

Dear Parents and Students,

**Welcome to St. Joseph Catholic School!** The mission of St. Joseph Catholic School is to teach everyone to know, love, and serve God through spiritual development, academic pursuits, and community service. We are delighted to partner with you in the pursuit of this mission.

We are a people led by the Person of Jesus Christ. He is the Way, the Truth, and the Life. Any curriculum or academic program without Jesus at its center is necessarily incomplete. Our faith in Jesus uplifts our mission, and He brings it to its fulfillment through our willful cooperation. Through His Body—The Church—we all can know Him, accept the graces He freely gives, and put His teachings into practice. We strive to bring this understanding to each and every person in the St. Joseph Family through the daily operation of our Catholic school.

These official policies and procedures relating to the responsibilities shared by the students, parents/guardians, and the school are an outgrowth of the general policies established with the guidance of the School Advisory Council in accordance with the Catholic Schools Office of the Archdiocese of Oklahoma City. The information in this handbook follows the *Archdiocese of Oklahoma City Catholic Schools Policies and Guidelines Handbook* and *Oklahoma School Law*. The administrative rules and procedures that follow are intended to be fair and reasonable—to enable us all to work together in harmony toward the school’s mission.

A successful school year depends upon EVERYONE in the St. Joseph Family believing and supporting the mission, mutually sacrificing for the school, and lifting one another up with charity and kindness. Together, let us begin this year with a commitment to partnership as we support one another in helping each St. Joseph student—with the guidance of the Holy Spirit—to become the best person he or she is capable of becoming.

Rev. Joseph M. Irwin  
Pastor

Mr. Wade A. Laffey  
Principal

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## **ARCHDIOCESE OF OKLAHOMA CITY MISSION STATEMENT**

The Catholic Schools of the Archdiocese of Oklahoma City 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.

## ARCHDIOCESE OF OKLAHOMA CITY'S 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.

## **MISSION STATEMENT**

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

## **PHILOSOPHY OF ST. JOSEPH CATHOLIC SCHOOL**

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.

## **SCHOOL GOALS**

1. Incorporate Catholic Social Teachings throughout the curriculum, emphasizing a different social teaching each month.
2. Increase the presence and identity of St. Joseph Catholic School among the parishes by sponsoring at least one Sunday Mass per semester.
3. Prioritize funds to upgrade and replace outmoded technology.
4. Continue to strengthen curriculum, instruction, and assessment in our lesson plans and curriculum maps.
5. Achieve maximum participation and cooperation among the families, teachers, and parishioners to raise the funds that are essential for the continued operation of St. Joseph Catholic School through the major fundraisers, the Gift Card program, and other projects throughout the school year.

# SAINT JOSEPH



CATHOLIC SCHOOL

## **PARENT-STUDENT HANDBOOK**

St. Joseph Catholic School  
Enid, Oklahoma  
2017-2018

### **Accidents/Illnesses**

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.

### **Accreditation**

St. Joseph Catholic School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association, which is recognized by the State of Oklahoma. In addition, the school meets the standards and policies of the Archdiocese of Oklahoma City's Catholic Schools Office and the School Advisory Council.

## **Administration**

The Pastor, under the authority of the Archbishop of Oklahoma City, is the primary spiritual leader of the two Enid Catholic parishes of which St. Joseph Catholic School is a ministry. The Pastor delegates the administration of the school to the Principal who administers the school in accordance with Archdiocesan, State, and School Advisory Council policies and guidelines. The Principal is the administrative, instructional, and faith leader of the school, responsible for the day-to-day physical and fiscal operations of the school; the education and well-being of the children; for communicating to the parents and parishes the successes and needs of the school; and for the hiring of teachers and assisting in their spiritual and instructional growth.

## **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 Catholic school for the parishioners of St. Francis Xavier, St. Gregory the Great, St. Michael, and other area Catholic parishes. We welcome members of other faith traditions when space is available.

### **Waiting List Priority:**

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 whose siblings had graduated in the preceding school year



3. Children of active parishioners from St. Francis Xavier or St. Gregory the Great Parishes.
4. Children of active parishioners of other Catholic parishes.
5. Children of inactive Catholics and non-Catholics.

**\*Criteria for determining active parishioners:**

- 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 stewardship of the parish, commensurate with one's talent, time, and financial ability to participate in parish and school activities.
- Recommendation by the Pastor.

**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.

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

- The child's birth certificate
- An up-to-date and complete immunization record (see page 37)
- If Catholic, sacramental records
- If transferring from another school, complete permanent records

**Basic enrollment requirements:**

- St. Joseph Catholic School reserves the right to screen new students in Pre-Kindergarten, Kindergarten, or any other grade to determine the 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 of 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 child in question.
- **All new students will be subject to a 30-day probation period.**

### **Transfer Students:**

Before a prospective transferring student is fully admitted, the parent/guardian shall supply the school with permission to receive 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. St. Joseph Catholic School will honor the grade placement assigned by the prospective transfer student's previous school. All transfer students must take a readiness test provided by the school to help determine grade placement.

### **After School Care**

St. Joseph Catholic School operates a supervisory program for St. Joseph students from 3:45 p.m. to 5:30 p.m. each school day. The program is not mandatory and is offered as a convenience for families. Participating students will abide by the following guidelines:

- Families opting for unlimited care over a week are charged \$35 per week per child. Students are only charged for days when school is in session. Only

regularly participating families 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 3:45 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. Students cannot bring toys or games from home to After School Care.
- Students may bring a snack from home to eat.

### **Arrival/Dismissal**

**School Day:** The regular school day begins at 8:15 a.m. and ends at 3:30 p.m. There shall be a minimum of six hours of actual instruction per day. The Pre-Kindergarten (3) day ends at 11:15a.m.

**Arrival:** The main entrance on Madison Street is supervised by a staff member starting at 7:45am. Cars used for drop off must stay in a single file line southbound on Madison Street to reduce the risk of accident during drop off. Parents/Guardians must park in the church parking lot if they must come into the building. **Children must NEVER cross the street unescorted by an adult.** Children who must arrive at school before 7:30 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 bell at 8:15 am.

- When dropping off your child, please pull up alongside the curb on Madison Street nearest to the school building. Students should use the sidewalk to approach the door.
- Parents may then exit south on Madison, as it is a one-way street during drop off.

**Dismissal:** Pre-K (4) through 5<sup>th</sup> grade students are expected to be picked up between 3:30 p.m. and 3:45p.m. If the transportation after school is delayed beyond 3:45, please notify the school. Students not picked up by 3:45 p.m. will be automatically sent to After School Care and charged accordingly.

- Under the supervision of faculty and staff, all students will be released to their vehicle once their vehicle is parked along the curb nearest the school building on Madison Street.
- Once your vehicle is loaded, pull forward or out of the line to exit. Vehicles must exit south on Madison, as it is a one-way street at dismissal time.
- Parents who need to come in to school must park in the church parking lot. Your child will be notified to come to the office at dismissal.
- Dismissal Pre-K (3): Students must be picked up in the school between 11:15 and 11:30 a. m. If there is a delay beyond 11:30, please notify the school.

### **Asbestos**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in July 2015 Saint Joseph Catholic School in Enid, Oklahoma performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time. The asbestos inspection results and asbestos management plan are available for review during normal

school hours (Monday through Friday, 8:00 am – 4:00 pm). The Asbestos Program Manager (Designated Person), is available to answer and review these documents with you upon appointment at (580) 237-0812.

### **Assignments and Homework**

Homework is an integral aspect of the educational program. Its purpose is to supplement and to enrich work done in the classroom, to promote competency in skills and subject matter, to integrate learning, and to help students use a variety of sources of information. It fosters habits of independent study. **It is the student's responsibility to see that any homework is completed on time and returned to school by the due date.**

Parents are asked to take an interest in homework and to encourage their children to accurately complete assigned homework. **It is the parents'/guardians' responsibility to check when assignments are due and to guide their student to completion.** Being a good student is a demanding job for most children. Parents are asked to plan their children's extracurricular activities with this fact in mind. Participation in outside activities, even school-related ones, cannot be an excuse for incomplete or missing assignments.

Homework time will vary in length and intensity depending on the student and the grade level. Generally, 15-30 minutes can be expected for first and second grades, 30-60 minutes for third, fourth, and fifth grades per night. If your child seems to be spending excessive time on homework or is not bringing work home, contact his/her teacher sooner rather than later. Speak to your child's teacher if your child repeatedly tells you that he/she does not have homework. Homework is not limited to written work: reading, studying flash cards, etc. is also considered to be homework. Each teacher will have a homework assignment instrument to help

students and parents monitor homework. Homework is due the following school day unless an alternate date is assigned by the teacher.

**Grades 3-5:** Students who do not turn in homework the day it is due may turn it in the second day. However, the maximum grade that may be earned is 90%. The maximum grade that may be earned on the third day is 80%. If homework is not turned in by the third day, a grade of zero is recorded. Students will be given a “zero notification notice” to, have signed by a parent and returned the following school day.

### **Attendance**

Prompt and regular attendance is essential to success at St. Joseph Catholic School. It teaches students the necessity of regular attendance in all facets of life, and it teaches students to be personally responsible. Any absence from school interferes with a student’s religious, academic, and emotional progress.

**Absences:** All Catholic schools in the Archdiocese of Oklahoma City are required to comply with the current compulsory attendance regulations as legislated by the State of Oklahoma. These include Pre-Kindergarten and Kindergarten students (School Laws of Oklahoma, §229, 2002). **According to state statute, students must be in attendance for at least 80% of the school year.** Students absent for more than 20% of the school year—for any reason—shall not be promoted to the next grade for the following school year. An absence of more than 2 hours shall be recorded as a half-day absence. An absence of more than 4 hours shall be counted as a full-day 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.
- 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 sheet.
- 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 a parent or guardian.
- No student may be picked up by anyone except a parent/guardian unless the school has received **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.
- Parents should make every effort to schedule doctor and dental appointments for students at times other than during school hours.

**Tardies:** A student who is not in the building 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. Excessive tardiness during an academic quarter will be handled in the following manner:

- 1-3 tardies: student will receive a verbal warning.
- 4 tardies: parents/guardians will be sent a letter of notification from the school for excessive tardiness.
- 5 or more tardies: student serves a detention before school (7:30 am – 8:15 am). If the

student is late for this detention, it will be rescheduled.

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. Students must have all work turned in within 3 days of extended absence. All absences, whether excused or not, are reflected as absences on the report card. Excessive absences will be addressed by the Principal and could lead to academic retention.

### **Building and Grounds Security**

For the safety of all concerned, all exterior doors of the school will be kept locked at all times. The gates to the Leven Center parking lot will be locked during school hours. 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.

### **Christian Due Process**

At St. Joseph Catholic School, all are entitled to Christian Due Process. A child who has been offended or hurt in a manner that requires reporting to a teacher or the Principal will be treated in the following manner:

1. Child(ren) reports to the Principal what he/she/they feel has happened to them.
2. Child(ren) offending him/her/them reports what was done to offended person(s) in the presence of the offended and the Principal.



3. Principal or designee, whose decision is final, acts as impartial tribunal and decides how the situation will be handled.

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

The students' interest in receiving a quality, morally based education is 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 this Parent-Student Handbook.

These aforementioned Christian principles 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 either party remains unsatisfied with the results, the next step will be applied. All issues need to be dealt with as promptly as possible.

- 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 a face-to-face meeting (or supervisor for person in step 2)
- Step 4: Contact Pastor of St. Francis Xavier for a face-to-face meeting.
- Step 5: Contact Superintendent of the Archdiocese of Oklahoma City.

When step 2 has been reached, the Parent Communication Form is to be completed. It will be then forwarded 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 2)



# PARENT COMMUNICATION FORM

## Step #3

Date of conference with principal \_\_\_\_\_

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

Subject \_\_\_\_\_

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Outcome \_\_\_\_\_

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Signatures: Parent \_\_\_\_\_

Teacher \_\_\_\_\_

Principal \_\_\_\_\_

Copy given to Parent \_\_\_\_\_

Additional information attached(Y)\_\_\_(N)\_\_\_

# PARENT COMMUNICATION FORM

## Step #4

Date of conference with Pastor \_\_\_\_\_

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

Subject \_\_\_\_\_

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Outcome \_\_\_\_\_

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Signatures: Parent \_\_\_\_\_

Principal \_\_\_\_\_

Pastor \_\_\_\_\_

Copy given to Parent \_\_\_\_\_

Additional information attached(Y)\_\_\_\_(N)\_\_\_\_

3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., after school 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 parents/guardians 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 a parent's/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, 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 Illnesses**

**All communicable diseases contracted by a student 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 signed note from a physician is required for reentry to the school. The Principal/designee is the final judge of the safety of a student's presence at school.

Any child afflicted with **head lice** may be prohibited from attending school or school sponsored activities 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. Any student having a measured body

temperature of 100 degrees or more shall not be permitted to attend class until 24 hours after the fever has dropped below 100 degrees and has stayed below.

### **Meningococcal disease and vaccine**

The following information is provided to families in compliance with Oklahoma State Law. Meningococcal disease is a rare, but sometimes fatal disease caused by a bacterium called *Neisseria meningitides*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood. Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra or MCV4, is currently available for college freshmen living in dormitories and other people at high risk aged eleven through fifteen. This vaccine is not required to attend kindergarten through the twelfth grade in Oklahoma. However, it is required for students who are planning on enrolling in college and living in a dormitory or other student housing.

### **Conferences with Teachers**

Communication among parents, students, and staff is welcomed and encouraged. If a parent needs to talk with a teacher or the Principal, please call the school office during office hours (7:30am – 4pm). Appointments and returned calls will be made as soon as possible. **Conferences should not occur during class time, on the playground, or in the cafeteria.** The teachers are responsible during these times

for instruction, supervision, and the safety of the children and thus are unable to confer at these times.

Parents who have a concern should first contact the teacher directly. Please send a note or leave a telephone message for the teacher in the school office. If a satisfactory solution is not reached, then a conference with a parent, teacher, and Principal will be scheduled. The student may be involved in conferences and problem-solving decisions.

If a teacher needs to discuss a matter with a parent/guardian, the initial contact may be in the form of a note home or phone call. Please respond as soon as possible. Please keep your phone numbers and address up-to-date with the school office.

**Parent-Teacher Conferences** will be scheduled by the school during the fall and spring. 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. It is inappropriate to expect that teachers have an impromptu conference with a parent/guardian.

### **Controlled Substances**

The possession, use, or distribution of any controlled substance, drug, or alcoholic beverage is not permitted by students in the school. Students who possess drugs, tobacco, 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, reviewed annually, and is available for review in the school office. Student and staff safety is the first priority in all emergency situations. Fire, tornado, and other emergency drills are



conducted during the course of the year in compliance with Archdiocesan and State standards. The action taken during a particular situation depends a great deal on the specifics of the incident. Administration and school staff are ready to put plans in action should the need ever arise. The school will always comply with directions from public safety officials.

### **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 another school. In the event of a transfer, 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 is in compliance with the curricular standards promulgated by the Archdiocesan Catholic Schools Office. All students are required to participate in the curricular program determined for St. Joseph Catholic School. No exceptions will be granted except for medical purposes with a signed release from the child's doctor.

The teachings and traditions of the Catholic Church and the values of Christian living permeate the entire school day at St. Joseph Catholic School. This high priority is expressed through worship, prayer, religious education classes, and the general climate of the school. St. Joseph Catholic School offers a balanced academic curriculum that includes the following subjects: religion, math, language arts, science, social studies, music, physical education, art, Spanish, computers, and library skills. Band lessons are offered

optionally for Grades 4-5 after school. St. Joseph Catholic School is committed to providing appropriate and challenging educational programs to every student.

## **Disciplinary Plan**

The purpose of the discipline policy is to assist the students of St. Joseph Catholic School in developing self-discipline. Self-discipline requires that the student knows what is expected in terms of attitudes, behavior, and performance and that he/she learns to accept responsibility for his/her own attitudes, behavior, and achievement. Self-disciplined students demonstrate the ability to wait, delay impulsivity, and to choose to do what is right even when no one is looking. St. Joseph Catholic School is committed to guiding students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

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. Parental 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
4. Repeated failure to complete schoolwork, including homework and in-class assignments.

These rules are explained to the students at the beginning of each school year. Students who exhibit unacceptable behavior or misconduct will face consequences, including detention and/or suspension from school. and parents/guardians must meet with their child's teacher and the Principal.

- First office Referral: Note is sent home.
- Second office Referral: A required meeting of the parents, teacher and Principal.
- Third office Referral: Automatic suspension from school.

### **Cheating**

Cheating of any kind 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. 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 or his/her designee. Detention takes precedence over appointments, practices, lessons, etc.

### **Suspension**

Students given 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. Students referred to the office three times for major self-discipline issues (see above) are automatically suspended for

the rest of the school day on the third such instance. Parents will be called and the child must be removed from school immediately or face further suspension and/or expulsion. Further office referrals will result in the child's immediate suspension/being sent home plus at least one additional day of suspension as the Principal, in his or her discretion, sees fit.

### **Expulsion**

A student may be expelled from school for misconduct of a gravely serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious cause.

### **Dividends for St. Joseph**

Tuition and fees defray roughly 50% of the cost to educate students at St. Joseph Catholic School. Contributions from St. Francis Xavier and St. Gregory's combine for another 25% of expenses. **The school community is responsible for the remaining 25% needed.** The school relies on volunteering and fundraising to meet its educational goals and to financially maintain the school. Our mission is to teach students to know, love, and serve God. Service to others is one of the primary methods to accomplish this, and the example of the family is the most powerful way to teach it to children.

**Each family at St. Joseph Catholic School is required to contribute at least 20 volunteer hours a school year.** The twenty hours must be completed by May 1 of the current school year. A fee of \$300 will be added to May's tuition if the hours are not completed. Each family is responsible for recording volunteer hours to the school. Volunteer log sheets can be obtained in the school office. The log sheets are reviewed periodically to inform each family of their volunteering progress.

## **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. 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. 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 for students to wear regularly.

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.**

### Approved Uniform Companies:

Parker School Uniform Company  
9606 North May Ave., OKC., OK. 73120  
1-866-486-6066

[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

## 2017 – 2018 DRESS CODE

All uniform shirts, jumpers, ties, skirts, skorts, and culottes must be purchased from Parker Uniform Company or Land's End. Pants and shorts may be of any brand SO LONG AS they closely match the style and color of the approved Parker or Land's End pants and shorts.

### **Grades Pre-K(4)-5th**

<b>BOYS (Mass Uniform)</b>
Shirt: white oxford (short- or long-sleeved) Pants: navy slacks Shoes & Socks: black, blue, or brown <u>dress shoes</u> with white or navy socks. Tie: uniform plaid, required for Grades 1-5, 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>Grade 5 only</u> may wear pleated uniform plaid skirt instead of jumper. Shorts must be worn underneath. Shoes & Socks: black, blue, or brown <u>dress shoes</u> with white or navy socks or white or navy tights.
<b>BOYS (Regular Uniform)</b>
Shirt: white oxford (short- or long-sleeved); red, navy or white polo* (short- or long-sleeved); plain white turtleneck. Pants: khaki or navy chinos (pleated or flat-front). No cargo pants. (Must pair navy polo to khaki.) Shorts***: khaki or navy chinos (pleated or flat-front), Bermuda-length only. No cargos.
<b>GIRLS (Regular Uniform)</b>

Shirt: white Peter Pan blouse (short- or long-sleeved); red, navy, or white polo\* (short- or long-sleeved); plain white turtleneck with no lace.

Jumper: uniform plaid jumper optional each day. Shorts must be worn underneath.

Pants: khaki or navy chinos (pleated or flat-front). No cargo pants. Must pair navy polo to khaki pants.

Shorts: khaki or navy chinos (pleated or flat-front), Bermuda-length only. No cargos.

Skorts: above- or at-the-knee blended chino khaki or navy skort (no pockets or pleats)

Skirts: Grade 5 only—A-line uniform plaid skirt (easygoing comfort) or pleated uniform plaid skirt. Shorts must be worn underneath.

Culottes: navy—to be purchased from Parker.

Dress: short-sleeve mesh polo dress: navy. Must be purchased from Lands' End. Must include school logo.

## **SHOES & SOCKS**

Shoes: athletic shoes that are predominantly black, dark blue, grey 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-heeled shoes or sandals. No heels.

Socks: white or navy (boys: only ankle-length if wearing shorts; girls: any length). Black socks may be worn with slacks **only**. Socks must be visible above the shoe.

Tights: girls only—white or navy may be worn with jumper, skort, or skirt (5<sup>th</sup>). No Capri-length leggings. Tights must cover the legs and ankles.

## **BELTS**

<p>Grades 1-5 must wear navy, black, brown, or uniform plaid belt with all clothing that has belt loops. Optional for Pre-K and K.</p>
<p><b>CARDIGANS &amp; FLEECES</b></p>
<p>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.</p>
<p><b>FRIDAY UNIFORM</b></p>
<p>Students may wear a St. Joseph Spirit shirt or sweatshirt with regular uniform pants, shorts**, skorts, or skirts (5<sup>th</sup>) on any Friday that is not also a Mass day or other special occasion.</p>
<p><b>DENIM DAYS</b></p>
<p>Students may wear a St. Joseph Spirit shirt or sweatshirt with denim jeans or jean shorts**.</p>
<p><b>ADDITIONAL REQUIREMENTS</b></p>
<ul style="list-style-type: none"> <li>▪ Shirrtails 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 will need to be replaced. In general, a clearance of more than two inches above the knee is too short.</li> <li>▪ No visible temporary or permanent tattoos.</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. Headbands are to be no more than two inches wide. No</li> </ul>



scarves or bandanas. No hair braiding with beads.

- Jewelry is limited to one watch, one ring, and simple religious necklaces or bracelets. Non-religious necklaces and bracelets are not allowed. 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. Approved cardigans and fleeces may be worn in the classroom. St. Joseph sweatshirts are allowed inside only on Fridays or Spirit Days.
- No cosmetics, lip gloss, colored chapstick, or nail polish may be worn.

\* **Red and navy polo shirts/dresses MUST have the embroidered St. Joseph emblem. 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.**

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

If a student needs to stay inside from recess or miss P.E. class 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 miss. Injuries or illnesses that affect a student for over a week require a doctor's note to excuse from P.E. class.

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

**APPLICATION FEE** (non-refundable) \$150  
To be returned with the admission application form.

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

**TUITION**

**PRE-SCHOOL—3 Year-Old**

5 days per week	\$2,150
3 days per week	\$1,750
2 days per week	\$1,350

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

Pre-Kindergarten (full day) through Fifth Grade annually/\$290 per month Aug-May	\$2,900
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**FAMILIES FROM OTHER CATHOLIC PARISHES**

Pre-Kindergarten (full day) through Fifth Grade annually/\$330 per month Aug-May	\$3,300
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**FAMILIES OF OTHER FAITHS**

Pre-Kindergarten (full day) through Fifth Grade annually/\$350 per month Aug-May	\$3,500
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**SIBLING DISCOUNT**

First Child....Full Tuition

Additional siblings....\$500 discount per sibling (PreK-5<sup>th</sup>)

**Field Trips**

1. A field trip is a privilege and not a right.
2. Field trips are designed to correlate with teaching units and to achieve curricular goals.
3. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. A **written official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission or a telephone call **cannot be accepted**.
8. The Mass uniform is the norm for all field trips unless students are specifically notified otherwise.
9. Should a parent object to a particular field trip, please inform the school.
10. The use of the school's bus requires an approved driver.
11. Please refer to the section on "Volunteer Drivers" on page 54 for more information.

### **Financial Policy**

St. Joseph Catholic School is a non-tax supported school and is governed by contract. Financial obligations to the school are legally binding. All financial obligations must be paid in a timely manner.

### **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 Policy Archdiocese of Oklahoma City

The Archdiocese of Oklahoma City shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of hazards that may threaten or endanger the health of our children or educators.

### **Diabetes**

1. Every diagnosed student with diabetes must have on file: *Diabetes Medical Management Plan signed by a physician*
2. When a school has enrolled a student with diabetes, the school will provide training for **two** adults for “Managing Diabetes in Schools”. Information on these classes can be found on the State Department of Education Website under Health and Wellness.
3. A School will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring
4. Each school will establish a local implementation plan appropriate for each student’s needs.
5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.
6. **Liability Statement:** The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

\*\*\*\*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 school 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 Tuesdays. Official school-wide communications are sent with the family's oldest or only child. Calendars, lunch menus, and previous Tuesday Notes are also available on line at the school's website: [stjosephschoolenid.com](http://stjosephschoolenid.com)

## **Honor Roll**

Students in Grade 3-5 qualify for the Pastor's Honor Roll by earning all A's in all subjects and no unsatisfactory marks. To qualify for the Principal's Honor Roll, students must have A's and B's in all subjects and no unsatisfactory marks.

## **Immunizations**

Immunizations are required for all **NEW** students for the 2017-2018 school year. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2016-2017 school year are accepted with their current immunization status.

Every new student enrolled in a Catholic school in the State of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the forgoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.

Immunizations required are:

3 Year-old &

Pre-K Requirements

4 doses DTP/DTaP/Td  
3 doses Polio (IPV)  
1 dose MMR  
3 doses Hepatitis B  
2 doses Hepatitis A  
1 dose Chicken pox (VAR)

K – 5th Grade requirements

5 doses DTP/DTaP/Td  
4 doses Polio (IPV)  
2 doses MMR  
3 doses Hepatitis B  
2 doses Hepatitis A  
1 dose Chicken pox (VAR)

**Students without proof of immunization will not be allowed at school.**

**Inclement Weather**

An announcement of school closing, late start, or early dismissal will be made as early as possible on the day in question on the local radio stations and the Oklahoma City television stations. The school's website will also include information on school closings. An earlier notice will be given whenever possible. Days canceled may require adjustment in the calendar to meet the State and Archdiocesan regulations for the minimum number of days in school.

**Internet Usage**

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

**Library**

The library is accessible to all students. Students must follow library rules, which may vary from class to class. Students are responsible for any books they have checked out from the library. Students will replace lost books or be fined for damaged books. The school does accept donations of new or used books; however, all such books must be

appropriate for Catholic school children in the school's discretion.

### **Lost and Found**

All articles found will be placed in a box in the Leven Center. Any items remaining in the box at the end of the school year will be donated to charity. Please mark all students' clothes with his/her name to make it easier to return lost clothing.

### **Lunch Program**

St. Joseph Catholic School offers a school lunch program. The program is not mandatory and is offered as a convenience to families. Hot lunches are provided to the school from Sisters Cupboard at St. Mary's Hospital. Families and students abide by these guidelines.

- A single student lunch with milk costs \$3.25; \$32.50 for 10 lunches or \$65.00 for 20 lunches.
- It is important to make sure that your child KNOWS each day whether he/she is to order a hot lunch, so that no student goes hungry nor food goes wasted. **A student will be charged for an ordered hot lunch even if he/she does not eat it.**
- Students bringing a cold lunch are not allowed to use a microwave oven or any other means to heat their food.
- If your child is going to be tardy but will need a hot lunch, please call the school no later than 9:00am to order lunch. If no call is received by 9:00am, then he/she will have to bring a cold lunch.
- Students may not bring carbonated beverages with hot or cold lunches. Juice or other drinks may be brought from home or milk can be purchased: \$6.00 for 10 milks or \$12.00 for 20 milks.
- Parents/Guardians may join their children for lunch by calling the school and ordering a hot lunch no later than 9:00am. 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.

- Each student is limited to a maximum of two charges on his/her school lunch account. Students who have two charges will be served a peanut butter and jelly sandwich or similar for lunch until the charges are paid. The school office will notify parents when charges begin to accrue.
- **Lunchroom Expectations:** Students are to:  
Walk into the lunchroom and remain orderly  
Use good table manners at all times  
Obey teachers' directions  
Be respectful and thankful to persons serving lunch  
Talk in a quiet, modulated tone  
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/or 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 and with a dosage specified.**

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 in an identifiable container clearly marked with the child's name, specified dosage, and time for dispensation.

Absolutely no medication will be dispensed to students unless authorized to do so **in writing** by parent/guardian. Students must go to the office to receive 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.

### **Parents' Role in Education**

We at St. Joseph Catholic School consider it a privilege to work with parents in the Christian education of children because we believe parents are the primary educators of their

children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Joseph Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** The truths taught in school will not be well rooted in the child unless these are nurtured by the example of Catholic morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Joseph Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident in school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust towards the teacher, the school, and the parent.

As partners in the educational process at St. Joseph Catholic School, we ask parents:

- To set rules, times, and limits so that your child gets to bed early on school nights;
- To bring your child to school on time and pick him/her up at the end of the day;
- To dress your child according to the school dress code;
- To check that your child completes class assignments on time every night;
- To ensure that your child has a hot or cold lunch every day;
- To actively participate in school activities such as scheduled F.S.A. gatherings and activities, parent-teacher conferences, and school programs
- To furnish the school with a written note when the student has been absent or tardy;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly;
- To read school notes, newsletters, and planners, and to show interest in the student's total education;
- To support the annual fundraising activities of St. Joseph Catholic School;
- To give the twenty "Dividends for St. Joseph" hours required of each family throughout the school year;
- To support the religious and educational goals of St. Joseph Catholic School;

- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

### **Parties and Treats**

Treats may be brought to school for birthdays or other occasions so 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 on the school website. Any parent or guardian who does not wish his/her child's picture to be used in such ways must notify the Principal in writing within the first week of school.

### **Playground Rules**

Playground rules are explained to 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 a teacher on duty to return to the school building. Upon return to the playground,

the student shall report to a supervising teacher. Disrespect toward the supervising teachers 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 if 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 plan of retention or promotion. If retention is recommended by the school 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. Should parents opt not to retain one school year and the school again recommends retaining the student in a subsequent school year, parents must abide by the second recommendation to retain for continued enrollment at St. Joseph Catholic School. The final decision on promotion and retention for each student resides with the Principal.

### **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 that are damaged or lost. Such damages are reported to the Principal.

## Reading Counts

Reading Counts is a computerized reading program that is a vital part of St. Joseph Catholic School's educational program. The program promotes reading by increasing a student's reading fluency, comprehension, and vocabulary. The program also allows teachers the ability to document a student's reading program, to quickly identify struggling readers, and acknowledge strong readers. Students can earn points for each book read. The point system offers rewards when pre-determined goals are reached.

## Religious Education and Formation

The primary purpose of St. Joseph Catholic School is the religious education and formation of the students. Students at St. Joseph Catholic School will have the benefits of religious education classes daily, attendance at Mass each week, and numerous opportunities for daily prayer and spiritual development. It is expected that all students attentively participate in these religious opportunities.

It is important to remember that attendance at weekly School Mass reinforces **but does not replace** our obligation as Catholics to assist at Sunday Mass and Holy Days of Obligation. Students should participate in the liturgy first and foremost with their family, since parents are the primary educators of their children.

Sacramental participation depends on the faith professed by the student. The sacramental life of the children being raised in the Catholic faith is an integral component of the religion program at St. Joseph Catholic School. The children are prepared for the reception of Reconciliation and the Eucharist as part of the second grade religion curriculum. **All Sacraments will be administered by the student's home parish.** It is the responsibility of the parents/guardians to contact their respective parish to ensure

that their child will receive a given Sacrament. The centrality of the Sacraments continues to be emphasized at all grade levels.

### **Report Card**

Report cards are issued four times a year, after each academic quarter. The report card should be reviewed by parents/guardians, signed, and returned to the school as soon as possible. Any questions or concerns over information included on the report card should be directed to the teacher of the particular subject. Failure to meet outstanding financial obligations to the school will result in the report card being held from distribution.

### **Grading Scale**

<u>Conduct/Study Habits</u>	<u>Academic Areas</u>
E – Excellent	A = 93-100 Excellent
G – Good	B = 85-92 Above Average
√ - Needs Improvement	C = 75-84 Average
I – Improving	D = 69-74 Below Average
U – Unsatisfactory	F = Below 69

### **Returning to School After Dismissal**

Students may not retrieve items in the classrooms after 5:30pm (when After School Care closes). Students may only enter a classroom to retrieve an item after school accompanied by the principal or a teacher. Excessive retrieving of items after school will be addressed by the principal and may result in detention.

## **Safe Environment Curriculum and Training**

The Archdiocese of Oklahoma City 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 **MUST** have a background check completed prior to any involvement in school activities and must have completed the Safe Environment protocol.

## **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. Sending



derogatory text messages, emails or instant messages, posting uncharitable messages or pictures on blogs or other social networking sites such as My Space or Facebook are all forms of cyberbullying and will not be tolerated at St. Joseph Catholic School. 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. Joseph 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.

### **School Organizations**

#### **School Advisory Council (S.A.C.)**

The S.A.C. is established by the Pastor, in accordance with Archdiocesan policy, to advise him and the Principal in the governance of the parish school. Members cannot act apart from the Pastor and the Principal and cannot make decisions that are binding on the parish school without the approval of the Pastor and Principal. Decisions on major school matters are made only when the S.A.C. has been consulted. The areas in which the S.A.C. has responsibility and shall be consulted include: planning, policy development, finance, development and public relations, selection of the Principal, evaluation of the Principal's relationship with the S.A.C., and major curriculum changes, especially in the areas of education in human sexuality and religious education.

The S.A.C. holds regular meetings from August to May. All meetings are open to the St. Joseph Family community except for those sessions designated as executive. Non-council members who would like to address the S.A.C. may

make a request to the Chairperson, Pastor, or Principal at least ten days prior to the next meeting. The request to address the S.A.C. may be denied if it involves areas in which the S.A.C. has no jurisdiction.

### **Family and School Association (F.S.A.)**

The F.S.A. is an active organization of parents/guardians and teachers established to support St. Joseph Catholic School. The F.S.A. is to be a vehicle by which families and the school can work together in a spirit of harmony to develop, promote, and protect the vision and mission of the school. In order to achieve these goals, the F.S.A. commits to the following objectives:

1. Foster academic excellence, promote service, and uphold Catholic morals and values.
2. Coordinate programs and services that enhance the quality of the school.
3. Provide financial support in ways that will supplement the parishes' responsibilities for the maintenance and operations of the school and for the materials and supplies necessary for the education of the students.
4. Cooperate with the administration and faculty of St. Joseph Catholic School to encourage by personal example and active participation the development and practice of Catholic principles and Christian values within the family, school, and parishes.

### **Student Records**

The contents of a student's official file (academic transcripts, academic testing, health records and emergency sheets) may be reviewed by parents/guardians. Requests shall be made in writing and a 24-hour notice given.

St. Joseph Catholic School complies with the Buckley Amendment (Family Education Rights and Privacy Act)

which gives access of academic records to the non-custodial parent. In the absence of a notarized court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child when requested. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with a notarized copy of the court order.

Parents withdrawing their student from St. Joseph Catholic School must do so in the school office. Records will be sent to the new school only upon written request from the principal of the next school. **All financial obligations must be made in full before a student's record will be sent to the new school.** Refunds on tuition amounts are not prorated by the month in the event that a student withdraws from the school.

### **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**

Every person in Oklahoma who has reason to believe that a child under the age of 18 has been abused or neglected or is in danger of being abused or neglected is required by law to promptly report it. Failure to report child abuse is a misdemeanor offense. A person who reports suspected abuse in "good faith" is immune from criminal and civil liability. **If you suspect abuse or neglect, call the Oklahoma Child Abuse Hotline: 1(800) 522-3511.**

## **Teacher Aides**

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

## **Telephone Calls**

Only for emergencies 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 message, 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. **Students are not permitted to possess or use cell phones on school grounds.**

## **Testing Program**

Students in Grades 1-5 at St. Joseph Catholic School participate in a standardized testing program each year. Parents/guardians receive a report of their child's test results, and the results are placed in the student's permanent file.

## **Textbooks**

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

## **Toy Policy**

No students may bring any toys or games to school unless specifically asked by a teacher. Students must first obtain permission from the teacher to bring an item not usually allowed for a particular project to school. 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 or during After School Care. 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 FIRST sign in 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's badge to be worn while in the building. Before leaving they must sign out with the office. Parents are responsible for siblings and other children in their care while on campus.

**Classroom interruptions are to be kept to a minimum.** 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. **No parent or any other visitor is allowed to enter a classroom without prior permission of the classroom teacher or the school office.** This includes volunteers. Disregard of this guideline may result in the loss of a visitor's privilege to visit the school during the school day.

### **Volunteers**

Volunteers are an important part of the educational ministry at St. Joseph Catholic School. All volunteers working directly with students are required to have completed the Safe Environment training. The Principal or his/her designee will notify you when you are an approved volunteer. Volunteers are expected to abide by the policies set forth in this Parent-Student Handbook.

Only properly registered commercial drivers with the school bus endorsement may drive students using a school bus. Faculty and staff are prohibited from driving students. The vehicle shall carry an insurance verification, and be in good running condition. All drivers and chaperones must have completed the Safe Environment training. Drivers on school trips cannot make unauthorized extra stops or side trips. **There must be at least two approved adults in each vehicle.** As volunteers for the school, the drivers and chaperones act *in loco parentis* and are 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 Opportunities**

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:

- The Taste of St. Joe's
- Saints on the Go! 5K and Fun Run
- La Kermesse de San José

The Family and School Association also sponsors two ongoing fundraisers throughout the year. Families can help by purchasing these items:

- The school sells gift cards from various vendors including local stores. The school buys the cards at a discount and makes money by keeping the difference.

- 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).
- Tutoring students.
- Cutting and preparing Box Tops for shipment. (This can be done at home).
- Selling gift cards at weekend Masses.
- Decorating for the various seasons of the Church year or for school programs.
- Assisting with the lunch line.
- Chairing a committee or assisting on a committee for the Taste of St. Joe's or other fundraiser.
- Attending F.S.A. meetings and contributing to the support of the school.
- Back-to-School Bash, Field Day, coordinating Dine-Outs, being a homeroom parent, helping with teacher appreciation activities, 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 Tuesday Newsletters.***

# Prayer to St. Joseph

Over 1900 years old

Oh St. Joseph whose protection is so great, so strong, so prompt before the Throne of God, I place in you all my interests and desires. Oh St. Joseph do assist me by your powerful intercession and obtain for me from your Divine Son all spiritual blessings through Jesus Christ, Our Lord; so that having engaged here below your heavenly power I may offer my Thanksgiving and Homage to the most Loving of Fathers.

Oh St. Joseph, I never weary contemplating you and Jesus asleep in your arms.

I dare not approach while He reposes near your heart. Press him in my name and kiss his fine Head for me, and ask him to return the Kiss when I draw my dying breath.

St. Joseph, Patron of departing souls, pray for us. Amen.