

St. Joseph Regional Catholic School



Parent and Student Handbook 2023-2024

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Dear Parents and Students,

On behalf of the faculty and staff of St. Joseph School, welcome to the **2023-2024** school year. This handbook has been prepared to be a source of information for you concerning the philosophy and operational policies of St. Joseph Regional Catholic School. We are a Catholic institution of learning, committed to excellence and most of all to providing a Catholic environment where Christian ideals are developed and lived. We feel that your choice of St. Joseph Regional Catholic School for your child's education is an indication of your special interest in his/her total development- spiritually, academically, and socially. The work of preparing today's young people for the challenges of adult life is not an easy task but is certainly a rewarding one. We must work together to achieve our goals.

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

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

Sincerely in Christ,

Mrs. Courtney Magee
Principal

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

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

2023-2024 FACULTY/STAFF

Principal	Courtney Magee
Administrative Assistant	Elena Peralta
Bookkeeper/Business Office	Carmenza Gonzalez
3K	Brandi Judd
4K	Stefani Guthrie
Kindergarten	Kathy Smith
First Grade	Leigh Ann Franck
Second Grade	Amy Glover
Third Grade	Melissa Miles
Fourth Grade	Amber Canerday
Fifth Grade	Jenifer Bissell
Sixth Grade/Accelerated Math/Science	Philip Rodda
Seventh Grade/Grammar/Literature	Mary Dixon
Eighth Grade/Math/Social Studies	Mary Hall
Physical Ed. Teacher, Athletic Director	Amy Tays
Librarian/Resource	Jennifer Hunzicker
Counselor	Terri Whalen
Art	Jamie Lynch
Music	Kristi Montero
Computer	Adam Barnes
Spanish	Marta Liotta
Cafeteria Staff	Jacqueline Mauter

MISSION STATEMENT

Diocesan Mission Statement

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

St. Joseph School Mission Statement

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

ABOUT THE SCHOOL

History

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

Philosophy

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

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

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

Future

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

Membership

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

Climate

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

ADMISSION POLICIES

Nondiscriminatory Policy

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

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

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

We do not accept students incapable of reasonably absorbing the material that will be presented or who are otherwise disruptive of an atmosphere conducive to learning. **Although special education classes are not part of our program, we do provide individualized instruction, small group lessons, and ongoing assessments to evaluate a student's needs.**

Registration Requirements

The school complies with Alabama State Law regarding Kindergarten and First Grade entrance requirements. **Grade level is determined by a student's age on September 1st.** Pupils transferring to St. Joseph may be admitted to the grade certified by the school from which they come. St.

Joseph reserves the right to test and place students appropriately within our grade levels. All Pre-Kindergarten students must be fully potty trained **and 3 by September 1st.** The student must be in good standing with the school he or she is leaving. **St. Joseph reserves the right to not accept a student into our school.**

New registrants must present the following:

1. **State of Alabama Certificate of Immunization** available from the Health Department and/or doctor's office
 - o All medical or religious exemptions must be turned into the office
 - **Religious exemptions must be obtained from the Bishop while any medical exemption must come with a letter from a licensed healthcare professional. More information concerning exemptions can be found in the office.**
2. **Certificate of birth**
3. **Certificate of baptism** (Catholics) plus the Parish verification form
4. **Child's social security number**
5. **A non-refundable \$150 registration fee**
***Your registration is not complete without these forms and fees paid.**

Students applying for Admission in Grades 1-8 (or transferring kindergarteners) must present a copy of the current report card, behavior and attendance records, standardized test results, and record of IEP if applicable. These will be reviewed to determine whether the program at St. Joseph School will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in some academic areas may be held for new incoming students in Grades 1-8.

All new students, including transfer students, from pre-K through 8th grade will be admitted on a 90-day provisional period. During this time, the student(s) will be monitored to assure that they are fulfilling the conditions for satisfactory academic and behavioral progress. Progress updates will be discussed between the school and parents at regular intervals.

Any student(s) who fails to make consistent progress towards necessary standards will either remain on probation or be dismissed from the academic program. This decision will be determined by the school's administration.

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

Accounts with outstanding balances (tuition, before/after school care, etc.) must be paid before a registration form is accepted. As is the case in all financial matters, please call the school office if special arrangements need to be made.

TUITION AND FEES

Preschool Rates

Class	Program	One Time Payment	10 Month Plan	12 month Plan
3K and 4K	Full Time	\$4,700	\$470.00	\$391.67

PRE-SCHOOL ADDITIONAL FEES

<i>Cot Fee– Full Day Program Only-</i> \$8/student	<i>Renweb/Facts Setup Fee</i> \$60/Family (non-refundable)
<i>PTO Dues**</i> \$100.00/ Family	<i>Technology Fee*</i> \$200/Student Full Day

K-8th Rates

<u>Catholic Student(s)</u>	<u>10 Month Plan</u>	<u>12 Month Plan</u>	<u>Non-Catholic Student(s)</u>	<u>10 Month Plan</u>	<u>12 Month Plan</u>
1 child	\$503.00	\$419.15	1 child	\$604.00	\$503.32
2 children	\$905.30	\$754.42	2 children	\$1143.40	\$952.83
3 children	\$1282.60	\$1068.83	3 children	\$1694.00	\$1411.66
4 children	\$1609.60	\$1341.33	4 children	\$2192.00	\$1826.66

<i>Renweb/Facts Setup Fee *</i>	\$60/ Family (non-refundable)	<i>Workbook Fee ***</i>	\$125/ Student (Grades 1-8)
<i>PTO Dues **</i>	\$100/ Family	<i>Technology Fee***</i>	\$200/ Student

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

Subsidy for Catholic Students

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

Re-enrollment

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

Withdrawal Process

Families must notify the school in writing if a student is being withdrawn from the school. The school will not forward records for students who withdraw with an outstanding balance.

ACADEMIC INFORMATION

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

Curriculum

The curriculum followed by St. Joseph School meets the requirements of the Diocese of Birmingham, the Alabama State Department of Education, and Cognia. The academic needs of each student are not only fulfilled with the required courses but also supplemented with enrichment programs. The curriculum includes:

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

Religion

Religious instruction according to doctrine of the Catholic Church is given top priority. Our students pray together throughout the school day. Daily classes about the Catholic faith are taught using The Loyola Series and the Diocesan Standards and Benchmarks.

Along with daily religion class, students attend liturgy once a week. Participation in the Eucharistic Liturgy is a very important part of the religious education and spiritual development and growth of the students. All students share in this beautiful experience. Non-Catholics do not receive Eucharist but may come forward for a blessing. Students will also participate in other liturgical celebrations throughout the school year. **All students, regardless of religious or other belief system affiliation, are supported and encouraged in developing a deep and meaningful relationship with God and Jesus Christ.**

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

Fine Arts

Weekly music and art classes are scheduled for all students.

Handwriting

Students in K3-3rd grade will participate in handwriting development. Cursive handwriting is part of the 2nd grade curriculum.

Language Arts

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

Physical Education

Physical Education (P.E.) is part of a well-rounded education. P.E. grades (5th -8th) are based on behavior, sportsmanship, participation, cooperation, and effort. For each infraction, the student's grade will drop **one percentage point**. After the 4th infraction in a quarter, the student will drop one letter grade. **Sample behaviors that warrant infractions include, but are not limited to: disruptive behavior, inappropriate language, failure to follow directions, or disrespectful behavior.**

Students are not allowed to miss P.E. in order to make up other class work. Special situations may be worked out among the administration, teachers, and students involved. A student must have permission from the principal to miss P.E. for any reason other than a doctor's excuse. If a student sits out of P.E. class due to injury or illness, the student athlete will not practice or play in a school sponsored extracurricular sporting event that day. Tennis shoes are required for P.E. even on "Free Dress" days.

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

Science

General science and laboratory experiences are offered to all age groups. Students in 6th, 7th, and 8th grade are required to complete and present a science fair project. **This project begins at the start of the school year with the Science Fair taking place in early October. This project serves as a large portion of their quarter grade and requires significant time both in school and out of school in order to successfully complete.**

Social Studies

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

Spanish

Students in grades 3K-8th will have Spanish each week. All 6th, 7th, and 8th grade students are required to take Spanish unless receiving special permission from administration. **Each April, the 7th and 8th grade students take the National Spanish Exam. A minimum of a 60 on the National Spanish Exam in 8th grade along with a recommendation of his/her Spanish teacher must be obtained in order to receive Spanish I credit for high school.**

Technology

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

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

first week of school to cover the cost and maintenance of technology hardware and software. *If a chromebook is damaged due to negligence of a student, additional fees will apply. In the event that St. Joseph School moves to a virtual learning environment, students in grades K-2nd will be charged a \$75 Chromebook fee.*

Library

The library is open to students every school day during regular school hours, provided there is a librarian or volunteers on duty. Each class is assigned scheduled library periods each week. Teachers may send small groups of students to the library for a specific time period for a specific purpose whenever there is not a scheduled class in the library and arrangements have been made with the librarian.

Library Check-out procedures

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

Damaged books

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

Procedure for handling challenged materials

St. Joseph School supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association. Individuals wishing to challenge any materials used at St. Joseph should see the Principal for a copy of the procedures of challenge.

Mathematics

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

Grade 6

Students will be placed in either 6th Grade Comprehensive Math or 6th Grade Accelerated Math. Student math averages, MAP testing, and teacher recommendation based on observations of student skills, effort, ability and maturity determine placement. All 6th

grade math groups will complete the same curriculum. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

Grade 7

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

*Students must satisfactorily complete 7th grade Accelerated Math in order to be placed in 8th grade Accelerated Math.

Grade 8

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

- Final average of at least 86% in the 7th Grade Accelerated Math
- Consistent above average MAP test scores from previous year
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displayed the ability to master Algebra course material

Students receiving an 80 or higher will have the option of moving on to more advanced math classes in high school as this course fulfills the Algebra I with Probability requirement that is required sophomore year of high school.

TECHNOLOGY PROCEDURES

Introduction

To ensure that students receive a quality, Catholic education and that employees are provided an opportunity to work in a professional and intellectually stimulating environment, it is the policy of St. Joseph Regional Catholic School to provide all students and employees with opportunities to access, and use, a variety of technology resources (including but is not limited to computer hardware, software, networks, and network access, etc., provided by the school).

Use of the technology resources provided by St. Joseph School by students and employees must be conducted in legally and ethically appropriate ways consistent with the mission and goals of the school. St. Joseph School is responsible for securing its computer network and technology resources against unauthorized access and/or abuse, while making them accessible for students and employees. This responsibility includes informing students and employees of expected standards of conduct and the disciplinary consequences for failing to adhere to such standards. The legal and ethical use of computer hardware and software will be taught to all students and employees.

Therefore, it is the policy of St. Joseph School that all technology resources will be used in accordance with other School policies and procedures, as well as local, state, and federal laws

and/or guidelines governing the usage of technology resources. Additionally, it is the policy of the St. Joseph School that all students and employees shall use the school's technology resources so as not to waste them, abuse them, and interfere with or cause harm to other individuals or institutions.

Electronic Use Policy

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

- I will practice good stewardship with all technology systems. I will not remove, add, adjust, fix, or tamper with any piece of equipment without explicit directions from a teacher or staff member, I will not intentionally damage any piece of equipment, or software, I will notify a teacher or staff member of any damaged equipment or of anyone damaging equipment.

The following are not permitted:

- Revealing personal information online (name, phone number, address, age etc...)
- Receiving, displaying, or sending offensive messages or pictures
- Using obscene language.
- Harassing, insulting, or threatening others.
- Damaging computer systems or computer networks.
- Changing network or system settings.
- Violating copyright laws.
- Submitting documents from the internet as personal work
- Using another person's password.
- Trespassing in someone else's folder, work or files.
- Intentionally wasting limited resources.
- Using the network for commercial purposes.
- Propagating chain messages.
- Making unauthorized downloads.
- Participating in personal chat or instant messaging except in specifically authorized circumstances.
- utilizing the device to play games, watch videos, or other recreational activities that are not expressly part of class assignments, learning goals, or other educational activities

The Principal and/or the Network Administrator shall determine other inappropriate uses and disciplinary action on a case-by-case basis, and their decision shall be final.

Technology Violations

Violations of this policy shall be handled in a manner consistent with comparable situations requiring disciplinary action, including but not limited to:

1. Loss of access to technology resources;
2. Disciplinary action in line with the School's Discipline Policy
3. Financial responsibility for any damages
4. Legal action, if applicable

Technology Concerns

Engagement in online services such as, but not limited to TikTok®, Instagram®, Snapchat®, Facebook®, Twitter® etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students/families or the parish.

ATTENDANCE

Attendance at school is a state law. Regular daily attendance is very important for progress and growth in learning and good study habits. Maximum absences allowed are eight days per semester. Excessive absences can result in a student being retained. Students absent for three or

more consecutive school days are required to submit a doctor's certificate before being readmitted to school. Any student who has had a contagious disease (except for minor colds and viruses) is required to submit a doctor's certificate before being readmitted to school.

Check in/Tardies

Students typically feel anxious or stressed when arriving to class late which negatively impacts their ability to learn. With this in mind, it is of utmost importance to have students at school on time. The school day officially begins at 7:55 a.m with students needing to be in the classroom and ready at this time. In order to promote a positive learning environment, students should be in the classroom on time and ready to learn. Any student arriving after the 7:55 a.m. bell must report directly to the office and be signed in by the parent. If a student is late to pre-K, parents must sign in to the office and receive a tardy slip in order to be admitted into the pre-K classroom.

For every third tardy incurred the student will be issued a full day absence. It is essential that your child gain the skills necessary to become a responsible member of society. Promptness is one of those skills. When your child consistently arrives late to school, you are teaching them that rules are of no importance. You also create additional work for their teacher, because they have to stop their instruction of the other children to change absentee and lunch reports and repeat any work or instructions the other children were given.

Check out Policy

If a student is checked out of school, they will be counted absent for the day if they miss more than three and a half hours of school.

Please send a message to the homeroom teacher and the office if a student will be checked out of school. This way, the student will be prepared when the parent arrives and unexpected interruptions will be kept to a minimum.

Students needing medical appointments during school hours require a written excuse by the physician. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent unless a doctor's note is given.

Excused Absence or Tardy

A student who has been absent or tardy must send a signed note by a parent or legal guardian of the student as to the reason for the absence or tardy. Please remember that attendance records are legal documents and must be accurate. Therefore, all absences and tardies must be recorded regardless of the reason. The absence note must be submitted upon the student's return to receive an excused absence. Notes to excuse an absence will not be accepted after the third day the student has returned to school. Therefore the absence will remain unexcused. These notes/letters will be retained in the office for one year.

1. A Student may be excused for:
 - a. Illness (No student should return to school within 24 hours of having nausea symptoms or running a fever.)
 - b. Serious illness or death in the immediate family
 - c. Emergency medical or dental attention
 - d. Court appearance

- e. Absence from school with permission of teacher, principal, and consent of parent. All permission absences must be requested in advance. A letter/email should be sent to the principal stating the reasons for the absence. This letter/email should be received in advance of the requested absence.
2. A student will not be excused for:
 - a. Truancy
 - b. Missing a ride
 - c. Vacation
 - d. Shopping, hunting, fishing, attendance to games, birthdays, or other celebrations

When a student is absent from school, the parent must inform the office by 8:15 a.m. to inform the school of the absence. If the school does not hear from the parent, the school will contact the parent. This policy has been put in place for the protection of the student.

Parents should make every effort to schedule doctor/dental appointments after school hours. If not possible, then every effort should be made to have the child miss a minimum amount of instructional time. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

If a student is absent all day, he/she may not participate in extracurricular activities that night, including sports activities or other extracurriculars including school programs or dances.

Make-up Work

Missed assignments are the student's responsibility. Students have one day for each day missed to complete make-up assignments. If extenuating circumstances apply, it is the responsibility of the student to request additional consideration from the teacher. Any requested make up work should come only after two or more days of absence. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. When a student is absent for **two or more** days due to illness, a parent should arrange to pick up homework assignments from the office. Homework assignments may be picked up at the school office.

If a school assignment, long term project or test was assigned prior to the student's absence, the assignment will be due on the first day the student returns to school. Any student who has not completed the make up work during the allotted time will receive zeroes for these assignments.

ACADEMIC PROCEDURES

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

Grading/Elementary

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

Pre Kindergarten, Kindergarten, **Grade One**

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

skill will be:

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

Grades 2 through 8

The grading scale will be as follows:

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

Computer, PE, Music, Art, & Spanish

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

S	Satisfactory
P	Improving
NI	Needs Improvement

5-8: Grading at these levels for each of the areas is a letter grade

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

***Please see each individual teacher's assigned categorical weights for homework/classwork, quizzes, and tests**

Exams

Students in grades six, seven, and eight will take mid-term and final exams. Exams will be given in Math, Science, English, Literature, and Social Studies. These exams help students become more fully prepared for the assessment challenges and expectations of high school.

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

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

Reports Cards/Progress Report

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

Parent Teacher Conferences

At the end of the first quarter (**optional again at the end of each quarter**), conferences are arranged

between parents and teachers. The purpose is to bring about an understanding of the child's progress.

Faculty members are required to be on campus after school every day until 3:30 p.m. if a conference needs to be arranged. Parents may schedule appointments with teachers during this time by calling the office during the school day or by emailing the teacher. Interruptions before and/or during class distract from both the learning and the teaching process and are prohibited.

Homework

The purpose of homework is to reinforce concepts taught in school. Homework is assigned daily-even if it is to begin preparing for a future test, read assigned pages, etc. A general rule of thumb is 10 minutes for each grade the student has been in school, beyond kindergarten (for example, 5th grade can expect 50 minutes of homework). If both the student and his/her parents/guardians determine that homework is regularly requiring more time than has been indicated, please contact the teacher or teachers involved to determine why such a situation exists. If and when this situation occurs, parents are asked to note on the top of the homework the amount of time spent studying and sign the paper. This will alert the teacher to a potential issue with the material and provide an opportunity to determine if there is a problem that needs to be addressed.

No tests or quizzes will be given on Monday unless the test had to be postponed due to unforeseen circumstances (weather, special event, etc). In this instance, parents will be notified. No projects will be due on Monday.

Every student should have an assignment sheet or pad to write all their assignments on for the day. Students in 2nd grade will be given an assignment book on the first day of school. Throughout the year, they will be taught to write down assignments in an organized fashion. Grades 3-5 follow a similar protocol utilizing an assignment sheet. Junior high students are required to have a planner with their school supplies to write down their assignments.

Homework Guidelines

Parents should help when there is need. Interest shown by checking to see that the work is completed in a satisfactory manner will help the child to understand the importance of homework and give the parent an overview of what the child is learning at school. Here are a few guidelines that can help students develop good study habits:

- Provide a study area
- Provide a specific time period
- Think positively
- Email the teacher or check RenWeb in order to clarify an assignment

Tutoring

Outside tutoring may be recommended for students during the school year in order to maintain satisfactory performance. Some of our teachers may be hired as an after school tutor, and those arrangements may be made directly between the parent and teacher. Teachers may not tutor students in their own class.

Promotion and Retention Policy

At the end of the school year, students are either promoted or retained. A student fails for the year if he/she has a yearly average below 65 or “F” in two or more of the following areas: Reading, English, Math, Science, or Social Studies. For primary children not receiving letter grades, the decision as to what constitutes failure is to be made at the local level with discussion between the teacher and principal.

Students may be retained for reasons other than grades including excessive absences. A decision may be reached cooperatively among the teacher, principal, and parents to retain a student; if there is disagreement, the decision of the principal is final.

Assessments

Students in grades 3-8 will take the MAP test three times a year. This test is given over the course of three days in Reading, Language Usage, and Mathematics and measures a students’ growth at the beginning, middle, and end of the school year. Students in grades K-2 take the MAP fluency test three times a year. **During standardized assessment week, it is extremely important that students be present unless ill.**

Graduation

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

(Importance of finishing to 8th grade)

STUDENT SERVICES

Extracurricular Activities

An “extracurricular activity” has the following characteristics:

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

Students in grades 5-8, may not be allowed to participate in any activity if they have an average below “C” in any of their subjects at the time report cards are distributed. Students may not be allowed to participate in any activity if they were absent from school that day **unless given permission by the principal. Permission will only be granted if discussed with the principal prior to the event or activity.**

Field Trips

Educational field trips enhance classroom learning, and students are expected to attend just like any other school day. Students are expected to demonstrate appropriate behavior on field trips as well as in the classroom prior to the trip. Students that choose to challenge rules during the course of a normal day may be denied the privilege of attending a field trip. Students that lose the privilege of attending a field trip or are not given permission by the parent may be required to complete an alternative assignment.

Proper permission according to the procedures outlined by the Diocese of Birmingham is required for students as well as parent drivers. Because field trips require one's full attention, younger siblings will not be allowed to accompany classes on field trips. Additional fees will be collected as needed for field trips.

Field Trip Reminders

- Siblings may not attend field trips.
- Make sure each student is buckled securely.
- Only students 12 and older will be allowed to ride in the front seat
- No unauthorized stops may be made with SJS students in the car unless it is an emergency.
- All drivers must obey all traffic laws when students are in the vehicle.
- Smoking/vaping are not permitted during the field trip.
- Drivers are not to use cell phones while driving.
- Drivers will transport a list of students provided by the teacher. That chaperone is responsible for making sure those students enter and exit the vehicle before leaving the destination and when returning to school.
- Teachers will provide each driver with a set of written directions and the school/other chaperones' phone number.
- During the field trip, please model proper behaviors for the students.
- No firearms or weapons of any kind may be in any vehicle carrying students.
- If a driver appears to be impaired in any capacity, they will not be permitted to drive any children, including their own, on the field trip.
- For any PreK field trip, a parent or guardian must be present.

Sick Room

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

Administration of Medication

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

- All medication must be in its original container with dosage information and directions.
- Medication must be delivered to the school office by the parent or guardian.
- A written Doctor's order must accompany the prescribed medication and will remain on file in the office stating the name of the drug, the time to be given, and the dosage. The label on the prescription bottle may serve as the physician's order.
- All medication will be kept in the office.

- Students are not to have prescription or non-prescription medication in their possession during school hours on school / parish premises or at school sponsored events and field trips away from school.
- In order to administer non-prescription medication, a permission to treat clearance must be completed on RenWeb. The parent will be called before the medicine is given.

Illness

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

- Temperature of one hundred (100) degrees F. or higher.
- Vomiting and / or diarrhea.
- Discharge of fluid or mucus from the nose, eyes, or ears that is green or yellow in appearance.
- Rashes of unknown origin. (Students may be readmitted with evidence of physician's diagnosis and treatment required.)
- Conjunctivitis. (Students may return to school after having undergone a minimum of twenty-four (24) hours of treatment.)
- Streptococcus or other infection. (Students may be readmitted with evidence of a physician's diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment.)
- Head Lice. School must be notified. (Treatment with proper medication required)
- **St. Joseph Schools's Covid protocol is determined by the Diocese of Birmingham. Information concerning exposure and quarantining can be found in this document that was distributed at the first of the year. When the guidelines are updated by the CDC, the Diocese will adjust their guidelines accordingly with a new set of updates being emailed to parents. The guidelines are also found on the Diocese website.**

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

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

Allergy Policy

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

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

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler, **but the school must be notified in writing by the parent that the student requires a rescue inhaler to be on their person during the school day.** All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins St. Joseph School, parents are asked to submit a child's medical information **during the application process. This medical information is available for all school staff.** If medication changes in between times, parents are required to inform the school.

3. The School Environment

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

4. Food Allergies

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

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

Child Abuse

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

Extended Day Program EDP

St. Joseph Catholic School offers before (7:00 a.m.-7:40 a.m.) and after (3:15 p.m.-5:30 p.m.) school care as a service to parents. Only students of St. Joseph may be enrolled. The program is

staffed by school personnel and is open each day school is in session. The only exceptions are the last days of school, before Christmas, and summer vacations. Once children leave our facility, they may not return later to be left under EDP supervision.

- On early dismissal days, EDP will open at 1:15 p.m.
- Students may purchase snacks.
- Recreational activities are planned and supervised.
- Parents are required to sign out students when picking them up from aftercare. Photo identification is required for the adult. Any other designated individuals picking up a student must be clearly indicated on Renweb **or provided to the school via phone call or email during the school day.**
- **Students who exhibit uncooperative or disruptive behavior may also be denied aftercare services**

Cost

Families are billed for EDP through their Renweb Account. Failure to pay fees may result in the loss of aftercare use. **Any student not picked up by 5:30 p.m. will accrue a charge of \$1.00 per minute per student.** Students dropped off before 7:40 a.m. or picked up after 3:15 p.m. will be placed in EDP and parents billed accordingly. Rates are as follows: Before School \$2.00 per child and After School \$3.50 an hour, per child. There is an after school weekly rate of \$35.00. This is for families who would like to commit for the entire year.

Hours

Before School 7:00 - 7:40: After School 3:15 p.m. - 5:30 p.m.

Lunches

All students grades 3K through 8th may take advantage of our lunch program on a daily or weekly basis. The school lunch menu is posted on the school website monthly. Students will be asked to bring a water bottle to school each day. Students in grades 1-8 may purchase snacks. Cafeteria charges will be posted at the end of each week to your Renweb account. Ice cream is available to the students after lunch on Friday for grades 3K -8th grade. Fast food is not allowed in the cafeteria. Teachers may not warm up food for students at lunch.

Lunch Prices

3K-8th- Tray	\$4.25	Entree	\$2.00
Adult Tray	\$6.50	Sides	\$1.00
Child Visitor	\$4.25	Juice/Milk	\$0.75
Ice Cream	\$1.00		

Student Organizations

1. Altar Servers

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

2. Scholars' Bowl

Membership is open to students in grades 7th- 8th who have a desire to compete against other schools answering challenging questions. Students must try out for the team.

3. National Junior Honor Society

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

4. President's Education Award

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

5. Robotics

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

6. Boy/Girl Scouts

This program is handled through the church office.

7. Spelling Bee

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

8. Student Council

All students in grades 6-8 are in the student council. From these students, officers are chosen after campaigning, leading speeches, and elections **in the 1st quarter of the year.**

9. Science Olympiad

Science Olympiad competitions are composed of a series of 20+ team events. Each year, a portion of the events are rotated to reflect the ever-changing nature of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. Emphasis is placed on active, hands-on group participation. Today, teamwork is a required skill in most scientific careers, and each of the events encourages pairs of students to work together. Not only is the Science Olympiad an academic challenge, it creates an exciting and enjoyable endeavor for our Junior High students.

10. Sports

Basketball-	Boys grades 3rd -8th / Girl's grades 4th-8th
Cross Country-	7 th and 8 th Boys and Girls
Tennis-	7 th and 8 th Boys and Girls
Volleyball-	5th- 8 th Girls
Cheerleading-	Girls grades 3rd -6th
Sports Fee-	Varies per sport

11. Chorus

Student Organization Requirements

If an activity does not begin by 3:15 p.m., students are to leave the school grounds until the commencement time. Students are not allowed to loiter on the grounds or in the Parish Center/Gym. Students who remain on the school grounds must go to the Extended Day

Program (EDP). If a student is going to an activity from EDP, written permission must be given by the parent for him/her to be excused.

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

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

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

AWARDS

Spirit of St. Joseph Award Grades Pre-K through Grade 8: One boy and one girl in each homeroom.

*Student exemplifies the spirit of the mission of St. Joseph School. This award is voted on by both teachers and students.

Criteria:

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

St. Thomas Award for Academic Excellence

Grades Pre-K through Grade 8: One child in each homeroom.

*These students exemplify our mission to shine academically. These students shine through their academics by consistently working hard, showing determination, and going above and beyond the expectations and curriculum set forth by their teachers. They have the highest cumulative average for the school year in all subject areas.

St. Vincent DePaul Service Award

Grades Pre-K through Grade 8: One child in each homeroom.

*These students exemplify our mission to serve others. These students demonstrate a servant's heart- not only putting others' needs ahead of their own but serving wholeheartedly and with the right motivation.

The following awards are given to students in grades 3K-7th who

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

in the individual subject areas:

- **Pope John Paul II Award for Excellence in Religion**
 - One student per grade
- **St. Cecilia Award for Excellence in Music-certificate**
 - One student per grade
- **St. Francis of Assisi Award for Excellence in Science-certificate**
 - One student per grade
- **St. Thomas More Award for Excellence in Social Studies-certificate**
 - One student per grade
- **St. Hubert of Liege Award for Excellence in Math-certificate**
 - One student per grade
- **St. Paul Award for Excellence in Language Arts-certificate**
 - One student per grade
- **St. Joseph Award for Excellence in Art-certificate**
 - One student per grade
- **Our Lady of Guadalupe Award for Excellence in Foreign Language-certificate**
 - One student per grade

Honor Roll-certificate

Grades 2-8

Criteria:

+Academic Achievement (A's and B's)

- All A Honor Roll denotes an A in each quarter

- A and B Honor Roll denotes a combination of A and B throughout the year

***Satisfactory in conduct must be maintained all year**

Physical Education Award-certificate

Grades K-8

Criteria:

+Displays effort and cooperation in class

+Active participation in class

- Award type is determined by the programs/units covered in Physical Education each year

Accelerated Reading Award-certificate

Grades K-8

Criteria:

+Recognizes the student in each class that has earned the most AR points throughout the school year

STUDENT CONDUCT

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

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

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

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

being honest and truthful	being respectful and polite	respecting others' property
using acceptable language	following classroom rules	taking care of school property

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

Classroom Conduct

Within the classroom, all ordinary disciplinary matters are the responsibility of the teacher. **The following are expectations of both teachers and students-**

Teachers will:

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

Practices which are not conducive to good discipline include:

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

Bullying and Cyberbullying

St. Joseph School attempts to provide a safe environment for all individuals. **The following policy summation is from the Diocesan Board of Education policy on bullying:**

“The Diocese of Birmingham is committed to providing a safe and respectful environment in its schools. Bullying, which involves an imbalance of power or strength, is **repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyber bullying which is defined as destroying or smearing a person’s reputation through**

the use of internet connected devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by the local school's handbook or policy statement.”

Verbal, written or implied threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment

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

Social Media Outlets

Such as but not limited to Instagram®, Facebook®, Snapchat®, X®, TikTok etc.. Photos and captions on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

“As a parent or guardian, I recognize that the use of the Internet comes with a corresponding responsibility to use it wisely both for myself and my child. I also recognize that sending my child to a Catholic school is a privilege that comes with the corresponding duty to act in a Christian way towards others. I therefore pledge to refrain from using the internet in any way that might disparage the school's administration or its teachers. If I have a problem with the school personnel, I will take my complaints directly to the school's administration and not broadcast vile, hateful, or disparaging remarks about the teacher(s) or administration. Broadcasting any such vile, hateful, or disparaging remarks is an indication of my intent to withdraw my child or children from the school and the principal has my permission to act accordingly. “

Policy Statement from the Diocese of Birmingham in Alabama

Disciplinary Measures

One of the most important lessons Catholic education should teach is self-discipline. It is part of our mission to provide students with excellent opportunities to acquire an education. School rules and regulations help to create a Christian community in which learning can take place.

Students are expected to conduct themselves in a manner that is respectful and obedient to faculty and staff, and one that is considerate of the rights and safety of other students. Violation of any of the rules and conduct code will subject students to appropriate disciplinary action. Flagrant or repeated violations of the standard of good conduct will result in probation, suspension, and/or expulsion of the student(s) involved.

I. MINOR VIOLATIONS OF GOOD CONDUCT

A. Minor violations may include but are not limited to:

1. Disruptive behavior
2. Yelling, arguing, or talking over a teacher
3. Failure to obey classroom rules
4. Unmannerly conduct in the lunchroom
5. Chewing gum
6. Inappropriate language
7. Writing on desks/textbooks

8. Public displays of affection
 9. Failure to bring necessary materials to class
 10. Failure to observe uniform/grooming code
 11. Bringing prohibited items to school not allowed by school policy
 12. Name-calling and disrespect for other students
- B. Consequences for minor violations of good conduct are as follows:
1. Student may receive a verbal warning
 2. Violations 1- Parent will be notified via RenWeb; conduct points will be deducted
 3. Violation 2- Student is issued a violation slip to be signed by parent; Junior High students will have silent lunch
 4. Violation 3- referral to the principal and after school detention
 5. Any subsequent violations will result in another after school detention.

Minor violations are cumulative for one quarter only, unless these violations result in suspension and/or probation. Students are given the opportunity to start each quarter with a clean slate. A consistent number of detentions may be considered for suspension.

Prohibited Items

Prohibited items include, but are not limited to, questionable books and pictures, matches, cigarettes, e-cigarettes, radios, toys, trading cards, cell phones, **headphones (outside of classroom usage)**, **Air Pods**, video games, or anything that will detract from a learning situation are not allowed at school at anytime.

Search

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

I. MAJOR VIOLATIONS OF GOOD CONDUCT

- A. Major violations of good conduct may include but are not limited to:
1. Leaving class or school grounds without permission
 2. Disrespectful, inattentive behavior in church
 3. Defacing school property- the student will be responsible for repair or replacement of the item(s)
 4. Lying
 5. Cheating or copying on tests or school work. In addition to the major violation, all work will receive a grade of "0". This includes all written and electronic submissions.
 6. Using obscene, vulgar language or nonverbal offensive behavior
 7. Excessive display of affection and/or repeated
 8. Showing disrespect to teachers and fellow students or failure to cooperate with authority
 9. Forgery
 10. Stealing
 11. Removing or destroying others' possessions
 12. Gambling

13. Inappropriate use of technology resources as stated in the Technology Policy. The student will be financially responsible for damages.
14. Fighting- Any form of fighting, including provocations that are verbal, written, physical, and or emotional. This includes any forms of harassment, bullying, or cyberbullying. All threats, whether made seriously or in jest, online or in person, are taken very seriously.
15. Possession or use of drugs, including drug paraphernalia
16. Possession of alcohol/tobacco; drinking/smoking on school grounds or any who arrive at school or any school function under the influence of drugs or alcohol
17. Possession of any type of weapon (refer to item 21)
18. Endangering self or others by showing irresponsible behavior or blatant disregard for the safety of others
19. Behaving in a threatening manner to a teacher or other supervisor
20. Possession or distribution of any pornographic materials
21. Possession of any type of gun for whatever reason

Major violations will be referred immediately to the principal for consideration and action.

For Violations 1-13, the principal will take appropriate action which could include any of the following:

After school detention

In-School Suspension (parent will pay for the substitute)

Out of school suspension

Probation

Expulsion

For Violations 14-20, the principal will take appropriate action which includes the following:

In-School Suspension (parent will pay for the substitute)

Out of school suspension

Probation

Expulsion

For violation 21, the student will be automatically expelled

Major violations are cumulative for the school year.

The procedure for **detention** is as follows:

1. A detention notice will be sent home to the parents by the student to be signed by the parent and returned the next day. Failure to do so may result in a second detention being issued.
2. Student will report to the office for their detention assignment. Detention will take place on Wednesdays from 3:15-4:15 pm.
3. Student will be required to remain silent during detention and will be given work such as a reflection writing assignment, reading, writing, picking up trash, cleaning, or any other appropriate punishment for the offense.
4. If a parent arrives later than 4:15 pm, the student will be sent to EDP.

The procedure for **in-school** suspension is as follows:

1. The principal will notify the parent.
2. Isolation of a student from his/her peers at school during the school day.
3. Teachers will provide lessons, work, and tests to be done during the day.
4. No extra-curricular participation allowed.
5. If a student receives in-school suspension they must arrive at school on time and will be under the care of a substitute which will be paid for by the parent.

The procedure for **out-of-school** suspension is as follows:

1. The principal will notify the parent and require a conference.
2. Removal of the student from the school setting (1-10 school days).
3. The student stays home and receives zeroes on all missed work.
4. Out of school suspension must be served at home and assignments given during the suspension must be turned in upon returning from suspension.
5. Any tests/quizzes must be made up within two days of returning from suspension.

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Joseph School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students are removed from the school by the Principal with notification given to the Pastor and the Superintendent of the Diocese of Birmingham.

- These violations may be interpreted by and added to during the school year by the principal.

Weapons

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

Unwritten Regulations

It would be impossible to anticipate all problems which may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Joseph Regional Catholic School will be held to be unacceptable even though not explicitly stated in these policies. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

Cell Phones

Students who bring cell phones to school should turn them into their teacher at the beginning of the school day. They should not be kept in lockers or backpacks. At the end of the day, students’ phones will be returned. They should keep them in their pocket or bag throughout dismissal,

EDP, and sports practices unless given permission to use by a member of the faculty/staff.

- 1st offense- The child will receive their cell phone at the end of the day.
- 2nd offense- The parent will have to come to the office and pick up the device after school the day it was confiscated.
- 3rd offense- To be determined by the administration

DRESS CODE

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

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

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

3K and 4K

Children must be dressed "to play" each day. Dancing, running, jumping, painting, playing outside, and sitting on the floor are all a part of learning in preschool. Students must wear comfortable clothing and tennis shoes. Students should not wear sleeveless shirts, shirts that expose their midriff, one-piece rompers, boots, or sandals. Any dresses or skirts should be worn with shorts underneath. It is important to dress your child in clothing that is easy for them to pull up and down such as elastic waist pants so that they can use the restroom independently. Please be mindful of the length of both shorts and dresses as surfaces on the playground (slides, swings, seating, etc.) may get hot during the warmer temperatures.

Outside play is very important at this age. Children should be dressed, with seasonal appropriate clothing, including jackets in the winter. Please label all outerwear with a name. Rain jackets are part of the school supply list, so that type of jacket is not necessary on a daily basis.

Grades K through Fifth

BOYS

Summer Uniform

*Polo Shirts (red or navy blue with logo)*Shorts (khaki)

Winter Uniform

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

GIRLS:

Summer Uniform

*Polo Shirts (red or navy with logo)/*Shorts (khaki)*/Skort (khaki)*/Plaid Jumper (knee length)/* White or Yellow Blouse (long or short sleeve)*Polo Dress (red or navy)

Winter Uniform

* Plaid Jumper (knee length)/* White or Yellow Blouse (long or short sleeve)* Khaki Slacks (may be worn anytime) / *Polo Shirts (red or navy with logo)

If girls prefer to wear shorts under their skirts, the short must be appropriate length for PE but must not extend past skirt length.

Junior High Grades Sixth through Eighth

BOYS

Summer Uniform

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

Winter Uniform

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

GIRLS

Summer Uniform

*Polo Shirts (red or navy with logo)/*Walking Shorts (khaki)/*Navy/White Plaid Skirt

Winter Uniform

*Oxford Button-Down Shirt (white or blue; long or short sleeve) *Polo Shirts (red or navy with logo)/*Navy/White Plaid Skirt --*Khaki Slacks

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

***Dress Code Guidelines- All students**

- Wrist watches may be worn.
 1. Smart watches may only be used to tell time. Students may not text or communicate using these devices
- Extreme coloring and bleaching of hair with non-natural colors or patterns is not permitted.
- Belts must be worn with all shorts/pants (black, navy blue, brown or tan).
- Blouses and shirts are to be worn tucked in except on “Fun-Wear” days.
- Blue jeans on Fun Wear days may not have holes that expose skin or be heavily distressed. Blue jean shorts are not permissible for boys or girls.
- No visible tattoos of any kind
- Uniforms and Fun Wear must not be faded, stained, or have any holes.
- Only Dennis uniform jackets are permitted in the classrooms. Other jackets may be worn outside to recess.
- Tennis shoes must be worn by students in 3K-8th grade. They may not have wheels or have flashing lights.
- T-shirts worn under shirts and blouses must be white with no inscriptions or logos and cannot hang out under the short sleeve of the shirts and blouses. Also, turtlenecks are not allowed.

- Pants/shorts must be belted securely at the waist; no bagging or sagging.

***Dress Code Guidelines- Girls**

- Bracelets, and rings should be minimal, and necklaces should be small and not distracting;
- Girls may wear one small, pierced, post earring that does not dangle; ear clips or gauges are not allowed.
- Body piercing of any kind other than the ears is prohibited
- Nail polish, if worn, must be pastel pink in nature, no iridescent or bold colors. No fake nails.
- The girls in junior high may wear minimal make-up only.
- No scarves should be worn in hair. Headbands should not be distracting.
- Girls may wear white ankle socks, white or navy knee socks, white or navy tights; no combinations, no leggings.
- Skirts cannot be shorter than 2 ½ inches (width of a dollar bill) above the knee.

***Dress Code Guidelines- Boys**

- Hair must be neat and must remain out of eyes without assistance. Hair length cannot extend over the collar. Body piercings are not permitted including ears.
- Socks- Boys must wear white crew socks, or white/black sport socks with shorts. **No colored socks are allowed.**

Free Dress

- Clothing should be neat. No worn, frayed, torn or soiled clothing.
- Clothing may not contain messages that are not in keeping with the teaching of our faith.
- No short shorts. Short length must be no shorter than 2 inches above the knee. No spaghetti straps or tank tops.
- Skirt length must be within two and a half inches from the knee.
- Gym shoes

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

Uniform Infractions

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

PARENT - SCHOOL RELATIONS

Parent/Guardians

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

- responsibility to be at school on time and in attendance, unless ill;
- the student getting to bed early on school nights;
- the student dressing according to school dress code;
- acquisition of good work habits;

- ability to listen while instruction is being given.

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

Parental Commitment

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

Youth Protection for Adults++

Any parent that wishes to volunteer at school must complete the Virtus program course. They must also complete an AS1 form to allow the school to complete a background check.

The training course may be taken online at <https://www.virtusonline.org/virtus/>

Parent/Teacher Organization (PTO)

The P.T.O. is essentially a service and information organization, mutually helpful to parents and teachers through exchange of ideas and participation in cooperative activities and programs providing the best possible education for the students. All parents are strongly encouraged to become active in the P.T.O. and to attend the scheduled meetings. Many opportunities for volunteer services are available to the members. The P.T.O. sponsors programs of interest providing materials, equipment, supplies, programs, etc. for students. The funds are provided by annual dues of **\$100.00/family** and by fund-raising projects.

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

Communication Procedures

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

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

1. A parent is to contact the principal. The principal may arrange a joint meeting between the parent(s), teacher or other staff member, and the principal.

2. If still unresolved, the parent (s) may contact the pastor for consultation.

Communication Responsibilities

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

1. Internet activities (such as blogs, chat rooms, **social media** etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.
2. In order to protect each and every student as well as employees and the institution itself each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is serious whether this be done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.

Fundraising

All fundraising must be done with approval in advance from the principal.

School Board

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

GENERAL PROCEDURES

School Records

St. Joseph School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Parents / legal guardians have the right to inspect all official records relating to their own child. Records are confidential. Records must be reviewed in the school office in the presence of the principal. The school respects the right of a non-custodial parent to review the records unless a copy of the divorce decree stating otherwise is supplied by

the custodial parent and is on file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. No records will be sent to transferring schools of students whose financial commitment is in arrears

Custody Issues

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

Emergency Drills

State Law requires that drills be held monthly. The following drills are conducted on a regular basis:

1. Fire Drill
2. Tornado Drill
3. Soft Lockdown
4. Hard Lockdown

The school doors remain locked at all times. In the event of a soft lockdown, students would not leave the school building for recess or pe. PreK students would remain in their classroom as well. Soft lockdowns occur for various reasons throughout the school year. Parents will be notified in the event of a soft lockdown through email.

Morning Drop Off (Grades 1-8)

Morning drop off is one lane. Cars will arrive and follow the one way street around the church either by entering from Hwy 72 or coming up from Veterans Drive or Huntsville Road. Traffic will continue by the church parking lot, around the main entrance of the church, towards the front door of school. For the safety of the children, please do not allow your child to exit the car unless you have pulled up to the front awning area of the school, and the child is either helped by a faculty/staff member to exit or the door is opened for them. All students should be ready to exit the car as quickly as possible to keep the line moving efficiently.

Cars should not park in the drop off line, and parents should remain in their vehicle. If a student needs help getting out of the car due to a project, etc., please park in the spaces closest to the building to help them inside. Do not park in a spot that would require crossing the carpool lane.

The doors of the school open at 7:40 A.M. every day. **Any student dropped off at EDP will be charged.** The bell rings at 7:55 A.M. at which time all students should be in their seats for morning announcements. Students will be marked tardy if not in the classroom by 7:55 A.M. If a student arrives after the front door of the school is closed, the parent must come into the school building and sign the child in. If a student in preK arrives at 7:55 am or after, they must pull around to the office to sign their child in. They will receive a tardy slip notifying the preK teachers that the student has signed in to the office and has permission to enter the classroom.

Afternoon Dismissal (Grades 1-8)

Afternoon pick up is also one lane. The same circular path will be used during afternoon carpool. Cars should not pass around the car in front of them unless directed to do so by the faculty/staff member on carpool duty. All vehicles must pull up to the curb along the school before the children enter. Delays are caused when the rule is not observed. Move ahead and pull up to the curb as vacancies occur.

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

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

3K, 4K, and Kindergarten Drop Off

For those students who are in 3K-Kindergarten, both arrival and dismissal will take place from downstairs. The road going down behind the school to these classrooms is one way only. Proceed down the hill in one lane to your child's classroom. Once you have reached the bottom of the hill, two lines form. The right side closest to the school building will be for those dropping off kindergarten students. The left side will be for those dropping off students in 3K-4K.

For those in kindergarten, please pull up to the classroom door and wait for a faculty/staff member to come out to the car before letting your child exit the vehicle.

For those in 3K and 4K, the left side of the drive is reserved for those dropping off in preK. There is only one drop off spot directly in front of the 3K-4K classroom. If there is a car there, please stay behind the traffic line located by the kindergarten classroom. This allows cars from kindergarten to drive off once they have dropped off their child. Once the space outside of 3K-4K is open, the next car pulls up with the next car stopping at the line by kindergarten. Children should remain in the vehicle until a faculty/staff member comes out to assist them.

For both PreK and Kindergarten traffic, once the child has exited the vehicle, continue following the alley behind the gymnasium to exit school property. **The hill between the PreK building and gymnasium is not open during dismissal. It is important for traffic to follow these steps to keep traffic flowing smoothly.**

3K, 4K, and Kindergarten Dismissal

The children will also exit through these doors at dismissal time. Dismissal for the 3K through the Kindergarten will begin at 2:45p.m. each day. Students who are not picked up by 3:15 will be escorted to EDP. On 1:00 P.M. dismissal days, 3K through kindergarten students will be dismissed from their classroom doors at 12:45 P.M.

- Dismissal lines work just like they do during arrival with one way traffic utilizing two lanes in the area behind the cafeteria.

- Please pay close attention to traffic with PreK cars lining up by the kindergarten line until there is space available next to their classroom (one car at a time).
- Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.
- Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.
- Faculty/staff are not permitted to buckle children into car seats or boosters. If students are unable to buckle themselves, please pull forward following the alley to the parking spaces on the south side of the gymnasium in order to buckle your child in safely.
- The school office will be closed from 3:00p.m.-3:25p.m. For dismissal.

Lost and Found

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

Birthday Observances

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

Junior High Dances

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

Visitors

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

Telephone

The telephone is for school business but may be used by students if they have permission. When an after-school event is canceled for any reason, **parents will be notified via text message, phone call, or email.**

Textbooks

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

School Closings

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

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

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

There will also be an attempt to reach the parent by through text alert and email using our Renweb/FACTS system notification.

Disclaimer

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

Parent/Student Handbook Acknowledgement Form

As a parent, guardian and/or student of St. Joseph Regional Catholic School, I hereby verify that I have read, understand, and will abide by the policies and procedures as stated in the 2023-2024 Handbook.

Full Name of Parent (Please Print) _____

Signature of Parent _____ **Date** _____

Signature of Parent _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

Signature of Student _____ **Date** _____

