

Saint Joseph Parish School Student & Family Handbook



2018-2019

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Mission Statement

Believing in the universal call to holiness, St. Joseph Parish School brings all to Christ through celebration of the Word and Eucharist, reception of the Sacraments, education of the whole-student, and participation in our Parish community. Relying on God's grace since 1923 we live our faith by serving God, the Church, our school, and global community through our time, talents, and treasures.

Belief Statements

- ✝ We believe all children can learn and should be taught in a safe learning environment.
- ✝ We believe that all children should be given the opportunity to be taught with a variety of instructional approaches to support their learning and to empower children to become confident, life-long learners.
- ✝ We believe students need to apply their learning in meaningful contexts.
- ✝ We believe a student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- ✝ We believe parents are the first educators of their children; however, parents, teachers, administrators, and the community share the responsibility for preparing the children to be productive members of the Catholic Church and society.

The Tenets of a St. Joseph Parish School Student

Best effort, quality work ALL the time.

When you know better, you DO better.

Let J.O.Y. guide your life – **J**esus, **O**thers, **Y**ou.

The Catholic School Graduate:

A faith filled disciple of Christ who is:

- † *Called by Baptism and nourished in the Eucharist*
- † *Active in Sacramental life through regular participation in the Eucharistic Liturgy and Reconciliation*
- † *Centered in Gospel values*
- † *Prayerful*

A Christian leader who is:

- † *A decision maker whose conscience is formed by the teachings of the Catholic Church*
- † *A witness to the FAITH*
- † *A person of integrity*
- † *Respectful*
- † *Committed to justice*
- † *A community builder*
- † *A steward of the environment*
- † *Active in parish life*

A centered, well-rounded person who is:

- † *Self-confident*
- † *Self-disciplined*
- † *Open to growth*
- † *Responsible*
- † *An active and productive citizen*

A loving person who is:

- † *Compassionate*
- † *Kind*
- † *Forgiving*
- † *Appreciative of diversity*
- † *Welcoming*
- † *A peace-filled mediator*
- † *Respectful of the talents and abilities of others*

A life-long learner who is:

- † *Articulate*
- † *Creative*
- † *Technologically literate*
- † *Academically and spiritually competent*
- † *A critical thinker*
- † *A problem solver*

A healthy person who is:

- † *Respectful of life*
- † *Practicing good health habits*
- † *Committed to reaching one's full potential*
- † *A good sport*

As we describe the faith commitment of the Catholic School Graduate, we understand that students of other faiths express these values in alternate faith commitments.

Admission Policy

Thank you for choosing St. Joseph Parish School as the right fit for your child. We understand families have many options available and appreciate your confidence in our spiritual and academic legacy. We welcome you as part of our community. We are always happy to help you learn more about our school and Parish.

The admission and readmission policy of St. Joseph Parish School is on an annual school year basis. St. Joseph Parish School does not discriminate against any applicant based on race, color, and national/ethnic origin in the administration of educational rights, privileges, programs, and other school administered activities. There is an annual **\$100.00 registration fee** due for any new families. The Pastor's and/or Principal's decision on each individual situation is final.

St. Joseph Parish School is a Catholic Parochial school within the Cleveland Diocesan School System, built and supported by St. Joseph Parish. Admittance priority is given to the parishioners of St. Joseph Parish who are registered, attend Mass regularly, contribute to the support of the Parish, and show an active interest in the faith development of his/her children through participation in Parish religious education programs.

If the number of applicants exceeds the number of students that can be accepted while maintaining the quality of education at St. Joseph Parish School, the following criteria will be used to determine which applicants will be admitted:

1. The length of time a family has been registered in the Parish
2. Faithful and regular attendance at the Parish's Sunday liturgy
3. Financial support of the parish according to one's own means
4. The child's readiness to start school

Under no circumstances will a student be accepted if it appears that the reason for applying to St. Joseph is to avoid racial integration. All applications for admission will be considered by the Admissions Committee which shall make the final decision.

Kindergarten Admission

A student must be five years old on or before August 30. Each student will be required to attend a screening, which is not an "entrance exam," but a tool to help the teachers better understand the child. Applications will be available the last week of January and are due with the registration fee (\$100.00) in the office.

Preschool/PreK Admission

Families should refer to the *Saint Joseph Parish Preschool: Parent Handbook* for more information. This handbook can be found online at <http://www.saintjoe.org/preschool>.

Tuition and Fees

The tuition for 2018-2019 will be \$3,960.00 per child for practicing members of St. Joseph Parish (those who are registered, attend Mass and put an envelope in the collection weekly) The actual cost to the parish for each child in the school is more than \$6,000.

Tuition is handled through FACTS Management, an online system which allows each family to personalize when payments will be made. Each family needs to create an account before being able to utilize the system.

There is a **\$250.00 family re-enrollment fee** due in March which is applied to the following school year's tuition. It helps pay for books and workbooks not purchased with state funds, classroom and teaching supplies, religious materials, art supplies, some equipment, and certain general operational expenses.

Families of students in grades 5 – 8 are required to pay a Technology Fee of \$30.00 which covers the cost of annual insurance and maintenance fees.

A family that is over two months behind in their payment will normally be contacted with the possibility of the child(ren) being excluded from the school until the situation has been resolved. If a hardship exists, the parents should communicate the situation to the principal or pastor.

Attendance

The regular school day is from 8:25 – 3:15. Students may arrive beginning at 8:00. Families requiring students to arrive at school before 8:00 a.m. must be signed up for our Before-care Program. All students must be in their seats and ready to begin school by 8:25 a.m. If a child is late, he/she must report to the school office before going to class. Regular attendance and punctuality are important not only for success in school, but also to encourage habits of responsible behavior which is important for life.

Any day that a child is not at school is considered an absence. **If a child will be absent for any reason, the parent must call the school office prior to 9:30 a.m. each day.** If the office has not heard from the parent by the time the attendance is recorded, the office will contact the parents. If unable to contact a parent, the people listed on the emergency medical form will be called.

Seven absences (or days tardy) per quarter are considered excessive. Students who have excessive absences (or days tardy) may be considered for non-admittance or retention the following year. **Upon return to school, the child must present to the teacher a written note explaining the absence. This must be done even if the parent calls the school or the teacher.** All school work should be made up in a timely manner following the necessary absence. To help the students realize the importance of school, vacations should be scheduled to coincide with the school vacations.

Homework Requests

Homework may be requested if a student is out for **2 or more consecutive days**. Homework requests should be called in by 11:00a.m. to the main office (330-928-2151). *Homework may be picked up from the Main Office from 3:30 – 4:00. Requested work will not be sent home with siblings.

We will not accept homework requests for absences due to family vacations and/or other travel during the regular school year. Work and time frame for completion will be determined by your child(ren)'s teacher(s) once s/he has returned to school.

Tardiness

Students who report to the classroom after 8:25a.m. are tardy. Tardiness interferes with the child's progress in school and disrupts classroom teaching. Parents are requested to see that their children cultivate the habit of punctuality. Children who are tardy must report to the office for a "tardy slip". Repeated tardiness will be called to the attention of the parents by the homeroom teacher. Students are not considered tardy if their school bus arrives late at school.

Leaving School Early

If a student must leave school early, it is necessary for the teacher to have a signed note from the parent stating the reason. All students leaving early must be picked up in the office by a parent or parent representative. The parent must sign out before leaving. If the student returns before the end of the day, the parent must sign-in at the office. No student is permitted to leave the school grounds during the day without written permission from the parent and approval from the office. Once a student arrives on school property in the morning, he/she is not permitted to leave school grounds without following the above policy. If a child arrives before 8:00 a.m., the student must go to the before-school care program, for which there is an additional charge.

Emergency Closings

School will be closed in emergency situations as necessary. Notification will be made to families with One Call, our automated phone notification system, announced on Fox 8 and posted on our website. Parents and students are asked not to call the school or school employees concerning a possible closing.

Transportation

Bus: Transportation is provided by the Cuyahoga Falls, Stow, Tallmadge, and Woodridge School districts. (Parents must call the transportation director and make arrangements.) Families residing in the Akron Public School District do not receive transportation but are entitled to apply for an in lieu of transportation refund during a specified timeframe. St. Joseph students are expected to exhibit courtesy and positive, appropriate behavior at all times. Students who misbehave on the bus are subject to discipline by the transportation authorities and St. Joseph Parish School. Repeated or severe violations will result in the student losing the privilege of riding the bus.

Parents should not send requests to St. Joseph for non-bus riders to be permitted to ride the bus on a particular occasion or for a student to ride a bus other than his/her normal bus. St. Joseph cannot give such permission since the local public school determines its own policy in such matters. Please check with the transportation department well in advance to determine whether such an arrangement will be permitted.

Bicycles: Students may ride bicycles to school provided they follow common safety rules. Immediately upon arrival on school property, the student must walk the bike and lock it in the rack. Students are not permitted at the bicycle rack during the day. The school assumes no responsibility for damaged or stolen bikes.

Walkers: Because of the number of cars arriving and leaving school grounds, walkers are asked to exhibit extreme caution. Students must leave the school grounds immediately when dismissed and not loiter on school

property. They should obey the crossing guards, cross streets only at crosswalks, and walk on the sidewalks. Parents are responsible for ensuring walkers know safe procedures for getting home.

***Cars:** Drivers are asked to follow these guidelines carefully to maintain the safety of all students and others entering and exiting the building during these congested times. Your cooperation is greatly appreciated.

It is expected that all will follow the directions of staff on duty, safety patrol students, and adhere to the following:

Drop-off procedures: Parents enter the parking lot from Third Street and drive to the end of the drop-off area. The students exit on the passenger side **ONLY** and may enter the building after the 8:00 a.m. bell.

****We are requesting that parents/guardians/adults refrain from entering the building between 3:00 – 3:30 in order to ensure safer dismissal procedures.****

Pick-up procedures: **ENTER** the lot from Third Street and park the vehicle. Classes are dismissed to designated pickup zones outside the school main entrance. After parking vehicle, parent/guardian needs to walk to the designated student pickup zones and retrieve child(ren). All should use cross-walks to safely escort their child(ren) to their vehicle.

Students may NOT walk unescorted through the parking lot.

****We are requesting that parents/guardians/adults refrain from entering the building between 3:00 – 3:30 in order to ensure safer dismissal procedures.****

EXIT: All traffic **must exit** out onto Second Street to preferably make a right-hand turn out of the lot to avoid creating a traffic jam.

***NOTE:**

1. Parents are not to stop by the cones to pick up their child. The area is too congested to allow this.
2. Any students who are not picked up by **3:30 p.m.** will be taken to aftercare and a phone call will be made to notify parents. Parents will be charged accordingly for aftercare.

Custody Issues

St. Joseph Parish School has a number of families experiencing transitions in parental custodial relationships. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarter reports, discussions with school personnel, and tuition arrangements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. This situation frequently impacts a child's achievement and interactions at school; parents are expected to inform both the principal and teacher of this fact so that

appropriate support can be given to the child. St. Joseph Parish School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree is to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, it should be realized that unless restricted by court order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and school programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. For normally scheduled parent-teacher conferences, it will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

Discipline

Each student is an individual with unique personal, social, and educational needs. Consequences for misbehavior provide the best learning value when matched to the student and the situation. The child should be able to see a reasonable connection between the behavior and resulting consequence. Situations will be dealt with when they arise, with the focus on enabling the child to grow and learn from the experience.

The school endeavors to strengthen the discipline that is taught at home. In order to be effective, parental cooperation is absolutely necessary. Parents shall fully support the teachers and the school in all disciplinary matters. The student shall refrain from any action (including but not limited to) which may endanger his/her health or that of another, disrupt or distract others from learning, show disrespect for another student or adult, damage school property or that of another, jeopardize the reputation of the school, or be contrary to Catholic values or morals.

Disciplinary Actions

Disciplinary action will be taken for misbehavior including, but not limited to:

- † Improper language
- † Disrespect shown to adults, students, and/or other visitors
- † Unexcused or repeated tardiness
- † Violating classroom rules
- † Leaving school grounds
- † Failure to comply with the dress code
- † Defacing school property or the property of other students and staff
- † Dishonesty in school work
- † Disobeying recess rules
- † Conduct contrary to Catholic values
- † Bodily harm caused to self or any other person will result in immediate removal from classroom and suspension from school
- † Misuse of technology

Disciplinary actions may include, but are not limited to:

- † Demerits
- † Detentions
- † Conferences with the teacher, parents and/or principal or pastor
- † Behavior contracts
- † Suspension and/or expulsion

Parents will be notified by the staff person when a detention is assigned. Parents are strongly urged to have a conference with the teacher, or at least to call the teacher on the phone to discuss the matter whenever a detention is assigned.

Detentions may cause inconvenience to parents. However, it is of the greatest importance that parents cooperate with the school when a detention is given and make any necessary arrangements.

Referral to the Principal: A student will be referred to the principal whenever a staff person feels that the offense is so serious that the usual demerit or detention is not a sufficient punishment, or when inappropriate behavior continues even after the student has received detentions and conferences with the parents have not brought about the desired behavior. Whenever a referral is made, personal contact will be made with the parent by the referring staff person or the principal.

Suspension and Expulsion: The student may be suspended or expelled at the discretion of the principal. Such action will result from violations of the school policies, for disregard for the rights of others, or for a serious infraction which includes, but is not limited to:

- † Vandalism or theft
- † Use, possession, and/or transmission of drugs (or look alike) or alcohol
- † Use, possession, and/or transmission of tobacco products
- † Possession of any weapon (or look alike)
- † Possession of dangerous materials
- † Defiance or disrespect to staff
- † Conduct contrary to Catholic values

*Cell phones, iPods, and “smart” watches **are not permitted** out at school without permission of the principal for some specific occasion. These devices are not permitted to be “on” during the school day. **See Cell Phones/Digital Devices page 13.

No spray or aerosol containers of any kind are permitted.

The use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities is prohibited. This policy includes, but is not limited to, any weapon, object capable of causing harm or injury, firearm, knife, explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas-propelled projectiles. Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process. Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

The student must realize that it is a privilege to attend St. Joseph Parish School; the School has no obligation to keep any student. Actions which interfere with a teacher’s right to teach, and actions which interfere with a student’s right to learn and grow in faith will not be accepted.

Harassment Policy

The pastor, administrators, and staff of St. Joseph Parish School believe that **all** employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. St. Joseph Parish School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include conferences with parents and students, demerits, suspension, or expulsion. Examples of harassment include, but are not limited to, verbal or written taunting; bullying (including cyber bullying); other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.

Threat Policy

Threats to impose physical harm upon another student, volunteer, or employee shall be handled in the following manner:

Threats made by children in grades K–2: The parents of the child shall be contacted by the principal. The parent will be asked if the child exhibits other signs of aggression at home or if they have noticed a change of behavior on the part of their child. The parents will be asked if there are any weapons in the home which are accessible to the child. The parents will be encouraged to seek counseling for the child, and the school may require a parent to get a psychological evaluation of the child. The police and Children Services may be contacted by the school depending on the seriousness of the threat.

Threats made by children in grades 3-8: Any and all student threats to inflict any harm to self or others will be taken seriously immediately. Whoever hears the threat will report it to the principal and the police will be notified immediately. The student will be kept in the principal's office under supervision until the police arrive. The parent or guardian of the student who has made the threat will be notified immediately. If the threat is substantiated, the student will be expelled or suspended and not permitted back into the school until there has been a psychiatric evaluation and a written statement received by the school principal from a psychiatrist that the student is not/does not pose a danger to self or others.

Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified immediately. Additionally, should a threat be made, the school will make counseling available for any students threatened after obtaining parental permission.

Sexual Harassment/Violence Policy

Purpose

St. Joseph Parish School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Joseph Parish School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment

Sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communications directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene t-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents/guardians of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation to the extent possible. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and the victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following: 1. verbal warning/reprimand and apology to the victim, 2. a parent/student/principal conference, 3. written warning/reprimand and parental notification, 4. detention or removal from selected school activities and/or extracurricular activities, 5. suspension, 6. expulsion.

Sexual Violence

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident. The Department of

Children Services and the police will be contacted immediately if there is any reason to believe that sexual abuse or violence has occurred involving a child less than eighteen years of age. Generally, sexual harassment shall be construed as sexual violence when: the recipient is physically touched in a sexual manner; without his/her consent, is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio Law. In each of the above cases, the Department of Children Services and the police will be contacted immediately.

Cell Phones and Other Digital Devices

The St. Joseph Parish School curriculum incorporates Chromebooks & iPads for the 2018-19 school year, which are provided by the school to ensure internet safety and network compatibility. Thus, other digital devices including fitbits, apple watches, smartphones, etc. are prohibited from the classrooms and should not be on the student's person during school hours. Any devices brought to school are to be shut off and kept in the student's backpack/locker until the end of the school day. Students are solely responsible for their personal devices brought from home. ***St. Joseph Parish School will not be responsible for any lost, stolen, or broken devices.***

Cell phones may be requested by the teacher or administration to be brought to school and used for a specific class activity under the following conditions:

- † Phones must be kept in the off position and in a concealed place such as a school locker or book bag on school property.
- † No cell phones may be used for random picture taking, sexting, texting, or other internet access/use.
- † No harassment or threatening of persons via the cell phone is permitted.
- † Cell phones may not be used for game playing, texting, internet or e-mail access, gambling or making purchases of any kind.

Those who violate any rules regarding cell phones and/or other digital devices will forfeit their privileges of bringing them to school. Devices will be taken and turned in to the principal. If warranted, disciplinary consequences will apply. Devices will be returned only to a parent or legal guardian. A second violation will result in the device being held by the principal until the end of the school year.

NOTE: Contents of a device will be searched by acting administration or the pastor if reasonable suspicion exists that it was used in an activity prohibited by the *Code of Conduct* or *Acceptable Use Policy*.

Dress Code

HAIR: – All Students:

- † Cut, styled, and groomed as to not pose a distraction to the learning environment.
- † Must be the **student's natural color**.
- † Must always be clean and neatly combed.
- † Extreme styles of haircuts and/or accessories are ***not*** permissible.

This includes but is not limited to:

- designs or stripes shaved into the hair;
- styles which are extremely short on the sides and long on top and/or front;
- large or unusually shaped headbands or other accessories.

Boys: length must not touch the collar and not cover the ears or eyebrows

Girls: length must not cover the eyes

CLOTHING - Grades 1 - 8:

- † All clothing must be neat, clean, and fit properly.
- † All clothing with belt loops requires a plain black or brown dress belt.
- † ALL shirts (regardless of style) must be tucked in with a plain black or brown belt (if loops).
- † All undergarments must be solid white in color.
- † White turtleneck or t-shirt may be worn under dress shirt, blouse or polo (tucked into bottoms).
- † Shoes with laces must be tied at all times.
- † Cardigan Sweater: Classic/Traditional Button-down Style: Gray, Navy, or White (no yellow, no oversized so as to cover uniform) **or** Embroidered Crewneck Sweatshirt, **NEW** ¼ Zip Sweatshirt or Performance Fleece **or** Full Zip Performance Fleece with the St. Joseph Crest (available only at Kids Kloset) may be worn over the polo, uniform blouse, or shirt and tie (no hoods).
*The above over-items may be worn with any uniforms if needed.
- † Jewelry for all students should be kept to a minimum and not pose a distraction to the learning environment.
- † Jewelry that pierces visible parts of the body (other than the earlobe for girls) is unacceptable.
- † Final decision is ultimately up to the discretion of Administration.

Seasonal Uniform - may be worn 1st and 4th Quarters:

- † Uniform Shorts: Khaki, Black, or Navy, grades 6 - 8 / Black or Navy, grades 1 - 5
(unacceptable styles include but are not limited to casual or cargo styles, contrasting stitching, or outside pockets)
- † Polo Shirt: Light Blue, White, or Yellow
- † Socks: Plain White, Navy, or Black ("no-show" styles are not acceptable)
- † Shoes: (mostly) Solid colored Tennis Shoes with matching laces (color/style should not pose a distraction to the learning environment)
- † Girls may wear solid colored leggings with matching colored socks under jumpers/skirts/skortis during inclement weather.

Regular Uniform - may be worn all year (dress shirts/ties and blouses are encouraged for daily wear 2nd and 3rd Quarters)

- † Uniform Pants: Khaki, Black, or Navy, grades 6 - 8 / Black or Navy, grades 1 - 5
(unacceptable styles include but are not limited to casual or cargo styles, contrasting stitching, flares/boot cuts, jeggings, outside decoration or pockets, or skinnies)
Boys Options –
- † Dress Shirt: Light Blue, White, or Yellow with a tailored or oxford style collar
- † Bow or Traditional Self-tied Tie: Solid Navy, grades 6 - 8
Uniform Plaid, grades 1 - 5
- † Polo Shirt: Light Blue, White, or Yellow - short or long sleeved
- † Socks: Black, Brown, Gray, Navy, or White Dress (no athletic socks)
- † Shoes: Black or Brown Dress Tie or Loafer style (unacceptable styles include but are not limited to athletic or canvas)
- Girls Options—**
- † Uniform Blouse: Light Blue, White, or Yellow with a peter pan, tailored, or oxford style collar
- † Polo Shirt: Light Blue, White, or Yellow - short or long sleeved
- † Socks: Black, Gray, Navy, or White knee socks or tights
- † *Solid colored Black, Gray, Navy, or White leggings with matching colored socks may be worn under jumpers/skirts/skortis during inclement weather (unacceptable styles include but are not limited to patterned material, pajama, running, yoga, or athletic pants).

- † Shoes: Black, Navy, or Brown Dress Tie or Loafer style or Saddle Shoes (unacceptable styles include but are not limited to athletic, boots, canvas, clogs, sandals, or slides)
- † Skort: Uniform Plaid, grades 1 - 8
- † Skirt or Kilt: Uniform Plaid, grades 6 - 8
- † Jumper: Uniform Plaid, grades 1 - 5

Mass Uniform - expected on ALL Mass days October through May and/or when otherwise specified:

Boys: Dress Shirt, Tie, Uniform Pants, Dress Socks, Dress Shoes

Girls: Blouse, Uniform Bottom, Knee Socks, Tights, or Leggings (with matching sock), Dress Shoes

Phys. Ed. Uniform:

- † All grades **K - 8** will wear to school on each class' scheduled Phys. Ed. days
- † Mandatory Navy Uniform Athletic Shorts with logo available only at Kids Kloset (running pants or sweats optional during inclement weather)
- † St. Joseph T-shirt (encourage blue, white, or yellow) with new crest or falcon logo
- † Tennis Shoes (non-marking sole)
- † Athletic Socks *Option Available at our Falcons Nest Spirit Store across from the Office

CLOTHING - Kindergarten:

- † A St. Joe t-shirt: (encourage blue, white, or yellow) with either the falcon or the crest **or** the school polo shirt in either white, light blue, or yellow (available at Kids Kloset).
- † Embroidered Crewneck Sweatshirt, **NEW** ¼ Zip Sweatshirt or Performance Fleece **or** Full Zip Performance Fleece with the St. Joseph Crest (all available only at Kids Kloset) may be worn over the t-shirt or polo.
- † Phys. Ed. Navy Uniform Athletic Shorts (available only at Kids Kloset) **or** Pants (which include leggings, running pants, sweats, etc.) will be the acceptable bottom to make it easier for the students and the activities they do throughout the day.
- † Shoes must be tennis shoe-type sneakers.
- † Dresses, skirts, and such should be saved for Casual Dress pass days.

Jewelry/Accessories/Other (ALL STUDENTS)

Boys: must be clean-shaven; earrings or jewelry that pierces visible parts of the body is not allowed.

Girls: should be kept to a minimum and not pose a distraction to the learning environment;

- † maximum of one post- style earring in the lobe of each ear only (dangling or hoop styles are unacceptable); jewelry that pierces other visible parts of the body is not allowed.

Grades 6 - 8:

- † Make-up is not encouraged, but subtle use will be accepted (excessive make-up will be dealt with on an individual basis).
- † Clear or neutral colored nail polish will be accepted (other colors, artificial nails, or other accessories of a similar nature are not acceptable).

Grades K - 5:

- † Make-up is not allowed.
- † Nail polish of any kind, artificial nails, or other accessories of a similar nature are not acceptable.

Liturgical Celebrations

Every Friday, Holy Days, and various other feasts throughout the year, all students will celebrate Mass together. The Mass Uniform is expected for these days October through May. Individual classes will utilize the chapel and will hold prayer services at various times throughout the year.

Curriculum and Instruction

St. Joseph Parish School follows the curricula and courses of study that have been developed by the Diocese of Cleveland. Each faculty member is fully and properly certified by the State of Ohio.

Homework—Regularly assigned homework is necessary to instill responsibility and reinforce what is being taught in the classroom. Because the work habits of the children vary considerably, parents are encouraged to talk with the teacher if the amount of homework normally takes an unusually small or an excessively large amount of time.

Report Cards—are generated four times a year. Final report cards will be mailed home following the last day of school and the closing of the term.

Interim Reports—A student's proficiency may be checked at any time online via the Student Management System (SMS). Parents will be expected to create an account within the system to regularly monitor their child's progress.

Conferences—Parent-teacher conferences are scheduled near the end of the first quarter. These conferences are necessary to reach a mutual understanding regarding the student's progress, strengths, and weaknesses. Parents are required to attend these conferences every year. Additional conferences may be scheduled with the teacher however, these are by appointment only, and not during a time when the teacher is responsible for students in the classroom.

Under **no circumstances** should a parent interrupt a teacher during student arrival, dismissal, or when a class is in progress. Parents should always report to the office. If a parent wishes to contact a teacher, s/he should leave a message at the office or email the teacher. The teacher will respond within 24-48 hours at the latest.

Honor Distinctions

First Honors: Awarded to students in grades 5-8 who have an "A" average in the six major academic subjects.

Second Honors: Awarded to students in grades 5-8 who have a combination of "A"s and "B"s with no more than two "B"s.

Third Honors: Awarded to students in grades 5-8 who have a combination of "A"s and "B"s or all "B"s.

Special Note: To be included in the academic honor distinctions a student must remain above a C - in all special classes and have good conduct. Inclusion in honor distinctions will be at the homeroom teacher's discretion if the above criteria have been met.

Visitors

To ensure the safety of the students and in compliance with Ohio law, **all** visitors, including those who volunteer on a regular basis, **must** report to the office upon entering the building. Visitors may be required to show proof of identification. **All** visitors will be required to wear an identification badge the entire time s/he is in the school building. Visitors **must** sign **both** in (at the time of entering the school building) as well as sign out (upon leaving).

Health Services

A nurse is available each day. In addition to the routine health screenings, they will take care of health needs and give a little TLC when needed. Parents are asked to inform the nurse of any special health needs of the students. Parents should try to administer necessary drugs to the student before or after school if possible. Specific regulations must be followed before the school will administer medication to a student. Both prescription and non-prescription drugs must be sent to the school in the original container and the parent must furnish a note from the doctor. In addition, a permission and instruction form must be signed by the parent.

If your child has been sent home or is absent from school due to a **fever, diarrhea, or vomiting** he/she may **not** return to school until these symptoms have been **gone for 24 hours**.

Upon return to school after an absence, all students must provide the homeroom teacher with a dated letter of explanation that is on 8.5" x 11 paper and signed by the parent/guardian. This hard-copy letter should be sent in with your child on the day s/he returns to school. A letter sent via email is NOT acceptable.

Emergency Medical Form

The Emergency Medical Form will be given out at Parent Back-to-School Night. It is extremely important that the form is completed and returned to school as soon as possible. Every child must have a completed emergency medical form on file.

Parental Concerns

Parents are encouraged to bring concerns to the attention of the teacher and the principal. Parents are encouraged to speak to the teachers first if a concern deals with a classroom issue. Appointments with the principal may be made through the office.

Lunches

The lunch times are as follows:

Grades 6, 7, 8	11:27-11:47
Grades 3, 4, 5	11:47-12:07
Grades K, 1, 2	12:07-12:30

Recess—The safety of each student is of utmost importance. Because of this, only soft (Nerf or “playground”) balls will be permitted. Rough play is prohibited. If a teacher or playground supervisor feels that the play might injure someone, it must be discontinued. Students are expected to exhibit proper behavior and respect to both other students and supervisors at all times. Students who do not follow the playground rules will be subject to disciplinary action. The children must dress appropriately for the weather. Students will be outside unless it is raining, there is extreme ice/snow, or temperature prohibits safe play.

Auxiliary Services

Through funds provided by the State of Ohio, the following materials and personnel may be provided by the Cuyahoga Falls School District, or other third party organization.

Remedial Reading	Remedial Math
Learning Disabilities	Speech Therapist
Guidance Counselor	Clerk
Nurse	Enrichment
Some textbooks	Computers and software

If you feel that your child would benefit from the auxiliary services personnel, please call the principal or guidance counselor to discuss this. In addition to state aid, some federal grant money is used in the school.

Band

All students in grades five through eight may participate in the St. Joseph band. There is an additional fee for this program. Information will be sent home at the beginning of the school year.

After/Before School Care

An after school program is provided for our school children each day that school is in session from 3:15-6:00 p.m., and before school from 7:00 to 8:00. Its purpose is to provide a safe, happy, and healthy environment for the children. The cost and other additional information may be obtained by calling the school office.

Mass Attendance

The importance of regular Mass attendance and the practice of the Catholic faith cannot be overemphasized. You have chosen a Catholic school because you believe in the values that are being taught. For Catholic families, it is the expectation that parents and children will be at Mass on Sunday. You are the primary teacher of your children. Do not, by your actions, give messages that are contrary to what your child is learning at school.

Sacramental Preparation

Sacramental preparation programs occur in the parish setting, joining parish day-school students and other students of the parish together. Children in St. Joseph Parish usually receive the Sacrament of Reconciliation in the winter of the second grade, Eucharist in the spring of the second grade, and Confirmation in the eighth grade. It must be emphasized that these are not automatic, and that attendance at St. Joseph Parish School does not necessarily qualify a child to receive the sacraments. An application must be completed and returned to the parish. All Church laws and parish regulations must be satisfied before a child is eligible to receive the sacrament. If there are any unusual circumstances, the pastor should be contacted well in advance. More information will be given in the parish bulletin and sent home with the children.

Volunteer/Protecting God's Children/Virtus Policy

St. Joseph Parish complies with the diocesan policy for the prevention of sexual abuse. In accordance with this policy, every volunteer 18 years of age and older who has any contact or access to children is required to read the *Policy for the Safety of Children in Matters of Sexual Abuse '16*, and the standards of conduct '16, sign statements attesting that these policies were read, and complete an application that provides information and references. In addition, the volunteer must attend a three-hour training session, participate in online child abuse prevention article reviews, and complete a background check through the State of Ohio Bureau of Criminal Identification and Investigation or the FBI if the volunteer has not lived in Ohio the past five years. The complete policy and all forms are available in the office or on our web site: www.saintjoe.org/virtus

Note

The rules and regulations in this HANDBOOK are subject to change. These rules and regulations are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make the final decision about an issue/incident that may not be specifically stated in these pages.