

St. Joseph Catholic School



Student/Parent Handbook (K – 5)

2016 – 2017



CATHOLIC SCHOOLS
DIOCESE OF EVANSVILLE
Educate. Inspire. Proclaim.

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St. Joseph Catholic School

427 S. Stormont St.
Princeton, IN 47670

Phone: (812) 385-2228
Fax: (812) 635-3019

Pastor: Fr. Brian Emmick
Principal: Mr. Dan Gilbert
Secretary: Mrs. Linda Yeryar

OUR MISSION STATEMENT

St. Joseph School is an educational ministry of St. Joseph Catholic Church. Faith formation, building a strong sense of community, and educating students to their highest potential is the heart of our school. With these qualities, our students become more mature Christian adults who minister to others.

School Website

stjosephprinceton.com

School Colors

Blue and Gold

School Mascot



Wildcat



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Phone: (812) 385-2228 • Fax: (812) 635-3019

Fr. Brian Emmick, **Pastor** • Mr. Dan Gilbert, **Principal** • Mrs. Linda Yeryar, **Secretary**

Dear Parents and Students,

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

The Parent/Student Handbook reflects the policies of St. Joseph School for the current school year. Please read this document carefully and sign the attached agreement you will find at the end of the booklet. This agreement states that you intend to abide by the policies of St. Joseph Catholic School during the current school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

God bless you,

Mr. Dan Gilbert
Principal

Fr. Brian Emmick
Pastor

Catholic Diocese of Evansville

CODE OF CHRISTIAN CONDUCT Covering students, parents, guardians

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Catholic Diocese of Evansville

CRISIS/CONFRONTATION POLICY

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law or in violation of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
 - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirement and/or restriction upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirement, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

ST. JOSEPH SCHOOL BEHAVIOR AND DISCIPLINE GUIDELINES

At St. Joseph School we take great pride in our students and their success. It is a priority of the faculty and staff that our students behave in a manner that displays respect, dignity, compassion, courage, and honesty. Students who do not behave in a manner acceptable at St. Joseph School will face consequences that are unique to each child and each situation.

It is a privilege to attend St. Joseph School. Any student who does not respect the school rules designed by individual teachers and staff, along with abiding by the Christian Code of Conduct, may be dismissed if and when a behavior problem becomes apparent.

Students are expected to do the following at all times:

- Follow directions
- Conform to the uniform policy
- Do one's own work to the best of one's ability
- Exhibit quiet and orderly behavior at all times in the lines, halls and restrooms
- Be prompt and remain for the duration of class

St. Joseph School staff and parents work as a team to help each child make positive choices. The accent on discipline is on the positive. Students are praised and rewarded for good behavior. We expect all students to follow rules and behave appropriately.

ANTI-BULLYING STATEMENT

St. Joseph Catholic School believes that each Catholic school in the Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in St. Joseph Catholic School. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of

a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

St. Joseph School further explains bullying as an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion.

Our school embraces the following as school rules against bullying:

- We will not bully others.***
- We will help students who are bullied.***
- We will include students who are easily left out.***
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.***

The full Diocese of Evansville Anti-Bullying Policy can be found on the school website: stjosephprinceton.com.

CODE OF BEHAVIOR

1. Exercise self-control.
 - * Use courteous language.
 - * Resolve conflicts in a mature manner.
 - * Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies.
 - * Be honest.
 - * Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
 - * Take a leadership role.
 - * Be polite.
 - * Be cooperative.
3. Respect the rights and feelings of others.
 - * Behave in a manner that does not disrupt others.
 - * Treat others with courtesy and respect.


4. Take responsibility for school property.
 - * Respect the school buildings, ground and property.
 - * Keep the campus free from trash and graffiti.


5. Support the learning process.
 - * Attend all classes regularly and on time
 - * Be prepared for class, including books, supplies and assignments.
 - * Complete schoolwork and tests on one's own.
 - * Obey classroom policies.


Students are responsible for following the school's code of behavior. If a student chooses not to follow these guidelines, disciplinary action will result. ***The School reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.*** Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- Seriousness of the offense
- Student age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student's attitude
- Effect of misconduct on the school environment

Teachers and administrators will follow a specific course of action when disciplining a student:

-  Teachers will first discuss the incident or unwanted behavior with the child. A note or phone call will be made to the parent.

-  If a student exemplified an unwanted behavior or acted in a violent or unacceptable way, he or she may be referred to the principal and disciplinary action may be taken.

-  If an unwanted behavior persists or individual student engages in a behavior unacceptable at St. Joseph School, he or she will be given an infraction. (An infraction is a written warning which will be given to the parent and kept on file in the principal's office.) Parents will be notified immediately if an infraction is issued.

- ✍ Students who earn 2 or more infractions per week will serve a lunch/recess detention during that current week or the following week, depending on when the event occurred.
- ✍ If a student receives lunch detention more than 3 times per grading quarter a meeting will be scheduled with the parents of the student, principal, and classroom teacher. At this meeting a behavior plan may be designed and or further disciplinary action will be discussed.

Detentions

Examples of serious infractions that result in detention:

- * Receiving the 2nd infraction in a week
- * Non-compliance with school rules, school crossing, arrival and dismissal, emergency procedure, recess, classroom
- * Non-compliance with detention procedure: behavior during detention, unsigned infractions
- * Unprepared for class on a consistent basis
- * Cheating
- * Disrespect toward school personnel, students, playground supervisor and visitors
- * Obscene or vulgar language signs or gestures spoken or written
- * Going off school grounds during school hours without permission
- * Serious roughness, fighting, throwing rocks, snowballs, or dangerous objects.
- * Theft, defacement, spitting, destruction or loss of others' property.
(Restitution is to be made.)

Expulsions

An expulsion is the permanent dismissal of a student from the school for disciplinary reason. Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from diocesan schools:

- * Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes. The school liaison officer may be called if a student threatens anyone; even if the student says he/she is kidding.
- * Damaging or stealing school property.
- * Damaging or stealing the property of another.
- * Threatening or intimidation any student for the purpose of obtaining money or anything else of value.
- * Doing harm to a fellow student.
- * Threatening or doing physical harm to a school employee.

- * Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- * Knowingly possessing, handling, or transmitting any object that might be considered a weapon.
- * Engaging in any unlawful activity that interferes with the school process.
- * Insubordinate conduct.
- * Violation of school attendance policies.
- * Sexual harassment.

Although St. Joseph School intends to use sequential discipline (infraction, detention, expulsion), the school reserves the right to use suspension or expulsion as a first action depending on the severity of the student's behavior.

Proper documentation may be kept in the file until the student is transferred to another school.

Cafeteria Regulations

Students are expected to use behavior which is courteous and safe in the cafeteria. Once a child is served he/she is expected to remain seated unless returning for seconds or the window has been opened for clean up. Children should talk to those around them with indoor voices. Yelling to others is not acceptable. All playground equipment should remain by the door until the class has been called to line up. If an adult volunteer supervisor instructs a child to do something, he/she is expected to do it the first time. Students need to remember to keep hands to themselves and use phrases such as "please" and "thank you."

Recess Regulations

For the protection and safety of all children, it is the policy that personal toys from home are not to be brought to school.

Playground Rules

1. One person to one swing. Twisting, turning and jumping off while swinging are forbidden.
2. Rocks and other objects are not to be picked up and/or thrown.
3. Ropes are to be used for jumping only.
4. Climbing on the fence is not permitted.
5. Pulling others off of structures is not permitted.
6. Students are not allowed to carry each other.
7. Students may not leave the school grounds without permission.
8. All safety and courtesy rules found in the handbook are to be enforced.

Blacktop Rules

This area is primarily used as a parking lot. Cones and/or wood horses are normally placed at all driveways as caution signs for drivers while students are on the blacktop.

Students may:

1. Play organized games
2. Jump rope
3. Play with teacher approved toys
4. Use Nerf equipment

For the sake of safety, student may **not**:

1. Leave school grounds without permission
2. Carry each other
3. Bring softballs or baseballs to school

NON-DISCRIMINATION POLICY

It is the policy of St. Joseph School that students of any color, race, sex, national or ethnic origin be admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, age, and national origin in administration of educational policies, admission programs and other school-administered programs.

ACCREDITATION

St. Joseph Catholic School is currently accredited by AdvancED as outlined by the IDOE. In addition, St. Joseph School is a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

ADMISSION

According to St. Joseph School policy, priority for admission will be as follows:

1. Students presently enrolled in St. Joseph School
2. Siblings of students presently enrolled in St. Joseph School
3. Registered and contributing members of St. Joseph Parish
4. Students from other Catholic parishes
5. Non-Catholic families

A child is admitted to St. Joseph School after the completion of the required forms and approval of the principal. St. Joseph School follows the State of Indiana's guidelines on school admission. At the present time, students must be five by August 1st of the

year they are to enter Kindergarten. Proof of age must be verified by a birth certificate or a comparable document. All students must provide a current immunization record.

Admission to preschool is set at a maximum of 12 students per instructor and 18 students per instructor in PreKindergarten. Kindergarten is limited to 18 students or 24 if an assistant is hired. All other class sizes are limited to 24. The St. Joseph School Board reserves the right to admit an additional child to a class if circumstances warrant an exception.

St. Joseph School does not offer special education classes. Reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Gibson County Special Services provides resources for students who qualify with learning disabilities and NGSC provides a Title I teacher.

ATHLETIC ELIGIBILITY

- ❖ Students may participate in extra curricular activities if they maintain a “C” average in all subjects.
- ❖ Students may participate in extra curricular activities if they maintain a “satisfactory” mark or better in conduct.
- ❖ Grades will be evaluated at midterm and the end of the nine week grading period.
 - Students who do not meet eligibility requirements at midterm will be monitored closely throughout the next nine weeks. Accommodations may be made for students to receive tutoring.
 - A mid term report will serve as a warning for those students who are not meeting eligibility requirements.
- ❖ At the end of each quarter report cards will be evaluated.
 - Those students who were not meeting eligibility requirements on the previous midterm, but meet requirements on report card will be eligible to play.
 - Those students who do not meet eligibility requirements on the quarterly report card, or previous mid term, will be placed on probation for **15** school days. During this time their grades will be evaluated and monitored.
 - If improvement is evident after the 15 day probationary period the student will be permitted to rejoin the extra curricular activity.
 - If improvement is not evident after the 15 day probationary period the student will be given a continued 15 day period to once again meet eligibility requirements.

- If after the second probationary period is given and the student's improvement is evident he/she will be able to rejoin the extra curricular activity.
 - If after a second probationary period is given and the student does not show improvement he/she will be dismissed permanently from the extra curricular activity.
- ❖ An exception could occur in the case of a student who showed exceptional effort and conduct but cannot maintain the academic standard. The Principal would decide a case of this nature after consultation with all concerned parties.

*When a student is placed on probation he/she will not participate in practices or games.

AFTER SCHOOL CARE FOR K - 5

We are open from 6:00 a.m. to 6:00 p.m. with **After School Care** available from 3:00 p.m. to 6:00 p.m. **Before School Care** is available 6:00 a.m. to 7:30 a.m. Children arriving at school prior to 7:30 will be supervised in the extended care room. At 7:30 a.m. students may be dropped off at the main entrance and join their classmates in the cafeteria until 7:50 for dismissal to their classrooms.

Childcare is provided at a cost of \$2.50 per hour or any increment of an hour. Families with more than one child will receive a price break for additional children. An extra fee of \$5.00 for every ten minutes is assessed for children picked up after the 6:00 p.m. closing time.

ARRIVAL AND DEPARTURE POLICY

Students are to be at school no later than 8:00 a.m. Students arriving by car should be dropped off at the entrance of the school in the east parking lot. The east parking is located at the intersection Stormont St. and Monroe St. Parents who need to come into school with their child in the morning should select a parking spot and should not park along the sidewalk.

Once a student has entered the building he/she should line up with his/her class in the cafeteria. Parents who escort their children into the building are encouraged to leave school once their child has located their classrooms.

Students may also utilize public transportation if they reside along the North Gibson bus route. Students can board the bus at the time designated by the driver. The students riding the bus will be dropped off at the main entrance of the school.

Students who walk to school should enter the school through the main entrance.

Pick up Procedures

Students will be dismissed from school at two different times.

Students who ride the bus will be dismissed at 3:00 p.m. These students will exit the building via the 3-5 hallway. They will wait for their bus in the church parking lot. A teacher will supervise these children as they wait for the bus. During inclement weather the students will wait for the bus in the church entrance by the bell tower.

Walkers will also be dismissed at 3:00 p.m. This group consists of the students who will walk home from school. Safety patrol will be available to help the students cross the street safely.

If you enter the building to pick up your student, please wait in the cafeteria until he/she arrives and exit the building through Main Door #1.

Students who are being picked up in a vehicle will be dismissed at 3:02 p.m. The pick up vehicles will form a line along the side of the building in the school parking lot. All persons picking a student up by car will be expected to enter into this line.

Car riders will exit the building through the doors next to the library. Each child will be escorted to the vehicle by an adult on car duty. If you do not wish to enter into this line to retrieve your child you will need to enter into the school through the main entrance and sign your child out in the front office. No child will be released to a parent at the doors where car riders are exiting. This policy has been created to ensure that each teacher or adult on car duty is fully aware of the adult each child is leaving with.

Drop Off Curb Policy

When dropping students off, please allow student to exit vehicle at the main school entrance. Parents should park cars in the designated parking spaces when entering the school. **Do not block bus path or fire lane in parking lot.**

ASBESTOS

St. Joseph School has met federal guidelines pertaining to inspection of the building for asbestos containing material. All material has been identified and is being maintained and monitored in accordance with federal guidelines. The inspection report is on file and may be inspected by interested parties.

ATTENDANCE-ABSENCES-TARDINESS

Attendance

Regularity of attendance contributes to the overall success of the students in school. Students should not miss school without a just cause. **State Law requires students to attend 180 school days. The state of Indiana requires a yearly report to be sent on each student's attendance. Continued unexplained absence from school is a violation of Indiana School Attendance Laws and parents or guardians are held responsible.**

To ensure each child's safety, if a student is absent, the parents are to call the school office prior to **8:00 a.m.** Arrangements regarding missed assignments are to be made at the same time. Assignments can be picked up by the end of the school day if arrangements have been made.

When a student is ill, he/she should remain at home for his/her welfare and that of the other students. If your child exhibits any of the following symptoms, please do not send him or her to school: chills, coughing, diarrhea, earache, fever, inflamed eyes, sore throat, nausea, swollen glands.

Students will not be sent home for an illness or accident without first notifying the parent, guardian, or someone listed on the emergency card. It is extremely important that you keep your emergency information up to date.

Regular attendance and punctuality are critical to the progress of each student. Morning announcements and morning prayers are an important part of the learning process.

If a student is to leave class during regular school hours, a written notice should be sent to the teacher, who in turn sends it to the office where it is kept on file for the school year. When a student misses class because of doctor or dentist appointments, the student must bring a note from that office.

Students arriving prior to 7:30 a.m. are supervised for a fee, in the Extended Care room. Parents who use the extended care services must sign their children in. School age children are supervised in the cafeteria from 7:30 – 7:50 a.m. Students are dismissed from the cafeteria to the classrooms at 7:50 a.m. At 7:55 a.m., the students and teachers take care of record keeping such as lunch count, etc. If a student arrives after 8:00, he/she and the parent need to report to the school office to sign in.

Absences

Consistent school attendance enables a student to progress in the sequential learning process. All students need to come to school ready for school work.

Excused absences are: illness verified by parent/physician note or a family funeral.

After 9:05 students will be considered absent for a half day. Any student, who leaves school between 11 a.m. and 2 p.m. and does not return to school, will be counted absent for ½ day.

Routine Procedures following excessive tardiness/absences

1. At five (5) days absent/tardy, the principal will initiate contact with the parents.
2. At ten (10) days absent/tardy, the principal will refer the student to Child Protection Services for educational neglect (or sooner if deemed necessary).
3. At fifteen (15) days absent/tardy, a meeting will be scheduled with the parents and Principal.
4. After the 20th day of absence the student may be retained a current grade level and/or result in expulsion from the school.

The Principal of St. Joseph School reserves the right to consider unusual circumstances.

Tardy Policy

Students arriving at school after 8:00 are considered tardy unless they are riding a bus that has not yet arrived. Tardies do not qualify for the perfect attendance award for that grading period. If a student misses up to 1 hour of class time, they are considered tardy. Excessive tardiness disrupts the regular schedule of the classroom and starts a student off behind schedule for the day. It is important that students arrive at school and on time.

St. Joseph Catholic School begins promptly at 8:00 a.m. Each student is expected to be seated and ready for learning by 8:00 a.m. Students who are car riders can be dropped off as early as 7:30 a.m. each morning. Students will be considered tardy if they arrive at school after 8:00 a.m. (unless riding a bus,) or they are 1 minute to 60 minutes late for school. Parents who bring their children to school after 8:00 a.m. will be required to sign their child in at the school office.

A student may not be tardy more than 2 times per quarter. If a child is tardy more than 2 times he/she will serve a lunch detention for each tardy occurrence.

Vacation Policy

St. Joseph School strongly encourages parents not to take family vacations while school is in session. The school calendar provides for extended weekends throughout the school year. We feel it is difficult for a student to miss extended days of school and still keep up with studies. Although written work can be made up, the value of time spent in class cannot be recovered. Written notice of impending missed days must be given to the principal and teacher at least one week prior to the leave. It is the responsibility of the student to make sure that all missed work is made up when they return. Please do not expect the teacher to plan a week of work ahead of time. Students must realize that there will be some work that will need to be made up at the end of the absence. Any work assignments given before the vacation is due the day the student returns.

BIRTHDAY CELEBRATIONS and DELIVERIES TO STUDENTS

Students will not be allowed to bring in birthday treats. Teachers will acknowledge birthdays during their respective classrooms at a time deemed appropriate. **Any birthday treats sent to school will be returned.**

CALENDAR

St. Joseph complies with state regulations, diocesan policies, and practices of the North Gibson School District in formulating the school calendar.

The current school calendar is always posted on our school website at stjosephprinceton.com.

CANCELLATIONS AND DELAYS

Any notice of a school closing or an early dismissal will be broadcast over WRAY FM 98.1 and announced using our School Messenger Phone System. It is the responsibility of parents to make sure emergency contact information is kept current. Any non-emergency early dismissals affecting only St. Joseph School students will be announced through the weekly school newsletter. Please note: St. Joseph School will work alongside the North Gibson School District. If at any time the North Gibson School Corporation dismisses school early, delays the start of school, or cancels school for any reason, St. Joseph will comply with these decisions. If for any reason the start of school is delayed, we will have classes at the declared start time for all classes including morning preschool and pre-kindergarten classes. **Before school care and extended care will start at the regular time.**

In the event of inclement weather, which could hinder the safety of staff members leaving school, there will be no after school care or extended care services. Preschool and pre-kindergarten will also dismiss early.

COMMUNICATION

Many problems can be avoided if lines of communication are followed. If a parent has a concern or complaint, the parent should discuss the difficulty first with the teacher. If the difficulty is not resolved, the principal should be contacted. If at this time the problem is not resolved, the school board and finally the pastor are the proper channels to follow. Most problems can be corrected if time is taken to get to the root of the problem early. Communication is vital.

CONFERENCES

Parents are encouraged to have open communication with their child's teacher. Appointments can be arranged by calling the school office. Conferences should be held whenever a child would benefit from such planned cooperative efforts. A formal parent-teacher conference time is scheduled in the fall and spring as needed.

CURRICULUM

The curriculum of St. Joseph School meets the requirements of the State of Indiana and the Catholic Diocese of Evansville. Textbooks are updated annually according to the adoption cycle of the State of Indiana.

ILLNESS OR INJURY

All parents are required to keep information emergency current. All students are required to have health records on file. If a student has a special health problem, it is the responsibility of the parents to notify the school.

Parents or guardians of students who are seriously injured or become ill at school are notified immediately. In the event the parents cannot be contacted, the person named on the emergency card will be contacted. Only in case of emergency and when neither the parent nor guardians can be contacted would the student be taken to the doctor or hospital.

Students who are a health hazard to other students will not be allowed to return to school or will be sent home at the discretion of the principal or designee. NO MEDICATION will be applied to a cut or scrape. Band-Aids will be applied. It is recommended that parents take out student accident insurance if their children are not already adequately covered.

HEAD LICE

St. Joseph School uses prescribed methods of cleaning rooms and building to help fight the problem of head lice. Periodic checks of students, individually and by classrooms, will be taken. In order to provide the best environment for the students, the following will be used:

1. No student will be allowed to attend St. Joseph School if evidence of head lice and/or nits is found on him/her.
2. Students found with head lice and/or nits will be sent to the school office immediately and parents will be called to take the student home.
3. If a student is found to have head lice and/or nits, all family members in school will be checked.
4. No student will be allowed to return to school until the parent of the student administers proper treatment for head lice. This may be accomplished with over-the-counter commercially approved head lice shampoo or by a doctor prescribed shampoo medication.
5. No student will be allowed to return to school until all nits are removed from the hair. Although proper treatments should kill the nits, parents are still required to remove the nits before the student can return to school. School personnel are not allowed to remove nits from a student's hair. In order for the student to return to school, parents must show proof of treatment and the child must be lice and nit free.
6. Refusal by parents for students to be checked will result in the student being suspended immediately from school and the Gibson County Welfare Department will be notified.

HOMEWORK METHODOLOGY

Homework, the additional practice and reinforcement of skills taught in school, is necessary for students. Homework is an out-of-school assignment that contributes to the educational process of the student. Homework is given in accordance with a

student's age, grade level, curriculum expectations, and ability level. Each child learns at his/her own pace. If you find that your child has an excessive amount of homework, please check with the teacher to make sure they are not wasting time in class. Excessive homework is usually avoided. This does not infer, however, that assignments are always easy.

Good communication techniques will aid parent understanding and support for daily assignments. Likewise, parent understanding of teacher expectations and educational expectations will be better understood. Teachers and parents working together will provide support for the student as they endeavor to learn.

MEDICATION

If a student must receive oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or a designee will administer the medication. An "Authorization for Administration of Medication" form **MUST** be completed and signed by a parent/guardian. The medication **MUST** be in the original container. Parents must assume responsibility for informing the school of any changes in the student's health or changes in medication. Any medication brought to school is to be taken to the school office. Students may not keep their own medication at school unless a written note from the physician stating the need is on file at the office. Medication may not be sent home with a child or taken home on the bus. Parents **MUST** pick up medication from the school office. The principal or persons designated by the principal will be in charge of administering the medication when medication is to be given, not the student, whether prescription or non-prescription. The school retains the discretion to reject a request for administration of medicine.

LIBRARY

Books may be borrowed for a period of six days. If overdue, the student will not be allowed to check out more books. If the book is not returned after four weeks, the student is responsible for the replacement cost determined by the principal. Library books are to be returned on the designated day each week.

LOST AND FOUND

Names or initials need to be written on tags in clothing, lunch boxes and backpacks. A lost and found table is maintained in the cafeteria. If an item is lost or misplaced, please check in the cafeteria. Any items not claimed by the end of each grading period will be given to organizations that help families in need.

MOVIES

Only G rated movies or unrated educational movies are to be shown in the classroom.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is also the responsibility of the custodial parent to provide the court order if someone is banned from picking up a child from the school.

REPORT CARDS

Report cards are issued four times during the school year. The grading periods are nine weeks. Progress reports are sent home at midpoint in each grading period.

St. Joseph School follows the Diocesan Grading Scale:

A = 94-100 B = 86-93 C = 78-85 D = 70-77 F = 69 – 0

The following guidelines will determine Honor Roll:

High Honors:	All A's and /or one B - no check marks or unsatisfactory remarks
Honorable Mention:	All A's and B's - no check marks or unsatisfactory remarks
Blue & Gold Award:	Those not on High Honors or Honorable Mention but have worked exceptionally hard

SCHOOL LUNCH PROGRAM`

The St. Joseph School lunch program follows the federal and state guidelines. The school cafeteria serves grade "A" type lunches. An "offer versus serve" approach is offered to allow these students a choice. Menus are made available on a monthly basis. ***A choice of a peanut butter sandwich is available*** in lieu of the offered entrée. The child must order his/her choice of entrée each morning.

Students may pay for their lunches in the cafeteria on a daily or weekly basis. Kindly place the money for lunches in an envelope with the following information: 1) name; 2) grade; 3) amount enclosed; 4) the days the student(s) will be eating. **There is a \$20.00 charging limit on cafeteria lunches.**

Children from families who are eligible for free or reduced lunches are asked to apply for this benefit by completing the application sent to all families. If you need additional forms you may acquire them from the school office. All information is kept confidential.

Fast food is not allowed at lunch time. Fast food might consist of food purchased at a local fast food restaurant and comes to school in a package which labels its derivation. Parents are encouraged to eat lunch with their children. Parents may bring his/her sack lunch or purchase a school lunch by calling school to order a lunch by 10:00 a.m. When sending lunch to school with a student, please do not send candy or “sweets”. In keeping with the Wellness Policy of the Evansville Diocese, all food in the cafeteria should be healthy and nutritious.

In order to stay in accordance with the Federal School Lunch Program, carbonated beverages will not be permitted anytime during the school day.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

SECLUSION AND RESTRAINT POLICY

St. Joseph Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crisis are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

The full policy of the school's plan can be found on the school's website: stjosephprinceton.com under the Visit the Office page.

SPIRITUAL FORMATION

St. Joseph School is a Catholic educational facility. The religious education and formation of the student hold a unique place within the total educational program. Valid religious education goes beyond the mere addition of religion classes. It attempts to create an atmosphere: a community in which personal beliefs and values are transferred and become the basis for living. Diocesan guidelines are followed for grades Kindergarten through Fifth with regards to basic teaching, scripture, prayer, and worship.

The religious formation must involve the family in a very real and necessary way for the student spends only a small part of his/her day in school. Home and school must be mutually supportive for any formation to be accomplished.

The religious education program at St. Joseph School and Parish is central to the overall educational program. It stresses parental involvement, especially in the preparation of students for the reception of the sacraments.

The students of St. Joseph School attend Mass on Fridays at 8:15 and on other special days.

Sacramental Preparation

The Sacraments of First Reconciliation and First Communion are administered as a community celebration of St. Joseph Parish. All parish children, both those of St. Joseph School and the St. Joseph Religious Education Program, celebrate and receive these sacraments together. First Reconciliation & First Communion takes place during 2nd Grade.

Eucharist and Other Liturgical Celebrations

Liturgical celebrations are an integral part in the religious formation program. Students participate weekly in the celebration of the Eucharist. Special Feast Days, Holy Days, Advent prayer services, stations during Lent, the Living Rosary and special event days find the total student body present for the celebration of the Eucharist. Please check the weekly newsletter for dates and times.

Reconciliation

Students are given the opportunity to attend communal and individual celebration of the Sacrament of Reconciliation twice during the school year usually during Advent and Lent.

Non-Catholic students will attend the group worship programs, religious instructions and other spiritual formation activities. However, the school does not seek to convert. The student's free will choice is respected.

TELEPHONE / MESSAGES

Students are not permitted to use the phone unless an emergency arises. Communication between parents and students should take place before leaving for school. Students need to know what they are to do at the end of the day. If an unexpected change becomes necessary, please call the office and the message will be delivered. Cell phones are not allowed during school hours. Students with cell phones must turn them in to the school office at the beginning of the day and pick them up at the end of the school day. Any violation of this will result in the cell phone being taken away and not returned until a parent can come to school to pick it up. This will result in the loss of cell phone privileges for that child.

UNIFORMS

All students are expected to observe the uniform policy. The school reserves the right to send home any student whose dress is deemed inappropriate for school. The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness

BELTS

A solid brown or black belt must be worn with pants, shorts, skorts, and skirts that have belt loops. **Kindergarten will be exempt the 1st semester and encouraged to wear belts the second semester.**

DRESS SHORTS (Walking Shorts)

Solid navy or tan (no denim)

Shorts may be pleated or not pleated.

Shorts may have elastic waistband.

Shorts must have belt loops.

Traditional pockets only.

The length is to be no shorter than approx. two inches above the knee and not below the knee.

Extreme styles such as the “grunge” look are not allowed.

Cut offs are not allowed.

PANTS (Classic Straight Leg – No corduroy pants)

Solid navy or tan (no denim)

Traditional pockets only

Pants must have belt loops.

Pants may be pleated or not pleated.

Pants may have elastic waistband.

Exercise pants and leggings are not allowed.

Extreme styles such as the “grunge” look are not allowed.

All shirts/sweatshirts/sweaters will be the same colors of Red, White, Navy or Light Blue

SHIRTS

Solid red, **navy blue, light blue** or white

Classic plain polo shirts, including St. Joe polo shirts, classic oxford shirts, classic turtle necks and mock turtle necks can be worn.

All shirts must have short or long sleeves.

All shirts must be tucked in.

SWEATERS

Solid red, navy blue, light blue or white

Classic plain cardigans, pullovers, v-necks or vests may be worn.

Sweaters must be worn over a uniform shirt.

SWEATSHIRTS – Crew neck only

Classic solid red, navy blue, light blue or white

St. Joseph sweatshirts may be worn. Sweatshirts must be worn over a uniform shirt.

SKORTS, SKIRTS, AND JUMPERS

Classic solid navy or tan (no denim)

The length is to be no shorter than approximately two inches above the knee.

Shorts should be worn underneath.

Polo dresses will be permitted.

SHOES – No lighted shoes

Shoes may be casual or athletic.

No backless shoes, no flip-flop, and no sandals are to be worn.

No heels over approximately one-inch are allowed. No western boots are allowed.

Shoes must be tied. **Shoes that have non-marking soles may be worn and PE**

days must have tennis shoes.

SOCKS or TIGHTS

Socks or tights must be worn and be visible; no logos allowed.

Solid navy, red, or white

It is recommended that tights be worn with shorts and skirts during the months of November – March.

JEWELRY

Girls may wear one small pair of post earrings only. Boys may not wear earrings.

Watches shall not emit sound.

Religious necklace may be worn tucked inside the shirt.

No other jewelry permitted.

HAIR

Hair should be kept clean and properly styled which includes the length of boys' hair. Also, hairstyles bordering on the extreme will not be permitted under the discretion of the principal. Unnatural colors and emblems will not be permitted.

HYGIENE

Proper hygiene should be maintained.

OTHER

A hair bow or headband of any color may be worn: it may not be large and/or gaudy. Hats are not permitted. Nail polish, lipstick, and other make-up are not permitted.

FREE DRESS REGULATIONS

Spirit Dress Days – The first Monday of the month will be spirit dress for students and staff. Apparel with the St. Joseph logo may be worn with uniform pants. Spirit wear is sold each year and parents are encouraged to purchase shirts if participation in spirit days is desired. Regular uniform shirts may be worn if spirit wear is not available.

Free Dress Days - will be announced throughout the year. Students are expected to observe the ordinary rules of neatness, cleanliness, modesty and good taste. **Free dress does not include the following:** biker shorts, short shorts, (shorts must reach the student's fingertips when arms are against their sides), mini skirts, sun dresses, torn or frayed jeans, oversized styles, tank tops, net shirts, or tops with bare midriffs. **No flip flops or sandals are to be worn on free dress days. No leggings/jeggings are to be worn as pants.**

VISITORS

Visitors are always welcome. In order to protect the children, it is important that all visitors use the main school entrance and report to the office upon entering the building, sign in, and obtain a visitor's pass. Classroom disruptions are to be kept to a minimum to ensure that maximum learning takes place.

VOLUNTEERS/PARENT INVOLVEMENT/PTO

We encourage parent involvement in our program. Each school year we have a room mother who will help you get involved in classroom activities and field trips. We also ask parents to be involved in fundraisers. The school has a PTO which helps with a variety of improvements to our school and enhances our parent/teacher involvement.

All volunteers are subject to the same clearance procedures as staff. All volunteers must go through Youth Protection Training and have a criminal background check before volunteering at the school or accompanying students on field trips.

NUTRITION, WELLNESS, AND FITNESS POLICY

In June of 2004, the Child Nutrition and WIC Authorization Act were signed into law. This makes it MANDATORY for schools that participate in the National School Breakfast Program or the National School Lunch Program, to have a written School Wellness Policy by July 1, 2006. Beginning with the 2006-2007 school year, the Catholic Schools of the Diocese of Evansville will implement this policy for health and wellness of all students.

Five main areas must be addressed:

- Nutrition education goals
- Physical activity goals
- Nutrition standards for all food served at school
- Other student activities related to wellness
- Assessment and on going evaluation

The Catholic Schools of the Diocese of Evansville are committed to providing school environments that promote and protect children's health, well-being, and ability to learn, by supporting healthy eating and physical activity.

Therefore, it is the policy of the Catholic Schools in the Diocese of Evansville that:

- The schools will engage students, parents, teachers, food service staff, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Staff will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

(Contact the school principal for the complete Wellness Policy.)

SCHOLARSHIP POLICY

(General highlights – see office for complete policy)

Scholarships may be awarded to families who qualify to offset the cost of tuition. Scholarships are directly funded by the "Scholarship Fund." The Scholarship Fund is a separate entity, and may be contributed to by any person or organization.

Applications will be completed in full and returned to the School Office or Parish Office by June 1.

If you are eligible for financial help (Indiana School Choice Vouchers, SGO's, etc.) you must have already applied for them. If you are not sure you are eligible, check with the school office.

Applicants for scholarships must be using our SCRIP gift card program to help you lower your tuition fees. If you are new to our school, we will explain this easy-to-use benefit.

The Scholarship amount awarded to each family will be directly deposited into the schools' account from the Scholarship Fund.

Scholarships do not apply to Preschool or Prekindergarten students, but are included in the SCRIP card program.

Active members of St. Joseph and St. Bernard Parish will be given priority.

TUITION (K-5) PAYMENT POLICY

Tuition payments will be paid by the due date. Payments may be made by cash, check, or credit card.

St. Joseph School offers scholarships and other means to help families meet their financial obligations. No child is turned away from St. Joseph School on the basis of finances alone. However, parental cooperation is expected and necessary to maintain a sound educational system.

If an account is over 60 days past due, and the family has made no effort to address the situation, the family must make other arrangements for their child/children's education. They will not be allowed to return to St. Joseph School. A non-cooperative family will also give up the courtesy of confidentiality since delinquent accounts will need to be reported to the appropriate parish commission.

Tuition and Fees (including cafeteria charges) from the previous school year must be paid in full by July 15 or the coming school year's registration will be cancelled.

RIGHT TO AMEND HANDBOOK

St. Joseph administration reserves the right to amend the St. Joseph Student/Parent handbook if the need should so arise. Parents will be notified of amendments as soon as is feasible. Any situation not covered in this handbook is left to the discretion of the administration.

HANDBOOK VERIFICATION FORM

For the protection of all students, parents, and staff members of St. Joseph School, all parents are asked to please read, share with their children what pertains to them, sign and return this form verifying they have read and agree to abide to all rules, regulations, and expectations described in this handbook including the Code of Christian Conduct and Crisis Confrontation Policy.

Parents'/Guardians' Signatures _____

Students' Signatures _____

Date _____

A copy of this form will be kept on file.

The school shares successes of students with the media. In addition, the media uses pictures of activities to encourage the community to be actively involved at St. Joseph. Advertisements also utilize photographs, children's class projects and/or voices. With your permission, we would like to include your child and his/her successes and/or photo in our media releases.

Please initial your preference for photo/name.

_____ I hereby **give permission** for my child's photo, name, and/or class projects to be released to the media and our school home page. www.stjosephprinceton.com

_____ I **do not give permission** for my child's photo, name, and/or class projects to be released to the media and our school home page. www.stjosephprinceton.com.

INTERNET ACCESS AND USE POLICY IS A SEPARATE POLICY.

Parent/Guardian Signature _____ Date _____

St. Joseph Catholic School

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www.stjosephprinceton.com