013, nos. 52-53

Parents' Role in Education

"The special character of the Catholic school and the underlying reason for its existence...is precisely the quality of the religious instruction integrated into the overall education of the students."

The Religious Dimension of Education in a Catholic School
Sacred Congregation for Catholic Education

Parents, as the primary educators of their children, have the responsibility to be the primary role models for the development of the child's life -- physically, mentally, spiritually, emotionally, morally, and psychologically. The staff of Saint Joseph School considers it a privilege to cooperate with parents in the education of their children. The parent's choice of Saint Joseph School involves a commitment and exhibits a concern for helping the child to recognize God as the greatest good in his/her life.

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

It is essential that a child takes responsibility for his/her behavior and grades he/she has earned, being accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

The Saint Joseph School staff makes a commitment to partnership with parents as we begin the pilgrimage of this school year. Together parents and staff will support one another as we call children to their individual greatness in all that they do.

Parents of Saint Joseph School students are asked:

- To support the religious and educational goals of the school.
- To share concerns with appropriate persons.
- To support and cooperate with all school policies and procedures.
- To treat teachers and staff with respect and courtesy in discussing student issues.
- To set rules, times and limits so that your child:
 - gets to bed early on school nights.
 - arrives at school on time and is picked up on time at the end of the day.
 - is dressed according to the school dress code.
 - completes class assignments on time.
 - has lunch everyday.
- To actively participate in school activities and fundraising efforts.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school office of any change of address and/or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and/or health.
- To complete and return to school promptly any requested information.
- To read all school information including that posted on **RenWeb**.

Admissions Information

Admissions

After paperwork and applications for enrollment have been completed, applicable student records will be reviewed to determine the student's eligibility for enrollment.

Admissions Priority

Students will be admitted to Saint Joseph School in the following order:

1. Pre-Kindergarten Only– Children of faculty and staff of Saint Joseph School.
2. Currently enrolled students*, who are in good standing, have pre-registered, and paid the registration fee. Incoming Kindergarten students must first meet screening test standards.
3. Siblings of currently enrolled students who are in good standing, in order of the preference outlined in numbers four and five below.
4. Children of registered and contributing members of Roman Catholic parishes.
5. Children of non-Catholic families.

Children of Catholic families who are not registered or contributing members of a Roman Catholic parish will not receive special consideration for registration. All new families who have pre-registered students will be notified of their acceptance or conditional acceptance by mid-June.

All students entering Saint Joseph School for the first time and new to our diocesan school system are accepted on a probationary basis. The probationary period is for 90 school days and is intended to benefit both the student and the school. During the probationary period, if necessary, parents may be asked to attend a parent conference to discuss their student's progress. Saint Joseph School strives to provide a Christ-centered learning environment that promotes academic success and personal responsibility.

During the 90-day probationary period, if the school determines the student is unable to perform adequately in this environment, any prepaid tuition will be prorated and refunded. Grades will not be released until all accounts are current. Fees are non-refundable.

*Students not re-enrolled by May 1 may lose their place if the class becomes full.

Age Requirements

Pre-Kindergarten students must be four years old before August 15 of the year entering Pre-Kindergarten. Students entering Kindergarten must be five years old before August 15 of the year entering Kindergarten unless they were enrolled in a recognized Pre-K program. Those students entering first grade must be six years old before September 30 of the year entering first grade and have evidence of attending a state-approved kindergarten prior to admission.

Entrance Requirements

The following records are required to process a student's application:

- Baptismal record
- Birth certificate
- Copy of social security card
- Copy of student's most recent standardized test scores (if applicable)

- Copy of student’s most recent and previous school year’s progress report/report card
- Copy of student’s special education file (if applicable)
- Custodial records (in case of divorce); court order
- Preliminary physical for pre-kindergartener/kindergartener
- Proof of immunizations
- Proof of insurance

For Catholic Families:

- Copy of signed Stewardship/Parish Contribution Form
- New to the area – Letter of introduction from your pastor
- Grades 6-8 – Letter of recommendation from your pastor

All Prospective Students

- Interview with the principal

Failure to submit all of the necessary documentation slows the application process. Please submit all the necessary information when submitting the application. Failure to provide pertinent information may result in the student being denied admission.

Individual readiness screening for Kindergarten is required and administered by Saint Joseph School staff. For incoming students in grades 1-8, academic screening may be required as determined by the administration.

After a student receives his/her letter of acceptance, the following must be provided to complete the acceptance process:

- Official transcript
- Tennessee Child Health Record – official copy from child’s physician
- Non-refundable retainer fee of \$200

Immunizations

Students entering Saint Joseph School must show proof of the following immunizations:

DPT	Hepatitis B	HIB	MMR*	POLIO
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***The State requires that children entering Kindergarten, 4th grade, and 7th grade must have a second dose of MMR.**

Students who have not had all required immunizations may not be admitted to school until proof of immunizations is complete and in the office.

Children enrolling in Pre-Kindergarten

Students entering pre-K must be up to date at the time of enrollment and are required to provide an updated certificate at the time of enrollment.

- Diptheria-tetanus-Pertussis (DtaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- **Haemophilus influenzae type B (Hib)** – age younger than 5 years only (This requirement is resumed immediately, following suspension during a national Hib vaccine shortage 2008-2009)

- **Hepatitis B (HBV)**
- **Pneumococcal conjugate vaccine (PCV)** – age younger than 5 years only **Hepatitis A** – 1 dose, required by 18 months of age or older

Children enrolling in Kindergarten

- Diphtheria-Tetanus-Pertussis (DtaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV) – **final dose on or after the 4th birthday now required**
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease)
- **Hepatitis B (HBV)**
- **Hepatitis A** – total of 2 doses, spaced at least 6 months apart

All children entering 7th grade (including currently enrolled students)

- **Tetanus-diphtheria-pertussis booster (“Tdap”)** – not required if a Td booster dose given less than 5 years before 7th grade entry is recorded on the DtaP/Td line
- **Verification of immunity to varicella – 2 doses** or history of disease

Children who are new enrollees in a TN school in grades *other* than Kindergarten or 7th

- Diphtheria-Tetanus-Pertussis (DtaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV) – **final dose on or after the 4th birthday now required**
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease)
- Hepatitis B (HBV)

Insurance

All students are required to be covered by a primary insurance carrier. A copy of your family insurance card must be on file in the school office. At registration, information is provided to explain the school accident insurance plan. This plan is secondary coverage, and payment is made only after the student’s primary carrier has made payment. School insurance is provided at a nominal fee and is included with the registration fees. To file an insurance claim, parents should contact the school office to obtain the correct forms.

Non-Discrimination Policy

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

Pre-Registration

Pre-registration takes place in January of each year for the following school year. Pre-registration forms for currently enrolled students must be returned to the office by the prescribed date to reserve the student’s space in his/her class. A deposit of \$200 per family must be paid at this time. This amount will be credited to your student fees.

In March/April, students who are pre-registered for Kindergarten are screened to determine school readiness. If students do not seem ready for school, the parents will be notified and suggestions given to help the students mature and develop necessary skills to enroll the following year. Students entering first grade who did not attend Saint Joseph School Kindergarten are also tested to determine reading and math readiness.

Transfers

To ensure that Saint Joseph School can best serve all of its students, the following criteria will be considered for students transferring to Saint Joseph School: parish affiliation (if Catholic), academics, conduct/deportment, suspension and/or expulsion from another school. Each applicant's history and situation will be carefully evaluated on an individual basis. No student will be accepted until the academic and conduct documentation from his/her previous school is submitted to Saint Joseph School and reviewed.

Students who wish to be considered for transfer within area Catholic schools during the school year must adhere to the following guidelines:

- The principal of the school in which the student is currently enrolled must be notified.
- The Application/Admissions process for the school to which the student wishes to apply must be followed.
- Principals should confer on the issue(s) concerning the student transfer.
- An agreement must be reached between principals that the transfer is in the best interest of the student and the two schools.
- The principals should notify the Superintendent of Schools of the final decision.
- All new students at Saint Joseph School are *conditionally* accepted with a 90-day probationary period.

Withdrawal Process

When a student withdraws during the school year, the following process should be followed:

1. Notify the principal in writing of the effective date of the withdrawal.
2. Contact the office at (865) 689-3424 to assure that all accounts (tuition, cafeteria, after school care, etc.) are paid in full, and that athletic uniforms, textbooks, and library books are returned to the school.*
3. Sign the *Authorization for Release of School Records* form at Saint Joseph or at the new school the student will be attending.
4. A parent interview may be requested; however, parents are under no obligation to participate.

*This step must be completed before records are released to the new school.

Tuition

A committee consisting of the Superintendent of Schools for the Diocese of Knoxville and the area pastors and principals set tuition fees. Tuition is determined by the number of students enrolled with relation to the cost of maintaining a quality faith-based curriculum staffed by certified and experienced teachers.

Understanding Stewardship and Catholic School Tuition

Education is based on trust. Catholic education is rooted in trust, which flows from people's acceptance of Gospel values. Christian stewards are conscientious and faithful. The first requirement of a steward is to be "found trustworthy." (I Cor. 4:2)

The Catholic school tuition program asks each family to examine its own resources, to determine how it currently spends these resources, and to evaluate this in light of what the family *now* pays in tuition--and what the family *might be able* to pay.

Tuition Rates, Annual Student Fees, & Child Care Tax Credit

Pre-K Tuition Rates	
5-day program (M-F)	\$5,500/year
3-day program (M,W,F)	\$3,500/year
2-day program (T,TH)	\$2,500/year

Parishioner Tuition Rates

This Tuition Schedule shown here is for Saint Joseph School only. If you have children in both Saint Joseph School and Knoxville Catholic High School, please refer to the enclosed Knoxville Region Catholic Schools Tuition Form.

	Catholic Student Cost Per Pupil	Standard Parish Contribution	Net Catholic Student Tuition	10 Monthly Payments	12 Monthly Payments
1 Child	\$7,665	\$200	\$7,465	\$746.50	\$622.09
2 Children	\$15,330	\$1,000	\$14,330	\$1,433.00	\$1,194.17
3 Children	\$22,995	\$3,000	\$19,995	\$1,999.50	\$1,666.25
4 Children	\$30,660	\$5,500	\$25,160	\$2,516.00	\$2,096.67

Non-Catholic Tuition Rate

	Total Student Tuition	10 Monthly Payments	12 Monthly Payments
1 Child	\$8,600	\$860.00	\$716.67
2 Children	\$17,200.00	\$1,700.00	\$1,433.33
3 Children	\$25,800.00	\$2,580.00	\$2,150.00

Annual Student Fees

In addition to tuition, an annual student fee of \$360.00 is required. This fee includes the cost of textbooks, technology, the diocesan assessment fee, student insurance, and the Home & School fee.

Registration Fee

As part of the enrollment/reenrollment process, a fee of \$200.00 is due once your child(ren) have been enrolled. This registration deposit is non-refundable unless Saint Joseph School is unable to accept a student or a family relocates out of town. The Registration Fee reserves a student's place in his or her class and allows the school to plan accordingly. The \$200.00 will be applied to the Annual Student Fees (see description above).

Tuition Payment Plans*

❖ Option 1: Single Payment

The total tuition is paid in full plus the balance of fees due on or before the first day of school. You may pay with cash, check, cashier's check, or money order made payable to Saint Joseph School.

❖ Option 2: Monthly Payment through FACTS Tuition Management Service

The total tuition amount is paid over a period of ten months. FACTS Tuition Management Service will electronically deduct the payment from your bank account on the 5th or the 20th of the month. Making a down payment can reduce the monthly amount due. A FACTS enrollment form is included in the registration packet. The FACTS Tuition Management Company enrollment fee will be covered by Saint Joseph School.

❖ *Regardless of which option is selected, the FACTS program will also be used for other expenses: cafeteria, after care, athletic fees, etc.*

Child Care Tax Credit

For many of our families, money spent on Pre-Kindergarten tuition qualifies for the Child Care Credit for federal income tax purposes. For more information, please visit: <https://www.irs.gov/taxtopics/tc602.html> .

Need-Based Tuition Scholarships

It is the policy of the Diocese of Knoxville that no Catholic child living in the diocese shall be denied a Catholic school education because of parent inability to pay tuition. A Catholic child is defined as a child who has been baptized, is Catholic, and whose family regularly* attends Sunday Mass and actively supports the parish via time, talent, and treasure (*currently interpreted to mean weekly). Parishes of the Diocese of Knoxville offer Need-Based Tuition Scholarships to Catholic students who could not otherwise afford to attend a Catholic School.

All scholarship funds come from the Knoxville Regional Catholic Schools Operating Fund, funded in the majority by regional parishes. The amount received by each Catholic family is recommended by application through the FACTs process as well as interviews with local evaluators. The pastor of the parish in which the family is registered approves the final determination.

Applicants seeking Need-Based Scholarships must apply through FACTs. Scholarships not automatically renewable. Each family seeking scholarships must reapply for it each year. Requirements for this process are as follows:

1. Obtain the Stewardship/Parish Contribution Form from the school office, which must be signed by the Pastor or his designee.
2. After creating a user account, complete the FACTs online application and submit all the necessary documents at: <https://online.factsmgt.com/signin/3VVRV>
3. A local tuition evaluator will contact applicants to set up interviews.
4. All forms should be received by the designated deadline. **Failure to meet the deadline will jeopardize the opportunity to receive scholarships.**
5. When the above deadlines have been met, the pastor and/or his designee(s) will notify parents of the decision regarding scholarships. The pastor reserves the right to request additional financial information.

Religious Education

The religious education program is based on the document, To Teach as Jesus Did. Students learn the mysteries of the faith according to their own levels of understanding and experience. The celebration of the sacraments is the core of our religion program. The Holy Sacrifice of the Mass is celebrated daily in our chapel and several times throughout the year, children are offered the opportunity to receive the sacrament of Reconciliation. Eucharistic adoration is offered each First Friday culminating in Benediction.

Teachers integrate basic Christian principles of the Catholic Church with all other aspects of the instructional program. Students are given numerous opportunities to participate in liturgical and paraliturgical functions, and to participate in service projects for the Church and community. Collections of food, toys, clothing and other needed items are made at various times during the year.

Through prayer and worship, the students grow in their knowledge of the Catholic Church and become aware of the increasing interdependence among people and nations of the world. They are asked to translate their Christian values and beliefs into action for peace and social justice. Teachers also encourage Christian behavior in the classroom and during school activities.

Altar Servers

All Catholic students in grades three through eight who have received their First Holy Communion have the opportunity to be an altar server. Special training is given at school in preparation for service at the altar of the Lord.

First Reconciliation, First Holy Communion, and Confirmation

The Sacramental life of the students of the Catholic tradition is an important component of the religion program of Saint Joseph School. Preparation for the Sacraments of Reconciliation, Holy Eucharist, and Confirmation form the core of our efforts. In accordance with diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. Catholic students in the second grade will receive the Sacraments of First Reconciliation and First Holy Communion. Students begin preparation for these Sacraments as soon as they enter second grade. In conjunction with Holy Ghost, Immaculate Conception, and Saint Albert the Great Parishes, Saint Joseph School also prepares Catholic students in the sixth grade for reception of the Sacrament of Confirmation.

The dates for reception of these Sacraments will be announced as soon as they are selected by the parishes. The first celebration of these sacraments takes place in the parish community to which the child belongs. Parents are required to be active partners in the preparation of their children for these Sacraments. In an effort to provide many opportunities for grace and to encourage habits of frequent confession, students in grades three through eight have the opportunity to receive the sacrament of reconciliation several times throughout the year.

Mass Attendance

Mass is celebrated daily at 7:55 am at Saint Joseph School in the Chapel when priests are available. Classes attend on alternating days Tuesday through Thursday. On Friday and other special occasions, all grades attend Mass. Students have the privilege to serve as cantors, readers, and altar servers. They also lead the general intercessions and participate in the offertory procession as gift bearers. Students will observe the following rules at Mass:

- There should be silence when entering and exiting the Chapel. The time before Mass begins should be used to prepare for being with our Blessed Lord.
- Before entering your place in the Chapel, face the altar and genuflect on the right knee. This act reverences Jesus in the tabernacle truly present in the Most Blessed Sacrament. This should be a distinct motion.
- Remember that the Chapel is the house of our Lord and in His presence we are to be on our best behavior and participate in the songs and prayers of the Mass.
- When receiving Holy Communion and the priest or the Extraordinary Minister of the Eucharist says, “The Body of Christ,” bow your head and respond “Amen” in a voice audible to the priest or Extraordinary Minister. Return reverently to your place.
- After Holy Communion, say a prayer of Thanksgiving and then join in singing the Communion song.
- Use participation aides when available (i.e. missals, hymn books, etc.).
- Remain kneeling until the priest places the Blessed Sacrament in the tabernacle, closes the tabernacle, and returns to his chair.

Service Program

“If a brother or sister has nothing to wear and has no food for the day, and one of you says to them, “Go in peace, keep warm, and eat well,” but you do not give them the necessities of the body, what good is it? So also faith of itself, if it does not have works, is dead.”
- James 2:15-17

“Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.”
- Matthew 25:34-36

The goal of the Saint Joseph School service program is provide opportunities for our students to live their faith, to become people of compassion and gratitude, and to allow them to see Christ in the faces of those in need. Our students are encouraged to be of service to our school, to their parish or place of worship, and to the greater community.

Students at all grade levels will have the opportunity to participate in class-sponsored service projects. Some of these projects may invite participation from the entire school. Middle School students are challenged to complete an individual service requirement in addition to class projects.

8th Graders will complete **6** service hours during each academic quarter. Verification forms must be turned in to the Religion teacher by the end of each quarter. Throughout the year, each student must complete at least **6** hours of service in each category: to the school, to their parish or place of worship, and to the greater community. Hours completed over the summer can be applied to the quarter of the student’s choosing in the appropriate category.

1st Quarter 6 Hours	2nd Quarter 6 Hours	3rd Quarter 6 Hours	4th Quarter 6 Hours
To our School At least 6 Hours	To your Parish/Place of Worship At least 6 Hours		To the Community At least 6 Hours
School Year 24 Hours			

7th Graders will complete **4** service hours during each academic quarter. Verification forms must be turned in to the Religion teacher by the end of each quarter. Throughout the year, each student must complete at least **4** hours of service in each category: to the school, to their parish or place of worship, and to the greater community. Hours completed over the summer can be applied to the quarter of the student's choosing in the appropriate category.

1st Quarter 4 Hours	2nd Quarter 4 Hours	3rd Quarter 4 Hours	4th Quarter 4 Hours
To our School At least 4 Hours	To your Parish/Place of Worship At least 4 Hours		To the Community At least 4 Hours
School Year 16 Hours			

6th Graders will complete **3** service hours during each academic quarter. Verification forms must be turned in to the Religion teacher by the end of each quarter. Throughout the year, each student must complete at least **3** hours of service in each category: to the school, to their parish or place of worship, and to the greater community. Hours completed over the summer can be applied to the quarter of the student's choosing in the appropriate category.

1st Quarter 3 Hours	2nd Quarter 3 Hours	3rd Quarter 3 Hours	4th Quarter 3 Hours
To our School At least 3 Hours	To your Parish/Place of Worship At least 3 Hours		To the Community At least 3 Hours
School Year 12 Hours			

How to record completed service hours:

Send an email with the information about completed service hours to the Service Coordinator or complete the form below (available on the Middle School Religion webpage or from your Religion teacher) and return it to the Service Coordinator. Be sure to circle the category of service (School; Parish; Community) and to get the signature of an adult who supervised the service. The following will not count towards the student requirement:

- Babysitting
- Things done for relatives
- Donating money

If you are unsure about whether a type of service will count towards your requirement, you are strongly encouraged to ask before you begin the activity. A sample form is provided below followed by suggested service opportunities.

<p>Service Hour Form Student Name: _____ Date of Service: _____ Number of Hours: _____ <table border="1" style="width: 100%; text-align: center;"> <tr> <td>School</td> <td>Parish/Place of Worship</td> <td>Community</td> </tr> </table> Description of Service: Supervisor Signature: _____ Turn in completed form to your Religion Teacher</p>	School	Parish/Place of Worship	Community	<p>Service Hour Form Student Name: <u>Johnny Student</u> Date of Service: <u>9/15/13, 9/22/13</u> Number of Hours: <u>2 hours</u> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>School</td> <td>Parish/Place of Worship</td> <td>Community</td> </tr> </table> Description of Service: Altar Server for Mass Supervisor Signature: <u>Fr. John Dowling</u> Turn in completed form to your Religion Teacher</p>	School	Parish/Place of Worship	Community
School	Parish/Place of Worship	Community					
School	Parish/Place of Worship	Community					

As forms are turned in, RenWeb will be updated to show a running total.

List of suggested service opportunities:

<p>Serve at School:</p> <ul style="list-style-type: none"> • PARTICIPATE IN CLASS PROJECTS • PARTICIPATE REGULARLY IN THE LEGION OF MARY • PARTICIPATE IN LEGION OF MARY SERVICE PROJECTS • ORGANIZE FOOD FOR THE THANKSGIVING BASKET • ORGANIZE CLOTHES AND BABY ITEMS FOR THE BABY SHOWER PROJECT • HELP TEACHERS DURING ADMINISTRATIVE DAYS (WITH TEACHER PERMISSION) • CLEAN UP WORKROOM • CLEAN UP SCHOOL GROUNDS • PARTICIPATE/VOLUNTEER TO HELP FOR FAMILY FAITH NIGHT EVENTS • CLEAN UP BEFORE AND AFTER SPORTS EVENTS (WITH PERMISSION OF PHYS. ED TEACHER) • ORGANIZE LOST AND FOUND • ORGANIZE/CLEAN BEFORE AND AFTER CHRISTMAS AND SPRING CONCERT (WITH PERMISSION MUSIC TEACHER) • GIVE TOURS TO PROSPECTIVE STUDENTS DURING OPEN HOUSES • JOIN THE ALTAR SOCIETY TO ASSIST WITH MASS (WITH PERMISSION OF SCHOOL SACRISTAN) 	<ul style="list-style-type: none"> • CLEAN/DECORATE/CHANGE HALLWAY WORK (WITH TEACHER PERMISSION) • ORGANIZE BOOKS IN THE LIBRARY OR ASSIST DURING BOOK FAIR (WITH PERMISSION OF LIBRARIAN) • CLEAN UP AND ORGANIZE ART ROOM • WEEDING/GARDENING AROUND THE SCHOOL • CLEAN NAP MATS FOR PRE-K (WITH PERMISSION FROM PRE-K TEACHER) • SERVE TABLES AT GRADUATION DINNER • HELP MAKE 2ND GRADE FIRST COMMUNION BANNERS • HELP WITH FALL FESTIVEAL SETUP/CLEANUP • HELP WITH MARDI GRAS SETUP/CLEANUP • HELP WITH THE SISTER JOLITA DINNER/AUCTION – SETUP/CLEANUP • HELP WITH THE BULLDOG BOUTIQUE • HELP WITH THE SCHOOL BOOKSTORE • ORGANIZE A CLINIC DRIVE TO SUPPLY OUR SCHOOL CLINIC • TUTORING • HELP SET UP/CLEANUP FOR SPECIAL SCHOOL EVENTS AS NEEDED • JOIN THE RECYCLING CLUB (WITH PERMISSION)
<p>Serve your Parish/Place of Worship:</p> <ul style="list-style-type: none"> • CLEANING/MAINTENANCE – PARISH WORKDAYS • FUNDRAISERS • JOIN THE CHOIR OR SING AT SPECIAL PARISH EVENTS • ALTAR SERVING • USHER/GREETER • YOUTH GROUP • MISSION TRIPS • SUMMER BIBLE SCHOOL • ORGANIZE BACKPACKS FOR APPALACHIA IN AUGUST • PARISH SAINT VALENTINE’S DAY CELEBRATIONS • ASSIST WITH LENTEN STATIONS/FISH FRY • HELPING WITH CCD ACTIVITIES • PACK MEALS FOR THE POOR • ASSIST WITH SPECIAL PARISH EVENTS (FESTIVALS; ETC) 	<ul style="list-style-type: none"> • COLLECT ITEMS FOR THE POOR DURING ADVENT • MAKE ROSARIES TO DONATE TO PEOPLE • SERVE MEALS FOR THE POOR • VISIT A SICK PARISH MEMBER • WRITE A LETTER TO A HOSPITALIZED PARISHIONER • ADOPT A SEMINARIAN (WRITE LETTERS, SEND PRESENTS AND CARE PACKAGES, PRAY FOR HIM) • SHOP/ORGANIZE/WRAP TOYS FOR POOR KIDS • ORGANIZE/PACKAGE ITEMS OF CLOTHING FOR POOR FAMILIES • DONATE/ORGANIZE/PACKAGE FOOD DURING THANKSGIVING • ATTEND THE ORDINATION OF A PRIEST • ATTEND A FUNERAL/BURIAL
<p>Serve the Community:</p> <ul style="list-style-type: none"> • PREPARE AND SERVE MEALS AT FISH HOSPITALITY PANTRIES • SERVE MEALS AT A SHELTER OR TEMPORARY RESIDENCE SUCH AS RONALD MCDONALD HOUSE, KARM. • DELIVER MEALS TO THE POOR OR SHUT-INS (FISH, MOBILE MEALS, LOVE KITCHEN) • HAND OUT FOOD AT A FOOD PANTRY OR THE EMPTY STOCKING FUND • VOLUNTEER WITH THERAPY PROGRAMS LIKE S.T.A.R OR T.R.A.K • VOLUNTEER FOR A SPECIFIC FOUNDATION LIKE AUTISM, AMERICAN CANCER SOCIETY • VOLUNTEER TIME OR DONATE ITEMS TO THE PREGNANCY HELP CENTER • SERVE AT A SOUP KITCHEN 	<ul style="list-style-type: none"> • VOLUNTEER AT THE CHILDREN’S EMERGENCY SHELTER • SHOP/DONATE/WRAP TOYS FOR TOYS FOR TOTS • PARTICIPATE IN THE “KIDS HELPING KIDS” FUN WALK FOR THE COLUMBUS HOME • SHOP/DONATE/WRAP ITEMS FOR THE CRAZY QUILT • DONATE/ORGANIZE/PACKAGE CLOTHING FOR GOODWILL • VOLUNTEER TIME WITH CATHOLIC CHARITIES • VOLUNTEER TIME FOR THE ANGEL TREE DURING CHRISTMAS • PARTICIPATE IN THE HUNGER HIKE SPONSORED BY FISH HOSPITALITY PANTRIES • PARTICIPATE IN THE ANNUAL MARCH FOR LIFE; 40 DAYS FOR LIFE; ROSARY FOR LIFE; OR OTHER PRO-LIFE ACTIVITIES

Virtues Program

- CHRIST THE HEALER -

A love of Jesus and a desire for true Christian perfection is the focus of the spiritual life of Saint Joseph School. The Virtues Program gives students, staff and families the opportunity to grow in their love of Jesus and in Christian perfection, providing a theme to guide a Gospel life.

For the 2019-2020 school year, our school community will focus on the healing ministry of Jesus Christ as revealed in the Gospel:

“His fame spread... and they brought to Him all who were sick with various diseases and racked with pain, those who were possessed, lunatics, and paralytics, and He cured them” *Matthew 4:24*

“He himself bore our sins in His body upon the cross, so that, free from sin, we might live for righteousness. By His wounds you have been healed..” *1 Peter 2:24*

Jesus’ healing miracles happen frequently today in the Sacraments! As we go about our daily routines of teaching and learning, we will reflect as a community on accounts of His healings. Our staff will study the actions of Christ the Healer and commit ourselves to following His example.

We will focus on a specific miracle account each month:

August	The Healing of the Leper <i>Luke 5:12-16</i>	January	The Man with a Withered Hand <i>Luke 6:6-11</i>
September	The Man with Dropsy <i>Luke 14:1-6</i>	February	The Man at the Pool of Bethesda <i>John 5:1-18</i>
October	The Healing of the Paralytic <i>Luke 5:17-26</i>	March	Blind Bartimaeus <i>Luke 18:35-43</i>
November	The Cleansing of the Ten Lepers <i>Luke 17:11-19</i>	April	The High Priest’s Servant <i>Luke 22:50-51</i>
December	The Healing of a Deaf Man <i>Mark 7:31-37</i>	May	The Centurion’s Servant <i>Luke 7:1-10</i>

How to Understand Healing Miracle Accounts – 3 Keys to Unlocking the Meaning:

1. **Analysis of Setting, Characters, & Context:** Many of the choices and values of the people in the Gospels seem unusual to us. Digging a little deeper, reading the explanatory notes for the passage, etc. can give us a better idea of what’s going on. Why did people act a certain way or treat someone a certain way? Understanding what the culture was like in 1st century Palestine helps us understand how Jesus’ audience would have reacted to His actions and words and why He chose to work the miracle in the first place.

2. **Determining the ‘Why’:** Jesus healed many, many people, but He didn’t heal everyone. When He chose to heal someone, there is often a deeper reason that goes beyond the virtue of compassion. Is He manifesting His divinity? Is He teaching His Apostles about His Kingdom? Is He counteracting a societal norm? Is He fulfilling a prophecy? Is He ‘rewarding’ someone’s faith? Contemplating this deeper reason helps us understand the Challenge.

3. **Challenge:** What’s the ‘moral’ of the account? What does the healing account call us to do? We may not have lepers in our midst, but every soul around us is in need of healing. Often Jesus challenges the accepted morality of the day. Each healing miracle teaches us to follow Jesus in a new and often uncomfortable direction.

May Christ the Healer bless our lives and bring us to holiness throughout the year!

Academic Curriculum

Pre-Kindergarten

Each child will experience a well-planned, child-centered environment that encourages learning through exploration and discovery. A “hands-on” approach is used in the classroom, with an age appropriate curriculum implemented in a systematic fashion.

Various theme-based units will be covered throughout the year. More detailed information is provided at the beginning of school Back-to-School Night. Through these units, many teacher-directed learning activities will take place in math, science, language skills, art, music, dramatic play, and story time. Parents will be kept informed as to specific projects and activities related to each unit.

Learning/play centers are also an integral part of the preschoolers’ learning and social environment. These self-play areas are used to meet various objectives, including large and small muscle development, art, reading, and imaginative play. The religious education program is designed to help young children at the preschool level discover their special qualities and the importance of God’s Creation. The primary focus is to assist children in developing positive self-concepts through awareness that God has made each of them very special. Through the media of stories, finger plays, games, dramatization, lesson related prayer, and sensory activities, children can sense God’s love for them.

Grades Kindergarten – Eight

Academic Intervention

Teachers will conduct a formal grade check at the mid-point of each quarter. Mandatory Parent-Teacher Conferences will occur with the mid-term progress report during the first quarter. Optional Parent-Teacher Conferences will be held at the mid-term of the third quarter. Academic intervention includes, but is not limited to: parent/principal/teacher/athletic director conferences; after-school tutoring, temporary removal from sports or other extra-curricular activities, extra homework/intervention assignments.

Assessment/Standardized Testing

Formal and informal assessments are conducted throughout the year to determine student progress and assist teachers in making instructional decisions. Informal assessments are content and performance driven. Some examples of informal assessments are: group projects, individual projects, experiments, oral presentations, journals, essays, oral questioning, daily work, etc.

Formal assessments are typically tests that involve standardized administration with norms and a formal interpretive procedure. Data are generated and transformed into a score, which is used to assess overall student achievement, to compare a student’s performance with peers their age or in the same grade, or to identify relative strengths and weaknesses when compared to peers.

Throughout the year, teachers of students in the primary grades will administer Aimsweb Reading and Math tests, while students in third-eighth grades will take STAR Reading and Math tests to check progress in those areas. Test results help teachers plan strategies to help all students learn.

The Iowa Assessments are administered in the spring to all students in grades 3-8. The Cognitive Abilities Test is also administered at this time to students in grades Kindergarten, 2, 4, and 6. No student will be admitted to the testing area once the test begins. In preparation for these standardized tests students should get to bed early the night before testing and have a healthy breakfast the morning of the test. Student test results are entered on the student's permanent record and remain on file in the school office. All formal assessment results are made available to parents.

Prospective Kindergarten students are screened using the Dial-4 assessment. After reviewing the results of the Kindergarten screening, our assessment team may recommend students begin their time at SJS in our PreK Program or bolster their skills with an additional year of PreK.

Awards

Awards are presented during the school year to recognize the unique gifts of each student as well as the efforts of individual students. These awards are presented at special assemblies in December and May, at the end of each semester. Additional awards are presented to eighth graders at graduation.

Competitions

Saint Joseph School students have the opportunity to participate in the following competitions:

- National Geography Bee (5-8)
- National Scripps-Howard Spelling Bee (1-8)
- School Science Fair (5-8)
- Southern Appalachian Science & Engineering Fair (7-8)

Students have the opportunity to participate in other competitions throughout the year as they become available.

Grading Procedures

Report Cards: Every nine weeks, report cards are issued to students in grades PK-8. Parents need to track performance and look very closely at grades in conduct and effort to see how their student might be helped at home. Classroom conduct that is below average generally has a direct correlation to the student's academic success. A low effort grade means that the student is not completing all assignments or putting forth his or her best effort. Encouragement to behave better or "try to do your best" is far more effective in improving grades than placing pressure for specific academic grades.

Students at all grade levels perform at different rates and report cards offer a narrow view of a student's development. Keeping the issue of grades private is helpful in avoiding hurt feelings between siblings.

Interim Grades: Interim grades will be placed on RenWeb for grades 3-8. The interim grades are designed as a means of communication to the parent and student. Progress reports are sent home mid-way through each quarter for students in grades 3-8.

Grading Scale

Grades 1-2	G	93-100	Grades 3-8	A+	99 - 100	C+	84 - 85
	S+	85-92		A	95 - 98	C	79 - 83
	S	80-84		A-	93 - 94	C-	77 - 78
	S-	77-79		B+	91 - 92	D+	75 - 76
	N	70-76		B	88 - 90	D	72 - 74
	U	Below 70		B-	86 - 87	D-	70 - 71
						F	Below 70

Homework

Homework assignments may include a continuation of work done during the day as a means of learning retention, reading of material in preparation for class, or study of material covered in class. Students may receive assignments, which require long range planning, such as a research paper or project. The homework time allotments must, of necessity, be flexible and the following is recommended:

Grade 1	15 to 20 minutes
Grade 2	15 to 20 minutes
Grade 3	30 minutes
Grade 4	45 minutes
Grade 5	1 hour
Grade 6	1 to 1½ hours
Grade 7	1½ to 2 hours
Grade 8	1½ to 2 hours

If students use their time well, homework assignments can be completed during these time periods. When necessary, class work may be assigned as homework if students do not complete their work during school. It is the responsibility of the student to make up missed assignments.

In the middle school, all work must be turned in on the assigned day. Students may turn in work the next day for a maximum of 75% if homework meets expectations. After one school day, a zero is assigned as the homework grade for the missed assignment. When students are absent, they have one day to make up missed work for each day they were absent (*not to exceed a one-week period unless other arrangements have been made with the classroom teacher*).

Honor Roll

Students in grades 6-8 are recognized for academic achievement by being placed on the Honor Roll if they meet the following criteria:

Principal's List: Students with an average of 95 or higher, with no grade below a 93. Conduct average at Tier 0 with no week at Tiers 2 or 3 during the semester.

First Honors: Students with an average of 93 or higher, with no grade below an 86. Conduct average must be no lower than Tier 1 with no week at Tier 3 during the semester.

Second Honors: Students with an average of 90 or higher, with no grade, below 86. Conduct must be no lower than Tier 1 with no week at Tier 3 during the semester.

Honors Language Arts & Math Program

Middle school students who show exceptional language arts and math aptitude are provided an accelerated math program according to their needs. Seventh grade students will have a pre-algebra course and eighth grade students will have algebra. Middle school students who show exceptional Language Arts aptitude are provided the opportunity for an advanced English and literature study within the course.

National Junior Honor Society

The National Junior Honor Society is an organization that recognizes students for high standards of academics, character, citizenship, community and service. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in students of secondary schools. Saint Joseph National Junior Honor Society is available to second semester sixth grade students, and students in the seventh and eighth grade. In order to be invited to join the National Junior Honor Society, students must meet the criteria described below (based on the guidelines established by the National Association of Secondary School Principals as set forth in the National Junior Honor Society Handbook):

Academics: To be eligible for membership in NJHS, the candidate must have earned an academic grade point average of 3.3 (or 93%) or higher based upon grades earned in language arts, mathematics, science, social studies, Spanish and religion for the prior school year. In addition to the grade point average standard, students must also maintain a conduct grade average of 1 or 0 each quarter, and must not have more than 10 absences in the school year unless there were extenuating circumstances, which will be reviewed by the principal, NJHS advisor, and the St. Joseph School NJHS Faculty Council.

Character: Students are expected to exhibit the hallmarks of good character which include integrity, honesty, courtesy, respectfulness, reliability, and the ability to own up to mistakes. Students are expected to treat other classmates with kindness and respect both in and out of the classroom, as well as at events both on and off campus.

Leadership: Students are expected to exhibit a positive attitude and leadership in the classroom, and be a positive role model upholding school ideals. Leaders are able to make the right decision, and do the right thing, even when others are not.

Service: Students are expected to carry out duties cheerfully for service to church, community, teachers and school, and to be willing to help when asked to do so.

Citizenship: Students demonstrate citizenship by obeying all rules and requests, and by active involvement in school, parish, and community activities.

Acceptance into the St. Joseph National Junior Honor Society will be based on fulfilling the above requirements, documentation of service hours, recommendations from academic teachers and two special area teachers, and completion of a 150 word (maximum) essay. Selection of each member will be by majority vote of the NJHS Faculty Council, and reviewed by the chapter advisor and principal.

To remain eligible for National Junior Honor Society, current members must maintain a 3.3 GPA each quarter with a conduct grade of 0 or 1 and no other grade below a 90. Students are expected to maintain all standards for which the student was originally recognized. If these requirements are not met, the students will be given one probationary grading period to meet the requirements. If the requirements are not met during any nine week quarter after the probationary period, the student will not be allowed to continue as an NJHS member. Certain behaviors, such as cheating on tests or assignments, plagiarism, vandalism of personal or community property, severe disrespect, fighting, or harassment or any action deemed serious by the administration may result in the immediate dismissal from NJHS with no warning or probation given.

Physical Education & Health

In order to take proper care of the bodies God has given us, students are encouraged to participate in physical activity. The P.E. program provides opportunities for students to develop habits for a healthy lifestyle.

All students must participate in physical education class. Lessons in health education will be incorporated into the Physical Education program. If a student cannot participate in physical exercise, a note of explanation from the doctor is necessary before the student may be excused. Please state the reason and length of time that the student is to be excused. Students excused from class for an extended time will be required to complete a health assignment.

Students learn team and individual sports skills according to their own level of physical development. Grades are based on a combination of individual effort, sportsmanship, teamwork, and knowledge of the rules of the sport. Both written and physical tests are given.

Promotion and Retention

Grade placement is the result of the student's overall performance, which includes development of the whole child. The principal, teachers, and parents will discuss student retention or acceleration prior to a decision being made. Written notification of any decision will be provided to parents. Diocesan Policies will be followed. Students in grades four through eight who fail two or more core subjects will, at minimum, be required to complete a summer program of study in that content area before resuming studies for the next academic year.

Programs of Study

Saint Joseph School offers a wide, integrated range of study for students of all ages. Religion, geography, language arts, math, music, art, physical education, health, science, Spanish, social studies and technology form the basis of the curriculum at all levels. Supplementing the core curriculum, students are afforded a myriad of opportunities for cultural, artistic and social enrichment through various on-campus and off-campus experiences. Service projects are an integral part of school life and hours of service to church, school and community are required for middle school students.

Pre-Kindergarten and Kindergarten: Emphasis is on making the child's first experience with school successful and happy. Students are encouraged to work and create independently and in a group setting. In addition to the core curriculum, studies in religion, technology, physical education, library, art, music, science, and foreign language are also included. Early literacy and numeracy skills are a major focus.

Grades 1 through 5: Emphasis is on religion, reading, English, writing, mathematics, spelling, science, and social studies. The curriculum also includes library, music, art, health, physical education, and foreign language. Technology is an integral part of the curriculum. Additionally, the fifth grade extends the curriculum in science and ecology with an annual trip to Wesley Woods.

Grades 6 through 8: Emphasis is on a strong traditional core curriculum in religion, literature, English, mathematics, science, library, foreign language, physical education, social studies and the fine arts. Technology is an integral part of the curriculum. Students are grouped by ability and developmental readiness for mathematics and language arts. Through an elective program, teachers provide activities to help motivate students to be more involved with the core curriculum.

The eighth grade extends the curriculum with team building, science, and ecology with an annual trip to Camp Greenville in North Carolina.

Learning Center (Resource)

The Saint Joseph School Learning Center exists to find ways to best serve the needs of our students. Our Learning Specialist serves as a resource both in the classroom, and when needed, to provide individualized instruction in the learning center. Teachers may make additional tutorial assistance available to the students.

School Counselor

Saint Joseph School contracts with a school counselor. The counselor has regularly scheduled school office hours and is also available on an as-needed basis to assist with needs that extend beyond the scope of routine.

School Psychologist

Saint Joseph School contracts with an independent school psychologist. The psychologist has regularly scheduled school office hours and assists teachers with planning individual programs for students with special needs.

Conduct Code

Saint Joseph School provides disciplined and orderly classes grounded in Gospel values with teachers and students who respect one another. Each year, focus is given to the commandment to love one another as one's self. Through this, students and staff have the opportunity to grow in the Catholic faith each day. The purpose of the Conduct Code is to call students to a standard of behavior to be accountable for their actions, be self-disciplined and respect others.

He then went down with them and came to Nazareth, and was obedient to them; and his mother kept all these things in her heart. And Jesus advanced in wisdom and age and favor before God and man. (Luke 2:52)

Goals

Discipline is an essential part of Christian development. Parents and school staff share the responsibility of developing the well-disciplined character of each student. The Conduct Code is intended to assist students to mature and develop into models of responsible, Christian behavior. The purpose of discipline is to:

- provide safe and respectful school and classroom environments conducive to learning.
- educate students in the importance of developing self-respect, responsibility, and self-control.
- increase student awareness of respect toward other students, school personnel, family members, and the greater family of God.

Guidelines for Behavior

Every student should strive to demonstrate the following characteristics:

- **Courtesy** and **respect** in *all* relationships. (Philippians 2:3-4)
- **Forgiveness** of hurts and wrongdoing. (Matthew 18:21-22)
- **Honesty** and **truthfulness** in word and action. (Psalm 15:2-3, 5)
- **Integrity** in speaking the truth, keeping one's word, and doing one's own work. (Ephesians 4:25)
- **Obedience** to authority. (Romans 13:1-2)
- **Patience** with one another. (Romans 15:1-2, 5-6; James 5:7-8)
- **Prayer and Thanksgiving** throughout each day. (1 Thessalonians 5:16-18)
- **Self-discipline in daily activities.** (1 Corinthians 9:25)

Manners

Students are expected to respect others. This includes, but is not limited to, the following:

- Addressing adults when passing (i.e. "Hello," "Good morning," "Good afternoon," etc.).
- Holding the door and letting adults enter or exit first.
- Saying "please," "thank you," "excuse me," etc.
- Addressing adults as "ma'am" or "sir" when appropriate. Students should never address staff or parents by first or last name only. Students must always use Mr., Mrs., Miss, etc., and a last name when addressing staff.
- Respecting their peers. Students should be aware of others as they move about the building by not bumping or running into each other.
- Students should walk in the building at all times.

School-wide Behavior Expectations

During the first weeks of school, teachers will give students standardized discipline procedures applicable to the school day and appropriate for grades PreK–8. Teachers may allow students to participate in developing other classroom rules and procedures.

Grades Pre-K – 5 Disciplinary Procedures

The Pre-Kindergarten through fifth grade teachers and staff know that students can develop the ability to demonstrate the Gospel values. Young children require certain conditions in order to learn these values; conditions such as acceptance, belonging, and respect. Therefore, we work as a community of people who practice Gospel values in order to create an atmosphere where children can learn from example.

The spiritual development of young students is specific to the individual. Therefore, it is necessary for teachers to develop their own classroom structures and expectations that will best support this development. Teachers are responsible for presenting their behavior guidelines to students and parents.

Should an individual teacher be unable to keep a particular student from interrupting instruction or hurting him/herself or others, the student will be removed from the classroom and brought to the office. The student's parents will be notified and the teacher and the principal will arrange a plan for the student's readmission into the classroom. In cases of continuous disruption of instruction or harm to others or self, the student and parents will be required to meet with the principal to discuss the student's future at Saint Joseph School, which may include suspension or expulsion.

Bullying behavior will result in parent notification and a minimum of an in-school suspension.

Grades 6-8 Disciplinary Procedures

The goal of the Middle School Discipline Policy is to provide a safe environment conducive to academic excellence. It also serves to assist students in their moral development. While growth is the main goal in teaching discipline at Saint Joseph School, students also need to learn accountability for their actions.

The discipline policy is based on a weekly Tier System. Students begin each week with zero marks. Students who remain at Tier Zero will be permitted certain privileges each Friday and occasionally throughout the week. These include, but are not limited to, special lunch menus on designated days, the use of electronic devices (without Internet capability and at teacher discretion), special places for lunch on designated days, etc.

Following is a list of behavior infractions with their corresponding weight. Tier -1 students are those with one or two marks. Tier-2 students are those with three or four marks, and students with five or more marks are on Tier-3.

One Mark Infractions

Examples include, **but are not limited to**, the following:

- Talking out of turn
- Disrupting class
- Failure to follow directions
- Eating or drinking in class (except water)
- Late for class without permission
- Uniform violations

Two Mark Infractions

Examples include, **but are not limited to**, the following:

- Failure to keep hands and feet to self
- Writing or passing personal notes
- Unauthorized possession of an electronic device (confiscated and sent to office)*
- Inappropriate language
- Dishonesty
- Writing on self or clothing

Five Mark Infractions

Examples include, **but are not limited to**, the following:

- Disrespect of teachers/staff
- Cheating/plagiarism
- Roughhousing, inappropriate touching
- Malicious and inappropriate language, gestures, materials
- Inappropriate dress
- Destructive action to property
- Presence in an undesignated area
- Use of personal electronic devices without permission (parent must retrieve device)
- Inappropriate use of technology

* All electronic devices (cell phones, iPods, iPads, cameras, etc.) must be turned off and kept in the backpack or locker at all times during the school day, 7:45 am-3:30 pm (except Tier Zero students with permission to have non-Internet connecting electronics). An infraction of this policy will result in two marks (higher if **used** without permission) and the device being sent to the office. Parents will be notified and required to pick up the device from the office. If this occurs a second time, the device will be held in the school safe for a period of one month before being returned. A third infraction will result in the loss of privileges for the remainder of the school year. Students must have the permission from the principal or teacher to use cameras during designated times.

Parents will be contacted for all five mark infractions. Conduct Tiers will be calculated on Thursday and published on Friday. Students at Tier 1 lose Tier 0 privileges. Students at Tier 2 will sit out during recess on Friday of the week they are on Tier 2. In addition to recess and lunch reparation on Friday, students on Tier 3 will also receive a one-game suspension if they participate in athletics. Students will also receive ECP's (Extra-Curricular Points) each week. The number of points corresponds to the Tier level the student earns. To be eligible to participate in a middle school dance, students must not have accumulated a total number of E.C.P.'s (Extra-Curricular Points) greater than the number of weeks since the last Middle School activity (i.e. dance).

For example, if there are dances the 2nd and 8th week of school, the student must not have accumulated more than 6 ECP's since the first dance to be able to go to the second dance. If the next dance is at week 17, the student will need to have no more than 9 ECP for weeks 9 through 17. Students get a fresh start after each dance/activity.

The following infractions, should they occur, will result in **immediate suspension or expulsion at the discretion of the principal**. Students will also be ineligible for all extra-curricular activities and awards for 30, 60 or 90 days as determined by the principal. These include, but are not limited to:

- Bullying
- Fighting
- Possession of weapons*
- Racism
- Sexually explicit language and/or behavior; use of sexually explicit material
- Sexting
- Stealing
- Substance abuse**
- Use of Internet for inappropriate reasons
- Ghost emailing of staff or other students
- Use of tobacco products
- Vandalism

Assault: Any student who physically assaults a staff member will be subject to expulsion.

Threats: Any student who threatens violence to a student or staff member will be immediately suspended and be required to undergo psychological evaluation before being permitted to return. The student may be expelled at the discretion of the principal.

*Possession of weapons with intent to use, or reasonable suspicion of intent to use, will result in immediate expulsion and notification of appropriate authorities.

**Students who engage in behavior related to the use, sale, or transmission of illegal substances or any substance used or obtained illegally, may be subject to immediate expulsion and will receive an automatic out of school suspension (the length to be determined by school and diocesan administration), be suspended from participation in extracurricular activities (the length to be determined by school and diocesan administration), and be required to complete community service hours and undergo counseling. Any further involvement in any form of use, sale, or transmission of illegal substances will result in immediate expulsion.

General Information, Rules, and Regulations

Attendance

I. Absence

Diocesan Policy # 1050 states that *School Attendance* is required by state law; therefore, schools must keep accurate and complete attendance records on each student. The LEA, in addition to the Superintendent, should be notified within 14 days if a student transfers to another school, is expelled, is truant, withdraws or drops out.

It is the responsibility of parents to ensure that students arrive at school on time. Frequent absences impede the learning process. In the event a student has been absent for one-third of a grading period, the principal, in consultation with the teacher will determine whether a grade is assigned for that grading period.

Since class participation comprises a significant portion of the grade, in the event a student has thirty (30) absences, excused or unexcused during a school year, the principal will determine whether or not the student is retained in the same grade level.

Parents are encouraged to schedule out of school appointments for students during times other than school hours; however, when necessity demands, the appointment should be made as early or as late in the day as possible.

*Excused Absences – Absences/Tardies will be considered excused for the following reasons:

- Personal illness of the student
- Medical and dental examination and/or other treatment of the student when such appointments cannot be scheduled other than during school hours.
- Death in the student's family.
- Reasons of extenuating circumstance to be determined by the principal. These reasons must be submitted in writing to the principal for the absence/tardy to be considered excused.
- A written note from parent or guardian is required for all excused absences to be recorded as such.

Unexcused Absences – Absences/Tardies will be considered unexcused if a student is absent or tardy for reasons other than those listed above, at the discretion of the principal.

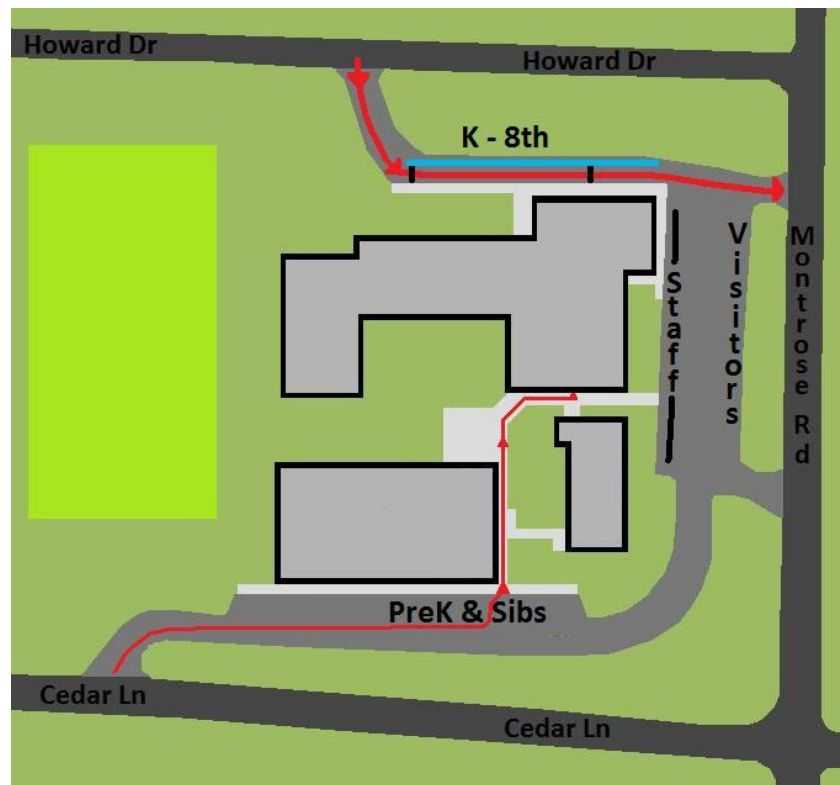
All attendance-associated records are kept by the school and provided on report cards. Please note the following:

- Parents must notify the school office of student absence no later than 8:15 am the day of the absence.
- Upon return to school, a note of explanation for the absence must be given to the office.
- No tardy student will be admitted to class without an admit slip from the office.
- All class work or homework missed due to absences/tardies will be made up at the discretion and direction of the teacher.

A written note and approved reason (i.e. illness, death in family) will be required for an absence to be recorded as excused. An email from a parent's email address is sufficient if it is easier than a handwritten note. Emails should be sent to saintjosephschool@sjsknox.org. This will enable us to better account for student attendance, which is a legal issue. We do ask that you continue to call the office or email by 8:15 am when your child is absent so we know that his or her whereabouts are known.

II. Arrival

Students may be dropped off at the school at **7:15 am**. Please do not drop off students before **7:15 am** because there is no one to supervise them before this time. The school day begins at **7:45 am**. Parents should plan to drop off students early enough to allow them time to put books and materials in their lockers and be in their appointed place, ready to begin class or be in the Chapel by **7:45 am**. Students entering the building after **7:45 am** will be marked tardy. Please refer to the map and note the following policies/procedures:



MORNING DROP-OFF FOR PRE-KINDERGARTEN: Parents who are dropping off Pre-K children (even if they have other children) should enter the campus from Cedar Lane by way of the driveway closest to the back of the Gym. Parents may park in the Gym parking lot and walk their Pre-K child (and siblings, if applicable) to the rear door of the school nearest to the Pre-Kindergarten classroom. Pre-Kindergarten parents must sign in their child and make contact with a staff person upon arrival.

MORNING DROP OFF FOR KINDERGARTEN – 8TH GRADE: Please enter the campus from Howard Drive. Use only the right-hand lane and **do not pass any** vehicles in the drop-off line. After dropping off your student, please proceed to exit the campus past the dumpsters straight onto Montrose Road by way of the driveway directly in front of the drop off. Please do not cut through the parking lot, because staff members will be parking and getting their own children out of cars there. Staff enters the campus via the side parking lot. Safety patrols will be available to help students out of their cars until 7:40 a.m.

MORNING VISITORS: If you plan to visit the school office in the morning or attend Mass, please park in the main lot on the Montrose Road side and reserve the side closest to the building for staff and clergy. This will enable us to provide room for a third lane of traffic during afternoon dismissal if necessary. Because we moved the Chapel, please come and check in at the main front doors if you plan to join us for Mass.

III. Checkout

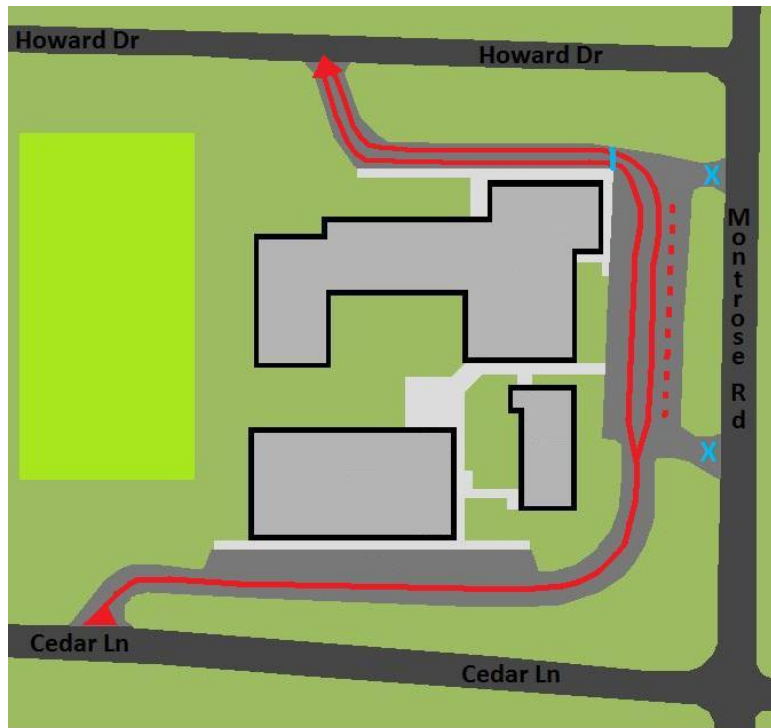
A handwritten note, or email, must be sent to the office in the event a student needs to be checked out of school at a time other than the normal dismissal time. This note must be received in the office by 8:00 a.m. the day of dismissal. The note must contain the following information: time, date, and reason for the dismissal. A student will be released from school only to his/her parents or to persons authorized by parents in the note or on the Alternate Pick-up Authorization Form, which is kept on file in the school office. Phone call authorizations are not acceptable.

Parents or the parent designee must sign-out the student. Anyone signing out a student must first report to the office. The staff will call the student from the classroom. Saint Joseph School reserves the right to request a picture ID before releasing the student from school.

IV. Dismissal Procedures

School dismisses at 3:05 pm. Students may not be checked out within 20 minutes of the dismissal time in order to maintain classroom organization and smooth dismissal process. Checkout times also apply on a day when early dismissal is scheduled; deduct 20 minutes from the dismissal time to determine the last check out time for early dismissal days. On regular school days the latest a student may be dismissed is 2:45 pm.

Students must have a note signed by the parent or guardian in order to be dismissed to go home with someone other than the parent or those listed on the emergency pick-up list. This procedure is an additional measure to ensure the safety of all students.



AFTERNOON DISMISSAL FOR PRE-KINDERGARTEN – 8TH GRADE: All Parents should enter the campus from Cedar Lane by way of the driveway closest to the back of the Gym. Please do not enter through the main parking lot through the two Montrose Road entrances. When vehicles approach the main lot, they should begin to form two lanes and move as far forward as possible. Our staff will call names using walkie-talkies, and walk students from inside the building to their vehicles in the front driveway. If necessary, staff may request that parents for a third line (designated by the dotted line above). Entering from the Cedar Lane at the rear of the Gym and

forming a third lane when necessary will prevent our dismissal line from backing up onto Cedar Lane. I know our neighbors will appreciate this!

AFTERNOON VISITORS: Those who are visiting in the afternoon and whose vehicles may still be present during dismissal should park in the Gymnasium lot so that dismissal procedures are not disrupted.

V. Health Consideration

Please note the following policies related to attendance at school when a student is not feeling well:

- For health reasons, please do not send your student to school with a fever or if he/she is not feeling well. Students with a temperature of **100.6°F** should stay at home.
- If a student becomes ill after arriving at school, the clinic is available until a parent is called, however space is limited, so please pick up a sick student as soon as possible.
- A student sent home with a temperature of **100.6°F** or with vomiting or diarrhea may not return to school for **24 hours** (must remain out of school the following school day) and until he/she is symptom-free and fever-free.
- Please notify the office immediately if your student is diagnosed with a communicable disease.

Cafeteria

Students are always welcome to pack their lunch and bring it from home. The cafeteria is a convenience that the school provides to students and parents for which payment must be made consistently during the school year. Cafeteria Balance Statements will be sent regularly to inform the parent of account balances. It is the responsibility of parents to talk with their students to let them know what they are allowed to purchase and when. These decisions should be made at home.

A hot lunch is served daily, except when students are dismissed prior to 1:00 p.m. For those students who bring lunch, drinks are available. Reduced lunches are available for eligible students. Please contact the assistant principal for further information. Applications must be submitted each year and do not automatically carry-over from year to year. Students in each class have a regularly scheduled lunch period. Teachers and/or instructional assistants monitor lunch periods.

Parents and visitors may purchase a school lunch. Parents, who join their child for lunch must first sign-in at the office, receive a visitor badge and wear it visibly. Lunch orders for parents and visitors must be requested through your student or by calling the school office no later than 9:00 am on the day the lunch is needed. Since we try to keep costs down by preparing only enough food to meet the daily need, it is important for us to have an accurate number of lunch orders every morning.

Cafeteria Item	Cost	Cafeteria Item	Cost	Daily A La Carte Items
Hot Lunch (includes Milk)	\$ 3.35	Milk	\$0.80	Bottled Water
Tossed Salad	\$ 3.35	Cereal	\$1.75	Cereal & Nutri-Grain Bars
Sack Lunch	\$ 3.35	Gatorade (Middle School only)	\$1.60	Rice Krispie Treats
Visitor’s Lunch	\$3.75	Nachos (Mon/Fri only)	\$1.55	
Extra Entree	\$1.65	Ice Cream (Tue/Thu only)	\$1.00	
Extra Side	\$0.95	Cookies (Wed only)	\$0.50	
A La Carte	\$0.95			

Parents should notify the office, clinic and cafeteria IMMEDIATELY of any student food allergies. This is required even if a student packs lunch. This information must be included on the Medical Release Form and, according to government requirements, a note from the student’s doctor listing the allergy must be on file.

Chewing Gum

Students may not chew gum or have chewing gum in their possession during the school day or during any extracurricular activities on school grounds.

Class Parties

Regularly scheduled classroom parties are limited to three per school year. Any additional parties require the principal's approval. With the approval of the classroom teacher and the help of room parents, snacks, candy, cards, etc. may be provided for students. Should a family wish to provide a treat for their child's entire class to celebrate a birthday, parents must contact the classroom teacher in advance to determine an appropriate time and location for the celebration. Usually, this appropriate time is not during the normal lunch period.

Please note that birthday or any other type of party invitations for private parties may not be distributed at school unless the entire class is invited.

Communications

Parental support is essential to the success of the mission of the school. Positive and constructive input and feedback given in a Christ-like manner is welcome and encouraged. Communication is successful when done in an open, gracious manner. Saint Joseph School operates on the *principle of subsidiarity*; therefore, parents having concerns regarding the classroom should first bring the concern to the classroom teacher. If a mutually satisfactory solution is not obtained, parents should contact the office to arrange a meeting with the principal.

Conferences

Parent-Teacher conferences are scheduled in the fall and optional conferences are available in the spring. Additional conferences may be held throughout the year at the request of the principal, teacher or parents. In order for the administration and/or staff to arrange their schedules, parents are asked to please call in advance for conferences.

Dances

1. Planning

- a. Initial dance planning requires that a minimum of two staff members agree to supervise the dance.
- b. The dance must then have the approval of the Principal before further dance preparations can be made.
- c. The final approval date must be several weeks prior to the dance.
- d. There must be at least two staff and three parent chaperones in attendance.
- e. Dances may be on Friday evenings from 7:00-9:00 pm, unless otherwise approved by the Principal.

2. Attendance

- a. Music may not have any profane, sexually suggestive, or violent language and must be pre-approved by a designated staff member.
- b. Students attending the dance must remain in the building under staff/chaperone supervision from the time they are dropped off until the time they are picked up.
- c. Appropriate and modest dress is required. Shirts must have sleeves and necklines covering the chest. No mid-riffs may be worn. Shorts or skirts must be no shorter than one inch above the knee (front and back). Pointed heels are not permitted as they may damage the floor. Profanity or inappropriate graphics on clothing is not permitted.
- d. Students need to sign-in with a supervising chaperone at the dance. Cell phones may not be used during the dance. Any unauthorized use will result in the cell phone being taken and given to the principal. Parents will be required to pick-up the phone from the principal the following week. Any

student leaving the dance with someone other than his or her parent must have a note and the note must be given to the supervising staff member upon arrival.

- e. Any dancing deemed inappropriate by a staff member or chaperone will result in one warning. Further dancing infractions will result in the parent being contacted to pick up the student. All other inappropriate behavior will be handled at the discretion of the staff supervisors.
- f. Participation in school dances is a privilege, not a right. Students must meet the required behavioral expectations in order to participate in dances. (See Middle School Discipline Policies)

Educational Trips/Permission Slips

Educational trips serve as an important aspect and privilege of the school curriculum. Generally the trip has direct application to a unit of work studied by students during the school year. Adequate preparation is made with the class indicating the nature of the trip, its purpose, things to be observed or recorded or any special plans or requirements for the trip. Teachers will send home permission slips with students so that signatures can be obtained (Diocesan Policy #1182). Teachers must have a signed permission slip before a student may participate. No hand written notes or telephone calls will be accepted. Please note that a student may not be allowed to participate because of an unsatisfactory conduct grade or behavior not in keeping with school standards.

Students taking prescribed medication either at home or during school hours must also take this medication when participating in all off-campus trips. The parent of the student or a staff member will maintain possession of the medication during the trip.

Emergencies

In the event of an emergency, every effort is made to reach a parent/guardian. Please make sure emergency phone numbers are kept up-to-date in the school office and on RenWeb. If a parent and/or guardian is not available, the next person on the emergency card will be called. When this is not possible, the family doctor is called, or if a serious condition exists, the student will be taken to the Tennova Hospital Emergency Room and efforts will be made to continue to reach the student's parents.

Emergency Drills/Procedures in the Event of an Emergency

Fire, tornado, and all other emergency drills are conducted so that students know what to do in case of such an emergency. When these occur, students follow teacher instructions and wait safely and silently until they are permitted to return to their classrooms. Exit maps for emergency drills are posted in every classroom.

Please be sure phone numbers are up to date in RenWeb should a Parent Alert need to be sent in the event of an actual emergency. The Parent Alert system will be tested at least once a year. Please do not call the school in the event of an emergency or in response to a Parent Alert. Our focus needs to be on the safety of the children and school phone lines need to be free to call out. The school will contact you as soon as possible. If a tornado warning is in effect during dismissal, dismissal will be delayed until it is safe to allow the students to go home. If parents are already at school, they will be welcomed into a safe area of the school. It is not safe to be in a vehicle during a tornado. If parents insist on taking their children from school, they must be signed out in the office, even if it is after normal school hours.

Extracurricular Activities

In order to participate in extracurricular activities, including sporting events, school attendance on the day of the activity is required.

Field Day

Each May a day of competitive events is held for students in all grades. Students may wear appropriate play clothes to school. (No short shorts, halter-tops, white T-shirts, midriff blouses, or torn jeans are permitted.) Unacceptable conduct may disqualify a student from participation in Field Day.

Fundraising

Saint Joseph School has two major fundraising events each year - the Memorial Golf Tournament, and the Mardi Gras Benefit. The Golf Tournament traditionally occurs in September or October. Mardi Gras traditionally occurs just prior to Lent. Planning and organizing for these events takes place throughout the year with the assistance of many volunteers. Other important fundraising events include the annual Walk-a-Thon and Kids Fest in the fall and the Sister Jolita Supper & Sing-along in the spring.

The school book fair, generally held in the fall, provides an extra source of funding for the school library. Additional fundraisers may take place during the school year based on need and opportunity. The Principal and President must approve all fundraisers. Diocesan policy prohibits our students from making door-to-door solicitation for gifts or donations. (Diocesan Policy #1310)

Inclement Weather

In the event of inclement weather, notification of school closing or delay will be made via Parent Alert to your phone and posted on local media outlets. Please make sure your phone numbers are up to date. Announcements will also be made on local television stations for Saint Joseph School. If no announcement is made, school will be in session.

A Parent Alert will be sent notifying parents if school will be dismissing early due to inclement weather and there will be no After School Care.

Lost & Found

Please mark your student's belongings. Items can be returned to the student if properly labeled. Students should turn in lost articles to the Lost & Found location in the front foyer. Lost clothing, books, purses, and other items may be claimed in the office. Items not claimed are donated to the Bulldog Boutique and The Ladies of Charity at the end of the year.

May Crowning

May Crowning is an act of devotion to Our Blessed Mother and is held in early May. The privilege of crowning the Statue of Our Blessed Mother is given to eighth grade students. Students in Grades PreK-8 attend the ceremony and are encouraged to bring flowers for the occasion. Families and friends are invited to attend.

Media Center

Our technology teacher and librarian will assist students with their reading, library science, and technology skills. Students and parents must sign a [Use of Internet Responsibility Contract](#) at the beginning of each school year. Students are responsible for the care and return of all borrowed items. Students are responsible for the replacement of any damaged or lost items. Parents are asked to help students keep track of media center materials and return them in a timely manner. There are many wonderful books in the Saint Joseph School Library collection. Students are encouraged to take advantage of these materials by checking out and reading books weekly.

Pictures

Individual school pictures are taken in August and school uniforms must be worn. Class pictures are taken later in the school year and school uniforms must be worn. Extra-curricular activity pictures are taken twice during the school year. Spring pictures are generally taken in March. Dress clothing (students are given guidelines) or uniform may be worn. Purchase of pictures is optional.

Recess

All students have daily recess. Students may play only in designated areas under the supervision of staff. On rainy days, students have recess in their classrooms or in the gym. If it is not raining, but the grass is wet and slippery, students may be allowed to play outside on the recess pad. Regular school uniform is worn for recess. Appropriate outerwear should be worn in cold or rainy weather. If a student is not dressed for the weather, he/she will remain inside the building during recess.

Records

School records are kept in the school office. Parents may view their student's permanent record file by appointment. If addresses and/or phone numbers change, please update them on RenWeb and/or notify the office immediately. During an emergency, this information becomes critical.

RenWeb

RenWeb is an important form of communication between the school and the home. Parents and students should refer to the RenWeb website frequently for updated school and student information.

Safety

Responsibility for student life and health does not begin or end on the campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. Saint Joseph School partners with parents in the education of their students. Parents will be notified of concerns about student life or behavior even when off campus. Possessing, handling or transmitting any object(s) that can be considered a weapon or dangerous object of no reasonable use to the student at school is not allowed on school property. (Diocesan Policy #3110)

Social Media

Diocese of Knoxville Catholic Schools – SOCIAL MEDIA POLICY FOR STUDENTS

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

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

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

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

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

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

Diocese of Knoxville Catholic Schools – SOCIAL MEDIA POLICY FOR PARENTS

Homeroom social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by Saint Joseph School. In accordance with our school’s *Acceptable Use Policy*, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for dismissal from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

Sports Equipment & Toys

The school provides playground equipment for students. Students should not bring toys to school. Objects not permitted will be confiscated and parents will be asked to pick up the articles.

Substance Abuse

No student shall possess, receive, buy, use, transmit, sell, or be under the influence of any illegal drug or other substance that is obtained or used illegally. Students in violation of this policy shall be subject to suspension and/or expulsion. Alcoholic beverages may be served at adult functions held on school property within a designated area specified by the principal and only where children are not physically present. (Diocesan Policy #3090) Further details are described under Discipline Policy for grades 6-8, though they apply for all Saint Joseph School students.

Technology

Saint Joseph School has access to technology, computers, networks, and the Internet. This privilege is a means by which students can get access to information of a truly global nature. All students and parents must sign the *Acceptable Use Policy* before students may have the use of this privilege. The school will take disciplinary action for inappropriate use of technology on campus, off campus, during and outside of school hours. An inappropriate use includes, but is not limited to, harassment of staff/students, inappropriate use of the school name, logo, or uniform, inappropriate remarks directed at or about staff/students, appearance in an inappropriate video, offensive communications, and safety threats. (See further details under Discipline Policy for Grades 6-8.)

Telephone/Cell Phones

Students may use the office telephone with permission from a teacher and only for genuine emergencies. Student cell phones must be turned off and kept in the backpack or locker at all times during the school day, 7:45 am-3:30 pm. Further details about this policy are listed under the Discipline Policy for Grades 6-8.

Textbooks

All hardback textbooks must be properly covered throughout the school year with book covers. Students have one week from the beginning of the school year to have all designated books covered. Lost textbooks or workbooks should be reported to the office. If a student loses or damages an assigned book, a fine or replacement cost of the book will be required.

Threats

If a credible threat of violent behavior to self, another student or staff member, or the school, is made by a student, the student will be reported to the appropriate law enforcement authorities. (See further details under Discipline Policy grades 6-8, which also apply, as appropriate, to students in younger grades.)

Tobacco Products

The school is a smoke-free environment. No staff member, visitor, or student may use tobacco products or other controlled substances on school property.

Videos

All videos must relate to the curriculum, be "G" rated, and if not "G" rated must be approved by the principal and students must have parental permission.

Visitors/Volunteers

During the school day, parents and other visitors or volunteers must report to the school office, sign in and receive a parent, visitor, or volunteer badge that must be worn visibly. All employees wear identification badges. To maintain the safety of the students, building security and an orderly operation of the school, the office is notified when anyone is in the building without an appropriate identification badge. In an effort to minimize classroom interruptions, forgotten lunches, homework, library books, etc., must be delivered to the school office. No visitor may go to a classroom without making prior arrangements with the front office. Diocesan policy requires that all volunteers must be Virtus-trained and have a background check completed by Saint Joseph School. Background check information is confidential and is not shared with any other institution and is destroyed by shredding after no longer needed. Additionally, volunteers must sign a statement verifying that they have read the diocesan policy for sexual misconduct. Volunteers must check in at the office. Anyone who is not in compliance will not be permitted to visit any children.

Yearbook

Yearbooks are available to all students at a minimal cost and must be ordered in advance.

Saint Joseph School Uniform Code 2019-2020

*****Uniform jumpers, shorts, skirts, and skorts must be no higher than 3 inches above the top of the knee*****

Girls: Pre-Kindergarten		
Item	Description	Brands
Belt	Plain black, brown, or navy <i>(Optional for Pre-K)</i>	Any appropriate brand
Blouse	White oxford /blouse of cotton/poly blend, short or long sleeve Worn with jumper, pants, shorts, or skort	Any appropriate brand
Cardigan sweater	Red zippered or navy buttoned with embroidered logo worn with White blouse/oxford shirt jumper, pants, shorts, or skort	EO, Lands' End with white logo
Gym shorts	Dark-colored, must be worn under all jumpers and skirts <i>(Must not show under jumper or skirt, no Spandex shorts)</i>	Any appropriate brand
Hair accessories	Solid red, white, navy, black, gray, or SJS plaid <i>(No hair coloring or highlights or over-sized bows)</i> <i>(Students may be asked to remove/change any distracting hair accessories or styles)</i>	
Jewelry/Nail polish	Small cross or plain stud earrings; clear nail polish only	
Pants	Khaki with elastic waist <i>(belt not required)</i> Worn with white oxford shirt or SJS knit shirt; SJS fleece or red zippered cardigan	EO, Lands' End, French Toast
Plaid jumper	Worn with white blouse/ oxford shirt of cotton/polyester blend; red zippered cardigan or red or navy fleece with logo <i>(Must be worn with dark-colored gym shorts)</i>	Lands' End
Red sweater vest	Worn with blouse	EO, Lands' End with white logo
Shoes <i>(dress shoes)</i>	Solid or two tone black, brown, tan, or navy <i>(No platform, open back, sandals, heels or strapless ballet flats)</i>	Any appropriate brand
Shorts Worn: Aug – Oct 31 st Apr 1 st – May	Khaki with elastic waist <i>(placket, cuffs, & belt not required)</i> Worn with white oxford shirt or SJS knit shirt; or red zippered cardigan	EO, Lands' End, French Toast
SJS knit shirt	Red with SJS logo, short or long sleeve Worn with pants, shorts, or skort	EO, Lands' End with white logo
SJS Fleece	Red or Navy with SJS logo Worn with jumper, pants, shorts, or skort	EO, Lands' End with logo
Skort	Plaid, Khaki, or Navy pleated Skort or A-line Skort	EO, Land's End
Socks	Solid white, black or navy socks; white or navy tights	Any appropriate brand
Tennis shoes <i>(sneakers)</i>	Low cut, non-marking soles; white or black <i>(Required for gym class)</i>	Any appropriate brand

Boys: Pre-Kindergarten		
Item	Description	Brands
Belt	Plain black, brown, or navy <i>(Optional for Pre-K)</i>	Any appropriate brand
Pants	Khaki with elastic waist <i>(belt not required)</i> Worn with SJS knit shirt; SJS fleece	EO, Lands' End, French Toast
Shoes <i>(dress shoes)</i>	Solid or two tone black, brown, tan, or navy	Any appropriate brand
Shorts Worn: Aug – Oct 31 st Apr 1 st – May	Khaki with elastic waist <i>(belt not required)</i> Worn with SJS knit shirt; SJS fleece	EO, Lands' End, French Toast
SJS knit shirt	Red with SJS logo, short or long sleeve Worn with shorts or pants	EO, Lands' End with white logo
SJS Fleece	Red or Navy with SJS logo Worn with shorts or pants	EO, Lands' End with white logo
Socks	Solid white, black or navy socks	Any appropriate brand
Tennis shoes <i>(sneakers)</i>	Low cut, non-marking soles; white or black <i>(Required for gym class)</i>	Any appropriate brand

Girls: Kindergarten – 5th Grade		
Item	Description	Brands
Belt	Plain black, brown, or navy <i>(Optional for Kindergarten-2nd; required with shorts and pants for girls in grades 3rd-5th)</i>	Any appropriate brand
Blouse	White oxford shirt of cotton/poly blend, short or long sleeve Worn with skirt, shorts, or pants <i>(Must be worn with red sweater vest for girls in grades 3rd-5th, vest is optional for girls in grades K-2nd)</i>	Any appropriate brand
Cardigan sweater	Red zippered or navy buttoned with embroidered logo Worn with jumper, pants shorts, or skirt	EO, Lands' End with white logo
Gym shorts	Dark-colored, must be worn under all jumpers and skirts <i>(Must not show under jumper or skirt, no Spandex shorts)</i>	Any appropriate brand
Hair accessories	Solid red, white, navy, black, gray, or SJS plaid <i>(No hair coloring or highlights or over-sized bows)</i> <i>(Students may be asked to remove/change any distracting hair accessories or styles)</i>	
Jewelry	Small religious medal or cross necklace; small cross or plain stud earrings	

Nail polish Make-up	Clear nail polish Clear lip gloss (<i>4th and 5th Grade only</i>)	
Pants	Khaki with side pockets or mid-rise; Navy or khaki for 3 rd -5 th Worn with white oxford or SJS knit shirt; SJS fleece or red cardigan	EO, Lands' End, French Toast
Plaid jumper (K-2nd)	Worn with white blouse or white oxford shirt of cotton/poly blend <i>(Must be worn with dark-colored gym shorts)</i>	Lands' End
Red sweater vest	Worn with blouse/oxford shirt	EO, Lands' End with white logo
Shoes <i>(dress shoes)</i>	Solid or two tone black, brown, tan, or navy <i>(No platform, open back, sandals, heels or strapless ballet flats)</i>	Any appropriate brand
Shorts Worn: Aug – Oct 31 st Apr 1 st – May	Khaki with placket and cuffs; regular or mid-rise Navy or khaki for 3 rd -5 th Worn with white oxford shirt, SJS knit shirt, SJS Fleece, red zippered cardigan	EO, Lands' End, French Toast
SJS knit shirt	Red with SJS logo, short or long sleeve Worn with pants, shorts, or skort	EO, Lands' End with white logo
SJS Fleece	Red or Navy with SJS logo	EO, Lands' End with white logo
Skirt (3rd-5th)	Plaid <i>(must be no higher than 3 inches above the top of the knee)</i> Worn with white oxford shirt or SJS knit shirt <i>(must be worn with dark-colored gym shorts)</i>	EO, Lands' End
Skort (K-5th)	Plaid, Khaki, or Navy pleated Skort or A-line Skort <i>(must be no higher than 3 inches above the top of the knee)</i>	EO, Lands' End
Socks	Solid white, black or navy socks; white or navy tights	Any appropriate brand
Tennis shoes <i>(sneakers)</i>	Low cut, non-marking soles; white or black <i>(Required for gym class)</i>	Any appropriate brand

Boys: Kindergarten – 5th Grade		
Item	Description	Brands
Belt	Plain black, brown, or navy <i>(Optional for Kindergarten-2nd; required with shorts and pants for boys in grades 3rd-5th)</i>	Any appropriate brand
Jewelry	Small religious medal or cross necklace	
Pants	Khaki Worn with SJS knit shirt; SJS fleece jacket	EO, Lands' End, French Toast

Shoes <i>(dress shoes)</i>	Solid or two tone black, brown, tan, or navy	Any appropriate brand
Shorts Worn: Aug – Oct 31 st Apr 1 st – May	Khaki Worn with SJS knit shirt; SJS fleece	EO, Lands' End, French Toast
SJS knit shirt	Red with SJS logo, short or long sleeve Worn with pants or shorts	EO, Lands' End with white logo
SJS Fleece	Red or Navy with SJS logo Worn with shorts or pants	EO, Lands' End with white logo
Socks	Solid white, black or navy socks	Any appropriate brand
Tennis shoes <i>(sneakers)</i>	Low cut, non-marking soles; white or black <i>(Required for gym class)</i>	Any appropriate brand

Girls: Middle School (6th Grade – 8th Grade)

Item	Description	Brands
Belt	Plain black, brown, or navy <i>(Required with shorts and pants)</i>	Any appropriate brand
Blouse	White oxford shirt of cotton/poly blend, short or long sleeve Worn with shorts, skirt or pants <i>(Must be worn with red sweater vest with SJS logo)</i>	Any appropriate brand
Cardigan sweater	Red zippered or navy buttoned with embroidered logo Worn with pants, shorts, or skirt	EO, Lands' End with white logo
Gym shorts	Dark-colored, must be worn under all skirts <i>(Must not show under skirt, no Spandex shorts)</i>	Any appropriate brand
Hair accessories	Solid red, white, navy, black, gray, or SJS plaid <i>(No hair coloring or highlights or over-sized bows)</i> <i>(Students may be asked to remove/change any distracting hair accessories or styles)</i>	
Jewelry Nail polish Make-up	Small religious medal or cross necklace; small cross or plain stud earrings; one approved religious bracelet. Clear or light pink nail polish; Light make-up <i>(Please be advised – the uniform committee reserves the right to define the term "light" as needed)</i>	
Pants	Navy or khaki Worn with white oxford or SJS knit shirt; SJS fleece jacket, SJS Pullover, SJS Zippered Cardigan	EO, Lands' End, French Toast
Red sweater vest	Worn with blouse	EO, Lands' End with white logo

Red Pullover	Red Jacquard pullover, Red Half-zip dri-fit pullover with SJS logo Worn with pants or skirt and oxford shirt/SJS knit shirt <i>(Must be properly sized)</i>	Lands' End
Shoes <i>(dress shoes)</i>	Solid or two tone black, brown, tan, or navy <i>(No platform, open back, sandals, heels or strapless ballet flats)</i>	Any appropriate brand
Shorts Worn: Aug – Oct 31 st Apr 1 st – May	Navy or khaki, pleats or flat front with side pockets Worn with white oxford shirt or SJS knit shirt;	EO, Lands' End, French Toast
SJS knit shirt	Red with SJS logo, short or long sleeve Worn with shorts, skirt or pants	EO, Lands' End with white logo
Skirt	Plaid or Khaki <i>(must be no higher than 3 inches above the top of the knee)</i> Worn with white oxford shirt or SJS knit shirt <i>(Must be worn with dark-colored gym shorts)</i>	EO, Lands' End
Skort	Plaid, Khaki, or Navy pleated Skort or A-line Skort <i>(must be no higher than 3 inches above the top of the knee)</i>	EO, Lands' End
SJS Fleece	Red or Navy with SJS logo Worn with shorts or pants	EO, Lands' End with white logo
Socks	Solid white, black or navy socks; white or navy tights	Any appropriate brand
Tennis shoes <i>(sneakers)</i>	Low cut, non-marking soles; white or black <i>(Required for gym class)</i>	Any appropriate brand

Boys: Middle School (6th Grade – 8th Grade)		
Belt	Plain black, brown, or navy <i>(Required with pants and shorts)</i>	Any appropriate brand
Jewelry	Small religious medal or cross necklace; one approved religious bracelet.	
Pants	Khaki Worn with SJS knit shirt; SJS fleece jacket, SJS Pullover	EO, Lands' End, French Toast
Red Pullover	Red Jacquard pullover, Red Half-zip dri-fit pullover with SJS logo Worn with pants and oxford shirt/SJS knit shirt <i>(Must be properly sized)</i>	EO, Lands' End
Shoes <i>(dress shoes)</i>	Solid or two tone black, brown, tan, or navy	Any appropriate brand
Shorts Worn: Aug – Oct 31 st Apr 1 st – May	Khaki Worn with SJS knit shirt; SJS fleece jacket, SJS Pullover	EO, Lands' End, French Toast

SJS knit shirt	Red with SJS logo, short or long sleeve Worn with pants or shorts	EO, Larose, Lands' End with white logo
Shirt	White Oxford long or short sleeve Worn with pants or shorts	EO, Lands' End
SJS Fleece	Red or Navy with SJS logo Worn with shorts or pants	EO, Lands' End with white logo
Socks	Solid white, black or navy socks	Any appropriate brand
Tennis shoes (<i>sneakers</i>)	Low cut, non-marking soles; white or black (<i>Required for gym class</i>)	Any appropriate brand

Discontinued Items: The following uniform items are discontinued for sale and are no longer part of the SJS uniform:

- SJS Knit Shirt Polos with blue logo
- Sweatshirt – Red with SJS logo
- SJS “Hoody” Sweatshirt – Red with “Saint Joseph” front

All Students

- * Hemlines for shorts, skorts, and jumpers should be no more than three inches above the top of the knee; no oversized or “baggy” shorts. Skirts should be no shorter than three inches above the top of the knee (front and back).
- * Pants should not be oversized or “baggy”; may not lie on or over shoes, or touch floor.
- * Leggings may be worn under skirts (like tights) that meet the skirt length expectations. Leggings must be worn with socks that meet uniform expectations.
- * Pants should not be too short; they must cover ankles and touch top of shoes.
- * Girls’ bras should never be visible (including dark colored bras under light colored shirts)
- * A school shirt must be worn under school sweatshirts, cardigans, pullovers, or fleece.
- * School Fleece and Pullovers must be properly sized, not oversized or “baggy” and washed regularly
- * Undershirts should be white or gray and free of any writing or pictures that would show through the uniform shirt.
- * Long sleeve shirts may not be worn beneath short sleeve uniform shirts.
- * Uniform shirts must fit properly; must not be oversized and must be long enough to stay tucked in.
- * Girls’ and boys’ hair should be neat with bangs above the eyebrows. Boys’ hair should be above the shirt collar, no more than half way over the ears, neatly trimmed, and may not include any designs cut into the normal hair pattern. Boys may not wear hair accessories. Hair coloring, bleaching, and highlighting are not permitted. Students with colored or highlighted hair will be sent home until hair is returned to natural color. No mohawks or faux hawks.
- * No tattoos of any kind.
- * No artificial fingernails.
- * No body piercing. Girls may wear one pair of earrings not larger than a dime.
- * No hologram contact lenses.
- * Uniforms should be clean and pressed with all buttons and hems intact. Shirtheads should remain tucked in while students are on campus.

- * Watches with a beeping device should be disconnected during the day. Smart watches may not be enabled for wifi or cellular access.
- * The accepted Saint Joseph School logo for SJS knit shirts, Fleece, Cardigan and Pullover is the white SJS Shield.

Scout Uniforms

- Scout uniforms may be worn to school on meeting days.
- If only a scout uniform shirt is worn, it must be worn with school shorts or pants (no plaid skorts or skirts).
- If a shirt is needed under a scout shirt, it must be uniform or a plain white turtleneck.

Out-of-Uniform Days (expectations also apply to Middle School Dances)

- Short, skort, and skirt length must be no shorter than 3 inches from the top of the knee (front and back).
- Leggings or other tight-fitting athletic pants may be worn under skirts or shorts (like tights) that meet the skirt-length expectations. However, leggings and other tight-fitting athletic pants may not be worn as pants.
- Girls’ bras should never be visible (*including dark colored bras under light colored shirts*)
- No spaghetti straps unless covered by a jacket/sweater (jacket/sweater must be worn all day)
- No dresses with open backs or open midriffs
- No platform, open back, or spike heels; no heels higher than 1 ½ inches
- No shorts from November 1 – March 31
- If jeans are worn, they must be neat and without tears

Non-compliance Policy

- 1st offense: warning to students and parents contacted (student may be required to change)
- 2nd offense: parents called to bring appropriate uniform
- 3rd offense: parent conference scheduled

Parents needing monetary assistance with uniform purchases may contact the principal.

SJS Bulldog Boutique Used Uniform Store

Items are available on the Old Gym Stage – please check in at the office during school hours.
You may trade out your clean uniform items for Boutique ones or pay \$5.00 per item.

Educational Outfitters

<http://knoxville.educationaloutfitters.com/find-my-school/st-joseph-school/>
453 Park 40 North Blvd
Knoxville TN 37923
(865) 583-3990

French Toast

www.target.com/bp/french+toast
Uniform Pants and Shorts
available at Target

Lands’ End

www.landsend.com
School Number:
900165242

Athletics

Good sportsmanship is an integral part of team participation. The athletic handbook, given to every student athlete prior to athletic participation, contains detailed rules and regulations that govern athletic participation. Parents and student athletes are expected to abide by these standards.

Regulations

- Before the season begins, coaches meet with the athletic director to outline season plans. Coaches are under direct supervision of the athletic director.
- Students wishing to try out for any school sanctioned athletic activity must provide written documentation of a recent physical examination. Sports physicals must be completed after June 1st for the upcoming school year. Sport physical forms may be obtained in the school office or the athletic office.
- A fee of \$75 per student for the first sport a student participates in (\$50 per additional sport) is required to help alleviate the cost of uniforms, referees, and entry fees. For students to participate in the sport and receive a team uniform, the athletic fee must be paid in full.
- Practice is generally held after school and in the evening. The athletic director develops this schedule.
- No practice may be held on Sundays.
- Uniforms are provided for team sports - however, there may be a fee associated in the event that new uniforms are purchased. Parents must provide practice shorts, shoes, and socks.
- The athletic director, prior to publishing, must approve all coaching schedules.
- Coaches remain with players after games or practices until parents arrive. Players must be picked up on time. Transportation to and from games or practices is the responsibility of parents.
- Participation on any athletic team is a privilege and must be earned through good conduct and academics.
- Students must be in school on game days or they will not be allowed to play (arrive by 11:30 a.m. or remain until 11:30 a.m.).
- No gum is allowed at games or practice on or off the campus!
- Parents may not engage coaches in conversation to address a problem before, during, or after a practice or game. Parents can and should email the coach and the athletic director to schedule a meeting to address such concerns.
- Good sportsmanship is expected of all members of the school community, including spectators at athletic events. Cheering should be positive, respectful, and encouraging. Any behavior deemed disrespectful or unsportsmanlike by school staff could result in removal from the event and/or suspension from future contests.

Eligibility

The academic eligibility program monitors the grades and conduct of all middle school students at the end of each mid-term and nine week grading period. Students with grades below 78 may be considered ineligible for participation in extra-curricular events. Any student in grades 5-8 with a weekly conduct average of Tier 3 will be ineligible for the next team game. Any student who receives a Five Point Mark may be excluded from all extra-curricular school-sponsored activities, including sports teams, for a probationary period as determined by the principal.

Teams

All teams are coached by staff hired by the athletic director. Parents are responsible for transportation.

Basketball

Fifth, sixth, seventh, and eighth grade boys and girls may try out for team positions. Try-outs occur in October. Positions are awarded on the basis of physical ability and skills; however, every interested student is eligible to try out for this sport.

Cheerleading

Fifth through eighth grade girls may try out for varsity cheerleading. Cheerleading practice is held after school and occasionally on Saturdays as scheduled.

Cross-Country

Third through eighth grade boys and girls are eligible to participate each fall. Third, fourth, and fifth grade boys and girls may participate based on the availability of coaches.

Flag Football

Fifth, sixth, seventh, and eighth grade boys and girls may try out for positions on the co-ed flag football teams. Positions are awarded on the basis of physical ability and skill. Previous soccer experience is not necessary. The season begins in the fall.

Soccer

Fifth, sixth, seventh, and eighth grade boys and girls may try out for positions on the co-ed soccer teams. Positions are awarded on the basis of physical ability and skill. Previous soccer experience is not necessary. The season begins in April and continues for six weeks.

Softball

Fifth, sixth, seventh, and eighth grade girls are eligible for the softball teams. Teams practice and play games in the late spring.

Tennis

Fourth through eighth grade boys and girls may be eligible for tennis. Teams practice and play September through October. Students participate in the U.S. and Knoxville Tennis Association League.

Track

Fifth, sixth, seventh, and eighth grade boys and girls are eligible to participate each spring.

Volleyball

Fifth, sixth, seventh, and eighth grade girls may try out in late August for positions on the girls' volleyball teams. The teams are part of the Knoxville Independent School League and play a minimum of two games per week with 1-2 practices per week. The season lasts through the end of October.

In order to participate in athletic events, school attendance on the day of the activity is required.

Home and School Association

The Home and School Association, in cooperation with the principal, oversees a variety of special events and ongoing committees. Gratitude is given for the time and talent members of the association contribute to assisting the growth of our school and its mission. Assistance from all members is welcomed and encouraged whether once a year for a special event or periodically throughout the school year.

The Home and School Association (HSA) is composed of parents, school staff, and is governed by its bylaws. Officers (with term) of the organization include the President (1 year), who is a representative to the School Board, Vice-President (1 year), Secretary (1 year), Treasurer (1 year), Room Parent Coordinator (2 years), and Historian (1 year). Ex-Officio members include the principal and president.

Requests for officer nominations for the Association are solicited from the membership and nominees are placed on a ballot. The general membership then elects officers from among the nominees. Candidates may serve a second term at the request of the nominating committee and the approval of the school principal.

The Association is solely supported by the volunteer efforts of its membership. Board planning meetings and general membership meetings are held throughout the year. All parents are encouraged to take an active role in their student's education by supporting the HSA.

The purpose of the Association is to be of service to the principal and Saint Joseph School in building community being another means of communication. To accomplish this, the Association has the following objectives:

- To build and maintain a vibrant Catholic school community.
- To encourage a greater appreciation of Catholic school education.
- To encourage and cultivate high standards of Catholic family life.
- To promote communication among members of the school community.
- To promote understanding of the mutual educational responsibilities of parents and staff.
- To encourage families in the participation of the spiritual, intellectual, social, and physical programs of the school.
- To offer programs, information, and entertainment of particular interest to parents.

The HSA Standing Committees:

- Educational Promotions/Community Life
- Field Day
- Room Parents
- Teacher Appreciation

Virtus training is required prior to volunteering. Additionally, volunteers must read and sign the diocesan policy for reporting sexual misconduct and have successfully passed a background check. Volunteers have played a major role in the education of Saint Joseph School students. This tradition of involvement has been very strong and each year grows stronger as more and more volunteers become involved in our numerous activities. A list of events with volunteer opportunities follows.

<p>Fall Semester</p> <p>Back-to-School BBQ Kids Fest (Fall Festival) Scholars, Leaders, and Saint Calendar Raffle Golf Tournament Grandparents Day Book Fair Advent/Christmas Program Christmas Staff Appreciation Luncheon</p>	<p>Spring Semester</p> <p>Open House(s) Catholic Schools Week Mardi Gras/Dinner/Auction/Dance Sister Jolita Supper & Sing-along Spring Staff Appreciation Luncheon Walk-a-Thon Field Day Uniform Committee Parent/Student Handbook Committee</p>
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Additional opportunities will be made available as they occur throughout the year.

Medication Policy

Schools shall not dispense prescription medication to students except when prescribed by a doctor and provided by the parent. Diocesan Policy #1390. In order to provide a safe and efficient administration of medication to students, the policies and procedures listed below will be followed:

- **All medication must be physician-prescribed with written orders** detailing the name of the student, date, name of medication, dosage, and the time interval the medication is to be taken.
- **Written permission signed by the parent or guardian must be provided to the school, on the school medication permission form** requesting that the school comply with the physician's order. This permission must also include the time the medication is to be taken and a phone number in case of a question or emergency.
- **Medication brought to the school must be in a container clearly labeled by the pharmacy or physician.** Means of dispensing the medication (i.e. spoon, cup or other dispenser) must also be provided by the parent or guardian.
- **Under no circumstances will medication be administered to students by the classroom teacher during the school day. The teacher may administer medication on overnight field trips with written permission from the physician.**
- **Aspirin/Tylenol/Cough syrup/Cough drops (or other over-the-counter medicine) will not be administered by school personnel without written medical permission.**
- **All medication will be kept secure in the Clinic,** not on the student's person, in the desk, locker, or by the classroom teacher.
- **Parents are responsible for removing any unused medication** from the school at the end of the treatment regimen. All medication not removed by parents will be disposed of at the end of each week.

Any medication sent to the school, without the required information specified above, will not be administered to the student.

After School Care Program

Introduction

The After School Care Program offers care to students enrolled at Saint Joseph School. Students not picked up by 3:30 p.m. will go to After School Care and will be charged for that service as determined by the principal.

The ASC program allows students to enjoy activities that complement the philosophy and value system of the school and family. The program will operate only on days when school is in session. A forty-five minute mandatory study hall is provided for grades 3 through 8. Students will be encouraged to participate in outdoor play, arts and crafts activities and independent and group play. A snack will be provided for students.

Application Fee and Enrollment Options

The enrollment options are:

- Full time (all week): \$160 monthly for 1 child, \$250 monthly for 2 children, and \$300 for 3 or more.
- Part-time (3 days a week): \$135 monthly for 1 child, \$220 monthly for 2 children, and \$260 for 3 or more.
- Drop-in Daily Rate: \$15.00 for 1 child (Half-price if picked up by 4:00 pm).
- Early Dismissal Daily Rate: \$20.00 for 1 child (Half-price if picked up by 2:00 pm).

Payments & Late Charges

- Make sure to pick up your child/children by 6:00 pm to avoid late charges.
- Payments are due the last day of the month for the coming month.
- Parents using drop-in services should expect to pay on the day they pick up their student/students.
- Bills are calculated based on the plan selected by the parent.
- Parents may change their plan by notifying the director in writing the month prior to the change taking place.
- Payments are to be given directly to the school office or mailed to Father Chris Michelson. Checks should be made payable to **Saint Joseph School** with "Aftercare" written on the memo line.

Leaving the Premises

- At pick-up time, parents or guardians must notify the staff and sign out the student.
- Individuals not listed on the pick-up list will not be allowed to pick up students without the written consent of the student's parent.
- Students will not be allowed to go unsupervised to athletic events on school premises.
- Students must have written permission to go home with or to an athletic event with another student and his/her parent or guardian.

Illnesses & Accidents

First aid will be administered for minor accidents. Medication will not be given without a written statement from the physician detailing the method, amount, and procedure for distribution.

Discipline Guidelines

- All school rules apply.
- Behave respectfully and courteously toward all staff and children.
- No toys from home.
- No profane or inappropriate language, fighting, wrestling, or tackle football.