

# St. Joseph Catholic School

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Dear Parents and Students,

Welcome to St. Joseph Catholic School! The task of letting Catholic education take root within a community is a worthwhile one as these last nine years have proven. Each year the school grows in numbers and in our commitment to excellence. We are the St. Joseph Family, and all our hopes, dreams, and goals that we have for children's futures can be best realized by working together through the indwelling of the Holy Spirit. It is nothing short of amazing to see this conviction in action at St. Joseph Catholic School!

Please read this handbook together with your child and refer to it as needed throughout the year. It serves as a contract between St. Joseph Catholic School and the parents and students. This handbook serves as a guide to our school and as a reference for information pertaining to student programs and activities. The official policies and procedures of the students, parents, and the school are an outgrowth of the general policies directed and initiated by the School Advisory Council, which is in accordance with the governance policies of the Archdiocese of Oklahoma City.

Together, we share a sacred trust in bringing a child to know, love, and serve God. The faculty and staff look forward to working with you to help your child to reach his/her potential. Our goal, through this handbook, is to create an environment where student success is the outcome.

Grace and peace,

Mr. Wade Laffey  
Principal, St. Joseph Catholic School

# **Parent-Student Handbook**

## **Faculty and Staff**

**Rev. Kevin Ratterman.....Pastor**  
**Rev. Larry Kowalski.....Pastor**  
**Wade Laffey.....Principal**  
**Teri Mendenhall..... Pre-Kindergarten**  
**Pam Molitor..... Pre-K Aide**  
**Carol Roller.....Kindergarten**  
**Amy Crafts.....Grade 1**  
**Dena McEachern.....Grade 2**  
**Debbie Miranov.....Grade 3**  
**Amber Vaverka.....Grade 4**  
**Nancy Reese.....Grades 5/6**  
**Vivian Hawkins.....Religion Teacher**  
**Jon Gumerson.....P.E. Teacher**  
**Mariana Rendón.....Art Teacher**  
**Nancy Dillard.....Music Teacher**  
**Miriam Cerezo .....Secretary**

## **School Advisory Council (SAC)**

**Val Ross, Chair**  
**Kim Boeckman**  
**Anthony Goldman**  
**José Hernández**  
**Eileen Kurtz**  
**Kathy Vickers**

## **Family and School Association (FSA)**

**Deborah Gungoll, President**  
**Amy Crafts, Vice President**  
**Marci Ward, Secretary**  
**Janna Jackson, Corresponding Secretary**  
**Kim Landolt, Treasurer**  
**Andrea Kreger, Co-Treasurer**

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## **ARCHDIOCESAN MISSION STATEMENT**

The Catholic schools of the Archdiocese of Oklahoma seek to offer excellent academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and society through a strong, basic and contemporary curriculum and through instruction and formation in the beliefs, values and traditions of Catholic Christianity.

The development of the whole person of the student, spiritually, intellectually, personally, socially, and physically, is the focus of Catholic education. The teachers, as partners with parents, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to on-going professional and spiritual growth.

The goals of Catholic education--to teach doctrine, to build community, and to serve--create a vision and an environment where teachers and students can experience together what it means to live a prayerful Christian life in our dynamic and developing society with personal responsibility and freedom according to the Gospel values.

Catholic schools seek to be a microcosm of peace and justice where Christian leadership skills are developed which can be effective in giving hope and in creating a more just society for the global community.

Catholic schools strive to support and assist parents, recognizing that parents are the primary educators of their children.

### **ARCHDIOCESAN PHILOSOPHY**

Catholic Schools exist primarily to participate in the educational mission of the Catholic Church to respond to **the mandate from Jesus Christ to teach all nations.** Catholic Schools form a partnership with parents who are the first and foremost educators of their children.

The ministry of the Catholic School, as all Christian education, is designed to help others:

1. to mature in their understanding and love for the Gospel and translate this into action;
2. to see the dignity of the human person with the vision of Jesus and to build the Christian community and the entire human community;
3. to relate all human culture eventually to the news of salvation, so that the light of faith will illuminate the knowledge which students gradually gain of the world, of life and humanity.

Although various agencies within the church cooperate in this educational mission, the Catholic School is uniquely qualified to affect the lives of the young;

1. by integrating the Gospel message with all areas of knowledge;
2. by striving to form a community of faith;
3. by calling forth great personal commitment from all in the educational community—faculty, parents, students, and parishioners;
4. by making prayer and liturgical celebration a regular part of schooling.

**PHILOSOPHY OF ST. JOSEPH CATHOLIC SCHOOL  
ENID, OKLAHOMA**

We at St. Joseph Catholic School believe in Catholic education which develops a Christian attitude for the total person. We believe that the purpose of education is the development of the whole person, mind, body, and soul. In the achievement of this goal we see parents as the primary educators of the children with the teachers as their helpers.

We believe in providing opportunities for a variety of experiences thereby developing in each student a better understanding of the Catholic community and an awareness of one's commitment to God, neighbor, and self.

We believe that children learn best when they are fully involved in learning activities. We also believe that the depth and style of involvement should correlate with their physical and intellectual levels of development.

We believe that the students and faculty are partners in learning. Through our educational programs we foster parent awareness of student progress, strive to create/enhance in each individual positive self-concepts, incorporate aspects of value education, teach the basic skills, and augment skills of critical thinking and self direction necessary to function in future society as a contributing person.

We believe in the utilization by the teachers of a variety of learning methods to benefit the individual needs of the student-as-learners and teacher-as-learner and to prepare the student for further education thus enabling them to achieve personal goals. The students are expected to participate in the learning process appropriate in their developmental levels.

## **MISSION STATEMENT**

**ST. JOSEPH CATHOLIC SCHOOL  
ENID, OKLAHOMA**

St. Joseph Catholic School exists to teach our students to know, love, and serve God through academic pursuits, spiritual development and community service.

**GOALS**

ACADEMIC EXCELLENCE

MORAL RESPONSIBILITY

SCHOOL UNITY

SELF DISCIPLINE

STRONG CATHOLIC IDENTITY

SAINT JOSEPH



CATHOLIC SCHOOL

## **PARENT-STUDENT HANDBOOK**

St. Joseph Catholic School

Enid, Oklahoma

2009-2010

### **Accidents**

If a student meets with a serious accident or becomes seriously ill, the principal or designee will immediately contact the parent/guardian. If parents cannot be reached, the emergency card will be used to contact the next person listed. When time is an important factor, the student may have to be sent to the hospital before parents can be notified. In such cases, a written record giving the date, time, circumstances, witnesses and action will be kept on file.

### **Admission Policy and Requirements**

#### **Admission Priority:**

The priority of admission is on a first come, first placement basis. There shall be no discrimination in enrollment practices according to race, ethnic background, socioeconomic status, or gender at St. Joseph Catholic School. We are a religiously oriented school for the Catholic community. We welcome members of other denominations when space is available.

#### **Waiting List Priority:**

The priority is based on:

1. Children of **active\*** parishioners from St. Francis Xavier or St. Gregory the Great parishes with

children currently enrolled in St. Joseph Catholic School.

2. Children of active parishioners from St. Francis Xavier or St. Gregory the Great Parishes.

3. Children of active parishioners from St. Francis Xavier or St. Gregory the Great Parishes whose siblings had graduated in the next preceding school year.

4. Children of active parishioners of other Catholic parishes.

5. Children of inactive Catholics and non-Catholics.

\*Check list for determining *active parishioner*

YES NO

\_\_\_ \_\_\_ Attendance at Mass at St. Francis Xavier or St. Gregory the Great on a regular basis on Sundays and Holy Days, at least 75% attendance.

\_\_\_ \_\_\_ Consistent stewards of the parish, commensurate with one's talent, time, and financial ability to participate in parish and school activities.

\_\_\_ \_\_\_ Parish Office recommendation

**Age requirements:**

- Children must be 4 years of age on or before September 1<sup>st</sup> for admission into Pre-Kindergarten.
- Children must be 5 years of age on or before September 1<sup>st</sup> for admission into Kindergarten.
- Children must be 6 years of age on or before September 1<sup>st</sup> for admission into First Grade.

**Documentation requirements for first-time enrollees:**

- The child's birth certificate or some other legal verification of the child's birth date
- An up-to-date immunization record (see page 31)

- If Catholic, sacramental records

**Basic enrollment requirements:**

- St. Joseph Catholic School reserves the right to screen new students in Pre-Kindergarten, Kindergarten and First Grade to determine readiness of the students for the enrolled grade.
- The parents/guardians of a student admitted to St. Joseph Catholic School must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and the Archdiocese of Oklahoma City.
- Students shall not be denied admission because of handicap unless this handicap seriously impairs the student's ability to successfully complete the school's academic program, or unless St. Joseph Catholic School cannot reasonably provide sufficient physical or educational care for the handicapped child.
- **All new students will be subject to a 90 day probation period.**

**Transfer Students:**

Before a prospective transferring student is admitted, the parent/guardian shall supply the school with a copy of complete permanent records from the school the student last attended. These must include immunization records, grades, standardized test results, information concerning special education and/or health related needs, and other educational information that might be available on the child. All transfer students will be subject to a 90-day probation period.

**After School Care**

St. Joseph Catholic School operates a supervisory program for St. Joseph students from 3:30 p.m. to 5:30 p.m. each

day. The program is not mandatory and is offered as a convenience for families. Participating students will abide by the following guidelines:

- Students opting for unlimited care over a week are charged \$35 per week. Students are only charged for days when school is in session. Only regularly participating students can apply for the weekly rate.
- Students that make occasional use of the program will be charged \$5 per hour. Time charged is measured in whole hours only; fractions of an hour are counted as a whole.
- Students not picked up from school by 3:30 are automatically sent to the After School Care and charged accordingly.
- Students picked up after 5:30 will be subject to a \$1 per minute late fee.
- After School Care students shall continue to abide by the rules and policies of St. Joseph Catholic School while on school property.

### **Arrival/Dismissal**

**School Day:** The regular school day begins at 8:15 a.m. and ends at 3:15 p.m. There shall be a minimum of six hours of instruction per day.

**Arrival:** St. Joseph's has two drop-off points. The Leven Center entrance is open from 8:00 a.m. to 8:15 a.m. The other entrance, on Madison Street, is opened by electromagnet in the office.

**Early Arrival:** Children, who must arrive at school before 7:45 a.m. need to contact the school office to make arrangements.

Upon arrival, students shall proceed directly to the Leven Center for Morning Prayer which is held immediately after the 8:15 bell.

**Dismissal:** Students are expected to be picked up immediately after 3:15 p.m. If the transportation after school is delayed beyond 3:30, please notify the school. Students not picked up by 3:30 p.m. will be sent to After School Care. Grades Pre-Kindergarten through First Grade will be picked up at the Leven Center. Grades 2-6 will be picked up on Madison. Older siblings will be dismissed with the youngest family member.

### **Asbestos**

St. Joseph Catholic School is in compliance with all Federal and State asbestos regulations. The inspection and subsequent management plan developed in August 2008 determined that the school is in compliance. A copy of the plan is on file in the school office. Persons having any questions are invited to review it at their convenience during school hours.

### **Assignments and Homework**

Class assignments are an important part of the student's learning experience. Assignments help students become independent and self-directed learners. All class assignments will be monitored, evaluated, and considered in determining a student's grade. Homework time will vary in length and intensity depending on the student and the grade level. Generally, 20-30 minutes can be expected for second and third grades, 30-60 minutes for fourth, fifth and sixth grades. Homework does not always require written work; reading, studying flash cards, etc. is also homework. Each teacher will have a homework assignment instrument to help students and parents monitor homework. It is the parents/guardians responsibility to check when assignments are due and guide their student to their completion.

### **Attendance**

Prompt and regular attendance at school is essential to succeed at St. Joseph Catholic School. A student's absence from school interferes with his/her academic, religious, and social progress.

**Absences:** The school is required to keep an accurate record of absences and tardiness. An absence of more than 2 hours shall be recorded as ½ day absence. An absence of more than 4 hours shall be counted as a full day's absence.

- Parents/guardians should notify the office by 8:30 a.m. each day the student will be absent. If a call from a parent is not received, the office will contact the parent by 9:00 a.m.
- If a student has missed school for any reason whatsoever, a **written** excuse must be sent by the parent/guardian. These will be kept on file for the entire school year.
- A student who is not in the Leven Center at Morning Prayer when the bell rings at 8:15 a.m. is considered to be tardy. Students who are late for any period of time less than 2 hours are considered tardy.
- If a student arrives at school after 8:30 a.m. the parent must accompany the child to the office and complete the check-in form.
- No student may leave the school grounds during school hours without **written permission** from the parent/guardian and then he/she must be accompanied by authorized adults. When leaving and/or returning during the school day, the check-out/check-in book in the office **must be signed** by parent or guardian.
- No student may be picked up by anyone except a parent/guardian unless the school has received a written permission from a parent/guardian authorizing the school to release the student to another person's care.

- When a parent/guardian is aware in advance that the student will be absent for a day or more, please notify the school.

Students who miss any amount of class time are responsible for all class work and homework given while they are away. **Teachers are not required to give make-up tests or assignments for absences due to vacations.** Except for serious illness or other valid reason, the work should be completed for the following school day. Parents should make every effort to schedule doctor and dental appointments for students at times other than during school hours. Students will have all work turned in within 3 days of extended absence. All absences, whether excused or not, are reflected as absences on report card. Excessive absences will be addressed by teacher and Principal and shown on the student's permanent file.

### **Building and Grounds Security**

For the safety of all concerned, the main door on Madison and the door to the Leven Center will be kept locked at all times. The gates to the Leven Center parking lot will be locked during school hours. The exterior doors to the Early Childhood Building will be kept locked. The doors at the Madison Street entrance and Leven Center entrance will be monitored 24 hours a day by an electronic surveillance system. All visitors, including parents/guardians, must check in to the office and display a visitors badge while on school grounds.

### **Code of Christian Conduct Covering Students and Parents/Guardians**

The students' interest in receiving a quality, morally based education can be best served if students, parents/guardians, 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 expressed condition of enrollment that the students behave 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 the parent/student handbook of the school.

It shall be an expressed 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 parent/student handbook of the school.

These aforementioned 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 in a Christian spirit. They may not, however, do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. Should a grievance arise with faculty or administration, the following procedure is to be used. The school will document the progress on the Parent Communication Form throughout the process and it will be kept on file for further reference. Please begin any inquiry with the person directly involved. To insure proper resolution, these steps must be adhered to in the following order. If you are not satisfied with the results, continue on to the next step. Issues need to

be dealt with as promptly as possible, preferably within 10 days.

Step 1: Verbally discuss the issue with person directly involved.

Step 2: Request a face-to-face meeting with person directly involved. Documentation begins at this point.

Step 3: Contact principal for face-to-face meeting (or supervisor for person in step 2)

Step 4: Contact supervising pastor at St. Francis Xavier for face-to-face meeting.

Step 5: Contact Superintendent of Archdiocese.

When step 2 has been reached, the Parent Communication Form is to be completed it will be then forwarded it to the principal for review and a copy maintained in the student file. A copy is to be given to the parent after each meeting. (continued on page 20)

## **PARENT COMMUNICATION FORM**

### **Step #2**

Date of conference with teacher \_\_\_\_\_

Requested by \_\_\_\_\_

Subject \_\_\_\_\_

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volunteer work, etc.) The school further 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.

### **Communicable Illness**

**All communicable diseases must be reported to the school immediately.** Any student who is likely to transmit a contagious disease through day-to-day contact (measles, chicken pox, pink eye, etc.) shall not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. A note from a physician is required for reentry to the school.

Any child afflicted with **head lice** may be prohibited from attending school until such time as the required procedures for removal of all possibility of transmission have been completed. Any child recovering from **pink eye** (conjunctivitis) must be on medication for at least 24 hours before returning to school with a physician's permission.

### **Conferences with Teachers**

Parent-Teacher Conferences will be scheduled by the school at the end of the First and Third Quarters of the school year. The Spring Conference may be waived if both the teacher and the parents/guardians agree. Parents/guardians and teachers are allowed to schedule a conference at other times when needed, but such conferences are to be scheduled ahead of time. Teachers cannot be expected to have an impromptu conference.

### **Controlled Substance**

The possession, use or distribution of any controlled substance, drug, or alcoholic beverage is not permitted in

the school. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Crisis Management Plan**

A school-wide Crisis Management Plan is in place and is available for review in the school office.

### **Cumulative Records**

Cumulative records include basic information for each child: birth certificate, address, telephone number, family data, schools attended, standardized testing information, attendance, and academic progress through the years. Archdiocesan policy prohibits parents to hand carry records to the receiving school. If a student transfers, copies of his/her record will be sent to the receiving school, after a written request is made by the parents/guardians and if the student's account balance has been paid in full.

### **Curriculum**

St. Joseph Catholic School will provide a wide range of academic instruction, including but not limited to: religion, art, computers, Spanish, language arts, reading, phonics, mathematics, P.E., music, social studies, science, and handwriting. Band lessons are offered optionally for Grades 4-6 after school. St. Joseph Catholic School's curriculum is in accordance with the Archdiocese of Oklahoma City and recognized as valid by the State of Oklahoma.

### **Disciplinary Plan**

The school uses the Discipline With Purpose program, a developmental approach for students to learn self-discipline. [www.selfdisciplinedwp.com](http://www.selfdisciplinedwp.com)

Self-discipline is essential for good classroom order and effective education. The Discipline With Purpose program teaches students a sense of responsibility for their own behavior and provides support for helping students achieve self-discipline.

Creating a caring learning environment requires a teacher to develop strategies that will help students know one another, value differences, show mutual respect, help one another, and affirm and applaud one another's strengths.

St. Joseph students will follow three All School Rules:

1. Respect yourself, others, and things
2. Contribute to the learning environment
3. Follow school and classroom procedures

Teachers will teach the four skills of self-discipline; listening, following instructions, reasons for rules, and resolving problems. In doing so, each classroom will develop a discipline cycle based upon the following sequence:

1. Cue/Redirection
2. Intervention
3. Parent Interaction
4. Office Referral

Major self-discipline issues will result in the immediate referral by the teacher to the Principal. These include:

1. Physical or psychological danger
2. Abuse in tone, gesture or word
3. Out of control behavior

Each classroom has a posted copy of the All School Rules which students are to observe. These are explained to the students at the beginning of each school year. Students who exhibit unacceptable behavior or misconduct will face consequences, and parents will be notified if the problem persists.

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.

### **Detention**

Detention may be issued for a breach of classroom and/or school rules in accordance with Discipline With Purpose. Any staff member of St. Joseph Catholic School may issue a detention to a student. Parents are given written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. Detention takes precedence over appointments, practices, lessons, etc.

### **Suspension**

Students may be given in-school suspension in accordance with the Discipline With Purpose program. Students who are given an out-of-school suspension will not be allowed on the campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but zeroes will be recorded for this work.

### **Dress Code**

A uniform dress code has been established to promote a Christian atmosphere for learning and to de-emphasize competition in dress among the students. Students must wear their uniforms at all times unless otherwise announced by the school. Classroom teachers shall keep track of uniform violations. Continual disregard of the policy may result in loss of privileges. **The Principal is the final judge of appropriate dress.**

The uniform code exists for the students. It is a sign of the unique and special character of Catholic education. The uniform code is not meant to prevent individual expression on the part of the student; rather, the uniform allows the student to express individuality at the highest levels of

virtue: through endeavors, personality, spirituality, and service to others. Students may choose from the following options. It is not required nor recommended that families buy all the options available. On the contrary, families are encouraged to purchase a minimum of clothes and wear them regularly.

Approved Uniform Companies:

Parker School Uniform Company  
 9606 North May Ave., OKC., OK. 73120  
 1-800-486-6066  
[www.parkersu.com](http://www.parkersu.com)      School code: OK724137

Lands' End School  
 800-469-2222  
[www.landsend.com](http://www.landsend.com)      School code: 9000-9009-3

The Uniform Club  
 14841 Bristol Park Blvd., Edmond, OK 73013  
 405-242-5001  
[www.theuniformclub.net](http://www.theuniformclub.net)

**2009 – 2010 UNIFORM CODE**

*Recent changes are denoted with italics*

<b>BOYS (Mass Uniform)</b>
Shirt: White oxford (short- or long-sleeved) Pants: Navy slacks Shoes & Socks: Black, blue, or brown dress shoes with white or navy socks. Tie: Uniform plaid, required for Grades 1-6, optional for Pre-K and K
<b>GIRLS (Mass Uniform)</b>
Shirt: White Peter Pan blouse (short- or long-sleeved) Jumper: Uniform plaid. Shorts must be worn underneath. Skirt: <u>Grades 5-6 only</u> may wear pleated uniform plaid skirt instead of jumper. Shorts must be worn underneath.

Shoes & Socks: Black, blue, or brown dress shoes with white or navy socks/tights
<b>BOYS (Regular Uniform)</b>
<p>Shirt: White oxford (short- or long-sleeved); red, yellow, or white polo* (short- or long-sleeved); plain white turtleneck.</p> <p>Pants: Khaki or navy chinos (pleated or flat-front). No cargo pants.</p> <p>Shorts**: Khaki or navy chinos (pleated or flat-front), Bermuda-length only. No cargos.</p>
<b>GIRLS (Regular Uniform)</b>
<p>Shirt: White Peter Pan blouse (short- or long-sleeved); red, yellow, or white polo* (short- or long-sleeved); plain white turtleneck with no lace.</p> <p>Jumper: Uniform plaid jumper optional each day. Shorts must be worn underneath.</p> <p>Pants: Khaki or navy chinos (pleated or flat-front). No cargo pants.</p> <p>Shorts**: Khaki or navy chinos (pleated or flat-front), Bermuda-length only. No cargos.</p> <p>Skorts: Above- or at-the-knee blended chino khaki or navy skort (no pockets or pleats)</p> <p>Skirts: <u>Grades 5-6 only</u>—A-line uniform plaid skirt (easygoing comfort) or pleated uniform plaid skirt. Shorts must be worn underneath.</p> <p>Culottes: Navy, must be purchased from Parker or <i>The Uniform Club</i>.</p>
<b>SHOES &amp; SOCKS</b>
<p>Shoes: Athletic shoes that are predominantly black, blue, or white (no flashing lights, no rollers, no marking soles); dress shoes may be worn but keep in mind athletic shoes must be worn for P.E. class daily and are recommended for recess. No open-toe or open heel shoes or sandals. No heels allowed.</p> <p>Socks: White or navy (boys: only ankle-length if wearing shorts; girls: any length). Socks must be visible above the shoe.</p>

Tights: Girls only—white or navy may be worn with jumper, skort, or skirt (5 <sup>th</sup> -6 <sup>th</sup> ). <i>No Capri-length leggings.</i>
<b>BELTS</b>
Grades 1-6 must wear navy, black, brown or uniform plaid belt with all clothing that has belt loops. Pre-K and K optional.
<b>CARDIGANS &amp; FLEECES</b>
Students may wear navy cardigans and red or navy fleeces purchased from the uniform companies any day of the week including Mass days. St. Joseph sweatshirts and hoodies may only be worn outside at recess.
<b>FRIDAY UNIFORM</b>
Students may wear a St. Joseph spirit shirt or sweatshirt with regular uniform pants, shorts**, skorts, or skirts (5 <sup>th</sup> -6 <sup>th</sup> ) on any Friday that is not also a Mass day or other special event.
<b>SPIRIT DAYS</b>
Students may wear a St. Joseph spirit shirt or sweatshirt with denim jeans or jean shorts**.
<b>ADDITIONAL RULES &amp; REGULATIONS</b>
<ul style="list-style-type: none"> <li>▪ Shirttails must be tucked in at all times (excepting P.E. and recess). Pants and shorts must be worn at proper waist level—not down to or below the hips.</li> <li>▪ Only appropriate-sized, fitting clothing is permitted. All pants, shorts, skorts, and skirts that are too short or oversized in the judgment of the faculty and staff will need to be replaced.</li> <li>▪ <i>No visible temporary or permanent tattoos.</i></li> <li>▪ Hair coloring and bleaching are not permitted. All boys' hair must be cut above the shirt collar. Haircuts and styles are to be neat, clean, and well groomed. Hair accessories (for girls only) are to be conservative and have colors that coordinate with the school uniform. Headbands are allowed in school colors or in uniform plaid. No scarves or bandanas are allowed. No hair braiding with beads</li> </ul>

is allowed.

- Jewelry is limited to one watch, one ring, and simple religious necklaces or bracelets. No earrings are permitted for boys. Earrings should be no larger than a dime in size.
- No coats, jackets, or hoodies may be worn inside the classroom. Sweatshirts are allowed inside only on Fridays or Spirit Days.
- No cosmetics, lip gloss, colored chapstick, or nail polish may be worn.

\* Red polo shirts MUST have the embroidered St. Joseph emblem. Yellow and white polo shirts MAY have the embroidered St. Joseph emblem.

\*\* Shorts may be worn from the first day of school through October 15<sup>th</sup> and then again from April 1<sup>st</sup> through the last day of school.

**All uniform shirts, pants, jumpers, ties, shorts, skirts, skorts, and culottes are to be purchased from Parker Uniform Company, Land's End, or The Uniform Club. All Dickie's brand uniforms (previously purchased from Atwoods) are still acceptable for St. Joseph Catholic School so long as the clothing is still in good condition. These were their white polo shirts, khaki and navy shorts, and khaki and navy pants.**

### **Early Release of Students from School**

Students who need to leave school before 3:15 p.m. must present a written request from a parent/guardian to the teacher at the beginning of the day stating the reason, the time, and the person who will pick them up. The child should be picked up at the office, where the person who has come for them will sign them out on the provided sheet. Students are never permitted to leave the school premises alone.

## **Emergency Procedures**

St. Joseph Catholic School conducts fire and other emergency drills during the course of the year in compliance with State and Archdiocesan requirements. Evacuation routes are posted in each classroom. Students shall move to designated areas quickly, silently, and in an orderly fashion.

## **Excuse from P.E./Recess**

If a student needs to stay inside from recess, or refrain from P.E. due to injury or illness, a note from the parents/guardians is required. This note should state the reason and the number of days the child will need to remain inside.

## **Fees for St. Joseph Catholic School(per child):**

**APPLICATION FEE (non-refundable)** \$75  
To be returned with the admission application form.

**MATERIALS FEE (non-refundable)**  
Due on the first day of school \$150

### **TUITION**

#### **FOR REGISTERED PARISHIONERS OF ST. FRANCIS XAVIER AND ST. GREGORY THE GREAT**

Pre-Kindergarten (full day) through Sixth Grade \$2,300  
annually/\$230 a month Aug-May

#### **FAMILIES FROM OTHER CATHOLIC PARISHES**

Pre-Kindergarten (full day) through Sixth Grade \$2,700  
annually/\$270 a month Aug-May

#### **FAMILIES OF OTHER FAITHS**

Pre-Kindergarten (full day) through Sixth Grade \$2,900  
annually/\$290 a month Aug-May

## **SIBLING DISCOUNT**

First Child...Full Tuition

Additional siblings....\$500 discount per sibling

### **Field Trips**

Field trips are a valuable teaching tool, an excellent learning experience. Field trips are to be educational in nature, must pertain to the established curriculum, and have preparatory and follow-up instruction. The Mass uniform is the norm for all field trips unless students are specifically notified otherwise.

Parents/guardians will receive notification of a planned field trip in advance. Permission forms must be signed by parents/guardians and returned to the school before a child is allowed to go on a trip. Should a parent object to a particular trip, please inform the school. Going on a field trip is a privilege and carries with it responsibilities of participation, behavior, and cooperation. Students can lose the privilege if they do not exhibit these same qualities in the classroom setting. (Volunteer Drivers see page 40)

### **Gifts/Party Invitations**

Any deliveries for students will be kept in the office until dismissal. Students should not exchange gifts at school. This gesture only creates hurt feelings. Invitations for slumber parties or birthday parties should be sent via U.S. mail unless an invitation is being given to every student in the class. Students and parents/guardians are reminded to consider the welfare of all St. Joseph students when distributing gifts and invitations in Christian charity.

### **Health Records**

A health information record is kept on each student. This is to include the results of vision and hearing tests and other data pertinent to the students' health such as allergies, asthma, or conditions which require teacher awareness to assure student health or safety.

### **Home-School Communications**

In order to insure that all communication from school reaches home in a timely manner, folders containing all correspondence will be sent home or e-mailed on Thursdays. Official school-wide communications are sent with the family's oldest or only child. All calendars are available on line at [stfrancisid.com/st\\_\\_joseph\\_school.htm](http://stfrancisid.com/st__joseph_school.htm)

### **Immunization**

All students attending St. Joseph Catholic School are subject to the immunization laws of the State of Oklahoma Department of Health. By pre-kindergarten age, children should have been immunized for: diphtheria, pertussis, mumps, tetanus, rubeola, rubella, poliomyelitis, the required number of hepatitis A and B shots, and one dose of chickenpox vaccine, or a statement of a history of the disease. A record of these immunizations and dates when received with an authorized signature should be provided to the school. **Students without proof of immunization will not be allowed to attend classes.**

### **Inclement Weather**

An announcement of a school closing or late start or early dismissal will be made as early as possible on the day in question on radio stations KCRC AM 1390, KGWA AM 960AM, KOFM 103.1, KXLS FM 109, and KNID FM 97 and the Oklahoma City television stations. An earlier notice will be given when possible. Days canceled require

adjustment in the calendar to meet the state regulation for the minimum number of days in school.

### **Internet Authorization Form**

An authorization form must be completed in order for any student to access the Internet at St. Joseph Catholic School.

### **Library**

The library is available for all students. Students must follow library rules. Students are responsible for any books they have checked out from the library. Students will replace lost textbooks and can be fined for damaging books. The school does accept donations of new or used appropriate books at any time; however, all such books must be appropriate for Catholic school children in the school's discretion. St. Joseph's welcomes any monetary donations toward the purchase of new books and resource materials for the library.

### **Lost and Found**

All articles found will be placed in a box in the office. Any items remaining in the box at the end of the school year will be donated to charity.

### **Lunch Program**

St. Joseph Catholic School offers a school lunch program. The program is not mandatory and is offered as a convenience to the students. Lunches will be provided to the school from the Sisters Cupboard at St. Mary's Hospital. Those students who choose this program will be required to abide by these guidelines.

- Lunch tickets are available in the amounts of \$23.50 for 10 lunches or \$47.00 for 20 lunches.

- If your child is going to be tardy but will need a hot lunch, please call the school no later than 8:45 to order lunch. If no call is received by 8:45, then that student will have to bring a cold lunch.
- Students may not bring carbonated beverages with sack lunches. Juice or other drinks may be brought from home or milk tickets are available: \$3.50 for 10 milks or \$7.00 for 20 milks.
- Parents are discouraged from bringing lunches from carry-out restaurants.
- Parents are not allowed to take groups of students out to eat during school day.

**Lunchroom Expectations:** Students are to

Walk into the lunchroom and remain orderly  
 Eat in an orderly and non-wasteful manner  
 Obey teachers' directions  
 Be respectful and thankful to persons serving lunch  
 Talk quietly  
 Wait their turn to be dismissed for recess

**Medication: Administering to Students at School**

All medication must be kept locked in the school office unless it is specifically ordered by a physician that the student carry medication on his/her person because of health and safety concerns.

The Principal or his/her designee may administer medications to students under the following conditions:

**Prescription medication** must be in a prescription container that correctly states the name of the student, the name of the medication, the name of the prescriber and the

directions for taking the medication. Students are allowed to carry their own inhalers.

The medication must be **delivered to the office** in person by the parent or guardian of the student.

The medication must be accompanied by a dated, written authorization form signed by the parent and a physician requesting that the child be allowed to take the medication **at a specified time.**

A **daily log** in which any medicine administered to the student, the date the medicine was administered, the name of the person who administered the medicine, and the type or name of the medicine which was administered will be kept in the school office.

**Parents or legal guardians** may administer over-the-counter medications or prescription medications for non-chronic illnesses to their child at school.

**Nonprescription medicine** (including aspirin, cough drops, cough syrup, or any other over the counter drugs) must be left in the school office clearly marked with the child's name and time for dispensation. Nonprescription medicine must be in an identifiable container with the child's name, dosage and time to be administered.

No medication will be dispensed to students unless authorized to do so **in writing** by parent/guardian. The child will come to the office to receive the medication.

Confidentiality shall be maintained concerning students who receive medication.

### **Office Records**

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or

addresses, business telephone numbers, cell phone numbers and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

### **Parties and Treats**

Treats may be brought to school for birthdays or other occasions as long as there are enough treats for everyone in the class. Such occasions can only take place during the last 15 minutes before the end of the school day. The teacher should be informed about treats the day before they are brought to school. Parents need to consult with classroom teachers to check about allergies.

There are four (4) all-school parties each year: All Saints Day, Christmas, St. Valentine's Day, and St. Joseph's Day. Should St. Valentine's Day fall during Lent, a respectful tone shall be observed. Parents are asked to volunteer to help provide refreshments, favors, or plan games for the various classes. All parties shall emphasize a Christian theme.

### **Photo/Video Release**

St. Joseph Catholic School often places news and pictures in the local newspapers, the *Sooner Catholic*, or the school website. Please fill out the PHOTO/VIDEO RELEASE FORM and return it to the school office if you wish to participate.

### **Playground Rules**

Playground rules will have been explained and discussed with the students. Safety is emphasized at all times. General playground rules require all students to treat each other and the equipment with respect and care.

Students must have permission from the teacher on duty to return to the school building. Upon return to the

playground, the student shall report to the supervising teacher. Disrespect toward the supervising teacher will not be tolerated.

### **Promotion and Retention**

Promotion will take place when a student successfully completes the work of the current grade. This is based on a total evaluation of a student's growth in all areas of development. If a student's progress is unsatisfactory, the parents/guardians will be notified so that a specific plan of action can be put into place. Parents must be contacted for a meeting of parents, teacher and principal if there is not significant progress by February 1<sup>st</sup> and retention may be necessary. The child's progress will be monitored closely until the end of April at which time teacher, parents, and principal meet again to finalize a decision of retention or promotion. If retention is in the best interest of the child and parents/guardians disagree, they must sign a release of responsibility form that releases the school, principal, and teacher from any responsibility concerning the lack of progress on the part of the child.

### **Property Damage**

Students will be held responsible for any careless or willful damage to school property, including textbooks, library books, and equipment.

The student must pay the replacement cost for the items damaged or lost. Such damages are reported to the Principal.

### **Religious Activities**

Students at St. Joseph Catholic School will have the benefits of religious education classes daily, participation at Mass each week, and other opportunities for daily prayer and reflection. It is expected that all students participate in

these religious opportunities. Sacramental participation depends on the faith professed by the student. **All sacramental preparation will be administered by the student's parish.** It is the responsibility of the parents/guardians to contact their respective parish for the sacramental preparation of their child.

### **Safe Environment Curriculum and Training**

The Archdiocese has established personal safety programs for children that include information about appropriate behavioral and physical boundaries between adults and children, and what to do if those boundaries are violated.

The Safe Environment Curriculum is a standard, permanent element of Catholic education in this Archdiocese. It will be administered each year as part of the religion curriculum. Parents/guardians will be informed when it is to be taught, and we welcome inquiries about the curriculum.

As part of the Archdiocese's ongoing Safe Environment effort, any person having regular contact with students of St. Joseph Catholic School will have a background check completed prior to any involvement in school activities and will have completed the Safe Environment Training.

### **School Safety/Harassment**

Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff will not be tolerated at St. Joseph Catholic School. "Harassment, intimidation, and bullying" mean any gesture, written or verbal expression or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of

students in such a way as to interfere with the school's educational mission or the education of any student. Also included are any gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. "At school" means on school grounds, at school-sponsored activities, or at school-sanctioned events. All complaints will be investigated and appropriate disciplinary action will be imposed.

### **Search and Seizure**

The school retains the right to search book bags, lockers, desks, and other containers. Such searches are intended for the safety of St. Josephs' students and to ensure that contraband (such as drugs, alcohol, or weapons) is never brought on campus. Students assume responsibility for items discovered on their person, in their possession, in their book bags, purses, lockers, etc.

### **Student Records**

St. Joseph Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

### **Substitute Teachers**

A substitute teacher is in charge of the class for the duration of time he/she is assigned to the class. The substitute is to be treated with the same level of respect, courtesy, and obedience as any other teacher on staff.

### **Suspected Child Abuse/Neglect**

Under Oklahoma Law every person having reason to believe that a child under the age of 18 years has had

physical injuries or injuries inflicted upon the child by other than accidental means, where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect shall report the matter promptly to the county office of the Department of Human Services.

### **Teacher Aides**

Teacher aides are in the school to work with the teachers and students, to facilitate various duties, and to assist the students at designated times. Students are to be respectful, courteous, and obedient to teacher aides.

### **Telephone Calls**

Only in emergency cases are teachers or students called to the telephone during class. **If a parent needs to talk with a child or teacher, call and leave a number, and the person will return the call at a break in the class.**

Use of the telephone by students will be at the discretion of the Principal or his/her designee, and then only for emergency purposes. **Students are not permitted to possess or use cell phones on school grounds.**

### **Testing Program**

Students in grades 2-6 at St. Joseph Catholic School participate in a standardized testing program each year. Parents/guardians receive a report of their child's test results.

### **Textbooks**

The school provides textbooks for the various academic subjects. Students are expected to take care of the books properly. Students must pay for lost or damaged books.

### **Toy Policy**

No students may bring any toys to school except children in Pre-Kindergarten and Kindergarten and then only for the purpose of show-and-tell time. Other grades must first obtain permission from the teacher for a particular project or toy. Key chains and toys may not be attached to student backpacks. The school is not responsible for loss or damage of any toy brought to school. No electronic games or toys are allowed during school hours. Students are discouraged from bringing family heirlooms or other valuables to school.

### **Visitors to the School**

Parents/guardians are always welcome to visit the school. But for the **safety** of all concerned, it is imperative that **all** visitors register at the school office to identify themselves and the reason for the visit during the time that school is in session. Visitors whose purpose for visiting takes them beyond the office will receive a visitor badge upon registration to be worn while in the building.

**Classroom interruptions are not allowed.** Teachers have a right to teach, and students have a right to learn. Both of these requirements are infringed upon whenever an interruption occurs. Impromptu visits to the classroom are disruptive to the learning process. **In general, no visitor is allowed to enter a classroom without prior permission of the classroom teacher or the school office.** This would include visitors that are also volunteering at St. Joseph's. Disregard of this guideline may result in the loss of a visitor's privilege to visit the school during the school day.

### **Volunteer Drivers**

Only properly licensed drivers may drive students to and from school sponsored activities. The vehicle shall carry an insurance verification, and be in good running condition. All chaperones must have completed the Safe Environment

Training. Drivers on school trips should not make unauthorized extra stops or side trips. There must be two adults in each vehicle. As a volunteer of the school, the drivers and chaperones are responsible and liable for the students' welfare. If a child is injured, the parents and school authorities are to be notified immediately. Each child in the car must use a seat belt. A student may not be allowed to change to another car without specific permission from the supervising teacher.

### **Volunteering at St. Joseph Catholic School**

Out of love, all persons associated with St. Joseph's have the opportunity to assist our school community in the successful operation of the school. While the Family and School Association officers plan and coordinate volunteering in conjunction with the school, it is the responsibility of all families to be good stewards of St. Joseph's and volunteer what each can do to help make Catholic education possible. The volunteering effort is essential for fundraising efforts, services of the school, and for future planning.

- The Family and School Association sponsors three fundraisers each year. The Taste of St. Joe's is the major event of the year with multiple auctions and year-around planning. All of these events require the St. Joseph Family's assistance:
  - Cookie dough sales in August
  - The Taste of St. Joe's in November
  - St. Joseph Benefit Golf Tournament in June
- The Family and School Association sponsors two ongoing fundraisers throughout the year. Families can help by purchasing these items:
  - The school sells Scrip cards from various vendors including local stores. The school buys the cards at a discount and makes money by keeping the discount.

- Box Tops for Education are collected and shipped off during the year. The school makes money for each collected box top.
- The following is a list of general volunteering work that is needed throughout the year:
  - Volunteer room (helping the teachers with copying and materials preparation)
  - Cutting and preparing Box Tops for shipment. (This can be done at home)
  - Selling Scrip at weekend Masses.
  - Assisting with the lunch line.
  - Chairing a committee or assisting on a committee for the Taste of St. Joe's or other fundraiser.
  - Attending FSA meetings and contributing to the support of the school.
  - Back-to-School Bash, End of School Field Day, coordinating Dine-Outs, being a Homeroom Parent, helping with Teacher Appreciation, and many other opportunities to be good stewards of St. Joseph Catholic School.

**RIGHT TO AMEND:**

*St. Joseph Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent via the Thursday folders.*