

St. JOSEPH S C H O O L

Parent/Student Handbook 2011-2012



...committed to Holiness as a way of life

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

GENERAL INFORMATION

Saint Joseph School was founded in 1908 as Holy Ghost School. In 1963 the school was relocated to the present campus in North Knoxville near Fountain City and renamed Saint Joseph School under the leadership of Fr. Albert Henkel, then pastor of Holy Ghost Church.

In 2011, Bishop Richard Stika made Saint Joseph a regional school serving families from a number of parishes in Knoxville and the surrounding area.

A certified and dedicated faculty includes specialists in fine arts, foreign language, physical education, special education, and technology.

PreK-Grade 8 class sizes comply with state regulations.

SCHOOL MOTTO

“Holiness as a Way of Life.”

VISION STATEMENT

With the guidance of the Holy Spirit,

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

MISSION STATEMENT

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

SCHOOL PRAYER

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

**This handbook is dedicated to
the Holy Family**

Parents' Role in Education

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

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

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

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

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

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

Parents of Saint Joseph School students are asked:

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

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**The principal reserves the right to amend the handbook when necessary.
Parents and students will be given prompt notice.**

Admissions Information

Admissions

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

Admissions Priority

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

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

Children of Catholic families who are not registered or contributing members of a Roman Catholic parish will not receive special consideration for registration.

All new families who have pre-registered students will be notified of their acceptance by early June.

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

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

Age Requirements

Pre-Kindergarten students must be four years old before September 30 of the year entering Pre-Kindergarten. Students entering Kindergarten must be five years old before September 30 of the year entering Kindergarten. Those students entering first grade must be six years old before September 30 of the year entering first grade and have evidence of attending a state-approved kindergarten prior to admission.

Entrance Requirements

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

- Baptismal record
- Birth certificate
- Copy of social security card
- Copy of student's most recent standardized test scores (if applicable)
- Copy of student's most recent and previous school year's progress report/report card
- Copy of student's special education file (if applicable)

- Custodial records (in case of divorce); court order
- Preliminary physical for pre-kindergartener/kindergartener
- Proof of immunizations
- Proof of insurance

For Catholic Families:

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

All Prospective Students

- Interview with the principal

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

Individual readiness screening for Kindergarten is required and administered by Saint Joseph School staff.

For incoming students in grades 1-8, academic screening may be required as determined by the administration.

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

- Official transcript
- Tennessee Child Health Record – official copy from child’s physician
- Non-refundable retainer fee of \$175

Immunizations

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

Hepatitis B	DPT
HIB	POLIO
MMR*	

***The State requires that children entering Kindergarten, 4th grade, and 8th grade must have a second dose of MMR.**

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

Children enrolling in Pre-Kindergarten

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

- Diphtheria-tetanus-Pertussis (DtaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)

- *Haemophilus influenzae* type B (Hib) – age younger than 5 years only (This requirement is resumed immediately, following suspension during a national Hib vaccine shortage 2008-2009)
- **Hepatitis B (HBV)**
- **Pneumococcal conjugate vaccine (PCV)** – age younger than 5 years only **Hepatitis A** – 1 dose, required by 18 months of age or older

Children enrolling in Kindergarten

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

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

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

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

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

Insurance

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

Non-Discrimination Policy

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

Pre-Registration

Pre-registration takes place in January of each year for the following school year. Pre-registration forms for currently enrolled students must be returned to the office by the prescribed date to reserve the student's space in his/her class. A deposit of \$175 per family must be paid at this time. This amount will be credited to your book fees.

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

Transfers

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

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

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

Withdrawal Process

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

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

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

Tuition

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

Understanding Stewardship and Catholic School Tuition

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

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

Tuition/Fees

Pre-Kindergarten

In addition to the tuition, the following fees are due by registration:

Fees per Student:

Materials Fee	\$55.00
Mat	\$15.00
School Student Insurance	\$10.00
<u>Technology Fee</u>	<u>\$55.00</u>
Total fees per student	\$135.00

Fees per Family:

<u>Home & School Fee</u>	<u>\$20.00</u>
Total fees per family	\$20.00

The table below gives the tuition amounts per student and situation:

Pick-up Time	5-Days/week	3-Days/week	2-Days/week
3:05 p.m. pick-up	\$4,120	\$2,575	\$1,545

Students must be picked up on time. For 3:05 p.m. pick-up, those students not picked up by 3:25 p.m. will be sent to after school care. Fees for this service will be billed to the family.

Kindergarten – Eighth Grade

The annual textbook and supply fees are \$175 per student registered in kindergarten through eighth grade. A \$55 per student fee for technology, a Diocesan assessment fee of \$31 per student, and a school student insurance fee of \$10 per student and a Home and School fee of \$20 is due before the start of school in August. The following table gives the tuition amounts per student and situation:

Number of Children	Catholic Student Tuition	Standard Parish Contribution	Net Catholic Tuition	Non-Catholic Student Tuition
1 Child	\$6,090	\$200	\$5,890	\$7,390
2 Children	\$12,180	\$1,100	\$11,080	\$14,780
3 Children	\$18,270	\$3,300	\$14,970	\$22,170

Saint Joseph School uses the FACTS Tuition Management Program. The only cost for a family is an annual enrollment and processing fee. The amount of the Annual Enrollment Fee is found on the Automatic Tuition Agreement form. Tuition payments through FACTS are automatically withdrawn from either a checking or savings account. Monthly payments are drafted on the 20th of each month for ten months.

Parents may opt out of FACTS by making a full tuition payment directly to the school, allowing for a 2% discount on tuition only, as long as full payment is received by the first day of school.

Supplemental Tuition Assistance

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

All Supplemental Tuition Assistance comes from the Regional Catholic Schools Operating Fund, funded in the majority by regional parishes. The amount received by each Catholic family is recommended by application through information provided to Associated Catholic Charities of East Tennessee. The pastor of the parish in which the family is registered approves the final determination.

Applicants seeking Supplemental Tuition Assistance must apply through Associated Catholic Charities. Financial aid is not automatically renewable. Each family seeking Supplemental Tuition Assistance must reapply for it each year. Requirements for this process are as follows:

1. Obtain the Stewardship/Parish Contribution Form from the school office, which must be signed by the Pastor or his designee.
2. Obtain the Parents' Financial Statement form from the school office.
3. Obtain the CCET Tuition Assistance Packet from the school office.
4. Complete the form and submit it to Catholic Charities of East Tennessee. A financial counselor from CCET will contact applicants.
5. All forms should be received by the designated deadline. **Failure to meet the deadline will jeopardize the opportunity to receive Supplemental Tuition Assistance.**
6. When the above deadlines have been met, the pastor and/or his designee(s) will notify parents of the decision regarding Supplemental Tuition Assistance. The pastor reserves the right to request additional financial information.

Religious Education

The religious education program is based on the document, To Teach as Jesus Did. Students learn the mysteries of the faith according to their own levels of understanding and experience.

The celebration of the sacraments is the core of our religion program. The Holy Sacrifice of the Mass is celebrated daily in our chapel and each month the children are offered the opportunity to receive the sacrament of Reconciliation. All day Eucharistic adoration is offered each First Friday culminating in Benediction.

Teachers integrate basic Christian principles of the Catholic Church with all other aspects of the instructional program. Students are given numerous opportunities to participate in liturgical and paraliturgical functions, and to participate in service projects for the Church and community.

Collections of food, toys, clothing and other needed items are made at various times during the year.

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

The children enjoy classroom visits from the priests of the various parishes throughout the year.

Altar Servers

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

First Reconciliation and First Holy Communion

Catholic students in the second grade will receive the Sacraments of First Reconciliation and First Holy Communion. Students begin preparation for these Sacraments as soon as they enter second grade. The dates for reception of these Sacraments will be announced as soon as they are selected.

Mass Attendance

Mass is celebrated daily at 8:00 a.m. at Saint Joseph School in the Chapel. Classes attend on alternating days Monday through Thursday. On Friday and other special occasions, all grades attend Mass. Students have the privilege to serve as cantors, readers, and altar servers. They also prepare petitions and participate in the offertory procession. Students will observe the following rules at Mass:

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

Remain kneeling until the priest places the Blessed Sacrament in the tabernacle, closes the tabernacle, and returns to his chair.

Sacramental Program

The Sacramental life of the students of the Catholic tradition is an important component of the religion program of Saint Joseph School. Preparation for the Sacraments of Reconciliation and

Eucharist form the core of our efforts. In accordance with diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these Sacraments. The Sacraments of Reconciliation and Eucharist are celebrated with children baptized in the Roman Catholic tradition with their parish community.

Virtue of the Month

“The object of all virtues is to bring us into union with God, in which alone is laid up all the happiness that can be enjoyed in this world.” *(Saint John of the Cross)*

A love of Jesus and a desire for true Christian perfection is the focus of the spiritual life of Saint Joseph School. The Virtue of the Month gives students, staff and families the opportunity to grow in their love of Jesus and in Christian perfection. This school-wide program focuses on the practice of a Christian virtue each month. Families are encouraged to practice these virtues in the home. The following virtues will be observed during this school year:

August	KINDNESS
September	PRUDENCE
October	HUMILITY
November	FORTITUDE
December	PATIENCE
January	JUSTICE
February	SIMPLICITY
March	TEMPERANCE
April	TRUST
May	COURTESY

“...if any of you lacks wisdom, he should ask God who gives to all generously and ungrudgingly and he will be given it.” *(James 1:5)*

Academic Curriculum

Pre-Kindergarten

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

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

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

Grades K – 8

Academic Intervention

Teachers will conduct a formal grad check at the mid-point of each quarter. Conferences with students will occur as needed during the week of mid-term checks. If grades are below 78, or at the teacher’s discretion, the teacher will contact parents. Academic intervention includes, but is not limited to: parent/principal/teacher/athletic director conferences; after school tutoring, temporary removal from sports or other extra-curricular activities, extra homework/intervention assignments.

Assessment/Standardized Testing

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

Formal assessments are typically tests that involve standardized administration with norms and a formal interpretive procedure. Data are generated and transformed into a score, which is used to assess overall student achievement, to compare a student’s performance with peers their age or in the same grade, or to identify relative strengths and weaknesses when compared to peers. Formal assessments include the Iowa Test of Basic Skills, AIMSWeb Reading Assessments, STAR Reading Assessments, and the Criterion Writing Assessment.

The Iowa Test of Basic Skills is administered in the spring to all students’ grades 1-8. No student will be admitted to the testing room after the test begins. The Cognitive Abilities Test is administered at this time to student’s grades 3, 5 and 7. No student will be admitted to the testing area once the test begins. In preparation for these standardized tests students should get to bed early the night before testing and have a healthy breakfast the morning of the test. Student test results are

entered on the student's permanent record and remain on file in the school office. All formal assessment results are made available to parents.

The AIMSWeb assessment to determine student reading fluency and comprehension is administered in September, January, and April to all students grades K-8.

The STAR Reading and Assessments determine the reading level for each student. These assessments are given multiple times during the school year.

The Criterion Writing Assessment is a web-based evaluation tool used in grades 4-8 that is administered three times per year to track student progress in writing. Teachers also use this tool throughout the year with students to help them plan, write, and revise essays guided by instant annotated diagnostic feedback and a holistic score.

Kindergarten students are screened using the Dial-3 assessment.

Awards

Awards are presented throughout the school year to recognize the unique gifts of each student as well as the efforts of individual students. These awards are presented at the end of each quarter.

These awards and certificates for achievement are presented to eighth graders at graduation:

Eighth Grade: Fine Arts Award
 Principal's Award
 Fr. Albert J. Henkel Award
 Sr. Mary Jolita Award
 John Paul II Award
 Student Athlete Award

Beta Club

The National Junior Beta Club is an organization that recognizes students for high standards of academics, service, leadership, and character. Saint Joseph Beta Club is available to students in sixth through eighth grades. In order to be invited to join the Beta Club, students must maintain a 3.5 GPA (or 95 average) for the prior school year with a minimum conduct grade of 95 and no other final averages below 93. The student must not have more than 10 absences unless there were extenuating circumstances, which will be reviewed by the moderator and the principal. Students must exhibit leadership qualities and receive a positive teacher recommendation.

To remain eligible for Beta Club, current members must maintain a 3.3 GPA (or 93 average) each semester with a conduct grade of 95 and no other grade below a 90. The student must not have more than 10 absences unless there are extenuating circumstances.

Competitions

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

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

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

Grading Procedures

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

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

Interim Grades: Interim grades will be placed on RenWeb for grades 3-8. In addition, the teacher will contact parents by phone or written communication for any student with a grade below 80. The interim grades are designed as a means of communication to the parent and student.

Grading Scale

Grades 1-2

G	93-100
S+	85-92
S	80-84
S-	77-79
N	70-76
U	69 & below

Grades 3-8

A+	99 - 100	B	88 - 90	C-	77 - 78
A	95 - 98	B-	86 - 87	D+	75 - 76
A-	93 - 94	C+	84 - 85	D	72 - 74
B+	91 - 92	C	79 - 83	D-	70 - 71
				F	Below 70

Homework

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

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

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

In the middle school, all work must be turned in on the assigned day. Unexcused late work will receive a 5 point deduction in the conduct grade for unpreparedness. Students may turn in work the next day for a maximum of 75% if homework meets expectations. After one school day, a zero is assigned as the homework grade for the missed assignment. When students are absent, they have one day to make up missed work for each day they were absent not to exceed a one-week period unless other arrangements have been made with the classroom teacher.

Honor Roll

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

Principal's List: An average of 95 or higher, with no grade below 93 and a conduct grade of 93 or higher.

First Honors: An average of 93 or higher, with no grade below 86 and a conduct grade of 86 or higher. Courses for which class meets five days a week all year are weighted twice as much as other classes.

Second Honors: An average of 90 or higher, with no grade below 86 and a conduct grade of 86 or higher. Courses are weighted based on the number of classes per week.

Honors Language Arts & Math Program

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

Physical Education

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

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

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

Promotion and Retention

Grade placement is the result of the student's overall performance, which includes development of the whole child. The principal, teachers, and parents will discuss student retention or acceleration prior to a decision being made. Written notification of any decision will be provided to parents. The timeline outlined in Diocesan Policy #1490A will be followed.

Programs of Study

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

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

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

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

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

Resource (Learning Center)

Saint Joseph School offers remedial work in reading and mathematics in the Learning Center for students who need additional instruction. Students are given individualized instruction according to their needs. Teachers may make additional tutorial assistance available to the students.

School Counselor

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

School Psychologist

Saint Joseph School has an educational/diagnostician and school psychologist contracted through Psychoeducational Network, LLC. The psychologist has regularly scheduled school office hours and assists teachers with planning individual programs for students with special needs.

Conduct Code

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

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

Goals

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

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

Guidelines for Behavior

Every student should strive to demonstrate the following characteristics:

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

Manners

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

- Addressing adults when passing (i.e. “Hello,” “Good morning,” “Good afternoon,” etc.).
- Holding the door and letting adults enter or exit first.
- Saying “please,” “thank you,” “excuse me,” etc.
- Addressing adults as “ma’am” or “sir” when appropriate. Students should never address staff or parents by first or last name only. Students must always use Mr., Mrs., Miss, etc., and a last name when addressing staff.

- Respecting their peers. Students should be aware of others as they move about the building by not bumping or running into each other.
- Students should walk in the building at all times.

School-wide Behavior Expectations

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

Grades Pre-K – 5 Disciplinary Procedures

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

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

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

Grades Pre-K – 5 Related Arts Disciplinary Procedures

Students in grades K-5 will receive a related arts conduct grade on their report cards.

Grades 6-8 Disciplinary Procedures

Students will begin each week with a conduct grade of 100. Deductions will be taken when students fail to follow the Guidelines for Behavior. These deductions will result in subtractions of 5, 10 or 25 points as follows:

Level One – 5-point deduction (An additional 10 points will be deducted for repetition of that same infraction within the same class period. Parents will receive notification if this occurs.)

Examples for which warnings will be given include, **but are not limited to**, the following:

- Talking out of turn
- Disrupting class
- Failure to follow directions
- Out of uniform
- Late for class without permission

Students who receive deductions for inappropriate dress on an out-of-uniform day will be asked to change into a school uniform for the remainder of that day. They will also be required to dress in school uniform on the next out-of-uniform day

Level Two – 10-point deduction

- *Unequipped for class*
- *Failure to keep hands and feet to self*
- *Unauthorized eating or chewing gum*
- *Writing or passing personal notes*
- *Possession of an electronic device*

Level Two – 25-point deduction

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

- Rudeness to peers, verbal abuse, bullying
- Disrespect of teachers/staff
- Dishonesty, cheating
- Roughhousing, inappropriate touching
- Inappropriate language, gestures, materials
- Inappropriate dress
- Destructive action to property
- Presence in an undesignated area
- Use of personal electronic devices without permission (parent must retrieve device)
- Inappropriate use of technology

* All electronic devices (cell phones, Ipods, cameras, etc.) must be turned off and kept in the backpack or locker at all times during the school day, 7:55am-3:25pm. An infraction of this policy will result in the 25-point deduction conduct grade deduction and the electronic device being given to the principal. The electronic device must be picked up from the principal by the student's parent/guardian. Use of such objects during the aforementioned times may result in suspension or expulsion. (Use at athletic events is permitted.)

Students must have the permission from the principal or teacher to use cameras during restricted times.

Students will receive a Parent Contact Form for all Level Two infractions. At the discretion of the principal, such infractions may result in removal from the classroom. The original Parent Contact Form will be sent to the parent and copies will be given to the principal and classroom teacher.

Consequences for Discipline Referrals are as follows:

- | | |
|----------------|--|
| *First | Conference with the principal |
| *Second | Conference with the principal and parents to develop action plan |
| *Third | Probation |
| Fourth | Parent and student meeting with the principal to discuss student's future at Saint Joseph School. |

A weekly conduct grade of 85 or below will require the student to attend lunch detention at the end of the week. Multiple lunch detentions may result in a parent/principal conference, in-school suspension and/or the removal of extra-curricular/special privileges.

Level Three

The following infractions, should they occur, will result in **immediate suspension or expulsion at the discretion of the principal**. Middle school students will receive a failing conduct grade for the week in which the behavior occurs. These include, but are not limited to:

- Bullying
- Fighting
- Possession of weapons
- Sexually explicit language and/or behavior; use of sexually explicit material
- Stealing
- Substance abuse
- Use of Internet for inappropriate reasons
- Use of tobacco products
- Vandalism

General Information, Rules, and Regulations

Attendance

I. Absence

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

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

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

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

- Personal illness of the student
- Medical and dental examination and/or other treatment of the student when such appointments cannot be scheduled other than during school hours.
- Death in the student's family.
- Reasons of extenuating circumstance to be determined by the principal. These reasons must be submitted in writing to the principal for the absence to be considered excused.

Unexcused Absences – Tardies will be considered unexcused if a student is tardy for reasons other than those listed above.

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

- Parents must notify the school office of student absence no later than 8:30 a.m. the day of the absence.
- Upon return to school, a note of explanation for the absence must be given to the office before the student may be admitted to class.
- **No student will be admitted to class without an admit slip from the office.**
- All class work or homework missed due to absences/tardies will be made up at the discretion and direction of the teacher.

II. Arrival

The school day begins at 7:55 a.m. Any student not in his/her appointed place, i.e. the classroom or the Chapel by **7:55 a.m.** will be marked tardy. Being a responsible person involves getting into the habit of arriving on time for school. Respect for others means not disrupting class or Mass unnecessarily. For these reasons, please note the following policies/procedures:

- All students must enter the school through the front doors. The safety patrol will be available to help students out of their cars until 7:50 a.m.
- Parents should plan to drop off students at a time that will allow them time to put books and materials in their lockers and be in their appointed place by 7:55 a.m. ready **to begin class or**

be in the Chapel by 7:55 a.m.

- Supervision is provided beginning at 7:15 a.m. Please do not bring students to school before this time. **Pre-Kindergarten parents must sign in and make contact with a staff person upon arrival.**
- If you arrive and the safety patrol and/or cones are not at the front entrance, parents must accompany their student into the school office to sign-in him/her. (Please do not park cars in front of the entrance to the school.)
- **MORNING DROP OFF FOR K-8** – Please enter the campus from Howard Drive. After dropping off your student, please proceed to exit the campus on to Montrose by way of the driveway directly in front of the drop off. Please do not turn right into the parking lot as this is a parking lot for staff use, and staff enters the campus via the side parking lot. Thank you for your cooperation.
- **MORNING DROP-OFF FOR Pre-K** – Parents who are dropping off Pre-K children, ONLY, should enter the campus off Montrose by way of the first driveway closest to Cedar Lane.* Parents may park in the side parking lot using the parking spaces closest to Montrose Road (staff parking is in the spaces closest to the building). Please exit the campus onto Montrose Road by way of the driveway closest to Howard Drive.
*If a parent drops off a K-8 student and needs to drop off a Pre-K student, the parent may turn right into the side parking lot and follow the above directions.

III. Checkout

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

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

IV. Dismissal Procedures

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

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

V. Health Consideration

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

- For health reasons, please do not send your student to school with a fever or if he/she is not feeling well. Students with a temperature of **100.6°F** should stay at home.

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

Cafeteria

The cafeteria is on a Debit Card System, which allows parents to deposit money into a student's account that can then be drawn on reducing the student's account balance with each purchase. **State regulations prohibit the cafeteria from accepting charge purchases, which would be a credit card system.** Therefore a student's account must have money in it for the student to purchase lunch. Cafeteria Account Balance Statements will be sent monthly to inform the parent of each student's balance. A student may not make purchases until there is money in the account. It is the responsibility of parents to talk with their students to let them know what they are allowed to purchase. These decisions should be made at home. **The cafeteria is a convenience that the school provides to students and parents for which payment must be made consistently during the school year.**

A hot lunch is served daily, except when students are dismissed prior to 1:00 p.m. For those students who bring lunch, drinks are available.

Free or reduced lunches are available for eligible students. Please contact the principal for further information.

Students in each class have a regularly scheduled 30-minute lunch period. Teachers and/or instructional assistants monitor lunch periods.

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

Hot Lunch (includes Milk)	\$ 2.50
Milk	\$.60
Extra Entree	\$ 1.25
Extra Side	\$.75
Ice Cream (Wed. & Fri.)	\$.75
Nachos (Thurs.)	\$ 1.25
Fruit Juice Slushies	\$.75
Bottled Water	\$.75

Parents must notify the office, clinic and cafeteria IMMEDIATELY of any student food allergies. This is required even if a student packs lunch. According to government requirements a note from the student's doctor listing the allergy must be on file.

Chewing Gum

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

Class Parties

Regularly scheduled classroom parties are limited to two per school year. Any additional parties require the principal's approval. With the approval of the classroom teacher and the help of room parents, snacks, candy, cards, etc. may be provided for students.

Birthday party invitations for private parties will not be passed out at school unless the entire class is invited.

Communications

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

Conferences

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

Dances

1. Planning
 - a. Initial dance planning requires that two staff members agree to proctor the dance.
 - b. The dance must then have the approval of the principal before further dance preparations can be made.
 - c. The final approval date must be at least four weeks prior to the dance.
 - d. There must be at least three parent chaperones in attendance.
 - e. Dances may be on Friday's only from 7:30 p.m.-9:30 p.m., unless otherwise approved by the principal.
2. Attendance
 - a. Music may not have any profane, sexually suggestive, or violent language.
 - b. Students attending the dance must remain in the building at all times while at the dance.
 - c. Appropriate and modest dress is required. Shirts must have sleeves and necklines covering the chest. No mid-riffs may be worn. Shorts or skirts must reach the knee. Profanity or inappropriate graphics on clothing is not permitted.
 - d. Students need to sign-in with a supervising chaperone at the dance. Cell phones may not be used during the dance. Any unauthorized use will result in the cell phone being taken and given to the principal. Parents will be required to pick-up the phone from the principal the following week. Any student leaving the dance with someone other than his or her parent must have a note and the note must be given to the supervising staff member.

- e. Dancing deemed inappropriate by a chaperone will result in one warning. Further dancing infractions will result in the parent being contacted to pick-up the student. All other inappropriate behavior will be handled at the discretion of the chaperone.

Educational Trips / Permission Slips

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

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

Emergencies

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

Emergency Drills

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

Extracurricular Activities

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

Field Day

Each May a day of competitive events is held for students in all grades. The cafeteria staff prepares a bag lunch and drink that students may purchase. Students may bring a bag lunch or drink from home. Students wear appropriate play clothes to school. (No short shorts, halter-tops, midriff blouses, or torn jeans are permitted.) Unacceptable conduct may disqualify a student from participation in Field Day.

Fundraising

Saint Joseph School has three major fundraising events each year -- the Fall Festival, the Golf Tournament, and the Mardi Gras Dinner, Dance and Auction. The Fall Festival and the Golf Tournament traditionally occur in October. Mardi Gras traditionally occurs just prior to Lent. Planning and organizing for these events takes place throughout the year with the assistance of many volunteers.

The school book fair, generally held in the fall, provides an extra source of funding for the school library. Additional fundraisers may take place during the school year based on need and opportunity. ***The principal must approve all fundraisers.***

Diocesan policy prohibits our students from making door-to-door solicitation for gifts or donations.
(Diocesan Policy #1310)

Inclement Weather

Saint Joseph School will follow the Knox County School schedule. If Knox County is not in session, Saint Joseph will not be in session. If Knox County is on a delayed schedule, i.e. opening one hour late, Saint Joseph will open one hour late, i.e. 8:55 a.m.. Announcements are made on the radio and television stations. If no announcement is made, school will be in session. In the event Knox County Schools are **NOT in session on an inclement weather day, an announcement for the Knoxville Area Catholic Schools will be made.**

Lost & Found

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

May Crowning

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

Media Center

A full-time technology teacher/librarian will assist students with their reading, library science, and technology skills. Students and parents must sign a **Use of Internet Responsibility Contract** at the beginning of each school year.

Students are responsible for the care and return of all borrowed items. Students are responsible for the replacement of any damaged or lost items. Parents are asked to help students keep track of media center materials and return them in a timely manner.

There are many wonderful books in the Saint Joseph School collection. Students are encouraged to take advantage of these materials by checking out and reading books weekly.

Pictures

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

Recess

All students have daily recess. Students may play only in designated areas under the supervision of staff. On rainy days, students have recess in their classrooms. If it is not raining, but the grass is wet and slippery, students may be allowed to play outside on the blacktop.

Regular school uniform is worn for recess. Appropriate outerwear should be worn in cold or rainy weather. If a student is not dressed for the weather, he/she will remain inside the building during recess.

Records

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

RenWeb

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

Safety

Responsibility for student life and health does not begin or end on the campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. Saint Joseph School partners with parents in the education of their students. Parents will be notified of concerns about student life or behavior even when off campus.

Possessing, handling or transmitting any object(s) that can be considered a weapon or dangerous object of no reasonable use to the student at school is not allowed on school property. (Diocesan Policy #3110)

Sports Equipment & Toys

The school provides playground equipment for students. Ball gloves are allowed if they are clearly marked with the student's name. Students should not bring toys to school. Objects not permitted will be taken to the office and parents will be asked to pick up the articles.

Substance Abuse

No student shall possess, receive, buy, use, transmit, sell, or be under the influence of any illegal drug or other substance that is obtained or used illegally. Students in violation of this policy shall be subject to suspension and/or expulsion. Alcoholic beverages may be served at adult functions

held on school property within a designated area specified by the principal and only where children are not physically present. (Diocesan Policy #3090)

Technology

Saint Joseph School has access to technology, computers, networks, and the Internet. This privilege is a means by which students can get access to information of a truly global nature. All students and parents must sign the Technology Internet Use Release Form before students may have the use of this privilege.

The school will take disciplinary action for inappropriate use of technology on campus, off campus, during and outside of school hours. Inappropriate use includes, but is not limited to, harassment of staff/students, inappropriate use of the school name, inappropriate remarks directed at or about staff/students, offensive communications, and safety threats.

Telephone / Cell Phones

Students may use the office telephone with written permission from a teacher and *only* for genuine emergencies. Student cell phones must be turned off and kept in the backpack or locker at all times during the school day, 7:55am-3:25pm. An infraction of this policy will result in a 25-pt. conduct grade deduction for students in grades 6-8 and the cell phone being given to the principal. The cell phone must be picked up from the principal by the student's parent/guardian.

Textbooks

All hardback textbooks must be properly covered throughout the school year with book covers. Students have ONE week from the beginning of the school year to have all designated books covered. If at any time after ONE week a book is uncovered, for K-4, the parent will be contacted. Lost textbooks or workbooks should be reported to the office. If a student loses or damages an assigned book, a fine or replacement cost of the book will be required.

Tobacco Products

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

Videos

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

Visitors/Volunteers

During the school day, parents and other visitors or volunteers must report to the school office, sign in and receive a parent, visitor or volunteer badge that must be worn visibly.

All employees wear identification badges. To maintain the safety of the students, building security and an orderly operation of the school, the office is notified when anyone is in the building without an appropriate identification badge.

In an effort to minimize classroom interruptions forgotten lunches, homework, library books, etc., must be delivered to the school office. No visitor may go to a classroom without making prior arrangements with the front office.

Diocesan policy requires that all volunteers must be VIRTUS trained and have a background check completed BY SAINT JOSEPH SCHOOL. Additionally, volunteers must sign a statement verifying that they have read the diocesan policy for Sexual Misconduct. Volunteers must check in the office. Those not in compliance will not be permitted to visit any children.

Yearbook

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

Girls PreK

2011-2012 Uniform Code

Skorts	With SJS knit shirt, white Peter Pan collar or oxford shirt	EO, Larose
Shorts	Navy or khaki with elastic waist (placket, cuffs, & belt not required) Worn with white oxford shirt, SJS knit shirt, SJS sweatshirt, navy cardigan Worn Aug. 17 - Oct. 31 April 1 - May 25	EO, Larose with logo
Plaid jumper	With white Peter Pan collar or white oxford shirt of cotton/polyester blend (must be worn with blue gym shorts)	EO, Larose
Pants	Navy or khaki with elastic waist (belt not required) Worn with white oxford, SJS knit shirt, SJS sweatshirt, navy cardigan	EO, Larose with logo
Blouse	White Peter Pan collar or white oxford shirt of cotton/polyester blend Short or long sleeve Worn with shorts, skorts, or pants	Any appropriate brand
SJS knit shirt	Red, white, or navy with SJS logo Short or long sleeve Worn with shorts, skorts, or pants	EO, Larose with logo
SJS sweatshirt	Red or navy with SJS logo Worn with shorts or pants	EO, Larose with logo

Cardigan sweater	Navy with embroidered logo Worn with shorts, skorts, or pants	EO, Larose with logo
Shoes	Solid black, brown, tan, or navy No platform, open back, sandals, heels or strapless ballet flats	Any appropriate brand
Tennis shoes	Solid white , low cut Required for gym class	Any appropriate brand
Socks	White or navy knee or crew socks White or navy tights. No leggings. **No “no show,” low cut, or over the ankle socks, or footies.	Any appropriate brand
Belt	Plain black, brown, or navy (Optional for PreK only)	Any appropriate brand
Hair accessories	Red, white, navy, or SJS plaid	EO, Larose or any appropriate brand
Jewelry / Makeup	Small stud earrings / Clear nail polish only	

Boys PreK

Shorts	Navy or khaki with elastic waist (belt not required) Worn with SJS knit shirt, SJS sweatshirt, navy cardigan Worn Aug. 17 - Oct. 31 April 1 - May 25	EO, Larose with logo
Pants	Navy or khaki with elastic waist (belt not required) Worn with SJS knit shirt, SJS sweatshirt, navy cardigan	EO, Larose with logo
SJS knit shirt	Red, white, or navy with SJS logo Short or long sleeve Worn with shorts or pants	EO, Larose with logo
SJS sweatshirt	Red or navy with SJS logo Worn with shorts or pants	EO, Larose with logo
Cardigan sweater	Navy with embroidered logo Worn with shorts or pants	EO, Larose with logo
Shoes	Solid black, brown, tan, or navy	Any appropriate brand
Tennis shoes	Solid white , low cut Required for gym class	Any appropriate brand
Socks	White or navy knee or crew socks **No "no show," low cut, or over the ankle socks, or footies.	Any appropriate brand
Belt	Plain black, brown, or navy (Optional for PreK only)	Any appropriate brand

Girls K-5

Plaid jumper (K-4) Plaid skirt (5 th)	With white Peter Pan collar or white oxford shirt of cotton/polyester blend (must be worn with blue gym shorts)	EO, Larose
Gym shorts	Blue , must be worn under all jumpers and skirts Must not show under jumper or skirt. No Spandex shorts.	Any appropriate brand
Skorts (K-4)	With SJS knit shirt, white Peter Pan collar or oxford shirt	EO, Larose

Shorts	Navy or khaki with placket and cuffs With white oxford shirt, SJS knit shirt, SJS sweatshirt, navy cardigan Worn Aug. 17 - Oct. 31 April 1 - May 25	EO, Larose with logo
Pants	Navy or khaki with side pockets (no mid-rise and no slit pockets on the front of the pants) With white oxford, SJS knit shirt, SJS sweatshirt, navy cardigan	EO, Larose with logo

Boys K-5

Blouse	White oxford shirt of cotton/polyester blend Short or long sleeve Worn with skirt, shorts, or pants	Any appropriate brand
SJS knit shirt	Red, white, or navy with SJS logo Short or long sleeve Worn with pants or shorts	EO, Larose with logo
SJS sweatshirt	Red or navy with SJS logo Worn with shorts, pants, or jumper	EO, Larose with logo
Red/Gray Bulldog Sweatshirt	Must be properly sized. Worn with pants or skirt Nov. 1 – March 31.	
Shoes	Solid black, brown, tan, or navy No platform, open back, sandals, heels or strapless ballet flats	Any appropriate brand
Tennis shoes	Solid white , low cut Required for gym class	Any appropriate brand
Socks	White or navy knee or crew socks White or navy tights. No leggings. **No “no show,” low cut, or over the ankle socks, or footies.	Any appropriate brand
Belt	Plain black, brown, or navy Required with shorts and pants	Any appropriate brand
Hair accessories	Red, white, navy, or SJS plaid	EO, Larose or any appropriate brand
Jewelry	Small religious medal or cross necklace Small stud earrings	
Make-up	Clear nail polish only	

Shorts	Navy or khaki With SJS knit shirt, SJS sweatshirt, navy cardigan Worn Aug. 17 - Oct. 31 April 1 - May 25	EO, Larose with logo
Pants	Navy or khaki With SJS knit shirt, SJS sweatshirt, navy fleece, Bulldog sweatshirt	EO, Larose with logo
SJS knit shirt	Red, white, or navy with SJS logo Short or long sleeve Worn with pants or shorts	EO, Larose with logo
SJS sweatshirt	Red or navy with SJS logo Worn with shorts or pants	EO, Larose with logo
Red/Gray Bulldog Sweatshirt	Must be properly sized. Worn with pants Nov. 1 – March 31.	EO
Shoes	Solid black, brown, tan, or navy	Any appropriate brand
Tennis shoes	Solid white , low cut Required for gym class	Any appropriate brand
Socks	White or navy crew socks **No “no show,” low cut, or over the ankle socks, or footies.	
Belt	Plain black, brown, or navy Required with shorts and pants	Any appropriate brand
Jewelry	Small religious medal	

Plaid skirt (5-8)	With white oxford shirt of cotton/polyester blend (must be worn with blue gym shorts)	EO, Larose, any appropriate brand
Gym shorts	Blue , must be worn under all skirts Must not show under skirt. No Spandex shorts.	Any appropriate brand
Shorts	Navy or khaki, side pockets, pleats or flat fronts With white oxford shirt, SJS knit shirt, SJS sweatshirt, Worn Aug.17 - Oct. 31 April 1 - May 25	EO, Larose with logo
Pants	Navy or khaki with side pockets (no mid-rise and no slit pockets on the front of the pants) With white oxford, SJS knit shirt, SJS sweatshirt, navy fleece jacket, Bulldog Sweatshirt	EO, Larose with logo
Blouse	White oxford shirt of cotton/polyester blend Short or long sleeve Worn with skirt, shorts, or pants	Any appropriate brand
SJS knit shirt	Red, white, or navy with SJS logo Short or long sleeve Worn with pants or shorts	EO, Larose with logo
SJS sweatshirt	Red or navy with SJS logo Worn with shorts, pants, or skirt	EO, Larose with logo
Red/Gray Bulldog Sweatshirt	Must be properly sized . Worn with pants or skirt. Worn Nov. 1 – March 31	EO
Navy fleece jacket	Worn with skirt or pants With zip front	EO, Larose with embroidered logo
Shoes	Solid black, brown, tan, or navy No platform, open back, sandals, or heels.	Any appropriate brand
Tennis shoes	Solid white, low cut Required for gym class	Any appropriate brand
Socks	White or navy knee or crew socks White or navy tights. No leggings. **No “no show,” low cut, or over the ankle socks, or footies.	Any appropriate brand
Belt	Plain black, brown, or navy Required with shorts and pants	Any appropriate brand
Hair accessories	Red, white, navy, or SJS plaid	EO, Larose or any appropriate brand

Jewelry	Small religious medal or cross necklace Small stud earrings
Make-up	Light pink nail polish only and light make-up

Boys 6-8

Shorts	Navy or khaki With SJS knit shirt, SJS sweatshirt, Worn Aug.13 - Oct. 31 April 1 - May 22	EO, Larose with logo
Pants	Navy or khaki With SJS knit shirt, SJS sweatshirt, navy fleece, Bulldog Sweatshirt	EO, Larose with logo
SJS knit shirt	Red, white, or navy with SJS logo Short or long sleeve Worn with pants or shorts	EO, Larose with logo
SJS sweatshirt	Red or navy with SJS logo Worn with shorts or pants	EO, Larose with logo
Red/Gray Bulldog Sweatshirt	Must be properly sized . Worn with pants. Worn Nov. 1 – March 31	EO
Navy fleece jacket	Worn with pants With zip front	EO, Larose with embroidered logo
Shoes	Solid black, brown, tan, or navy	Any appropriate brand
Tennis shoes	Solid white , low cut Required for gym class	Any appropriate brand
Socks	White or navy or crew socks **No “no show,” low cut, or over the ankle socks, or footies.	Any appropriate brand
Belt	Plain black, brown, or navy Required with shorts and pants	Any appropriate brand
Jewelry	Small religious medal	

All Students

- Hemlines for shorts, skirts, skorts, and jumpers should be no more than two inches above the knee.
- Shorts should be no more than two inches above the knee; no oversized or “baggy” shorts.
- Pants should not be oversized or “baggy”; may not lie on or over shoes, or touch floor.
- Pants should not be too short; they must cover ankles and touch top of shoes.
- A school shirt must be worn under school sweatshirts, cardigans, or fleece.
- School sweatshirts must be properly sized and not oversized or “baggy.”
- Undershirts should be white and free of any writing or pictures that would show through the uniform shirt.
- Long sleeve shirts may not be worn beneath short sleeve uniform shirts.
- Uniform shirts must fit properly; must not be oversized and must be long enough to stay tucked in.
- Girls’ and boys’ hair should be neat with bangs above the eyebrows. Boys’ hair should be above the shirt collar, no more than half way over the ears, and neatly trimmed. Hair coloring and bleaching is not permitted. No beads should be worn in the hair.
- No tattoos of any kind.
- No body piercing. Girls may have pierced ears.
- Girls may wear one pair of earrings not larger than a dime.
- No hologram contact lenses.
- Uniforms should be clean and pressed with all buttons and hems intact. Shirrtails should remain tucked in while students are on campus.
- Watches with a beeping device should be disconnected during the day.
- The accepted Saint Joseph School logo for polos and sweatshirts must be the round logo with “All I do today, dear Lord, I offer up to you” around it.
- Educational Outfitters will not put logos on any pants/shorts that are brought in to the store except for those purchased from Dennis/Larose.

Brownie/Scout Uniforms

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

Out-of-Uniform Days

- Skirt length still applies. No more than two inches above the knee.
- No spaghetti straps unless covered by a jacket/sweater (jacket/sweater be worn all day).
- No platform, open back, spike heels, or heels higher than 1 ½ inches.
- No shorts from Nov. 1-March 31, even on out-of-uniform days.
- If jeans are worn, they must be neat and without tears.

Noncompliance Policy

- 1st offense: Student will call parent; 5-point deduction on conduct grade.
- 2nd offense: Student will have in-school suspension for lunch and recess. Student must bring a sack lunch; 25-point deduction on conduct grade.
- 3rd offense: Parent conference will be scheduled.

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

Educational Outfitters
7111 Kingston Pike
Knoxville, TN 37919
(865) 583-3990

Larose Uniforms
www.laroseuniforms.com

Athletics

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

Regulations

- Before the season begins, coaches meet with the athletic director to outline season plans. Coaches are under direct supervision of the athletic director.
- Students wishing to try out for any school sanctioned athletic activity must provide written documentation of a recent physical examination. Sports physicals must be completed after June 1st for the upcoming school year. Sport physical forms may be obtained in the school office or the athletic office.
- A fee of \$50 per student per sport is required to help alleviate the cost of uniforms, referees, and entry fees.
- Practice is generally held after school and in the evening. The athletic director develops this schedule.
- No practice may be held on Sundays.
- Basic uniforms are provided for all basketball, cheerleading, cross-county, soccer, softball, and volleyball. Parents must provide practice shorts, shoes, and socks.
- The athletic director, prior to publishing, must approve all coaching schedules.
- Coaches remain with players after games or practices until parents arrive. Players must be picked up on time. Transportation to and from games or practices is the responsibility of parents.
- Participation on any athletic team is a privilege and must be earned through good conduct and academics.
- Students must be in school on game days or they will not be allowed to play (arrive by 11:30 a.m. or remain until 11:30 a.m.).
- No gum is allowed at games or practice on or off the campus!

Eligibility

The academic eligibility program monitors the grades and conduct of all middle school students at the end of each mid-term and nine week grading period. Students with grades below 78 may be considered ineligible for participation in extra-curricular events.

Any student who is given a Discipline Referral for a conduct infraction may be excluded from all extra curricular school-sponsored activities, including sports teams, for a probationary period as determined by the principal.

Teams

All teams are coached by staff and/or volunteers. Parents are responsible for all transportation.

Basketball

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

Cheerleading

Sixth, seventh and eighth grade girls may try out for varsity cheerleading. Coordinated by volunteers, cheerleading practice is held after school and occasionally on Saturdays as scheduled.

Cross-Country

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

Golf

Sixth, seventh, and eighth grade boys and girls may participate each spring.

Soccer

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

Softball

Fifth, sixth, seventh and eighth grade girls may try out for team positions. Try outs are in late February or early March. The team participates in a local recreational softball program. In the event there are not adequate numbers to comprise a complete team, athletes from other schools may be eligible to participate on the team.

Tennis

Teams practice and play September through October. Students participate in the U.S. and Knoxville Tennis Association League.

Track

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

Volleyball

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

IN ORDER TO PARTICIPATE IN ATHLETICS, SCHOOL ATTENDANCE ON THE DAY OF THE ACTIVITY IS REQUIRED.

Home and School Association

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

members is welcomed and encouraged whether once a year for a special event or periodically throughout the school year.

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

Requests for officer nominations for the Association are solicited from the membership and nominees are placed on a ballot. The general membership then elects officers from among the nominees.

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

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

- To encourage a greater appreciation of Catholic school education.
- To encourage and cultivate high standards of Catholic family life.
- To promote communication among members of the school community.
- To promote understanding of the mutual educational responsibilities of parents and staff.
- To encourage families in the participation of the spiritual, intellectual, social, and physical programs of the school.
- To offer support, assistance, and advice to the principal on policies and improvements designed for the enrichment of the school.
- To offer programs, information, and entertainment of particular interest to parents.
- To foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

The HSA Standing Committees:

- Clinic Volunteers
- Educational Promotions
- Field Day
- Home Room Coordinator
- Library Volunteers
- Mentor Family
- Nominating
- Room Parent
- Teacher Appreciation

VIRTUS TRAINING IS REQUIRED WHEN VOLUNTEERING. ADDITIONALLY, VOLUNTEERS MUST READ AND SIGN THE DIOCESAN POLICY FOR REPORTING SEXUAL MISCONDUCT AND HAVE SUCCESSFULLY PASSED A BACKGROUND CHECK.

Volunteers have played a major role in the education of Saint Joseph School students. This tradition of involvement has been very strong and each year grows stronger as more and more

volunteers become involved in our numerous activities. A list of events with volunteer opportunities follows.

Fall/Winter

Advent/Christmas Program
Book Fair
Catholic Schools Week
Christmas Staff Appreciation Luncheon
Clinic
Fall Festival
Grandparents Day
Open House(s)
Golf Tournament

Spring

Clinic
Field Day
Iowa Testing
Kindergarten Testing
Mardi Gras/Dinner/Auction/Dance
Parent/Student Handbook Committee
Spring Fine Arts Showcase
Spring Staff Appreciation Luncheon
Uniform Committee

Additional opportunities will be made available as they occur throughout the year.

Medication Policy

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

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

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

After School Care Program

Introduction

The After School Care Program offers care to students enrolled at Saint Joseph School. Students not picked up by 3:25 p.m. will go to After School Care and will be charged for that service as determined by the principal.

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

Application Fee and Enrollment Options

A \$15.00 application fee per student will be billed the first time the program is used.

The enrollment options are:

- Full time (all week): \$160 monthly for one child, \$258 monthly for two children, and \$305 for three or more children.
- Part-time (4 days a week): \$135 monthly for 1 child, \$220 monthly for two children, and \$262 for three or more children.
- Drop-in Daily Rate: \$12.00 for one child. (The charge will be half this cost for children staying less than 45 minutes.)
- Early Dismissal Daily Rate: \$17.00 for one child. (\$6.00 for children staying less than 45 minutes.)

Payments & Late Charges

- Payments are due the last day of the month for the coming month.
- Parents using drop-in services should expect to pay on the day they pick up their student/students.
- Bills are calculated based on the plan selected by the parent.
- Parents may change their plan by notifying the director in writing the month prior to the change taking place.
- Payments are to be given directly to the school office. Checks should be made payable to **Saint Joseph School**.

Leaving the Premises

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

Illnesses & Accidents

- All emergency information must be on file with the director. First aid will be administered for minor accidents. Medication will not be given without a written statement from the physician detailing the method, amount, and procedure for distribution.

Discipline Guidelines

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

Forms of Discipline

- First offense: time-out, which will reflect the seriousness of the action.
- Second offense: writing sentences reflective of how the behavior will change, and what has been learned from the experience.
- Third offense: parents notified.
- Fourth offense: parents meet with the director and principal.
- Fifth offense: dismissal from the program.

